

ST EDMUNDSBURY BOROUGH COUNCIL

MAYORAL ADVISORY COMMITTEE

**Minutes of a meeting held on Monday 17 March 2013 at 2.00 pm
in the Mayor's Parlour, West Suffolk House, Western Way,
Bury St Edmunds**

PRESENT: Councillor Houlder (Chairman)
Councillors Farmer, Nettleton, Mrs Mildmay-White, Mrs
Rushen and Spicer

BY INVITATION: Councillor Everitt (Mayor Elect)

7. Apologies for Absence

Apologies for absence were received from Councillor Griffiths.

8. Substitutions

There were no substitutions.

9. Minutes

The minutes of the meeting held on 5 February 2014 were confirmed as a correct record and signed by the Chairman.

**10. Freedom, Mayor Making and Annual Meeting of the Council
Arrangements: 15 May 2014**

The Committee considered the informal report (previously circulated) which asked Members to discuss, with officers, arrangements for the Annual Meeting of Council on Thursday 15 May 2014.

The following arrangements for 2014 were approved:

(1) Venue

Council had already approved the venue for 2014 as the Apex.

(2) Rehearsal

The rehearsal would be held at the Apex on Wednesday 14 May 2013 starting at 5.30 pm.

(3) Procession

It was agreed that the procession would assemble at Moyse's Hall, at 1.00 pm and start the process to the Apex by 1.20pm. The route was agreed as follows: from Moyse's Hall, up Cornhill and past Thorntons, 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 mintues.

(4) Freedom of the Borough Ceremony

Time - It was agreed that the start time for the Freedom of the Borough Ceremony would be 1.30pm.

Summons and Agenda - As this would be a Special Meeting of the Council, a separate summons and agenda would be produced.

Procession - Following the ceremony, the top table, and those councillors involved in the Mayor Making, would process out of the auditorium.

(5) Mayor Making

Time - It was agreed that the start time for the Mayor Making would be 2pm.

Choir for robing - It was agreed that whilst the new Mayor was being robed, a school choir should be invited to sing. The Mayor's Secretary would liaise with both King Edwards School and County Upper School.

Presentations - Presentations would be made to the incoming Mayoress and Deputy Mayoress, outgoing Mayoress and Deputy Mayoress, to be presented by the niece of Councillor Everitt.

Speeches - It was agreed that proposing speeches should be given a 3 minute time limit, and that seconders should do so without an additional speech as per last year.

Floral Decorations - It was agreed that two pedestals for flowers would be located at either side of the stage. These could be then be transferred to the Athenaeum for the Civic Dinner that evening.

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

Adjournment - It is anticipated that Mayor Making would conclude by 3pm and the top table and members would process from the auditorium. Tea and cakes would be provided on the first floor.

(6) Annual Meeting

Time - It was agreed that the start time for the Annual Meeting Making would be 4pm and it was anticipated that it would conclude by 5pm.

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

Chaplain - Councillor Everitt informed the committee that he had approached Reverend Canon Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral and would confirm his response in due course.

Proposers, Seconders and Votes of thanks - Members were also asked to consider proposers and seconders, and the following tasks were allocated to the following Councillors as indicated:

Election of Mayor - Councillor Everitt would advise officers in due course whom he had asked to propose and second his election as Mayor.

Vote of thanks to the Retiring Mayor and Mayoress and election of Deputy Mayor - The Mayor's Secretary would liaise with the Mayor regarding who would move and second the vote of thanks to the retiring Mayor and Mayoress.

Election of Deputy Mayor - The Mayor's Secretary would liaise with Councillor Chung regarding who would move and second his election as Deputy Mayor.

RESOLVED:-

That the roles allocated and decisions taken in respect of the Annual Meeting of the Council 2014 be as detailed in (1) to (6) above.

11. 2014 Civic Dinner for the Outgoing Mayor and Mayoress

The Committee considered the informal report (previously circulated) which sought approval for various roles/decisions in respect of the Civic Dinner for the outgoing Mayor and Mayoress on 15 May 2014.

The following decisions were made:

- (1) Date and Time: Thursday 15 May 2014 at 7.30 pm
- (2) Venue: The Athenaeum
- (3) Seating: Round tables
- (4) Style: Formal civic dinner
- (5) Dress: Dinner jacket or dark lounge suit, uniform and decorations
- (6) Caterer: West Suffolk College
- (7) Bar: Sodexo
- (8) Reception: Chief Executive, Mayor and Mayoress
- (9) Table Arrangements: Mayor's Secretary
- (10) Table Flowers: Mayor's Secretary to arrange.

- (11) Grace: New Mayor's Chaplain
- (12) PA: John Roe
- (13) Ticket Price: to be confirmed.
- (14) Toasts:
 - (a) The Queen to be proposed by the Mayor;
 - (b) The guests to be proposed by Councillor Houlder; and
 - (b) Response by Group Captain Scott Miller, RAF Honington.
- (15) National Anthem: One verse – accompanied
- (16) Vote of Thanks: Newest Councillor, Councillor Mrs Rayner
- (17) Music: County Upper School, Bury St Edmunds
- (18) Guest List (Appendix A)

The guest list at Appendix A was approved.

RESOLVED:-

That the decisions taken in respect of the 2014 Civic Dinner for the outgoing Mayor and Mayoress, as detailed in (1) to (18) above, be implemented.

CHAIRMAN