



Culture, Heritage and Libraries Committee

Date: MONDAY, 22 JANUARY 2018
Time: 11.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Graham Packham (Chairman)	Deputy Tom Hoffman
Vivienne Littlechild (Deputy Chairman)	Ann Holmes
Deputy John Absalom	Deputy Wendy Hyde
Munsur Ali	Deputy Jamie Ingham Clark
Alexander Barr	Andrew Mayer
Deputy John Bennett	Jeremy Mayhew
Peter Bennett	Wendy Mead (Chief Commoner)
Deputy David Bradshaw	Sylvia Moys
Tijs Broeke	Barbara Newman
Deputy Michael Cassidy	Judith Pleasance
Thomas Clementi	Deputy Richard Regan
Deputy Kevin Everett	Deputy Dr Giles Shilson
Anne Fairweather	Jeremy Simons
Alderman John Garbutt	Mark Wheatley
Alderman Sir Roger Gifford	
Prem Goyal	
Caroline Haines	
Deputy the Revd Stephen Haines	
Graeme Harrower	

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Lunch will be served in Guildhall Club at 1PM

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and non-public summary of the meeting held on 18 December 2017.
For Decision
(Pages 1 - 10)
4. **THE NEW LONDON METROPOLITAN ARCHIVES CATALOGUE AND AN UPDATE ON BUSINESS PLAN DELIVERY**
A Presentation from the Director of the London Metropolitan Archives (LMA).
For Information
5. **CITY ARTS INITIATIVE RECOMMENDATIONS**
Report of the Assistant Town Clerk (Culture Mile Director).
A series of photographs in respect of this item have been circulated by the Town Clerk.
For Decision
(Pages 11 - 16)
6. **CULTURE MILE POP-UPS**
Report of the Director of the Built Environment.
This report is for information and will be going to Planning and Transportation and Projects Sub for decision.
For Information
(Pages 17 - 38)
7. **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**
 - a) **Guildhall Library Centenary Fund** (Pages 39 - 56)
Report of the Chamberlain and Assistant Town Clerk (Culture Mile Director).
For Information
 - b) **Keats House** (Pages 57 - 82)
Report of the Chamberlain and Director of Open Spaces.
For Information

8. **CITY OF LONDON CORPORATION POCKET BOOK**
Report of the Town Clerk.
For Decision
(Pages 83 - 86)
9. **SPECIAL EVENTS ON THE HIGHWAY**
Report of the Director of the Built Environment.
For Decision
(Pages 87 - 108)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
11. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**
12. **EXCLUSION OF THE PUBLIC**
MOTION – That under Section 100(A) 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 I of the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-public Agenda

13. **NON-PUBLIC MINUTES**
To approve the non-public minutes of the meeting held on 18 December 2017.
For Decision
(Pages 109 - 112)
14. **LONDON LANDMARKS HALF MARATHON UPDATE**
A presentation from Tommy's.
For Information
15. **CHARITIES RISK REGISTER**
Report of the Chamberlain, Assistant Town Clerk (Culture Mile Director) and Director of Open Spaces.
For Decision
(Pages 113 - 128)
16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 18 December 2017

Minutes of the meeting of the Culture, Heritage and Libraries Committee
held at Guildhall at 11.00 am

Present

Members:

Graham Packham (Chairman)	Ann Holmes
Vivienne Littlechild (Deputy Chairman)	Deputy Wendy Hyde
Deputy John Bennett	Deputy Jamie Ingham Clark
Peter Bennett	Andrew Mayer
Deputy David Bradshaw	Jeremy Mayhew
Tijs Broeke	Wendy Mead (Chief Commoner)
Anne Fairweather	Sylvia Moys
Alderman John Garbutt	Barbara Newman
Alderman Sir Roger Gifford	Mark Wheatley
Prem Goyal	
Caroline Haines	
Graeme Harrower	
Deputy Tom Hoffman	

In Attendance

Officers:

Peter Lisley	- Assistant Town Clerk (Culture Mile Director)
Julie Mayer	- Town Clerk's
Andrew Buckingham	- Town Clerk's
Colin Buttery	- Director of Open Spaces
Esther Sumner	- Department of Open Spaces
Christopher Earlie	- Head of Tower Bridge
Nick Bodger	- Head of Cultural and Visitor Development
Carol Boswarthack	- Head of Barbican and Community Libraries
Steven Chandler	- City Surveyor's Department
Mark Jarvis	- Chamberlain's Department
Beth Forge	- Chamberlain's Department
Geoff Pick	- Director of London Metropolitan Archives (LMA)
Sara Pink	- Head of Guildhall and City Business Libraries

1. APOLOGIES

Apologies were received from John Absalom, Deputy Kevin Everett, Deputy Michael Cassidy, Deputy, the Reverend Stephen Haines, Judith Pleasance, Deputy Dr Giles Shilson and Jeremy Simons.

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

Wendy Mead, Chief Commoner, declared a non-pecuniary interest in respect of agenda item 12 (Decisions taken under Urgency and Delegated Authority) as she had served as a Member of the City Arts Initiative for a number of years.

3. **MINUTES**

RESOLVED, that the public minutes and non-public summary of the meeting held on 4th September 2017 be approved.

4. **CITY OF LONDON CORPORATION LIBRARY SERVICES, TOGETHER WITH AN UPDATE ON BUSINESS PLAN OBJECTIVES (2017/18) FOR LIBRARY SERVICES**

Members received a presentation of the Head of Barbican and Community Libraries in respect of the Library Service, together with an update on Business Plan Objectives (2017/18) for Library Services.

During the discussion and questions, the following points were noted:

- The Chairman had recently attended, and thoroughly enjoyed, the Children's Reading Challenge Awards and the Deputy Chairman had also enjoyed the 'Cityread' Play Reading. The under 5's facilities generally were commended and Members suggested that the events be widely advertised.
- It is necessary to ask for 2 forms of ID (proof of identity and address) to join the Libraries as this helps protect the safety and security of both the collections and customers.
- Some glitches in the E-Audio Books App had resulted in RBdigital receiving a low rating on the App Store. The Head of the Library Service explained that the application was supplied by W F Howes, the e-Audiobook supplier. The Head of Barbican and Community Libraries advised that despite this, the application was usable and that constant improvements were being made and agreed that the negative reviews had been unfortunate.
- Members congratulated officers on the quality of their outreach work and noted that the team worked closely with the Health and Wellbeing Board, who would be receiving a report on this work at their next Board Meeting.
- In respect of the negative comments on Twitter in respect of Artizan Street's opening times, Members noted that the hours changed following public consultation but officers had been surprised at the pattern selected. The need for further change was highlighted in the recent customer survey and staff had been working with stakeholders, including the Youth Programme Board, on further improvements, noting the importance of balancing user need and cost. There would be further

consultation in the New Year, with the new opening hours in place by 1 April 2018.

In concluding, the Chairman and Members thanked and congratulated the Head of Barbican and Community Libraries for an insightful presentation and the valuable contribution that the libraries make to City residents and workers.

5. **MINUTES FROM SUB COMMITTEES**

RESOLVED, that:

1. The draft public minutes and non-public summary of the Benefices Sub Committee held on 5th October 2017 be received.
2. The draft minutes of the Keats House Consultative Committee held on 7th November 2017 be received.

6. **TERMS OF REFERENCE**

Members considered a report of the Town Clerk in respect of the Annual Review of the Committee's Terms of Reference.

RESOLVED, that:

1. The Terms of Reference of the Culture, Heritage and Libraries Committee be approved for submission to the Annual Meeting of the Court of Common Council, 2018, as set out in the appendix; with an additional point (n) in respect of the Chairman's representation on the panels for appointing the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk (Culture Mile Director).
2. The Committee continues to meet 6 times a year.

7. **CITY INFORMATION CENTRE: ANNUAL SURVEY FINDINGS 2017/18**

Members received a report of the Assistant Town Clerk (Culture Mile Director) in respect of the Annual Survey Findings (2017/18) for the City Information Centre.

RESOLVED, that – the report be noted.

8. **DRAFT DEPARTMENTAL BUSINESS PLANS 2018/19 - TOWN CLERK'S CULTURAL SERVICES; OPEN SPACES AND HERITAGE; BARBICAN AND COMMUNITY LIBRARIES**

Members received a report of the Town Clerk, Director of Open Spaces and Director of Community and Children's Services, which presented the draft high-level Business Plans for 2018/19 for those Departments which provide services for which this committee is responsible. Members noted they were receiving this report earlier than usual to align with the Budget Report, next on this agenda.

RESOLVED, that – the report be noted.

9. **REVENUE AND CAPITAL BUDGETS 2018/19**

Members considered a report of the Chamberlain, the Assistant Town Clerk (Culture Mile Director), Director of Open Spaces and Director of Community and Children's Services, which presented the annual submission of the Revenue and Capital Budgets overseen by the Department of Culture, Heritage and Libraries, prepared within the resources allocated to the three Chief Officers. Details of the Committee's Draft Capital Budgets were also provided.

The Chairman opened the discussion by making the following points:

1. The cuts being proposed by the officers are in response to a corporate wide instruction to cut budgets by 2% p.a. for the next 3 years with no allowances made for pay increases and external inflation so in real terms the cuts are circa 5% pa.
2. This follows on from the successful accomplishment of a very challenging SBR programme by the officers which have reduced Culture Heritage and Libraries (CHL) Local Risk costs by £1.35 million (circa 20%) over the last 3 years (2015/16 to 2017/18). The impact of the latest cuts on CHL is greater than a number of other cultural departments as the bulk of the finance for activities is derived from the City's funding and none of these cuts can be carried forward as reserves.
3. The Chairman stated that he fully supports a process and corporate culture to continually scrutinise costs and to make efficiency savings wherever possible and was not seeking to make a special case for the budgets under the committee's control or to ask for additional funding.
4. However, the Chairman disagreed with the current budgeting process which he described as salami slicing. As a one-off emergency exercise this approach might be defensible but not as an on-going 'Business as Usual' process.
5. He disagreed with the assertion that these cuts which in real terms are approximately 5% pa can be easily accommodated.
6. The proposed reductions will now leave some departments unable to accommodate probable unplanned changes such as drops in visitor numbers due to further terrorist incidents or even unexpected maternity leaves.
7. Despite claims that the cuts are not imposed across the board - they have been in CHL, to do otherwise when the teams have been moved into 3 separate areas is now practically impossible and in any case to try would be a distraction.

8. The Chairman suggested that a much more intelligent way of ensuring efficiency and effectiveness of spend would be to adopt a zero-based budgeting approach for revenue spending across the whole organisation – a process which is widely used outside the Corporation. The Chairman asked members for their views on the following 2 points:

A - Whether the cuts proposed for 2018/19 can be accommodated without unacceptable consequences.

B – Whether the continuation of these cuts for a further 2 years is acceptable and, if not, should we seek as a committee to get the current approach changed.

During the subsequent debate and discussion, the following points were noted. Several members spoke to agree with the points made by the Chairman.

- a) Members suggested that continual small cuts could potentially damage public services and staff morale and impact on footfall targets.
- b) Members noted new information that any redundancies would be funded centrally and not locally.
- c) It would have been helpful for the report to have highlighted the 'pinch-points' and described the consequences of the proposed cuts.
- d) The Deputy Chairman of the Finance Committee, also a Member of this Committee, reminded Members that the Efficiency Plan allowed for access to the Business Rates Pool. The Chamberlain was also working with the Chairman and Deputy Chairman of the Finance Committee, to scrutinise those forecasts and outturns which showed a surplus in the round, with an allowance for prudence.
- e) Members noted a genuine efficiency saving in respect of recent improvements in security at the Guildhall Library.
- f) The Directors present confirmed that they could accommodate the mandated budgets cuts in year 1 without damaging consequences, but in future years Members might need to accept cuts in services if the current process was continued. Members noted that they would receive further reports, should decisions require a focus on priorities.

RESOLVED, that:

1. The provisional 2018/19 revenue budget be approved for submission to the Finance Committee.
2. The Town Clerk, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee, be authorised to agree any revisions to these budgets, to allow for any further implications arising from a pay and prices uplift being agreed at

Resource Allocation Sub Committee in January 2018, changes to Corporate Projects, other reviews and changes to the Cyclical Works Programme; subject to Members of the Culture, Heritage and Libraries Committee receiving a further report, clearly setting out the revisions made to the Budget.

3. The Draft Capital Budget be approved.
4. The Building Repairs and Maintenance asset verification exercise being undertaken by the City Surveyor be noted and any minor changes for 2017/18 latest and 2018/19 original budgets, arising from this exercise, be delegated to the Chamberlain.

10. OPEN SPACES DEPARTMENT BUSINESS PLAN 2017-2018 - Q2 MONITORING REVIEW

Members considered a report of the Director of Open Spaces, which provided the Q2 Monitoring Review of the Open Spaces Department Business Plan 2017-18. The Director of Open Spaces was pleased to announce the appointment of a new Curator for Keats House.

RESOLVED, that:

1. The Quarter 2 progress against Key Objectives, KPI's and Corporate Service Response Standards be noted.
2. The current schedule of charges be maintained, pending the outcome of a price review in Spring 2018.

11. A RESOLUTION FROM THE POLICY AND RESOURCES COMMITTEE IN RESPECT OF THE CITY OF LONDON CORPORATION POCKET BOOK

Members received a resolution from the Policy and Resources Committee, in respect of the draft public minutes of the Members Privileges Sub Committee meeting held on 21 September 2017, which resolved that the Culture, Heritage and Libraries Committee be requested to reconsider the quality of the material used to produce the sleeve for the Pocket Book.

Members noted that the Town Clerk was considering options and pricing for this proposal and Members would receive a report at their next meeting in January 2018.

RESOLVED, that – the Resolution of the Policy and Resources Committee of 19 October 2017, in respect of the quality of material used to produce the sleeve for the pocket book, be noted.

12. DECISIONS TAKEN SINCE THE LAST MEETING UNDER DELEGATED AUTHORITY/URGENCY PROVISION

Members received a report of the Town Clerk in respect of two decisions taken under urgency provisions, in accordance with Standing Order Nos 41A, as follows

Claim for Restitution of ‘The Oyster Meal’ by Jacob Ochertvelt

The Town Clerk, acting under urgency powers, in consultation with the Chairman of the General Purposes Committee of Aldermen and the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee, authorised the restitution of The Oyster Meal, by Jacob Ochertvelt, to the heirs of Dr. J. H. Smidt van Gelder; Dr Smidt van Gelder’s daughter, now being of 96 years of age, pursuant to:

- (i) Standing Order 41(a) of the Standing Orders of the Court of Common Council; and
- (ii) Standing Order 30 of the Standing Orders of the Court of Aldermen
- (iii) The Terms of Reference of the Culture, Heritage and Libraries Committee

Paddington Pop Up Book: A proposal by Cake Media in partnership with STUDIOCANAL

Given that the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee also serve on the City Arts Initiative; the Town Clerk, in consultation with the two most senior Members of the Culture, Heritage and Libraries Committee, agreed to:

Ratify the City Arts Initiative’s recommendation in relation to the Paddington Pop Up Book and a temporary artwork installation on St Peter’s Hill, subject to planning permissions and licenses being obtained.

RESOLVED, that – the report be noted.

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

14. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT

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.

Item No.

Paragraph No.

16 - 27

3

16. NON- PUBLIC MINUTES

RESOLVED, that – the non-public minutes of the meeting held on 4th September 2017 be approved.

17. **NON- PUBLIC MINUTES OF THE BENEFICES SUB COMMITTEE**
RESOLVED, that – the Non-Public Minutes of the Meeting held on 5th October 2017 be approved.
18. **REPLACEMENT MODEL FOR THE CITY OF LONDON FESTIVAL AND THE 2017/19 OUTDOOR ARTS PROGRAMME, WITH AN UPDATE ON BUSINESS PLAN OBJECTIVES (2017/18) FOR CULTURAL AND VISITOR DEVELOPMENT**
Members received a presentation in respect of a replacement model for the City of London Festival and the 2017/18 Outdoor Arts Programme, together with an update on Business Plan Objectives (2017/18) for Cultural and Visitor Development.
19. **ANNUAL REPORT ON WAIVERS**
Members received a report of the Chamberlain.
20. **CITY INFORMATION CENTRE: STATUS REPORT AND ANNUAL SURVEY**
Members received a non-public appendix in respect of the City Information Centre: Annual Survey Findings (2017/18), which also appeared at agenda item 7 on this agenda.

RESOLVED, that – the report be noted.
21. **THE SALE OF TWO CARRIAGES - PROGRESS REPORT**
Members received a report of the City Surveyor.
22. **LORD MAYOR'S STATE COACH - CONSERVATION AND REPAIR**
Members received a report of the City Surveyor.
23. **TOWER BRIDGE AND THE MONUMENT PERFORMANCE REPORT APRIL - SEPTEMBER 2017**
Members received a report of the Director of Open Spaces.
24. **TOWER BRIDGE AND THE MONUMENT PRICING REVIEW FOR 2018/19**
Members considered and approved a report of the Director of Open Spaces.
25. **THE MONUMENT VISITOR CENTRE**
Members received a report of the Director of Open Spaces.
26. **NON- PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
27. **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.

