



## **Mayoral Advisory Committee 12 March 2012**

### **Arrangements for Mayor Making and Bestowing Freedom of the Borough and Honorary Alderman**

#### **1. Background**

1.2 On 17 May 2012 there are to be three events:-

- (a) the Annual Meeting of the Council (incorporating electing the Mayor for 2012/2013);
- (b) bestowing the Honorary Freedom of the Borough on former Councillor David Lockwood; and
- (c) bestowing the title of Honorary Alderman of the Borough on former Councillor Nigel Aitkens.

1.2 The Committee is asked to determine the arrangements for these three events.

#### **2. Freedom of the Borough and Honorary Alderman**

2.1 The Council is required by law to hold a special meeting of the Council convened for that purpose for conferring the Honorary Freedom of the Borough and the Honorary Alderman of the Borough. This requirement does not prevent the two honours being bestowed at the same meeting.

#### **3. Annual Meeting of the Council (Mayor Making)**

3.1 This meeting has to be held at 11.00 am on the third Thursday in May (17 May 2012), and the agenda is laid down in the Borough Council's Constitution.

3.2 This meeting is divided into two separate sessions:-

- (a) Ceremonial Business, which includes the election of Mayor and Deputy Mayor; and
- (b) Procedural Business.

3.3 In between the Ceremonial and Procedural sessions is an adjournment for the civic reception, usually lasting up to one hour. This reception also enables the meeting room to be rearranged for transacting the procedural business.

#### **4. Arrangements for 17 May 2012**

##### **4.1 Freedom of the Borough and Honorary Alderman**

4.1.1 For logistical purposes, including the setting out the meeting room, it is considered appropriate that bestowing these two honours is held as one meeting, and is the first event on the day. This Special Meeting needs to commence at 10.30 am, as the Annual Meeting of the Council must, according to the Constitution, commence at 11.00 am.

4.1.2 The Committee will need to determine a proposer and seconder for bestowing each of these honours (see check list at Appendix A).

4.1.3 There will need to be an interval between the Special Meeting and the Annual Meeting to enable the 'top table' to be rearranged as there will need to be different proposers and seconders for the election of Mayor, Deputy Mayor and so on. In this break in proceedings there will need to be some activity for this 10 minutes interval.

4.1.4 An option, leading to a break of a shorter duration, would be for the 'top table' plus those Councillors involved in the Mayor Making Ceremony to process out of the room at the end of the Special Meeting, and then those on the top table for the Annual Meeting would process back into the room for second meeting.

##### **4.2 Annual Meeting**

4.2.1 Annual Meeting to commence at 11.00 am.

#### **5. Consideration of Issues**

5.1 Attached as Appendix A is a list of issues that need to be determined.

For further information please contact:-

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