

**GRESHAM (CITY SIDE) COMMITTEE**  
**Friday, 30 November 2018**

Minutes of the meeting of the Gresham (City Side) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Friday, 30 November 2018 at 10.00 am

**Present**

**Members:**

Christopher Hayward (Deputy Chairman, in the Chair)  
Deputy John Bennett  
Nicholas Bensted-Smith  
Simon Duckworth  
Deputy Tom Hoffman  
Deputy Edward Lord  
Alderman Ian Luder  
Alderman Professor Michael Mainelli  
John Scott (Chief Commoner)

**Officers:**

Sacha Than	- Town Clerk's Department
Peter Ross	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Kirpal Kaur	- Comptroller and City Solicitor's Department
Tom Leathart	- City Surveyor's Department
Jacqueline Whitmore	- Department of Community & Children's Services

The Deputy Chairman advised the Committee of the Chairman's apologies and took the Chair for the meeting.

1. **APOLOGIES**

Apologies were received from Rt Hon The Lord Mayor, Alderman Peter Estlin, Deputy Dr Giles Shilson, and Wendy Mead.

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

There were no declarations.

3. **MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on Friday 4 May 2018 be approved as a correct record subject to the following amendment:

Item 9 on the Music Collection duplicated the information contained at Item 8 on Gresham College Council Appointments and should read:

“The Committee received a report of the Town Clerk which set out an approach for restoration works to the Gresham Music Collection Library and sought approval for the Finance Committee to be approached to request funding. The Principal Librarian explained that, following a review of the rare books within the collection, it was apparent that certain items within the Gresham Music Collection required immediate attention.

In response to a Member’s query concerning the composition of the Collection, the Principal Librarian confirmed that a third of the Collection was made up of music (of which a sixth was manuscripts and the remainder printed music books), and the remainder mainly contained travel books. The Committee noted the importance of the Collection, particularly the copy of Thomas Tallis’ *Spem In Alium*. Discussion took place as to whether the Collection should be disaggregated to reflect the historical significance of the Music Collection. It was also suggested that the nomenclature could be revised, such that it was referred to as the Gresham Taylor Collection in recognition of the Gresham Professor of Music, Edward Taylor, who had bequeathed the Collection to the College.

In response to a Member’s query on whether other organisations had been approached to fund work on the Collection, the Principal Librarian confirmed there had been interest from outside parties in relation to the creation of a detailed catalogue to international music manuscript cataloguing standards.

The Committee agreed that the material within the Collection should be accessible to the public and consideration should be given to holding a performance of the works contained within the Collection.

**RESOLVED** – That the Committee:

- approve the approach to restoration works outlined in the report, subject to the concurrence of the Worshipful Company of Mercers and the Joint Grand Gresham Committee;
- approve the approach to Finance Committee for an allocation of £18,477 to pay for the immediate works necessary to restore the priority works within the Gresham Music Collection, subject to the concurrence of the Worshipful Company of Mercers and the Joint Grand Gresham Committee; and
- note that the total cost of the works is £36,954, with £18,477 to be funded each from the City Corporation and the Worshipful Company of Mercers.”

4. **ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE**

Members received a report of the Town Clerk setting out the Terms of Reference for the Committee.

**RESOLVED** – That the Committee approve the Terms of Reference of the Gresham (City Side) Committee for submission to the Court of Common Council.

5. **GRESHAM MUSIC COLLECTION CONSERVATION: UPDATE ON RESTORATION ACTIVITY**

The Committee received a report of the Town Clerk which provided an update on conservation and restoration works to date on the Gresham Music Collection.

A Member noted that upon completion of the works, a celebration should be organised to mark the achievement. The Principal Librarian advised that the works were likely to be completed in July 2020, Members suggested the event take place in the autumn of that year and it would be appropriate to ask Gresham College if they would like to organise this. It was agreed that this idea would be raised at the Joint Grand Gresham Committee taking place later that morning.

**RESOLVED** – That the progress made in restoring the Collection be noted.

6. **GRESHAM (AND CITY OF LONDON) ALMSHOUSES, EAST LODGE AND COMMUNAL AREAS - REFURBISHMENT WORKS**

The Committee received a report of the Director of Community and Children's Services which sought approval of funding for works to be carried out as part of the Gresham Almshouses.

The Chairman introduced the report advising of a financial shortfall; the Chamberlain, responding advised this report sought authority for works to finish the eight Almshouses, the works were budgeted for in 2016/2017, and there was £40k left in the current budget, but there was a shortfall of £110k and whilst discussions had not yet taken place with the Chairman of the Finance Committee, it would be advisable to seek approval for use of the Finance Committee's contingency.

In response to a query on the reasons behind there being such a financial deficit, the Chamberlain advised of the procurement exercise undertaken, which included the Almshouses, and would cover a range of items including works to the windows, improved safety measures, a new roof, and heating and insulation improvements, all of which resulted in the uplift of costs. In response to a Member's comment on the finances, the Chamberlain explained there was an underspend of £30k the previous year within the refurbishment programme which had not been carried forward, but if it had been, the shortfall would have been £81k instead.

A Member commented that before submitting a funding request to the Finance Committee, some investigation may be required as to why the project costs were more than estimated, and why the work to the Gresham Almshouses seemed to cost more than the work to the other Almshouses. The Chamberlain resolved to liaise with the Community and Children's Services Department on this matter.

