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# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Mayoral Advisory Committee** held on  
**Wednesday 18 March 2015** at **3.30 pm** at the **Conference Chamber, West  
Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chairman** Ian Houlder

John Griffiths                      Christopher Spicer  
Sara Mildmay-White

**Substitutes attending:**  
Angela Rushen

**By Invitation:**  
Robert Everitt

7. **Apologies for Absence**

Apologies for absence were received from Councillor Farmer.

8. **Substitutes**

The following substitution was declared:

Councillor Rushen substituting form Councillor Farmer.

9. **Minutes**

The minutes of the meeting held on 10 February 2015 were confirmed as a correct record and signed by the Chairman.

10. **Review of Mayoral Year by current Mayor**

Councillor Robert Everitt, the current Mayor of St Edmundsbury informed the Committee that he had thoroughly enjoyed the opportunity he had been given to represent the Borough as Mayor over the past year. He considered that the role was a valuable asset to the local authority with many contacts being made and all visits had been much appreciated.. During his tenure, he had encouraged a number of schools to visit West Suffolk House and to meet the Mayor; through these visits he had been able to promote better

understanding of the role of the Council and hoped that such visits would continue in future. Councillor Everitt also thanked the Mayor's Secretary and Mayor's Driver for their continued support and their excellent work.

#### 11. **Mayor Making and Annual Meeting of the Council - 19 May 2015**

The Committee considered report MAC/SE/15/001 (previously circulated) which asked Members to discuss, with officers, arrangements for the Annual Meeting of Council on 19 May 2015.

The following arrangements for 2015 were approved:

(1) Venue

The venue for 2015 would be the Apex.

(2) Rehearsal

The rehearsal would be held in Conference Room East in West Suffolk House on Friday 15 May 2015.

(3) Procession

It was agreed that the procession would assemble at the Guildhall at 12.30pm and start to process to the Apex by 12.45pm. The route was agreed as follows: from the Guildhall along Guildhall Street and into Cornhill. Turn left up Central Walk, across St Andrews Street South, up Gosnold Street and right into Charter Square. It was estimated that this would take 6 minutes.

(4) Mayor Making

**Time** – It was agreed that the start time for the Mayor Making would be 1pm.

**Music** – It was agreed that this would be provided by King Edwards School with an orchestra for the procession in and a choir during the robing of the new Mayor.

**Presentations** – Presentations would be made to the incoming Mayoress and Deputy Mayoress, and the outgoing Mayoress. The new Mayor would advise who would make the presentations.

**Speeches** – Proposing speeches would be limited to 3 minutes and seconders should do so without an additional speech.

**Floral Decorations** – Two pedestals for flowers would be located at either side of the stage. These could then be transported to the Athenaeum for the Civic Dinner that evening.

**Public Address System** – The Apex would provide the public address system.

**Adjournment** – It is anticipated that Mayor Making would conclude by 2pm and the top table and members would process from the auditorium. Tea and cakes would be provided on the first floor.

(5) Annual Meeting

**Time** – It was agreed that the start time for the Annual Meeting would be 3pm and it was anticipated that it would conclude by 4pm.

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

**Chaplain** – Councillor Chung informed the Committee that he had approached Reverend Canon Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral to be his Chaplain.

**Proposers, Seconders and Votes of thanks** – Members were also asked to consider proposers and seconders. The Mayor's Secretary would liaise with members regarding who would propose and second the election of the Mayor and Deputy Mayor, and the relevant Votes of Thanks.

RESOLVED:

That the roles allocated and decisions taken in respect of the Annual Meeting of the Council 2015 be as detailed in (1) to (5) above.

12. **Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Robert Everitt and Mayoress - 19 May 2015**

The Committee considered report MAC/SE/15/002 (previously circulated) which sought approval for various roles/decisions in respect of the Civic Dinner for the outgoing Mayor and Mayoress on 19 May 2015.

The following decisions were made:

- (1) Date and Time: Tuesday 19 May 2015 at 7.30 pm
- (2) Venue: The Athenaeum
- (3) Seating: Round tables of 8 or 10
- (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: Mayor's Secretary to arrange.
- (11) Grace: New Mayor's Chaplain
- (12) PA: John Roe
- (13) Ticket Price: provisionally £40.00.
- (14) Toasts:
  - (a) The Queen to be proposed by the Mayor;

- (b) The guests to be proposed by a serving councillor (tbc); and
- (c) Response by a guest (tbc).
- (15) National Anthem: One verse – accompanied
- (16) Vote of Thanks: to be confirmed
- (17) Music: County Upper School, Bury St Edmunds
- (18) Guest List (Appendix A) - The guest list was approved.

RESOLVED:

That the decisions taken in respect of the 2014 Civic Dinner for the outgoing Mayor and Mayoress, as detailed in (1) to (18) above, be implemented.

The Meeting concluded at 4.45 pm

**Signed by:**

**Chairman**

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