

CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 24 November 2014

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at Guildhall on Monday, 24 November 2014 at 11.30 am

Present

Members:

Vivienne Littlechild (Chairman)	Jeremy Mayhew
John Scott (Deputy Chairman)	Sylvia Moys
Deputy Ken Ayers	Barbara Newman
Mark Boleat	Graham Packham
Deputy Billy Dove	Ann Pembroke
Deputy Anthony Eskenzi	Henrika Priest
Kevin Everett	Judith Pleasance
Lucy Frew	Emma Price
Alderman Sir Roger Gifford	Deputy Gerald Pulman
Deputy the Revd Stephen Haines	Stephen Quilter
Tom Hoffman	Delis Regis
Jamie Ingham Clark	Alderman William Russell
Deputy Alastair King	Mark Wheatley
Paul Martinelli	

In Attendance

Officers:

Julie Mayer	
Mark Jarvis	Chamberlain's Department
Steven Chandler	City Surveyor's Department
Margaret Jackson	Culture, Heritage and Libraries Department
Emma McGovern	Culture, Heritage and Libraries Department
David Pearson	Director of Culture, Heritage and Libraries
Geoff Pick	Culture, Heritage and Libraries Department
David Wight	Culture, Heritage and Libraries
Andrew Buckingham	Public Relations Department
Nick Bodger	Culture, Heritage and Libraries Department
Christopher Earlie	Culture, Heritage and Libraries Department
Julia Dudkiewicz	Culture, Heritage and Libraries Department

1. APOLOGIES

Apologies were received from Dennis Cotgrove, Wendy Hyde, Deputy John Owen-Ward, Henrika Priest, Deputy Gerald Pulman, Deputy Richard Regan, Deputy Giles Shilson, Alderman David Graves and Deputy John Tomlinson.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. **MINUTES**

The public minutes and non-public summary of the meeting held on 27 October 2014 be approved.

Matters arising

- A report on digitisation of the London Metropolitan Archives (LMA) would be presented to Members in January.
- The Chief Officers' Group on 12th November 2014 decided to defer publication of the Cultural Strategy for 6 months.

4. **RISK MANAGEMENT STRATEGY**

The Committee received a report of the Chamberlain in respect of the Risk Management Strategy. Members noted that the Department's risk register would be reported in early 2015, along with the new Business Plan. Significant updates were reported at least annually; with the last being reported in October 2014.

In response to a question about a leak in the Whittington Room in Guildhall last week, Members noted that temporary protection was in place, pending a full repair in January. The flood risk at the LMA had also been added to the risk register, under 'flooding'.

RESOLVED, that:

The new Risk Strategy be noted, along with the plans for the phased rollout of the Strategy within departments and City of London Institutions.

5. **REVENUE AND CAPITAL BUDGETS**

The Committee considered a joint report of the Chamberlain and the Director of Culture, Heritage and Libraries, which set out the annual submission of the revenue and capital budgets overseen by the Culture, Heritage and Libraries Committee.

During the discussion on this item, the following matters were raised/noted:

- Members were disappointed that the quarterly events booklet had ceased publication, given that not all residents were on-line. However, it was accepted that this had been agreed by the Committee, as part of the Service Based Review. However, officers advised that some literature had been retained; i.e. the quarterly, seasonal events guides delivered by visitor development and the popular '*What's New*' booklet in libraries, which was too large for on-line text.
- Members also accepted that most visitor attractions relied on electronic communications, in order to keep costs down.
- Officers advised that 'Patronmail' subscribers received regular updates and prompts to visit the website and an application to subscribe was included in the last printed booklet.

- A 'Workers Guide to the City' was being developed, which was intended to be separate from the tourist offer. A joint departmental approach targeting City companies was being developed to help fund this publication.
- A Member reported that a Museum of London Leaflet made no reference to the City of London Corporation and the Deputy Chairman offered to raise this at the next Museum of London Board Meeting.

RESOLVED, that:

1. The provisional 2015/16 revenue budget be approved for submission to the Finance Committee.
2. The draft capital budget be approved.
3. The Chamberlain, in consultation with the Director of Culture, Heritage and Libraries, be authorised to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews and changes to the Additional Works Programme.
4. If specific service based review proposals included with this budget report were to be rejected by the Committee, or other Committees request that proposals be pursued, the substitution of other suitable proposals, for a corresponding amount, be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straight forward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee, prior to approving an alternative proposal(s).

