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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.	

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	<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	

