

ST EDMUNDSBURY BOROUGH COUNCIL

MAYORAL ADVISORY COMMITTEE

**Minutes of a meeting held on Tuesday 26 March 2013 at 2.00 pm
in the Mayor's Parlour, West Suffolk House, Western Way,
Bury St Edmunds**

PRESENT: Councillor J R Hale (Chairman)
Councillors Farmer, Houlder, Nettleton, Mrs Rushen and
Spicer

BY INVITATION: Councillor Buckle (Mayor Elect)

7. Apologies for Absence

Apologies for absence were received from Councillors Griffiths, Marks and Mrs Mildmay-White.

8. Substitutions

The following substitutions were declared:

Councillor Mrs Rushen for Councillor Griffiths; and
Councillor Spicer for Councillor Mrs Mildmay-White.

9. Minutes

The minutes of the meeting held on 13 February 2013 were confirmed as a correct record and signed by the Chairman.

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

The Committee considered Report D326 (previously circulated) which asked Members to discuss, with officers, arrangements for the Annual Meeting of Council on Thursday 16 May 2013.

For 2014 onwards, the Committee would consider some changes to the venue, timings and other related issues, as set out in Report D328 on this agenda, however, for 2013 only minor changes were being considered.

The following arrangements for 2013 were approved:

(1) Date and Time

It was agreed that the start time for Mayor Making, on Thursday 16 May 2013, would remain at 11am.

(2) Rehearsal

The rehearsal would be held on Wednesday 15 May 2013 at 3.30 pm, in order to allow Members to attend Cabinet at 5.00 pm on the same day.

(3) Time – Annual Meeting

It had been suggested that an actual start time be set for the procedural Annual Meeting of the Council, which took place following the ceremonial business, rather than the Summons stating “following an adjournment”. Members felt that this would give some structure to the meeting, and decided that the Summons should state that the procedural business would commence at 1.00 pm.

(4) Venue

It was agreed that for 2013 the venue remain as the Athenaeum.

(5) Commentary

It was agreed that, instead of the usual commentary whilst the new Mayor was being robed, a school choir should be invited to sing.

(6) Seating

Seating would, as in previous years, be provided for Councillors and Council representatives, guests, schools and the general public.

(7) Procession

It was agreed that, rather than Members assembling in the Apex and processing to the Athenaeum, for 2013 the procession would assemble at Moyse’s Hall, at 10.30 am.

(8) Presentations

Presentations would be made to the incoming Mayoress, outgoing Mayoress and Deputy Mayoress, to be presented by one of Councillor Buckle’s grandchildren.

(9) Speeches

It was agreed that proposing speeches should be given a 5 minute time limit, and that seconds should do so without an additional speech.

(10) Chaplain

Councillor Buckle confirmed that his Chaplain would be the Reverend Canon Jonathan Alderton-Ford of Christ Church, Moreton Hall, Bury St Edmunds.

(11) Floral Decorations

It was agreed that Rosemary Roe and Stowmarket Flower Club be asked to provide the floral decorations in the Athenaeum. However, the Mayor’s Secretary was asked to reduce the cost from that paid in previous years, perhaps by reducing the number of decorations.

(12) Public Address System

It was agreed that John Roe be asked, as in previous years, to provide the public address system in the Athenaeum.

(13) Civic Service

Councillor Buckle would announce that his Civic Service would be held at 10.30am on Sunday 23 June 2013, at Christ Church, Moreton Hall.

Members were also asked to consider proposers and seconders, and the following tasks were allocated to the following Councillors as indicated:

(14) Election of Mayor

- (a) To move: Councillor Buckle would ask Councillor Mrs P Warby to propose his election as Mayor.
- (b) To second: Councillor Buckle would advise officers in due course whom he had asked to second his election as Mayor.

(15) Vote of thanks to the Retiring Mayor and Mayoress and election of Deputy Mayor

The Mayor's Secretary would liaise with the Mayor regarding who would move and second the vote of thanks to the retiring Mayor and Mayoress and election of Deputy Mayor.

(16) Vote of thanks to the Retiring Deputy Mayor and Mayoress

- (a) To move: Councillor Farmer; and
- (b) To second: Councillor Stevens.

RESOLVED:-

That the roles allocated and decisions taken in respect of the Annual Meeting of the Council 2013 be as detailed in (1) to (16) above.

