



## Culture, Heritage and Libraries Committee

**Date:** MONDAY, 27 MARCH 2023

**Time:** 11.00 am

**Venue:** COMMITTEE ROOM 3 - 2ND FLOOR WEST WING, GUILDHALL

**Members:**

Wendy Hyde (Chair)	Andrew Mayer
Munsur Ali (Deputy Chairman)	Wendy Mead
Jamel Banda	Eamonn Mullally
Brendan Barns	Alderwoman Jennette Newman
Matthew Bell	Deborah Oliver
Emily Benn	Deputy Graham Packham (Ex-Officio Member)
Deputy Mark Bostock	Judith Pleasance
James Bromiley-Davis	Deputy Nighat Qureishi
Deputy Graeme Doshi-Smith	Alpa Raja
John Foley	Anett Rideg
John Griffiths	David Sales
Jason Groves	Ian Seaton
Deputy Madush Gupta	Tom Sleigh (Ex-Officio Member)
Caroline Haines	Mark Wheatley
Jaspreet Hodgson	Dawn Wright
Frances Leach	Irem Yerdelen
Alderman Prof. Michael Mainelli	Vacancy
Antony Manchester	

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# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **VOTE OF THANKS**  
The Town Clerk to be heard.  
**For Decision**
4. **MINUTES**  
To agree the public minutes and non-public summary of the previous meeting held on 23 January 2023.  
**For Decision**  
(Pages 5 - 16)
5. **FORWARD PLAN**  
Members are asked to note the Committee's Forward Plan for 2023.  
**To Note**  
(Pages 17 - 18)
6. **REVIEW OF TERMS OF REFERENCE**  
To review and approve the Committee's Terms of Reference, considered at the November 2022 meeting.  
**For Decision**  
(Pages 19 - 22)
7. **LONDON METROPOLITAN ARCHIVES UPDATE REPORT**  
To receive the report of the Deputy Town Clerk.  
**For Information**  
(Pages 23 - 92)
8. **LIBRARY MANAGEMENT SYSTEM**  
To consider the report of the Director of Community & Children's Services.  
**For Decision**  
(Pages 93 - 100)
9. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**  
To consider the report of the Executive Director, Innovation & Growth (appendices in separate pack).  
**For Decision**  
(Pages 101 - 106)

10. **KEATS HOUSE - TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

To receive the report of The Chamberlain and of the Executive Director Environment.

**For Information**  
(Pages 107 - 146)

11. **GUILDHALL LIBRARY CENTENARY FUND - TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

To receive the report of The Chamberlain.

**For Information**  
(Pages 147 - 168)

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

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

14. **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**

15. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting held on 23 January 2023.

**For Decision**  
(Pages 169 - 170)

16. **FINAL DESIGNS & TEXTS: BECKFORD & CASS STATUES INTERPRETATION PROJECT**

To consider the report of the Executive Director, Innovation & Growth.

**For Decision**  
(Pages 171 - 200)

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

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

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## CULTURE, HERITAGE AND LIBRARIES COMMITTEE

**Monday, 23 January 2023**

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at Committee Room 3 - 2nd Floor West Wing, Guildhall on Monday, 23 January 2023 at 11.00 am

### **Present**

#### **Members:**

Wendy Hyde (Chair)  
Munsur Ali (Deputy Chairman)  
Jamel Banda  
Brendan Barns  
Matthew Bell  
Deputy Mark Bostock  
John Foley  
John Griffiths

Jason Groves  
Jaspreet Hodgson  
Frances Leach  
Wendy Mead  
Eamonn Mullally  
Alpa Raja  
Ian Seaton  
Mark Wheatley

### **In Attendance**

#### **Officers:**

Elizabeth Scott	- Head of Guildhall Art Gallery, Town Clerks
Steven Chandler	- City Surveyor's Department
Rob Shakespeare	- Keats House, Open Spaces Department
Andrew Buckingham	- Town Clerk's Department
Emily Rimington	- Comptroller and City Solicitor's Department
Michelle Ross	- Environment Department
Ian Hughes	- Environment Department
Will Gompertz	- Barbican Centre
Rachel Levy	- Community and Children's Services
Tania Harrison	- Innovation and Growth
Luciana Magliocco	- Innovation and Growth
Tim Jones	- Town Clerk's Department
Jayne Moore	- Town Clerk's Department
Julia Pridham	- Bridge House Estates
Yousra Salem	- Innovation and Growth
Dylan McKay	- Town Clerk's Department
Laurie Miller-Zutshi	- Innovation and Growth
Charlotte Dos Santos	- Innovation and Growth
Emma Markiewicz	- London Metropolitan Archives, Director

