

**CULTURE, HERITAGE AND LIBRARIES COMMITTEE**  
**Monday, 14 July 2014**

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at  
Guildhall on Monday, 14 July 2014 at 11.30 am

**Present**

**Members:**

Vivienne Littlechild (Chairman)	Sylvia Moys
John Scott (Deputy Chairman)	Barbara Newman
Dennis Cotgrove	Deputy John Owen-Ward
Deputy Billy Dove	Graham Packham
Deputy Anthony Eskenzi	Ann Pembroke
Kevin Everett	Emma Price
Lucy Frew	Deputy Gerald Pulman
Deputy the Revd Stephen Haines	Stephen Quilter
Tom Hoffman	Delis Regis
Wendy Hyde	Alderman William Russell
Jamie Ingham Clark	Mark Wheatley
Deputy Alastair King	Alderman David Graves (Ex-Officio Member)
Paul Martinelli	Deputy John Tomlinson (Ex-Officio Member)

**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
Ian Hughes	Department of the Built Environment
Nick Bodger	Culture, Heritage and Libraries Department
Vicky Carroll	Culture, Heritage and Libraries Department
Peter Davenport	Markets & Consumer Protection Department

**1. APOLOGIES**

Apologies were received from Alderman Sir Roger Gifford; Deputy Ken Ayers; Jeremy Mayhew; Henrika Priest; Judith Pleasance and Deputy Dr Giles Shilson.

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

There were no declarations.

3. **MINUTES**

**RESOLVED, that:**

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

Matters arising

- Given that some Members had not received their invitations to the recent Tower Bridge event, officers agreed that, in the event of email failure, any pending invitations would be sent again.
- Officers agreed to check that the new Chairman had been invited to the cart marking event next week.

4. **2013-14 CULTURE, HERITAGE AND LIBRARIES OUTTURN BUSINESS PLAN REPORT**

The Committee received a report of the Director of Culture, Heritage and Libraries, which demonstrated the outturn performance delivered against the business plan during the financial year 2013-14.

During the discussion and debate on this item, the following items were raised/noted:

- The Chairman commended the overall good performance.
- The digitisation of archival material at LMA was progressing while the large scale project (as reported to Members in January this year) was being researched in detail. As this project was likely to cost in excess of £10m, the Director could not predict a timescale, particularly in light of the on-going service based reviews and the likelihood of a further round of budget cuts.
- There had been some issues between April and September with collecting the electronic statistics for social media and Patronmail in relation to Guildhall Art Gallery (Key Performance Indicator CHL3). Using the monthly statistics for the rest of the year, officers could confidently estimate that they would have achieved at least another 25,000 usages for the missing months and, therefore, would have achieved the target.
- Members noted that some of the objectives and key performance indicators were new this year and officers had to estimate a realistic target to start from. Most targets had significantly increased, based on last year's performance and officers would examine key objectives/performance indicators every year to ensure they remain effective.

- There had been some serious IS issues at the LMA with access to the online catalogue but these had now been improved and there had been fewer incidents recently when the catalogues were down. Whilst noting that this was a large system and required robust monitoring, Members asked if they could be provided with more detailed information on the down times across the department by the Town Clerk.

**RESOLVED, that:**

The Business Plan 2013-14 Outturn Report be noted.

**5. REVENUE OUTTURN 2013/14**

The Committee received a joint report of the Chamberlain and Director of Culture, Heritage and Libraries, which compared the revenue outturn for the services overseen by the Committee in 2013/14 with the final budget for the year.

**RESOLVED, that:**

The Revenue Outturn report for 2013/14 and the proposed carry forward of underspends to 2014/15 be noted.

**6. PROVISION OF FOREIGN CURRENCY EXCHANGE SERVICES AT THE CITY INFORMATION CENTRE**

The Committee considered a report of the Director of Culture, Heritage and Libraries which sought to provide foreign currency exchange services at the City Information Centre.

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

- Members supported the concept, particularly in the current financial climate.
- Given that ATMs would be stand alone, building alterations would be minimal; planning permission would only need to be sought for the outside machine.
- The proposed counter space to be used for the service is not used and would be offered on a rental and commission basis.
- Extra panic buttons and cameras would be installed subject to independent risk assessment recommendations but it was noted that the site would not be suitable for use as a post office, given the additional security implications. Officers had been working with colleagues in HR, Health and Safety and the City Police to assess staff training needs and with the Chamberlains in respect of insurance.
- Officers had been consulting 'First Rate' as a potential supplier; this company provides foreign exchange services to the Post Office.

