

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	Weds 14 May at 5.00 pm	Wednesday 14 May 2014 at: 5.00pm	2 x elements:- 1 -Freedom & prop & sec 2 - then exited, reformed for Mayor Making + prop & sec At Apex – date and time as stated
Procession			
Starting Location and time	Start from Moyse's Hall to the Athenaeum	Start from Moyse's Hall (see Report E259) to the Apex at 1.15pm	Assemble at 1pm – aim to leave by 1.20pm latest. Route – from Moyse's Hall, turn right passed Superdrug – then along road to Central Walk. Approx. 6 minutes
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	As for 2012, it is suggested that the Top Table and those Councillors involved in Mayor Making process	To allow for the Top Table to be rearranged between the Freedom Ceremony and the Mayor Making Ceremony.

INFORMAL MEETING

	2013 (2012 for Freedom)	2014 (to be confirmed)	Notes
	at end of ceremony.	out at end of ceremony.	
Mayor Making			
Time	11am start	2pm start – aim to finish by 3pm	No other item on agenda other than main business – JLT aware
Summons and Agenda		As for 2013 – 2 parts: Part 1 – Ceremonial Business	Robert Everitt – what music would he like to process into? We would provide CD. Agreed CD better as can start and finish when required. And no cues required
School Choir	King Edwards School (County Upper sang in evening)	To be confirmed	To sing during robing of new Mayor Not yet arranged – KEGS for Mayor Making and County Upper for evening. Ruth to liaise with both schools.
Presentations to:	Incoming Mayoress Outgoing Mayoress and Deputy Mayoress Presented by: to be advised by new Mayor	Incoming Mayoress & Deputy Mayoress Outgoing Mayoress and Deputy Mayoress Include to Honorary Freeman Presented by: to be advised by new Mayor	Usually have a 'flower girl' RE suggested niece who is 5 years old.
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. Agreed.
Floral Decorations	Were provided in the Athenaeum	None	SO put out there will be no flowers – feels they should be provided. DN – can't allow a member (or substitute) to dictate action.

INFORMAL MEETING

	2013 (2012 for Freedom)	2014 (to be confirmed)	Notes
			Agreed to have 2 x pedestals either side of stage and take down to Athenaeum for evening.
PA	John Roe	To be provided by the Apex	Agreed.
Adjournment		Estimated 3pm Tea and Cakes to be provided (see E259)	Any savings from not providing wine and canapés. Yes – but main reason is because of time of day.
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	

INFORMAL MEETING

Proposers and Seconders

FO – to check how long to print agenda – this will give deadline for proposers etc.

Election of Mayor: 2014/2015

Proposed 2013/14 – Cllr Mrs Warby Seconded 2013/14 – Cllr F Warby	To propose 2014/15 – To second 2014/15 – RE to choose and inform us? Ruth to approach Patrick to choose for Deputy Mayor
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Mayor's Communications:

(a) Appointment of Chaplain : tbc – in hand – RE has asked Matthew Venham from Cathedral – and will confirm response.

(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 – Terry Buckle – to confirm
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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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INFORMAL MEETING