



TODMORDEN TOWN COUNCIL

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## Report to Full Council

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<b>Date</b>	15 <sup>th</sup> November 2023
<b>Subject</b>	Mayor making

### PURPOSE OF REPORT

1. To consider the proposed format of the Mayor Making Meeting and celebrations for 2024 onwards from the Resources Committee.

### CONSIDERATIONS

2. Todmorden Town Council have an annual Mayor Making meeting which has changed formats every year for the last 4+ years and a standardised format needs to be agreed.
3. The Resources Committee agreed on the 6<sup>th</sup> September that the formal meeting and Mayor Making should return to a Saturday meeting and the available date for Todmorden Town Hall in 2024 is the 25<sup>th</sup> May and the Town Hall has been booked.
4. Part of the Mayor Making meeting is also presenting various Council awards and last year was followed by drinks and nibbles for invited guests (60 people were invited) and was invite only.
5. The celebrations after Mayor Making have been invite only for over 5 years.
6. Some of the Mayor Making meeting has a legal requirement and can not be changed and some is procedural and is required.
7. The purpose of Mayor Making is to formally appoint a Mayor and Deputy Mayor, thank the previous Mayor and deputy Mayor, award Council awards and appoint Councillors to committees/trust etc.

### FINANCIAL CONSIDERATIONS

8. Todmorden Town Council is currently working with numerous outside agencies promoting cost of living support during this challenging time and the Council is considering what should be spend on this event.

9. Options 1 and 2 for 65 people can be done within the current recommended provisional budget.
10. Option 3 and all options for 100 people would require a budget review before the recommendation goes to Full Council with an addition circa 1% or 2% increase.

<b>Mayors Day Cost Options 2024</b>							
Based on 65 people in attendance				Based on 100 people in attendance as previous			
	Option 1	Option 2	Option 3		Option 1	Option 2	Option 3
Room Hire	£0	£0	£0	Room Hire	£0	£0	£0
Staff Costs	£376	£949	£830	Staff Costs	£376	£949	£830
Food Costs	£0	£260	£1,463	Food Costs	£0	£400	£2,250
Drink Costs	£0	£248	£815	Drink Costs	£0	£381	£1,254
<b>Total</b>	<b>£376</b>	<b>£1,456</b>	<b>£3,108</b>	<b>Total</b>	<b>£376</b>	<b>£1,729</b>	<b>£4,334</b>
<b>Total less staffing</b>	<b>£0</b>	<b>£508</b>	<b>£2,278</b>	<b>Total less staffing</b>	<b>£0</b>	<b>£781</b>	<b>£3,504</b>

11.

#### **RECOMMENDATION**

12. That Full Council agree to go with option 2 for 65 people and have this format for 2024 onwards to allow Officers to continue with organising the event and program it into future years workloads.

#### **REASONS FOR RECOMMENDATION**

13. That the recommendation is required to go to Full Council and for a large scale event planning and organising would need to be underway, ideally in September so it can be programmed into the planned work of the team.
14. The purpose of Mayor Making is to fulfil the legal requirements, thank the outgoing Mayor, welcome the incoming Mayor and celebrate the award winners.

#### **POLICY IMPLICATIONS:**

23. None directly arising from this report.

#### **DETAILS OF CONSULTATION:**

24. External caterer

#### **CLIMATE CHANGE:**

25. None.

#### **IMPACT EQUALITY ASSESSMENT**

26. None arising from this report.

#### **SUPPORTING PAPERS:**

21. Appendix 1 – Proposed Agenda for Mayor Making Meeting

**FURTHER INFORMATION, PLEASE CONTACT: Naomi Crewe**