



Culture, Heritage and Libraries Committee

Date: MONDAY, 29 MARCH 2021

Time: 11.30 am

Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

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

Enquiries: Chloe Rew / chloe.rew@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/BQHuwe3Y9g8>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

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 - 25 JANUARY 2021**

To agree the public minutes and non-public summary of the meeting held on 25 January 2021.

For Decision
(Pages 1 - 6)

4. **MINUTES - 15 MARCH 2021**

To agree the public minutes and non-public summary of the special meeting held on 15 March 2021.

For Decision
(Pages 7 - 8)

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

To receive the draft public minutes and non-public summary of the Benefices Sub-Committee meeting held on 2 February 2021.

For Information
(Pages 9 - 12)

6. **FORWARD PLAN**

To note the Committee's forward plan.

For Information
(Pages 13 - 14)

7. **CHIEF OFFICERS UPDATE ON REOPENING**

Chief Officers to be heard.

For Information

8. **CENTRAL GRANTS PROGRAMME - INSPIRING LONDON THROUGH CULTURE: RECOMMENDATIONS TO THE CULTURE, HERITAGE & LIBRARIES COMMITTEE**
Report of the Director of Major Projects.
For Decision
(Pages 15 - 42)
9. **DRAFT COMMUNITY & CHILDREN'S SERVICES BUSINESS PLAN FOR 2021-22**
Report of the Director of Community & Children's Services.
For Decision
(Pages 43 - 50)
10. **GATEWAY 6 - LIBRARY SELF-SERVICE KIOSK**
Report of the Director of Community & Children's Services.
For Decision
(Pages 51 - 60)
11. **GUILDHALL LIBRARY CENTENARY FUND - TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**
Joint report of the Chamberlain and Assistant Town Clerk & Director of Major Projects
For Information
(Pages 61 - 86)
12. **KEATS HOUSE - TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**
Joint report of the Chamberlain and the Director of Open Spaces.
For Information
(Pages 87 - 128)
13. **KEATS HOUSE ADMISSION FEES AND PRIVATE HIRE CHARGES 2021/22**
Report of the Director of Open Spaces.
For Decision
(Pages 129 - 134)
14. **REPORT OF ACTION TAKEN**
Report of the Town Clerk & Chief Executive.
For Information
(Pages 135 - 136)

- 15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
- 16. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT**
- 17. **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

- 18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 25 January 2021.

For Decision
(Pages 137 - 138)

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

To receive the draft non-public minutes of the Benefices Sub-Committee meeting on 2 February 2021.

For Information
(Pages 139 - 140)

- 20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
- 21. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda

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

To agree the confidential minutes of the meeting held on 25 January 2021.

For Decision

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

To agree the confidential minutes of the special meeting held on 15 March 2021.

For Decision

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

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

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CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 25 January 2021

Minutes of the meeting of the Culture, Heritage and Libraries Committee held
virtually on Monday, 25 January 2021 at 11.30 am

Present

Members:

Deputy Wendy Hyde (Chair)	Alderman Robert Howard
Jeremy Simons (Deputy Chairman)	Alderman Alastair King
Munsur Ali	Deputy Edward Lord
Matthew Bell	Andrew Mayer
Deputy John Bennett	Jeremy Mayhew
Peter Bennett	Wendy Mead
Deputy David Bradshaw	Barbara Newman
Thomas Clementi	Graham Packham
Mary Durcan	John Petrie
Deputy Kevin Everett	Judith Pleasance
Tracey Graham	Deputy Dr Giles Shilson
Caroline Haines	Deputy Tom Sleigh (Ex-Officio Member)
The Revd Stephen Haines	Mark Wheatley
Graeme Harrower	Dawn Wright
Deputy Tom Hoffman	

In Attendance

Officers:

Chloe Rew	- Town Clerk's Department
Peter Lisley	- Assistant Town Clerk/Director of Major Projects
Nick Bodger	- Town Clerk's Department
Andrew Buckingham	- Town Clerk's Department
Tim Jones	- Town Clerk's Department
Laurie Miller-Zutshi	- Town Clerk's Department
Geoff Pick	- Town Clerk's Department
Graham Nickless	- Chamberlain's Department
Julie Smith	- Chamberlain's Department
Jessica Lees	- City Surveyor's Department
Peter Shadbolt	- Department of the Built Environment
Carol Boswarthack	- Department of Community & Children's Services
Colin Buttery	- Director of Open Spaces
Christopher Earlie	- Open Spaces Department
Gerry Kiefer	- Open Spaces Department
Rob Shakespeare	- Open Spaces Department

1. **APOLOGIES**

Apologies were received from Ann Holmes, Vivienne Littlechild, Sylvia Moys and James Tumbridge.

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

There were none.

3. **MINUTES**

RESOLVED, that – the public minutes and non-public summary of the meeting held on 23 November 2020 be agreed as a correct record.

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

RESOLVED, that – the draft minutes of the Benefices Sub-Committee meeting held on 9 November 2020 be received.

5. **FORWARD PLAN**

The Committee's forward plan was noted.

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

Members considered a report of the Town Clerk & Chief Executive relative to the Annual Review of the Committee's Terms of Reference.

RESOLVED, that Members –

1. agree the addition at (i) 'and applications to the City's Blue Plaque Scheme';
2. agree the addition at (j) 'and Aldgate Square Public Programme';
3. not agree the proposed amendment at (r) due to the imminent changes which will be implemented as a result of the Target Operating Model; and,
4. agree to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chair, any further changes to the Committee's Terms of Reference including those resulting from the Target Operating Model.

7. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**

Members considered a report of the Director of Major Projects relative to the City Arts Initiative (CAI) Recommendations to the Culture, Heritage and Libraries Committee.

RESOLVED, that Members ratify the CAI's recommendations in relation to the following proposals:

1. **HSBC Gates** – approval for the artwork to be decommissioned and placed in storage for the immediate future, noting that the CAI will review its location in December 2021;
2. **City of London Blue Plaque Scheme** – approval for the CAI to provide strategic oversight of the Blue Plaque Scheme, providing a peer review system for future applications;

3. **Tackling Racism Taskforce: Historic Landmarks Consultation** – approval for the CAI to form a working group to help deliver the recommendations of the Tackling Racism Taskforce, noting that the Taskforce's recommendations were due to be ratified by the Policy & Resources Committee in January 2021.

8. **OUTDOOR ARTS PROGRAMME: 2020 PERFORMANCE EVALUATION REPORT**

Members received a report of the Director of Major Projects relative to the Outdoor Arts Programme: 2020 Performance Evaluation Report.

It was reported that due to the pandemic, officers were not anticipating being permitted to hold any outdoor events until June 2021. The situation was being reviewed monthly to ensure contracts going forward reflect caution over the reopening period.

RESOLVED, that Members note the report.

9. **DELIVERING CULTURE THROUGH PLANNING - DRAFT SUPPLEMENTARY PLANNING GUIDANCE**

Members received a report of the Director of the Built Environment relative to the Cultural Plan draft Supplementary Planning Guidance. The guidance related to the City of London Local Plan 2036 and a new policy to incorporate culture within the City's local plan. The supplementary guidance would accompany the plan and serve a statutory function as part of the consideration for new planning applications to outline what type of cultural elements should be developed in the City. The guidance would demonstrate to developers that culture is a core aspect of the City and should be incorporated into development to attract visitors and workers to the Square Mile, as well as occupiers to their buildings.

With respect to the legal basis for a cultural requirement for developers, this would be further examined during the public consultation phase. The aim would be to demonstrate that incorporating culture into development plans would be beneficial to developers.

The draft guidance would be brought back to the Committee prior to its presentation to the Planning & Transportation Committee and public consultation.

RESOLVED, that – the report be received and its contents noted.

10. **LONDON METROPOLITAN ARCHIVES ACCREDITATION REPORT**

Members received a report of the Director of Major Projects relative to the London Metropolitan Archives being awarded Archives Service Accreditation. The Director of the LMA provided a further update with respect to improvements to digital preservation, noting that more archives were available digitally and staff had been trained on this. With respect to questions on the increase in digital access to the archives, the Director of the LMA advised that

there had been an increase in accessing the digital catalogue and online enquiries, and could provide exact figures following the meeting.

RESOLVED, that – the report be received and its contents noted.

11. GATEWAY 2: LONDON METROPOLITAN ARCHIVES - REPLACEMENT OF FIRE ALARM, CHILLERS AND LANDLORDS LIGHTING AND POWER (REF - CS 410/20)

Members considered a Gateway 2 report of the City Surveyor relative to the London Metropolitan Archives replacement of the fire alarm, chillers, and landlords lighting and power.

With respect to Members concerns that the LMA was looking to relocate, the Director of the LMA advised that it was likely the LMA would occupy the building for another 10 years and therefore the works are essential for the period that the LMA would remain in the building.

RESOLVED, that Members –

1. approve a budget of £145,000 to carry out more detailed surveys to prepare the M&E design and tender documents to reach the next Gateway;
2. note the total estimated cost of the project of £1,145,000 (excluding risk);
3. note that there is a Costed Risk of £180,000 (post-mitigation);
4. note that the total estimated cost of the project of £1,325,000 (including risk);
5. note that 'in principle' central funding from City Fund reserves was agreed as part of the 2020/21 annual capital bids, together with an element of funding recoverable from the Finsbury Business Centre (elements that additionally benefit FBC) – giving a total funding envelope of £1,630,073.

12. REVENUE AND CAPITAL BUDGETS - 2021/22

Members considered a joint report of the Chamberlain, the Assistant Town Clerk & Director of Major Projects; Director of Open Spaces; and the Director of Community & Children's Services with respect to revenue and capital budgets for 2021/22. The estimates had been prepared in accordance with the budget envelope set by the Resource Allocation Sub-Committee, and there were savings yet to be identified. Monetising digital services was under consideration to increase revenue. Whilst there was concern about the affect that budget cuts would have on people and services, the Chair emphasised that the Committee must make decisions to work the budget allocation.

RESOLVED, that Members –

1. review the proposed allocation of the 2021/22 revenue budget to ensure that it reflects the Committee's objectives and approve the budget for submission to the Finance Committee;
2. authorise the Chamberlain, in consultation with the Directors of Community and Children's Services, Open Spaces and the Assistant Town Clerk and Director of Major Projects to revise these budgets to

- allow for any further implications arising from Corporate Projects, other reviews and changes to the Cyclical Works Programme;
3. review and approve the draft capital budget; and,
 4. agree that any minor amendments for 2020/21 and 2021/22 budgets arising during budget setting be delegated to the Chamberlain.

13. **DRAFT TOWN CLERK'S CULTURAL SERVICES BUSINESS PLAN FOR 2021/22**

Members considered a report of the Assistant Town Clerk & Director of Major Projects relative to the draft Town Clerk's Cultural Services Business Plan for 2021/22.

RESOLVED, that Members –

1. note the factors taken into consideration in compiling the Town Clerk's Cultural Services Business Plan under the heading what's changed since last year; and,
2. approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan for Town Clerk's Cultural Services for 2021/22 (or the elements therein that fall within this Committee's Terms of Reference).

14. **OPEN SPACES DEPARTMENT BUSINESS PLAN FOR 2021/22**

Members received a report of the Director of Open Spaces relative to the Open Spaces Department Business Plan for 2021/22.

RESOLVED, that the report be received and its contents noted.

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

There were none.

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

Members were pleased with the preview of the Noël Coward exhibition and looked forward to this being publicly available.

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 23 November 2020 be agreed as a correct record.

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

RESOLVED, that – the draft non-public minutes of the Benefices Sub-Committee held on 9 November 2020 be received.

20. **TOWER BRIDGE (BRIDGE HOUSE ESTATES CHARITY REGISTRATION NO. 1035628) AND THE MONUMENT PRICING PROPOSAL FOR 2021/22**

Members considered a report of the Director of Open Spaces relative to the Tower Bridge and the Monument Pricing Proposal for 2021/22.

21. **CULTURE AND COMMERCE TASKFORCE: PUBLICATION OF RECOMMENDATIONS**

Members received a report of the Director of Major Projects relative to the publication of recommendations from the Culture and Commerce Taskforce.

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

There were none.

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

There was one item of other business.

Members considered a confidential joint report of the Director of Innovation & Growth and the Director of Major Projects with respect to proposed 2021/22 budget savings across the Guildhall Art Gallery, Cultural and Visitor Development and the Outdoor Arts Programme.

The meeting ended at 12.58 pm

Chair

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CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 15 March 2021

Minutes of the special meeting of the Culture, Heritage and Libraries Committee held virtually on Monday, 15 March 2021 at 4.00 pm

Present

Members:

Deputy Wendy Hyde (Chair)
Jeremy Simons (Deputy Chair)
Munsur Ali
Deputy John Bennett
Deputy David Bradshaw
Mary Durcan
The Revd Stephen Haines
Deputy Tom Hoffman
Ann Holmes

Alderman Alastair King
Wendy Mead
Deputy Barbara Newman
Graham Packham
John Petrie
Deputy Dr Giles Shilson
James Tumbridge
Mark Wheatley
Dawn Wright

In Attendance

Officers:

Chloe Rew	- Town Clerk's Department
Peter Lisley	- Assistant Town Clerk & Director of Major Projects
Nick Bodger	- Town Clerk's Department
Caroline Reeve	- Town Clerk's Department
Damian Nussbaum	- Director of Innovation & Growth
Julie Smith	- Chamberlain's Department

1. APOLOGIES

Apologies were received from Tracey Graham, Caroline Haines, Graeme Harrower, Jeremy Mayhew, 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. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were none.

4. ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT

There was no other urgent business.

5. **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.
6. **PHASE 2 OF PROPOSED 2021/22 BUDGET SAVINGS ACROSS GUILDHALL GALLERIES AND CULTURAL AND VISITOR DEVELOPMENT**
Members considered a joint confidential report of the Director of Innovation & Growth and the Director of Major Projects in respect of phase 2 of the proposed 2021/22 budget savings across Guildhall Galleries and cultural and visitor development.
7. **CONFIDENTIAL QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were none.
8. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED IN CONFIDENTIAL SESSION**
There was no other urgent business.

The meeting ended at 4.41 pm

Chair

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BENEFICES SUB (CULTURE, HERITAGE & LIBRARIES) COMMITTEE

Tuesday, 2 February 2021

Minutes of the meeting of the Benefices Sub (Culture, Heritage & Libraries)
Committee held at virtually on Tuesday, 2 February 2021 at 3.00 pm

Present

Members:

Alderman Gregory Jones QC (Chairman)	Deputy Wendy Hyde (Ex-Officio Member)
Simon Duckworth (Deputy Chairman)	Deputy Jamie Ingham Clark
Deputy Kevin Everett	Deputy Edward Lord
Caroline Haines	James de Sausmarez
The Revd Stephen Haines	Ian Seaton
Ann Holmes	Jeremy Simons (Ex-Officio Member)

In Attendance

Officers:

Chloe Rew	- Town Clerk's Department
John Cater	- Town Clerk's Department
James Gibson	- Chamberlain's Department

1. APOLOGIES

Apologies were received from Deputy Richard Regan.

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

Members made the following declarations:

- Ian Seaton declared an interest as a warden and member of the church council for St. Lawrence Jewry (appointed by his livery company);
- Deputy Jamie Ingham Clark declared an interest as a church warden for St. Lawrence Jewry (appointed in his own right and not by a livery company or the Court) and member of the Guild Church Council; and,
- Alderman Gregory Jones declared an interest as a member of the church council for St Lawrence Jewry.

It was noted that the declarations made in this meeting and the previous meeting were standing declarations. The Town Clerk would confirm that declarations were noted in Members' register of interests and would therefore not need to be declared in each meeting.

3. MINUTES

RESOLVED, that – the public minutes and non-public summary of the meeting held on 9 November 2020 be agreed as a correct record.

4. **OUTSTANDING ACTIONS**

Members received the Sub-Committee's list of outstanding actions.

5. **VIRTUAL MEETING WITH BENEFICES VICARS**

The Chairman proposed that the Sub-Committee host a virtual meeting with the Benefices vicars. Members endorsed the proposal, noting the importance of setting clear objectives ahead of the meeting to ensure both the Sub-Committee and the Benefices were clear in the aim of the meeting. Responses to the Winter Survey 2020 would be discussed, and the Town Clerk would set a list of objectives in consultation with Members of the Sub-Committee and the Benefices vicars.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The Chairman announced that Rev'd David Parrott of St Lawrence Jewry was due to retire. The Chairman expressed his gratitude on behalf of the Sub-Committee and the Corporation for the work that David and his wife had done both for the church and people in the Square Mile, including officers and Members of the Corporation. The Corporation would be involved in appointing a new vicar.

8. **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 of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

9. **NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the previous meeting held on 9 November 2020 be agreed as a correct record.

10. **VISITS TO THE VARIOUS BENEFICES**

Members were invited to discuss their recent engagement with City Benefices.

11. **BENEFICES WINTER SURVEY**

Members discussed the responses to the Benefices Winter Survey.

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

There was one question.

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

There was one item of urgent business.

The meeting ended at 3.50 pm

Chairman

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Culture, Heritage and Libraries Committee Forward Plan - to July 2021

29.03.2021	Report on Action Taken - CAI Recommendations to the Committee; CHL New Name	Town Clerk's	Information
	Inspiring London Through Culture	Town Clerk's	Information/Decision
	Draft Community & Children's Services Business Plan for 2021-22	DCCS	Decision
	Gateway 6 Library Self Service Kiosks	DCCS	Decision
	Trustees Annual Report and Financial Statements - Guildhall Library Centenary Fund (* <i>deferred from January 2021</i>)	Chamberlain's	Information
	Trustees Annual Report and Financial Statements - Keats House (* <i>deferred from January 2021</i>)	Chamberlain's	Information
14.06.2021	CAI Recommendations to the Committee	Town Clerk's	Decision
	Inspiring London Through Culture	Town Clerk's	Information/Decision
	Keats House Activities Report - 2020/21	Open Spaces	Information
19.07.2021	CAI Recommendations to the Committee	Town Clerk's	Decision
	Tower Bridge and the Monument - Full Year 2020/21 Performance Report	Open Spaces	Information
	2020/21 Open Spaces Departmental Business Plan - End of Year Performance	Open Spaces	Information
	Open Spaces Department Divisional Risk Report	Open Spaces	Decision
	CHL Revenue Outturn 2020-21	Chamberlain's	Information

Postponed Items			
18.05.2020	Barbican and Community Libraries Digital/E-Services	DCCS	Information

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Committee(s)	Dated:
Culture, Heritage and Libraries – For Decision	29/03/2021
Subject: Central Grants Programme – <i>Inspiring London through Culture</i> : recommendations to the Culture, Heritage & Libraries Committee	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	3, 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£0
What is the source of Funding?	City’s Cash
Has this Funding Source been agreed with the Chamberlain’s Department?	Y
Report of: Director of Major Projects	For Decision
Report author: Jack Joslin, Head of Central Grant Unit and Nick Bodger, Cultural and Visitor Development Director	

Summary

The *Inspiring London through Culture* funding theme, which forms part of the Central Grants Programme (CGP), had a second (and final) round closing date for applications on 8 January 2021 for the 2020/21 financial year. Applications were assessed by a panel of expert officers, your Chair and Deputy Chair and external assessors on 3 March 2021 following grant assessment and due diligence checks by the City’s Central Grants Unit (CGU) which also oversees the scheme. This paper reports on grant decisions made at the meeting (for information) and proposes amendments to the established process for assessing grants under the theme noting a reduction in the available grant pot from the 2021/22 financial year (for decision).

