
Annual Council



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda
Date:	Thursday 18 May 2017
Time:	12.30 pm
Venue:	Auditorium The Apex Charter Square Bury St Edmunds IP33 3FD
Membership:	All Councillors You are hereby summoned to attend a meeting of the Council to transact the business on the agenda set out below.  Ian Gallin Chief Executive 10 May 2017
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Committee administrator:	Claire Skoyles Democratic Services Officer Tel: 01284 757176 Email: claire.skoyles@westsuffolk.gov.uk

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	Auditorium The Apex Charter Square Bury St Edmunds IP33 3FD	Tel: 01284 757176 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the Council Offices, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Disabled access:	<p>The Apex has facilities for people with mobility impairments including lifts and wheelchair accessible WCs. However in the event of an emergency, use of the lifts are restricted for health and safety reasons.</p> <p>The nearest car park to The Apex is the Cattlemarket/Arc car park (IP33 3DG) where there are a number of accessible spaces. In addition, there are four parking spaces for blue badge holders located outside the basement entrance to The Apex. These are allocated on a first come first served basis.</p> <p>Assistant dogs are welcome in all parts of The Apex.</p>	
Induction loop:	An infra red audio system with stethoscope headsets is available for those with hearing difficulties and provides cover for the auditorium. If you require the use of a stethoscope headset, please book this directly with The Apex on 01284 758000 or by email at boxoffice@theapex.co.uk	
Recording of meetings:	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>	

PROCESSIONAL PROCEDURE

(DETAILS OF THE PROCESSION TO THE APEX ARE CONTAINED IN THE AGENDA FOR THE SPECIAL MEETING TO BE HELD IMMEDIATELY BEFORE THIS ANNUAL MEETING OF COUNCIL.)

PROCESSION INTO THE APEX

All stand.

At 12.30 pm, the Mayor and specified Members of the Council will enter the auditorium of the Apex in procession, headed by the Sword and Mace Bearers. **Members of the Council will stand** by their seats until the Sword and Maces have been placed in position and the meeting has been opened by the Mayor.

The Mayor will then invite **all to sit and the public to remain seated for the remainder of the meeting.**



St Edmundsbury Borough Council
2017-18 Civic Events

Date	Time	Event	Venue
Thursday 18 May 2017	1.00 pm 7.00 pm	Mayor Making Ceremony and Civic Dinner	Apex Athenaeum
Sunday 4 June 2017	3.00 pm	Mayor's Civic Service and Freedom Parade	Cathedral/Athenaeum
Monday 19 June 2017	10.30 am	Armed Forces Day Flag Raising	Angel Hill, Bury St Edmunds
	2.30 pm	Armed Forces Day Flag Raising	Market Square TBC
Thursday 22 June 2017	11.00 am	Jankyn Smyth Commemoration	Procession from - TBC St Mary's Church/Athenaeum
Sun 17 September 2017	11.00 am	Battle of Britain Parade and Service	Angel Hill / St Mary's Church
Sun 8 October 2017	12.30 pm 3.30 pm	Harvest Festival Lunch Harvest Festival Service	Athenaeum St Edmundsbury Cathedral
Sat 11 November 2017	2.30 pm	Remembrance Service	Abbey Gardens Rose Garden/Lecture Room
Sun 12 November 2017	10.30 am	Remembrance Parade and Wreath Laying Service	War Memorial, Angel Hill
	11.30 am	Remembrance Service	St Mary's Church, Bury St Edmunds
	TBC 2.30 pm 3.30 pm	Remembrance Parade and Wreath Laying Service Remembrance Service	War Memorial, Haverhill Cemetery St Mary's Church, Haverhill
Fri 17 November 2017 TBC	7.00 pm	St Edmunds Day Celebratory Dinner	Athenaeum
Sun 19 November 2017	10.30 am	St Edmunds Day Service	St Edmunds Church, Westgate Street
Thurs 7 December 2017	7.00 pm	Civic Carol Service	St Edmundsbury Cathedral
Thursday 17 May 2018 TBC	1.00 pm 7.00 pm	Mayor Making Ceremony and Civic Dinner	Apex Athenaeum

In addition to the above Civic Events there will also be the following events:
Holocaust Memorial Service at 10.30 am on Friday 26 January 2018 in the Abbey Gardens, organised by St Edmundsbury Cathedral; and Armistice Day Remembrance Service at 11 am on Saturday 11 November 2017 at the War Memorial, Angel Hill – organised by Bury St Edmunds Town Council.

AGENDA

PART I (Ceremonial Business)

Page No

1. Election of Mayor

The retiring Mayor will announce that the next item of business is the election of Mayor for the ensuing year and will call for nominations.

Councillor Paul Hopfensperger will move,

"That Terry Clements, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year."

Councillor Frank Warby will second.

The retiring Mayor will ask if there are any other nominations.

The retiring Mayor will then put the motion to the vote and, on its being carried by a show of hands, will declare that Councillor Terry Clements is elected Mayor.

Musicians from King Edward VI School to play whilst:

The retiring Mayor will rise. All other Members of the Council will rise simultaneously.

The new Mayor will then move to a position behind the Mayor's Chair.

