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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: 19 May 2016</b>	
<b>Report No:</b>	<b>MAC/SE/16/001</b>	
<b>Report to and date/s:</b>	<b>Mayoral Advisory Committee</b>	31 March 2016
<b>Lead officer:</b>	Steven Boyle Service Manager (Legal) <b>Tel:</b> 01284 757165 <b>Email:</b> <a href="mailto:steven.boyle@westsuffolk.gov.uk">steven.boyle@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To discuss arrangements for the Mayor Making and Annual Meeting of the Council on 19 May 2016.	

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	<b>2015 Arrangements</b>	<b>Proposals for 2016</b>	<b>Notes</b>
<b>Rehearsal</b>			
<b>Date and Time</b>	Friday 15 May at 5.00 pm in Conference Chamber, West Suffolk House  The Apex was not available at a convenient time for the rehearsal. Therefore WSH Conference Chamber was used to rehearse the procession and procedures.	Wednesday 18 May at 5.00 pm at The Apex, Charter Square	
<b>Procession</b>			
<b>Starting Location and time</b>	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.	Propose the same arrangements.	
<b>Freedom of the Borough Ceremony</b>			
<b>Freedom of the Borough</b>	Not applicable	Not applicable	
<b>Mayor Making</b>			
<b>Time</b>	1 pm start – 1.45 pm	1pm start with aim to finish by 2pm	
<b>Film recording</b>	Not applicable	Consideration of whether, subject to appropriate agreements being sought, the proceedings should be filmed for prosperity.	An offer has been made for the loan of film recording equipment, free of charge.
<b>Summons and Agenda</b>	A4 booklet with card cover: Part 1 – Ceremonial Business	Same.	

	<b>2015 Arrangements</b>	<b>Proposals for 2016</b>	<b>Notes</b>
<b>Music</b>	Provided by King Edwards School Procession in – orchestra Robing of new mayor - choir	Same.	
<b>Outgoing Mayor's Charities</b>	Not applicable	Consideration of whether to incorporate the presentation of the outgoing Mayor's Charities' cheques to the relevant recipients into ceremonial business.	If agreed, the Committee is asked to consider whether the cheques should be presented before the election of the incoming Mayor is sought.
<b>Mayor's Chaplain</b>	The Mayor's Chaplain was the same as in 2014.	Consideration of whether the outgoing and incoming Mayor's Chaplains should sit on the top table and exchange places at the appropriate time in the ceremony.	
<b>Presentations to:</b>	<ul style="list-style-type: none"> <li>• Incoming Mayoress &amp; Deputy Mayoress</li> <li>• Outgoing Mayoress</li> </ul>	<ul style="list-style-type: none"> <li>• Incoming Consort &amp; Deputy Mayoress</li> <li>• Outgoing Mayoress</li> </ul> <p>Presentations to be made by xxx (to be advised by new Mayor)</p>	
<b>Speeches</b>	As per last year: Proposers: 3 minute time limit Seconders: no speech	Consider removing the need for a Vote of Thanks to the retiring Deputy Mayor as this can be incorporated in the proposer's speech for the incoming Mayor	Retiring Deputy Mayor is expected to be the elected Mayor for 2016/17.
<b>Floral Decorations</b>	2 Pedestals on either side of the stage. These can then be transferred to The Athenaeum for the Civic Dinner	Same	No changes proposed
<b>PA</b>	To be provided by the Apex	To be provided by the Apex	
<b>Adjournment</b>	2pm – Tea and cakes on 1 <sup>st</sup> floor of Apex	2pm – Tea and cakes on 1 <sup>st</sup> floor of Apex	

	<b>2015 Arrangements</b>	<b>Proposals for 2016</b>	<b>Notes</b>
<b>Annual Meeting</b>			
<b>Time</b>	3pm start, finished at 3.33pm  (In 2014, the annual meeting lasted 25 minutes)	3 pm start (aim to finish by 4 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.
<b>Summons and Agenda</b>	Part 2 – Procedural Business	Same	

