

CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 29 March 2021

Minutes of the meeting of the Culture, Heritage and Libraries Committee held virtually on Microsoft Teams on Monday, 29 March 2021 at 11.30 am

Present

Members:

Deputy Wendy Hyde (Chair)	Alderman Alastair King
Jeremy Simons (Deputy Chair)	Vivienne Littlechild
Matthew Bell	Deputy Edward Lord
Deputy John Bennett	Jeremy Mayhew
Peter Bennett	Wendy Mead
Thomas Clementi	Deputy Barbara Newman
Mary Durcan	Graham Packham
Deputy Kevin Everett	Judith Pleasance
Caroline Haines	Deputy Dr Giles Shilson
The Revd Stephen Haines	Deputy Tom Sleigh (Ex-Officio Member)
Graeme Harrower	James Tumbridge
Deputy Tom Hoffman	Mark Wheatley
Ann Holmes	Dawn Wright
Alderman Robert Howard	

In Attendance

Officers:

Chloe Rew	- Town Clerk's Department
Nick Bodger	- Town Clerk's Department
Andrew Buckingham	- Town Clerk's Department
Jack Joslin	- Town Clerk's Department
Leanne Murphy	- Town Clerk's Department
Geoff Pick	- Town Clerk's Department
Charlotte Scott	- Town Clerk's Department
James Gibson	- Chamberlain's Department
Graham Nickless	- Chamberlain's Department
Julie Smith	- Chamberlain's Department
Carol Boswarthack	- Community and Children's Services Department
Sarah Greenwood	- Community and Children's Services Department
Colin Buttery	- Director of Open Spaces
Christopher Earlie	- Open Spaces Department
Rob Shakespeare	- Open Spaces Department

1. **APOLOGIES**
Apologies were received from Deputy David Bradshaw, Tracey Graham, Sylvia Moys and Deputy Richard Regan.
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
There were none.
3. **MINUTES - 25 JANUARY 2021**
RESOLVED – that the public minutes and summary of the meeting held on 25 January 2021 be agreed as a correct record.
4. **MINUTES - 15 MARCH 2021**
RESOLVED – that public minutes and summary of the special meeting held on 15 March 2021 be agreed as a correct record.
5. **DRAFT MINUTES - BENEFICES SUB-COMMITTEE**
RESOLVED – that the draft public minutes and summary of the Benefices Sub-Committee meeting held on 2 February 2021 be received.
6. **FORWARD PLAN**
The Committee's forward plan was noted.
7. **CHIEF OFFICERS UPDATE ON REOPENING**
Officers were heard in respect of reopening plans for the coming months:

Cultural & Visitor Development Director:

Officers were working on the City's Recovery Taskforce and Culture and Commerce Taskforce plans to reopen cultural offerings. Marketing, radio and billboard campaigns were underway to promote the City, noting that as a public sector organisation, the City Corporation could not encourage visitors back to the City until 17 May and workers from 21 June (in line with government restrictions).

The City Information Centre was scheduled to reopen from the week commencing 12 April for two days per week. Guildhall Art Gallery was scheduled to reopen from 2 June. The City of London Police Museum and Billingsgate Roman House and Baths would remain closed as social distancing was not possible at the site. This would be reconsidered when social distancing restrictions are lifted. The Outdoor Arts Programme had a variety of events planned for the year.

Director of the London Metropolitan Archives:

The Small Business Research and Enterprise Centre (formerly the City Business Library) was scheduled to reopen on 5 May; the London Metropolitan Archives was scheduled to reopen on 10 May; and the Guildhall Library was scheduled to reopen on 11 May. Pre-booking would be required to use the libraries, and library and archival material would need to be pre-ordered.

Head of the Barbican & Community Libraries:

Library staff had worked throughout the pandemic to offer select and collect services, answer telephone enquiries, offer IT training, deliver books and offer support to those who were shielding or could not leave the home. The libraries were scheduled to reopen on 12 April. Events would continue to be offered virtually until events could be held at the library.

Principal Curator, Keats House:

Keats200 programme delivery had been ongoing for the past two years, and adjustments had been made to offer programming online due to the pandemic. Keats House would welcome visitors back once restrictions were lifted. From 13 April, Keats Community Library would be open for two days per week with pre-booking arrangements.

Head of Tower Bridge:

Throughout the closure, officers had been busy bringing services online, including podcast content and educational programming for schools and families. The giftshop would reopen on 12 April with reduced hours, and Tower Bridge would open from 17 May. The Monument would remain closed for the time being as social distancing was not possible.

