

Bexhill-on-Sea Town Council Options Report: Mayoral Roll of Honour Boards

1. Introduction

To honour past and future Town Mayors and preserve Bexhill-on-Sea's civic history, the Town Council is considering commissioning a Mayoral Roll of Honour Board. The board will be displayed in the Hub and serve as a lasting tribute to the individuals who have served the town.

2. Dimensions and Materials

The initial specification proposes a 'hilltop' style honour board with the following attributes:

- Dimensions: 1200mm (4') wide by 900mm (3') high
- Material: Dark oak veneer, typically 18mm or 19mm thick
(See Appendix I for the full specification.)

3. Layout Options

There are multiple layout and spacing configurations available for displaying names and information. The final design will need to balance aesthetic appeal and the ability to accommodate future names.

(See Appendix 2 for layout options.)

4. Supplier Quotes

Four suppliers have provided quotes for the production of the honour board. A summary of these quotes is provided below. More detailed quotations are available for review at the Bexhill-on-Sea Town Council hub on Western Road.

Supplier	Material	Cost (ex. VAT)	Dimensions	Additional Notes
Honour Boards	18mm thick board with light oak laminate	£797	1200mm x 900mm	
Creative Honour Boards Ltd	Budget veneered MDF	£1,032.60	1200mm x 1200mm	
Signet Signs Ltd	Edge veneer, oak veneered MDF, gold vinyl graphic	£737 + Delivery	1200mm x 900mm	
Gold Tree Bespoke	Medium oak with contrasting edge, gold border	£985	1200mm x 900mm	Client to view colour samples

5. Updating the Board

The board will initially include the names and tenures of past Town Mayors. Updates for future mayors can be made in two ways:

- By hand, using a professional signwriter
- With vinyl lettering supplied by the original sign company

6. Timeframe

The estimated production timeline for the board, including the initial lettering, is approximately 3-4 weeks from the date of order placement.

7. Recommendations and Next Steps

The Council is invited to review the supplier quotes, material options, and updating methods before making a decision on the preferred provider. Additional considerations include:

- The long-term maintenance and update process
- Cost-effectiveness versus aesthetic value
- Ensuring sufficient space for future updates

A final decision is required to proceed with procurement and installation.

Appendices

Appendix I: Initial Specification



Appendix 2: Layout and Spacing Options



You could have a 3 column version



Or a 2 column version with larger lettering