Recommendations

Members are asked:

- To 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.
- To note the reduction in budget for the scheme for 2021/22.
- To approve that the scheme move to one application deadline a year with a maximum grant cap of £10,000 (reducing from £15,000).

Main Report

Background

1. On 7 March 2016, your Committee delegated authority to the Town Clerk, in consultation with your Chairman and Deputy Chairman to agree the sub themes and eligibility criteria (see appendix 1) for the proposed grant giving theme of *Inspiring London through Culture*, subject to your Policy and Resources Committee approving that theme, which they agreed at their meeting on 19 May 2016.
2. Overseen by the City's Central Grants Unit (CGU), the grant assessment process for this and other themes in the programme draws on the Unit's expertise in the field of grant-making and demonstrates good practice.
3. The CGU oversees a range of the City of London's grant making activities which includes the Central Grants Programme (CGP), the management of grant making on behalf of Charities where the City of London is Trustee and the Community Infrastructure Levy (CIL) Neighbourhood Fund.
4. On 14 May 2018 your Committee approved delegation of grant decisions for awards of £10,000 or less to the Director of Major Projects in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee.
5. The *Inspiring London Through Culture* grant assessment panel met on 3 March 2021 comprising City Corporation officers, the Cultural and Visitor Development Director (chair), your Chair and Deputy Chair and external assessors. Panel members unable to attend were invited to send comments which were then considered as part of the assessment process at the meeting.
6. For this *Inspiring London through Culture* funding application round, the CGU received 15 applications totalling £112,821. This was another popular round and likely reflects the financial hardship faced by many City cultural and creative sector operatives.
7. The budget for *Inspiring London through Culture* was £84,000 for 2020/21. In the July 2020 grant round the panel approved grants totalling £48,325 leaving a remaining budget of £35,675 for the year. The CGU outlined to the panel members that an additional amount of £9,000 could be made available to this grant programme if required, due to an underspend in another grant budget.
8. The panel agreed to apply additional scrutiny to each application reviewing the viability of the proposal in light of the pandemic, prioritising the City communities most affected by it be they artists facing financial hardship, community groups facing digital and/or educational poverty, or those affected by isolation and well-being issues amongst other themes; as well as considering the alignment of applications with the emerging priorities of the Recovery Taskforce. Consideration of whether the project was best value for money was also given.

9. Apart from officer time handling enquiries, all resource implications are budgeted for within the *Inspiring London through Culture* grant fund.

Current Position

10. Summary assessment reports of all recommended applications to the *Inspiring London through Culture* grant scheme are given in the appendices with full details of all are available on request from the Director of Major Projects.
11. Grants totalling £44,563 have been approved as per the reports outlined in the appendices, spending the full budget for the year.
12. At the panel meeting the CGU officer outlined that in line with the work of the Fundamental Review and savings required as a result of the financial impact of the Coronavirus pandemic the City's Cash elements of the CGP and related management costs have been subject to a 12% reduction in line with other departments. The total City's Cash Grants Budget for 2021/22 will be £230,000. This equates to a reduction of £30,000, or £10,000 for each of the City's Cash Grant Programmes. The ongoing budget for the *Inspiring London through Culture* grant programme will be £74,000.

Proposals

13. The panel discussed the implications of this cut to the budget and proposed to move to one grant programme a year rather than the current two that are offered. Alongside this it was suggested that a maximum grant level of £10,000 should be applied to the programme. These recommendations seek to make best use of the grant pot by enabling more applicants, noting the previous top award of £15,000 represents 20% of the total grant figure, and support the panel in being able to assess applications holistically in one go allowing for a fair balance across communities and disciplines. If in agreement, Members are asked to approve this recommendation. Your Chair and Deputy Chair will continue to attend the panel meeting under these new proposals.
14. The CGU also has oversight of the CIL Neighbourhood Fund which opened for applications in September 2020. Applications for cultural activity can be considered by the fund and the Cultural and Visitor Development Director sits on the Officer Panel for the fund. The Neighbourhood Fund can receive applications at any point in the year.
15. The CGU proposes to work with the Cultural and Visitor Development team to advertise the CIL Neighbourhood Fund for cultural activity grants which exceed £10,000. In so doing, while there will be a cut to the *Inspiring London through Culture* budget, there will be more overall funding available to support cultural recovery in the City of London going forwards.
16. The CGU is in the process of organising a Members Briefing on the CIL Neighbourhood Fund. Any further information on the scheme can be provided by the CGU.

Corporate & Strategic Implications

- **Strategic implications:** the approved grants of the panel support the funding criteria and, in turn, the City Corporation's Corporate Plan by "maximising the opportunities and benefits afforded by our role in supporting London's communities" as well as the delivery of the City's Cultural and Visitor Strategies.
- **Financial implications:** all financial implications are contained within the report.
- **Risk implications:** none identified.
- **Resource implications:** all resource implications are contained within the report.
- **Legal implications:** none.
- **Equalities implications:** the Central Grants Programme *Inspiring London through Culture* funding stream was created to promote a fair system of grant giving by the City Corporation in the cultural context. Prioritisation of applications benefitting the City communities most affected by the pandemic, be they artists facing financial hardship, community groups facing digital and/or educational poverty, or those affected by isolation and well-being issues amongst other themes
- **Climate implications:** none
- **Security implications:** none

Conclusion

17. This report summarises the discussions of the *Inspiring London through Culture* grants assessment panel and presents the decisions made in relation to the applications considered on 3 March 2021, as well as proposes a refined process for the consideration of grants under the theme driving value and delivering the opportunity for a fairer and more balanced assessment system.

Appendices

- Appendix 1 – *Inspiring London through Culture* – Eligibility Criteria
- Appendix 2 – *Inspiring London through Culture*: project outline of Decisions to the Culture, Heritage and Libraries Committee
- Appendix 3 - *Inspiring London through Culture*: table of grants rejected, deferred or withdrawn

Background Papers

Full details of all applications to the *Inspiring London through Culture* grant scheme are available on request from the Cultural and Visitor Development Director

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Inspiring London through Culture

1. Introduction

The City of London Corporation (CoLC) aims to keep the Square Mile as the creative heart of a world-leading city of culture. It also wishes to fulfil its historic role as a steward of unique heritage of international importance. The City is one of the great cultural hubs of London, much visited from all around the world, with a wealth of things to see and do and a vibrant mix of artistic activity.

The CoLC is one of the UK's major funders of culture and heritage and directly supports a range of institutions and activities in these fields. It also recognises and welcomes the wide range of organisations, large and small, who further enrich the Square Mile's cultural offer and who may benefit from additional support or sponsorship to help initiatives to develop.

2. Types of projects and activity to be supported

The scheme deliberately seeks to be open-minded and imaginative in defining the kinds of activities or projects which can be supported. However, proposals must deliver some (or all) of their benefits within the Square Mile or amongst communities from the Square Mile (at any location), as well as meet with at least one of the following core criteria:

- Promote access for all to participate in the City of London's cultural offer;
- Enhance London's creative future through championing excellence in the development of innovative practice and/or skills;
- Deliver positive social impact through culture and/or heritage in the City of London; and/or
- Support the development of the City of London's [Culture Mile](#).

In addition, we positively welcome and will prioritise proposals that:

- Engage with people living or working in the Square Mile;
- Engage with new audiences, attracting people from a wide variety of backgrounds and locations to participate in the City's cultural offer;
- Animate places and spaces within the Square Mile;
- Encourage access to local buildings and local heritage within the Square Mile;
- Improve health and wellbeing;
- Use technology to deliver cultural excellence;
- Highlight environmental issues and promote sustainability;
- Build organisational capacity;
- Support entrepreneurialism;
- Build innovative partnerships (especially with one or more of the cultural/heritage providers already operating within the City); and/or
- Demonstrate some level of match-funding, noting we value opportunities where City funding can help to lever in funding from other sources

This funding theme has a modest amount of funding and so large projects are beyond its scope. It is anticipated that individual grants will not normally exceed £10,000, though up to £15,000 may be considered for exceptional cases. The awarding Committee has the power to go above this ceiling, but the circumstances would need to be compelling.



Proposals will be considered and decided by a group of expert officers from across the City with decisions reported to the Culture, Heritage and Libraries Committee.

3. Who can apply for a City of London Corporation Grant?

The CoLC Central Grants Programme is open to applicants that fall into one of the following categories:

- Registered charity
- Registered Community Interest Company
- Registered Charitable Incorporated Organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable cooperative (Bencom)
- Constituted voluntary organisation

If you are an individual wanting to make an application, we ask that you apply for funding through a constituted group, organisation or charity who will be able to support and countersign your application and thus have “ownership” of the project.

The City Corporation welcomes applications from all those interested in applying to this scheme, from small amateur and community groups to larger-scale professional companies. The panel’s assessment of applications will be proportionate to the anticipated capacity and skills of the applicant.

Overview:

The minimum grant allowed will be £500 and the maximum that will be considered will be £10,000. In exceptional circumstances applications for £15,000 will be considered at the discretion of the panel.

Applications for the 31 May 2019 deadline will receive a decision in September 2019.

Applications for the 3 January 2020 deadline will receive a decision in March 2020.

Projects must either have some or all benefits delivered within the City of London or engage with the City’s resident and/or worker communities (at any location). Applicants may be based outside the City.

4. How do you apply for a grant?

To apply for a CoLC grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the CoLC Central Grants Unit.



You should send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from your organisation at any one time.

All application forms should be completed through the online CoLC grants web portal. Application forms in large print, Braille or audio tape will be offered to applicants by special request.

As part of your application, you should provide:

- A project description, clearly explaining how your proposal meets with the criteria listed under section 2;
- A detailed income and expenditure budget for your project;
- A marketing or audience development plan; and
- A plan for the sustainability of the project, if long-term.

5. How are applications assessed?

Once the CoLC has received your online application and all supporting documents it will be passed to one of the CoLC's Grant Officers for assessment. As part of this process a Grants Officer may contact you for more information.

We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete, it will be returned to you and you will have a further 10 working days to send us the missing information.

A Grants Officer may also arrange to visit your organisation as part of the assessment process. Once a full assessment has been completed your request will be referred a panel of expert officers for assessment and then – for awards above £10,000 only – to Committee for final ratification.

The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date. You should take account of this when planning your project.

6. How do we monitor and evaluate grant recipients once an award has been made?

If we fund your project we will need you to complete an end of grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage during the period of your grant.

7. If your grant application is successful



If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days.

Once all documentation has been received and approved you would be asked to formally request payment of your grant award. The grant should be spent within 12 months of it being awarded.

Note: You cannot start your project until we have received, checked and approved all information that we have requested.

8. If your grant application is unsuccessful

Due to the limited budget available and the number of applications for funding we receive, the CoLC unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis, there is no appeal process and the decision of the CoLC is final.

9. Support with your application

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our website and attend one of our Grants Officer led workshops; dates for which will be publicised on our website throughout the year.

If you have an enquiry that is not covered within the online guidance, please contact the CoLC Central Grants Unit direct, who will be able provide answers to general queries regarding the application process.

10. Can you reapply for funding?

You may reapply for funding to deliver a continuation of the same project however; organisations cannot hold more than one of our grants at any one time

If you are a current grant holder, you will need to have satisfactorily met all our grant monitoring requirements before applying again.

11. What do we not fund?

There are some things which we are unable to pay for and these are shown below.

- activities that have already taken place or start before we confirm our grant
- any costs you incur when putting together your application
- fundraising activities for your organisation or others
- core running costs (administration and overheads)
- items that are purchased on behalf of another organisation
- loans or interest payments

- projects that actively promote religious or political activities
- purchase of alcohol

12. Further information

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3712, email us at grants@cityoflondon.gov.uk, or visit our website www.cityoflondon.gov.uk/centralgrantsprogramme to find out more.



Inspiring London through Culture

Assessment Pack

Jack Joslin, Marek Habrda & Caspar Cech-Lucas

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY: c) Inspiring London through Culture

Bishopsgate Institute (ref. 18441)

Amount requested: £8,716

Amount recommended: £8,716

Purpose of grant request: A series of live-streamed concerts inspired by Bishopsgate Institute's archives, bringing the City's culture and heritage to people worldwide.

The Applicant

The Bishopsgate Institute (BI) is a registered charity established in 1895, based within the City of London. It is a Grade II listed building located near Liverpool Street and Spitalfields Market. It offers a cultural events programme, courses for adults, a historic library, access to its archive collections, and community programmes.

Background and detail of proposal

Applying to this programme for the third time, funding is sought for the Institute's first summer series of concerts, consisting of nine events between May and July. The Institute has been delivering concerts since 1948 but these were suspended in 2015 when a major refurbishment took place on the Great Hall. A diverse range of performers will be invited to deliver performances that respond to the Institute's archives, which include East London history, LGBTQ+ history, Black British history, and women's history. The Institute began to live stream content during the pandemic and have developed the internal skills required to deliver this series of concerts. The concerts will be streamed through Facebook Live, with plans to stream through YouTube and embed links on the organisation's website for future events. A digital programme will be provided with each concert and a short film will be made detailing the creative process of each artists' engagement with the archives.

The BI's first application to this programme was withdrawn because there was not internal capacity to deliver the project as a programmer had not been appointed. The second application was rejected due to the fact it did not show significant development from their previous application and lacked information about audience demographic / targeting. This has been rectified in the current application, with a detailed marketing plan provided that explores the project's target audience. The project aims to engage with 30,000 people online and could be attended by 315 socially distant audience members.

When lockdown restrictions were eased last year, the Institute delivered events that were attended by a reduced audience and live streamed. COVID protocols were put in place and the size of the building allowed for seats to be placed two meters apart and a one-way system to be employed.

Your funding would contribute to performers fees, rehearsal space, research fees, filming costs, piano tuning, digital programme template, and marketing, representing 43% of the overall project budget. The remaining 57% is made up of in-kind support provided by the BI's internal departments.

Financial Information

The BI is an endowed Charity that generates most of its income through its investments and rental properties. While the pandemic has had a detrimental impact on all the Institute's income streams, it remains in a secure financial position.

Regarding free reserves, the Foundation holds significant investment in unit trusts (£6,508,082) which can be converted to cash at any time. It is deemed that the BI is financially viable for the duration of this project.

Year end as at 31 March	2020	2021	2022
	Signed Accounts	Forecast	Budget
	£	£	£
Income & expenditure:			
Income	4,760,433	2,352,557	1,869,788
- % of Income confirmed as at	N/A	100%	66%
Expenditure	(3,369,227)	(2,198,528)	(2,576,506)
Total surplus/(deficit)	1,391,206	154,029	(706,718)
Split between:			
- Restricted surplus/(deficit)	(590,033)	0	0
- Unrestricted surplus/(deficit)	1,981,239	154,029	(706,718)
	1,391,206	154,029	(706,718)
Cost of Raising Funds	1,061,380	135,384	143,375
% Income	22%	6%	8%
Operating Expenditure (unrestricted)	2,551,391	2,198,528	2,576,506
Free unrestricted reserves:			
Free unrestricted reserves held at year end	1,498,794	1,652,823	946,105
No of months of operating expenditure	7.0	9.0	4.4

Approval

The Bishopsgate Institute is a long-established Charity based on the border of the City and Tower Hamlets. They have a long track record of delivering lunch time concerts and were formerly a delivery partner on the City of London Festival. The BI's last application was rejected because it featured insufficient information as to how new audiences would be targeted, and a lack of demographic statistics. Your officer is reassured that this feedback was taken on board when this iteration of the project was conceived. The use of the Institute's archives as stimulus for musicians from a diverse range of backgrounds will bring cultural activity to the Square Mile. The applicant has previous experience of delivering concerts that are live streamed / socially distanced, with these events allowing culture seekers to return to the City of London if safe to do so. Funding is approved as follows:

£8,716 to contribute to the total project cost of delivering nine streamed lunchtime concerts at the Great Hall in the Bishopsgate Institute from May – July 2021.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY: c) Inspiring London through Culture

Connaught Opera (ref. 17385)

Amount requested: £1,200

Amount recommended: £1,200

Purpose of grant request: Concerts for older people to enjoy the heritage and culture within the Culture Mile.

The Applicant

Connaught Opera (CO) was formed in 2003 to provide free musical concerts for older people in the Greater London area and beyond. The Charity performs concerts in venues such as care homes, clubs for disabled people, lunch clubs, community hubs, day care for people with dementia and hospices. A typical concert lasts approximately one hour and is performed by two singers accompanied by a pianist. The programme features a mixture of opera, operetta and other nostalgic works as seems appropriate. Theatricality is a key element of the performances, with several costume changes per show. The performances give the feeling of live 'theatrical' experiences in a positive, imaginative and energetic way.

Background and detail of proposal

Whilst not previously funded by the Inspiring London through Culture programme, CO has an extensive funding history with the City Bridge Trust, and a good reference has been received from its current Funding Manager there. Two of the Charity's Trustees are also the performers receiving a remuneration for their time, with a provision from the Charity Commission for this arrangement.

This application was received in July 2020 to be considered at the October 2020 Panel, where it was decided that due to the challenges posed by the coronavirus on the delivery, it should be deferred to the next applications round. CO's initial application requesting £4,750 was for ten live on-location concerts to older people in a City sheltered accommodation setting, which was deemed unfeasible at the time, therefore a revised proposal was submitted by the Applicant and recommended for funding by your Officer. The revised proposal was to hold one online Christmas concert instead and earmark half of the funding for a second, on-site concert when feasible. The Panel decided to defer this proposal, noting that the performance would not translate well online.