The meeting ended at 13:05

Chairman

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Committee(s)	Dated:
Culture, Heritage and Libraries – For Decision Open Spaces and City Gardens – For Decision	22/01/2018 05/02/2018
Subject: City Arts Initiative: recommendations to the Culture, Heritage & Libraries Committee	Public
Report of: Peter Lisley – Assistant Town Clerk and Culture Mile Director	For Decision
Report author: Alex Hugo, City Culture Executive	

Summary

This report presents the recommendations of the City Arts Initiative (CAI) which met on 14 December 2017. At this meeting, the CAI considered the following proposals:

- 1. The London Tea History Association Monument, *from Bush to Cup*:** proposal to install a permanent monument to the tea trade in the City of London.
- 2. Orla O'Connor, *Sleeping Rough*:** proposal to install painted canvases on building site hoardings to raise awareness of rough sleeping.
- 3. NSPCC, The Great Sherlock Gnome Hunt:** proposal to include City of London sites in a London-wide trail of gnome sculptures.
- 4. Culture Mile – Public Realm Pop-Ups Phase 2:** presentation on the second phase of public art interventions proposed for Culture Mile.

Recommendation(s)

Members of the Culture, Heritage and Libraries Committee are asked to:

- Ratify the City Arts Initiative's recommendations in relation to the above proposals as follows:
 - **The London Tea History Association Monument: *from Bush to Cup*:** reject with an invitation to resubmit on the grounds that there is no agreed site in place for the work, and noting the current proposed plinth may pose accessibility issues and need to be reviewed and that more information is required on the proposed label text to accompany the work.

- **Orla O'Connor: *Sleeping Rough*:** reject on the grounds that the sites proposed in the application are not in the City of London and that City sites may not be suitable due to restrictions on advertising.
- **NSPCC: The Great Gnome Hunt:** approve the installation of at least six gnomes across the City with the City Information Centre acting as an information hub for the trail.
- **Culture Mile – Public Realm Pop-Ups Phase 2:** approve the installation of the proposed temporary artistic interventions from in and around the Culture Mile area, subject to agreement with road safety and public highways teams where appropriate.

Members of the Open Spaces and City Gardens Committee are asked to:

- Note the report
- In respect of **NSPCC: The Great Gnome Hunt:** delegate authority to the Superintendent of Parks & Gardens to agree any locations proposed within City open spaces

Main Report

Background

1. The City Arts Initiative was established to improve the management of public art in the City. It provides advice to your Committee and other service Committees as appropriate on proposals for new public art, the maintenance of the City's existing public art and, if necessary, decommissioning.
2. Your Committee appointed your Chairman, Deputy Chairman and Mrs Barbara Newman to sit on the City Arts Initiative in the 2016/17 Committee year.
3. Apart from officer time handling enquiries and looking after the installations, there are no resource implications other than where specifically noted.
4. Following comments from Members at the October meeting of the CHL Committee, a visual of each proposal has been circulated to Members with this report.

Current Position

5. The CAI met on 14 December 2017 to consider the proposals outlined below.
6. Full details of all the applications to the CAI are available on request from the Assistant Town Clerk and Culture Mile Director.

Proposals

The London Tea History Association Monument: *From Bush to Cup*

7. The London Tea History Association, who had their inaugural meeting in January 2015 at the Mercers Hall, aim to record the history of tea.
8. The London Tea History Association proposed the permanent installation of a bronze sculptural monument to the tea trade in the City of London to celebrate the City's historical links to the trade.
9. The proposed sculpture is a 2-metre high bronze depicting a tea plucker and London docker and is seated on a Portland stone plinth.
10. It is proposed that the sculpture will include a QR code for visitors to link, via their mobile devices, to other important sites related to the tea trade in the City.
11. The CAI were supportive of the idea of celebrating the City's links to the tea trade.
12. Concerns were raised over the possible siting of the piece. Two sites were put forward as possibilities: 1 Undershaft and Plantation House.
13. 1 Undershaft/St Andrew's will be undergoing considerable development over the coming years and sits within the Sculpture in the City area. This site is therefore not appropriate.
14. Concerns were raised that the Plantation House site would not allow for sufficient space around the sculpture for access noting a 2-metre clearance would be required. St. Helen's is also referred to in the application, but this site is scheduled for development as part of a HLF bid and has loading limitations.
15. Responsibility for the required annual maintenance of the artwork is mentioned in the application but not in detail, so the implications of this and an agreement to access the land of the eventual site would need to be in place with the relevant party.
16. There are also accessibility concerns as the sculpture seems to project beyond the limit of the plinth.
17. An additional concern raised was that the City of London may be seen to be celebrating Colonialism so this would need to be taken into consideration within the text appearing on the sculpture.
18. The City Arts Initiative recognises that the proposed sculpture marks a key part of the City's history and are supportive of this aim, but feel that, due to the size and permanent nature of the piece, further consideration will need to

be given to the location, accessibility concerns, interpretive text and annual maintenance before the proposal can be approved.

19. The CAI therefore recommend that the proposal be rejected and that the applicant be asked to work with City officers to find a suitable site and resolve the issues cited above so that it may be resubmitted for consideration at a later date.

Orla O'Connor: *Sleeping Rough*

20. Orla O'Connor is an artist who has proposed to install painted canvases onto building site hoardings and allow them to be weathered to raise awareness of rough sleeping.
21. The proposal is that the paintings will be offered for sale in aid of homelessness charity Shelter.
22. It was noted that all of the proposed sites were not in the City of London.
23. The CAI also noted that the proposal, if sited in the City, may contravene guidance on advertising given that the painting would carry details of the sale of the paintings.
24. The CAI therefore recommends that the proposal be rejected and that the applicant be made aware of City rules on advertising in case a suitable City-based site were to be found and the proposal resubmitted for consideration at a later date.

NSPCC: The Great Sherlock Gnome Hunt

25. Working with London and Partners and Paramount Pictures, Premier Communications have proposed the installation of several gnomes across the City as part of a wider pan-London trail in aid of NSPCC and to mark the release of the movie *Sherlock Gnomes*. The gnomes will be interpreted / decorated by various celebrities and high profile names.
26. Having previously worked on the first Paddington Trail, BFG Dream Jars and the Elephant Parade, Premier have experience at delivering this kind of trail.
27. Previous similar trails like the Paddington Bear, Shaun the Sheep and BFG Dream Jars have worked well in the City driving visitor footfall and sharing of images via social media. They have been particularly popular amongst family audiences and have helped to drive audiences at weekends when the City is quieter.
28. The CAI support this proposal, noting that proceeds of the sale of sculptures (at the end of the trail) will be donated to the NSPCC.

29. The CAI recommends this proposal for approval, requesting that at least six gnomes are placed within the City of London to encourage visitors to walk and discover them, and that the City Information Centre be the information hub for the trail. The sites selected – it is recommended – are identified in collaboration with relevant City officers.

Culture Mile – Public Realm Pop-Ups Phase 2

30. The Culture Mile propose to install a number of temporary artistic interventions:
- a. *Symphony Wall*, Nina Dunn Design (Feb-Mar 2018), is a temporary artistic lighting and projection installation on the corner of Aldersgate Street/Beech Street. The artwork is designed to create a 'visual symphony' for visitors to the Culture Mile, displaying a live visual display, which is generated by sound feeds from Culture Mile partner venues and Aldersgate Street itself.
 - b. *Brutalist Tapestry*, Jason Bruges Studio (Apr 2018-Apr 2019), is a public art installation designed to transform a section of panels within the Beech Street tunnel into an artistic canvas for the Culture Mile. Taking inspiration from the pick-hammered finish of the Barbican's concrete façade, Jason Bruges Studio will transform a series of panels into an evolving tapestry of pixels – with an automaton physically moving across the panels and manipulating the pixels to create shapes, images or textures. The artwork will be programmable by Culture Mile partners and the constantly shifting content will augment the pedestrian journey through Beech Street.
 - c. *Colourful Crossing*, Dolman Bowles and Eley Kishimoto (Apr 2018-Apr 2019), proposes the installation of two colourful pedestrian crossings at Aldersgate Street junction. The crossings would function as way-finding elements, but will also represent an 'arrival' point for Culture Mile visitors at Barbican Station. These installations are temporary and would be located at the station entrance (across to Beech Street), and also from the Virgin Active gym (across Beech Street, towards the Museum of London). A bespoke, abstract, design will be created through a design workshop with Culture Mile partners, to ensure that the project fits within the collaborative values and ambitions of the project.
31. There is an additional plan for a Beech Street Event on 17 and 18 March 2018 which falls outside of the remit of the City Arts Initiative and will be considered through the Public Highways' Special External Events Group (SEEG).
32. The Culture Mile team have liaised closely with the City's road safety and public highways teams to ensure that all interventions do not present any hazards and are suitable.

33. The proposed installations will be abstract and image-led with no words, and with movement or animation within the pieces running at a slow pace in order not to provide a distraction to drivers.
34. The CAI are supportive of the Culture Mile Public Realm Pop-Ups Programme Phase 2 proposals and recommends them for approval.

Corporate & Strategic Implications

35. The City Arts Initiative was formed to support the City's management of public art which supports the delivery of the City's Cultural and Visitor Strategies.

Conclusion

36. This report summarises the discussions of the City Arts Initiative and presents recommendations in relation to the public art applications considered on 14 December 2017.

Background Papers

Full details of the applications received by the City Arts Initiative are available on request from the Assistant Town Clerk and Cultural Hub Director.

Appendices

- None – *a series of photographs in respect of this application have been circulated by the Town Clerk*

Alex Hugo

City Culture Executive

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Committees:	Dates:	
Streets and Walkways Sub-Committee Projects Sub-Committee Culture, Heritage and Libraries (for information)	23 January 2018 17 January 2018 22 January 2018	
Subject: Culture Mile Pop-ups	Gateway 6 Progress Report Light	Public
Report of: Director of the Built Environment		For Decision

Summary

Dashboard

- **Project Status:** Green
- **Timeline:** The project to be delivered between July 2017 and December 2018
- **Total Estimated Cost:** £1,035,000. This includes Phase 1 and the £470,700 requested for Phase 2.
- **Amount expended to date:** £416,000
- **Overall Project Risk:** Low

Culture Mile is an ambitious project to transform the northwest of the City into a world-class cultural destination. Cities around the world are creating cultural districts to enhance their offer and competitiveness. Officer research of existing districts has identified how important cultural programming is to achieving successful cultural districts. To reflect this, a new governance structure for Culture Mile places arts programming as a core component of Culture Mile activity, to be led by the Barbican Centre. The City's activities as described in this report, supports this broader programming workstream.

'Culture Mile Pop Ups' is the City's arts and events programme for this area, and this report updates Members on the project, and sets out proposals for the next phase of activity.

The first phase of the Pop Ups programme was approved by Planning and Transportation, Project Sub Committees and Resource and Allocation Sub Committee in July 2017, following endorsement of the programme from the Cultural Hub Working Party chaired by the Chairman of Policy and Resources Committee. This report now seeks to update Members on proposals for Phase 2 of the programme, from January 2018 to April 2018.

Phase 1 took place from July 2017 to November 2017 and delivered arts activity and art installations in several locations in Culture Mile including Smithfield Rotunda Garden and Silk Street. The installations had an immediate and visible impact within the area marking it out as a creative destination, aiding way-finding for visitors and visually connecting the area, and gaining good press coverage and social media. On-street surveys confirmed this first phase being very successful, and 99% of the 200 respondents interviewed said they would like to see more art in the City. The total cost of Phase 1 was £535,000.

Phase 2 is proposed to be delivered from January 2018 to April 2018 and includes a series of artistic activities to be delivered following a seasonal approach that follows three themes:

- Spring: theme- 'Opening Up'
- Summer: theme – 'Festival'
- Winter: theme - 'Spectacle'

Phase 2 will deliver the 'Opening Up' Spring programme and planning for the Summer 'Festival' programme. This seasonal structure for the Pop Up programme was endorsed by the Culture Mile Working Party in October 2017. The Pop Ups programme is linked to larger Culture Mile events planned by our partners: Barbican Open Fest in March, and the Museum of London's Smithfield 150 in August. Specific highlights of the Pop Ups programme include: Beech Street lighting installations; Colourful Crossings; and a Wayfinding Pilot.

Financial Implications

To implement the next stage of the Pop Ups programme, approval is now sought for £470,700 to be allocated according to the table below. The proposed funding source for this piece of work is the £5m provision set aside by the Chamberlain from the City Fund for works associated with the Cultural Hub Look and Feel Strategy.

Phase 2 Project Costs

Item	Cost (£)
Fees	56,000
Works	364,700
Staff Costs	50,000
TOTAL	£470,700

See Appendix 2 for a detailed cost breakdown.

Beyond Phase 2 of the programme, the Town Clerk's and Chamberlain's Departments are reviewing the supplementary revenue requirements of Culture Mile, of which programming is a component. This revenue review will be presented to Committees in February. The amount sought for programming in 2018/19 will be comparable to 2017/18, however, thereafter Culture Mile will need to develop a fundraising strategy to create a mixed funding model whereby programming would be funded through a combination of increasing external contributions and decreasing City contributions. An amount of City seed funding will remain as a medium term supplementary revenue request. On this basis, this Pop Ups programme will be reported to Members as a business as usual activity following the conclusion of Phase 2.

Recommendations

It is recommended that:

Members of the Streets and Walkways and Projects Sub Committees:

1. Approve the outlined 'Phase 2' (2018) of the Culture Mile Pop-ups, comprising events, installations and greening in the public realm in support of the Culture Mile
2. Approve the Culture Mile way-finding pilot subject to approval of the agreed signage system for use across the City, as set out in the Gateway 3 / 4 report entitled 'City-wide way-finding signage review'.
3. Approve funding of £470,700 to implement the Culture Mile Pop-ups as set out in this report
4. Approve that officers seek any approvals, permits and consents necessary to implement Phase 2 of the Pop Ups programme.
5. Note that future reports on Pop Ups will be received on an annual basis.

Main Report

1. Reporting period	July 2017 – April 2018
2. Progress to date	<p><u>Culture Mile</u></p> <ol style="list-style-type: none"> 1. The City is currently developing Culture Mile and it aims to be an internationally renowned, vibrant and welcoming centre of arts, heritage and learning; a new cultural destination for London. This area is going through a huge transformation with the Museum of London moving to its West Smithfield site, plans to improve Beech Street, and the possibility of a new Centre for Music.

	<ol style="list-style-type: none"> 2. Culture Mile was launched publicly to the press in July 2017. Alongside this, Sir Simon Rattle has arrived at the LSO with celebrations in September 2017; the new Crossrail stations at Farringdon and Moorgate will open in December 2018. In addition, the City and the Mayor of London is supporting a series of low-emission initiatives in the area to improve air quality. 3. To coordinate all these changes in the public realm in the Culture Mile area, the City Public Realm team (CPR) is developing a “Look and Feel Strategy” that is currently out for formal public consultation. 4. As part of Culture Mile, the Pop Ups programme is being developed. The programme, whilst led by the City Public Realm Team, has been developed in conjunction with the Culture Mile team and partners (Barbican Centre, Guildhall School, LSO and Museum of London). In future, programming will be led by the Barbican with support from other partners including the City. 5. A Culture Mile branding and vision exercise, endorsed by Members, has stated that the principles for Culture Mile activity should be: ‘Joined Up’; ‘Experimental’; ‘Agile’ and ‘Generous’. The Pop Ups programme has been designed specifically to match these values. <p><u>Phase 1</u></p> <ol style="list-style-type: none"> 6. Phase 1 took place from July 2017- November 2017 and delivered arts activity including: ‘Joy and Peace’ art installations at two locations in Smithfield Rotunda Garden and along Silk Street; a ‘Joy and Peace Week’ festival; ‘Shadowing’ lighting installations; ‘Folk in a Box’ mini performance venue, and ‘archikids’ families’ workshops. 7. These temporary artworks allowed people to see the beginnings of the changes proposed for this area. The programme was designed to fit with the emerging themes of the Look and Feel Strategy, with installations testing specific principles and allowing for public engagement. 8. The installations had an immediate and visible impact within the area, marking it out as a creative destination, aiding way-finding for visitors and visually connecting the area. 9. The first phase proved very successful, with the artworks enjoyed by the wider public and gaining good press coverage and social media. For example, a video of the
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‘Shadowing’ installation had over 17,000 views online. On-street surveys were undertaken to understand public reaction to the artworks, with one survey (of 200 people over a series of days) noted viewer reactions as making them feel ‘cheerful’, ‘relaxed’, ‘interested’ and ‘welcomed’ – and very few negative comments. Notably, 99% of respondents said they would like to see more art in the City. In addition, the City Public Realm team conducted engagement sessions with local residents, workers, visitors and passers-by. These sessions have been well-attended and it is notable that feedback on the installations had been positive.

Culture Mile Pop Ups: Strategy and Objectives and Phase 2

10. To create a structure and rhythm for the programme, a Culture Mile Pop Ups approach has been produced and endorsed by the Culture Mile Working Party. The approach is thematic, grouping activities into seasonal periods and links to major Culture Mile events. In 2018 these proposed events are ‘Open Fest’ in March, a programme of free events and performances in and around the Barbican, and the family festival at the Museum of London; and the street party to celebrate the 150th anniversary of Smithfield Market in August. In addition, there will be activity to mark the opening of Crossrail in December 2018.
11. The proposed Pop Ups programme (further details at Appendix 1) includes:
 - **Spring: theme- ‘Opening Up’.** Programme includes:
 - Beech Street large-scale lighting event and installation.
 - ‘Colourful Crossings’ to be implemented at the Beech Street/ Aldersgate Street junction
 - Other items include a lighting projection at the Aldersgate/ Beech Street junction
 - In addition, a ‘Legible London’ signage pilot has been proposed. This would see signage installed directing visitors to and from Barbican tube station and the Barbican Centre, Barbican Library, Guildhall School and Museum of London. This would be implemented only subject to a policy to install Legible London being approved at Gateway 3/ 4 (currently the City-wide signage is also being considered by Members via a separate report).

