
Mayoral Advisory Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	2015 Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Robert Everitt and Mayoress - 19 May 2015	
Report No:	MAC/SE/15/002 [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 Civic Dinner for the outgoing Mayor on 19 May 2015.	
Documents attached:	<i>(Please list any appendices.)</i> Appendix A – Proposed VIP Guest List	

	Arrangements 2014	Arrangements 2015
Date and Time	Thursday 15 May 2014	Tuesday 19 May 2015
Venue	The Athenaeum	The Athenaeum
Seating	Round Tables of 8 or 10	Round Tables of 8 or 10
Style	Formal Civic Dinner	Formal Civic Dinner
Dress	Dinner jacket or dark lounge suit, uniform and decorations	Dinner jacket or dark lounge suit, uniform and decorations
VIP Guest List	Appendix A attached	Appendix A attached
Caterer	West Suffolk College	West Suffolk College
Bar	Sodexo	Sodexo
Reception	Chief Executive, Mayor and Mayoress	Chief Executive, Mayor and Mayoress
Table Arrangements	Mayor's Secretary	Mayor's Secretary
Table Flowers	Mayor's Secretary	Mayor's Secretary
Grace	New Mayor's Chaplain	New Mayor's Chaplain
PA	John Roe	John Roe
Ticket Price	£37.50	£40.00 (provisional)
Toasts:		
The Queen	The Mayor	The Mayor
The Guests	Councillor Dave Ray	Serving councillor (tbc)
The response	Gp Capt Scott Miller, Honington	Guest to respond (tbc)
National Anthem	One verse - accompanied	One verse - accompanies
Vote of Thanks	Newest Councillor	Dependent on attendees (tbc)
Music	County Upper School	County Upper School

Provisional Costings

	Inclusive of VAT	Exclusive of VAT
Ticket Price	£40.00	£33.33
Meal cost (West Suffolk College)	£34.20	£28.50
Wine per bottle (based on £7.50 + £10 corkage per bottle)	£17.50 / 3 persons = £5.83 per person	£14.58 / 3 persons = £4.86 per person
TOTAL COST	£40.03	£33.36