1. **APOLOGIES**

Apologies were received from: Alderman Mainelli, Deputy Graham Packham, Judith Pleasance, Anett Rideg, Deborah Oliver, Emily Benn, and Caroline Haines (who was otherwise engaged with a school visit that had been re-scheduled).

The following Members were not present at the meeting but observed the meeting using audio-visual facilities: Irem Yerdelem, Dawn Wright, David Sales, and Antony Manchester.

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

Mark Wheatley confirmed that he is a member of the Drapers' Company and a Director of The Baby Fund Trading Ltd, referencing appendix 4 ('Benefits in kind') of item 11 ('Special Events in the City').

There were no other declarations.

3. **MINUTES**

Two points were made in reference to item 5 of the minutes of the meeting of 14 November 2022:

1. Members noted that a further amendment to the Terms of Reference was expected imminently to reflect the movement of the Small Business Research Centre (SBREC) from Guildhall library to the City Centre, with reporting lines also moved from the Committee (SBREC is currently in LMA's reporting lines) to the Environment Directorate, as of 01 April 2023; and
2. Referencing this section of item 5: *"Members asked for clarification on the Committee's role in the Cultural Strategy, referred to at item (m) on the terms of reference. Officers replied that the Destination City programme and the Cultural Strategy were interrelated, and the committee would continue to have a role in these"* - a Member expressed the view that the section did not accurately reflect the discussion, commenting that a view had been articulated at the November meeting that the CHL Committee (aside from Destination City) should be involved in developing a cultural strategy.

**RESOLVED**, That the public minutes of the meeting of 14 November 2022 be approved as an accurate record subject to the following amendment to the minutes of item 5:

Immediately after:

*"...and the committee would continue to have a role in these."*

The addition of this sentence:

*“The Committee noted some Members’ views that the Committee should have a view in developing the Cultural Strategy, noting also the Corporation policy that the way forward on the Cultural Strategy is through Destination City - a unit that is currently (for the most part) newly-staffed.”*

4. **DRAFT HIGH-LEVEL BUSINESS PLAN 2023/24 - INNOVATION & GROWTH**  
The Committee considered the report of the Executive Director, Innovation & Growth.

On Operational Property Requirements (p. 23 of the agenda), the Committee noted that the matter of the team’s accommodation had been raised at the Policy & Resources Committee meeting of 19 Jan 2023, noting also that broad support had been expressed at that Committee to ensuring that the Destination City team is able to be properly accommodated at Guildhall, with implementation expected during February 2023.

On the final bullet point of section 3 of the main report (p. 16 of the agenda) relating to Destination City, a Member expressed disappointment that the ambition was not as broad as had originally been suggested. The Committee heard that Destination City was a long-term plan with long-term, far-reaching objectives.

A Member commented that the City of London Information Centre at St Paul’s Cathedral was only open 5 days a week, which was inconsistent with the 7-day City mindset. The meeting heard that recruitment issues were affecting the staffing capability of the Centre, and that new talent was coming through that would meet an expectation that the Centre would be open 7 days a week by March 2023.

A Member commented that it would be beneficial to include more detailed information on the income levels of those engaging with culture in the City. The meeting heard that inclusivity parameters would be examined in greater detail as the programme was rolled out within the confines of the ultimate aim of driving footfall and delivering spend.

A Member commented that a clearer acknowledgement of the role of the insurance sector and its relationship to green finance would be welcome.

**RESOLVED,** That the Committee

- i. Note the factors taken into consideration in compiling the Innovation & Growth Business Plan; and
- ii. Approve the departmental 2023/24 Innovation & Growth Business Plan.

