



Berwick upon Tweed Town Council

Council

13 December 2021

Appendix F

Report of Assistant to the Clerk

Civic Regalia

Access Public

Background

1. Council has previously agreed to spend up to £500 from General Reserves to replace an item of Civic Regalia.
2. Officers have reached out to companies to provide quotes, and 2 of these have responded.

Issues

3. The quotes received are more than the limit agreed by Council [see Table 1].
4. Artwork received with the quotes is provided as a background paper

Recommendations

1. To consider if any of the options provided in the artwork is acceptable at the price quoted, and
2. If any of the options are acceptable, to agree the extra spending from General Reserves.

Author	SC	Town Clerk sign off (if required)	GD
Checked by	GD	Finance Officer sign off (if required)	N/A

Table 1 [all prices excluding VAT]

QUOTE 1		
Option A		
Metal Gilt	Sub Total	£1076.87
	Carriage	£11.50
	TOTAL	£1088.37
Hallmarked Silver Gilt	Sub Total	£1345.87
	Carriage	£11.50
	TOTAL	£1357.37
Option B		
Metal Gilt	Sub Total	£840.73
	Carriage	£11.50
	TOTAL	£852.23
Hallmarked Silver Gilt	Sub Total	£986.73
	Carriage	£11.50
	TOTAL	£998.23
QUOTE 2		
Sterling Silver Gilt	Sub Total	£1040
	Carriage	£9.80 (approx)
	TOTAL	£1049.80 (approx)