Your Officer had a conversation with the Applicant in February 2021 about their pending bid, and CO has since submitted its latest proposal, which is to deliver two live on-location concerts, one at the Golden Lane Community Centre and the other at Artizan Street Library. CO is requesting £1,200 in for the concerts, which it hopes will attract approximately 100 people in total. The Charity does not expect to be able to have the performances until at least June 2021, referring to government advice regarding the coronavirus and ensuring all safety precautions are met. It is hoped

that by then most of the beneficiaries and performers will have been vaccinated. CO has consulted and will liaise with the City Memory Group to deliver the concerts. The Panel should note that CO has a pending application with the Guildhall School of Music and Drama to be part of their online Disrupt Festival.

Financial Information

CO's financial position has been impacted by the coronavirus, but the nature of its operations, i.e. only having restricted project expenditure, means that it is unlikely that this will threaten the delivery of the project.

Year end as at 31 March	2019	2020	2021
	Signed Accounts	Draft Accounts	Budget
	£	£	£
Income & expenditure:			
Income	42,845	40,315	30,750
- % of Income confirmed as at	N/A	N/A	0%
Expenditure	(41,941)	(43,396)	(35,000)
Total surplus/(deficit)	904	(3,081)	(4,250)
Split between:			
- Restricted surplus/(deficit)	904	(3,081)	(4,250)
- Unrestricted surplus/(deficit)	0	0	0
	904	(3,081)	(4,250)
Total expenditure	41,941	43,396	35,000
Restricted reserves:			
Restricted reserves held at year end	21,950	18,869	14,619
<i>Note: The charity only delivers projects with restricted funding.</i>			

Approval

CO is a well-established charity with a good track record of delivering a unique type of musical performance that is enjoyed by many within its beneficiary group. It meets the grant programme criteria by delivering positive social impact through culture and by engaging City residents. Considering the recent developments regarding the coronavirus pandemic, it is now more likely that the Applicant will be able to proceed with the performances. Also bearing in mind that a comprehensive covid risk assessment has been submitted, a good case can be made for funding, which should provide excellent value for money.

£1,200 to deliver two live on-site concerts at City locations to older people.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY: c) Inspiring London through Culture

Forma Arts & Media (ref. 18454)

Amount requested: £9,000

Amount recommended: £9,000

Purpose of grant request: A performance, film screening and digital programme by contemporary artist Himali Singh Soin across the Barbican sites.

The Applicant

Forma Arts & Media (Forma) has operated as a charity for two decades, providing artists with opportunities to showcase their work. It operates by nurturing artists' ideas through the process of networking and commissioning, using industry links to secure venues and platforms to exhibit their projects. As an Arts Council National Portfolio Organisation, its productions span multiple art forms and audiences, making sure that artists from a variety of backgrounds are represented and that their message has a social and political consciousness. In addition to working with established creatives, Forma also strives to provide guidance and agency to emerging artists.

Background and detail of proposal

Following critical success and news coverage of Himali's work, including winning the Frieze Artist Award, Forma is now seeking match funding from the Inspiring London through Culture programme to present the 'We are opposite like that' project in the City's Barbican venues. Himali, an artist based between London and Delhi who has previously worked with the Whitechapel Gallery, draws on her travels in the Arctic and Antarctic to produce fictional narratives in her multidisciplinary project to explore complex topics such as race and colonialism, climate change, and mysticism. The Square Mile location is intended to make the audience reflect on current geopolitical and environmental issues and their historical links.

The original application plans for a seven-week art installation at the Curve, including a film screening, three live string quartet musical performances by David Tappeser and animation of both the indoor and outdoor space with interactive art, such as digital QR-activated readings. Around 20,000 visitors are expected to attend the free exhibition. Forma also wants to engage local residents and groups with the project; six online sessions with Himali are proposed to be supported by the Barbican outreach team and hosted by Focal Point gallery. The £9,000 that is being requested is to be spent specifically for the live musical performances, digital activities across the Barbican and engagement with two local schools and a resident group. The total project cost is budgeted at £66,000, with the Barbican in-kind contributions estimated at approximately £30,000.

The ongoing pandemic has forced Forma to re-evaluate the timings and specifics of this proposal, with the Spring dates for the exhibition and preceding planning work becoming unachievable. The applicant is in conversation with the Barbican team and will update your officer once more information becomes available.

Financial Information

Forma's 2020 figures present an organisation in a healthy financial position, with considerable free reserves. According to the 2020 signed accounts, most of the funding came from a single grant donor, the Arts Council. Although Forma budgets for an unrestricted deficit of almost £63,000 in 2022 your officer has no reservations about the charity's financial viability for the current and next fiscal year.

Year end as at 31 March	2020	2021	2022
	Signed Accounts	Forecast	Budget
	£	£	£
Income & expenditure:			
Income	336,367	498,954	636,655
- % of Income confirmed as at	N/A	88%	54%
Expenditure	(242,478)	(511,011)	(676,744)
Total surplus/(deficit)	93,889	(12,057)	(40,089)
Split between:			
- Restricted surplus/(deficit)	15,092	(19,508)	22,905
- Unrestricted surplus/(deficit)	78,797	7,451	(62,994)
	93,889	(12,057)	(40,089)
Cost of Raising Funds	21,351	40,013	81,387
% Income	6%	8%	13%
Operating Expenditure (unrestricted)	187,664	189,277	269,444
Free unrestricted reserves:			
Free unrestricted reserves held at year end	136,638	144,089	81,095
No of months of operating expenditure	8.7	9.1	3.6
Reserves policy target	60,000	60,000	60,000
Free reserves over/(under) target	76,638	84,089	21,095

Approval

This is a proposal from an experienced charity bringing world-class culture to an iconic City location, drawing in thousands of visitors and aligning well with the programme criteria. It will develop the City's Culture Mile, animate its places and highlight environmental issues. The applicant has stated that they are willing to delay the project until it becomes safe to hold an event of this type and size, pending the artist's and Barbican's availability.

£9,000 towards activities to support the 2021 Himali Singh Soin Festival at the Barbican and to extend its reach to local schools and residents, on the condition that a set date is agreed with the artist and the Barbican.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY: c) Inspiring London through Culture

Fuel Theatre Limited (ref. 17578)

Amount requested: £10,000

Amount recommended: £10,000

Purpose of grant request: Delivery of two iterations of the night-time artist-led urban walk The Midnight Run with London Metropolitan Archives and Culture Mile.

The Applicant

Fuel Theatre (FT) are an independent producer in the UK's Live Performance Sector. A registered Charity they create upwards of 160 projects each year. The Charity look to develop and present an adventurous, playful and significant programme of live, digital, and multidisciplinary work for a representative audience across the UK and beyond.

Background and detail of proposal

The Midnight Run (MNR) was established by poet and playwright Inua Ellams in 2005. The MNR is a walking, arts-filled, night-time cultural journey through urban spaces. It gathers participants and local artists together to explore, play and create, whilst the city sleeps. It provides a platform for established and emerging creatives, bringing moments of genuine interactivity to local residents, visitors and artists. Since conception, there have been 37 events in the UK and internationally including in London, Manchester, Paris, Berlin, Rome, Madrid, Milan, Barcelona, Perth and Auckland.

The Midnight Run and Fuel are currently in conversation with City of London-based organisations Culture Mile and the London Metropolitan Archives to work together as partners on a bespoke Run for 2021 focused solely on the neighbourhoods, hidden spaces, and histories of Culture Mile. The Run will offer a fresh interaction with this unique urban environment by night, animating the places and spaces of Culture Mile through Artist-led workshops on an alternative walking tour, published as a new city walk for others to follow after the event. On two separate occasions, 30 participants and 3 local Artists will join from 6pm – 12am to take part in the Run. Participants will take part in 3 cross art-form workshops en-route, ranging from photography, poetry, dance and illustration, as they document their journey and gain new perspective into the places and spaces of Culture Mile as part of a night-time, mobile creative community.

The project is planned to take place in the warmer Months between May and September. The project works at its best when it is delivered in larger groups but Fuel have outlined contingency plans if there are additional lockdown measures in place which include reducing group sizes, pivoting the activity digitally or postponing the Runs until a later date.

Financial Information

FT have clearly been impacted by the Coronavirus Pandemic which has seen their turnover half. The Charity has managed to retain its Core Team without impacting its reserves. Although operating at a smaller scale they are still in a good financial position.

Year end as at 31 March	2019	2020	2021
	Signed Accounts	Draft	Budget
	£	£	£
Income & expenditure:			
Income	2,735,247	1,927,050	939,685
Expenditure	(2,459,954)	(1,922,297)	(917,860)
Total surplus/(deficit)	275,293	4,753	21,825
Split between:			
- Restricted surplus/(deficit)	(1,175)	(7,051)	0
- Unrestricted surplus/(deficit)	276,468	11,804	21,825
	275,293	4,753	21,825
Operating Expenditure (unrestricted)	1,779,653	968,254	699,359
Free unrestricted reserves:			
Free unrestricted reserves held at year end	117,702	177,472	199,297
No of months of operating expenditure	0.8	2.2	3.4
Reserves policy target	150,000	150,000	150,000
No of months of operating expenditure	1.0	1.9	2.6
Free reserves over/(under) target	(32,298)	27,472	49,297

Approval

This is a very interesting and innovative programme which will bring new audiences to the City of London and contribute to the development of Culture Mile. Fuel are a well-established organisation and have been running successful runs around the world for some time. Consideration has been made as to how this project will work if Government restrictions continue and your officer felt satisfied that there were other delivery possibilities that could accommodate smaller groups and different times where required. However, it is clear that the runs are at their best when a full group can attend. Your funding will be supplemented by in-kind contribution and the ticket sales for the Run. Funding is recommended as follows:

£10,000 towards the costs of delivering of two iterations of the night-time artist-led urban walk The Midnight Run with London Metropolitan Archives and Culture Mile.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY: c) Inspiring London through Culture

Japanese Avant-garde and Experimental Film Festival (ref. 18447)

Amount requested: £5,647

Amount recommended: £5,647

Purpose of grant request: A four-day festival of classic Japanese avant-garde features, contemporary shorts, live performance, and panel discussions taking place in July 2021.

The Applicant

The Japanese Avant-garde and Experimental Film Festival (JAEFF) is a charitable company founded in 2017 with the purpose of drawing connections between 20th century Japanese Avant-garde Cinema and contemporary Japanese experimental filmmaking. JAEFF aims to provide a platform to bring this genre to a wider UK audience. The Festival has partnered with the Barbican Centre since 2018.

Background and detail of proposal

Applying to this programme for the first time, funding is sought for this year's edition of the Festival specifically for activity delivered at the Barbican Centre (other events at Soho Hotel) between 15th July - 18th July. Three days of the Festival will take place at the Barbican with a mixture of UK premiere screenings, panels, Q&As, and live performance (a 'butoh' troop is scheduled to perform). 'JAEFF 2021: Bodies' was supposed to take place in September 2020 but was postponed due to the pandemic. The Festival will aim to provide a transcultural bridge in the year of the Tokyo Olympics, with a sporting theme permeating the programme.

The Barbican have strong COVID risk assessments and policies in place, and any activity taking place relating to JAEFF would adhere to these. A 60-40 box office split is agreed with the Barbican, with panel discussions being free for the public to attend. The organisation holds strong relationships with Japanese cultural institutions, having previously received funding from the Japan Foundation, Japan Society, Great Britain Sasakawa Foundation, and Toshiba Foundation.

Events of this nature are challenging to deliver during the pandemic. There are multiple unknowns as to what the lockdown measures will be in July, and therefore the applicant has presented two possible scenarios:

- 1: To postpone the festival until September and proceed with the above model.
- 2: To conduct the festival virtually. In such a case, the performance element would take place under isolation, but with a live stream.

If social distancing measures are still in place, then a blended model of delivery would be employed with screenings taking place with reduced capacity and streaming of the features within a limited window of accessibility.

Your funding would provide subtitling and screening fees of three films, screening materials, transport and accommodation costs for guest speakers, and promotion of the events. The Festival projects that there will be 750 beneficiaries in the City of London, across a broad range of demographics. Feedback forms from last year's Festival showed that 46% of Festival goers were attending an event for the first time, 98% would attend again, and 68% would attend similar events. Attendance of Asian audiences were high at 22% with growth year on year, with 40% of attendees being non-white overall. Five out of six events at the 2019 Festival sold out, with the Festival being marketed by the Barbican as well as through JAEFF's own networks.

Financial Information

JAEFF is a small organisation with their only activity being the Festival. Whilst the below figures might look concerning, they are influenced by the pandemic. The organisation would not have had income as the Festival was postponed. Your officer is confident the company could meet its obligation to deliver the project due to their track record.

Year end as at 31 December	2020	2021
	Signed Accounts	Forecast
	£	£
Income & expenditure:		
Income	(148)	28,787
- % of Income confirmed as at	N/A	9%
Expenditure	(700)	(28,757)
Total surplus/(deficit)	(848)	30
Operating Expenditure (unrestricted)	700	28,757
Balance at bank at year end	(1,102)	272

Approval

Even though the delivery of events like this during the Pandemic presents extreme challenge, your officer is satisfied that JAEFF is well placed to put on the Festival if national lockdown allows it. The Festival has been delivered three times and a strong relationship is held with the Barbican. The project aligns with the grant programme's aims, offering cultural activity within the Square Mile and promoting access for all to participate in the City of London's cultural offer. Your officer has discussed the concern that the applicant does not currently appear to have charitable objects and a suitable dissolution clause in the governing document filed to Companies' House. The applicant has provided an acceptable document and will file it with Companies House. Any release of funding would be conditional on the applicant doing this. Regarding the Festival's contingency plans for COVID-related postponements, the first suggested option of postponing the Festival until September would be the solution suggested by your officer, as it would ensure that activity takes place within the City of London. If the event can go ahead with social distancing measures in place, then the blended model of delivery would be acceptable within the eligibility criteria of this programme. Your officer would have a conversation with the applicant to make this view clear should this application be successful.

£5,647 towards the delivery of 'JAEFF 2021: Bodies', under the condition that the organisation files a governing document with Companies' House that contains charitable objects and a suitable dissolution clause.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY: c) Inspiring London through Culture

Spread the Word (ref. 18442)

Amount requested: £10,000

Amount recommended: £10,000

Purpose of grant request: Black and South Asian writers and artists imaginatively retell the true stories of London's young runaway slaves from archive fragments.

The Applicant

Spread the Word (StW) is a registered charity dating back to 1995 set up to help London's writers 'leave their mark, on the page, the screen and in the world.' StW supports creative and professional talent by engaging with and advocating on behalf of those interested in literature. Some of the charity's activities include writer development workshops, educational classes and cultural events. StW is a London's writers' membership body that runs a yearly 'London Writers Award' and acts as a resource for those in the field by offering help with reading manuscripts and providing feedback.

Background and detail of proposal

Applying to the Inspiring London through Culture programme for the first time, StW's 'Runaways' project wants to raise awareness and open a discussion about London's slavery past through a collaboration of academic historians with writers and artists to produce imagined stories of lives of London's runaway slaves after their escape, mostly getting their inspiration from archives of period classified ads from between 1650 and 1750 of slave owners offering reward for capture and return of their runaway slaves. StW has already secured £27,380 to commission two established writers to work with a visual artist and a filmmaker to start creating content and host public events. There will be four stories produced in total, accompanied by a short film, booklet and educational resources.

An additional £10,000 from this grant programme will enable the charity to commission two additional BAME emerging writers and an artist to contribute to the project under the tutorage of the experienced creators. It has not yet been confirmed if there will be an open application process or if StW will approach someone from their networks. This grant would also allow to expand the outreach events to one City school and one City Academy, although none have yet been approached about the proposal. The applicant has spoken the Museum of London about the possibility of having a 'Runaways' exhibition there; the discussion is still in very early stages, but the applicant believes the project to be a great fit with the Museum of London Dockland's Sugar and Slavery permanent exhibit. StW has also been exploring an idea of producing a stained-glass artwork based on the project with the Glaziers' Livery Company.

Most of the project's activities can be completed online and are therefore covid-friendly. Hosting its own regular online events and workshops, StW has assured that it has the skills and technology to move any outreach events online, should the government health advice regarding the coronavirus require it. However, with the public events and schools outreach work not planned until October 2021, it is hoped they will be able to be delivered face-to-face.

Financial Information

Whilst the charity's free reserves are projected to decrease in the current and next financial year, your officer has no reservations that StW will remain financially viable throughout the grant period. StW appears to be an organisation that is in a healthy financial position and will continue to meet its financial obligations in 2022.

Year end as at 31 March	2020	2021	2022
	Signed Accounts	Forecast	Budget
	£	£	£
Income & expenditure:			
Income	362,664	395,115	591,317
- % of Income confirmed as at	N/A	100%	62%
Expenditure	(320,989)	(398,954)	(588,930)
Total surplus/(deficit)	41,675	(3,839)	2,387
Split between:			
- Restricted surplus/(deficit)	26,511	18,607	49,890
- Unrestricted surplus/(deficit)	15,164	(22,446)	(47,503)
	41,675	(3,839)	2,387
Cost of Raising Funds	14,457	20,000	20,000
% Income	4%	5%	3%
Operating Expenditure (unrestricted)	235,111	232,865	221,000
Free unrestricted reserves:			
Free unrestricted reserves held at year end	178,852	156,406	108,903
No of months of operating expenditure	9.1	8.1	5.9
Reserves policy target	58,778	58,216	55,250
No of months of operating expenditure	3.0	3.0	3.0
Free reserves over/(under) target	120,074	98,190	53,653

Approval

This application is very timely whilst also being a great fit with several of the grant programme's criteria. It would deliver positive social impact by engaging people with the City's heritage, including some of its more problematic past. Additionally, it will provide emerging writers and artists with new skills through the production of innovative digital content, which can then be experienced by the City's schoolchildren and/or Culture Mile visitors. Funding is Approved as follows:

£10,000 to extend the delivery of the 'Runaways' project to City of London schools and cultural institutions, and to engage three emerging artists in the project's production.

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Appendix 3 - Rejected and Withdrawn Grants

Name	Request Amount	Declination Reason
Arts Territory	£10,000	This application was to create an innovative community focused composition and sound installation in the City of London which would animate architectural landmarks. The panel felt that this project still required substantial development in order to be a viable proposal to consider.
JGO MEDIA	£9,816	This application was looking to provide an Inclusive online project developing media skills promoting access for young people to participate in the City of London's cultural offer. This application was deemed speculative by the panel and there was not a clear enough connection to the City of London and its cultural offer.
Summer Music in City Churches	£10,000	This application sought funds to support the cost of a midsummer festival of music in Churches across the square mile in 2021. It was rejected by the panel in September 2020. The applicant was provided detailed feedback from the Central Grants Unit but did not take this on and submitted an almost identical application. The panel could not support or prioritise this work.
Wearers Festival	£7,000	An application to support the cost of a pop-up art exhibition exploring the role of dress in the use of dating apps, and a conversation panel about sustainable fashion. This was a very well researched application however at assessment it was clear that the organisation was not structured appropriately to be able to support at this stage. Feedback will be provided to the applicant with a future application encouraged.
The Royal Philatelic Society London	£5,613	This application sought for funding for the digitisation of the Perkins Bacon Correspondence to enable cataloguing and transcription so it can be made freely accessible online. Although the panel wished to support the work of the Society it was felt that this application did not sufficiently support the outcomes of the programme and could not be prioritised within a constrained budget.

