

Agenda

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Procedural Matters

1. **Apologies for Absence**
2. **Substitutes**
3. **Minutes** **1 - 2**
To confirm the minutes of the meeting held on 10 February 2015 (copy attached).

Part 1 - Public

4. **Review of Mayoral Year by current Mayor**
5. **Mayor Making and Annual Meeting of the Council - 19 May 2015** **3 - 6**
Report No: **MAC/SE/15/001**
Lead Officer: Fiona Osman
6. **Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Robert Everitt and Mayoress - 19 May 2015** **7 - 10**
Report No: **MAC/SE/15/002**
Lead Officer: Fiona Osman

Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Mayoral Advisory Committee** held on **Tuesday 10 February 2015** at **1.00 pm** at the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Ian Houlder

Paul Farmer	David Nettleton
Ian Houlder	Christopher Spicer
Sara Mildmay-White	

Substitutes attending:

Stefan Oliver	Angela Rushen
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By Invitation:

1. **Election of Chairman**

RESOLVED:

That Councillor Ian Houlder be elected Chairman of the Mayoral Advisory Committee for 2014/2015.

2. **Apologies for Absence**

Apologies for absence had been received from Councillors John Griffiths and Adam Whittaker.

3. **Substitutes**

Councillor Angela Rushen confirmed that she was attending as a Substitute member for Councillor John Griffiths, and Councillor Stefan Oliver was attending as a Substitute member for Councillor Adam Whittaker.

4. **Minutes**

The minutes of the meeting held on 17 March 2014 were confirmed as a correct record and signed by the Chairman.

5. **Date of Next Meeting**

It was agreed that the Committee would next meet on Wednesday 18 March 2015 at 3.30 pm.

EXEMPT INFORMATION - EXCLUSION OF PUBLIC TERMS OF FORMAL RESOLUTION

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12(A) of the Act.

6. **Mayoralty 2015/2016**

The Committee considered nominations for the selection of a Member of the Council for the Office of Mayor of the Borough for 2015/2016, and it was

RESOLVED:

That Councillor Patrick Chung be nominated for election as Mayor for 2015/2016 and his name be formally submitted to the Annual Meeting of the Council on 19 May 2015, subject to him formally consenting to such nomination.

The Meeting concluded at 1.28 pm

Signed by:

Chairman

Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Mayor Making and Annual Meeting of the Council: 19 May 2015	
Report No:	MAC/SE/15/001 [to be completed by Democratic Services]	
Report to and date/s:	Mayoral Advisory Committee	18 March 2015
Lead officer:	Fiona Osman Service Manager (Democratic) Tel: 01284 757105 Email: fiona.osman@westsuffolk.gov.uk	
Purpose of report:	To discuss arrangements for the Mayor Making and Annual Meeting of the Council on 19 May 2015.	

	2014 Arrangements	Proposals for 2015	Notes
Rehearsal			
Date and Time	Weds 14 May at 5.00 pm	Friday 15 May in Conference Chamber, West Suffolk House – <i>time to be confirmed.</i> N.B. – different date and location to previous years.	The Apex was not available at a convenient time for a rehearsal. Therefore propose using WSH Council Chamber to rehearse the procession and procedures.
Procession			
Starting Location and time	Started from Moyse’s Hall at 1.15pm and processed to the Apex	12.30 pm – Meet at the Guildhall 12.45 pm - Form up and process to the Apex	Space is limited for forming up at Moyse’s Hall, and is also open to the public. Propose using the Guildhall so can form up inside, and then process along Guildhall Street, into Cornhill, left into Central Walk and into Charter Square.
Freedom of the Borough Ceremony			
Freedom of the Borough	1.30pm to 2.00pm	Not applicable	
Mayor Making			
Time	2 pm start	1 pm start – aim to finish by 2 pm	No other item on agenda other than main business – JLT aware
Summons and Agenda	A4 booklet with card cover: Part 1 – Ceremonial Business	Same.	
Music	Provided by King Edwards School Procession in – orchestra Robing of new mayor - choir	Same.	

	2014 Arrangements	Proposals for 2015	Notes
Presentations to:	<ul style="list-style-type: none"> Incoming Mayoress & Deputy Mayoress Outgoing Mayoress and Deputy Mayoress Honorary Freeman 	<ul style="list-style-type: none"> Incoming Mayoress & Deputy Mayoress Outgoing Mayoress <p>Presentations to be made by xxx (to be advised by new Mayor)</p>	
Speeches	As per last year: Proposers: 3 minute time limit Seconders: no speech	Same	No changes proposed
Floral Decorations	2 Pedestals on either side of the stage. These can then be transferred to The Athenaeum for the Civic Dinner	Same	No changes proposed
PA	To be provided by the Apex	To be provided by the Apex	
Adjournment	3pm – Tea and Cakes provided	2pm – Tea and cakes on 1 st floor of Apex	
Annual Meeting			
Time	4pm start, finished at 4.25pm (In 2011, the annual meeting lasted 40 minutes)	3 pm start (aim to finish by 4 pm)	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	Part 2 – Procedural Business	Same	

Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	2015 Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Robert Everitt and Mayoress - 19 May 2015	
Report No:	MAC/SE/15/002 <small>[to be completed by Democratic Services]</small>	
Report to and date/s:	Mayoral Advisory Committee	18 March 2015
Lead officer:	Fiona Osman Service Manager (Democratic) Tel: 01284 757105 Email: fiona.osman@westsuffolk.gov.uk	
Purpose of report:	To discuss arrangements for the Civic Dinner for the outgoing Mayor on 19 May 2015.	
Documents attached:	<i>(Please list any appendices.)</i> Appendix A – Proposed VIP Guest List	

	Arrangements 2014	Arrangements 2015
Date and Time	Thursday 15 May 2014	Tuesday 19 May 2015
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	Dinner jacket or dark lounge suit, uniform and decorations
VIP Guest List	Appendix A attached	Appendix A attached
Caterer	West Suffolk College	West Suffolk College
Bar	Sodexo	Sodexo
Reception	Chief Executive, Mayor and Mayoress	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	John Roe	John Roe
Ticket Price	£37.50	£40.00 (provisional)
Toasts:		
The Queen	The Mayor	The Mayor
The Guests	Councillor Dave Ray	Serving councillor (tbc)
The response	Gp Capt Scott Miller, Honington	Guest to respond (tbc)
National Anthem	One verse - accompanied	One verse - accompanies
Vote of Thanks	Newest Councillor	Dependent on attendees (tbc)
Music	County Upper School	County Upper School

Provisional Costings

	Inclusive of VAT	Exclusive of VAT
Ticket Price	£40.00	£33.33
Meal cost (West Suffolk College)	£34.20	£28.50
Wine per bottle (based on £7.50 + £10 corkage per bottle)	£17.50 / 3 persons = £5.83 per person	£14.58 / 3 persons = £4.86 per person
TOTAL COST	£40.03	£33.36

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

**Proposed VIP Guest List
(non-paying)**

High Sheriff of Suffolk and Guest	2
New Mayor and Mayoress	2
Outgoing Mayor and Mayoress	2
Dean of St Edmundsbury and Guest	2
Vicar of St Mary's Church and Guest	2
New Mayor's Chaplain and Guest	2
Commanding Officer, RAF Honington and Guest	2
SUB-TOTAL	14
Community Business Representatives: To be decided by outgoing Mayor, Chairman of Mayoral Advisory Committee and Mayor's Secretary	6
TOTAL	20

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