- **Summer: theme – ‘Festival’.** Programme includes:
 - New playful, design-led street furniture in the Culture Mile
 - Summer programming: Smithfield Market 150th Anniversary festival events
- **Winter: theme - ‘Spectacle’.** Programme to be developed.

Legible London

12. The City has undertaken a City-wide Wayfinding review; with that project currently being considered at Gateway 3/4. That project recommends that the City move to a ‘Legible London’ signage system. Legible London is a pedestrian wayfinding system developed by Transport for London to support walking and cycling journeys around London. The system is designed to provide a consistent visual language and wayfinding system across the capital. The pilot proposed in this report is subject to the recommendations set out in the City-wide Wayfinding Gateway 3/4 report being approved by Members.
13. Alongside this City-wide project, the City Public Realm and City Transportation teams have collaborated to set up a pilot scheme for Legible London in specific parts of the Culture Mile area. The trial will seek to install Legible London signage along routes:
 - Between Barbican underground station and the Barbican Centre via the ground floor
 - Between Barbican underground station and the Barbican Centre via a highwalk route
 - Between Barbican underground station and the Museum of London;
 - Between St. Paul’s underground station and the Museum of London

Beech Street

14. Beech Street comprises one of the most significant challenges in Culture Mile. As an area with high air pollution and traffic, it has consistently been singled out by local residents and stakeholders as being a priority for radical improvement, for example in the Barbican and Golden Lane Area Strategy. The Pop Ups approach to Beech Street is for temporary artworks, and does not pre-judge any longer-term changes for Beech Street, but rather

provides short to medium-term activation of the space to support Culture Mile whilst long-term changes are being determined.

15. The Pop Ups programme is in two stages:

- i. a high-impact event, opened to thousands of visitors over a period of 2 days in March 2018. It has been designed by 59 Productions, a company that design ambitious artistic productions including lighting installations for the National Theatre, the Met Opera in New York, the Sydney Opera House, the Olympic Games and more. The proposal is to transform Beech Street into an immersive audio-visual space, with the walls and ceiling of the tunnel becoming projection surfaces with artwork that responds to music. This event will involve the closure of the tunnel for the period, and appropriate permissions will be sought.
- ii. The second stage is a longer-term, interactive installation, placed within the tunnel and that will improve experiences for people walking through it on a day-to-day basis. This installation is intended to have a duration of 18 months – 2 years; beginning in April 2018.

Colourful Crossings

16. These are art installations that are painted onto the road surface at signalised crossings. They have been successfully implemented in Lambeth and Southwark, and provisional data from the Brixton colourful crossing project suggests that collisions have reduced since their installation. The project is being developed with the Road Safety team at the City. The designs are bright and eye-catching, and liven up otherwise tired parts of the city in a simple way. The proposal is that the colourful crossings be placed over two crossings at the Beech Street/ Aldersgate Street junction. The installation will take place only after a full safety audit has been undertaken.

Development

17. Members are also recommended to approve funding for the development of the Pop Ups programme in 2018, with the following elements planned:
- a. Culture Mile temporary street furniture: New playful, design-led temporary street furniture including seating, is planned to be installed in the area of the Culture Mile, to be installed to coincide

	<p>with the Clerkenwell Design Week, which will take place on 22-24 May 2018.</p> <ul style="list-style-type: none"> b. Smithfield 150: As a major part of the Pop-Ups programme for 2017/18, the City Public Realm team will contribute to the Smithfield Market 150th anniversary celebrations. During the next few months officers will work with the Museum of London and the Market to develop proposals. c. In addition, the programme will be developed to include items such as: poetry and dance projects; partner/champion projects (e.g. a possible wayfinding/ digital project); a summer artwork; a Pop Up Parks family trail; sound installation; mural commissions; further greening; and branding design schemes. <p>18. Each project within the Pop Ups programme will be subject to various appropriate permissions. Road closure applications; planning permission; and listed building consents will be applied for where appropriate.</p>
3. Next steps	<p><u>Reporting</u></p> <p>19. As the Pop Ups programme is identified as a core component of Culture Mile activity with a proposed revenue budget being established for Culture Mile programming (to be reported on in February 2018), Pop Ups would therefore transition to a 'business as usual' activity and would be reported to Members on that basis in subsequent Gateway 6 reports.</p> <p>20. In addition, Culture Mile programming is governed via the Culture Mile processes, which include reporting to the Members' Culture Mile Working Party and the Chief Officer's Culture Mile Programme Board.</p> <p><u>Financial Implications</u></p> <p>21. To date £565k has been allocated to phase 1 of the Pop Ups project (£416k spent to date; £149k committed). To implement the next stage of the programme, approval is now sought for £470,700 to be allocated according to the table below. The proposed funding source for this piece of work is the £5m provision set aside by the Chamberlain from the City Fund for works associated with the Culture Mile Look and Feel Strategy.</p>

	<p>Please see Appendix 2 for a detailed cost breakdown.</p> <p><u>Procurement</u></p> <p>22. City Corporate procurement processes will be followed throughout.</p> <p>23. In some cases, artists will be selected and appointed via the Artistic Exception route that takes into account the specialist nature of commissioning artworks. This approach has been agreed with City Procurement.</p> <p>24. In the case of the Legible London signage, TfL have a framework contract in place that it is proposed the City use; the Comptroller and City Solicitor, and the Procurement service have been consulted on this matter.</p> <p><u>Recommendation</u></p> <p>25. This report recommends approval of £470,700 for implementation of artworks and design development for the next phase, to include the City Public Realm team's contribution to the Smithfield Market 150th Anniversary events.</p>
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Appendices

Appendix 1	Pop Ups Objectives and Draft Programme
Appendix 2	Costs

Contact

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Telephone Number	020 7332 3526

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Appendix 1: Culture Mile Pop Ups 2017-18

Part 1: Pop Ups Objectives

Part 2: Draft programme for 2017-18

Spring: theme- ‘Opening Up’. Programme includes:

- ‘Legible London’ signage
- Beech Street 59 Productions: large-scale lighting event
- Beech Street installation: Jason Bruges Studio
- Colourful Crossings
- Other items, e.g. a lighting installation at the Aldersgate – Beech Street junction

Summer: theme – ‘Festival’. Programme includes:

- New street furniture in the Culture Mile
- Smithfield Market 150th Anniversary festival

Part 1: Pop Ups Objectives

Culture Mile Pop-ups: Public Realm Programme and Objectives

“Animating the Spaces in-Between”

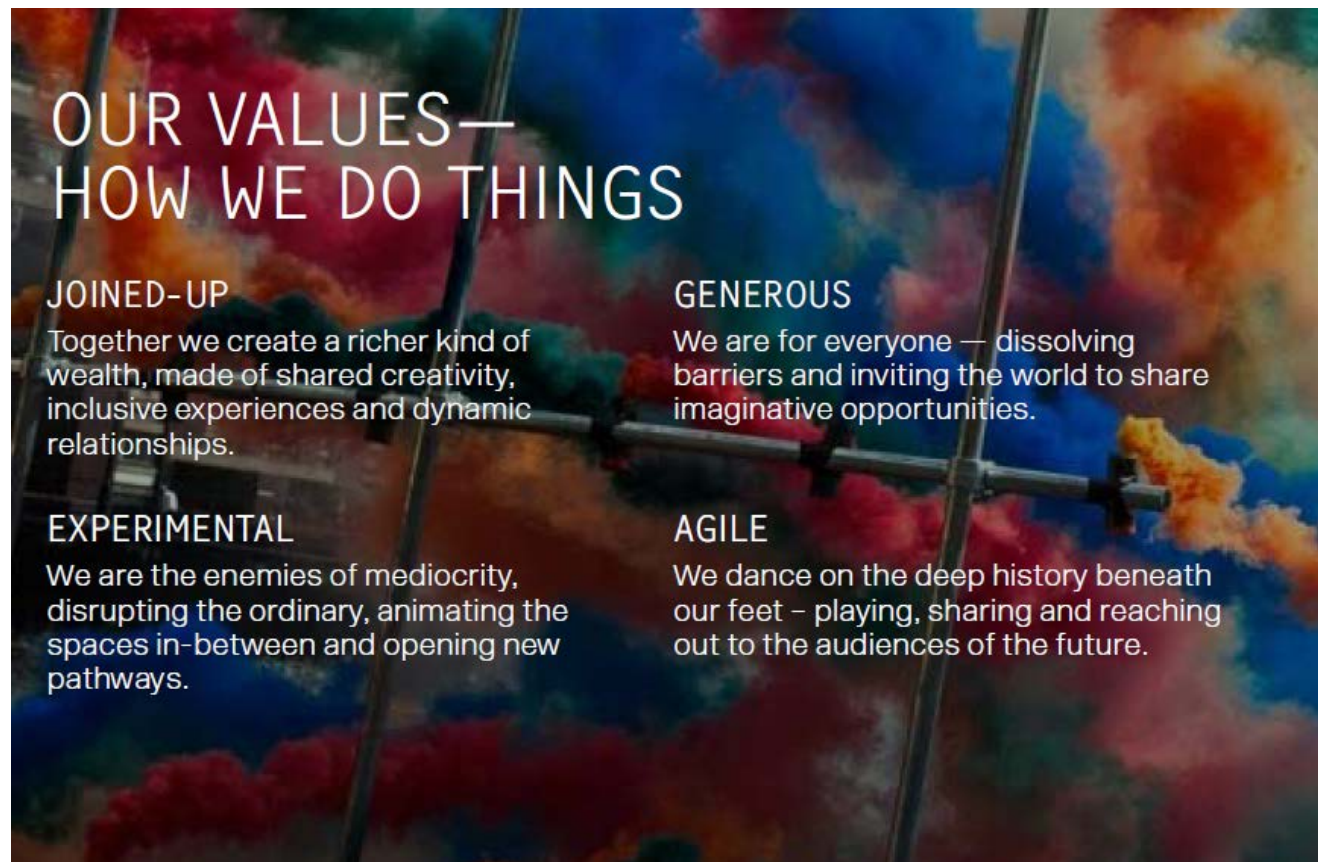


Page 28

The *Culture Mile Pop-Ups* are a series of Public Realm interventions designed to animate the area and improve the visibility of arts and culture on the streets. In 2018 the Public Realm team will seek to improve the visitor experience and promote *Culture Mile* with a continued programme of temporary installations. Activity would include public art, lighting and sound installations, exhibitions, events, workshops, wayfinding, seating and greening. The *Culture Mile Pop-Ups* support the City's wider Cultural Strategy, and will provide further opportunities for collaboration with *Culture Mile* partners, champions and stakeholders in the public realm.

Part 1: Pop Ups Objectives

The *Culture Mile Pop-Ups* will improve and enliven the public space in the area, in a way that encapsulates the spirit of the *Culture Mile* values and purpose. *Culture Mile* values explain how we will work as a *Culture Mile* partner to “**open minds, challenge prejudice and change perceptions – of the world, of the City, of ourselves. Creating Dividends – enriching lives.**”



The vision for the public realm works in support of the ‘Look and Feel Strategy’ for the area and the ambitions of *Culture Mile*.

Part 1: Pop Ups Objectives

To embrace creativity and cultural content in our shared spaces, celebrating Culture Mile as an engaging destination for locals and visitors.

What we want the Pop-ups to do:

Our overarching aim is to 'animate the spaces in between' in Culture Mile.

The Public Realm team will build a programme based on the following aims:

Page 30

1. Curate a regular programme that responds creatively to the area and Culture Mile aims
2. Activate the Public Realm as a creative and social space, in line with the Look and Feel Strategy, which seeks to improve the public experience of Culture Mile
3. Provide creative platforms and forums for partners, champions and locals to collaborate and engage in future change for the area
4. Engage a wide audience in Culture Mile through the programme, encouraging greater take up of the cultural offer, and changing perceptions of the area

Part 1: Pop Ups Objectives

In order to achieve this, the Public Realm team will:

- **Work with the Partners** to encourage ‘taking the inside out’. A collaborative approach to programming in the public realm will join up the area and create wider engagement with the cultural offer.
- **Work with champions** to promote a creative sector. Culture Mile can create new platforms to share ideas, support a cultural community and open up more shared spaces for creative programming.
- **Programme in public spaces** to create unique creative and social interactions. Culture Mile can transform spaces, provide new artistic opportunities and engage audiences in a shared cultural experience.
- **Improve the Public Realm** creatively in the short term, in line with the ‘Look and Feel Strategy’, to reflect the changing dynamic of the area. Culture Mile should give a warmer welcome and clearer understanding of the area to locals and visitors, as well as test ideas for longer-term improvements.
- **Champion learning and education** work by working with partners to support creative programmes and provide artistic platforms in the public realm.
- **Commission new work** to allow international and developing artists the opportunity to respond to Culture Mile. Giving the opportunity to create unique interventions and share ideas within the public realm.
- **Programme collaboratively** to promote Culture Mile as a cultural destination. Links can be drawn with wider creative programming in London, including festivals, major events and local programming, to reach new audiences.
- **Consult with stakeholders** through Culture Mile Pop-Up programming in order to gather feedback and data to assist with evaluations and measuring Culture Mile success.

Part 2: Draft programme for 2017-18

Legible London:

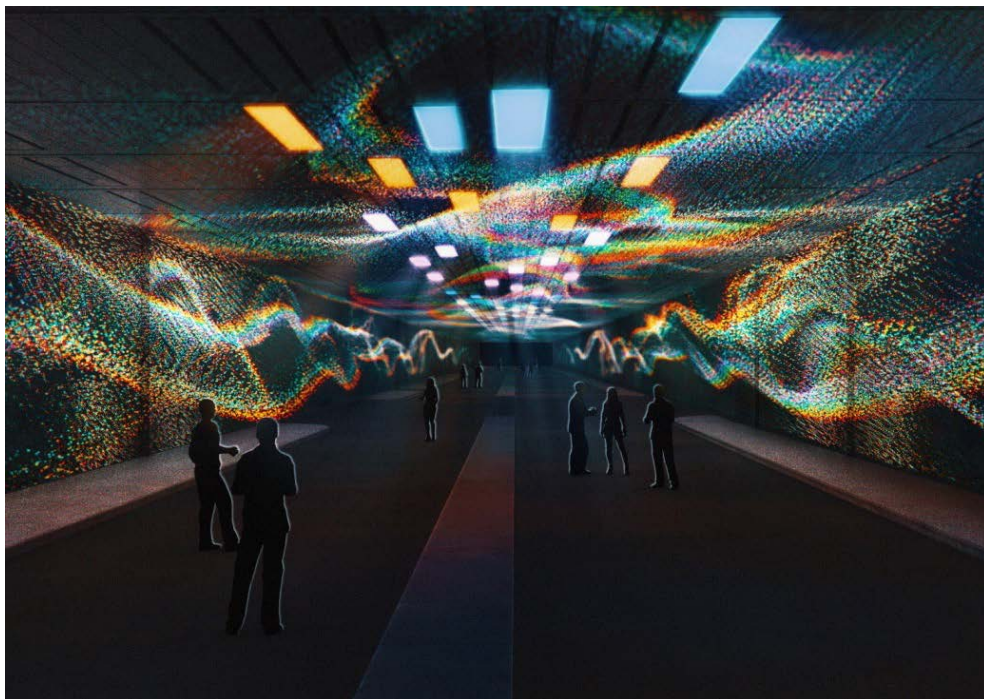
Signage to be installed directing visitors to and from Barbican tube station and the Barbican Centre, Barbican Library, Guildhall School and Museum of London



Part 2: Draft programme for 2017-18

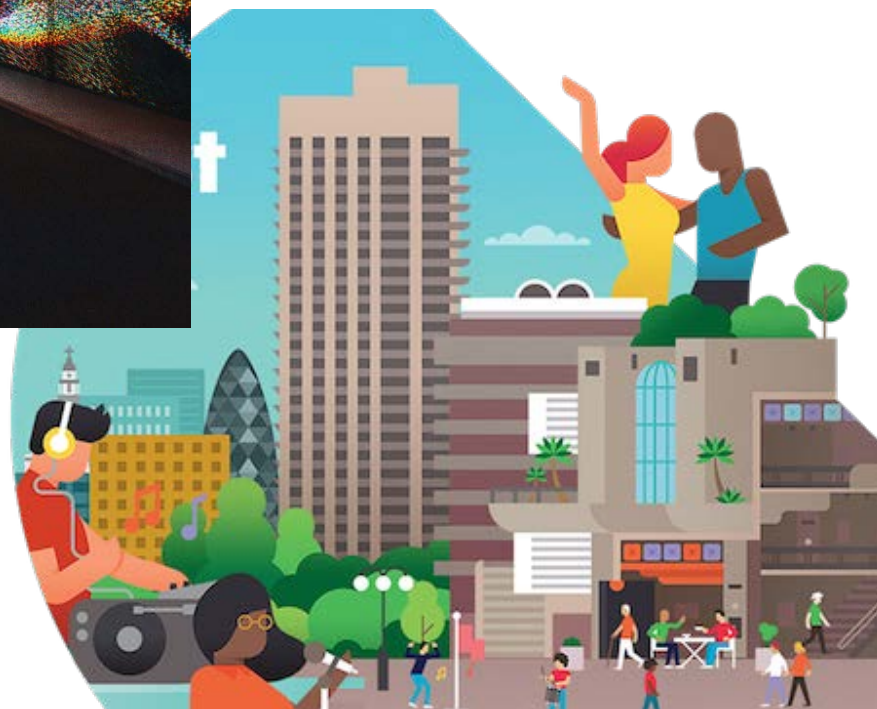
Beech Street - 59 Productions event:

Page 33



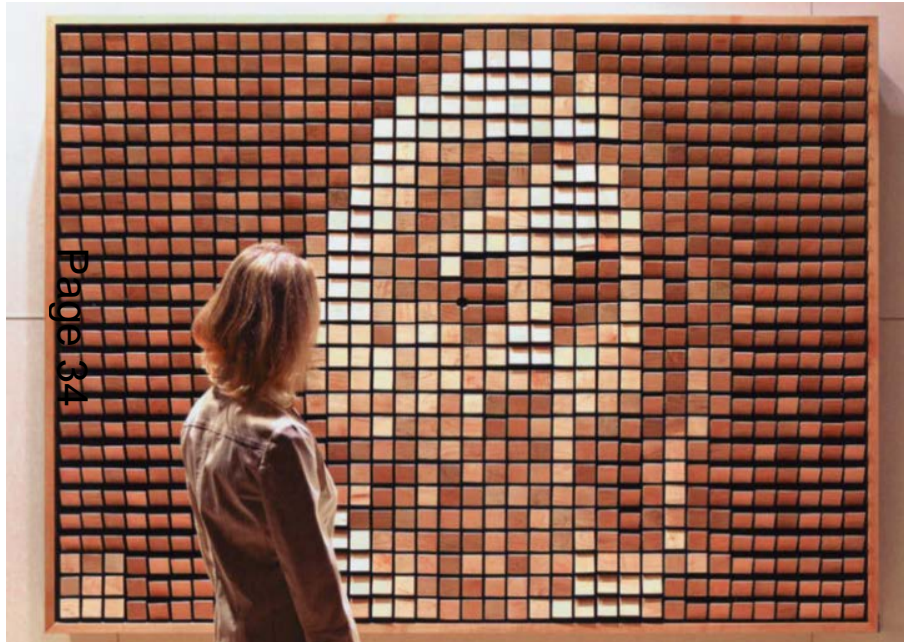
Concept for Beech Street large-scale lighting event

Part of open fest: a large-scale family festival



Part 2: Draft programme for 2017-18

Beech Street: Jason Bruges Studio installation



Concept for Jason Bruges Studio installation

Indicative location: southern side of Beech Street



Part 2: Draft programme for 2017-18

Colourful Crossings



Example of colourful crossing in Brixton

‘Colourful Crossings’ to be implemented at the Beech Street/ Aldersgate Street junction

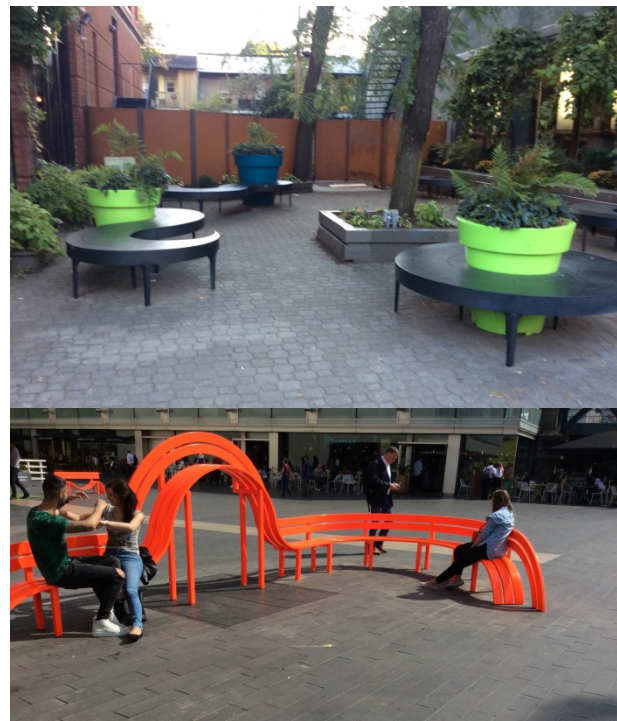
Example of colourful crossing in Southwark



Part 2: Draft programme for 2017-18



New playful, design-led street furniture in the Culture Mile;
Smithfield Market 150th Anniversary festival;
Art installations on walls;
lighting installation at the Aldersgate – Beech Street junction



Appendix 2: Costs

<u>Phase 2 Implementation</u>	Works	Fees	Staff Costs
Legible London	90,000		10,000
Jason Bruges Studio	99,700		5,000
59 Productions	50,000		15,000
Branding and signage		10,000	
Artistic installations, events, and other seasonal programming	125,000		10,000
Evaluation and monitoring		5,000	
Sub-totals	364,700	15,000	40,000
<u>Implementation total</u>	419,700		
<u>Next phase design</u>	Works	Fees	Staff Costs
Street Furniture: Culture Mile trail design		15,000	5,000
Project development for: champion projects, design fees, development of summer artworks, greening, pop-up parks, sound/ digital installation, mural commission, branding work		26,000	5,000
Sub totals		41,000	10,000
<u>Design Total</u>	51,000		
GRAND TOTAL:			470,700

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Committee(s)	Dated:
Culture, Heritage and Libraries	18/12/2017
Subject: Trustees Annual Report and Financial Statements for the Year Ended 31 March 2017	Public
Report of: The Chamberlain Assistant Town Clerk and Culture Mile Director Report author: Mark Jarvis Head of Finance – Financial Services Division, Citizen Services	For Information

Summary

The Trustees Annual Report and Financial Statements for the Year ended 31 March 2017 for Guildhall Library Centenary Fund are presented in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustees Annual Report and Financial Statements be noted.

Main Report

1. The Trustees Annual Report and Financial Statements in the format required by the Charity Commission are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors Moore Stephens LLP.
2. The Trustees Annual Report and Financial Statements will be submitted to the Charity Commission within the agreed deadline of 31 January 2018.

Appendices

- Appendix 1 – Guildhall Library Centenary Fund Report and consolidated Financial Statements for the year ended 31 March 2017

Mark Jarvis

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***GUILDHALL LIBRARY CENTENARY FUND
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017***

Charity Number: 206950

GUILDHALL LIBRARY CENTENARY FUND

Trustee's Annual Report and Financial Statements for the year ended 31 March 2017

Contents	Page
Trustee's Annual Report	2-6
Independent Auditor's Report	7-8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11-15

GUILDHALL LIBRARY CENTENARY FUND

Trustee's Annual Report for the year ended 31 March 2017

1. Reference and Administration Details

Charity Name	Guildhall Library Centenary Fund
Registered Charity Number:	206950
Principal Address:	Guildhall, London EC2P 2EJ
Trustees:	The City of London Corporation
Chief Executive:	Town Clerk of the City of London Corporation
Treasurer:	Chamberlain of London
Solicitor:	Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Managers:	Artemis Fund Managers Limited
Auditor:	Moore Stephens LLP 150 Aldersgate Street London, EC1A 4AB

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The governing document is the Trust deed dated 7 March 1929 which was amended on 9 June 2011. Under the powers of the Charities Act 2011 this amendment has taken into account the City of London Corporations Charities Review where the assets of the English Philological Endowment Fund (Charity number 306000) and the Alderman Sir Samuel Wilson Charity (unregistered) were transferred to the Guildhall Library Centenary Fund.

Trustee selection methods

The Culture, Heritage and Libraries Committee of the City of London Corporation administers the Charity on behalf of the Trustees. This committee comprises Aldermen and Common Councilmen elected to the City of London Corporation who are appointed to this committee in accordance with the usual procedures of committee membership of the City of London Corporation.

GUILDHALL LIBRARY CENTENARY FUND

Trustee's Annual Report (continued)

2. Structure, Governance and Management (continued)

Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City's activities, including those concerning Guildhall Library Centenary Fund.

Organisational structure and decision making process

The charity is administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation.

These regulations are available from the Town Clerk of the City of London at the principal address.

Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

Risk identification

The Trustees are committed to a programme of risk management as an element of their strategy to preserve the Charity's assets, enhance productivity for service users and members of the public.

In order to embed sound practice a Risk Management Group of employed officers has been established by the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to elected Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation in the exercise of all of its functions, including when acting as charity trustee.

Consequently a key risk register has been prepared for this Charity and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the public benefit

To advance the education and training of the public through the provision and conservation of library, archive, museum and gallery collections.

GUILDHALL LIBRARY CENTENARY FUND

Trustee's Annual Report (continued)

3. Objectives and Activities for the public benefit (continued)

The Trustees have due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities

Achievements and Performance

Key Targets for 2017/18 and review of achievement

The key target for 2017/18 is to continue to advance the education and training of the public in the provision of library, archive, museum and gallery collections by the following objectives:

Objectives

- To receive donations toward the upkeep and conservation of special collections within Guildhall Library;
- To build up an endowment fund to care for the special collections housed within Guildhall Library for the use of future generations; and
- To build up a fund which enables the purchase of rare, unique and expensive items which would complement the holdings of Guildhall Library for the public to enjoy.

Achievements and performance – no suitable opportunities for spending the funds were identified in 2016/17.

4. Financial Review

Review of financial position

The income from investments during the year was £607 (2015/16: £579), and there were donations totalling £279 (2015/16: £177). In 2016/17 there was no expenditure (2015/16: £nil). The unrestricted income fund at the year-end had a balance of £10,408 (2015/16: £9,522) which will be expended if there are requirements to advance the education and training of the public in the provision of library, archive, museum and gallery services.

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2017 the Fund achieved a return of +16.30% compared to the FTSE All Share Index return of +21.95%, an underperformance of 5.35%. However over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	8.39%	10.98%
FTSE All Share	7.69%	9.67%
Out performance	0.71%	1.31%

GUILDHALL LIBRARY CENTENARY FUND

Trustee's Annual Report (continued)

4. Financial Review (continued)

Reserves Policy

The Reserves Policy is to maintain the permanent endowment of the charity in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charity. The Trustees have the discretion to distribute the permanent endowment as grants should they deem this appropriate. The unrestricted reserve is accumulated to provide funds to advance the education and training of the public, in particular but not exclusively by the provision of library, archives, museum and gallery services.

Principal Funding Sources and explanation of how expenditure meets the charity's objectives

The principal funding source is from investments held with the City of London Charities Pool (1021138) ("the Charities Pool"), the City Corporation also being the sole trustee of this charity, and some cash which is invested on the London Money Market.

Investment Policy

The Charity's investments are held in units of the City of London Charities Pool. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

Going Concern

The Trustee considers the Trust Fund to be a going concern. Please see note 1(b) to the Financial Statements.

5. Plans for Future Periods

The Charity in its current form is a merger of 3 very small charities following a review of these within the City Corporation.

Engage existing users

- Set up a donations web-page on the Guildhall Library website
- Advertise in Exhibitions and Events programme
- Produce donation leaflets and Just Giving site

Establish a 'Friends of Guildhall Library' scheme

- Run an engagement programme
- Adopt-a-Book conservation scheme

Cultivate relationships with an aim to establish fundraising "Ambassadors".

The Centenary Fund and giving can be incorporated into existing leaflets, websites and social media, with just a simple strap-line. This would relate to donations as well as legacies.

GUILDHALL LIBRARY CENTENARY FUND

Trustee's Annual Report (continued)

5. Plans for Future Periods (continued)

Progress on these future plans has been delayed owing to the reorganisation of the former Culture, Heritage and Libraries Department.

6. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England and Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's scheme. The Trustee is also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

7. Adopted and signed for on behalf of the Trustee on 21 November 2017.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee

Jamie Ingham Clark
Deputy Chairman of Finance Committee

Guildhall
London
21 November 2017

GUILDHALL LIBRARY CENTENARY FUND

Independent Auditor's Report to the Trustees of Guildhall Library Centenary Fund

We have audited the financial statements of Guildhall Library Centenary Fund for the year ended 31 March 2017 which are set out on pages 9 to 15. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on page 6, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

GUILDHALL LIBRARY CENTENARY FUND

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP
Statutory Auditor
150 Aldersgate Street
London
EC1A 4AB

December 2017

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

GUILDHALL LIBRARY CENTENARY FUND

Statement of Financial Activities for the year ended 31 March 2017

	Notes	Unrestricted Fund £	Endowment Fund £	Total 2016/17 £	Total 2015/16 £
Income and Endowments from:					
Donations and Legacies	3	279	-	279	177
Income from investments	3	607	-	607	579
			-		
Total income and endowments		886	-	886	756
Net gains/(losses) on investments	7	-	1,645	1,645	(831)
Net income/(expenditure)		886	1,645	2,531	(75)
Net movement in funds		886	1,645	2,531	(75)
Reconciliation of funds					
Funds brought forward	9	9,522	13,781	23,303	23,378
Funds carried forward	9	10,408	15,426	25,834	23,303

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

GUILDHALL LIBRARY CENTENARY FUND

Balance Sheet as at 31 March 2017

	Notes	2017 £	2016 £
Fixed Assets			
Investments – 1,769 Charities Pool Units	7	15,426	13,781
Current Assets			
Cash at bank and in hand		10,408	9,522
Net Assets		<u>25,834</u>	<u>23,303</u>
The funds of the charity:			
Endowment fund	9	15,426	13,781
Unrestricted fund	9	10,408	9,522
Total Funds		<u>25,834</u>	<u>23,303</u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 11 to 15 form a part of these financial statements.

Dr Peter Kane
Chamberlain of London
21 November 2017

GUILDHALL LIBRARY CENTENARY FUND

Notes to the Financial Statements for the year ended 31 March 2017

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

(a) ***Basis of Preparation***

Guildhall Library Centenary Fund is a public benefit entity and the financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the *Statement of Recommended Practice (SORP) Accounting and Reporting by Charities*, published in 2015, *Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102)* and the Charities Act 2011.

(b) ***Going Concern***

The Charity is considered a going concern for the foreseeable future as the Trustee has due regard to maintaining the capital base and only the investment income is generally used in furtherance of the objectives of the Charity. The majority of the Charity's income is from investments in the Charities Pool administered by the City of London Corporation. The investment policy is set out in Section 4 of the annual report. There are no material uncertainties about the entity's ability to continue as a going concern.

(c) ***Cash Flow Statement***

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a statement of cash flows on the grounds that it is a small entity.

(d) ***Income Recognition***

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(e) ***Investment Income***

Investment income consists of distributions from the Charities Pool, a common investment fund and a registered charity, and interest receivable on cash balances. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

(f) ***Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

GUILDHALL LIBRARY CENTENARY FUND

Notes to the Financial Statements for the year ended 31 March 2017 (continued)

1. Accounting Policies (continued)

(g) ***Managed Investments***

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2016 and 31 March 2017.

(h) ***Fund Accounting***

The funds of the charity consist of a permanent endowment fund and an unrestricted income fund. The endowment fund holds the original endowment of the charity which is invested and shown at market value, whilst the unrestricted income fund contains any unspent annual income carried forward for use in future years.

2. Tax Status of the Charity

The Guildhall Library Centenary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

3. Incoming Resources

Incoming resources from generated funds consists of investment income derived from investments in the Charities Pool noted in 1 (e) above and interest received on cash balances. Income for the year amounted to £607 (2015/16 £579). In addition there were donations totalling £279 (2015/16 £177).

4. Resources Expended

There was no expenditure incurred during the year as there were no opportunities to advance the education and training of the public.

5. Support Costs

Staff numbers and costs

The charity does not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charity when required, but this is not considered material and is not separately calculated by the City of London Corporation. It is consequently not possible to quantify this assistance in the Statement of Financial Activities.

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Fund during the year or in the previous year.

GUILDHALL LIBRARY CENTENARY FUND

Notes to the Financial Statements for the year ended 31 March 2017 (continued)

6. Other Items of Expenditure

Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous years.

7. Investment Assets

The value and cost of investments comprises:

	Endowment Fund	
	2017	2016
	£	£
Market Value 1 April	13,781	14,612
Net investment gain / (loss)	1,645	(831)
Market value 31 March	15,426	13,781
Cost 31 March	1,769	1,769
Number of Charities Pool (Units)	1,769	1,769

The table below highlights the amount of investments held within the UK and overseas:

	2017	2016
	£	£
Equities		
UK	12,010	10,190
Overseas	2,170	2,097
Bonds - UK & Overseas	85	369
Pooled Units - UK	764	573
Cash held by Fund Manager	397	552
Total Funds	15,426	13,781

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2017 the Fund achieved a return of +16.30% compared to the FTSE All Share Index return of +21.95%, an underperformance of 5.35%. However over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	8.39%	10.98%
FTSE All Share	7.69%	9.67%
Out performance	0.71%	1.31%

GUILDHALL LIBRARY CENTENARY FUND

Notes to the Financial Statements for the year ended 31 March 2017 (continued)

8. Analysis of Net Assets by Fund at 31 March 2017

	Unrestricted Funds	Endowment	Total	Total
	General	Fund	2017	2016
	£	£	£	£
Fixed Assets				
Investments	-	15,426	15,426	13,781
Total Fixed Assets	-	15,426	15,426	13,781
Current Assets	10,408	-	10,408	9,522
Total Net Assets	10,408	15,426	25,834	23,303

9. Movement of Funds during the year to 31 March 2017

	Balance at 1 April 2016	Income	Losses	Balance at 31 March 2017
	£	£	£	£
Permanent Endowment	13,781	1,645	-	15,426
Unrestricted Funds				
General	9,522	886	-	10,408
Total Funds	23,303	2,531	-	25,834

Notes to the funds-

Capital Fund - Permanent Endowment

This fund represents the original endowment invested and shown at current market value. The purpose of the fund is:

- To build up an endowment fund to care for the special collections housed within Guildhall Library for the use of future generations
- To build up a fund which enables the purchase of rare, unique and expensive items which would complement the holdings of Guildhall Library for the public to enjoy

Income Fund – Unrestricted

This fund comprises the accumulation of revenue surpluses pending use of the fund by the Guildhall Librarian.

10. Details of related parties and wider networks

The City of London Corporation is also the Trustee of a number of other charitable trusts. With the exception of the Charities Pool, these charities do not undertake transactions with the Guildhall Library Centenary Fund. A full list of these charities is available on application to the Chamberlain of London.