6. PUBLIC RELATIONS OFFICE - ANNUAL UPDATE

The Committee received a report of the Director of Public Relations, which provided an update on PR activities in support of the Culture, Heritage and Libraries Committee during the period December 2014 to October 2014. Members were pleased to note the success of the Magna Carta display during the Lord Mayor's Show. In response to a question about the Crossrail Arts Programme, Members noted that the Charities Commission had recently agreed that this would have charitable status and a trustees meeting was being arranged.

RESOLVED, that:

The Committee's annual public relations update be noted.

7. BUSINESS PLAN 2014/15 - QUARTER 2 - MONITORING REVIEW

The Committee received a report of the Director of Culture, Heritage and Libraries, which presented the Business Plan progress that had been made in Quarter 2 (July – September 2014).

During the discussion of this item, the following matters were raised/noted:

- The closure of the Guildhall Art Gallery over Christmas was necessary in order to complete the snagging works on lighting, which had not been achieved during the Summer of 2014. Officers advised that this closure would have a minimal impact on the events programme.
- Members thoroughly enjoyed their visit to the new glass walkway at Tower Bridge and commended the sterling work of David Wight and the new Head of Tower Bridge; Chris Earlie. Officers were very pleased to advise that ticket sales were up £100,000 on the same period last year.
- In respect of the Guildhall Art Gallery re-hang, Julia Dudkiewicz was highly commended for a tremendous achievement; i.e. some 4,000 items in just over 3-4 months.

RESOLVED, that the following be noted:

1. The Quarter 2 progress shown against our Key Objectives, Key Performance Indicators and Service Response Standards as set out in Appendix A.
2. The financial information contained in Appendix B; and
3. The Capital Projects spend to date summary at Appendix C.

8. ANIMATING GUILDHALL YARD: A PROPOSAL FOR ENHANCED PUBLIC USE

The Committee considered a report of the Director of Culture, Heritage and Libraries in respect of the proposed enhanced public use of Guildhall Yard.

During the discussion of this item, the following matters were raised/noted:

- The Church and the City of London Corporation should continue to liaise on planned events.
- Officers had communicated with One New Change and Leadenhall Market about potential market clash-dates.
- Members noted that profit margins from the markets were likely to be small due to the low footfall in the Yard. However, as the Yard programme develops, so might the footfall and thus higher rentals could be charged. Charges to markets in the first year are therefore set to be nominal, covering costs only. Officers had researched the activities in other public spaces in London, including Somerset House.
- Officers agreed to invite Livery Companies to display their produce as part of the market, like the Saturday 'Cheapside' Days that used to take place at Christmas; Members noted that this would need to be cost neutral.
- Flag raising and military parades were popular and attracted spectators.

- Members asked if the chairs provided in the Summer could be retained into the Autumn, if the weather was mild. Officers agreed to take this suggestion to the City Surveyors.

RESOLVED, that:

1. The proposition to animate Guildhall Yard be endorsed, in order to encourage greater public use while observing the necessary sensitivities and avoiding any prejudice to commercial lettings.
2. The proposal for a market to take place in the Yard on Court of Common Council days (usually nine a year) be approved, more regularly in August (when Guildhall is unavailable for private hire, subject to maintenance needs) and, on special occasions, delegating authority to the Director of Culture, Heritage and Libraries (CHL) to agree specific dates aligned with the restrictions outlined in this report.
3. The proposal for a bar to serve food and drink in the Yard for three weeks in August (lunchtimes and early evenings) be approved, on condition that relevant licensing legislation and the restrictions outlined in items 8 to 14 are observed (with delegated authority granted to the Director of CHL to review continuance in light of any public order or other issues).
4. Authority be delegated to the Director of CHL to programme the Yard for three weeks in August, aligned with the type of activity outlined in item 20 and the restrictions necessitated by consideration of nearby resident and worker communities, as well as any access or other requirements derived from the August maintenance programmes for Guildhall and Guildhall Yard.
5. The promotion and distribution of the technical specification for the Yard (Appendix 1 to the report) be approved, noting the need to include access and egress to the church of St Lawrence Jewry as discussed in item 8, so that a wider range of potential activities may be identified and the quality of these is enhanced beyond the limited pool of those who approach us currently.
6. Authority be delegated to the City Surveyor, Director of the Built Environment, Remembrancer and Director of CHL to identify and agree on an area within the Yard where public art and sculpture installations may be hosted throughout the year.
7. It be noted and agreed that any proposals for new activities in the Yard be planned in consultation and with the agreement of the Remembrancer, the City Surveyor and the Chief Commoner, as appropriate, to ensure that priority is given to commercial hospitality and other lettings of Guildhall space, and to ceremonial or official City functions and that the needs of the annual maintenance programme are respected.

