

Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Mayoral Advisory Committee** held on **Monday 13 March 2017 at 4.00 pm** at 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

By Invitation:

Julia Wakelam
Terry Clements

(Mayor)
(Mayor Elect)

35. **Apologies for Absence**

Apologies for absence were received from Councillor Peter Stevens.

36. **Substitutes**

No substitutions were declared.

37. **Minutes**

The minutes of the meeting held on 16 January 2017 were confirmed as a correct record and signed by the Chairman.

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

The Committee considered report MAC/SE/17/001, which asked Members to discuss, with officers, arrangements for the Honorary Freedom of the Borough, Mayor Making and Annual Meeting of Council on 18 May 2017.

(1) **Venue**

As previously agreed by the Committee on 16 January 2017, the venue for 2017 for all three events would be the Apex, Charter Square, Bury St Edmunds

(2) **Rehearsal**

The rehearsal would be held in The Apex on Wednesday 17 May 2017 at 5.00 pm.

(3) **Procession**

As previously agreed by the Committee on 16 January 2017, Members would assemble at 11.30 am and start to process to the Apex by 11.45 am. As The Guildhall was unavailable due to its refurbishment works, the Committee considered the procession would commence from Moyse's Hall Museum. The route was agreed as follows:

From Moyse's Hall, up Cornhill and past the former Thorntons premises, then turn left heading south. Turn right up Central Walk, across St Andrews Street South, up Gosnold Street and right into Charter Square. It was estimated that this would take 6 minutes.

(4) **Freedom of the Borough (Special Meeting)**

Time

As previously agreed by the Committee on 16 January 2017, the start time would be 12 noon.

Film Recording – following an offer of film recording equipment free of charge, consideration was given to filming the Freedom of the Borough proceedings for future prosperity. This was agreed in principle, subject to appropriate agreements being sought.

Summons and Agenda – as this would be a Special Meeting, a separate summons and agenda to the Mayor Making/Annual Council meeting would be produced.

Music – It was agreed that this would be provided by King Edwards School with an orchestra for the procession in and out.

Proposer and Seconder – It was agreed that Councillor Margaret Marks would propose and Councillor John Griffiths would second the conferment of the Honorary Freedom of the Borough to HMS Vengeance and TS St Edmund (Mayor's Own) Sea Cadet Corps.

Speeches – The proposing speech would be limited to 3 minutes and the seconder should do so without an additional speech.

Floral Decorations – Two pedestals for flowers would be located at either side of the stage. These could then be transported to the Athenaeum for the Civic Dinner that evening.

Public Address System – The Apex would provide the public address system.

Procession Out – It was agreed that the Top Table and those Councillors involved in Mayor Making would process out at the end of the ceremony to

allow the Top Table to be rearranged between the Freedom of the Borough Ceremony and Mayor Making Ceremony.

Parade – Members noted that arrangements were in place for a parade of representatives of the Sea Cadets to take place on 4 June 2017, immediately prior to the Civic Service of the incoming Mayor. However, representatives from HMS Vengeance could no longer make this date due to operational reasons and alternative arrangements would need to be made.

(5) Mayor Making

Time

As previously agreed by the Committee on 16 January 2017, 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).

Film Recording – As already agreed in relation to the preceding Freedom of the Borough ceremony, following an offer of film recording equipment free of charge, consideration was given to filming the Mayor Making proceedings for future prosperity. This was agreed in principle, subject to appropriate agreements being sought.

Summons and Agenda – an A4 booklet with a card cover was agreed; however an alternative compilation to folding A3 papers into an A4 booklet would be adopted.

Music – It was agreed that this would be provided by King Edwards School with an orchestra for the procession in and a choir during the robing of the new Mayor.

Outgoing Mayor's Charities – Consideration was given to incorporate the presentation of the outgoing Mayor's Charities cheques to the relevant recipients into ceremonial business. At the suggestion of the outgoing Mayor at the time, this had been agreed in 2016. The outgoing Mayor, Councillor Julia Wakelam, felt that as the Freedom ceremony was also taking place this year, that the presentation of the cheques to her chosen charities should not be incorporated into ceremonial business this year. This was agreed by the Committee.

Presentations – Presentations would be made to the incoming Mayoress and Deputy Mayor's Consort, and the outgoing Consort. The new Mayor would advise who would make the presentations.

Speeches – Proposing speeches would be limited to 3 minutes and seconders should do so without an additional speech. As in 2016, it was agreed to remove the need for a Vote of Thanks to the retiring Deputy Mayor, as this would be incorporated into the proposer's speech for the incoming Mayor (as the retiring Deputy Mayor was expected to be elected Mayor for 2017/2018.)

Floral Decorations – As already agreed in relation to the preceding Freedom of the Borough ceremony, two pedestals for flowers would be located at either

side of the stage. These could then be transported to the Athenaeum for the Civic Dinner that evening.