Members added that whilst it was important for the works to be carried out to the Almshouses, and they would support the works in principle, background behind the finances was required before the request was made to the Finance Committee.

**RESOLVED** – That the Committee support the following works in principle, but discussion to take place first with the Chamberlain’s representative and the Community and Children’s Service’s Representative:

- the appointment of TSG Building Services to carry out internal, external and common parts refurbishment works at the Gresham Almshouses, as part of a wider contract to encompass similar works to the City of London Almshouses (which is subject to approval through a separate gateway 5 report);
- approval of a total project sum of £150,460;
- approval of the previous Gateway 4 budget of £3,088 for staff costs to be used to for project management costs up to the completion of the works;
- approval of a budget of £1,912 for further staff fees;
- approval of a budget of £2,480 for Quantity Surveyor fees to take project to completion;
- note the Risk Register that was before Members and a potential mitigated risk budget of £17,600.

**7. THE SIR THOMAS GRESHAM CHARITY - RISK REGISTER**

The Committee considered a joint report of the Town Clerk, Chamberlain and Director of Community and Children’s Services which showed the key risks for the Sir Thomas Gresham Charity.

A Member asked that a column of target dates to achieve the target risks be added to the register in future. The Committee considered the three risks and noted that they should be updated to show the correct direction of travel. The Director of Community and Children’s Services agreed to update the report.

**RESOLVED** – That the Committee review that the register:

- Satisfactorily sets out the risks faced by the charity; and
- Appropriate measures were in place to mitigate those risks.

**8. REVENUE BUDGET 2018/19 AND 2019/20**

The Committee received a joint report of the Chamberlain and the Director of Community and Children’s Services which presented the annual submission of the revenue budgets and sought approval for 2019/20.

In response to the Chamberlain’s comments on the funding proposal received from Gresham College, the Town Clerk advised this be considered during the non-public discussion. The Chamberlain advised that funding for the College ends in 2019 and the budget had been prepared to continue the current arrangement.

The Committee agreed to the budgets subject to the discussions which would take place later in the meeting and at the Joint Grand Gresham Committee regarding the funding for the College.

A Member commented on the information contained within the Gresham Committee Service Overview appendix, noting that the summary regarding

Thomas Gresham's will was inaccurate and should be revised. The Chamberlain agreed to review this further. A Member further commented that it would be useful to remind Members of the Finance Committee that funding within City's Cash emanates from the Gresham Estate and Deputy Hoffman offered to lead this.

**RESOLVED** – That the Committee:

- review the latest 2018/19 revenue budget to ensure that it reflects the Committee's objectives and, approve the budget for submission to the Finance Committee; and
- review the proposed 2019/20 revenue budget to ensure that it reflects the Committee's objectives and, approve the budget for submission to the Finance Committee.

**9. REVENUE OUTTURN - 2017/18**

The Committee received a joint report of the Chamberlain and the Director of Community and Children's Services which presented the 2017/18 revenue outturn for the Committee.

A Member noted the amount of revenue expended in recent years.

**RESOLVED** – That the Committee note the revenue outturn for 2017/18.

**10. DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 OF THE SIR THOMAS GRESHAM CHARITY**

The Committee received a report of the Chamberlain setting out the draft Annual Report and financial statements for the year ended 31 March 2018 of the Sir Thomas Gresham Charity.

In response to a Member's query on why the total funds had decreased, particularly in relation to the Almshouses; the Director of Community and Children's Services explained less rent had been received that year due to vacant properties whilst refurbishment works took place. It was suggested paragraph five within the Annual Report be amended to set out what the allowances were per head, per annum. The Chamberlain advised this could be arranged.

**RESOLVED** – That the Committee receive the draft Annual Report and Financial Statements for the year ended 31 March 2018.

**11. GRESHAM ALMSHOUSES UPDATE**

The Committee received a report of the Director of Community and Children's Service's which provided an update on the Gresham Almshouses.

The Chairman reminded the Committee of the Christmas Hamper Delivery taking place at the Almshouses on 7 December and encouraged Members to attend.

**RESOLVED** – That the Committee note the report.

**12. REPORT OF ACTION TAKEN**

The Committee received a report of the Town Clerk detailing a decision of action taken under delegated authority to extend the tenure of the Gresham Professor of Geometry.

**RESOLVED** – That the Committee note the report.

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

There were no questions.

**14. ANY BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

There was no other business.

**15. EXCLUSION OF THE PUBLIC**

**RESOLVED** – That, under Section 100A 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 Nos.  
16,17,18

Exempt Paragraph(s)  
3

**16. NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 4 May 2018 be approved as a correct record.

**17. JOINT GRAND GRESHAM COMMITTEE MATTERS - CITY SIDE CONSIDERATION**

The Committee considered the various items on the agenda for the meeting of the Joint Grand Gresham Committee that day.

**18. GRESHAM COLLEGE FUNDING PROPOSAL - TO FOLLOW**

The Committee considered the funding proposal from Gresham College.

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

There were no questions.

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

There was no other business.

**The meeting ended at 10.56 am**

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Chairman

**Contact Officer: Sacha Than**  
**sacha.than@cityoflondon.gov.uk**