Name	Requested Amount	Withdrawal Reason
All Hallows by the Tower Church	£2,280	Withdrawn because the project cannot be funded retrospectively.
Outset Contemporary Art Fund	£10,000	Withdrawn as the project is better suited for the Community Infrastructure Levy Neighbourhood Fund.
Outside Edge Theatre Company	£9,999	Withdrawn as the project is ineligible.

Committee:	Date:
Community and Children's Services Culture, Heritage and Libraries	29 01 2021 29 03 2021
Subject: Draft Community and Children's Services Business Plan for 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director, Community and Children's Services	For Decision
Report author: Ellie Ward, Interim Head of Strategy and Performance	

Summary

This report presents for approval the Business Plan for the Department of Community and Children's Services for 2021/22.

Recommendation

The committee is recommended to:

- i) Note the factors taken into consideration in compiling the Department of Community and Children's Services Business Plan; and
- ii) 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).

Main Report

Background

1. Business Plans for 2021/22 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented.

Current Position

2. Business Plans are aligned to departments, so all financial information presented within the Business Plan reflects the departmental budget rather than the Committee budget.
3. All elements of the Business Plan presented are relevant to this committee apart from references to libraries which are relevant to the Culture, Heritage and Libraries Committee.

Proposal

4. The draft high-level summary Business Plan for Community and Children's Services is presented at **Appendix 1**.

Key Data

5. Key data is presented within the draft high-level summary Business Plan for Community and Children's Services is presented at **Appendix 1**.

Corporate & Strategic Implications

6. Strategic implications – Strategic priorities and commitments are expressed in **Appendix 1**.
7. Financial implications – The draft high-level summary Business Plan at **Appendix 1** has been drawn up on the basis of a 6% reduction in the departmental budget compared to 2020/21. This is to support the achievement of an overall budget reduction of 12%.
8. Risk implications – Key risks managed by the department and their flightpaths are included in the draft high-level summary Business Plan at **Appendix 1**.
9. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
10. Equalities implications - The strategic commitments and actions outlined in this headline business plan are designed to improve outcomes for protected characteristic groups. As noted, specific work is underway to develop a new framework for addressing health inequalities across City of London and Hackney. Where any new services or initiatives are developed, Equality Impact Assessments

are carried out as part of the process to inform their development and consider their impact on different groups.

11. Climate Implications – The Department is committed to taking action to contribute to delivery of the climate change action plan. A major workstream for the year will be to deliver a number of housing projects, as set out in the climate change action plan, to reduce the City Corporation's carbon footprint.
12. Security implications – Actions highlighted in this headline business plan contribute to the Departmental objective that People of all ages and all backgrounds live in safe communities, our homes are safe and well maintained and our estates are protected from harm and the Corporate priority that people are safe and feel safe.

Conclusion

13. This report presents the draft high-level summary Business Plan for 2021/22 for Community and Children's Services. This committee is recommended to approve it in respect of the elements relevant to its Terms of Reference (listed in paragraph 3).

Appendices

- Appendix 1 – Draft High-level summary Business Plan 2021/22 for Community and Children's Services

Ellie Ward

Interim Head of Strategy and Performance

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Our aims and objectives are...

Safe - People of all ages and all backgrounds live in safe communities, our homes are safe and well maintained and our estates are protected from harm

Potential - People of all ages are prepared to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work

Independence, Involvement and Choice - People of all ages can live independently, play a role in their communities and exercise choice over their services

Health and Wellbeing - People of all ages enjoy good mental and physical health and wellbeing

Community - People of all ages and all backgrounds feel part of, engaged with and able to shape their community

Our major workstreams this year will be...

- Continued **Public Health response** to the Covid 19 Pandemic
Continued **Service and Community recovery and resilience** including increasing digital inclusion
Delivering **housing projects** identified in the climate change action plan to reduce the Corporation's carbon footprint
- Delivering the **Housing Development Programme** with starts on site at Sydenham Hill and planning approval secured for York Way Islington
 - Delivering the **Rough Sleeping Growth Programme** – City Assessment Centre and High Support Hostel projects
 - Supporting provision of more **Community Space** – opening of the Portsoken Community Centre and supporting exploration of community space in Barbican library
 - Digitally connect with **learners** through the an online catalogue of cultural and work-related learning opportunities
 - Prioritising support for good mental and physical health, and combating social isolation and loneliness and promoting education and social mobility through the use of **physical and virtual library space** – including securing funding for the Dragon Café beyond 2021 - 22

What's changed since last year...

- Increased focus on digital and remote delivery of services
- Emergency accommodation set up for rough sleepers
- Set up self isolation payment system
- Family therapy service introduced in Children's Social Care
- New hospital discharge model introduced
- New relationships and partnerships with the voluntary sector
- Our primary school was renamed
- New data systems introduced for our family of schools and the Aldgate Children's Centre
- Removed gas from a number of blocks at York Way to reduce use of fossil fuels
- Installed 1500 smoke detectors and 700 carbon monoxide detectors in our homes
- Strengthened partnerships to drive innovative implementation of fusion skills programmes.

The Corporate outcomes we have a direct impact on...

- People are safe and feel safe.
- People enjoy good health and wellbeing.
- People have equal opportunities to enrich their lives and reach their full potential.
- Communities are cohesive and have the facilities they need.

Plans under consideration

Plans	Timescale
Respond to Social Housing White Paper	Ongoing
Prepare for Liberty Protection Safeguards in April 2022	2021-22
Deliver new Joint Health And Wellbeing Strategy with new model for tackling inequalities	November 2021

Our Strategic Commitments

From a range of our Departmental Strategies

- The Square Mile is free from VAWG and is a place that is safe for everyone to live, work and learn
- Preparing people to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work
- Working together to develop a whole system, all age approach to mental health in City and Hackney
- Providing the interventions, services and cross-sectoral partnerships to tackle the causes and impacts of homelessness in the Square Mile, and to deliver the range of effective and rapid responses necessary to secure a sustainable end to homelessness
- Developing, maintaining and managing quality homes on estates people are proud to live on, where our residents will flourish, and through which we support our communities and economy to thrive
- Ensuring that there is real integration of health, social, community and voluntary services that understand and support our carers to thrive, both in their individual ambitions and in their caring role
- Our aim is to provide an inclusive and safe environment where children and young people with SEND can learn, achieve and participate in activities with other children and young people.

From strategies under review in 2021:

- Working in partnership to achieve longer, happier, healthier lives in the City of London (*Joint Health and Wellbeing Strategy*)
- Working in partnership to provide a safe, inclusive and supportive environment where all our children and young people, regardless of background and circumstance, feel like they belong (*Children and Young People's Plan*)

Actions in 2021

Include:

- Implementing a new strengths-based approach practice model in Adult Social Care
- Implementing the East London Patient Care Record – sharing information between health and social care
- Implementing new elements of integrated health and social care through the neighbourhood model and achieving a sustainable model of resident involvement in the Shoreditch Park and City Neighbourhood
- Delivering a housing works programme that includes completion of the replacement of up to 1000 front entrance and communal doors, retrofitting sprinklers in our five high rise social housing tower blocks and a range of other fire safety measures
- Delivering programme to build the capacity of the voluntary and community sector in the City of London
- Delivering a range of campaigns for staff, residents and workers about different elements of Domestic Abuse and support available
- Secure an increase the number of supported internships available locally, for young people with SEND, including within the City Corporation
- Recommissioning a range of service contracts that are expiring, for example City Advice, with a focus on outcomes and driving good value for money
- Building appropriate new partnerships and securing funding to support potential changes in the needs of our communities such as increased unemployment, social isolation and mental health issues
- Undertake a comprehensive engagement programme to inform development of neighbourhoods, the Joint Health and Wellbeing Strategy and the Children and Young People's Plan, ensuring that the diversity of our community is represented

Key Risks

		2	15	1	Total 18
		Impact			
		Minor	Serious	Major	Extreme
Likelihood	Likely	0	2	1	0
	Possible	0	4	4	0
	Unlikely	0	1	2	0
	Rare	0	0	1	3

Risk Title	Score
Failure to deliver City of London Academy expansion programme (Red Departmental Risk)	16
Safeguarding (Corporate Risk)	8

Our E D & I self assessment score

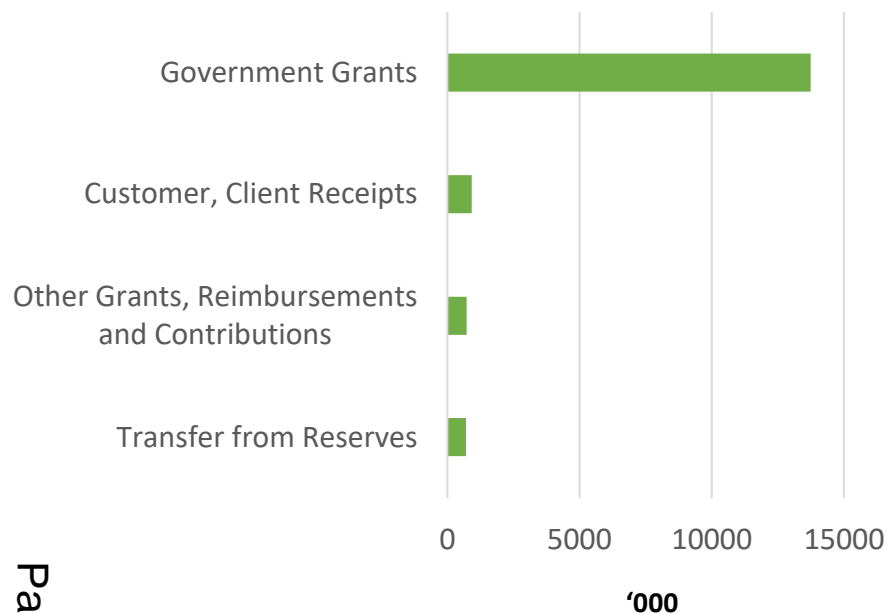
Monitoring and use of data and information	2
Completing Equality Analysis (EQIA) and tackling discrimination and barriers to inclusion	3
Target setting and mainstreaming equalities into performance systems	2
Using procurement and commissioning to achieve equality and cohesion targets	3
Engagement and partnership	2
Employment and training	3

E D & I Key	
4	Excellent
3	Good
2	Average
1	Requires improvement
N/A	Not applicable

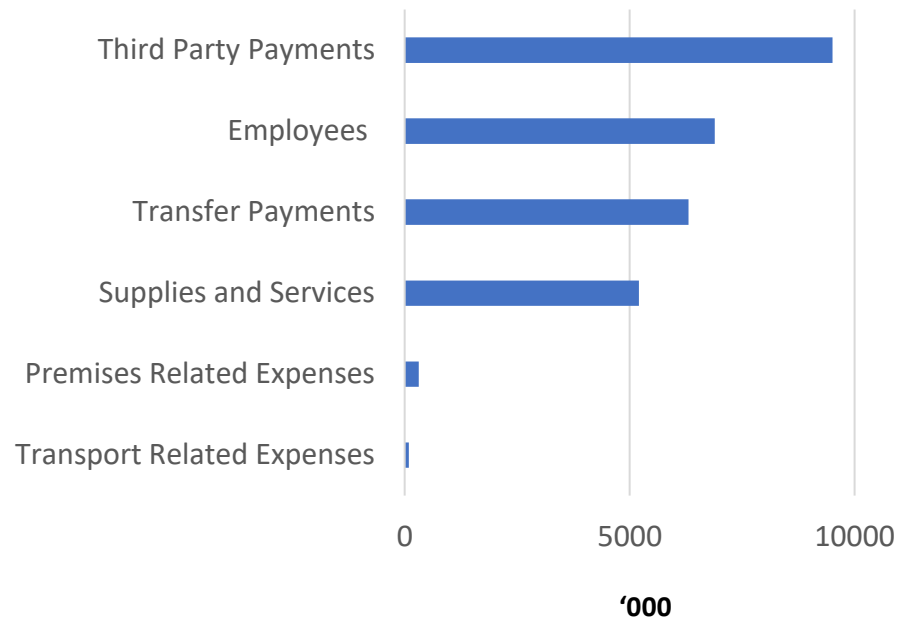
Key Performance Indicators

KPI	Current Performance (Q2 Figures)	Target for Direction of Travel
All City sponsored academies achieve and maintain good or outstanding OfSTED ratings	100%	Maintain
Proportion of EHC plans completed for SEND children within 20 weeks timeframe	100%	Maintain
Children in need: >1 year but <2 years >2 years	37% 0%	
Number and proportion of people deemed 'living on the streets'	40	Decrease
Adult Social Care service user and carer reported quality of life (survey outcome)	7.5 (carers) 19.3 (users) (n.b. this is only collected every 2 years)	Increase
Number and percentage of adults referred for safeguarding (such as abuse or neglect) whose expressed outcomes are fully or partly met	100%	Maintain
Increase in average energy efficiency rating for our housing stock	64.43	Increase
Blocks of flats with a valid and up to date fire risk assessments	100%	Maintain

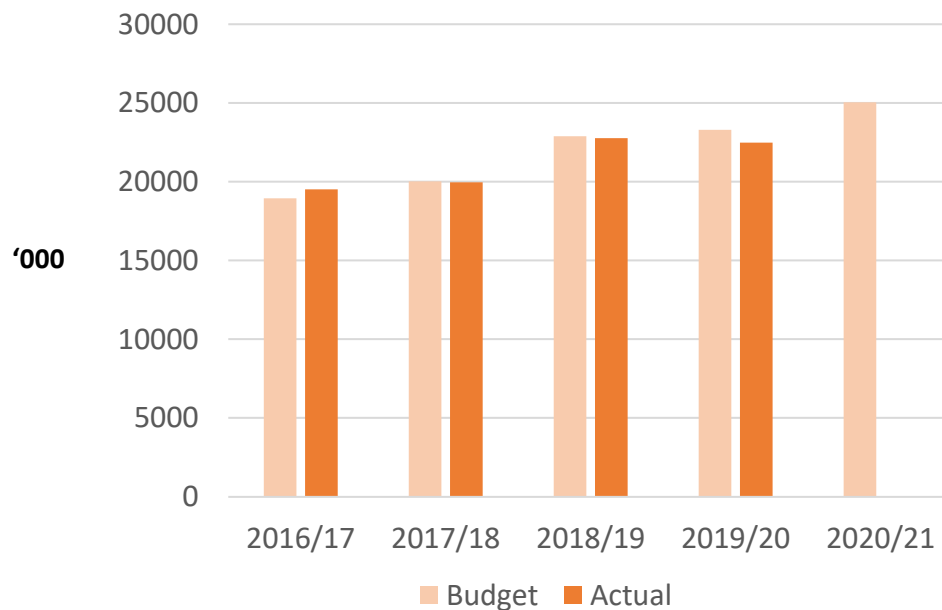
Where our money comes from (City Fund) (2021/22)



Where our money is spent (City Fund) (2021/22)



Budget vs Actual (all relevant budgets excluding HRA)



Committees: Corporate Projects Board - <i>for information</i> Digital Services Sub Committee <i>for information</i> Culture Heritage and Libraries Committee <i>for Decision</i> Projects Sub <i>for Decision</i>	Dates: 09 February 2021 26 March 2021 29 March 2021 14 April 2021
Subject: Library Self Service Kiosks Unique Project Identifier: 12013	Gateway 6: Outcome Report Regular
Report of: Director of Community & Children's Services Report Author: Sarah Greenwood	For Decision
PUBLIC	

Summary

1. Status update	<p>Project Description: Continued provision of self-service facilities to the public in relation to library services</p> <p>RAG Status: Amber (Amber at last report to Committee)</p> <p>Risk Status: Low (Low at last report to committee)</p> <p>Costed Risk Provision Utilised: £0 (of which £0 was drawn down at the last report to Committee);</p> <p>Final Outturn Cost: Total project expenditure (including CRP) £169,965 consisting of £84,996 capital and £84,969 revenue.</p> <p>The core five year contract was within original budget. The overall potential contract was extended to 10 years to avoid further capital costs in 5 years and savings were made by negotiating a discount for upfront payment of the first 5 years of revenue costs.</p> <p>The project was 1 month late (from Gateway 5 revised timescales) because of Covid19 lockdown.</p>
2. Next steps and requested decisions	<p>Requested Decisions:</p> <p>Members are asked to approve the content of this Outcome Report and the Project will be closed.</p>

3. Key conclusions	<p>The project met all of the original SMART objectives and realised all the planned benefits. There were some changes to the original timeframe as a result of increased soft market testing, waiting for a framework to be finalised before it could be used, a change to the project manager, and Covid19 shutdown. The solution (including gates, kiosks and software) enabled the libraries to reopen following the Covid19 shutdown.</p> <p>This project has been used to develop a good practice IT specification guide for Community and Children's Services which has been shared more widely across the City of London Corporation.</p>
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Main Report

Design & Delivery Review

4. Design into delivery	The design of the specification covered all of the City's requirements with regard to the kiosks and the software required. Inclusion of the floor substructure and wiring at Artizan library may have made the design of the gates faster for the contractor.
5. Options appraisal	The option to outsource through a City only procurement enabled the procurement to meet the City's timetable and to leverage market expertise for the equipment and software.
6. Procurement route	<p>The preferred option (mini competition under the ESPO framework) met all the project objectives and all of the markets' four main providers were on the framework. Two providers chose to bid, but both were capable of providing the equipment and service.</p> <p>The objectives of the library team, services users and IT were met and exceeded (e.g. wider gates at the Barbican to enable library users with wheelchairs and buggies to enter/exit the library easier). The project had procurement reference number itt_COL_12213. The use of the framework did delay the procurement whilst it was finalised.</p>
7. Skills base	No external consultants were required because the City's officers and existing contractors (such as Tekpool and Roc) were suitably skilled and worked in partnerships to develop the specification, complete the procurement and mobilise the contract. Training was required for the library superusers on the new kiosks and associated software to facilitate remote access and admin. The superusers went onto train other library staff using the contractors guides.

