

# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>								
<b>Date:</b>	<b>Wednesday 21 March 2018</b>								
<b>Time:</b>	<b>3.30 pm</b>								
<b>Venue:</b>	<b>GFR-12</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU								
<b>Full Members:</b>	<p style="text-align: right;"><b>Chairman</b> Carol Bull</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><u>Conservative Members</u> (6)</td> <td style="width: 33%; vertical-align: top;">Carol Bull John Griffiths Margaret Marks</td> <td style="width: 33%; vertical-align: top;">Sara Mildmay-White Peter Stevens VACANCY</td> </tr> <tr> <td style="vertical-align: top;"><u>Charter Group Member</u> (1)</td> <td style="vertical-align: top;">Diane Hind</td> <td></td> </tr> </table>			<u>Conservative Members</u> (6)	Carol Bull John Griffiths Margaret Marks	Sara Mildmay-White Peter Stevens VACANCY	<u>Charter Group Member</u> (1)	Diane Hind	
<u>Conservative Members</u> (6)	Carol Bull John Griffiths Margaret Marks	Sara Mildmay-White Peter Stevens VACANCY							
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<b>Substitutes:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><u>Conservative Members</u> (3)</td> <td style="width: 33%; vertical-align: top;">Ian Houlder VACANCY</td> <td style="width: 33%; vertical-align: top;">Sarah Stamp</td> </tr> <tr> <td style="vertical-align: top;"><u>Charter Group Member</u> (1)</td> <td style="vertical-align: top;">Julia Wakelam</td> <td></td> </tr> </table>			<u>Conservative Members</u> (3)	Ian Houlder VACANCY	Sarah Stamp	<u>Charter Group Member</u> (1)	Julia Wakelam	
<u>Conservative Members</u> (3)	Ian Houlder VACANCY	Sarah Stamp							
<u>Charter Group Member</u> (1)	Julia Wakelam								
<b>By Invitation:</b>	Mayor Terry Clements								
<b>Interests – Declaration and Restriction on Participation:</b>	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.								
<b>Quorum:</b>	Three Members								
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>								

# Agenda

Page No

## Procedural Matters

**1. Apologies for Absence**

**2. Substitutes**

**3. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 21 December 2017 (copy attached).

## Part 1 - Public

**4. Mayor Making and Annual Meeting of the Council –  
17 May 2018**

**5 - 10**

Report No: **MAC/SE/18/001**

**5. 2017 Civic Dinner for the Outgoing Mayor and Consort –  
17 May 2018**

**11 - 14**

Report No: **MAC/SE/18/002**

**6. Exclusion of Press and Public**

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## Part 2 - Exempt

**7. Protocol on the Death of a Senior Member of the Royal Family (para 1)**

The Committee will receive a verbal report in respect of this item.

*Continued over.....*

**8. Nomination for the Office of Deputy Mayor 2018/2019 (para 1)**

On 21 December 2017, the Committee resolved:

*That*

- (1) Councillor Margaret Marks be nominated for election as Mayor for 2018/2019;*
- (2) consideration of nominations for the Office of Deputy Mayor for 2018/2019, be deferred until the next meeting of the Committee arranged for 21 March 2018; and*
- (3) once both nominations are determined by the Committee and ratified by Council on 24 April 2018, these be formally submitted to the Annual Meeting of the Council on 17 May 2018, subject to them formally consenting to such nominations.*

In light of (2) above, the Committee is now asked to determine a nomination for the office of Deputy Mayor of the Borough for 2018/2019 for formal submission to the Annual Meeting of the Council on 17 May 2018.

It should be noted that, subject to the creation of West Suffolk Council in April 2019, the councillor nominated for Deputy Mayor is unable to be nominated for the office of Mayor of St Edmundsbury in 2019/2020.

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# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Mayoral Advisory Committee** held on **Thursday 21 December 2017** at **12.30 pm** in the **Mayor's Parlour, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU**

Present: **Councillors**

**Chairman** Carol Bull

Bob Cockle  
John Griffiths  
Margaret Marks

Sara Mildmay-White  
Peter Stevens

**By Invitation:**  
Ian Houlder

*(Prior to the start of the meeting, the Democratic Services Officer explained that following the publication of the agenda and papers for this meeting, with the agreement of Councillor Ian Houlder, Councillor Carol Bull had been appointed to the Committee on the nomination of the Leader of the Council, to replace Councillor Houlder. This was primarily because Councillor Bull had now taken responsibility for the Civic Office from Councillor Houlder following her recent appointment as Portfolio Holder for Future Governance.)*

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

It was proposed, seconded and

RESOLVED:

That Councillor Carol Bull be elected Chairman of the Committee for the 2017/2018 year.