**5. DESTINATION CITY UPDATE - MEMBER CITY ENVOY NETWORK APPOINTMENT AND THE EVALUATION OF THE GOLDEN KEY EVENT**

The Committee considered the report of the Executive Director, Innovation & Growth.

On section 15 (proposed criteria for applications to join City Envoy Network), the Committee formally proposed an amendment to the recommendations around the City Enjoy appointment, expressing the strongly-held view that the Member appointed to the position should have their main residence in the City in order to ensure that resident views were clearly articulated.

The motion was proposed and seconded, and a majority of Members voted in favour of that amendment.

Some Members commented that the Envoy role (created to lean on industry expert advice) encompassed a clear requirement to represent collective resident views that could be achieved via a residents' panel or group that could also include school engagement, noting also that Destination City's governance structure already took into account local community engagement and that both the Barbican Centre and the Museum of London already worked closely with schools. The Committee also noted the view that any Member who was also a resident would need to ensure that the entire City was represented properly rather than the Member's area. A Member noted that some non-Member City residents would be well-suited to the position of Envoy.

Some Members commented that not all residents felt that appropriate consultation had taken place and that there was merit in exploring current community engagement structures to assess their effectiveness.

In response to a question on how Golden Key attendance figures were calculated, the meeting noted that plans were under way to deliver a more coherent overview to bring together the various datasets, and that TfL and O2 mobility data was currently used to estimate footfall.

A Member asked whether the figure for Saturday visitors to the City was known, and whether the 30K figure represented the number above the usual figure. The meeting noted that further supporting data was available.

A Member expressed concern around the resources devoted to measuring and considering a single day's visitor figures, rather than considering broader time periods and more overarching initiatives. The meeting noted that focus areas in future would encompass durational programmes and elevation of the everyday offer, to be taken forward by the newly-appointed Destination City team.

A Member sought clarification on costings, highlighting the need to achieve value for money and ascertain Golden Key event participation. The meeting heard that more detailed costings information was available, and that the cost was around £1M (as set out by an independent organisation).



On a question around the sample set used for the qualitative data, the meeting heard that The Audience Agency had been contracted to handle that work and had dealt with around 500 people, in line with industry practice.

A Member commented on the potential for greater use of data-sharing as part of BIDs. The meeting noted that BID steering groups were meeting monthly and that those meetings encompassed data-sharing capability.

The Committee noted that the Golden Key event organisation pre-dated the current Destination City team, and that future events would cover a longer duration. The Committee also noted that part of the remit of Destination City programme was to nurture partnerships.

A Member commented that the Advertising Value Equivalent was an old-fashioned metric, commenting that there might be merit in finding alternative ways of measuring PR value.

**RESOLVED,** That Members

1. Approve the process to appoint a Member to join the City Envoy Network with this amendment: *That the Member have their main residence in the City;* and
2. Note the evaluation results for The Golden Key event.

**6. CITY ARTS INITIATIVE - RECOMMENDATIONS TO THE COMMITTEE: PUBLIC ART PROPOSALS**

The Committee considered the report of the Executive Director, Innovation & Growth.

On the CAI's rejection of the C. Hoare Bank plaque application, the Committee noted that referral to the EDI Committee had been suggested. A Member commented on the importance of having the right process in place to assess applications, noting sensitivities around any slave-owning history. A Member asked whether the applicants had been aware of the EDI Committee referral suggestion and whether that had impacted to decision to withdraw the application. The meeting heard that the process itself had been discussed at the CAI meeting (at which a representative of C. Hoare was present) and heard that no reason had been given for the withdrawal.

A Member commented that the CAI discussion had centred on the Bank's role on the financing of the slave trade, noting that such financing was likely to be a part of the history of most banks in the City and that additional explanation of the Bank's role in the slave trade would have been expected. The Member commented that such discussions ought rightly to be conducted among elected Members, and asked whether C. Hoare had been told of that element of the discussion.

**RESOLVED,** That the Committee

- Ratify the City Arts Initiative's recommendations in relation to proposals 1 - 2 as follows:
  - Folio400 - William Jaggard – Permanent memorial – further consultation and submission of evidence required with Barbican Renewal, Residents and Estates Office before the application can be reviewed for approval; and
  - Scott Whitby Studio on behalf of C. Hoare Bank - Blue Plaque – approve the rejection of this application by CAI; and also to
- Approve the revision of the current CAI Terms of Reference.