8. Stakeholders	Library users were consulted early in the development of the specification to determine their priorities, issues with the existing service and improvements required. The consultations were carried out face to face by library staff using standard questions. These were included within the specification. Feedback from services users to library staff since the installation has been very positive with people commenting on the speed of the machines and the ease of use. This post installation feedback has been through socially distanced conversations between users and library staff. Comments received include <i>'Much more intuitive', 'fun to use', 'Easy... so much easier – thank you', 'I like using this machine!', 'Is that it? Has it done it already?', 'How has it issued all those books at once?', 'Very Smart!', 'A lot better than the machines in the other library I use'.</i>
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Variation Review

9. Assessment of project against key milestones	<p>A delay of six months was experienced between Gateway 3/4 and Gateway 5. A short extension to one existing contract was negotiated to mitigate this delay.</p> <p>At Gateway 5 the planned start date was June 2020. Covid 19 shutdown led to a 3 week delay as a result of staff working in the supply chain being furloughed. However, early signing of the contract and prompt raising of POs meant the City was the first order processed when the factory re-opened.</p> <p>The service went live in July 2020 prior to the re-opening of the library service post Covid19</p>
10. Assessment of project against Scope	<p>The scope of the project was not changed following Gateway 1. The detailed design and requirements of the service was developed and refined following library user consultation and soft market testing feedback from suppliers.</p> <p>.</p>
11. Risks and issues	<p>As reported at Gateway 5 only one risk was realised (specification is not prepared to timescale) as a result of the timescale changes and a contract extension was agreed to mitigate the risk.</p> <p>Two unidentified risks occurred:</p> <ul style="list-style-type: none"> i) shutdown as a result of Covid19. This led to a 3 week delay as outlined in paragraph 9. ii) the City's banking partner Lloyds is still in the process of accrediting the payment software and this led to a delay in the kiosks accepting contactless payment. The libraries have now set up an account with World Pay to allow for contactless and card payments.

12. Transition to BAU	The Operation and IT librarian is responsible for the management of the kiosks/software and gates as business as usual and had a significant role in implementing the mobilisation plan. This has enabled the project to transition from mobilisation to business as usual smoothly. One snag were identified as part of the mobilisation - the coin acceptor units experienced a number of faults – these were swapped out and are now operational.
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Value Review

13. Budget	<table> <tr> <td>Estimated Outturn Cost (G2)</td><td colspan="2"> Estimated cost (including risk):£130,000 (for a 5 year contract) Estimated cost (excluding risk): £130,000 </td></tr> </table>		Estimated Outturn Cost (G2)	Estimated cost (including risk):£130,000 (for a 5 year contract) Estimated cost (excluding risk): £130,000																																					
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Total (total contract years 1 – 10)	£178,115	£169,965																																							
	Other (1) : revenue costs years 1-5: A discount of £8,150 was agreed consultation with the Chamberlain for in advance payment																																								

	<p>of the full revenue costs including Licences, annual software updates, maintenance and hosting.</p> <p>Other (2): revenue costs years 6 – 10</p> <p>The Final Account verification has been completed.</p>
14. Investment	<p>The project was designed to bring efficiencies through the library service having better use of stock control through performance management and tailoring of services. It is too early after the mobilisation to quantify those efficiencies.</p> <p>Market feedback suggested that a longer contract period was feasible, potentially saving further capital investment in 5 years time.</p> <p>Furthermore, the new equipment has been crucial to the re-opening of the library service to the public post the covid19 shutdown. The kiosks have facilitated social distancing, contactless borrowing and payments and met all the requirements of the Government guidelines and the City's risk assessments for reopening these facilities to the public.</p>
15. Assessment of project against SMART objectives	<p>The project met all of its SMART objectives (with the exception of the timetable as detailed above):</p> <ol style="list-style-type: none"> 1) The purchasing of a self-service system which meets all requirement including licensing, interfaces with the current Library Management System, initial end user training, implementation and data transfer from current system. 2) A system which is easy to use for the public and has robust support provided by the supplier 3) The commissioning and procurement process will be led by the Community and Children's Services' Commissioning team. A steering group led by Community and Children's Services with IT and City Procurement involvement has been agreed.
16. Key benefits realised	<p>All Key Benefits outlined in the Gateway 2 report have been realised.</p> <ul style="list-style-type: none"> • System meets requirements and identified good practice • Easy to use and intuitive experience for the user • Continued efficient interfacing with the Library Management System. • Complies with relevant data security standards and adheres to General Data Protection Regulations (GDPR) • Enhancing service delivery and improving public perception of the Library Services/Corporation.

	<ul style="list-style-type: none"> • Accurate reporting mechanisms • The system will need to be flexible to meet future requirements including changes to IT standards. <p>An additional key benefit was the new equipment and software allowed the reopening of the library service post Covid19 to be fully contactless.</p>
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Lessons Learned and Recommendations

17. Positive reflections	The early formation of a cross departmental project team brought together experience and skills so that the specification, procurement process and subsequent mobilisation was smooth and only one identified risk was experienced. The use of the framework enabled a shorter procurement timetable and use of framework documentation Savings were realised by negotiating upfront payment and soft market testing facilitated potential longer term savings through a longer potential contract term.
18. Improvement reflections	The involvement of Lloyds at an earlier stage may have identified the contactless accreditation problem.
19. Sharing best practice	The project has been used to develop a good practice document for IT specifications within Community and Children's Services which has been shared with the IT Category Board for comment.
20. AOB	Self-service has been fundamental to the libraries being able to reopen with appropriate COVID-19 safety measures.

Appendices

Appendix 1	Project Coversheet
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Contact

Report Author	Sarah Greenwood
Email Address	Sarah.greenwood@cityoflondon.gov.uk
Telephone Number	020 7332 3594

Project Coversheet

[1] Ownership & Status

UPI: 12013

Core Project Name: Library Self Service Kiosks

Programme Affiliation (if applicable):

Project Manager: Sarah Greenwood

Definition of need: Continue to provide self-service facilities to the public in relation to library services, allow the public to pay their fines and loan fees, control security of items, interact with the Library Management System and provide management information to report on performance. The service mirrors the use of EPOS (Electronic Point of Sale) which can link with the library management system to enable supply and demand to be measured to provide an efficient service for library users.

Key measures of success:

- 1) A system that meets all statutory requirements (including reporting requirements and GDPR).
- 2) System meets service users' identified needs to ensure a high level of service user satisfaction and usage.
- 3) System is sufficiently flexible to evolve to meet future needs including linking with other systems.

Expected timeframe for the project delivery: original implementation date of January 2020. New planned date of June 2020

Key Milestones:

- 1) Specification and terms and conditions developed - April 2019 revised to November 2019
- 2) Publish tender documents – May 2019 revised to January 2020
- 3) Tender returns – June 2019 revised to February 2020

Are we on track for completing the project against the expected timeframe for project delivery? No – 5 months later than planned due to fundamental review, change in project manager and national framework development.

Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

No

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

'Project Briefing' G1 report (as approved by Chief Officer 07/11/2018):

- Total Estimated Cost (excluding risk): £130,000 (including £10,000 staff costs)
- Costed Risk Against the Project: N/A
- Estimated Programme Dates: System live by January 2020

Scope/Design Change and Impact:

'Project Proposal' G2 report (as approved by PSC 07/11/2018):

- Total Estimated Cost (excluding risk): £130,000 (including £10,000 staff costs)
- Resources to reach next Gateway (excluding risk): staff costs only
- Spend to date: £5,217 (staff costs)

- Costed Risk Against the Project: N/A
- CRP Requested: N/A
- CRP Drawn Down: None
- Estimated Programme Dates: System live by January 2020

Scope/Design Change and Impact: N/A

‘Options Appraisal and Design’ G3-4 report (as approved by PSC 22/03/19):

- Total Estimated Cost (excluding risk): £130,000 (including staff costs)
- Resources to reach next Gateway (excluding risk): staff costs plus Agreed capital budget of £70,000
- Spend to date: £4,506 (staff costs)
- Costed Risk Against the Project: N/A
- CRP Requested: None
- CRP Drawn Down: N/A
- Estimated Programme Dates: Award contract by October 2019, Mobilisation period, transfer of information and decommissioning of existing system: October 2019 – January 2020, System go-live: January 2020

Scope/Design Change and Impact:

- Project Sub request for report to be submitted to Digital Services Sub (Finance) Committee. Report approved by Members.
- IT Category board considered and agreed procurement method of mini competition under a new National ESPO Framework as preferred procurement method in place of open market tender December 2019
- All respondents to Soft Market engagement confirmed lifespan of hard wear was a minimum of 10 years with updated software. In line with Corporate sustainability requirements and to enable best value for money, an extended potential contract period of 5 years (plus annual increments of a further 5 years) has been considered.

‘Authority to start Work’ G5 report (as approved by PSC 16/03/20):

- Total Estimated Cost (excluding risk): £178,115.19
- Resources to reach next Gateway (excluding risk): staff costs only
- Spend to date: staff costs only of £10,490
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates: new service starts June 2020

Scope/Design Change and Impact:

A change to the original timetable occurred as a result of:

- Delay in the funding decision post Gateway 3 /4 until April as part of fundamental review of capital bids (Capital funding of £70,000 approved in April 2019).
- Change and sick leave of project manager (July/August 2019)
- Extensive soft market testing to determine requirements of specification (August/September 2019)
- Awaiting finalisation of National ESPO framework for these services in November 2019 as preferred procurement route (agreed with City

Procurement in September 2019 and signed off by IT category Board in January 2020)

An increase in costs have occurred as a result of:

- A longer potential contract period reflecting the market engagement feedback that equipment had a minimum 10 year lifespan. A contract period of five years (plus annual extensions for a further five years) was tendered to enable the City to make better use of technology, to ensure better sustainability and reduce waste. The additional five years cost £49,710 but have potentially reduced future capital costs as a new contract will not be required in five years time.
- An increase in capital contract costs of £3,735 following the tender process (before City accelerate discount of £737) to be funded from the local risk budget.
- An increase in one off/capital staff costs of £2,000 due to additional time spent on the market testing and assessment of the ESPO framework.

Total anticipated on-going commitment post-delivery [£]:£10,000 annual revenue costs (estimated at Gateway 3 /4)

Programme Affiliation [£] N/A

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Committee(s)	Dated:
Culture Heritage & Libraries Committee	29 March 2021
Subject: Guildhall Library Centenary Fund - Trustees Annual Report and Financial Statements for the Year Ended 31 March 2020	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Assistant Town Clerk and Director of Major Projects	For Information
Report author: Graham Nickless - Chamberlains	

Summary

The Trustees Annual Report and Financial Statements for the Year ended 31 March 2020 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 for the 2019/20 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 BDO LLP.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual Return to the Charity Commission. Since this undertaking the City Corporation has recently approved that a further comprehensive review be

undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustees Annual Report and Financial Statements were submitted to the Charity Commission within the agreed deadline of 31 January 2021.
4. Following a report to Finance Committee which was approved on 16 February 2021, starting from financial year 2021/22, the City Corporation, as Trustee, will be exercising its right to be reimbursed for the legitimate and reasonable costs and expenses properly incurred while undertaking their duties on behalf of the Charity. This will result in the costs of administration and audit of the Guildhall Library Centenary Fund being recharged to the Charity. The initial estimate of this amount is £1,500 per year, and will be subject to periodical review.
5. The wording of the Reserves Policy for the 2021/22 Financial Statements will be revised to ensure full compliance with the SORP. The new wording will state:

“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 free reserves of the charity are held to cover working capital needs. The Trustees believe that a minimum amount of £1,500 should be held at present, which will be subject to annual review.”
6. As part of the ongoing work of the Charities Review, three paintings, located in the Guildhall Art Gallery, have been identified as being owned by the Guildhall Library Centenary Fund. This matter has been highlighted to the auditors and the treatment for accounting for these assets will be concluded ahead of recommendations of the Charities Review which will be completed in the next financial year.

Appendices

- Appendix 1 – Guildhall Library Centenary Fund Report and consolidated Financial Statements for the year ended 31 March 2020

Graham Nickless

Acting Group Accountant – Chamberlain’s Financial Services Division, Citizen Services

E: graham.nickless@cityoflondon.gov.uk

Guildhall Library Centenary Fund

Annual Report and Financial Statements for the year
ended 31 March 2020

Charity registration number 206950

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ORIGINS OF THE CHARITY

The Charity in its current form is a merger of three very small charities following a review of these within the City Corporation in 2011. 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.

It covers all the City of London collections outlined under *Objectives and Activities for the public benefit*. The key overall target is for the funds to be acquired and used for the purchase and conservation of items for and in these collections as the need arises. Additionally, the Fund will seek to identify small projects that deliver on the cross-collection nature of the charity and in particular the education of the public, potentially using funds as partner funding for external grant applications.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document of the charity 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 transfer of the assets of the English Philological Endowment Fund (Charity number 306000) and the Alderman Samuel Wilson's Gift of Harbinger's Portraits (unregistered). The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the Trustee of Guildhall Library Centenary Fund. The City Corporation is Trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2019/20 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Investment Committee** – responsible for the strategic oversight and monitoring of the performance of the charity's investments which are managed by three separate sub-committees, namely the Financial Investment Board, the Property Investment Board and the Social Investment Board.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Culture, Heritage and Libraries Committee** – responsible for the activities undertaken by the Guildhall Library Centenary Fund charity and acting as Trustee of the charity.

The Culture, Heritage and Libraries Committee of the City of London Corporation administers the Charity on behalf of the Trustee. 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.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The Trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance commenced during the year and is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 22.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of London Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective for Guildhall Library Centenary Fund is to advance the education and training of the public through the provision and conservation of library, archive, museum and gallery collections.

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.

The Charity Governance Code was published in July 2017. The Trustee is supportive of the Code and its aim to assist in the development of high standards of governance throughout the charity sector. The Trustee is currently considering application of the recommended practice to the work of the Guildhall Library Centenary Fund charity.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Guildhall Library Centenary Fund charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

The charity has received no complaints in relation to fundraising activities in the current year (2018/19: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Investment Policy

The charity's investments are held in units of the City of London Charities Pool (registered charity 1021138). 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 (which include an analysis of investment performance against objectives set) are available from the Chamberlain of London, at the email address stated on page 22.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Guildhall Library Centenary Fund's aims and objectives and in planning future activities. The purpose of the charity is to advance the education and training of the public, in particular but not exclusively by the purchase of works of art, books, prints and articles of historical, archaeological or literary interest for the Guildhall Library.

Consequently, the Trustee considers that Guildhall Library Centenary Fund operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 22.

ACHIEVEMENTS AND PERFORMANCE

£1,700 was spent by London Metropolitan Archives (LMA) to acquire 32 lantern slides portraying life in London from c.1890-c.1910, of which the Guildhall Library Centenary Fund contributed £1300. They are an informal snapshot of people at work and at leisure - some are close up images of people looking into the camera. They include a knife sharpener; street musicians; a view of a refreshment stall at St James' Park; a girl with a baby carriage made from a wooden box used to transport sugar cubes; rag and bone men with their cart and several images of Chriss Street, Poplar. The images are hugely evocative of the period especially of children clearly living in straitened circumstances.

£5,000 was received from the Wyfold Charitable Trust on behalf of the Charles Lamb Society. The Society's Charles Lamb Collection has been deposited with Guildhall Library since the 1970s and ownership has now been transferred to the Library. The donation will support conservation and boxing of the Collection.

PLANS FOR FUTURE PERIODS

The key overall target is for the funds to be acquired and used for the purchase and conservation of items for and in these collections as the need arises. Additionally, the Fund will seek to identify small projects that deliver on the cross-collection nature of the charity and in particular the education of the public, potentially using funds as partner funding for external grant applications.

The Fund will continue to be used for the purchase and conservation of items for and in these collections as the need arises, as well as to support projects and exhibitions (potentially as partner funding for external grant applications) that deliver on the cross-collection nature of the charity and in particular the education of the public.

Prior to the end of the financial year of the charity, a global pandemic of Coronavirus began. This impacted upon the value of the investments held by the charity and is expected to impact on the future level of distributable income available to meet the objectives of the charity.

The Trustee is monitoring the situation and will continue with its operating model of only making donations and contributions from available income funds.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 15.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2019/20 the charity's total income for the year was £5,554, an overall increase of £4,872 against the previous year (£682). The principle source of income was from one grant of £5,000 during the year, (no grants in the year 2018/19), with £554 received from investments held (2018/19: £682).

Expenditure

Total expenditure for the year was £1,300, all being for the category charitable activities (2018/19: £13,378), due to a contribution given to the LMA towards the purchase of 32 lantern slides portraying life in London from c.1890-c.1910.

Funds held

The charity's total funds held increased by £2,575 to £18,149 as at 31 March 2020 (2018/19: £15,574). Within the total funds held, £8,751 (2018/19: £15,426) represent permanent endowment funds which are held in perpetuity as a capital fund to generate income for the primary objectives of the charity. The reduction in this fund during the year was a result of the charity selling 536 units during the year, raising £4,996. Any income arising from this capital is accounted for within unrestricted funds. Unrestricted income funds amounted to -£4,398 (2018/19: £148). These funds are held for use in future years in accordance with the objectives of the charity.

During the year the charity received a grant of £5,000 to contribute towards specific works at the Guildhall Library, therefore the grant is being held in a Restricted Fund until the works are able to take place.

Details of all funds held, including their purposes, is set out within note 9 to the financial statements.

Investments performance

As at 31 March 2020, the investments held in the Charities Pool achieved a return of -14.78% (2018/19: +4.05%) compared to the FTSE All Share Index return of -18.45% (2018/19: +6.36%). Over three years this fund achieved a return of -2.44% (2018/19: +8.31%) compared to the FTSE All Share Index return of -4.24% (2018/19: +9.51%). Over five years, the fund achieved a return of +1.37% (2018/19: +6.77%) compared to the FTSE All Share Index return of +0.57% (2018/19: +6.10%).

Fund	2019/20		2018/19	
	3 year	5 year	3 year	5 year
FTSE All Share	-2.44%	+1.37%	+8.31%	+6.77%
Fund outperformance	+1.80%	+0.80%	-1.20%	+0.67%

	Total at 31 March 2020 £	Total at 31 March 2019 £
Equities		
UK	6,756	11,917
Overseas	1,015	1,759
Bonds - UK	-	-
Bonds - Overseas	-	-
Pooled Units	630	1,055
Cash held by Fund Manager	350	695
Total	8,751	15,426

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.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, 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;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 adequate accounting records that are sufficient to show and explain the charity's transactions and 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 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.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee of
The City of London Corporation
Guildhall, London
10 November 2020

Jamie Ingham Clark FCA, Deputy
Chairman of Finance Committee
of The City of London Corporation

INDEPENDENT AUDITOR'S REPORT TO TRUSTEES OF THE GUILDHALL LIBRARY CENTENARY FUND

Opinion

We have audited the financial statements of The Guildhall Library Centenary Fund (the charity) for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate 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.