The Sword Bearer will remove the Chain of Office and Robe from the retiring Mayor and hand the Robe to the Mace Bearer. Subsequently, with the assistance of the Mace Bearer, the Sword Bearer will remove the Chain of Office and Robe from the outgoing Deputy Mayor. The Sword Bearer will then robe the new Mayor.

The Sword Bearer will next hand the Chain to the Mace Bearer who, with the assistance of the Sword Bearer, will place it on the new Mayor.

The new Mayor will then occupy the Mayor's Chair, and **the retiring Mayor will then occupy the chair vacated by the new Mayor.**

Simultaneously with the robing of the new Mayor, the Consort's Badge will be removed from the retiring Mayor's Consort, Mr Paul Rynsard, and the Chain of Office will be placed on the new Mayoress, Mrs Vivienne Clements.

The retiring Mayor's Consort, and Mrs Vivienne Clements will then exchange places.

All Members of the Council will now sit.

The new Mayor will then sign the Declaration of Acceptance of Office, and rising, will read the terms thereof before passing it to the Service Manager (Democratic Services) for her signature.

The Mayor will then acknowledge his election.

2. Apologies for Absence

To receive announcements (if any) from the officer advising the Mayor (including apologies for absence)

3. Mayor's communications

(a) Appointment of Mayor's Chaplain

The Mayor will formally announce that he will be appointing as his Chaplain, The Venerable Dr David Jenkins, Archdeacon of Sudbury.

(b) Civic Service

The Mayor will announce that he has arranged for the Civic Service this year to be held on Sunday 4 June 2017 at St Edmundsbury Cathedral at 3.30 pm. At 3.00 pm, the civic procession will be led by a parade of TS St Edmund (Mayor's Own) Sea Cadet Corps, to commemorate their admission to the Honorary Freedom of the Borough.

**4. Vote of Thanks to the Retired Mayor and Consort
Councillor Robert Everitt will move,**

"That the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Julia Wakelam has carried out the duties of Mayor of the Borough during the past year, record its thanks and deep appreciation of her services as Mayor, and the Council further record its appreciation of the gracious work of the retired Mayor's Consort, Mr Paul Rynsard."

Councillor John Griffiths will second.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands the Mayor will then present Councillor Julia Wakelam with her past Mayor's Badge. Julia Wakelam will then acknowledge her year in office.

5. Election of Deputy Mayor and Consort

Having announced this item as the next business, the Mayor will call for nominations.

Councillor Betty McLatchy will move,

“That Councillor Margaret Marks be and is hereby elected Deputy Mayor for the ensuing year.”

Councillor Tony Brown will second.

Upon the nomination being proposed and seconded, the Mayor will then ask for any other nominations.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands, the musicians from King Edward VI School will play whilst the Sword Bearer and the Mace Bearer robe the new Deputy Mayor and invest the new Deputy Mayor with the Chain of Office. **Simultaneously**, the new Deputy Mayor’s Consort, will be invested with her Badge of Office.

All Members of the Council will then sit.

The new Deputy Mayor will then sign the Declaration of Acceptance of Office and pass it to the Service Manager (Democratic Services) for her signature.

The new Deputy Mayor will then formally acknowledge her election.

Presentations

The Mayor will announce presentations to Mrs Vivienne Clements, Mr Paul Rynsard and Mrs Elaine McManus.

ADJOURNMENT

The Mayor will then announce the conclusion of the ceremonial business of the Council and an adjournment for the following presentations and civic reception before reconvening in the APEX at 2.00 pm (or at the conclusion of a 45 minute adjournment, whichever is the later) for the procedural business in Part II of the Agenda.

CIVIC RECEPTION

The Mayor will invite the public and all Members of the Council to the civic reception in the Apex.

PROCESSION FROM MEETING

The Mayor's Secretary will announce the procession from the meeting and ask members of the public to stand.

All Members of the Council will remain standing in their places whilst the Sword and Mace Bearers take up the Sword and Maces. As soon as the Sword and Mace Bearers are ready, the Council, preceded by these Officers, will leave the floor, commencing from the head of the table on each side.

**PART II
(Procedural Business)**

***In the Apex, Bury St Edmunds following an adjournment, at
2.00 pm.***

6. Appointment of Cabinet Members

Having regard to the provisions of the Constitution, the Mayor will invite the Leader of the Council to announce:

- (a) up to nine Members whom he will be appointing to form the Cabinet;
- (b) the name of a Member of the Cabinet to act as Deputy Leader; and
- (c) the Portfolios, and which Members of the Cabinet will be Portfolio Holders.

(Note: In accordance with the provisions of the Constitution, the appointment of Members to the Cabinet announced in this way will take immediate effect. Otherwise, the Leader will give written notice to the Service Manager (Democratic Services) of the Members of the Cabinet as soon as practicable after the Annual Meeting.)

7. Review of Political Balance and Appointment to Politically Balanced Bodies 1 - 34

Report No: **AGM/SE/17/001**

8. Appointment of Chairmen and Vice-Chairmen of Committees

In accordance with the Constitution, the Council will appoint the Chairmen and Vice-Chairmen of the:

- (a) Overview and Scrutiny Committee; and
- (b) Performance and Audit Scrutiny Committee.

9. Review and Appointment of Representation on Outside Bodies 35 - 62

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

The Mayor will then announce the conclusion of the Annual Meeting of the Council.