

Agenda

Page No

Procedural Matters

1. **Apologies for Absence**
2. **Substitutes**
3. **Minutes**

1 - 4

To confirm the minutes of the meeting held on 16 January 2017 (copy attached).

Part 1 - Public

4. **Honorary Freedom of the Borough, Mayor Making and Annual Meeting of the Council - 18 May 2017**

5 - 10

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

5. **2017 Civic Dinner for the Outgoing Mayor and Consort – 18 May 2017**

Report No: **MAC/SE/17/002 TO BE TABLED AT THE MEETING**

6. **Civic Car**

The Committee will receive a verbal report on the Civic Car.

Part 2 – Exempt

NONE

Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Mayoral Advisory Committee** held on **Monday 16 January 2017** at **12.30 pm** in the **Mayor's Parlour, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU**

Present: **Councillors**

Chairman Ian Houlder

Tony Brown
John Griffiths
Margaret Marks

Sara Mildmay-White
Peter Stevens

Substitutes attending:

Diane Hind

By Invitation:

Julia Wakelam

27. **Election of Chairman: 2017/2018**

It was proposed, seconded and

RESOLVED:

That Councillor Ian Houlder be elected Chairman for 2017/2018.

28. **Apologies for Absence**

Apologies for absence were received from Councillor Bob Cockle.

29. **Substitutes**

The following substitution was declared:

Councillor Diane Hind substituting for Councillor Bob Cockle.

30. **Minutes**

The minutes of the meeting held on 31 March 2016 were confirmed as a correct record and signed by the Chairman.

31. **Venue and Timings**

The Committee considered a narrative item which sought agreement for the venue and timings for the Honorary Freedom of the Borough and Mayor Making ceremonies, and the Annual Meeting of Council on Thursday 18 May 2017.

Consideration was given to the venue and timings in recent years, which included the timings agreed for 15 May 2014 when the last Freedom of the Borough was conferred.

The following was agreed, that:

(1) Venue

The venue in 2017 for all three events would be The Apex, Charter Square, Bury St Edmunds.

(2) Timings

Procession

Subject to its availability during its refurbishment works, Members would assemble at 11.30 am at The Guildhall and start to process to the Apex by 11.45 am.

Honorary Freedom of the Borough

The start time would be 12 noon.

Mayor Making

The start time would be 12.30 pm (or at the conclusion of the conferment of the Honorary Freedom of the Borough, whichever was the later).

Annual Meeting of Council

The start time would be 2.00 pm (or at the conclusion of the 45 minute adjournment, whichever was the later) and it was anticipated that it would conclude by 2.45 pm.

RESOLVED:

That the decisions taken in respect of the venue and timings for the three events being held on Thursday 18 May 2017 be as detailed in (1) and (2) above.

(Subsequent to the meeting, it was established that The Guildhall would not be available to facilitate the procession, therefore alternative arrangements would need to be made.)

32. **Date of Next Meeting**

Members noted that the next meeting would be held on Monday 13 March 2017 at 4.00pm in the Mayor's Parlour.

33. **Exclusion of Press and Public**

It was proposed, seconded and

RESOLVED:

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

34. **Mayoralty 2017/2018**

The Committee considered nominations for the selection of Members of the Council for the Offices of Mayor and Deputy Mayor of the Borough for 2017/2018, and it was

RESOLVED: That

- (1) Councillor Terry Clements be nominated for election as Mayor for 2017/2018;
- (2) Councillor Margaret Marks be nominated for election as Deputy Mayor for 2017/2018; and
- (3) the aforementioned names be formally submitted to the Annual Meeting of the Council on 18 May 2017, subject to them formally consenting to such nominations.

(Councillor Margaret Marks left the meeting during the consideration of the nomination for the office of Deputy Mayor 2017/2018 and did not vote.)

The meeting concluded at 1.18 pm

Signed by:

Chairman

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Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Honorary Freedom of the Borough, Mayor Making and Annual Meeting of the Council: 18 May 2017	
Report No:	MAC/SE/17/001	
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 Freedom of the Borough, Mayor Making and Annual Meeting of the Council on 18 May 2017.	

