
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	

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	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

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			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	

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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	