Responsibilities of Trustees

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>

This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with the Charities Act 2011. 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 the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP, statutory auditor
London

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2019/20 Total Funds £	2018/19 Total Funds £
Income from:						
Voluntary activities	2	-	5,000	-	5,000	-
Investments	3	554	-	-	554	682
Total income		554	5,000	-	5,554	682
Expenditure on:						
Charitable activities	4	1,300	-	-	1,300	13,378
Total expenditure		1,300	-	-	1,300	13,378
Net (losses) on investments	7	-	-	(1,679)	(1,679)	(141)
Net income/(expenditure)		(746)	5,000	(1,679)	2,575	(12,837)
Transfers between funds		4,996	-	(4,996)	-	-
Net movement in funds		4,250	5,000	(6,675)	2,575	(12,837)
Reconciliation of funds:						
Total funds brought forward	9	148	-	15,426	15,574	28,411
Total funds carried forward	9	4,398	5,000	8,751	18,149	15,574

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 15 to 21 form part of these financial statements.

BALANCE SHEET (Charity Number 206950)

AS AT 31 MARCH 2020

	Notes	2020 Total £	2019 Total £
Fixed assets:			
Investments	7	8,751	15,426
Total fixed assets		8,751	15,426
Current assets			
Cash at bank and in hand		9,398	148
Total current assets		9,398	148
Total net assets		18,149	15,574
The funds of the charity:			
Permanent endowment funds	9	8,751	15,426
Restricted income funds	9	5,000	-
Unrestricted income funds	9	4,398	148
Total funds		18,149	15,574

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 15 to 21 form part of these financial statements.

Approved and signed on behalf of the Trustee.

Dr Peter Kane

Chamberlain of London

25 January 2021

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) (2nd Edition) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity only spends the income that is generated from its investments, so maintaining its capital base. The latest forecast anticipates that adequate funds will be available in the next five years to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential impact of the Covid-19 pandemic on the value of investment assets held, future income levels and the liquidity of the charity over the next 12-month period. The policy of only contributing funds from available unrestricted income, provides the flexibility to ensure the long-term viability of the charity despite reductions in investment values that have occurred. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

(d) Statement of Cash Flows

The charity has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirements to produce a statement of cash flows on the grounds that it is a small entity.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of managed investments.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal category of 'expenditure on charitable activities'. 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.

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

(g) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(h) Investments

Investments are made in the City of London Charities Pool (charity number 1021138) which is an investment mechanism operating in a similar way to a unit trust. This 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.

Investments were previously valued at mid-price. To ensure compliance with FRS102, bid-price is now used. The difference in valuation as a result in the year is considered immaterial. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

(i) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Permanent endowment fund – this fund consists of funds which are held in perpetuity for the benefit of the charity as a result of conditions imposed by the original donors and trusts. Income generated from the investments which represent these funds can be spent on the charitable purpose of the charity, hence is allocated to the unrestricted income fund. Gains/losses on the underlying assets remain as part of the endowment.

Restricted funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

Unrestricted income funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held within the permanent endowment fund and from those representing unrestricted funds. Specifically, this represents the surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

(j) Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Restricted funds £	Total 2019/20 £	Restricted funds £	Total 2018/19 £
Grants	5,000	5,000	-	-
Total	5,000	5,000	-	-

3. INCOME FROM INVESTMENTS

	Unrestricted funds 2019/20 £	Total 2019/20 £	Unrestricted funds 2018/19 £	Total 2018/19 £
Interest	554	554	682	682

4. EXPENDITURE

Expenditure on charitable activities

Expenditure on charitable activities

	Direct costs £	Support costs £	Total 2019/20 £	Direct costs £	Support costs £	Total 2018/19 £
Purchase of artwork	-	-	-	8,000	-	8,000
Conservation of artwork	-	-	-	5,378	-	5,378
Other	1,300	-	1,300	-	-	-
Total	1,300	-	1,300	13,378	-	13,378

Expenditure incurred was £1,300 (2018/19: £13,378) to auction purchase of 32 Victorian lantern slides showing life in the east end of London to advance education of the public.

5. AUDITOR'S REMUNERATION

BDO LLP are the auditors of the City of London's City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund and does not attempt to apportion the audit fee between all of the different charities. No other services were provided to the charity by its auditors during the year (2018/19: nil).

6. TRUSTEE EXPENSES

The members of the Culture, Heritage and Libraries Committee of the City of London Corporation acting on behalf of the Trustee did not receive any remuneration or reimbursement of expenses during 2019/20. (2018/19: nil).

7. INVESTMENTS

The investments are held in the City of London Corporation Charities Pool, a charity registered in the UK with the Charities Commission (charity number 1021138). The Charities Pool is a UK registered unit trust.

The value of investments held by the charity are as follows:

	2020 £	2019 £
Market value 1 April	15,426	15,567
Disposals	(4,996)	-
(Loss) for the year	(1,679)	(141)
Market value 31 March	8,751	15,426
Cost 31 March	1,233	1,769
Units held in Charities Pool	1,233	1,769

The type of listed investments held as at 31 March was as follows:

	Total at 31 March 2020 £	Total at 31 March 2019 £
Equities	7,771	13,676
Pooled Units	630	1,055
Cash held by Fund Manager	350	695
Total	8,751	15,426

8. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2020	Unrestricted funds General funds £	Endowment funds £	Total at 31 March 2020 £	Total at 31 March 2019 £
Fixed assets - investments	-	8,751	8,751	15,426
Current assets	9,398	-	9,398	148
Total	9,398	8,751	18,149	15,574

At 31 March 2019	Unrestricted funds General funds £	Endowment funds £	Total at 31 March 2019 £	Total at 31 March 2018 £
Fixed assets - investments	-	15,426	15,426	15,567
Current assets	148	-	148	12,844
Total	148	15,426	15,574	28,411

9. MOVEMENT IN FUNDS

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2020 £
Endowment funds:						
Permanent endowment	15,426	-	-	(1,679)	(4,996)	8,751
Restricted funds:	-	5,000	-	-	-	5,000
Unrestricted funds:						
General funds	148	554	(1,300)	-	4,996	4,398
Total funds	15,574	5,554	(1,300)	(1,679)	-	18,149

At 31 March 2019	Total as at 1 April 2018 £	Income £	Expenditure £	Gains & (losses) £	Total as at 31 March 2019 £
Endowment funds:					
Permanent endowment	15,567	-	-	(141)	15,426
Unrestricted funds:					
General funds	12,844	682	(13,378)	-	148
Total funds	28,411	682	(13,378)	(141)	15,574

Purpose of endowment funds

The permanent endowment fund is held in perpetuity as a capital fund to generate income for the activities of the charity and represents the original assets of the charity, reported at current market value. Any income from this fund is accounted for within unrestricted income funds.

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.

Purpose of unrestricted funds

During the year the charity received a grant of £5,000 to contribute towards specific works at the Guildhall Library, therefore the grant is being held in a Restricted Fund until the works are able to take place.

10. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2019/20 £	2018/19 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	554	682	Distribution from the Charities Pool

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Guildhall Library Centenary Fund

Registered charity number: 206950

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Dr Peter Kane - The Chamberlain of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

AUDITORS:

BDO LLP, 55 Baker Street, London, W1U 7EU

BANKERS:

Lloyds Bank Plc., P.O. Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

INVESTMENT ADVISORS:

Artemis Investment Management Limited, Cassini House, 57 St. James's Street, London, SW1A 1LD

Contact for The Chamberlain, to request copies of governance documents:

PA-DeputyChamberlain@cityoflondon.gov.uk

Committee(s)	Dated:
Culture Heritage & Libraries Committee	29 March 2021
Subject: Keats House - Trustees Annual Report and Financial Statements for the Year Ended 31 March 2020	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Director of Open Spaces	For Information
Report author: Graham Nickless - Chamberlains	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2020 for Keats House are presented for information.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2019/20 Financial Statements be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements 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 BDO LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual Return to the Charity Commission. Since this undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2021.
4. Following a report to Finance Committee which was approved on 16 February 2021, starting from financial year 2021/22, the City Corporation, as Trustee, will be exercising its right to be reimbursed for the audit fees incurred for each of the Sundry Trust and Open Spaces charities. The initial estimate of this amount relating to Keats House is £2,750 per year. A share of Administration Fees is already recharged to the charity and amounted to £76,049 during the 2019/20 financial year.
5. The Reserves Policy will remain unchanged for Keats House due to the funding arrangement in place with City's Cash.

Appendices

- Appendix 1 – Keats House Report and Financial Statements for the year ended 31 March 2020

Graham Nickless

Acting Group Accountant – Chamberlain's Financial Services Division, Citizen Services

E: graham.nickless@cityoflondon.gov.uk

Keats House

Annual Report and Financial Statements for the
year ended 31 March 2020

Charity registration number 1053381

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ORIGINS OF THE CHARITY

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.

TRUSTEE ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Scheme of the Charity Commissioners, sealed 6 November 1996. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of Keats House. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Aldermen and Members, and where relevant, external appointees. 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. External appointments are made after due advertisement and rigorous selection to fill gaps in skills.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2019/20 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Culture, Heritage and Libraries Committee** – responsible for the activities undertaken at Keats House, approving budget allocations for the forthcoming year and acting as Trustee of the charity.
- **Keats House Consultative Committee** – responsible for approving Business Plans and guiding the activities of the charity.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City of London Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City of London Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance commenced during the year and is ongoing to ensure that the charity is effective in fulfilling its objective. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 34.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of London Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Keats House. If suitable seminars or

other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective 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.

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

The activities of the Keats House charity are guided by its Charitable Object as stated above and developed within the framework of the City Corporation's Corporate Plan and the Open Spaces Department's Business Plan. Our activities also support the City Corporations' Cultural Strategy and the Hampstead Heath Management Strategy 2018–28, as well as the wider aims of heritage sector organisations such as Arts Council England, The National Lottery Heritage Fund and The National Archives.

The City of London Corporation's Corporate Plan 2018 – 23 states that:

Our vision

The City of London Corporation is the governing body of the Square Mile dedicated to a vibrant and thriving City, supporting a diverse and sustainable London with a globally-successful UK.

We aim to:

- Contribute to a flourishing society
- Support a thriving economy
- Shape outstanding environments

The Open Spaces Department's overarching vision is that:

'We enrich people's lives by providing access to ecologically diverse green spaces and outstanding heritage assets'.

The provision of a wide range of services at Keats House helps the Department achieve its three strategic objectives:

- A. Open Spaces and historic sites are thriving and accessible
- B. Spaces enrich people's lives
- C. Business practices are responsible and sustainable.

and nine of the twelve outcomes, in particular:

- Our open spaces, heritage and cultural assets are protected, conserved and enhanced.
- Nature, heritage and place are valued and understood
- People feel welcome and included
- People discover, learn and develop
- Our staff and volunteers are motivated, empowered, engaged and supported

The contribution which Keats House makes towards these is detailed below.

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

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of bonuses and recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 8 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives for 2016-20. This also includes addressing the City Corporation's gender pay gap.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Keats House charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charity is not bound by any regulatory

scheme and does not consider it necessary to comply with any voluntary code of practice.

The charity has received no complaints in relation to fundraising activities in the current year (2018/19: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Keats House aims and objectives and in planning future activities. The purpose 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 by the City of London Corporation.

Consequently, the Trustee considers that Keats House operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 34.

ACHIEVEMENTS AND PERFORMANCE

Achievement to date against the key priorities for 2019/20 were:

1. Progress access improvements at Keats House

In 2018/19 plans were progressed to put in place a sustainable cyclical works programme to preserve and maintain Keats House (Grade I listed) and Ten Keats Grove (Grade II listed). These arose from the overall condition survey of Keats House and Ten Keats Grove conducted in 2017/18. As a result a number of projects have been scheduled to ensure Keats House and Ten Keats Grove can continue to be accessed and enjoyed by future generations.

In April 2019, the City of London Corporation led a project to redecorate the internal, common circulation areas on the ground and first floors of the House. This necessitated that the House was closed to the public from 23 – 30 April 2019. A major project to repair and redecorate the exterior of the House took place from 21 October 2019 through to March 2020. This has resolved a number of long-standing issues with the external fabric and appearance of the House, while maintaining public access throughout this period.

Following the application for funding from London Borough of Camden's Community Infrastructure Levy grants programme, plans were submitted for the required planning consents in March 2019. Subsequently a number of meetings were held between LB Camden and City Corporation Officers and their appointed contractors to discuss outstanding areas of concern at this Grade I listed site. In November 2019, LB Camden Planning Officers approved the application subject to a Section 106 Agreement between LB Camden and the City Corporation, which is awaiting legal sign-off at the time of writing.

The gardens, which form an essential and much-loved aspect of the heritage site, are maintained and enhanced by volunteers from Heath Hands, supported by the Head Gardener from Golders Hill Park. This year the gardens were entered into the 'Heritage Park / Garden' category of London in Bloom and were awarded 'Silver Gilt' at the presentation ceremony in September. In March 2020, a new border containing heritage variety fruit trees was planted in the north-east corner of the garden at the rear of the house, near to the site of the former kitchen garden.

2. Deliver Keats200 bicentenary programme

The Keats200 programme, which launched on 1 December 2018, has continued in 2019/20 with events celebrating specific events in Keats life as well as projects which support the wider outcomes of the programme.

From April 2019, our temporary exhibition gallery was refreshed to reflect the significant anniversary of the Brawne family moving into the Wentworth Place in April 1819. The 'Keats and the Brawnes at Wentworth Place' exhibition opened on Wednesday 3 April, with a special private view event re-creating a

'claret evening' held at the House in 1819. A new Fanny Brawne character was developed for this and subsequent events, along with new sound installations indicating the presence of the Brawne children in the House.

On 11 April, we re-created the famous meeting between Keats and Coleridge in 1819. Our live interpreters led four walks from Coleridge's House in Highgate, across Hampstead Heath, talking of 'a thousand things' as we walked. A core audience of 44 people took part in the walks, which also attracted much positive attention from Heath visitors, many of whom were previously unaware of Keats House or the Keats200 programme.

May 2019 marked the 200th anniversary of the writing of 'Ode to a Nightingale', one of Keats's six great Odes of 1819 and perhaps the one most closely associated with Wentworth Place. The original manuscript is now cared for in the collections of the Fitzwilliam Museum, University of Cambridge and was loaned to Keats House for display in Keats's Parlour over the bank holiday weekend. A new, writing desk style, display case was specially designed and built to display this loan and will continue to display changing displays of material from our own and other collections. A total of 252 people visited the House from Friday 3 May – Monday 6 May when the manuscript was on display to the public.

We continued to benefit from the support of Keats Foundation through an annual Keats Bicentenary Conference which is held at Keats House, individual talks notably by their Chair Professor Nicholas Roe on 6 June 2019, and their overall support for the Keats200 bicentenary programme. Over the summer, Keats House supported the Keats Foundation to film Keats's six odes of 1819, performed by our Keats character developed with Andrew Ashmore & Associates and played by the actor Matthew Coulton. These videos have now been posted online and are being promoted as one of the key outputs of the Keats200 bicentenary partnership. Keats Foundation's Conference was hosted at Keats House for 3 days in May 2019, when an audience of 100 - 120 listened to experts from around the world deliver papers relating to the latest Keats research.

During the bicentenary, short term residences are being offered to our Keats House Poets, who have been associated with the work of the charity since 2011. Anthony Hett became Poet in Residence from June to August 2019, visiting Keats House on a weekly basis to draw inspiration for his writing and running 'drop in' poetry writing sessions and a final celebratory performance. Simon Mole, used his residency, which ran from September to November 2019, to engage young people with the theme of climate change and, from February to April 2020, Dean Atta delivered poetry writing workshops and readings to engage with LGBTQ+ audiences in particular.

Throughout the Keats200 Bicentenary Keats House have been working with Chickenshed Theatre to develop a performance piece produced for and by young people. A 'Summer Scratch' programme day on 30 July 2019 saw approximately 40 young people aged 12 – 17 years old, take part in a session inspired by Keats's life story and poetry. Following on from this a group of over

twenty individuals aged 14 – 19, attended a programme of 18 sessions led by members of Chickenshed Young Company, who worked collaboratively to develop a theatre piece, 'Writ in Water', for performance at Keats House and other venues. The public performances were due to take place in March and April 2020 but had to be cancelled due to the COVID-19 emergency.

August 2019 marked the 200th anniversary of what became known as 'the Peterloo Massacre'. Keats House commemorated this significant event with a talk at the House along with a recreation of 'A life in the day of Keats' on 13 September, when he recorded witnessing the subsequent events on the streets around Mansion House in 1819. A special event to mark Keats's birthday was also held at St Botolph without Bishopsgate, where Keats was baptised, featuring readings by invited guests and the Keats House Poetry Ambassadors.

Throughout the year, the Keats200 partnership organisations (Keats House, the Keats Foundation and The Keats-Shelley Memorial Association), have continued to liaise on a range of programmes and initiatives celebrating the life, works and legacy of Keats, during the bicentenary of his time living at Wentworth Place, the period leading up to his death in Rome in 1821 and beyond.

3. Implement Keats House Activities Plan for 2019/20

Keats House continues to be open to the public Wednesday – Sunday, 11am to 5pm. In 2019/20 the house was closed to the public for one week in April for building works (as noted above) and on Sunday 9 February due to Storm Ciara. The house remained open to the public throughout the programme of external maintenance from October 2019 – March 2020.

In April 2019, a special ticket price of £2 for residents of the London Borough of Camden and the City of London was introduced with the aim of increasing the number of local people accessing the House. In 2019/20, 323 people visited the House using this scheme which has proved popular with those that have used it and acts as a useful promotional offer when talking to people at offsite events. We also offer free entry to young people aged 18 and under and Art Fund Members, half price entry to National Trust Members, as well as reduced rate entry to seniors and concessions.

A total of 11,755 people visited the house during 2019/20, a 16% decrease on the previous year's equivalent figure of 13,982. The period October 2019 to March 2020 (when the building works were in progress and the final two weeks of business were lost to COVID-19 related closure) saw a 27% decrease in the number of people visiting the house.

An annual income target of £34,000 is set against Admissions with income of £33,711 achieved prior to the house closing to the public due to the COVID-19 emergency measures from Wednesday 18 March 2020. This represents a 24% reduction in income from Admissions achieved in 2018/19.

Our increasing use of social media helps us form new connections and networks and promote the House and Keats's work. As at April 2020, @keatshouse had over 6,000 followers on Twitter (a c.18% increase since April 2019). Facebook followers increased from 3,600 to c.3,792 (+5.3% over a similar period) and our Instagram channel has grown from c. 1000 in April 2019 to over 1,800 followers (+80%) by April 2020. Much of this increase can be attributed to increased social media output and linking / sharing activity undertaken by the Cultural Heritage Trainees during their placements at Keats House, although all officers play a role in engaging with our audiences online, particularly since the recent closure of the house.