Public Address System – As already agreed in relation to the preceding Freedom of the Borough ceremony, The Apex would provide the public address system.

Adjournment – It was anticipated that Mayor Making would conclude by 1.15pm and the top table and members would process from the auditorium. Tea and cakes would be provided on the first floor. The adjournment would be limited to 45 minutes, as previously agreed on 16 January 2017.

(6) **Annual Meeting**

Time – As previously agreed on 16 January 2017, 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.

Seating - Seating would, as in previous years, be provided for Councillors and Council representatives, guests, schools and the general public.

Proposers, Seconders and Votes of thanks – The Mayor’s Secretary would liaise with Members regarding who would propose and second the election of the Mayor and Deputy Mayor, and the Vote of Thanks for the retiring Mayor.

RESOLVED:

That the roles allocated and decisions taken in respect of both the Special Meeting and Annual Meeting of Council in May 2017 be as detailed in (1) to (6) above.

(Councillor Sara Mildmay-White joined the meeting during the consideration of this item.)

39. **2017 Civic Dinner for the Outgoing Mayor and Consort - 18 May 2017**

The Committee considered Report No: MAC/SE/17/002 (tabled at the meeting), which sought approval for various roles/decisions in respect of the Civic Dinner for the outgoing Mayor, Councillor Julia Wakelam and her Consort, Mr Paul Rynsard, on 18 May 2017.

The following decisions were made:

- (1) **Date and Time:** Thursday 18 May 2017. The Mayor’s Secretary would confirm the time and communicate this to invitees in due course accordingly.
- (2) **Venue:** The Athenaeum
- (3) **Seating:** Round tables of 8 or 10
- (4) **Style:** Formal Civic Dinner
- (5) **Dress:** Black Tie or Uniform and Decorations
- (6) **Caterer:** West Suffolk College
- (7) **Bar:** Sodexo
- (8) **Reception:** Chief Executive, Mayor and Mayoress

- (9) **Table Arrangements:** Mayor's Secretary to arrange.
- (10) **Table Flowers:** Mayor's Secretary to arrange.
- (11) **Grace:** New Mayor's Chaplain
- (12) **PA:** SFA (Simon Foster Associates)
- (13) **Ticket Price:** £40.00.
- (14) **Toasts:**
 - (a) The Queen to be proposed by the Mayor;
 - (b) The guests to be proposed by a serving councillor (to be confirmed); and
 - (c) Response by a guest (to be confirmed).
- (15) **National Anthem:** One verse – accompanied
- (16) **Vote of Thanks:** to be confirmed
- (17) **Music:** County Upper School, Bury St Edmunds (to be played during dinner)
- (18) **VIP Guest List (non-paying) (Appendix A):** It was considered that as in previous years, Community Business Representatives should continue to remain on the VIP Guest List as it was recognised that appropriate business leaders positively promoted the mayoralty function, economic growth and prosperity of the Borough. However, it was considered that whilst six tickets would provisionally be allocated for this purpose, should it be determined that it was not necessary to distribute this amount to business representatives, then they be held in reserve for allocation to others, examples of which were provided at the meeting.

Business representatives (and/or others, as appropriate) would be selected following discussion between the outgoing Mayor, Chairman of the Mayoral Advisory Committee (MAC) (upon consultation with other Members of MAC, as appropriate) and the Mayor's Secretary.

Subject to the above, the guest list, contained in Appendix A was approved.

RESOLVED:

That the decisions taken in respect of the 2017 Civic Dinner for the outgoing Mayor and Mayor's Consort, as detailed in (1) to (18) above, be approved and implemented.

40. **Civic Car**

The Committee received and noted a verbal report on the Civic Car.

The Assistant Director (Human Resources, Legal and Democratic Services) informed Members that the Civic Car, which was owned by the Borough Council, was getting quite old and options were currently being considered by officers under their delegated authority, regarding its future. Whilst not a decision of the Committee, Members' views were sought on the following options:

- (a) taking into account that maintenance costs were likely to escalate giving the age of the car, whether the existing car should be kept for the foreseeable future while it remained reasonably reliable;

- (b) when the vehicle was eventually deemed to be unreliable and not fit-for-purpose, whether it should not be replaced at all and the Mayor/Mayoress/Consort, be required to transport themselves to civic functions;
- (c) whether a new car should be purchased, taking into account additional expenses of road tax, maintenance, future MOT costs, together with accounting for the depreciation value; or
- (d) whether to commit to a three-year lease agreement (as part of the Council's already agreed scheme), the cost for which would incorporate maintenance, road tax expenses etc, with the option to buy or replace the vehicle at the conclusion of the three-year agreement.

Following a discussion on the advantages and disadvantages of each of the above options, the Committee considered option (d) was the most appropriate, whilst recognising that the Finance team would determine the most appropriate funding of the vehicle.

The meeting concluded at 4.57 pm

Signed by:

Chairman
