

**BRIEFING DOCUMENT FOR THE MAYORAL ADVISORY COMMITTEE**  
**Monday 17 March 2008**

**2008 CIVIC DINNER FOR THE OUTGOING MAYOR AND CONSORT**  
**COUNCILLOR MRS MARGARET CHARLESWORTH AND MR CHARLESWORTH**

- Date & Time:** Thursday 15 May 2008 at 7.00 pm for 7.30 pm
- Venue:** Athenaeum
- Seating:** Round Tables (to be agreed with Mayor Elect, Councillor Cockle)
- Style:** Formal Civic Dinner
- Dress:** Dinner jacket or dark lounge suit, uniform and decorations
- VIP Guest List:** As attached
- Caterer:** 2007: West Suffolk College    2008: (West Suffolk College (WSC))
- Bar:** Occasional licence until midnight.  
Pay bar. Wines by St Edmundsbury Halls
- Reception:** Chief Executive, Mayor and Mayoress
- Table Arrangements:** Mayor's Secretary
- Table Flowers:** 2007: Rosemary Roe and a member of  
Stowmarket Flower Arranging Club                      2008: (Same?)
- Grace:** New Mayor's Chaplain
- PA:** 2007: John Roe                      2008: (John Roe?)
- Ticket Price:** 2007: £25 (Cost price 2007 - £23.00 inc. VAT)  
2008: (Awaiting price from WSC)
- Toasts:**
- To propose: 'The Queen' by The Mayor  
To propose: 'The Guests' by (2007: Cllr Griffiths.    2008: .....)  
To respond: (2007: His Honour Judge John Devaux    2008: .....)
- National Anthem (One verse – accompanied)
- Vote of Thanks (2007: Councillor Richard Rout (Youngest Councillor)  
(2008: .....)
- Music:** (2007 – King Edward VI Upper School. 2008: (Same?))