



Mayoral Advisory Committee 26 March 2013

Annual Meeting of the Council and Mayor Making: 16 May 2013

Members are asked to discuss, with officers, arrangements for Mayor Making and the Annual Meeting of the Council on 16 May 2013. For 2014 the Committee will consider some changes to the venue, timings and other related issues, but for 2013 only minor changes are being considered.

Arrangements 2012	Arrangements 2013	Notes
Date and Time Thursday 17 May 2012 at 11.00 am	Date and Time Thursday 16 May 2013 at - tba	It has been suggested that the start time for Mayor Making be put back one hour to 12 noon, in order to reduce the time between the meetings and the Civic Dinner.
Rehearsal Wednesday 16 May 2012 at: 5.00 pm	Rehearsal Wednesday 15 May 2013 at: 5.00pm	
Time – Annual Meeting At the completion of Mayor Making, and following an adjournment	Time – Annual Meeting	It has been suggested that an actual start time be set for the Annual Meeting. Whilst this would give some structure to the meetings, if Mayor Making over-runs the set time may not be achieved.
Venue Athenaeum (Carpet, staging, tables and chairs in place by 5.00 pm night before)	Venue	From 2014 the use of the Apex will be explored. For 2013 that venue is not available. It has been suggested that the venue for 2013 be the Council Chamber, however, this would have a number of implications including a reduced guest list (max 90 in Chamber), no scope for a procession, limited catering etc. It is therefore suggested that the venue remain as the Athenaeum for 2013.

Arrangements 2012	Arrangements 2013	Notes
Commentary 2012: Nick Wells	Commentary/ School choir?	It has been suggested that instead of a commentary, a school choir should be invited to sing.
Seating Council, Guests, Schools, General Public	Seating	
Procession Assemble in The Apex and process to Athenaeum at 10.30 am	Procession	It has been suggested that the procession might instead run from Moyse's Hall.
Presentations to Incoming Mayoress Outgoing Mayoress and Deputy Mayoress Presented by: to be advised by new Mayor	Presentations to	
Speeches	Speeches	It has been suggested that proposing speeches should be given a 3 minute time limit, and that seconders should do so without an additional speech. To discuss.
Chaplain Chaplain to the outgoing Mayor: Reverend Canon Ian Finn, Rural Dean of Clare and Rector of Haverhill	Chaplain Chaplain to the incoming Mayor: Reverend Jonathan Ford of Christ Church, Moreton Hall, Bury St Edmunds	
Floral Decorations in the Athenaeum 2012: Rosemary Roe and Stowmarket Flower Club	Floral Decorations	
PA John Roe	PA	

Election of Mayor: 2013/2014

Proposed 2012/13 – Cllr McManus Seconded 2012/13 – Cllr Oliver	To propose 2013/14 – To second 2013/14 -
-------------------------------------------------------------------	---------------------------------------------

Mayor's Communications:

- (a) Appointment of Chaplain :
- (b) Civic Service :

Vote of thanks to the retiring Mayor and Mayoress and election of Deputy Mayor:

Proposed 2012/13 – Cllr Mrs Mildmay-White Seconded 2012/13 – Cllr Stevens	To propose 2013/14 – To second 2013/14 -
------------------------------------------------------------------------------	---------------------------------------------

Vote of thanks to the retiring Deputy Mayor and Mayoress:

Proposed 2012/13 – Cllr Mrs P Warby Seconded 2012/13 – Cllr F Warby	To propose 2013/14 – To second 2013/14 -
------------------------------------------------------------------------	---------------------------------------------

Reception: Mayor to announce Reception