- Whilst the estimate in the report had been conservative, there were in excess of 1,400 enquiries about foreign exchange services this year.

**RESOLVED, that:**

1. In principle, that the City Information Centre (CIC) offer foreign exchange services through a supplier renting counter space and via the installation of up to two cash machines (internal and external), subject to officers being satisfied as to the suitability of the arrangements and subject to agreeing acceptable terms with any supplier.
2. Authority be delegated to the Director of Culture, Heritage and Libraries, in consultation with fellow officers, to negotiate a lease/licence and agree suitable terms with a supplier and to take any steps necessary to implement the proposals, instructing the Comptroller and City Solicitor accordingly.
3. The Finance Committee be recommended to agree to waive procurement regulations, in accordance with regulation 9.2, to enable a one-year pilot of the service to take place.
4. The Director of Culture, Heritage and Libraries proceed to the formal tender of a three-year contract for this service, in consultation with the Chamberlain and subject to compliance with procurement regulations, following his assessment of the benefits of offering the service specifically in terms of income potential, demand and value of the service to customers.

**7. REVIEW OF GUIDELINES FOR SPECIAL EVENTS ON THE PUBLIC HIGHWAY**

The Committee considered a report of the Director of the Built Environment, which summarised the findings of a review of the current procedure for considering applications to hold major special events in the Square Mile.

During the discussion and debate on this item, the following items were raised/noted:

- The proposal presented a good basic structure and the matrix in the report was particularly commended.
- Residents could be cut off for several hours during some events but officers advised that street works were cancelled during special events, so as not to compound the problem.
- Whilst commending its innovation, residents had not been advised about the unloading and erection of the blow up top hat in Paternoster Square but officers would be reviewing arrangements with the organisers.
- Consideration should be given to re-siting some of the events to parks.
- Events should be limited to those of relevance to the City and organisers should be asked to justify the continuation of their events.

- The fees were broadly in accordance with those charged by Westminster Council.
- Events bring economic benefits to the City and assist in terms of visitor profile.
- Members could make a valuable contribution to the events group, particularly resident Members. Officers explained that they need to be able to meet before putting proposals to Members but were happy to engage with Ward Members (and Port Health Committee for noise issues) at an early stage. However, it was Proposed by Mr Pulman, Seconded by Ms Newman and agreed unanimously that the Chairman and Deputy Chairman be appointed to the officer events group, with immediate effect.

**RESOLVED, that:**

1. The proposal to appoint the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee to the Officer Events Group, with immediate effect, be noted.
  2. The proposals for a revised Special Events consideration process be agreed.
  3. The revised fees and charging structure be agreed.
  4. The changes to the Childrens' Parade event be noted, which would be subject to a full post-event review.
  5. The Royal Marines Parade be supported.
  6. The application for the 'Walk a Mile in Her Shoes' event be approved.
8. **STREET TRADING POLICY**  
The Committee received a report of the Director of Markets and Consumer Protection in respect of the Street Trading Policy. The Chairman suggested and Members agreed that the Policy involved a considerable number of departments.

**RESOLVED, that:**

The proposed Street Trading Policy be noted.

9. **CITY ARTS INITIATIVE**

The Committee considered a report of the Director of Culture, Heritage and Libraries, which presented the recommendation of the City Arts Initiative.

**RESOLVED, that:**

1. Additional information be requested regarding the Festival of Azerbaijan Arts, in order for a decision to be made at a future CAI meeting.

2. Shakespeare Night Art Trail be approved, subject to consultation with, and agreement by, Barbican residents and other relevant stakeholders.
3. Additional information be requested regarding Light Night London 2015, once the project has been further developed.
4. Additional information be requested regarding Whizz-Kidz in the City in order for a decision to be made at a future CAI meeting.

10. **LONDON METROPOLITAN ARCHIVES RECEIVES A THIRD INSCRIPTION ON THE UNESCO UK MEMORY OF THE WORLD REGISTER**

The Committee received a report of the Director of Culture, Heritage and Libraries, in respect of the LMA's success in having a third item from its collections inscribed on the UNESCO UK Memory of the World Register.