Between April 2019 and March 2020, Keats House delivered 86 public events which were attended by 2,178 people. Our regular programme continues to include monthly, themed poetry readings by the Keats House Poetry Ambassadors, walking tours of Keats related locations in Hampstead and the City and free family workshops, particularly targeted to families with children aged five to eleven.

Highlights of the summer programme included a pop-up exhibition, 'William Blake's Mystic Map of London' by contemporary artist Louisa Albani and the appearance of our Keats and Fanny Brawne characters at Hampstead Art Fair in June 2019. Drama Impact's performance of William Shakespeare's 'Much Ado About Nothing' on Saturday 6 July, was enjoyed by over 100 people in the garden of Keats House.

In July, Keats House staff contributed to the work of the National Citizen Service (NCS), which seeks to connect young people (15-17 year olds) to their local community and social action, delivering a tour of the House and also working offsite with c. 60 young people to gain their views on the Keats200 programme and our marketing approach.

A part time Education Officer continues to co-ordinate, deliver and support taught sessions and group visits to Keats House and Gardens for a range of educational organisations. Between April 2019 and March 2020, 60 sessions were delivered to 44 different establishments. This resulted in 719 primary school students, 509 secondary school students and 205 teachers & assistants, taking part in the formal learning programme at Keats House.

In addition, the annual Summer School programme saw 32 students aged 16 – 19 years old from seven different schools, take part in a four day programme of creative writing workshops and activities, including meeting published poets, at Keats House.

Keats House continues to contribute to CultureMile Learning, one of the City Corporation's key initiatives to improve social mobility and support the development of fusion skills for young people. We are specifically involved in supporting the Young City Poets programme and working with London Metropolitan Archives to develop a 'dual site visit' offer for schools studying life in 19th century London.

In July 2019, a Year 12 student from the London Academy of Excellence in Stratford undertook a week-long work experience placement at Keats House as part of The Arts Scholars Cultural Scholarship Scheme. This scheme aims to extend young people's experience of working in arts and heritage organisations, and to inspire them to consider the range of roles available in these sectors.

Keats House are one of 16 cultural organisations across London, including London Metropolitan Archives and the Museum of London, who are offering a 'New Museum School' trainee placement. This initiative is being led by Culture& who have received funding from the National Lottery Heritage Fund to work with heritage sector organisations to diversify their workforce. Our first trainee of this three-year programme, completed her traineeship ahead of schedule in August 2019, gaining a Level 3 Diploma in Cultural Heritage. A second trainee joined the team in October 2019 and is leading on diversifying access to our collections and services, particularly through digital engagement.

In a new initiative, Keats House is supporting two Doctoral Training Partnership (DTP) consortiums in London and the south-east, with the aim of enriching the experience of post-grad students and engaging them with the research potential of the collections. In 2019/20, we have hosted two 'writer's retreat' days and one careers development day organised by the London Arts and Humanities Partnership (LAHP). We have also worked with Roehampton University to develop and recruit to a fully funded, three-year doctoral research student placement. This has now received approval through the Techne DTP (which includes Roehampton, Royal Holloway, Kingston, Brunel and Brighton Universities) and the successful candidate will begin their research in October 2020.

Between April 2019 and March 2020, approximately 27 individual volunteers gave a total of 963 hours of their expertise and time to support the work of the Charity. The main roles in which volunteers continue to support and add value to our activities are Front of House, Tour Guides, Poetry Ambassadors, Event Support and Collections Care.

The shop offers a small but attractive range of merchandise, including Keats House branded souvenir products. The income target for the shop is £15,000 which is calculated at year end to allow for stock held. Shop sales for the 2019/20 trading year amounted to c. £21,595, representing an 18% reduction on sales in 2018/19. Sales in the third and fourth quarter were weaker, coinciding with the period of building works and reduced visitor numbers.

Private hire offer continues to generate an additional source of income to the charity, with £15,007 earned against an income target of £17,000 in 2019/20. In addition, the annual licence for Keats Community Library to occupy Ten Keats Grove also contributes towards our income, along with charges for taught sessions for schools and some events, although income from the latter two income streams has been less in 2019/20 as charges have been reduced or events run free during the Keats200 bicentenary.

At a hearing of the London Borough of Camden's Licencing Sub-Committee, held on 12 September 2019, a decision was made to approve a premises licence for 10 Keats Grove. In response to representations made by local Societies, Associations and residents, a number of conditions were agreed to ensure that the licensing objectives were upheld, particularly with regard to the prevention of public nuisance. It was also agreed that the Keats House Consultative Committee would receive a twice-yearly report of licensable events held at the House, to ensure that the operating schedule and conditions were being upheld. To date, no licensable activities have taken place. One planned 'Late Night Keats' event, which was due to take place in February had to be cancelled due to low ticket sales.

Since Wednesday 18 March 2020, Keats House, including Ten Keats Grove / Keats Community Library, has been closed to the public due to the response to the COVID-19 pandemic. All officers have been working from home since that date, using virtual meetings to communicate and collaborate on our continuing priorities.

The security of our site and safety of our collections on display are being monitored through daily external inspections conducted by colleagues from the Hampstead Heath team. Keats House officers visit the site each week to ensure that key building safety, security and environmental monitoring tasks are being conducted as required.

Officers from the Hampstead Heath team have also resumed weekly tasks in the garden and this contributes to our security monitoring as well as ensuring this beautiful space is maintained ready for reopening in due course.

Keats House officers are focusing on how they can continue to celebrate the Keats200 bicentenary and engage with our audiences online through the City Corporation's #OurCityTogether (formerly #VisitTheCityFromHome) initiative. We have maintained regular contact with our casual and volunteer workforce through updates and content sharing and many have expressed their appreciation to the City Corporation for the way we have engaged and supported them through this period.

We will continue to be guided by the UK Government, City Corporation and sector bodies in our preparations for the eventual reopening of our public facilities, whenever this is approved and safe to progress.

4. Draft the Keats House Management Plan, 2020-23

An Activities Plan for 2020/21 was in the process of being consulted on when the COVID-19 emergency measures were introduced. The uncertainties caused by the pandemic will impact on all areas of the charity's activities over the next 12 months and beyond, although it is hoped that our overarching priorities can continue to be progressed, albeit in different ways. The formative

consultation for a medium term Management Plan will now be undertaken once the future operating environment becomes clearer.

As a result of the above activities, the Trustee has had due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

KPIs for 2019/20

1. To increase visitor numbers to Keats House by 3%. 2019/20 outturn: 11,755 -16%, partly due to Keats House being closed for one week in April and major building programme from October 2019 – March 2020, followed by closure of house from Wednesday 18 March 2020, (2018/19: 13,982 visits to House +3%).
2. Improve Visit England Annual Quality Attraction Assessment Scheme score at Keats House. 2019/20 score: 82%, (2018/19 score: 71%).
3. Achieve budgeted income and expenditure targets for Keats House Charity. End of year budget position was 94% of local risk budget, which included 98% of planned expenditure (including employees, premises and supplies & services) was achieved, which was offset by 80% of total income target being achieved. In 2018/19 end of year budget position was 90% of local risk budget, which included 94% of planned expenditure (including employees, premises and supplies & services) was achieved, which was offset by 2% over achievement of the total income target.

PLANS FOR FUTURE PERIODS

The proposed overarching priorities, which will guide all of the charity's objectives and activities from April 2020, are to deliver access and building maintenance projects at Keats House which will help to achieve the objective of preserving, maintaining and restoring 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 aims to deliver the Keats200 bicentenary programme which will help to deliver an informative experience for the benefit of the public and to contribute to a flourishing society. In 2020/21, Keats House will be working with our Keats200 partners to celebrate the publication of Keats's third and final volume of poems in July 1820, and marking his departure from London in September 1820 to travel to Rome where he died in February 1821.

The charity will implement the Keats House Activities Plan for 2020/21 which will help to shape the charity's aims and objectives.

The charity will also consult on, finalise and implement the Keats House Management Plan, 2020 – 23 which is the charity's three year strategic process and document for identifying the higher level priorities which our activities deliver.

Prior to the end of the financial year of the charity, a global pandemic of Coronavirus began. The subsequent closure of Keats House impacted upon the income streams of the charity, in particular admissions, venue hire and shop purchases. This is expected to impact on the future level of income available to meet the day-to-day running expenses of the charity.

The charity has undertaken a revised forecasting exercise in order to ascertain the likely impact upon finances during the next 12-month period, which enables the Trustee to confirm that the charity remains a going concern. If necessary, the charity has sufficient free reserves to be used against the day-to-day operating losses without the level of reserves dropping below the £20,000 minimum level as stated in the Reserves Policy. The City of London Corporation's City's Cash fund has also undertaken the same revised forecasting exercise, which offers assurances that the charity's running costs will continue to be funded in this way.

The Trustee is monitoring the situation and will continue with its plans to preserve, 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 by the City of London Corporation, in particular to deliver the Keats200 programme, albeit with more digital content than was previously anticipated.

The Trustees do not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 24.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2019/20 the charity's total income for the year was £654,575 an overall increase of £81,105 against the previous year (£573,470). The principle source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £99,651 from fees charged (2018/19: £118,382), including £34,035 from admission fees (2018/19: £45,570), £25,000 from rents (2018/19: £25,000) and £21,595 from sales (2018/19: £26,365). The drop in both admissions and sales is partly linked to the early closure of Keats House due to the COVID-19 pandemic.

There was no Grants income received during the year (2018/19: £5,298 restricted CIL grant receipts relating to the Access Improvement Project).

An amount of £552,837 (2018/19: £447,288) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity. The increase in contribution was mainly to cover increased cyclical building works, (see expenditure below).

Expenditure

Total expenditure for the year was £675,482 (2018/19: £480,333), with charitable activities expenditure in the year totalling £658,800 (2018/19: £467,238). The increase in expenditure is owing to a number of cyclical building works taking place during the year amounting to £228,287 (2018/19: £31,430). The City has a programme of cyclical repairs and maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three year programmes of works. The programme is monitored by the Corporate Asset Sub Committee of the City of London Corporation. Expenditure on raising funds for the year was £16,682 (2018/19: £13,095).

Funds held

The charity's total funds held decreased by £20,907 to £325,096 as at 31 March 2020 (2018/19: £346,003).

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to "undesignate" these funds at any time. Designations as at 31 March 2020 totalled £68,063 (2018/19: £72,924). These represent designated funds within the unrestricted income fund which represents the net book value of fixed assets held.

A restricted fund of £102,121 (2018/19: £102,121) was held at year-end. This relates to the Keats Love Letter (£100,000) and the remainder of a Young Roots grant which

is being held until the Charity is instructed whether or not it needs to repay this unspent balance.

The charity's free reserves total £154,912 (2018/19: £170,958), which are held both to meet the deficit on running expenses on a year by year basis and to fund any major activities the charity is undertaking. During 2019/20 the Charity drew down £28,171 from reserves to help fund the Keats 200 programme.

Details of all funds held, including their purposes, is set out within note 14 to the financial statements.

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Keats House out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. The charity therefore does not need to maintain free reserves at a stated level, being either a fixed amount or a stated number of months, to ensure continued delivery of its objectives. For good governance purposes, the trustee considers holding a minimum of £20,000 as free reserves to be suitable in light of the operating model in place.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Insufficient maintenance	In addition to the redecoration of internal circulation routes completed in April 2019, a major project to refurbish and redecorate the exterior of Keats House was completed between 21 October 2019 and March 2020. This has resolved a number of long-standing issues with the roof and facade of the building. A new, local environmental monitoring process and hardware has been invested in allowing the charity to more accurately monitor the environmental conditions within the internal rooms and individual display cases. Keats House have an improved understanding of the maintenance needs of these Grade I and II listed properties.
Health and Safety of staff, volunteers,	Understanding of H&S has been strengthened through: regular item for discussion at team meetings; adoption of high level and bespoke risk assessments produced for

Risk	Actions to manage risks
visitors and contractors	property and specific activities / events. A representative attends Divisional and Departmental H&S meetings.
Theft or damage to Keats House or its contents	Following closure of Keats House to the public as from Wednesday 18 March 2020, regular external patrols supported by weekly internal safety and security checks have been conducted. Remote access to CCTV has been enabled to allow officers to investigate intruder alarm activations prior to escalating. Donors being kept informed and liaison with internal partners to ensure risks to collections are managed in short and medium to long term. CCTV system at Ten Keats Grove has been reinstated including works to re-connect two non-operational cameras prior to reopening the property (work took place w/c 15 June). Renewal / enhancement of CCTV requirement for Keats House raised with City of London Corporation.
Loss of staff expertise	Officers have been encouraged to identify, specialise in and document the specific duties of their role and this has been supported through the PDA process. The front of house requirement has been supported by a regular team of volunteers and casual staff who themselves have significant investment, knowledge and expertise to bring to the team. Significant focus has been given through the Keats200 programme to improving knowledge and understanding of, as well as access to, the collection. All interpretation staff to be familiarised with the collection to ensure retention of collections-related knowledge

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, 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;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 adequate accounting records that are sufficient to show and explain the charity's transactions and 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 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.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee of
The City of London Corporation
Guildhall, London

Jamie Ingham Clark FCA, Deputy
Chairman of Finance Committee
of The City of London Corporation

10 November 2020

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF KEATS HOUSE

Opinion

We have audited the financial statements of Keats House (the charity) for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate 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.

Responsibilities of Trustees

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>

This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with the Charities Act 2011. 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 the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP, statutory auditor
London

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted Funds £	Restricted Funds £	2019/20 Total Funds £	2018/19 Total Funds £
Income from:					
Voluntary activities	2	2,055	-	2,055	7,751
Charitable activities	3	99,651	-	99,651	118,382
Grant from City of London Corporation	4	552,837	-	552,837	447,288
Investments	5	32	-	32	49
Total income		654,575	-	654,575	573,470
Expenditure on:					
Raising funds	6	16,682	-	16,682	13,095
Charitable activities:					
Preservation, maintenance and restoration of Keats House	6	658,800	-	658,800	467,238
Total expenditure		675,482	-	675,482	480,333
Net (expenditure)/income		(20,907)	-	(20,907)	93,137
Transfers between funds	14	-	-	-	-
Net movement in funds		(20,907)	-	(20,907)	93,137
Reconciliation of funds:					
Total funds brought forward	14	243,882	102,121	346,003	252,866
Total funds carried forward	14	222,975	102,121	325,096	346,003

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 24 to 36 form part of these financial statements.

BALANCE SHEET (Charity Number 1053381)

AS AT 31 MARCH 2020

Balance Sheet as at 31 March 2020

	Notes	2020 Total £	2019 Total £
Fixed assets:			
Heritage assets	9	100,000	100,000
Tangible assets	10	68,063	72,924
Total fixed assets		168,063	172,924
Current assets			
Stock		5,144	12,007
Debtors	11	20,547	7,261
Cash at bank and in hand		187,637	167,839
Total current assets		213,328	187,107
Creditors: Amounts falling due within one year	12	(56,295)	(14,028)
Net current assets/(liabilities)		157,033	173,079
Total assets less current liabilities		325,096	346,003
The funds of the charity:			
Restricted income funds	14	102,121	102,121
Unrestricted income funds	14	222,975	243,882
Total funds		325,096	346,003

The notes on pages 24 to 36 form part of these financial statements

Approved and signed on behalf of the Trustee.

Dr Peter Kane

Chamberlain of London

25 January 2021

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) (2nd Edition) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve Keats House for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash. The latest forecast anticipates that adequate funds will be available in the next five years to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential impact of the Covid-19 pandemic on the future income levels and the liquidity of the charity over the next 12-month period. The charity will be able to reduce its expenditure, principally on premises related costs which will ease the strain of the lost income. The charity has undergone a revised forecasting exercise to help provide assurances that it can continue to keep operating over the next 12-month period. The full year impact has been assessed and should it be necessary, could call upon the free reserves of the charity, whilst still adhering to the Reserves Policy. For these reasons, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised

and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets and the recovery of debts.

(d) Statement of Cash Flows

The charity has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2020 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for use of facilities, admissions fees, membership fees, grants, interest, sales, filming fees and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is recognised in the SOFA when it is due from City's Cash.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. 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.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in note 7.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid.

(g) 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 benefit 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 trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £630.4m as at 31 March 2020 (£608.6m as at 31 March 2019). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does 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 these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2017/18, 2018/19 and 2019/20 have been set at 21% (2016/17: 17.5%).

(h) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(i) Fixed Assets

Heritage Land and Associated Buildings

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 financial statements 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 1 January 1997. The buildings comprise the Grade 1 listed Keats House itself valued at £2,039,460 (2018/19 £2,019,267 on an insurance basis) and a 1930s building called the Heath Library valued, for insurance purposes, at £1,275,091 (2018/19 £1,262,466). 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 objective of the Keats House Charity.

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 its cost of

£100,000 within the balance sheet. The letter was purchased at auction in March 2011 and has not been revalued since. 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.

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Tangible fixed assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows:

	Years
Improvements and refurbishments to buildings	up to 30

(j) Stocks

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charity's operations.

(k) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Restricted funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred and a Heritage Asset.

Unrestricted income funds – these funds can be used in accordance with the charitable object at the discretion of the Trustee and include income generated by assets representing unrestricted funds. Specifically, this represents the surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

Designated Funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(l) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2019/20 £	Unrestricted funds £	Restricted funds £	Total 2018/19 £
Grants	-	-	-	-	5,298	5,298
Donations and legacies	2,055	-	2,055	2,453	-	2,453
Total	2,055	-	2,055	2,453	5,298	7,751

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2019/20 £	Unrestricted funds 2018/19 £
Charges for services	44,021	46,447
Sales	21,595	26,365
Admission charges	34,035	45,570
Total	99,651	118,382

Charges for services is split as follows:

Charges for services	2019/20 £	2018/19 £
Keats community library	25,000	25,000
Private hire of Keats House	15,007	14,810
Public events	3,236	5,620
Filming	337	442
Membership fees	441	575
Total	44,021	46,447

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2019/20 £	Unrestricted funds 2018/19 £
Revenue and capital grant from City of London Corporation	552,837	447,288

5. INCOME FROM INVESTMENTS

	Unrestricted funds 2019/20 £	Unrestricted funds 2018/19 £
Interest	32	49

Income for the year included:

Grants – being amounts received from organisations towards specific programmes operated by the charity. The previous year saw a CIL grant received from Camden Council for the New Access Improvement Project.