**7. CITY ARTS INITIATIVE – RECOMMENDATIONS TO THE COMMITTEE: SCULPTURE IN THE CITY**

The Committee received the report of the Chief Executive, Innovation & Growth.

**RESOLVED,** That the Committee:

1. Ratify the City Arts Initiative's recommendations in relation to the Sculpture in the City proposal set out in the report; and
2. Approve the shortlist of artworks for the project's 12th edition, launching June 2023.

**8. CULTURE MILE TRANSITION - UPDATE**

The Committee considered the report of the Executive Director, Innovation & Growth.

The Committee noted that Destination City was expecting to launch its own consumer-facing brand as of April 2023, and that the Culture Mile brand was therefore being withdrawn to avoid confusion between overlapping initiatives (including the new BID vote).

Some Members commented that were the new BID to be called the 'Culture Mile BID', that would generate confusion of itself – noting also that the naming decision had not yet been finalised. A Member commented that were the new BID to have the phrase 'Culture Mile' in its title, the brand's intellectual capital that belonged to the City would be being handed over to a business-led entity at which the Committee would only have observer status. The meeting heard that the phrase 'Culture Mile' had not been protected in any way, and that there was some benefit to the City associating itself with the phrase. A Member commented that, as the BID proposer, the Corporation ought to be exploring ways to suggest that the Culture Mile name not be used as part of the BID, noting that other BIDs were named around locations or districts. The meeting heard that the proposal was to explore the potential for public realm designs (rather than the brand itself) to be offered to the BID for consideration, and that the Culture Mile's strategy still existed with objectives, impact assessments, and clear strategies.

On recommendation 3, a Member commented that item 7 of the minutes of the meeting of 14 November 2022 referenced a sentiment that BIDs did not often involve SMEs and micro-businesses, and asked for an exploration of how BIDs might represent such entities or explore resource allocation to facilitate such involvement. The meeting heard that Destination City engaged with an SME team within the Corporation. A Member commented on the importance of including micro-businesses in consultation processes to inform the wider process, noting also the ratepayer threshold for those involved in the BID process (that generally precluded the involvement of micro-businesses on that criteria).

A Member commented that there was merit in having a more dynamic and joined-up approach to culture in the City with clear objectives, given the potential concentration of City-owned assets. Such an approach would benefit from a holistic strategy. The Member noted an apparently limited co-operation between entities. The Committee noted that the Policy & Resources Committee co-ordinated the roles of the various entities that came together to deliver the culture programmes that met regularly to explore synergies and efficiencies.

On a question on the role of Destination City within the overarching cultural strategy, the meeting heard that Destination City embedded culture within its remit by working with the Built Environment team through planning and consultation.

On paragraph 10, a Member commented that two to three years was a long time for designs to be decommissioned. The meeting noted that the time period reflected the maximum lifespan of the designs.

The Committee noted an erroneous reference to a 'new Culture Mile Steering Group' in section 14 that should not have been in the document, noting that details of any such group were currently being worked on with any required decisions on that to be submitted to a future Committee meeting.

**RESOLVED,** That Members

1. Note the report;
2. Endorse the recommendation that the City Corporation and the partnership's cultural organisations cease to use the Culture Mile brand from 1 April 2023; and
3. Agree in principle that the City Corporation is happy to explore the transfer of the existing public realm designs and associated rights to the area's new BID (assuming the area's businesses vote to create this - a ballot result will be available in February 2023).

9. **KEATS HOUSE ADMISSION FEES AND PRIVATE HIRE CHARGES 2023/24**

The Committee considered the report of the Executive Director Environment.

**RESOLVED**, That the Committee agree the proposed fees and charges for 2023/24 as set out in Appendix 1 of the report, subject to the amended figure for 2023/24 on the bottom line being revised from £138.35 to £145, to read as follows:

*Private hire hourly rate at all other times / private party rate at any time: £145.*

10. **DRAFT HIGH-LEVEL SUMMARY BUSINESS PLAN 2023/24 - LONDON METROPOLITAN ARCHIVES**

The Committee considered the report of the Director, London Metropolitan Archives.