The Charity has investments in the Charities Pool of which the City of London Corporation is also the Trustee.

GUILDHALL LIBRARY CENTENARY FUND

Notes to the Financial Statements for the year ended 31 March 2017 (continued)

10. Details of related parties and wider networks (continued)

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances

Committee(s)	Dated:
Culture, Heritage and Libraries	18/12/2017
Subject: Trustees Annual Report and Financial Statements for the Year Ended 31 March 2017	Public
Report of: The Chamberlain Director of Open Spaces Report author: Mark Jarvis Head of Finance – Financial Services Division, Citizen Services	For Information

Summary

The Trustees Annual Report and Financial Statements for the Year ended 31 March 2017 for Keats House are presented in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustees Annual Report and Financial Statements be noted.

Main Report

1. The Trustees Annual Report and Financial Statements in the format required by the Charity Commission are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors Moore Stephens LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.
2. The Trustees Annual Report and Financial Statements will be submitted to the Charity Commission within the agreed deadline of 31 January 2018.

Appendices

- Appendix 1 – Keats House Report and consolidated Financial Statements for the year ended 31 March 2017

Mark Jarvis

Head of Finance – Financial Services Division, Citizen Services

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E: mark.jarvis@cityoflondon.gov.uk

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KEATS HOUSE

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017***

Charity Number: 1053381

KEATS HOUSE

Trustee's Annual Report and Financial Statements for the year ended 31 March 2017

Contents	Page
Trustee's Annual Report	2-9
Independent Auditor's Report	10-11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14-22

1. Reference and Administrative Details

Charity Name:	Keats House
Registered Charity Number:	1053381
Principal Address:	Guildhall, London EC2P 2EJ.
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London
Treasurer:	Chamberlain of London
Solicitor:	Comptroller and City Solicitor Guildhall, London EC2P 2EJ
Banker:	Lloyds TSB Bank plc PO Box 72 Bailey Drive Gillingham Business Park Gillingham, Kent ME8 0LS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure Governance and Management

The governing document

Scheme of the Charity Commissioners Sealed 6 November 1996.

Trustee Selection methods

All elected Members of the Court of Common Council (both Aldermen and Commoners) collectively exercise the City of London Corporation's duties as Trustee of the Charity. The Court annually appoints the Culture, Heritage and Libraries Committee from among its elected Aldermen and Members to govern the Charity on its behalf, taking into consideration particular expertise and knowledge.

Policies and procedures for the induction and training of trustees

The City of London Corporation provides Members (from within and outside the Corporation) with briefings and visits on various aspects of the City of London's activities, including those concerning Keats House, as it considers are necessary to enable the Members to carry out their duties effectively and efficiently.

2. Structure Governance and Management (continued)

Organisational structure and decision making process

The Charity is administered in accordance with the Charity's governing scheme and the City of London Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations of the City of London Corporation. These governance documents are available from the Town Clerk at the principal address.

Each elected Member by virtue of their membership of the Court of Common Council, its relevant committee and sub-committees, has a duty to support the City Corporation in the exercise of its duties as Trustee of the Charity by faithfully acting in accordance with the Terms of Reference of the relevant committee or sub-committee, and the City Corporation's agreed corporate governance framework as noted above.

Details of related parties and wider networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 102 concerning related party transactions.

The City of London Corporation is also the trustee of a number of other charitable trusts. With the exception of Hampstead Heath, (803392), these charitable trusts do not undertake transactions with Keats House. A full list of these charities is available on application to the Chamberlain of London.

Departmental reorganisation

In December 2016 it was jointly agreed by Culture, Heritage and Libraries Committee, Establishment Committee and Policy and Resources Committee to dissolve the Culture, Heritage and Libraries Department and move the services into other City of London Corporation Departments from 1 February 2017. As a result, Keats House became part of the Open Spaces Department from 1 February 2017, under the management of the Superintendent of Hampstead Heath.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the Charity's assets, enhance productivity for service users and members of the public and protect its employees.

In order to embed sound practice a Risk Management Group of employed officers has been established by the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to elected Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation in exercise of all of its functions, including when acting as charity trustee.

2. Structure, Governance and Management (continued)

Risk identification (continued)

Consequently a key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

There are 7 risks which have been identified. These are:

- Investment income from cash balances may significantly reduce, (although this risk is not just for this Charity, but part of a wider risk identified by the City of London Corporation;
- Funding from the City may be reduced following a change in budget policy;
- Poor repair and maintenance of buildings;
- Charity lacks direction, strategy and forward planning;
- Recruiting and retraining appropriately skilled staff, contractors and the Public;
- Ensuring the Health and Safety of staff, contractors and the Public; and
- Theft or damage relating to Keats House and its contents.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

3. Objectives and Activities for the Public Benefit

The Charity's origin

In 1921, a body called the Keats Memorial House Committee appealed to the public for funds to purchase the property and archive from the then private owners to save it from being destroyed or dissipated, and in order to preserve John Keats' former home in which most of the poet's finest work was written. The public appeal was successful, and the property was acquired and vested in the then Corporation of Hampstead "as a permanent trust to be restored and equipped with relics of the poet and to be maintained in perpetuity as a Keats Museum and a live memorial to his genius, a shrine of pilgrimage for his worldwide admirers and a literary meeting place and centre". Camden Borough Council became the successors of the former Corporation of Hampstead on 1 April 1965, pursuant to the London Government Act 1963.

Keats House was registered as a charity in March 1996. The City of London Corporation acquired ownership of the land and buildings and responsibility for the administration and management of Keats House with effect from 1 January 1997. The object of the Charity is 'to preserve and maintain and restore for the education and benefit of the public the land with the buildings known as Keats House as a museum and live memorial to John Keats and as a literary meeting place and centre'.

The Charity shall first defray out of the income of the Charity the cost of maintaining the property (including the repair and insurance of any buildings thereon) and all other charges and outgoings payable in respect thereof and all the proper costs, charges and expenses of and incidental to the administration and management of the Charity.

3. Objectives and Activities for the Public Benefit (continued)

Explanation of Aims and objectives for the year including the changes or differences it seeks to make through its activities

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The vision for Keats House is as laid down in its Object above and the philosophy that underpins that vision is rooted in the mission statement and strategic aims of the City's Open Spaces Department within which it is managed.

The mission statement of the Department is to protect our treasured green spaces for people and wildlife and ensure our outstanding heritage assets are protected, accessible, and welcoming. Our departmental ambitions are that:

- Our habitats are ecologically thriving, and diverse
- Our places for play, learning, tranquillity, cultural experiences, enjoyment, wellbeing and exercise are high quality, inclusive and accessible to all
- Our heritage is preserved and we share history and stories through our spaces and buildings
- We provide thought leadership which is grounded in our innovative practices, knowledge and expertise

We will deliver our ambitions and mission through our service objectives and projects, and by fostering a collaborative culture within the department to support the utilisation of expertise and knowledge.

The specific objectives for the year are detailed below under Plans for Future Periods.

4. Achievements and Performance

Key targets for 2016-17 and review of achievement were:

1. *To develop an alternative business/partner model for Keats House requiring significantly less subsidy from the City; deliver the implementation of programme.*

Keats House engaged in discussions with a wide range of potential partner organisations and engaged an external consultant to assist with developing alternative models for running Keats House. Options were presented to the Culture Heritage and Libraries Committee in May 2016. After considering the options, the Committee decided to continue to subsidise Keats House, and that its management should remain with the City of London Corporation.

2. *To increase income for the House by developing our retail and private hire offers.*

New lines have been added in the shop, including a selection of children's products and additional Keats House branded souvenir products. Income has increased by 12% to £22,606, however profit has decreased by 59% to £6,746, owing to an increase in Cost of Sales of £12,381.

4. Achievements and Performance (continued)

Key targets for 2016-17 and review of achievement (continued)

Awareness of the private hire offer has been increased through promotion in the What's On Guide and posters on site, as well as listing on community websites. As a result, income from private hire has increased by 46% to £17,994.

3. *To increase the number of paying visitors to the House as an attraction, focussing on our core offer.*

To ensure the quality of our visitor offer, Keats House participated in Visit England's Visitor Attraction Quality Assurance Scheme for the first time this year, receiving full accreditation and a very strong assessment summary.

To improve accessibility and consistency, we have also increased our opening hours this year. Whereas in previous years opening hours were restricted in winter, now Keats House is open Wednesday to Sunday, 11am – 5pm all year round. This has resulted in an increase in visitors in the winter months. The extension of opening hours has been made possible by the continued support of our volunteer team.

In January 2017 Keats House re-joined the National Trust partnership scheme and this appears to be having a positive effect on visitor numbers.

The pricing structure for general admissions has been adjusted to include a new Seniors rate.

Publicity continues to be mainly through flyers and social media, with a presence on the City of London Corporation website. Twitter followers have increased by 26% from 2,662 to 3,359 and Facebook likes by 24% from 2,519 to 3,130. Our e-newsletter is now being issued on a monthly basis, rather than every two months.

4. *To ensure the widest demographic can enjoy and learn about poetry and Keats's story using creative interpretation and collaborative programming as a mechanism to do this.*

Events

During 2016-17 Keats House hosted 83 public events, attracting 4,372 people. The majority were delivered in partnership with literary, academic or community organisations.

Highlights included:

- Poet in Residence Michael Rosen collaborated with students from the Guildhall School of Music to create a new poetry and jazz performance, inspired by Keats's writings.
- Our free, monthly Family Days continue to be popular, offering craft and literary activities for families, with themes ranging from Outer Space to a Masquerade Ball.
- New candlelit tours enabled visitors to experience the House 'after hours' in a new and uniquely atmospheric context, whilst also generating income to support the wider public programme.
- A wide range of emerging and established poets performed their work at Keats House, in partnership with Templar Poetry, and through independently organised events – including a celebration of International Women's Day curated by Jo Shapcott.

• **Achievements and Performance (continued)**

Key targets for 2016-17 and review of achievement (continued)

- New guided tours on the architecture of Keats House were introduced for Open House, and continued through the year due to their popularity.

Education

Our schools programme engaged 2,095 participants, an increase of 4.2% on 2015-16.

Keats House has partnered with the Google Cultural Institute to develop online resources enabling schools which cannot visit Keats House to experience it virtually. The programme will go live later in 2017.

Keats House has also partnered with Jacksons Lane in Highgate to deliver a youth-led programme 'OMG Keats!' over the course of 2016-17. The project has involved young people in delivering three creative strands:

- In summer 2016 young people from diverse community groups created poetry, music, dance, drama, circus and art in response to Keats's story and his poetry, and performed this in the grounds of Keats House at the 'OMG Keats! Mashup'.
- In autumn 2016 a group of young people worked with Keats House staff and a professional film company to research, script and produce a film about Keats's life at Wentworth Place, now known as Keats House.
- In Winter 2016-17 students from St Thomas More school worked with Keats House staff and performance artist Kazuko Hohki to create an immersive, site-specific theatre performance within the House, responding to research about Keats's story and the objects on display.

KPIs for 2016/17

1. To increase visitor numbers by 3%. House: 21,281; Total including garden: 33,620.

Actual visitor figures were, House: 22,005; Total including garden: 33,802.

2. To maintain high or increase Net Promoter Score as an indication of customer satisfaction.

The Net Promoter Score was 71.

3. To increase revenue through retail and private hire by 5%. Retail £21,189; private hire £12,898.

Retail income increased by 12% to £22,606. Private hire increased by 46% to £17,994.

Following the restructure and Keats House's movement into the Open Spaces Department, the KPIs were amended from the original ones stated in the 2015/16 Financial Statements.

5. Financial Review

Review of financial position

Total resources expended for the year were £425,102 (2015/16: £488,720) and total income was £462,133 (2015/16: £476,743) of which the City of London Corporation contributed £321,381 (2015/16: £361,453). The reason for the decrease in resources expended is largely due to decreased Surveyors Repairs and Maintenance charges for additional works of £18,590 (2015/16: £40,493), breakdown costs £17,910 (2015/16: £22,289) and contract servicing £13,382 (2015/16: £21,074). There were also decreases in exhibition costs relating to professional and design fees of £14,260 and a decrease of £4,450 for Support Services costs (note 5). The fund balance of £226,032 represents the unspent balance of an unconditional bequest (including accrued interest), profit on trading income and unspent admissions income and donations (2015/16: £189,001).

Reserves Policy

The Charity owns the land and premises and the Charity has no underlying fixed assets. The annual deficit of the Charity is funded by the City of London Corporation's City's Cash. The only reserve held by the Charity is the net current assets carried forward from one year to the next as unrestricted funds. A reserves policy is therefore inappropriate.

Investment Policy

The Charity has no underlying supporting funds (other than as noted above) or investments. Consequently an investment policy is inappropriate.

Going Concern

The Trustee considers the Charity to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1(b).

6. Plans for Future Periods

The key priorities for 2017/18 are:

1. To increase footfall by providing and promoting a distinctive and memorable museum experience;
2. To broaden our audience by working creatively with partners to deliver a diverse programme of exhibitions and events;
3. To deliver an education programme which provides excellent learning opportunities for schools, families and adult learners;
4. To care for and improve access to our Grade I listed building and collection;
5. To increase earned and charitable income; and
6. To become more actively engaged with our local community.

KPIs for 2017/18

1. To increase visitor numbers by 3%. House: 21,919; Total including garden: 34,629.

7. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England and Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's scheme. The Trustee is also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

8. Adopted and signed for on behalf of the Trustee on 21 November 2017.

Adopted and signed for and on behalf of the Trustee.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee

Jamie Ingham Clark
Deputy Chairman of Finance Committee

Guildhall
London
21 November 2017

KEATS HOUSE

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF KEATS HOUSE

We have audited the financial statements of Keats House for the year ended 31 March 2017 which are set out on pages 12 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on page 9, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

KEATS HOUSE

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF KEATS HOUSE (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP
Statutory Auditor
150 Aldersgate Street
London
EC1A 4AB

December 2017

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

KEATS HOUSE

Statement of Financial Activities for the year ended 31 March 2017

	Notes	2016/17 Unrestricted Funds £	2016/17 Restricted Funds £	2016/17 Total Funds £	2015/16 Total Funds £
Income from:	3				
Donations and Legacies		349,416		349,416	377,938
Income from Investments		92		92	30
Income from charitable activities		112,625		112,625	98,775
Total income		462,133		462,133	476,743
Expenditure on:	4				
Expenditure on Raising Funds		15,860		15,860	3,479
Expenditure on Charitable activities		409,242		409,242	485,241
Total expenditure		425,102		425,102	488,720
Net income/(expenditure)		37,031		37,031	(11,977)
Net movement in funds		37,031		37,031	(11,977)
Reconciliation of funds					
Total Funds brought forward	11	89,001	100,000	189,001	200,978
Total Funds carried forward		126,032	100,000	226,032	189,001

All operations are continuing.

KEATS HOUSE

Balance Sheet as at 31 March 2017

	Notes	2017 £	2016 £
Heritage assets	7	100,000	100,000
Current assets			
Stock	8	14,898	22,926
Debtors	9	17,848	11,290
Cash at Bank and in Hand		132,564	92,351
		165,310	126,567
Current Liabilities:			
Creditors: Amounts falling due within one year	10	(39,278)	(37,566)
Net Current Assets		126,032	89,001
Total Assets less Current Liabilities		226,032	189,001
The funds of the charity:			
Unrestricted funds	11	126,032	89,001
Restricted funds	11	100,000	100,000
Total charity funds		226,032	189,001

The notes at pages 14 to 22 form part of these accounts.

Approved and signed for and on behalf of the Trustee.

Dr Peter Kane
Chamberlain of London
21 November 2017

KEATS HOUSE
Notes to the Financial Statements for the year ended 31 March 2017

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

(a) ***Basis of Preparation***

Keats House is a public benefit entity and the financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

(b) ***Going Concern***

The Charity is considered a going concern for the foreseeable future as net expenditure is met by the City of London Corporation through its City's Cash fund. The City of London Corporation is committed to the ongoing support of the services and activities provided by the Charity. There are no material uncertainties about the entity's ability to continue as a going concern.

(c) ***Cash Flow Statement***

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a statement of cash flows on the grounds that it is a small entity.

(d) ***Income Recognition***

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(e) ***Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(f) ***Heritage Assets***

A heritage asset is an item that has value because of its contribution to a nation's society, knowledge and/or culture. The Keats Love Letter is considered to be a heritage asset and is included in these accounts at its cost amount. This letter is on the City of London Corporations Fine Arts Insurance Policy which covers a number of the Corporations Fine Art Work. The letter was purchased at auction in March 2011 and is valued at cost on the Balance Sheet. The letter is kept at London Metropolitan Archives.

KEATS HOUSE
Notes to the Financial Statements for the year ended 31 March 2017

1. Accounting Policies (continued)

(f) ***Heritage Assets (continued)***

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

In accordance with the Charity's scheme two buildings and the land were transferred at no cost to the ownership of the Trust on 1st January 1997. The buildings comprise the Grade 1 listed Keats House itself valued at £1,815,683 (for insurance purposes) and a 1930s building called the Heath Library valued at £1,135,184 (for insurance purposes). This latter building is now used by cultural and community groups, primarily the Keats Community Library Phoenix Group, with one room set aside to be used in compliance with the objectives of the Keats House Charity.

(g) ***Other Tangible Fixed Assets***

The acquisition of minor capital items such as furniture and office equipment below a cost of £50,000 are charged to revenue in the year purchased.

(h) ***Stocks***

Stocks are valued at the lower of cost or net realisable value.