RESOLVED – that the updates be received.

8. **CENTRAL GRANTS PROGRAMME - INSPIRING LONDON THROUGH CULTURE: RECOMMENDATIONS TO THE CULTURE, HERITAGE & LIBRARIES COMMITTEE**

Members considered a report of the Director of Major Projects in respect of the Central Grants Programme – Inspiring London Through Culture: Recommendations to the Culture, Heritage and Libraries Committee.

RESOLVED – that Members,

1. note the grants approved by the panel under the Inspiring London through Culture funding stream, a part of the City Corporation's Central Grants Programme;
2. note the reduction in budget for the scheme for 2021/22; and,
3. approve that the scheme move to one application deadline a year with a maximum grant cap of £10,000 (reducing from £15,000).

9. **DRAFT COMMUNITY & CHILDREN'S SERVICES BUSINESS PLAN FOR 2021-22**

Members considered a report of the Director of Community & Children's Services in respect of the Draft Community & Children's Services Business Plan for 2021-22. The Head of Barbican & Community Libraries noted that although there was little specific mention of libraries throughout the plan, as part of the Target Operating Model (TOM), there would be more collaborative working across services and therefore libraries would be incorporated in work throughout the plan.

RESOLVED – that Members,

1. note the factors taken into consideration in compiling the Department of Community and Children's Services Business Plan; and,
2. approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan for Community and Children's Services for 2021/22 (or the elements therein that fall within this committee's Terms of Reference).

10. **GATEWAY 6 - LIBRARY SELF-SERVICE KIOSK**

Members considered a Gateway 6 report of the Director of Community & Children's Services in respect of the Library Self Service Kiosks.

RESOLVED – that Members approve the content of the outcome report and agree to close the project.

11. **GUILDHALL LIBRARY CENTENARY FUND - TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

Members received a joint report of the Chamberlain and the Assistant Town Clerk & Director of Major Projects in respect of the Guildhall Library Centenary Fund Trustees Annual Report and Financial Statements for the Year Ended 31 March 2020.

RESOLVED – that Members note the Trustees Annual Report and Financial Statements for 2019/20.

12. **KEATS HOUSE - TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

Members received a joint report of the Chamberlain and the Director of Open Spaces in respect of the Keats House Trustees Annual Report and Financial Statements for the Year Ended 31 March 2020.

RESOLVED – that Members note the Trustees Annual Report and Financial Statements for 2019/20.

13. **KEATS HOUSE ADMISSION FEES AND PRIVATE HIRE CHARGES 2021/22**

Members considered a report of the Director of Open Spaces in respect of the Keats House Admission Fees and Private Hire Charges for 2021/22.

RESOLVED – that Members agree the proposed fees and charges for 2021/22 as set out in Appendix 1 of the report.

14. **REPORT ON ACTION TAKEN**

Members received a report of the Town Clerk & Chief Executive in respect of decisions taken under urgency procedures since the Committee's last meeting.

RESOLVED – that the report be received.

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

There were none.

16. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT**

The Chair announced that Geoff Pick, Director of the London Metropolitan Archives, would be retiring and therefore this was his last meeting with the Committee. The Chair thanked the Director of the LMA for his work on the Committee, congratulated him on his accomplishments at the LMA and wished him all the best in his retirement.

The Chair congratulated Carol Boswarthack, Head of the Barbican & Community Libraries, for being nominated as a COVID Hero for her work during the pandemic, which was featured in an interview on BBC Radio London.

17. **EXCLUSION OF THE PUBLIC**

RESOLVED – 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.

18. **NON-PUBLIC MINUTES**

RESOLVED – that the non-public minutes of the previous meeting held on 25 January 2021 be agreed as a correct record.

19. **DRAFT MINUTES - BENEFICES SUB-COMMITTEE**

RESOLVED, that – the draft non-public minutes of the Benefices Sub-Committee held on 2 February 2021 be received.

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

There was one question.

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

There was no other business.

22. **CONFIDENTIAL MINUTES - 25 JANUARY 2021**

RESOLVED – that the confidential minutes of the meeting held on 25 January 2021 be agreed as a correct record.

23. **CONFIDENTIAL MINUTES - 15 MARCH 2021**

RESOLVED – that the confidential minutes of the special meeting held on 15 March 2021 be agreed as a correct record.

24. **CONFIDENTIAL QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were none.

25. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND THE COMMITTEE AGREE SHOULD BE CONSIDERED IN CONFIDENTIAL SESSION

There was no other business.

The meeting ended at 12.25 pm

Chair

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