



Our reference CS
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14 March 2017

ST EDMUNDSBURY MAYORAL ADVISORY COMMITTEE - MONDAY 13 MARCH 2017

The following report was tabled at the above meeting:

**Agenda
No** **Item**

5. **2017 Civic Dinner for the Outgoing Mayor and Consort –
18 May 2017 (Pages 1 - 4)**

Report No: **MAC/SE/17/002**

Yours sincerely

Claire Skoyles
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Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	2017 Civic Dinner for the Outgoing Mayor and Consort - 18 May 2017	
Report No:	MAC/SE/17/002	
Report to and date/s:	Mayoral Advisory Committee	13 March 2017
Lead officer:	Leah Mickleborough Service Manager (Democratic Services) Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	
Purpose of report:	To discuss arrangements for the Civic Dinner for the outgoing Mayor on 18 May 2017.	
Documents attached:	Appendix A – Proposed VIP Guest List	

	Arrangements 2016	Arrangements 2017
Date and Time	Thursday 19 May 2016	Thursday 18 May 2017
Venue	The Athenaeum	The Athenaeum
Seating	Round Tables of 8 or 10	Round Tables of 8 or 10
Style	Formal Civic Dinner	Formal Civic Dinner
Dress	Dinner jacket or dark lounge suit, uniform and decorations	Black Tie
VIP Guest List	Appendix A attached	Appendix A attached
Caterer	West Suffolk College	West Suffolk College
Bar	Sodexo	Sodexo
Reception	Chief Executive, Mayor and Mayor's Consort	Chief Executive, Mayor and Mayoress
Table Arrangements	Mayor's Secretary	Mayor's Secretary
Table Flowers	Mayor's Secretary	Mayor's Secretary
Grace	New Mayor's Chaplain	New Mayor's Chaplain
PA	SFA (Simon Foster Associates)	SFA (Simon Foster Associates)
Ticket Price	£40.00	£40.00
Toasts:		
The Queen	The Mayor	The Mayor
The Guests	Cllr Sara Mildmay-White	Serving councillor (tbc)
The response	HH Judge John Devaux	Guest to respond (tbc)
National Anthem	One verse - accompanied	One verse - accompanied
Vote of Thanks	Cllr Simon Brown	Dependent on attendees (tbc)
Music	County Upper School (during dinner)	County Upper School (during dinner)

Provisional Costings

	Inclusive of VAT	Exclusive of VAT
Ticket Price	£40.00	£33.33
Meal cost (West Suffolk College)	£36.00	£30.00
Wine per bottle	£6 per person	£5 per person
TOTAL COST	£42.00	£35.00

**Civic Dinner for the Outgoing Mayor and Consort,
Councillor Julia Wakelam and Paul Rynsard
Thursday 18 May 2017**

Proposed VIP Guest List
(non-paying)

High Sheriff of Suffolk and Guest	2
Dean of St Edmundsbury and Guest	2
Vicar of St Mary's Church and Guest	2
Commanding Officer, RAF Honington and Guest	2
Commanding Officers of RAF Mildenhall/Lakenheath and Guests, plus USAFE Brigadier General and Guest	6
Freedom Table, up to 8 Guests	8
Community Business Representatives, up to 6 Guests To be decided by outgoing Mayor, Chairman of Mayoral Advisory Committee and Mayor's Secretary	6
TOTAL	28

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