9. **LONDON METROPOLITAN ARCHIVES: THE 'SPEAK OUT LONDON - DIVERSITY CITY GRANT AWARD'**

The Committee received a report of the Director of Culture, Heritage and Libraries in respect of the recent Heritage Lottery Fund grant to the LMA of £86,000 for '*Speak out London – Diversity City*' and provided an update on the partnership work, which it undertakes with the Lesbian, Gay, Transgender and Queer (LGBTQ) community.

RESOLVED, that:

The report on the 'Speak out London – Diversity City' grant be noted.

10. **REPLACEMENT OF HIGH LEVEL WALKWAY ROOF COVERINGS INCLUDING NEW INSULATION AND REPLACE/REPAIR OF NORTH AND SOUTH TOWER ROOFS - TOWER BRIDGE - GATEWAYS 1&2 - PROJECT PROPOSAL**

The Committee considered a report of the City Surveyor in respect of the replacement of the High Level Walkway roof coverings (including the new insulation and replacement/repair of the north and south tower roofs) at Tower Bridge.

RESOLVED, that:

The report be noted.

11. **BARBICAN AND COMMUNITY LIBRARIES CUSTOMER SURVEY**

The Committee received a report of the Director of Culture, Heritage and Libraries in respect of two in-depth surveys, carried out in February 2014, on the stock and services offered to adults and children by the Barbican and Community Libraries. During the discussion on this item, the following matters were raised/noted:

- The sterling work of the staff and some 3,000 volunteers was highly commended.
- Members were pleased to note that children were using the Library to do homework.
- In respect of reaching non-users, officers sometimes undertook surveys at Barbican Station but would consider other options. Children would also be surveyed using the learning zone.
- The signs for Artizan Street library were now in place and officers were pressing for openings on Friday afternoons.
- The new Head of St John Cass School was keen to re-establish library visits. Members noted that the libraries offered a schools resource service for projects on the National Curriculum.
- The Music Library was very popular amongst GCSE Music students and different customer groups were also being targeted.

- Members should have received an invitation to Shoe Lane Christmas Fayre on 27th November 2014.
- Members remained concerned at the unsatisfactory signage on the Barbican Estate, directing patrons to the various amenities and asked for the Town Clerk to identify ownership by a particular officer and department.

RESOLVED, that:

The Barbican and Community Libraries Customer Service be noted.

12. KEATS FOUNDATION REPRESENTATION

The Committee considered a report of the Director of Culture, Heritage and Libraries in respect of the Chairman and Deputy Chairman's representation on the Board of the Keats House Foundation. The report proposed that, given the separate nature of this charity, it would be more appropriate to nominate other Committee Members in this capacity.

During the discussion of this item, Members suggested that, as there was a potential conflict of interest, was it prudent to have any representation from the Culture, Heritage and Libraries Committee? The Director agreed to explore whether there might be any problem, constitutionally, in withdrawing representation.

RESOLVED, that:

1. The Chairman and Deputy Chairman be stood down as representative of the Culture, Heritage and Libraries Committee on the Board of the Keats House Foundation.
2. The Director investigate the possibility of withdrawing representation entirely from the Culture, Heritage and Libraries Committee on the Trustees of Keats Foundation and report back to Members.

13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

14. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

15. EXCLUSION OF THE PUBLIC

RESOLVED – That: under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

<u>Item No.</u>	<u>Paragraph No.</u>
16-17	3
18	1, 3
19	3
20 – 21	-

16. **NON PUBLIC MINUTES**

RESOLVED, that:

The non-public minutes of the meeting held on 27th October 2014 be approved.

17. **GUILDHALL ART GALLERY REFURBISHMENT AND GALLERY RE-HANG - 28 JULY 2014 TO 9 JANUARY 2015**

The Committee considered a report of the Director of Culture, Heritage and Libraries in respect the Guildhall Art Gallery Refurbishment and Re-hang during the period 28 July 2014 to 9 January 2015.

18. **FUNDING OF KEATS HOUSE INTERPRETATION PROJECT**

The Committee considered a report in respect of funding for the Keats House Interpretation Project.

19. **TOWER BRIDGE AND MONUMENT PERFORMANCE REPORT - APRIL TO SEPTEMBER 2014**

The Committee received a report of the Director of Culture, Heritage and Libraries presenting performance details of the tourism business at Tower Bridge and the Monument for the six month period April to September 2013.

20. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

The meeting ended at 1pm.

Chairman

Contact Officer: Julie Mayer
tel. no.: 020 7332 1410
julie.mayer@cityoflondon.gov.uk