



St Edmundsbury
BOROUGH COUNCIL

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Mayoral Advisory Committee 17 March 2014

Freedom of the Borough Ceremony, Mayor Making and Annual Meeting of the Council: 15 May 2014

Members are asked to discuss, with officers, arrangements for the Freedom of the Borough Ceremony, Mayor Making and the Annual Meeting of the Council on 15 May 2014. Council has already approved the venue as the Apex.

	2013 (2012 for Freedom)	2014 (to be confirmed)	Notes
Rehearsal			
Date and Time		Wednesday 14 May 2014 at: 5.00pm	
Procession			
Starting Location	Start from Moyse's Hall to the Athenaeum	Start from Moyse's Hall (see Report E259) to the Apex.	Route to be confirmed.
Freedom of the Borough Ceremony			
Time	10.30am	1.30pm (see Report E259)	
Summons and Agenda	Special Meeting & therefore separate summons and agenda produced	As for 2012	For information.
Procession Out	Top Table and those Councillors involved in Mayor Making processed out at end of ceremony.	As for 2012, it is suggested that the Top Table and those Councillors involved in Mayor Making process out at end of ceremony.	To allow for the Top Table to be rearranged between the Freedom Ceremony and the Mayor Making Ceremony.
Mayor Making			
Time	11am start	2pm start – aim to finish by 3pm	
Summons and Agenda		As for 2013 – 2 parts:	

	2013 (2012 for Freedom)	2014 (to be confirmed)	Notes
		Part 1 – Ceremonial Business	
School Choir	King Edwards School	To be confirmed	
Presentations to:	Incoming Mayoress Outgoing Mayoress and Deputy Mayoress Presented by: to be advised by new Mayor	Incoming Mayoress Outgoing Mayoress and Deputy Mayoress Presented by: to be advised by new Mayor	
Speeches	Proposers: 3 minute time limit Seconders: no speech	As per last year: Proposers: 3 minute time limit Seconders: no speech	In 2013, the proposer speeches were limited to 3 minutes and seconders gave no speech. It is proposed to use the same format this year.
Floral Decorations	Were provided in the Athenaeum	None	
PA	John Roe	To be provided by the Apex	
Adjournment		Estimated 3pm Tea and Cakes to be provided (see E259)	
Annual Meeting			
Time	1pm start	4pm start (aim to finish by 5pm)	It is hoped that the agenda will be kept as brief as possible so that the Annual Meeting can be completed within 1 hour. This will allow time to change for those attending the civic dinner.
Summons and Agenda		As for 2013 – 2 parts: Part 2 – Procedural Business	

Proposers and Seconders

Election of Mayor: 2014/2015

Proposed 2013/14 – Cllr Mrs Warby Seconded 2013/14 – Cllr F Warby	To propose 2014/15 – tbc To second 2014/15 –
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Mayor's Communications:

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

Vote of thanks to the retiring Mayor and Mayoress:

Proposed 2013/14 – Cllr Oliver Seconded 2013/14 – Cllr Mrs Warby	To propose 2014/15 – To second 2014/15 –
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Election of Deputy Mayor:

Proposed 2013/14 – Cllr Oliver Seconded 2013/14 – Cllr Mrs Warby	To propose 2014/15 – To second 2014/15 –
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Vote of thanks to the retiring Deputy Mayor and Mayoress:

Proposed 2013/14 – Cllr Farmer Seconded 2013/14 – Cllr Stevens	To propose 2014/15 – To second 2014/15 –
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