Members noted that the above item (the Robert Hooke Diary) would be available for their inspection after the meeting today.

**RESOLVED, that:**

The achievement of the third inscription on the UNESCO UK Memory of the World Register be noted.

11. **PRESENTATION OF THE LORD MAYOR'S AUTOGRAPH BOOK**

The Director of the LMA was heard in respect of the Lord Mayors' autograph book, which would also be available for members' inspection after today's meeting. Members noted that the book contained signatures of Lord Mayors, dating back to the 17<sup>th</sup> Century. The present Lord Mayor had signed the book on a personal visit to LMA in May when she had also seen the Hooke diary and LMA's work in supporting the teaching of STEM subjects (science, technology, engineering and mathematics) in schools and in promoting STEM careers for young students.

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were 4 questions from Members in respect of the following:

- As part of its World War 1 Exhibition, some films were available in the Mediatheque area at LMA and on You Tube. A further exhibition on the Zeppelin air raids on London was planned for 2015.
- The running repairs and maintenance issues at Keats House, which had been noticed by a Member, were now in hand with the City Surveyors' Department.

- In respect of the Lecture on 21 July; ‘*London from Peace to War*’, the Town Clerk advised that invitations had been issued on 12<sup>th</sup> June but places were still available if any members would still like to attend.
- The London Stone, which is set on the north side of Cannon Street, is owned by the current building owner. Members noted that the stone needs to be sited there as it is a protected site, close to where it was originally. However, there was a planning application pending for the site; part of this will seek to get its setting improved but this could only be achieved if the application goes ahead. Officers further advised that, several years ago, there had been some discussion around moving the stone to a better location but it was met with objections from those who wanted its location preserved.

**13. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

The Chairman agreed to accept a presentation on Artizan Street Library and Community Centre.

The Chairman thanked officers and particularly commended the library staff for their advice service on housing matters.

**14. 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.

**Item No.**

**Paragraph No.**

16-20

3

**15. NON PUBLIC MINUTES**

**RESOLVED, that:**

The non-public minutes of the meeting held on 27 May be approved.

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

The Committee received a report of the Director of Culture, Heritage and Libraries.

**17. TOWER BRIDGE AND MONUMENT PERFORMANCE - APRIL 2013 TO MARCH 2014**

The Committee received a report of the Director of Culture, Heritage and Libraries.

**18. TOWER BRIDGE 120TH ANNIVERSARY CELEBRATIONS**

The Committee considered a report of the Director of Culture, Heritage and Libraries, which set out details of the expenditure for the promotional activities

and events in celebration of the 120<sup>th</sup> anniversary of the opening of Tower Bridge by the Prince and Princes of Wales, on 30 June 1894.

**RESOLVED, that:**

The costs relating to the 120<sup>th</sup> Anniversary Celebrations for Tower Bridge be noted.

**19. DECISIONS TAKEN UNDER URGENCY/DELEGATED AUTHORITY**

The Town Clerk was heard in respect of a decision taken under urgency (standing order 41a) as follows:

**Tower Bridge Glass Panel - Gateway 4C (detailed design) and Gateway 5 (authority to start work)**

On 17 June 2014, the Projects Sub (Policy and Resources) Committee considered a report of the Director of the Built Environment seeking approval for the installation of glass panels into the floors of both high level walkways at Tower Bridge.

Members considered that the sum of £138,000 for Risk allowance should not be included in the budget at this stage and that should any of these risks materialise resources would need to be sought at that stage.

The critical element of the programme would be to order the specialist glass in July to enable installation before the Christmas events bookings for the walkways. In order to minimise any further delays and ensure there would be no impact on the exhibition revenue and the confirmed event bookings in December, an urgent decision was sought.

It was therefore agreed, that:

- a) the tender sum of £866,551 (with no risk allowance) submitted by Keir Ltd be accepted to carry out the works;
- b) the Comptroller and City Solicitor be authorised to prepare the construction contract; and
- c) the authorised budget be set at £969,000.

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

There were no questions.

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

There were no items.

**The meeting ended at 1pm**

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Chairman

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