(i) ***Pension Costs***

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the charities it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £597.9m as at 31 March 2017 (£482.6m as at 31 March 2016). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in note 6 and any employer's pension contributions within support services costs as disclosed at note 5. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21%. There are no outstanding or pre-paid contributions at the balance sheet date.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2017

1. Accounting Policies (continued)

(j) ***Fund Accounting***

The charity has two funds – the unrestricted and restricted funds. The unrestricted fund comprises an unconditional bequest and a number of unrestricted donations that have been carried forward to assist towards future development costs. The restricted fund comprises of the value of the Keats Love Letter. The City of London Corporation is committed to fund the ongoing operational costs of the Charity.

2. Tax Status of the Charity

Keats House is a registered charity and, as such, its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

3. Income

Income comprised as follows:

	2016/17 £	2015/16 £
Income from:		
Donations and Legacies		
City of London Corporation funding	321,381	361,453
Other Contributions/grants	25,194	6,824
Donations	2,841	9,661
Total Donations and Legacies	349,416	377,938
Income from Investments	92	30
Income from charitable activities		
Sales of souvenirs and books	22,606	20,180
Admission charges	36,010	31,209
Charges for services	54,009	47,386
Total income from charitable activities	112,625	98,775
Total Income	462,133	476,743

Other Contributions/grants

Grants for 2016/17 related to Heritage Lottery Fund £24,732 towards the Young Roots Exhibition and Museum of London £462. The large increase from 2015/16 is due to the Heritage Lottery funding gained in respect of the Young Roots Exhibition at Keats House.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2017

3. Income (continued)

Donations

The total amount received of £2,841 comprises sums deposited in the two collections boxes and other unsolicited sums received. (2015/16: £9,661). The decrease is largely due to two donations to Keats House for events from 2015/16.

Sale of Souvenirs and Books

The income represents sales of relatively inexpensive souvenirs such as pens, postcards and specialist books.

Charges for Services

Charges for services are comprised as follows:

	2016/17 £	2015/16 £
Keats Community Library	23,560	23,516
Private Hire of Keats House	17,994	12,284
Public Events	11,408	10,348
Filming	133	98
Photography Charges	113	1,103
Membership Fees	633	-
Other income	168	37
Total	54,009	47,386

Keats Community Library provide a community library service from the building and reimburse the running costs.

4. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	Total 2016/17 £	Total 2015/16 £
Expenditure on:				
Raising funds	15,860	-	15,860	3,479
Charitable activities	339,491	69,751	409,242	485,241
Total	355,351	69,751	425,102	488,720

Expenditure on raising funds relates mainly to the purchase of stock for sale.

Charitable activities includes the direct employee costs, premises, travel, equipment purchases and other supplies and services involved in running Keats House.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2017

4. Expenditure (continued)

Auditor's remuneration and fees for external financial services

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses have been claimed in the year (2015/16 £nil).

5. Support costs

The cost of administration which includes the salaries and associated cost of officers, together with premises and office expenses is allocated by the City of London Corporation to the activities under its control, including Keats House, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff including surveyors and external consultants who work on a number of City of London Corporation's activities.

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	2016/17 Total £	2015/16 Total £
Department		
Chamberlain	29,888	22,562
Comptroller & City Solicitor	-	849
Town Clerk	10,305	7,701
City Surveyor	3,500	20,096
Information Systems	21,816	18,831
Other governance and support costs	4,242	4,162
Total support costs	69,751	74,201

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2017

5. Support Costs (continued)

Town Clerk	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other governance costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

6. Staff numbers and costs

The full time equivalent number of staff employed by the City of London Corporation charged to Keats House in 2016/17 is 4.8 (2015/16 5.0) at a cost of £204,161 (2015/16 £210,992). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No. of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2016/17 Charitable activities	4.8	163,101	14,414	26,646	204,161
2015/16 Charitable activities	5.0	168,811	11,982	30,199	210,992

There were no employees charged wholly to the Charity whose remuneration exceeded £60,000 (2015/16: Nil). There was one member of staff charged partly to the Charity whose total remuneration exceeded £60,000 (2015/16: One). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2017

7. Heritage Assets

Keats House holds a collection of Keats related materials the majority of which is not recognised in the Balance Sheet as cost information is not readily available and the Trustee believes the benefits of obtaining valuations for these items would not justify the costs. The exception to this is the Keats Love letter which is valued at £100,000. The asset was purchased at auction in March 2011 and has not been revalued since. The City of London Corporation instructed their Insurers to note this letter on 7 June 2011. A schedule of individual items is not kept, but the letter is stored at London Metropolitan Archives as part of the overall Keats Collection. The total value for the whole Collection is £1,400,000.

At 31 March 2017 the net book value of heritage assets relating to direct charitable purposes amounts to £100,000 (31 March 2016 £100,000) as set out below.

	2013	2014	2015	2016	2017
	£	£	£	£	£
<u>Cost</u>					
At 1 April	100,000	100,000	100,000	100,000	100,000
Additions	-	-	-	-	-
At 31 March	100,000	100,000	100,000	100,000	100,000
<u>Net book value</u>					
At 31 March	100,000	100,000	100,000	100,000	100,000
At 31 March	100,000	100,000	100,000	100,000	100,000

8. Stock

The value of stock at 31 March 2017 was £14,898 (2016: £22,926) and is constructed of: Souvenirs (£13,306) and Books (£1,592). The Cost of Sales for the year was £15,860 (2016: £3,479).

9. Debtors

Debtors consist of :-

	2017	2016
	£	£
Other Debtors	7,990	2,367
Payments in Advance	2,716	2,532
Value Added Tax	-	996
Sundry Debtors	7,142	5,395
Total	17,848	11,290

The main reason for the increase in Other Debtors is due to the final rental demand for Keats Community Library remaining unpaid as at 31 March 2017.

KEATS HOUSE
Notes to the Financial Statements for the year ended 31 March 2017

10. Creditors

Creditors consist of :-

	2017 £	2016 £
Sundry Creditors	(2,899)	(8,963)
Other Creditors	(36,379)	(28,603)
Total	(39,278)	(37,566)

The main reason for the decrease in Sundry Creditors was due to a larger number of accruals that were put through in 2015/16 including consultants fees of £4,000. Sundry creditors in 2016/17 were largely due to various utility and cleaning bills (£2,000). The increase in other creditors is due to a larger number of receipted goods which were awaiting payment.

11. Movement of Funds during the year to 31 March 2017

	Fund Balances Brought Forward £	Income £	Expenditure £	Fund Balances Carried Forward £
Unrestricted Funds				
<i>General Funds</i>	84,002	462,103	(425,102)	121,003
<i>Designated funds</i>				
- Acquisition and Collection Care Reserve	3,666	22	-	3,688
- Development of Service Reserve	1,333	8	-	1,341
Total Unrestricted Funds	89,001	462,133	(425,102)	126,032
Restricted Funds				
Keats Love Letter	100,000	-	-	100,000
Total Restricted Funds	100,000	-	-	100,000
Total Funds	189,001	462,133	(425,102)	226,032

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2017

11. Movement of Funds during the year to 31 March 2017 (continued)

Notes to the funds

- i. *Unrestricted general fund* - The purpose of this fund is to further the objectives of the charity. The City of London Corporation continues to deficit fund the charity.
- ii. *Unrestricted designated funds* – The two designated funds were established in July 2002 following a bequest of £25,000 from the executors of Dr Benno Pollak's estate. The gift was unconditional and applied to further the objects of the charity. Two interest earning reserves were established with the only transactions on these unrestricted, but designated, reserves being interest on cash balances.
- iii. *Restricted Fund* - The purpose of this fund is to safeguard the Keats Love Letter, allowing the public access to this cultural asset.

12. Contingent Liabilities

No contingent liabilities have been identified.

13. Details of Related Party and Wider Networks

The City of London Corporation provides management, surveying and administrative services for the Trust. The costs incurred by the City of London Corporation in providing these services are charged to the Trust. The cost of these services is set out in the Statement of Financial Activities under 'Resources expended' and an explanation of these services is set out in notes 4 and 5 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. With the exception of Ground Maintenance works undertaken for the Charity by Hampstead Heath, these Charity's do not undertake transactions with Keats House. These charges totalled £8,000 for 2016/17 (£10,037 2015/16).

A full list of these charities is available on application to the Chamberlain of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with provisions of the Local Government and Housing Act 1989 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct
- a register of interests is maintained
- pecuniary and non-pecuniary interests are declared during meetings
- members do not participate in decisions where they have an interest

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City of London Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members' and officers' interests, which require separate reporting. Transactions are undertaken by the Charity on a normal commercial basis.

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Committee(s)	Dated:
Culture, Heritage and Libraries	22 January 2018
Subject: Resolution from the Policy and Resources Committee: Covers for the City of London Corporation Pocket Book	Public
Report of: Town Clerk	For Decision
Report author: Julie Mayer – Committee and Member Services Officer	

Summary

The Privileges Sub-Committee (of the Policy and Resources Committee) met in September 2017 and, on receipt of their Minutes, the Policy and Resources Committee asked for a resolution to be submitted, to the Culture Heritage and Libraries Committee, in respect of the quality of the sleeve for the City of London Corporation Pocket Book.

Members of the Culture, Heritage and Libraries Committee received this resolution at their last meeting and agreed to receive a further report exploring the options for procurement of a higher quality sleeve. This report sets out these options; an example of the new sleeve will be available at the meeting or from the Town Clerk beforehand.

RECOMMENDATIONS

Members are asked to consider the options set out in the report and either:

1. All Members be offered a new Pocket Book sleeve, with personalisation. (**Option 1**);
2. All Members be offered a new Pocket Book sleeve, without personalisation (**Option 2**);
3. If Options 1 or 2 are agreed, 10 spare plain covers (for potential new Members of the Court) be purchased.
4. Covers for the Pocket Books (**Option 3**), shall not be provided to Members.

Main Report

Background

1. In January 2015, the Culture, Heritage and Libraries Committee agreed to produce a more cost-effective Pocket Book, achieving a 50% cost saving, but to defer a decision on future production until after the 2017 City Elections.
2. At the Meeting of the Culture, Heritage and Libraries Committee in July 2017 Members agreed, for the time being, to retain the printed Pocket Book, pending growing Member confidence in the IT Transformation Programme.

Current Position

3. The Members Privileges Sub-Committee met in September 2017 and, following consideration of their minutes, the Policy and Resources Committee passed a resolution to the December 2017 meeting of the Culture, Heritage and Libraries Committee, as follows;

‘Reference was made to the poor quality of the covering sleeve for the Members’ Pocket Book. It was suggested that, to ensure that it was more durable, it should be made of leather and not plastic. It was suggested that the Culture, Heritage and Libraries Committee should be requested to reconsider the quality of the material used to produce the sleeve’.

4. The current version of the printed Pocket Book was printed in September 2017 and has diary pages up to December 2019. The electronic version was revised and circulated just before Christmas 2017 and will continue to be produced quarterly, providing the most up-to-date information. Members are asked to note that, whilst there is provision within the budget to provide sleeves for the Pocket Books, in 2016 and 2017 only 30% of Members collected their Pocket Books.

Options

5. Members are asked to consider the following quotation in respect of production of a higher quality sleeve for the Pocket Book.

Minimum order - 50 sleeves

50 - £508

100 copies - £859

150 copies - £1210

Adding initials

£5.00 per copy.

- Option 1** Ask all Members if they would like a sleeve and offer personalisation, noting that the minimum order will be £508, (plus initialling at £5.00 each), up to a maximum of 125 sleeves costing approximately £1,000, with a further additional £625 for initialling.
- Option 2** Ask Members if they would like a sleeve but without offering initialling. (NB. Maximum cost for 125 sleeves, without initially = £1,000)
- Option 3** Agree not to provide covers for existing Pocket Books.

If Options 1 or 2 are agreed, officers could also purchase an additional 10 spare covers (at approximately £80) for any new Members coming onto the Court, or if covers are lost or damaged.

Implications

6. The cost of printing the Pocket Book is approximately £6,000 per annum, plus officer time in preparing, proofing and printing. Members are asked to note the increased costs at options 1 and 2.
7. Given that Members will be asked to review the future production of a printed Pocket Book, once they have more confidence in the IT Transformation Programme, the covers would provide additional protection to existing Pocket Books, which have diary pages until the end of 2019. However, the electronic version continues to provide quarterly updates and the printed books are often out of date within weeks of being produced. Therefore, Members might prefer not to incur further expenditure on the printed Pocket Books.

Conclusion

8. In light of the resolution from the Policy and Resources Committee, Members are asked to consider the options set out in the report for providing a higher quality sleeve for the City of London Corporation Pocket Book.

Background information

9. *Reports to the Culture, Heritage and Libraries Committees; January 2015 and July 2017.*

Julie Mayer

Committee and Member Services Officer, Town Clerk's

T: 020 7332 1410

E: julie.mayer@cityoflondon.gov.uk

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Committee(s)	Dated:
Policy & Resources Committee Culture, Heritage & Libraries Committee Streets & Walkways Sub Committee	18 January 2018 22 January 2018 23 January 2018
Subject: Special Events on the Highway	Public
Report of: Director of the Built Environment	For Decision
Report Author: Ian Hughes, Assistant Director (Highways)	

Summary

This report outlines the major special events planned for 2018, and provides Members with an opportunity to consider and comment on the appropriateness of these events, taking into account their nature, scale and impact, as well as the benefits they bring.

In summary, there are likely to be 17 major events planned for 2018, two more than last year, of which:

- 13 have taken place before;
- Three are one-off cultural events (for the Culture Mile, the Smithfield 150 and the London Festival of Architecture);
- One is taking place for the first time (Tommy's London Landmarks Half Marathon), which if successful will be facilitated for the next three years as per current guidelines.

This report also updates Members on the key issues and outcomes from events during 2017, one of which is the impact of counter terrorism measures on event planning. Some events have a high national & international profile, and most attract significant crowds, so the need to mitigate the risks of a terror related incident has become increasingly relevant.

Finally, for the first time this annual report also covers two new additional items, namely:

- The uses of the City's Anti-Terrorism Traffic Regulation Order in the last 12 months, specifically in relation to special events.
- The event-related 'benefits in kind' granted to charitable organisers in 2017;

Recommendation(s)

Members are recommended to:

- Agree to support the events outlined in the report and detailed in Appendix 1.

Members of Streets & Walkways Sub Committee are recommended to:

- Note the Benefits in Kind listed in Appendix 5.

Main Report

Background

1. This report provides an update to Members on those events that are currently planned for 2018, and looks back on events from 2017 in terms of lessons learned. Many of those events are aimed at promoting or raising money for charitable organisations, others seek to promote specific City strategies or Mayoral initiatives, and the small number of commercial events still raise money for charity, either directly through charitable partnerships or as an opportunity for participants to raise sponsorship.
2. Whilst these social and community benefits are understood and acknowledged, it is also important to ensure the impact of each event on residents, businesses and traffic is minimised, and that demand for the overall number of events is managed in a consistent and transparent manner.
3. It is essential that the planning and assessment of each major event takes place well in advance, as road closures can have a significant impact on the day-to-day life of those working and living in the City. Highway officers from the Transportation & Public Realm Division (T&PR) of the Built Environment lead this process with a structured and well-documented application and approval process.

The Event Approval Process

4. Members are reminded that event applications are initially considered by officers of SEEG (the Significant External Events Group), which includes Highways officers, the Town Clerk's Department, the Remembrancer's and City of London Police. SEEG considers the merits of each application, taking into account a range of factors such as traffic and residential impact, public safety and the capability of the event organiser.
5. The Director of the Built Environment has delegated authority to make traffic orders to allow roads to be closed for special events, so Member approval for each major event is not required. However there are established guidelines for officers to follow in determining the suitability of events, which also set out the procedure for event approval and provide advice for organisers.
6. In line with most local authorities, the City has a Safety Advisory Group (SAG), which meets when required to examine the safety aspects of an event, particularly for those events that have not been held in the City before or where safety concerns have been previously raised. The purpose of the SAG is to receive further details of the event from the organiser and for the emergency services, and other agencies to identify additional information or action that might be needed to assist the event organiser in delivering a safe event. Although a SAG is not a legal requirement, it is recommended as good practice.

7. The City's SAG is chaired by the City's Strategic Security Director, and the group comprises representatives from various City departments including Environmental Health and Contingency Planning, as well as organisations such as the police, the fire service, TfL and other interested parties.
8. As an example, the next SAG will be held on 20 February and will examine the safety aspects of three events, namely the London Landmarks Half Marathon, the Culture Mile at Beech St, and the Nocturne cycling event following the incident that occurred in 2017 outlined later in this report.

Events Calendar 2018

9. The following table summarises the major events due to take place this year. A timeline for events is also illustrated in Appendix 2. Those highlighted in red are covered in more detail later in the report.

Date	Day	Event	Detail
4 February	Sunday	Winter Run	Fun run
17 & 18 March	Sat & Sun	Culture Mile	Culture Mile related activities in Beech St
23 March	Sunday	London Landmarks Half Marathon	Charitable half marathon organised by Tommy's
22 April	Sunday	London Marathon	Amateur & elite race raising funds for sporting initiatives
28 May	Bank Holiday Monday	Vitality 10K Race	Race raising funds for sporting initiatives
June (TBC)	Two Weekdays	London Festival of Architecture	Possible event inc Bank junction closure
9 June	Saturday	Nocturne	High participant night-time cycling race
17 June	Sunday	Adidas City Run Mile	Fun run raising money for local and national charities
17 July	Tuesday evening	Standard Chartered Great City Race	Run with participants from City institutions and businesses
18 July	Wednesday	Cart Marking	Ceremonial event; Livery Company
28 & 29 July	Saturday & Sunday	Prudential RideLondon	TfL mass participation cycling event promoting Mayoral initiatives
5 August	Sunday	London Triathlon	Sporting event on TfL streets within the City
27 August	Saturday - Monday	Smithfield Street Party	Museum of London large-scale street party

21 September	Thursday evening	Bloomberg Square Mile Run	Fun run with participants from City institutions and businesses
14 October	Sunday	Royal Parks Half Marathon	Charitable run for Royal Parks Foundation
10 November	Saturday	Lord Mayor's Show & Fireworks	City Corporation ceremonial event and fireworks display
31 December	Monday	New Year's Eve	GLA & TfL sponsored firework display

Assessment Matrix

10. An Event Assessment Matrix is applied to each event to determine its benefits and dis-benefits (see Appendix 3), and it remains a highly useful tool to determine the merits (or otherwise) of any proposed event. Members approved the framework for the assessment matrix, which is summarised below.

