
Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	2016 Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Patrick Chung and Mayoress - 19 May 2016	
Report No:	MAC/SE/16/002	
Report to and date/s:	Mayoral Advisory Committee	31 March 2016
Lead officer:	Steven Boyle Service Manager (Legal) Tel: 01284 757165 Email: steven.boyle@westsuffolk.gov.uk	
Purpose of report:	To discuss arrangements for the Civic Dinner for the outgoing Mayor on 19 May 2016.	
Documents attached:	Appendix A – Proposed VIP Guest List	

	Arrangements 2015	Arrangements 2016
Date and Time	Tuesday 19 May 2015	Thursday 19 May 2016
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 Mayor's Consort
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	SFA (Simon Foster Associates)
Ticket Price	£40.00	£40.00
Toasts:		
The Queen	The Mayor	The Mayor
The Guests	Councillor Sarah Stamp	Serving councillor (tbc)
The response	Rev Canon Malcolm Rogers	Guest to respond (tbc)
National Anthem	One verse - accompanied	One verse - accompanied
Vote of Thanks	Councillor Christopher Spicer	Dependent on attendees (tbc)
Music	County Upper School	County Upper School (during dinner)

Provisional Costings

	Inclusive of VAT	Exclusive of VAT
Ticket Price	£40.00	£33.33
Meal cost (West Suffolk College)	£36.00	£30.00
Wine per bottle	£6 per person	£5 per person
TOTAL COST	£42.00	£35.00