

Appendix 1

Estimated costs

Costs are shown for the admittance of four new Freemen or Aldermen.

Option 1 – Event to take place within the Council Offices

Since the last ceremony, refurbishment work has been completed on the Council reception area to make it a multi-use space suitable for civic hospitality outside of business hours.

It is therefore feasible for the event to take place within the Council Chamber, providing that there were no more than four new Freemen or Aldermen to be admitted in order to meet the safe capacity limits of the space.

These event costs could be met from within existing Civic budgets.

Item	Estimated costs
Four Silver Badges of Office	£2,000
Print and photography	£300
Certificates and scrolls	£250
Honours Board updates	£600
Hospitality	£2,500
Venue	Nil
Live streaming	Nil
Total	£5,650

Option 2 – Event to take place at an external venue

This option would utilise an external venue, which has been used for events previously.

An additional budget of £12,000 would be required to support the event, with the balance being met from within existing budgets.

It is possible, due to the short timescales, that the venue may not be available at the required time, in which case an alternative venue would be sought, which may incur additional costs.

Item	Estimated costs
Four Silver Badges of Office	£2,000
Print and photography	£300
Certificates and scrolls	£250
Honours Board updates	£600
Hospitality	£2,500
Venue	£9,000
Live streaming	£3,000
Total	£17,650