Disbenefit		Benefit	
Disruption & Impact	Past / Likely Complaints	Policy Aims & Objectives	Charitable / Community Support
Daytime major road closures / Major impact (-5)	Serious, numerous & political (-5)	City heritage / cultural 'difference' / Corporate Plan (inc visitor & cultural strategies) (5)	Not for Profit' / Large charitable contribution / Overwhelming stakeholder support (5)
Evening major road closures (-4)	Numerous & political (-4)	London / National / International significance (4)	Charitable contribution (4)
Extensive weekend road closures / Medium impact (-3)	Numerous non-political (-3)	CoL Partner / City stakeholder (3)	Significant City community non-charitable benefit (3)
Limited weekend road closures (-2)	Some political (-2)	CoL Community Strategy (2)	Small charitable contribution (2)
Traffic holds / bubble / minor road closures (-1)	Small number (-1)	Member-only support (1)	Small community benefit (1)
No road closures No impact (0)	None (0)	No policy objective / No Member support (0)	Fully commercial (0)

11. For most events this year, that assessment is unchanged, although this report includes specific assessments for Tommy's London Landmarks Half Marathon and the Culture Mile event in Beech St. Overall, 12 of the 17 events for 2018 are considered 'Green', with three deemed 'Amber' (the Lord Mayor's Show, the Culture Mile and Great City Race) and none are 'Red'. (Two are yet to be assessed; the London Festival of Architecture & Smithfield 150.)

12. The Lord Mayor's Show has moved towards Amber as a direct result of the measures deployed to mitigate the risk from terrorist attack. The terrorist issue in general is covered later in this report, but the Show in 2017 required measures to be deployed much earlier and road closures to last longer, with consequences for TfL and Westminster's respective operations as a result.

Review of Events from 2017

Nocturne: Sat 10 June 2017 & Sat 9 June 2018

13. The Nocturne is an annual night-time cycling event run by Face Partnership centred around Cheapside and Guildhall. Given the increase in participants and spectators it has attracted in recent years, the new route has proved much more suitable than the original Smithfield location, resulting in an increased media profile, closer local stakeholder connections and continuing live TV coverage.
14. However, this year's event was marred by a collision between a member of the public wanting to cross the race route during the competition, and a cyclist taking part in the race and moving at speed. The nature and causes of that collision have been investigated by the City's Environmental Health team who assume those responsibilities as agents of the Health & Safety Executive when roads are closed for events.
15. The outcome of that investigation did not warrant the City withdrawing its support for the event in 2018, but it did highlight the implicit risks of managing such events. In particular, the importance of careful event planning, managing Health & Safety risks and employing effective stewarding all come into play. The recommendations made by the EHO team around stewarding, Health & Safety management and advance planning will of course be fed into this year's event plan, and shared with other event organisers in due course.

Standard Chartered Great City Race

16. This 5km race takes place every year and is successfully delivered by London Marathon Ltd. It typically takes place on a Thursday evening, although in 2017 the day changed to a Monday to accommodate a high-profile event at Guildhall.
17. This popular event draws over 5,000 runners from around 400 companies in the banking, accountancy, insurance, law and media industries. The timing of the race (7.15 pm) is specifically aimed at encouraging City workers to participate, and significant money is raised to support a number of local charities
18. As part of the three-year "root and branch" review of events on the highway, the possibility of holding this event at a weekend or an alternative day in the week was explored. Following discussion with London Marathon Ltd, moving the event to a weekend was discounted as the target audience of City workers and engagement with City businesses would be substantially reduced as a result.
19. It was however noted that there was less traffic impact when the event was held both earlier in the week and slightly later in July. For this reason, the 2018 event will now take place on a Tuesday (instead of a Thursday) and week later compared to previous years.

Counter Terrorism & Special Events

20. In the context of this report, recent events in the UK, Continental Europe and the United States have highlighted the vulnerability of crowded spaces to terrorist attack, and with incidents such as the Boston Marathon bombing, the Nice Bastille Day lorry attack and the Manchester bomb, special events and event venues have been recognised as being particularly at risk.
21. A recent study suggested that 50% of people may now be influenced by security when deciding whether to attend an event, concert or festival, suggesting there is a public expectation that events will be protected in some way. As a result, the City Corporation is working at a strategic and operational level with the GLA, Westminster, TfL, the City & Metropolitan Police forces and other security agencies to develop a consistent and proportionate approach; to reassure & protect the public and participants without impeding the look & feel of an event.
22. This has led to a new assessment process for the largest high profile events where mass participation, large spectator numbers, TV coverage and iconic locations combine to create a higher than usual threat level. This process involves the appropriate police force appointing a Security Coordinator to make recommendations to the event organiser on how to best mitigate that threat, including, but not limited to, 'vehicle as a weapon' attacks.
23. The City Corporation's role (when not the organiser) is then to work with the event planner to implement these recommendations, whilst at the same time being mindful of the City's other statutory responsibilities, including the need to minimise disruption from the event, and to keep the City's 'business as usual' function operating.
24. Questions about hostile vehicle mitigation are key to the current discussions between organisers, local authorities, police forces and government agencies. However, in the meantime, the complexity and workload on DBE officers involved in this process has considerably increased, even on well-established events run by experienced event organisers. Given the severe terrorist threat level is expected to continue into the long-term, resources to meet this need will soon have to be reviewed.

Anti-Terrorism Traffic Regulation Order (ATTRO)

25. In parallel to this increase in the potential terrorist threat level to the City, Members approved the establishment of a 'contingent' ATTRO in November 2016 to cover instances where the Commissioner of Police requested the City Corporation's consent to control traffic and pedestrians for anti-terrorist purposes. A joint protocol between the City Corporation, the City Police and TfL has been developed to manage this process, part of which involves reporting to Members the occasions and outcomes of using the ATTRO in the last year.

26. In the last 12 months, the ATTRO has only been used for a very small number of major events, namely:

- The 2016 New Year's Eve celebration
- The funeral of PC Keith Palmer at Southwark Cathedral (11 April)
- The IAAF Marathon event (6 August)
- The 2017 Lord Mayor's Show & Fireworks (11 November)
- Grenfell Tower Memorial Service at St Paul's Cathedral (14 December)
- The 2017 New Year's Eve celebration (anticipated use)

27. In relation to those events, the use of the ATTRO potentially allowed the City and Metropolitan Police services a greater ability to control traffic and pedestrians in a planned and 'in extremis' sense. However, in practice, the noticeable impact on the public was marginal and not over and above what might be termed a 'normal' major event plan. In addition, DBE (as the authorising department for the ATTRO) were not aware of any complaints specifically deriving from the use of the ATTRO.

New Events for 2018

London Landmarks Half Marathon – 25 March 2018

28. From the beginning, the organisers of the London Landmarks Half Marathon and their principle charity partner Tommy's have sought to work with the City and Westminster to deliver an annual event highly tailored to fit the City's cultural offer and give something back to the Square Mile. That means using a complex route of City, Westminster and TfL streets to showcase City landmarks & cultural attractions (see Appendix 4).

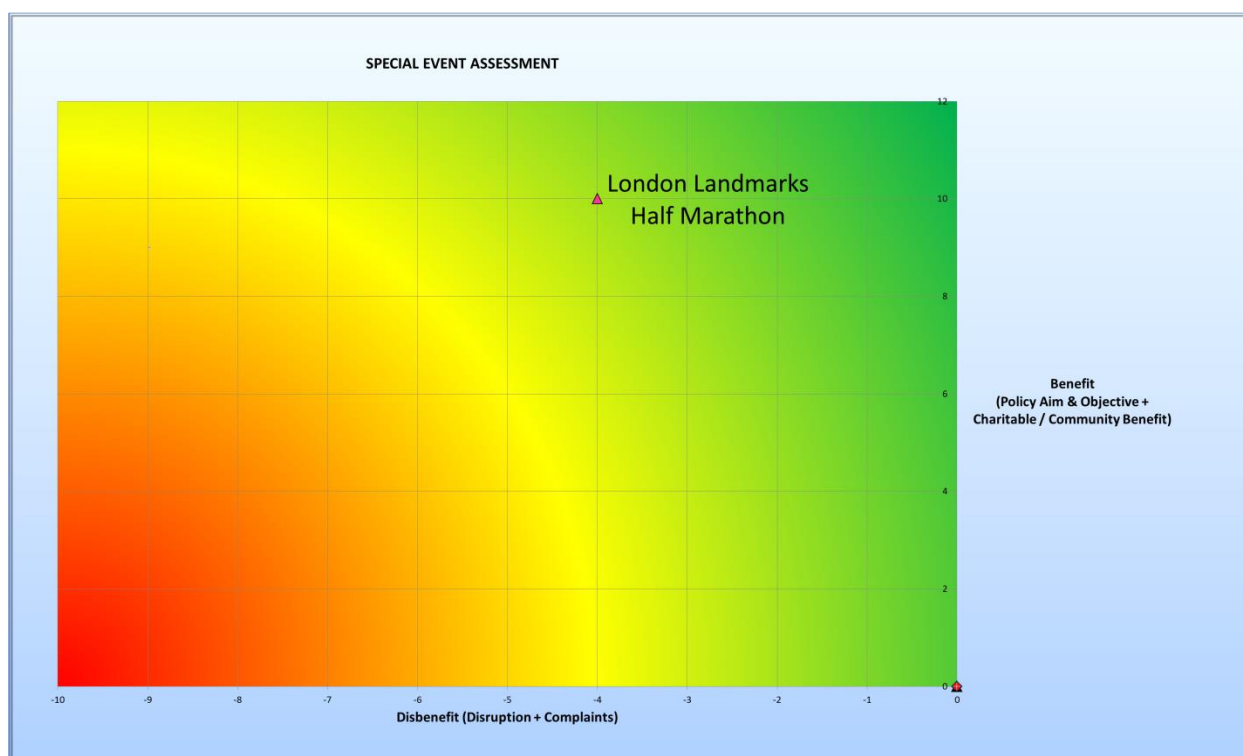
29. Planning for the event in March is now well advanced, including 10 activation points, 17 themed charity cheer stations and various musical performances set out along the route, as well as historical tours and cultural-themed treasure hunts for spectators to enjoy. Specific City attractions such as Dr Johnson's House, the sound of Bow Bells, the Roman Bath House and Guildhall's roman heritage will all be highlighted along the route.

30. The organisers have partnered with various schools with City connections, including the City's Academies at Highbury Grove and Shoreditch Park, training young people to become guides for the day and providing stages for the performing arts. Over 120 volunteering opportunities for young people have also been established through partnering with the Volunteer Police Cadets, the Scouts and London Youth, handing out medals at the finish, manning water stations and helping to run the bag drop operation for participants.

31. As this is the event's first year, the organisers are extremely keen to make a good impression, and have employed highly professional and experienced event planners to deliver what they hope will be a high quality, participative and fun event. Assuming the event is successful, the agreed policy is to offer organisers a three-year window before a further root & branch review takes place. This allows organisers to plan for the longer term with their commercial contracts and

partnering discussions without creating an expectation that an event is guaranteed a slot in the City's calendar in perpetuity.

Benefit / Disbenefit	Criteria		
		Rating	Score
Benefit	Policy Aims & Objectives	Visitor & Cultural Strategy	+5
	Charity / Community	Not for Profit / Large charitable contribution	+5
Total Benefit			+10
Disbenefit	Disruption & Impact	Extensive w/end road closures	-3
	Likely Complaints	Small number	-1
Total Disbenefit			-4



32. Otherwise, Members may recall that in December 2016, officers flagged that this event and a rival one proposed by London Marathon Ltd had the potential to significantly conflict with each other. Both intended to hold their inaugural events in March 2018, albeit with the London Marathon one largely based on TfL streets.
33. On balance, Members recommended the City make it clear to TfL that only one event should be supported, with the City's clear preference being the Tommy's proposal due to its significant additional benefit to the City. The risk of stakeholder 'fatigue', the cumulative network impact and the diluted business

case of holding two such similar events so close together were also seen as key to this decision.

34. Two alternative options were offered to London Marathon, namely changing the date to avoid this conflict, or changing the route to avoid both Westminster and the City. London Marathon chose the latter, so their 'Big Half' event will still take place on 4 March, but will now use streets in LB Southwark, Lewisham, Tower Hamlets & Greenwich. As the only effective river crossing available, Tower Bridge will form part of the route, but this has been agreed by TfL on the clear understanding that City streets are not to be used for the event, as resolved by Members in their earlier decision.

Cultural Events in 2018

35. This year is likely to see an increase in on-street cultural events as the City starts to position itself to promote the Culture Mile and to attract more organisers seeking to use the City as a backdrop for internationally renowned cultural events. In 2018, several new one-off events are likely to fall into this category.

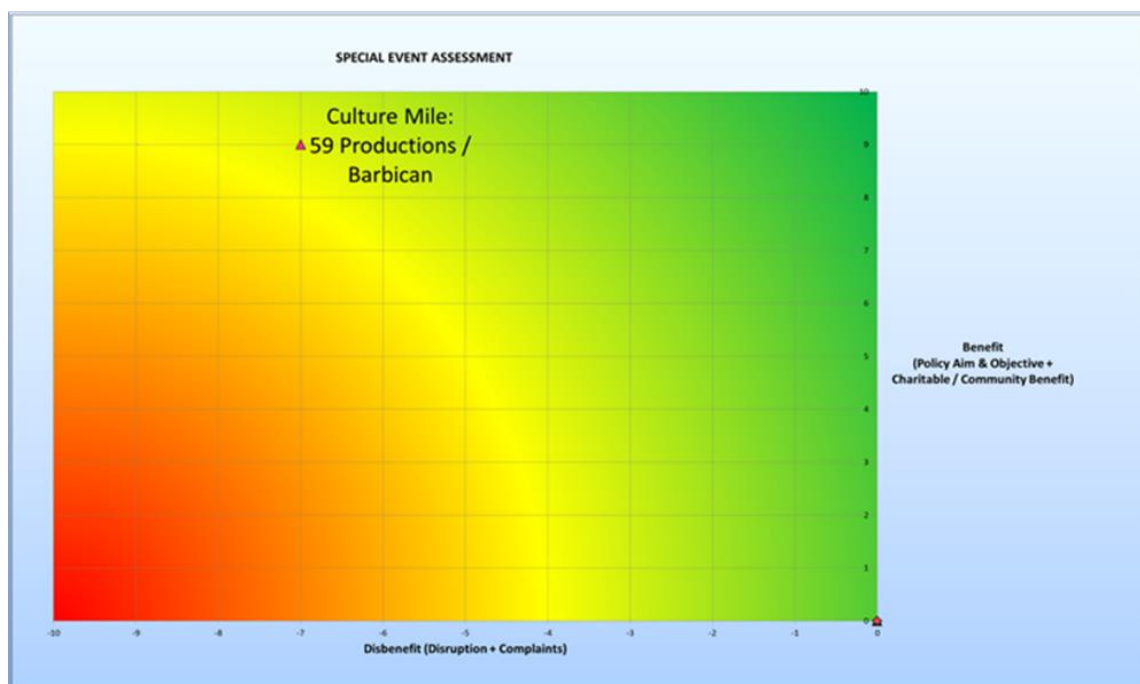
Culture Mile - Beech St Light & Sound Event: 17-18 March

36. This free (but ticketed) event proposed by the Barbican Centre & 59 Productions is part of the 'Open Fest' festival at the Barbican Centre, the Museum of London's family weekend, and is a flagship part of the Culture Mile initiative.
37. It will see Beech Street transformed over two nights into a space for pedestrians, with a light and music installation along the length of the tunnel turning the walls & ceilings into projection surfaces of constantly evolving patterns of light that respond to music. The piece of music chosen will be Karawane by Finnish composer Esa-Pekka Salonen, the featured composer in the Barbican's 2017/18 season. This work for chorus and orchestra has been recorded by the BBC Symphony Orchestra in concert at the Barbican Hall in December 2017.
38. Overall, the combined effect of world-class projection-mapping technology with an iconic but unusual location is designed to bring new audiences to the Culture Mile, and is considered to be a key Culture Mile initiative. It will involve all Culture Mile core partners, and is expected to bring a significant footfall to the area, representing an opportunity to draw people from one event to the other via the 'cultural spine' of Beech Street.
39. The event itself is proposed to be over a weekend, with the noise impacts assessed and co-ordinated with the City's Environmental Health team. The Barbican Residents Association are aware of the proposal and various steps are being taken to ensure the disruption to local residents will be minimised. Residents will be kept updated on the necessary road closures for the event, and a full communications plans will be developed for implementation in the new year.
40. In order to complete the extensive build and de-rig for this event, it is proposed to close Beech St for up to six days from Wed 14 to Mon 19 March, albeit access to the Barbican Estate car parks will be maintained. In addition, pedestrians may be

excluded for safety reasons for short periods during the construction and de-rig, as well as during the event itself.