	2016 Arrangements	Proposals for 2017	Notes
Rehearsal			
Date and Time	Wednesday 18 May at 5.00 pm at The Apex, Charter Square	Wednesday 17 May at 5.00 pm at The Apex, Charter Square	
Procession			
Starting time	Started from the Guildhall at 12.30 pm and processed to the Apex at 12.45 pm Formed up inside the Guildhall, and then process along Guildhall Street, into Cornhill, left into Central Walk and into Charter Square.	Due to addition of the conferment of the Freedom of the Borough, it was agreed by the Committee on 16 January 2017 (minute 31 refers) that the procession starts at 11.30 am and processes to the Apex at 11.45 am.	
Location	The Guildhall	The Guildhall is likely to be unavailable due to it commencing its refurbishment works. Alternative venues of Moyse's Hall Museum, or Trinity Methodist Church in Brentgovel Street are suggested for discussion. Route to be decided and agreed.	
Freedom of the Borough Ceremony			
Start Time	In 2014, when the last Freedom of the Borough Ceremony was held, it commenced at 1.30 pm	Already agreed by the Committee on 16 January 2017 (minute 31 refers) that the start time should be 12 noon.	
Film recording	Councillor John Burns offered the use of his film recording equipment free of charge to film the Mayor Making ceremony in 2016. This was fixed to film the	Consideration of whether subject to his agreement, Councillor Burns' film recording equipment should be used to film both the Freedom and Mayor Making	

	2016 Arrangements	Proposals for 2017	Notes
	procession in to the auditorium and the Top Table. Operated by Apex staff.	ceremonies in 2017	
Summons and Agenda	Special Meeting and therefore separate summons and agenda produced (2014)	As 2014	
Music	Not known (2014)	Proposal to be provided at the meeting.	
Procession Out	Top Table and those Councillors involved in Mayor Making processed out at end of ceremony.	As for 2014, it is suggested that the Top Table and those Councillors involved in Mayor Making process out at end of ceremony.	To allow for the Top Table to be rearranged between the Freedom Ceremony and the Mayor Making Ceremony.
Parade	Not applicable	Arrangements are in place for a parade of representatives the Sea Cadets to take place in Bury St Edmunds on 4 th June 2017, immediately prior to the Civic Service of the incoming Mayor. However, HMS Vengeance can no longer make this date due to operational reasons. Alternative arrangements to be agreed.	
Mayor Making			
Start Time	1 pm start	Already agreed by the Committee on 16 January 2017 (minute 31 refers) that the start time should be 12.30 pm	
Summons and Agenda	A4 booklet with card cover: Part 1 – Ceremonial Business	Same in principle, but compiled slightly differently to assist presentation.	In 2016, the A4 booklets, which were compiled using A3 sheets were too bulky and did not fold

	2016 Arrangements	Proposals for 2017	Notes
			correctly. Alternative compilation of papers required.
Music	Provided by King Edwards School Procession in – orchestra Robing of new mayor - choir	Proposal to be provided at the meeting.	
Outgoing Mayor's Charities	Incorporated the presentation of the outgoing Mayor's Charities' cheques to the relevant recipients into ceremonial business, prior to the election of the incoming Mayor.	To be agreed at the meeting.	
Presentations to:	<ul style="list-style-type: none"> Incoming Consort & Deputy Mayoress Outgoing Mayoress 	<ul style="list-style-type: none"> Incoming Mayoress & Deputy Mayor's Consort Outgoing Consort <p>Presentations to be made by xxx (to be advised by new Mayor)</p>	
Speeches	<p>As per last year: Proposers: 3 minute time limit Seconders: no speech</p> <p>Removed the need for a Vote of Thanks to the retiring Deputy Mayor as this was incorporated in the proposer's speech for the incoming Mayor.</p>	As 2016	Retiring Deputy Mayor is expected to be the elected Mayor for 2017/18.
Floral Decorations	2 Pedestals on either side of the stage. These can then be transferred to The Athenaeum for the Civic Dinner	As 2016	
PA	To be provided by the Apex	To be provided by the Apex	

	2016 Arrangements	Proposals for 2017	Notes
Adjournment	45 minutes – Tea and cakes on 1 st floor of Apex	Already agreed by the Committee on 16 January 2017 (minute 31 refers) that the adjournment should be for 45 minutes (as 2016)	
Annual Meeting			
Time	2.45pm start, finished at 3.00pm	2.00 pm start (aim to finish by 2.45 pm at the latest)	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	