Donations – being amounts received from the public at the two collection boxes in Keats House and other unsolicited sums received.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

Charitable activities – being amounts generated from the sales of leaflets, books, maps cards and other publications relating to Keats House; charges made to the public for the use of facilities, admissions and services and from the rental of the Keats Community Library.

6. EXPENDITURE

Expenditure on raising funds

	Unrestricted funds		Restricted funds	Total 2019/20 £	Unrestricted funds		Restricted funds	Total 2018/19 £
	Direct costs £	Support costs £	£		Direct costs £	Support costs £	£	
Cost of goods sold	16,682	-	-	16,682	13,095	-	-	13,095

Expenditure on charitable activities

	Unrestricted funds		Restricted funds	Total 2019/20 £	Unrestricted funds		Restricted funds	Total 2018/19 £
	Direct costs £	Support costs £	£		Direct costs £	Support costs £	£	
Preservation, maintenance and restoration of Keats House	582,751	76,049	-	658,800	382,611	79,329	5,298	467,238

Charitable activity

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Keats House.

Auditor's remuneration and fees for other services

BDO are the auditors of the City of London's City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund and does not attempt to apportion the audit fee between all of the different charities. No other services were provided to the charity by its auditors during the year (2018/19: nil).

7. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

Support costs

	Charitable activities £	Governance £	2019/20 £	2018/19 £ Restated
Department:				
Chamberlain	30,340	-	30,340	27,913
Town Clerk	-	9,796	9,796	9,006
City Surveyor	3,422	-	3,422	6,500
Open Spaces directorate	9,186	-	9,186	6,186
Other governance & support costs	6,188	-	6,188	5,106
Digital Services	17,117	-	17,117	24,618
Sub-total	66,253	9,796	76,049	79,329
Reallocation of governance costs	9,796	(9,796)	-	-
Total	76,049	-	76,049	79,329

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

During the year a reanalysis of costs was undertaken between Town Clerks, Chamberlains and Governance costs. The reanalysed costs are included in the table above, with a restatement of costs for the previous year in the table below.

Support costs restated

	Charitable activities £	Governance £	2018/19 £	2017/18 £
Department:				
Chamberlain	27,913	-	27,913	32,252
Town Clerk	-	9,006	9,006	10,370
City Surveyor	6,500	-	6,500	7,252
Open Spaces directorate	6,186	-	6,186	6,515
Other governance & support costs	5,106	-	5,106	4,434
Digital Services	24,618	-	24,618	23,674
Sub-total	70,323	9,006	79,329	84,497
Reallocation of governance costs	9,006	(9,006)	-	-
Total	79,329	-	79,329	84,497

8. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 4.2 (2018/19: 4.5).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2019/20	2018/19
	£	£
Salaries and wages	162,931	180,418
National Insurance costs	14,243	16,084
Employer's pension contributions	32,193	35,694
Compensation for loss of office	-	-
Total emoluments of employees	209,367	232,196

The number of directly charged employees whose emoluments (excluding employer's pension contribution) for the year were over £60,000 was nil (2018/19: nil).

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

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.

The amount of employee benefits received by key management personnel totalled £nil (2018/19: £nil). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2019/20 (2018/19: £nil).

9. HERITAGE ASSETS

	2016	2017	2018	2019	2020
	£	£	£	£	£
Cost					
At 1 April	100,000	100,000	100,000	100,000	100,000
At 31 March	100,000	100,000	100,000	100,000	100,000
Net book value					
At 31 March	100,000	100,000	100,000	100,000	100,000

Since 1996 the primary purpose of the charity has been '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'. As set out in Note 1(i), the original heritage land and buildings are not recognised in the Financial Statements, with the exception to this being the Keats Love letter which is valued at £100,000. Policies for the preservation and management of Keats House were to be contained in the Keats House Management Plan 2020/21, however, this was in the process of being consulted on when the COVID-19 emergency measures were introduced and so was not able to be completed. The formative consultation for a medium-term Management Plan will now be undertaken once the future operating environment becomes clearer. Records of heritage assets owned and maintained by Keats House can be obtained from the Director of Open Spaces at the principal address as stated on page 34.

10. TANGIBLE FIXED ASSETS

Plant & equipment

£

Cost

At 1 April 2019	72,924
At 31 March 2020	72,924

Depreciation

At 1 April 2019	-
Charge for the year	4,861
At 31 March 2020	4,861

Net book value

At 31 March 2020	68,063
At 31 March 2019	72,924

11. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2020	2019
	£	£
Prepayments and accrued income	3,996	4,072
Recoverable VAT	12,060	996
Other debtors	4,491	2,193
Total	20,547	7,261

12. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2020 £	2019 £
Sundry creditors	6,292	6,718
Other creditors	50,003	7,310
Total	56,295	14,028

The reason for the large increase in Other Creditors is due a large receipt for Cyclical Works which has only been part-paid by the end of 2019/20.

13. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2020	Unrestricted income funds		Restricted funds	Total at 31 March 2020	Total at 31 March 2019
	General funds	Designated funds			
	£	£	£	£	£
Heritage assets	-	-	100,000	100,000	100,000
Tangible assets	-	68,063	-	68,063	72,924
Current assets	211,207	-	2,121	213,328	187,107
Current liabilities	(56,295)	-	-	(56,295)	(14,028)
Total	154,912	68,063	102,121	325,096	346,003

At 31 March 2019	Unrestricted income funds		Restricted funds	Total at 31 March 2019	Total at 31 March 2018
	General funds	Designated funds			
	£	£	£	£	£
Heritage assets	-	-	100,000	100,000	100,000
Tangible assets	-	72,924	-	72,924	-
Current assets	184,986	-	2,121	187,107	178,902
Current liabilities	(14,028)	-	-	(14,028)	(26,036)
Total	170,958	72,924	102,121	346,003	252,866

14. MOVEMENT IN FUNDS

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Transfers £	Total as at 31 March 2020 £
Restricted funds:					
Keats love letter	100,000	-	-	-	100,000
Young Roots	2,121	-	-	-	2,121
Total restricted funds	102,121	-	-	-	102,121
General funds:	170,958	653,891	(674,798)	4,861	154,912
Total general funds	170,958	653,891	(674,798)	4,861	154,912
Designated funds:					
Tangible fixed assets	72,924	5,545	(5,545)	(4,861)	68,063
Total designated funds	72,924	5,545	(5,545)	(4,861)	68,063
Total unrestricted income funds	243,882	659,436	(680,343)	-	222,975
Total funds	346,003	659,436	(680,343)	-	325,096

At 31 March 2019	Total as at 1 April 2018 £	Prior year adjustment £	Fund balances brought forward (restated) £	Income £	Expenditure £	Transfers £	Total as at 31 March 2019 £
Restricted funds							
Keats love letter	100,000	-	100,000	-	-	-	100,000
Young Roots	-	2,121	2,121	-	-	-	2,121
CIL grant	-	-	-	5,298	(5,298)	-	-
Total restricted funds	100,000	2,121	102,121	5,298	(5,298)	-	102,121
General funds:	147,810	(2,121)	145,689	495,248	(475,035)	5,056	170,958
Total general funds	147,810	(2,121)	145,689	495,248	(475,035)	5,056	170,958
Designated funds:							
Tangible fixed assets	-	-	-	-	-	72,924	72,924
Acquisition and collection care reserve	3,708	-	3,708	-	-	(3,708)	-
Development of service reserve	1,348	-	1,348	-	-	(1,348)	-
Total designated funds	5,056	-	5,056	-	-	67,868	72,924
Total unrestricted income funds	152,866	(2,121)	150,745	495,248	(475,035)	72,924	243,882
Total funds	252,866	-	252,866	500,546	(480,333)	72,924	346,003

Purposes of restricted funds

- Heritage Asset* - The purpose of this fund is to safeguard the Keats Love Letter, allowing the public access to this cultural asset.
- Grant funding* – Young Roots funds remaining from a grant, being held in a restricted fund until the Charity is instructed whether or not it needs to repay this unspent balance.

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes:

- i. *Fixed Assets* – Plant and Equipment are included at historic cost less provision for depreciation and any impairment. The net book value of fixed assets at 31 March 2020 was £68,063 and is represented by a designated fund (2018/19: £72,924).

15. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in Note 6.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

The amounts shown below represent amounts due (to)/from another entity at the balance sheet date. Other figures represent the value of transactions during the year.

Related party	Connected party	2019/20 £	2018/19 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	552,837 (nil)	447,288 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		76,049 (nil)	79,329 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Keats House

Registered charity number: 1053381

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Dr Peter Kane - The Chamberlain of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Open Spaces

Colin Buttery – Director of Open Spaces

AUDITORS:

BDO LLP, 55 Baker Street, London, W1U 7EU

BANKERS:

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

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Committee	Dated:
Culture, Heritage & Libraries Committee	29 March 2021
Subject: Keats House Admission Fees and Private Hire Charges 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	2, 3, 4, 5 & 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Director of Open Spaces	For Decision
Report author: Principal Curator (Keats House), Open Spaces Department	

Summary

This report sets out the proposed fees and charges for 2021/22 for admission to Keats House, including school students attending taught sessions, and the private hire rate for the Nightingale Room in the adjacent Ten Keats Grove building.

It is proposed that admission fees are maintained at current rates due to the, as yet uncertain, impact of and recovery from the COVID-19 pandemic and subsequent extension to the Keats200 bicentenary public events programme. It is however proposed to increase the private hire charge for the Nightingale Room by 1.3%, in line with the Retail Price Index figure (November 2020), to reflect increased costs and maintain alignment with other Hampstead Heath, Highgate Wood and Queen's Park charges.

Recommendations

It is recommended that:

- Members agree the proposed fees and charges for 2021-22 as set out in Appendix 1 of this report.

Main Report

Background

1. On 11 December 2018, your Committee approved admission prices to Keats House, including a new 'Community Ticket' for residents of the City of London and London Borough of Camden, £2 / student attending a taught session, and the hourly rate for

hire of the Nightingale Room for the duration of the Keats200 bicentenary programme.

2. The income generated from fees and charges contributes towards the cost of operating Keats House as a museum and visitor attraction.
3. Fees and charges at Keats House are not based on full cost recovery and are significantly subsidised by the City Corporation through the Keats House Charity as part of its cultural contribution to London and the nation.

Current Position

4. The fees and charges at Keats House were last reviewed and approved in December 2018 for the period of the Keats200 bicentenary programme, which aimed to increase access and inclusion.
5. In 2019/20, an annual income target of £35,000 was set against admissions including school groups, with £34,035 achieved, despite the six-month project to refurbish the house and closure of the house from Wednesday 18 March 2020 due to the global pandemic impacting on visitor numbers.
6. Keats House has a number of sector-specific agreements which offer specific rates for National Trust England Members and London Pass holders (50% concession of full ticket price), Art Fund Members (100% concession), as well as offering free entrance to City of London Members, staff and volunteers.
7. In 2019/20, an annual income target of £17,000 was set for private hire, with £15,007 achieved.
8. COVID-19 has significantly impacted on all income for 2020-21. In addition, there have been increased costs associated with making the site and visitor offer COVID-secure. Since March 2020, the series of National Lockdowns and the introduction of the Tiers system have all impacted on: the opening of Keats House to the public; the numbers able to attend when open; and normal ticketing and payment methods. These restrictions and impacts are ongoing for an, as yet, unknown period.
9. Keats House and garden is currently closed to the public and, under the Government's 'COVID-19 Response – Spring 2021' roadmap out of the current lockdown, Keats House will not be able to reopen to the public until w/b 17th May at the earliest. Even then, there will be restrictions on the numbers attending and enhanced hygiene measures will have to remain in place to meet COVID-secure / 'We're Good to Go' guidance and visitor expectations.

10. School visits to Keats House and private hires are currently suspended, pending the lifting of any relevant restrictions, an uplift in demand and the ability of Keats House to support the resumption of these services. A small number of virtual taught sessions are being delivered and charged for, achieving some income for the house.
11. Events to mark the culmination of the Keats200 bicentenary in February 2021 have been deferred until autumn 2021, with a view to delivering the 'in person' public engagement events when the vaccination programmes have been more fully rolled-out and restrictions on running larger events, travel and social distancing requirements have been relaxed / repealed.

Proposed Charges 2021-22

12. It is proposed that admission charges are maintained at their current rate (see Appendix 1) throughout 2020/21.
13. It is proposed that the hourly rate charged for hiring the Nightingale Room in Ten Keats Grove is increased by 1.3%, in line with the Retail Price Index figure (November 2020).
14. The proposed admission charges include a concessionary rate, offering a 40% discount on the standard adult charge in line with the concessionary rate at other Hampstead Heath, Highgate Wood, Keats House and Queen's Park sites. This is intended to enable a diverse range of people who may be economically or socially excluded from visiting Keats House to do so.
15. The proposed private hire charges have been rounded to the nearest full pound.
16. It is requested that these proposals are approved for the whole of 2021/22, during which time options for the future operation of Keats House, including Ten Keats Grove, will be considered in light of the 12% Corporate savings, the longer-term impact of the global pandemic and recovery, the Charities Review and Target Operating Model. These options will then be brought to the relevant Committees for consultation and the decision of Members.

Corporate & Strategic Implications

Strategic Implications

17. The setting of fees and charges at Keats House contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society (2 - 4), Support a thriving economy (5) and Shape outstanding environments (12).

18. The proposed fees and charges support the three objectives and outcomes set out in the Open Spaces Business Plan 2021-22 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.

Financial Implications

19. The City's Financial Regulations require all Departments to recover full costs when setting charges to persons or external organisations or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
20. Officers and Members are committed to working to mitigate the impact of the COVID-19 pandemic on budgets and to ensure our finances are on a sustainable footing for the medium-term. Elected Members have also agreed a high-level approach to setting 2021-22 budgets that will require savings of 12% corporately given the extremely challenging financial environment.
21. Officers have been asked to remind Members of the City Corporation's obligation, as the sole Trustee of the Keats House Charity, to make all decisions in relation to Keats House in the best interests of the charity.

Legal Implications

22. Keats House is a registered charity (Charity No. 1053381) and the City of London Corporation is the sole trustee. Members are reminded that any decision they take in respect of either Charity must be in the best interests of that Charity.

Risk Implications

23. Income for 2021-22 could be further impacted by COVID-19, as recorded in the Departmental Risk Register.

Equality Implications

24. A Test of Relevance has been completed in relation to the proposed fees and charges. A full Equality Analysis is not recommended.

Climate Implications

25. The City of London Corporation has a newly adopted Climate Action Strategy which seeks to achieve Net Zero across the City Corporation's full value chain by 2040. There will be a range of measures implemented to realise this including working with stakeholder groups to achieve net zero and driving net zero through our supply chain.

26. The private hire agreement for the Nightingale Room will include requirements which encourage organisers to think about and plan events to be environmentally sustainable and work towards the achievement of net zero by 2040.

Consultees

27. The Chamberlain has been consulted in the production of this report.

Conclusion

28. Keats House continues to provide good value as a visitor attraction. The income generated through admission fees and private hire charges contributes towards the cost of providing Keats House as a museum and visitor attraction.
29. It is proposed that admission charges are maintained at their current rates throughout 2021/22 due to the uncertainties in our recovery from the global pandemic during a period of organisational change, but that the hourly rates for private hire of the Nightingale Room in Ten Keats Grove are increased by 1.3%, in line with the Retail Price Index figure (November 2020) to reflect increasing in costs.

Appendices

- Appendix 1 – Proposed Fees and Charges for 2021-22.

Contact

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Appendix 1: Current and proposed admission prices for Keats House and private hire rates for the Nightingale Room in Ten Keats Grove.

Ticket type:	Current price 2019/20 -	Proposed price 2021/22
Full price	£7.50	£7.50
Concession (60 and over, students, unemployed and people with a disability)	£4.50	£4.50
Community ticket (residents of City of London and LB Camden)	£2	£2
Child aged 18 and under.	Free	Free
National Trust Member / London Pass holder	£3.75	£3.75
Art Fund Member / City of London Member, employee or volunteer.	FREE	FREE
Learning taught session	£2 / student	£2 / student
Nightingale Room hourly rate 9am – 5pm	£72	£73
Nightingale Room hourly rate 5 – 9pm (minimum two-hour hire)	£128	£130

Committee: Culture, Heritage and Libraries Committee	Date: 29 March 2021
Subject: Report of Action Taken	Public
Report of: The Town Clerk & Chief Executive	For Information
Report author: Chloe Rew, Committee & Members Services Officer	

Summary:

This report provides details of decisions taken under urgency procedures since your last meeting.

Recommendation

Members are asked to note the report.

Main Report

Request for Decision Under Urgency (Standing Order 41A) – City Business Library New Name

1. At your Committee meeting in September 2020, the future business strategy for the City Business Library, and in principle, the proposal to change the name.
2. As the Committee did not agree at that time to a new name, further consideration was made to a new name.
3. Officers considered potential names in light of the new service model, seeking to establish a clear and straightforward name.
4. Two names were proposed and Members were consulted via email to vote and provide feedback. 12 Members replied.
 - 3 votes for *Small Business Success Service*
 - 8 votes for *Small Business Research and Enterprise Centre*
 - 1 Member did not express a preference
5. *Small Business Research and Enterprise Centre* was therefore proposed as the new name.
6. Decision was sought under urgency as the City was actively planning a coordinated strategy to support Small and Medium Sized Enterprises, with the Library being central to this strategy. As the strategy was scheduled to be presented to your Committee on 29 March 2021 a new name needed to be confirmed urgently in order to be incorporated into the strategy.
7. The Town Clerk therefore agreed, in consultation with the Chair and Deputy Chair of your Committee, that the name of the City Business Library be changed to the ***Small Business Research and Enterprise Centre***.

**Request for Decision Under Urgency (Standing Order 41A) – City Arts Initiative
Recommendations to the Committee**

1. The City Arts Initiative (CAI) met on 18 February 2021 and considered one public art proposal – the **Moor Lane Community Garden Poetry Commission**. The poetry commission will be sighted on planters at Moor Lane Community Garden on a temporary basis.
2. The proposal was submitted by the Department for the Built Environment, as part of the Culture Mile collaboration with the Guildhall School of Music and Drama.
3. The proposal is funded by the Culture Mile Look and Feel Experiments project.
4. The installation will take place in March 2021, and would remain in place until the permanent public realm enhancements in Moor Lane are ready to be implemented in 2022.
5. An urgent decision was sought in order to install the poem in time for *World Poetry day* on 21 March 2021.
6. The Town Clerk therefore agreed, in consultation with the Chair and Deputy Chair of your Committee, to ratify the CAI's recommendation to approve the **Moor Lane Community Garden Poetry Commission**, subject to fulfilment of the access recommendations and ongoing consultation with the City Gardens team.

Chloe Rew

Committee & Members Services Officer

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