Councillor John Griffiths wished to place on record his thanks to Councillor Ian Houlder, outgoing Chairman of the Committee, for his sterling chairmanship of the Committee during previous years. This sentiment was supported by other Committee Members present.

42. **Apologies for Absence**

Apologies for absence were received from Councillors Jason Crooks and Sara Mildmay-White.

43. **Substitutes**

No substitutions were declared; however Councillor John Griffiths, Leader of the Council, nominated Councillor Ian Houlder to fill the vacancy for a substitute Member from the Conservative Group. This was verbally accepted by the Monitoring Officer, and would be formally confirmed following the meeting.

44. **Minutes**

The minutes of the meeting held on 13 March 2017 were confirmed as a correct record and signed by the Chairman.

Whilst not questioning the accuracy of the minutes, a brief discussion was held on the outcome of the options considered at the time regarding arrangements for the civic car.

45. **Date of Next Meeting**

Members noted that the next meeting would be held on Wednesday 21 March 2018 at 3.30pm in Conference Chamber West.

46. **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.

47. **Mayoralty 2018/2019**

The Committee considered nominations for the selection of Members of the Council for the Offices of Mayor and Deputy Mayor of the Borough for 2018/2019, and it was

RESOLVED: That

- (1) Councillor Margaret Marks be nominated for election as Mayor for 2018/2019;
- (2) consideration of nominations for the Office of Deputy Mayor for 2018/2019, be deferred until the next meeting of the Committee arranged for 21 March 2018; and
- (3) once both nominations are determined by the Committee and ratified by Council on 24 April 2018, these be formally submitted to the Annual

Meeting of the Council on 17 May 2018, subject to them formally consenting to such nominations.

The meeting concluded at 1.17 pm

**Signed by:**

**Chairman**

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# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Mayor Making and Annual Meeting of the Council: 17 May 2018</b>	
<b>Report No:</b>	<b>MAC/SE/18/001</b>	
<b>Report to and date/s:</b>	<b>Mayoral Advisory Committee</b>	21 March 2018
<b>Lead officer:</b>	Leah Mickleborough Service Manager (Democratic Services) <b>Tel:</b> 01284 757162 <b>Email:</b> leah.mickleborough@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To discuss arrangements for the Mayor Making and Annual Meeting of the Council on 17 May 2018.	

	<b>2017 Arrangements</b>	<b>Proposals for 2018</b>	<b>Notes</b>
<b>Rehearsal</b>			
<b>Date and Time</b>	Wednesday 17 May at 5.00 pm at The Apex, Charter Square	Wednesday 16 May at 5.00 pm at The Apex, Charter Square	
<b>Procession</b>			
<b>Starting time</b>	Due to addition of the conferment of the Freedom of the Borough, the procession started at 11.30 am and processed to the Apex at 11.45 am.  Formed up inside Moyse's Hall (as the Guildhall was undergoing refurbishment), and then processed through Cornhill, right into Central Walk and into Charter Square.	No Freedom of the Borough ceremony, therefore start time could revert back to 12.30 pm and process to the Apex at 12.15 pm	
<b>Location</b>	Moyse's Hall Museum	The Guildhall is still unlikely to be available due to its refurbishment works. Moyse's Hall Museum is therefore suggested again as an alternative.	
<b>Mayor Making</b>			
<b>Start Time</b>	12.30 pm start	12.30 pm start (ceremony expected to finish by 1.15pm)	
<b>Summons and Agenda</b>	A4 booklet with card cover: Part 1 – Ceremonial Business	A4 booklet with card cover: Part 1 – Ceremonial Business	
<b>Music</b>	Provided by King Edwards School Procession in – orchestra Robing of new mayor - choir	Provided by King Edwards School Procession in – orchestra Robing of new mayor - choir	

