
Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Mayor Making and Annual Meeting of the Council: 19 May 2015	
Report No:	MAC/SE/15/001 [to be completed by Democratic Services]	
Report to and date/s:	Mayoral Advisory Committee	18 March 2015
Lead officer:	Fiona Osman Service Manager (Democratic) Tel: 01284 757105 Email: fiona.osman@westsuffolk.gov.uk	
Purpose of report:	To discuss arrangements for the Mayor Making and Annual Meeting of the Council on 19 May 2015.	

	2014 Arrangements	Proposals for 2015	Notes
Rehearsal			
Date and Time	Weds 14 May at 5.00 pm	Friday 15 May in Conference Chamber, West Suffolk House – <i>time to be confirmed.</i> N.B. – different date and location to previous years.	The Apex was not available at a convenient time for a rehearsal. Therefore propose using WSH Council Chamber to rehearse the procession and procedures.
Procession			
Starting Location and time	Started from Moyse’s Hall at 1.15pm and processed to the Apex	12.30 pm – Meet at the Guildhall 12.45 pm - Form up and process to the Apex	Space is limited for forming up at Moyse’s Hall, and is also open to the public. Propose using the Guildhall so can form up inside, and then process along Guildhall Street, into Cornhill, left into Central Walk and into Charter Square.
Freedom of the Borough Ceremony			
Freedom of the Borough	1.30pm to 2.00pm	Not applicable	
Mayor Making			
Time	2 pm start	1 pm start – aim to finish by 2 pm	No other item on agenda other than main business – JLT aware
Summons and Agenda	A4 booklet with card cover: Part 1 – Ceremonial Business	Same.	
Music	Provided by King Edwards School Procession in – orchestra Robing of new mayor - choir	Same.	

	2014 Arrangements	Proposals for 2015	Notes
Presentations to:	<ul style="list-style-type: none"> • Incoming Mayoress & Deputy Mayoress • Outgoing Mayoress and Deputy Mayoress • Honorary Freeman 	<ul style="list-style-type: none"> • Incoming Mayoress & Deputy Mayoress • Outgoing Mayoress <p>Presentations to be made by xxx (to be advised by new Mayor)</p>	
Speeches	As per last year: Proposers: 3 minute time limit Seconders: no speech	Same	No changes proposed
Floral Decorations	2 Pedestals on either side of the stage. These can then be transferred to The Athenaeum for the Civic Dinner	Same	No changes proposed
PA	To be provided by the Apex	To be provided by the Apex	
Adjournment	3pm – Tea and Cakes provided	2pm – Tea and cakes on 1 st floor of Apex	
Annual Meeting			
Time	4pm start, finished at 4.25pm (In 2011, the annual meeting lasted 40 minutes)	3 pm start (aim to finish by 4 pm)	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	