11. 2013 Civic Dinner for the Outgoing Mayor and Mayoress

The Committee considered Paper D327 (previously circulated) which sought approval for various roles/decisions in respect of the Civic Dinner for the outgoing Mayor and Mayoress on 16 May 2013.

The following decisions were made:

- (1) Date and Time: Thursday 16 May 2013 at 7.30 pm
- (2) Venue: The Athenaeum
- (3) Seating: Round tables
- (4) Style: Formal civic dinner

- (5) Dress: Dinner jacket or dark lounge suit, uniform and decorations
- (6) Caterer: West Suffolk College
- (7) Bar: Sodexo
- (8) Reception: Chief Executive, Mayor and Mayoress
- (9) Table Arrangements: Mayor's Secretary
- (10) Table Flowers: Rosemary Roe and Stowmarket Flower Arranging Club
- (11) Grace: New Mayor's Chaplain
- (12) PA: John Roe
- (13) Ticket Price: £35.00

A discussion was held on the ticket price, and as the Council was charged £28 + VAT per head, it was felt that £35 was a fair price.

- (14) Toasts:
 - (a) The Queen to be proposed by the Mayor;
 - (b) The guests to be proposed by Councillor F Warby; and
 - (b) Response by Group Captain Scott Miller, RAF Honington.
- (15) National Anthem: One verse – accompanied
- (16) Vote of Thanks: Newest Councillor, Councillor Ms Wakelam
- (17) Music: County Upper School, Bury St Edmunds
- (18) Guest List (Appendix A to Report D327)

A discussion was held regarding the proposed non-paying VIP Guest List. The list at Appendix A was approved, although it was agreed that the Commanding Officer of the Army Air Corps, Wattisham, should be added to the non-paying VIP Guest List.

RESOLVED:-

That the decisions taken in respect of the 2013 Civic Dinner for the outgoing Mayor and Mayoress, as detailed in (1) to (18) above, be implemented.

12. Recommendations of the informal Mayoralty Review Group

The Committee considered Paper D328 (previously circulated) which brought forward the recommendations of the informal Mayoralty Review Group for consideration by Members.

In late 2012 the Leader of the Council had initiated an informal review of the mayoralty function. The aim of the review was to examine the role of the Mayor and build on the valuable contribution which the mayoralty made not just to civic events, but more widely to communities in West Suffolk.

Report D328 brought the recommendations of that review to the Committee, the bulk of which related to working practices, which if agreed would result in an updating of the Mayoralty Protocol in the Council's Constitution.

Section 4.2 of Report D328 set out the 37 recommendations of the review group. The recommendations were split into seven sections, and the majority were agreed without amendment. Some recommendations were amended, as set out below.



RECOMMENDED:-

That, with reference to the recommendations set out in Section 4.2.1 to 4.2.37 on Report D328,

Prime Purpose of the Mayoralty

(1) Recommendations 4.2.1 to 4.2.7 be approved;

Communications

(2) Recommendations 4.2.8 to 4.2.11 be approved;

The Role of the Mayoral Advisory Committee

(3) Recommendations 4.2.12 and 4.2.13 be approved;

Budget Considerations

(4) Recommendations 4.2.14 to 4.2.19 be approved;

Mayor Making/Annual Council 2013

(5) the decisions of the Mayoral Advisory Committee concerning arrangements for Mayor Making and Annual Council 2013 be noted, ie:

(i) that Recommendation 4.2.20 be approved, subject to the deletion of the words "for one final year";

(ii) that Recommendation 4.2.21 be approved;

(iii) that Recommendation 4.2.22 be rejected, and Mayor Making remain at 11am for 2013;

(iv) that Recommendations 4.2.23 to 4.2.26 be approved; and

(v) that Recommendation 4.2.27 be approved, subject to the deletion of the words "from their ward";

Mayor Making/Annual Council from 2014

(6) Recommendations 4.2.28 to 4.2.30 be approved; and

Civic Events and Twinning

(7) Recommendations 4.2.31 to 4.2.37 be approved.

13. Support for the Mayor

The Committee explored with the Mayor Elect, Councillor Buckle, opportunities for support and training in the role. Councillor Buckle advised that he had made his own arrangements with regard to support in those areas of particular relevance to the role of Mayor, for example speech writing and public speaking.

14. Date of next Meeting

As agreed under Recommendation 4.2.13 in Report D328, the Committee would next meet in September or October 2013, for the Mayor to provide an update on the mayoral year to date and future plans. Date options would be circulated nearer the time.

The meeting concluded at 3.17 pm.

CHAIRMAN