CHICHESTER CITY COUNCIL

ANNUAL AWARDS

Introduction

Each year candidates for the Awards are nominated by members of the public with Chichester City Councillors assessing the nominations and making the Awards.

Civic Awards are presented to people who have contributed their time and services to the well-being of the City while the Community Awards recognise groups and organisations who have made an outstanding contribution to the City and its residents.

Each year the ceremony has become larger and larger. In the past it has been the case that previous Civic Award winners are invited to the current year's ceremony and celebrations.

This year the costs are as follows;

Civic and Heritage Awards Budget £1,000

This covers the cost of the medallions, frames, stationery, engraving etc.

Costs;

Medallions x 7	£800.00	
Engraving	£255.00	
Frames	£20.00	
Stationery	£10.00	
	Total	£1,085.00

Awards Reception Budget £1,500

This covers the cost of food and refreshments and staff to serve, based on 100.

Costs;

Canapes £15 a head	£1,500.00	
Serving staff	£500.00	
Drink	£164.00	
	Total	£2,164.00

The cost of catering has increased substantially in the last two years.

During the year we have also held 2 Freedom Ceremonies which hadn't been budgeted for.

Freedom Ceremonies;

Production of the Freedom Scroll and entry in the Freedom book	£716.80
Catering	£339.58
Total	£1,056.38

Production of the Freedom Scroll and entry in the Freedom book	£869.95
Catering	£2,000.00
Total	£2,869.95

Decisions to be made

The City Council recognises the importance and the significance of the civic events, in particular the Civic Awards, but the costs are increasing year on year, as numbers invited increase.

Going forward a decision needs to be made about who we prioritise with invitations and how we can limit numbers and therefore costs.

1) Do we continue to invite all previous Civic Award winners?
2) Do we have a cut off with numbers invited. ie 120

K. Martin
Finance Manager & Deputy Town Clerk