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# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>2018 Civic Dinner for the Outgoing Mayor and Mayoress - 17 May 2018</b>	
<b>Report No:</b>	<b>MAC/SE/18/002</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 Civic Dinner for the outgoing Mayor on 17 May 2018.	
<b>Documents attached:</b>	<b>Appendix A</b> – Proposed VIP Guest List	

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	<b>Arrangements 2017</b>	<b>Arrangements 2018</b>
<b>Date and Time</b>	Thursday 18 May 2017	Thursday 17 May 2018
<b>Venue</b>	The Athenaeum	The Athenaeum
<b>Seating</b>	Round Tables of 8 or 10	Round Tables of 8 or 10
<b>Style</b>	Formal Civic Dinner	Formal Civic Dinner
<b>Dress</b>	Black Tie	Black Tie
<b>VIP Guest List</b>	Appendix A attached	Appendix A attached
<b>Caterer</b>	West Suffolk College	West Suffolk College
<b>Bar</b>	Sodexo	Sodexo
<b>Reception</b>	Chief Executive, Mayor and Mayoress	Chief Executive, Mayor and Mayor's Consort
<b>Table Arrangements</b>	Mayor's Secretary	Mayor's Secretary
<b>Table Flowers</b>	Mayor's Secretary	Mayor's Secretary
<b>Grace</b>	New Mayor's Chaplain	New Mayor's Chaplain
<b>PA</b>	SFA (Simon Foster Associates)	SFA (Simon Foster Associates)
<b>Ticket Price</b>	£40.00	£40.00
<b>Toasts:</b>		
The Queen	The Mayor	The Mayor
The Guests	Cllr Margaret Marks	Serving councillor (tbc)
The response	Commander Neil Lamont RN Commanding Officer of HMS Vengeance	Guest to respond (tbc)
<b>National Anthem</b>	One verse - accompanied	One verse - accompanied
<b>Vote of Thanks</b>	Cllr Andrew Smith	Dependent on attendees (tbc)
<b>Music</b>	County Upper School (during dinner)	County Upper School (during dinner)

### **Provisional Costings**

	<b>Inclusive of VAT</b>	<b>Exclusive of VAT</b>
Ticket Price	<b>£40.00</b>	
Meal cost (West Suffolk College)	£38.40	£32.00
Wine per bottle	£6 per person	£5 per person
<b>TOTAL COST</b>	<b>£44.40</b>	<b>£37.00</b>