41. Closing Beech St for that length of time will add to traffic in the area, with Aldersgate St, London Wall and Moorgate being used as diversions into the City. Streets to the north into Islington are also likely to be affected, so that both the City and Islington will need to keep their respective networks clear of other activities for the duration of the closure. In addition, buses that currently use Beech St will obviously have to divert, so bus stops in the vicinity of the Barbican entrance in Silk St will not be serviced for this period. As a result, final approval for the closure will be subject to appropriate discussion with, and consent from, LB Islington and Transport for London.
42. In terms of benefits, the event represents a major strategic priority for promoting and delivering the Culture Mile, and is expected to attract substantial press interest. It is supported by the Culture Mile partners and the local businesses that form the Culture Mile 'Network', suggesting it should be scored a total of +9 for significant policy implications and high stakeholder support.
43. In terms of impact, the six-day closure will require buses to be diverted and cause some localised congestion and disruption, albeit this can be managed through a comprehensive communications plan for residents, traffic and local Members. In addition, the impact on car park access and pedestrian routes will have to be carefully managed, but there will be air quality benefits in Beech St given the exclusion of traffic for the duration.
44. Given that a weekday daytime bus route closure is required, this suggests an overall disbenefit scored of –7, including some scope for complaints being received. However, with an effective advance communications plan, these impacts can be somewhat mitigated. An advance briefing of the Chairmen and Deputy Chairmen of your respective committees reiterated this point, in that despite support for the event itself, there were concerns about the length of the closure and the impact this might have. These concerns will be taken back to the organisers for them to review their arrangements accordingly.
45. Overall, that places this event in the 'Amber' zone, where there is the likelihood of some disruption caused by the extended closure either side of the event, but there are significant benefits in terms of the Culture Mile to justify supporting it.

Benefit / Disbenefit	Criteria		
		Rating	Score
Benefit	Policy Aims & Objectives	Corporate Plan	+5
	Charity / Community	Stakeholder support	+4
Total Benefit			+9
Disbenefit	Disruption & Impact	Daytime major road closures	-5
	Likely Complaints	Some political, small no.	-2
Tot. Disbenefit			-7



Culture Mile: 'Pop up' artworks - Spring 2018

46. As part for the Culture Mile 'pop up' events programme to activate the Culture Mile area, two further artworks are proposed to be installed in Spring 2018; one in Beech Street tunnel (for the tunnel wall panels) and one at the Beech Street / Aldersgate St junction (at the pedestrian crossing).
47. Neither artwork will require closures during their residency, but to allow for their installation, short term temporary road closures may be required. However, if they are needed, the installations will be co-ordinated and undertaken at weekends to minimise their impact.

City Outdoor Arts Programme

48. Following the closure of the City of London Festival in 2016, it was decided to repurpose funding to deliver a new model of outdoor cultural activity in the City that highlights its cultural and heritage offer. As an example, the *Londinium* programme saw activity focussed on closed spaces such as Guildhall Yard and Paternoster Square, with 57,000 visitors to the 38 events across the programme.
49. Two major outdoor events per annum (one in spring and one in autumn) are now planned to support this programme, with the 2018/19 focus being *Women: Work & Power*.
50. As part of this, it is hoped that a major event will take place in September / October 2018. At the time of writing, negotiations around the shape, nature and location of the event are still on-going, but it is anticipated that road closures will not be required.

London Festival of Architecture – June (TBC)

51. An initial approach has been made by the London Festival of Architecture to host this prestigious annual event in the Square Mile, potentially using Bank Junction as an event hub. Such an event would involve a range of activities in the area, led by various major partners under the LFA banner, and could involve a request to close Bank junction to facilitate it. Planning is still in its early stages and approval would require the consent of a number of key stakeholders including Transport for London, but Members' views will also be sought before approval is given.

Smithfield 150 Street Party: 27 August 2018 (Bank Holiday)

52. The Smithfield Market Traders Association, working with the Museum of London, is planning to put on a large-scale weekend street party to celebrate the 150th anniversary of the Market. Whilst planning is still in its early stages, the event intends to replicate the old St Bartholomew's Fair, and will feature food, music and historic re-enactments.

Sporting Events

53. Following a review undertaken by the Town Clerk's department, the Public Relations & Economic Development Sub Committee of the Policy and Resources Committee recently agreed that the City Corporation should take a more pro-active and strategic approach towards sport engagement.
54. As part of this, it is hoped that future support for sport events will deliver greater community and strategic benefits, as well as enhanced exposure, in line with the City Corporation's corporate objectives over the next five years.
55. A process for assessing future requests for support will be developed in the new year and will initially be aimed at support provided for international sport events, such as the upcoming 2019 Cricket World Cup and the 2020 European Football Championships. However, it is hoped that this new approach will eventually be rolled out to incorporate mass participation events as well, to reflect the importance of these events to the City Corporation's overall contribution to sport. Further details on this will be provided in due course, and Members will be consulted on any new proposals for assessing special events.

Benefits in Kind

56. The City Corporation gives around £55m pa to charities either directly or through its trusteeship, but in addition, the City also gives significant benefits in kind, defined (for this purpose) as:
- Abatement of a full commercial rent;
 - Abatement of a fee or charge for services provided; or
 - Provision of goods or materials free of charge, or at a reduced charge.

57. The Director of the Built Environment has delegated authority to waive fees and charges on a case by case basis in accordance with the Member-approved guidance that sets out the likely circumstances where this can be done. For some time, DBE has summarised this information for the Finance Grants & Oversight Committee, but to improve transparency of the decision making behind this process, that Committee has now recommended that all current benefits in kind with no identifiable end date should be reviewed by the relevant department or Committee, and a recommendation made as to the on-going provision of each benefit.

58. Therefore, for the purposes of transparency, Members of Streets & Walkways Sub Committee (as the spending Committee for special event management) are asked to note the Benefits in Kind provided under this protocol and set out in Appendix 5. Further details on any particular benefit can be provided on request.

Conclusion

59. This report reviews the key points from last year's on-street events, and summarises the major events planned for 2018. The vast majority of events continue to be delivered successfully and safely, whilst City officers work with organisers to ensure the disruption they cause is minimised wherever possible.

60. However, the added dimension of counter terrorism is placing greater strain on resources for event organisers, police forces and the City Corporation.

Appendices

- Appendix 1 – Events Details for 2018
- Appendix 2 - Event Timeline for 2018
- Appendix 3 – Summary Assessment of Events for 2018
- Appendix 4 – London Landmarks Half Marathon Route Map
- Appendix 5 – Benefits in Kind for 2017

Background Papers

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APPENDIX 1 – EVENT DETAILS FOR 2018

EVENT	DAY & DATE	TIMES	ORGANISER	APPROVAL AUTHORITY	BENEFIT OF EVENT	NO.	EVENT HISTORY	CITY OF LONDON ROUTE
Winter Run	4 February	8 am – 2 pm	Human Race Ltd	City of London	Community event raising money for charity	16,000	4 th year	City Streets, and Westminster (WCC)
Culture Mile	17 & 18 March	6 day road closure	Barbican Centre	City of London	Community Event	1,000	First year	Beech Street
London Landmarks Half Marathon	25 March	7 am – 6 pm	Tommy's (with Human Race Ltd)	City of London & City of Westminster	Community & Charitable Event	30,000	First Year	Iconic sites within the City
London Marathon	22 April Sunday	7am-7pm	London Marathon Limited	Transport for London	Significant charity fund raising, plus surplus used to support specific sporting projects.	38,000	Established event of more than 20 years	Embankment & Upper / Lower Thames St
Vitality 10K Race	28 May Bank Holiday Monday	10am-12.30pm	London Marathon	Westminster / City of London	Funds from this race promote sporting initiatives to the City's resident and workforce	10,000	11 th year	WCC, Holborn, Holborn Viaduct, Cheapside to Bank area and

					population			back to WCC
London Festival of Architecture	June (TBC)	TBC	London Festival of Architecture	City of London	Series of animations to promote City's architecture and buildings	TBC	New (one-off)	Possibly Bank junction
Nocturne	9 June (Saturday)	Night	Face Partnership	City of London	High participant night-time cycling race	500	12 years overall but 3rd year for the new route	Cheapside, King Street, Gresham Street and immediate environs
Adidas City Rune Mile – Run Fast	17 June Sunday	8am-midday	Run Fast Ltd	City of London	Raising money for local and national charities.	2,000	6 th year	St Paul's, Cannon Street, Queen Victoria Street, Bank area, Cheapside
Standard Chartered Great City Race	17 July Tuesday evening	7pm-8.30pm	London Marathon Ltd	City of London	Popular with City institutions & sponsored by a City company. Funds also help promote sporting initiatives to the City's resident and workforce population	6,000	13 th year	City Road, London Wall, Bank area & Cheapside.

Cart Marking	18 July	7 am – 2 pm	Worshipful Company of Carmen	City of London	Historical City event to mark trade vehicles	1,000	Annual event	London Wall, Gresham St, Guildhall area
Prudential RideLondon	28/29 July Saturday /Sunday	7am-6pm	TfL (with London Surrey Cycle Partnership & London Marathon Trust Ltd)	Transport for London, City of London & other highway authorities	Mass participation event to promote cycling, inc Mayoral initiatives.	75,000	6 th year	Central CoL & Holborn, Holborn Viaduct
London Triathlon	5 August Sunday	7 am – 5 pm	Live Trio (IMG UK Ltd)	TfL, Westminster City Council	Sporting Event	15,000	Annual event	Lower route (Victoria Embankment)
Smithfield Street Party	25 – 27 August (bank holiday)	7 am – 6 pm	Smithfield Market Traders Association/Museum of London	City of London	150 Celebration of the Market	1,000	1 st year	Streets around the Market
Bloomberg Square Mile	21 September (evening)	5 pm – 8.30 pm	Square Mile Sport	City of London	Fun Run raising money for charity	5,000	More than 9 years	Gresham Street
Royal Parks Half Marathon	14 October Sunday	9am-midday	Limelight Sport	Royal Parks and Transport for London	Charitable event for Royal Parks Foundation.	15,000	11 th year	Victoria Embankment west of Blackfriars.
Lord Mayor's Show & Fireworks	10 Nov Saturday	7am-7pm	City of London	City of London / Westminster and Transport for London	Procession to facilitate the Lord Mayor's obligations to the Sovereign.	6,000	Ceremonial event.	City area west of Bishopsgate.

New Year's Eve Fireworks	31 December Monday	From b/w 2-10pm until after midnight	GLA	Transport for London, Westminster & City of London	Focus of the UK's End of Year celebrations	120,000	Annual Event	Blackfriars area & Westminster near London Eye

APPENDIX 2 – EVENT TIMELINE FOR 2018

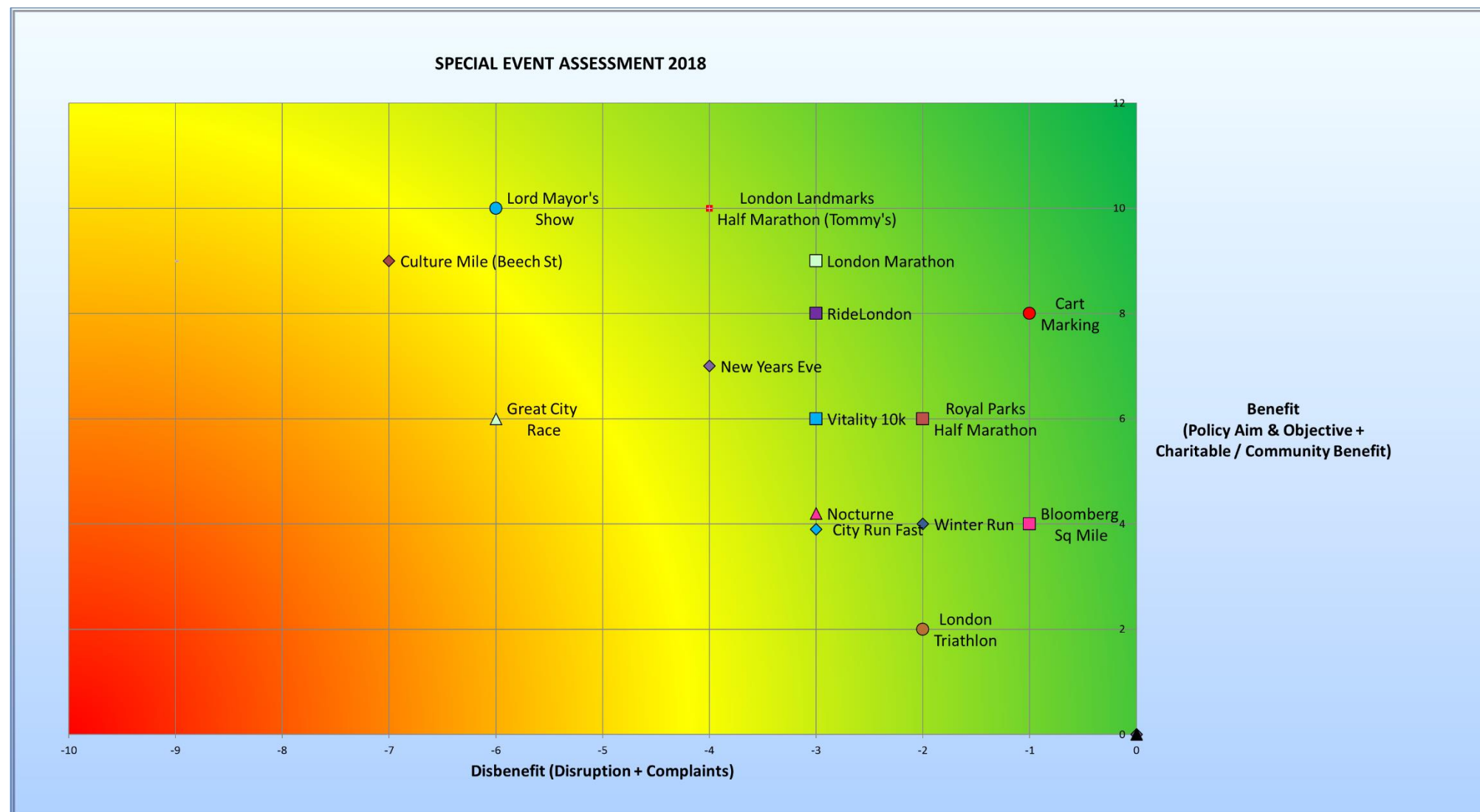
2018

Date	Event	Disruption
04/02/2018	Winter Run	-2
17&18/3/18	Culture Mile	-7
25/03/2018	London Landmarks Half M.	-4
22/04/2018	London Marathon	-3
28/05/2018	Vitality 10k Race	-3
09/06/2018	Nocturne	-3
17/06/2018	City Run Fast	-3
17/07/2018	Great City Race	-6
18/07/2018	Cart Marking	-1
28&29/7/18	RideLondon	-3
05/08/2018	London Triathlon	-2
25-27/8/18	Smithfield 150	TBC
21/09/2018	Bloomberg Sq Mile	-1
14/10/2018	Royal Parks Marathon	-2
10/11/2018	Lord Mayor's Show	-5
31/12/2018	New Years Eve	-4

Month	Week	1	2	3	4	5	6	7	8	9	10
Jan	1										
	2										
	3										
	4										
Feb	5	Winter Run									
	6										
	7	Culture Mile									
	8										
Mar	9										
	10										
	11										
	12	London Landmarks									
Mar / Apr	13										
Apr	14										
	15										
	16	London Marathon									
	17										
May	18										
	19										
	20										
	21	Vitality 10k									
June	22										
	23	Nocturne									
	24	Run Fast									
	25										
June / July	26										
July	27										
	28	Cart	Gt City Race								
	29										
	30	RideLondon									
Aug	31	Triathlon									
	32										
	33										
	34	Smithfield 150 (TBC)									
Sept	35										
	36										
	37	Sq Mile									
	38										
Oct	39										
	40										
	41	Royal Parks									
	42										
Nov	43										
	44										
	45	Lord Mayor's Show									
	46										
Dec	47										
	48										
	49										
	50										
	51										
	52	New Year's Eve									

	Embankment / Thames St only (w/e)
	Embankment / Thames St (Mon daytime)
	City (w/e)
	City (Mon-Fri, evening)
	City (Mon-Fri, daytime)

APPENDIX 3 – Summary Event Assessment for 2018



APPENDIX 4 – London Landmarks Half Marathon Map



APPENDIX 5 – Benefits in Kind (2017)

Event	Date 2017	Application Fee £	Other e.g. parking suspensions £	Total £
Bishop of London Retirement	2 February	65	25	90
Founders Day	8 February	300	600	900
Military procession	1 April	65		65
Romanian Easter	15 April	300	600	900
Brass on the Bus	30 April	65		65
St John's Parade	24 June	300	600	900
Art Night	1 July	65	25	90
Beer Fest	6 July	65	768	833
Cart Marking	12 July	300		300
RideLondon	29 July	600	1,200	1,800
Gigs 2017	4 August	65		65
Merchant Navy Day	3 September	300	600	900
Open House	16 September	65		65
St Matthews Day Parade	22 September	65		65
Sheep Drive	24 September	300	600	900
Wool Fair	24 September	300	1,100	1,400
Pearly Kings & Queens	24 September	300	600	900
Wreath Laying	28 October	300	600	900
Lord Mayor's Show	11 November	300	600	900
Lord Mayor's Show Fireworks	11 November	300	600	900
Remembrance Sunday	12 November	300	600	900
Aldgate Lantern Parade	1 December	65		65
Boars Head Procession	5 December	300	600	900
Grenfell Tower Memorial	14 December	300	600	900
New Year's Eve Fireworks	31 December	300	600	900
Total				£16,668

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