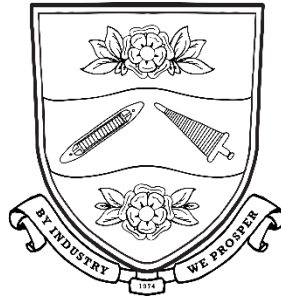


Item 10 – Full Council 14th July 2021



TODMORDEN TOWN COUNCIL

MAYOR MAKING DAY 2021 REPORT TO FULL COUNCIL

1. BACKGROUND

A meeting between Cllr Pat Taylor, Cllr Ruth Coleman-Taylor, Cllr Ken White, Mary Carrigan and all three Council Officers took place on 8th July 2021 to review plans for Mayor Making Day 2021. The results of the discussions that took place are presented below.

2. PROPOSED DATE

Mayor Making Day has been provisionally booked to take place in the Town Hall Ballroom on Saturday 16th October 2021 with Friday 15th October also booked to allow for set up.

3. PROPOSED RUNNING ORDER FOR THE DAY

The running order for the day is proposed as follows:

0830	➤ Town Council Staff arrive
0900 onwards	➤ Security Guard arrives ➤ Flowers arrive ➤ Caterers arrive (prepare and set up food ready for 1230 buffet opening) ➤ Musicians arrive and set up on stage ➤ Mace is placed on top table ➤ Mayors photos on table
10:00	➤ Mayor arrives to put on robe and mayoral chain.
14;15	➤ Deputy Mayor arrives to put on Deputy mayor chain of office.
10:30	➤ Members arrive to go to Ballroom
11:00 to 11:45	➤ Musicians start playing ➤ Doors open to guests – Mayor & Consort receive guests at the door ➤ Sherry /Prosecco/Soft drinks Reception starts ➤ Cash bar opens
12:00	➤ Musicians stop ➤ Welcome by Town Clerk and explain format ➤ Steve Martin to introduce Ken White

	<ul style="list-style-type: none"> ➤ Ken White to say a few words ➤ Margareta Holmstedt to introduce Ruth Coleman -Taylor ➤ Ruth Coleman - Taylor to say a few words ➤ Deputy Mayor (Matt Doyle) to introduce Mayor Pat Taylor ➤ Pat to thank and present Ken and Ruth with past mayor medal ➤ Welcome by Mayor - to make a short speech to include: <ul style="list-style-type: none"> • Present Citizenship award • Introduction to Mayor's Charity – (stands of past mayors charity) • Announce Lunch to be served
12:45	<ul style="list-style-type: none"> ➤ Lunch is Served ➤ Musicians start playing
14:30	<ul style="list-style-type: none"> ➤ Closing remarks by new Mayor
14:45	<ul style="list-style-type: none"> ➤ Guests start to leave
1500	<ul style="list-style-type: none"> ➤ Event ends

4. CATERING

As the event is taking place later in the year, it is proposed to seek quotes for provision of hot food options for the luncheon (Lasagne, Chilli options). Advice from the appointed caterer will be sought on Covid-safe service e.g. pre-ordered, plated meals served to seated guests may be preferable to a self-service, running buffet with shared serving spoons. Waste reduction will be a key focus when seeking quotes.

5. PAST MAYORS

Cllr Ruth Coleman-Taylor and Cllr Ken White will sit at the top table and will be acknowledged in the speeches. They will each be introduced with a few words by the Councillors that nominated them to the Mayoral position and then they will say a few words. Framed photographs of the past Mayors in Robe and Chain will be framed and presented on or near the top table.

6. CITIZENSHIP AWARDS

It is proposed that a single Citizenship Award will be presented this year. The winner will receive their certificate from the Mayor.

7. SECURITY GUARD

The security guard will be present all day to provide security for the Mace and other Regalia.

FLOWERS

Gordon Rigg will be approached as in previous years to donate flowers for table decorations.

8. MUSIC

It is proposed that the Music for the Many will be invited to provide the music that accompanies the event with a donation made to the charity for this.

9. SHERRY RECEPTION

In addition to Sherry, Prosecco and soft drinks will be available to guests on arrival.

10. BAR

A cash bar will be provided as usual.

PROPOSED BUDGET

The proposed budget for the event this year is £3,000 but will need to be flexible. The total cost for 2019 was just over £4,000 but it is anticipated that savings can be made this year.

11. NUMBERS

The number of guests invited this year will depend on what is possible in terms of Covid-safety. Whatever the outcome invitations will be extended to the following groups.

- **Community groups:** Including those who have received Council funding. In a normal year up to 35 groups are offered 2 tickets.
- **Mayoral guests:** The Mayor can usually invite up to 40 guests but this year, Cllr's Taylor, Coleman-Taylor and White will each invite up to 12.
- **Neighbouring Mayors:** The Mayor/Chair and guest of 12 neighbouring Council's usually receive an invite. This year an invitation will be extended to the new Mayor of West Yorkshire and guest.
- **Todmorden Town Councillors:** 18 Todmorden Town Councillors each with a plus 1.
- **Calderdale Councillors:** Six Todmorden and Calder Ward Councillors and guests
- **Craig Whittaker MP** and guest
- **Robin Tuddenham**, Chief Executive of Calderdale Council & Guest
- **Emergency Services:** One from each service plus guest
- **CMBC Officers:** Selected Officers of Calderdale Council with guests
- **Town Council Suppliers:** Selected Town Council service suppliers with guests
- **Editor** of the local paper
- **Citizenship Award Winner:** One winner with up to 5 guests
- **Public:** 30 tickets to be made available to the public and advertised on social media/in the paper. Tickets to be distributed on first come first served basis.

PRIORITISING NUMBERS

If we need to reduce numbers, then Community Groups and Public will be reduced and potentially subject to being drawn out of a hat