

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

## **Items for Determination**

### **1. Procession**

- 1.1 Procession from The Apex to the Athenaeum to leave The Apex at 10.20 am.
- 1.2 Procession to include David Lockwood and Nigel Aitkens 'at the front'.

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

- 2.1 Meeting to commence at 10.30 am.
- 2.2 Freedom of Borough
  - (a) Proposer: .....
  - (b) Seconder: .....
- 2.3 Honorary Alderman
  - (a) Proposer: .....
  - (b) Seconder: .....
- 2.4 If needed, (see para 4.1.4) interval of (10 minutes) to be 'filled' by .....
- 2.5 Freeman and Honorary Alderman to be invited to reception.
- 2.6 Freeman and Honorary Alderman and ..... Guests be invited to the Dinner, usually held for the outgoing Mayor but will need to be enhanced.

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

- 3.1 Meeting to commence at 11.00 am.
- 3.2 Freeman and Honorary Alderman to sit at the 'top table' in order that they can process into the meeting and afterwards to the reception.

### **4. Council Summons/Agendas**

- 4.1 There will need to be two documents, one for the Special Meeting and one for the Annual Meeting. However, there will be some duplication in both – processional details and prayers.