	<b>2017 Arrangements</b>	<b>Proposals for 2018</b>	<b>Notes</b>
<b>Outgoing Mayor's Charities</b>	Not applicable	To be agreed at the meeting.	In 2016, 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. This was not however, done in 2017. Does this need to be reconsidered for 2018?
<b>Presentations to:</b>	<ul style="list-style-type: none"> <li>• Incoming Mayoress &amp; Deputy Mayor's Consort</li> <li>• Outgoing Consort</li> </ul>	<ul style="list-style-type: none"> <li>• Incoming Consort</li> <li>• Deputy Mayor's Consort/Mayoress</li> <li>• Outgoing Mayoress</li> </ul> <p>Presentations to be made by xxx (to be advised by new Mayor)</p>	
<b>Speeches</b>	<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 2017	Retiring Deputy Mayor is expected to be the elected Mayor for 2018/19.
<b>Floral Decorations</b>	2 Pedestals on either side of the stage. These can then be transferred to The Athenaeum for the Civic Dinner	As 2017	
<b>PA</b>	To be provided by the Apex	As 2017	
<b>Adjournment</b>	45 minutes – Tea and cakes on 1 <sup>st</sup> floor of Apex	As 2017	

	<b>2017 Arrangements</b>	<b>Proposals for 2018</b>	<b>Notes</b>
<b>Annual Meeting</b>			
<b>Time</b>	2.00 pm start , finished by 2.15pm	2.00 pm start (aim to finish by 2.30 pm at latest)	It is hoped that the agenda will be kept as brief as possible so that the Annual Meeting can be completed within ½ to ¾ hour. This will allow time to change for those attending the civic dinner.
<b>Summons and Agenda</b>	Part 2 – Procedural Business	Same as 2017	



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# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>2018 Civic Dinner for the Outgoing Mayor and Mayoress - 17 May 2018</b>	
<b>Report No:</b>	<b>MAC/SE/18/002</b>	
<b>Report to and date/s:</b>	<b>Mayoral Advisory Committee</b>	21 March 2018
<b>Lead officer:</b>	Leah Mickleborough Service Manager (Democratic Services) <b>Tel:</b> 01284 757162 <b>Email:</b> leah.mickleborough@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To discuss arrangements for the Civic Dinner for the outgoing Mayor on 17 May 2018.	
<b>Documents attached:</b>	<b>Appendix A</b> – Proposed VIP Guest List	

	<b>Arrangements 2017</b>	<b>Arrangements 2018</b>
<b>Date and Time</b>	Thursday 18 May 2017	Thursday 17 May 2018
<b>Venue</b>	The Athenaeum	The Athenaeum
<b>Seating</b>	Round Tables of 8 or 10	Round Tables of 8 or 10
<b>Style</b>	Formal Civic Dinner	Formal Civic Dinner
<b>Dress</b>	Black Tie	Black Tie
<b>VIP Guest List</b>	Appendix A attached	Appendix A attached
<b>Caterer</b>	West Suffolk College	West Suffolk College
<b>Bar</b>	Sodexo	Sodexo
<b>Reception</b>	Chief Executive, Mayor and Mayoress	Chief Executive, Mayor and Mayor's Consort
<b>Table Arrangements</b>	Mayor's Secretary	Mayor's Secretary
<b>Table Flowers</b>	Mayor's Secretary	Mayor's Secretary
<b>Grace</b>	New Mayor's Chaplain	New Mayor's Chaplain
<b>PA</b>	SFA (Simon Foster Associates)	SFA (Simon Foster Associates)
<b>Ticket Price</b>	£40.00	£40.00
<b>Toasts:</b>		
The Queen	The Mayor	The Mayor
The Guests	Cllr Margaret Marks	Serving councillor (tbc)
The response	Commander Neil Lamont RN Commanding Officer of HMS Vengeance	Guest to respond (tbc)
<b>National Anthem</b>	One verse - accompanied	One verse - accompanied
<b>Vote of Thanks</b>	Cllr Andrew Smith	Dependent on attendees (tbc)
<b>Music</b>	County Upper School (during dinner)	County Upper School (during dinner)

### **Provisional Costings**

	<b>Inclusive of VAT</b>	<b>Exclusive of VAT</b>
Ticket Price	<b>£40.00</b>	
Meal cost (West Suffolk College)	£38.40	£32.00
Wine per bottle	£6 per person	£5 per person
<b>TOTAL COST</b>	<b>£44.40</b>	<b>£37.00</b>



**Civic Dinner for the Outgoing Mayor and Mayoress,  
Councillor Terry Clements and Vivienne Clements  
Thursday 17 May 2018**

**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	8
Community Business Representatives, up to 6 Guests To be decided by outgoing Mayor, Chairman of Mayoral Advisory Committee and Mayor's Secretary	6
<b>TOTAL</b>	<b>22</b>

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