The Committee noted that a more detailed report on operational property requirements (p. 102 of the agenda) would be submitted to the March 2023 Committee meeting.

**RESOLVED**, That Members

1. Note the factors taken into consideration in compiling the LMA Business Plan; and
2. Approve the departmental Business Plan 2023/24.

11. **SPECIAL EVENTS ON THE HIGHWAY**

The Committee considered the report of the Executive Director, Environment, noting also the amended figure relating to parking suspensions on 06 October 2022 (appendix 4) that was circulated the day before the meeting.

A Member sought clarification on whether any events were scheduled around the May 2023 coronation. The meeting heard that no State-level events were expecting to take place within the Square Mile and there were currently no Corporation-led events planned for the Coronation. The meeting heard that Destination City was working with City BIDs on arranging street activities for the Coronation weekend.

A Member commented that residents were sometimes frustrated by restrictions arising from the planned events, and that those residents would welcome forward notification of these events to their addresses. The meeting noted that all the information was on the website, and that contact details of anyone requiring updates would be welcome.

A Member commented that users of vital vehicles would welcome the facility to park their vehicle where appropriate. The meeting noted that the third-party organisers were required to fund additional parking facilities.

**RESOLVED,** That Members

1. Agree to support the regular core events programme listed in paragraph 7 and detailed in Appendix 1; and
2. Agree to support the additional one-off events outlined in paragraphs 14-22, subject to final assessment regarding safety, licencing, traffic orders (where required) and impact on local stakeholders.

**12. 2023-24 BUDGET ESTIMATES**

The Committee considered the report of The Chamberlain, Executive Director of Innovation & Growth, Executive Director of Environment, and Executive Director of Community and Children's Services.

The Committee noted that exceptional energy price increase figures were not included in the document, and that those figures would be submitted to the Policy & Resources Committee with a view to securing additional funding.

**RESOLVED,** That Members

1. Approve the budget for submission to the Finance Committee, having reviewed the proposed allocation of the 2023/24 revenue budget to ensure that it reflects the Committee's objectives;
2. Authorise The Chamberlain, in consultation with the Executive Directors of Community and Children's Services, Environment, Innovation & Growth and the City Surveyor to revise these budgets to allow for any further implications arising from Corporate Projects, the Target Operating Model other reviews and changes to the Cyclical Works Programme; and
3. Authorise The Chamberlain to agree minor amendments for 2022/23 and 2023/24 budgets arising during budget setting.

**13. PLAQUE CONCEPT DESIGNS: BECKFORD & CASS STATUES INTERPRETATION PROJECT**

The Committee considered the report of the Executive Director, Innovation & Growth.

A few Members commented that there was scope for further consideration of whether the Cass and Beckford statues had a place at Guildhall given the greater diversity of Members since the issue was last discussed in depth at Court level. The meeting heard that the issue had been debated exhaustively in 2021, and that the statues could not be moved because of significant cost and heritage protection issues (in particular, English Heritage). The meeting noted that the report 'Statues Working Group – the Future of Statues in the Guildhall' submitted to the Court of Common Council at the meeting of 07 October 2021 would be circulated within a week that summed up the background, options considered, and rationale for the decision to 'retain and explain'.

A Member asked for further detail on the explanatory text, and the meeting heard that a writer-researcher had recently been commissioned and that the

proposed text was not yet available, though would be submitted to the Committee in March 2023.

The Committee noted that a further Urgency decision on the texts would be submitted in early March 2023, noting the proposal to include the Chief Commoner at the time (Brian Mooney) in the consultation process given his involvement in discussions on the issue.

**RESOLVED**, That Members approve the detailed design for both the Beckford and Cass statue plaques.

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

A Member noted that the Barbican Centre was scheduled to host The Jerusalem Orchestra East & West on 05 February 2023 (in partnership with the Embassy of Israel), and expressed disappointment that the Barbican Centre was hosting the event in her capacity as a Member of the Committee that encompassed the remit of the Barbican Centre.

The Member cited human rights controversies around the situation in Israel/Palestine, and expressed the view that people from Palestine should be supported as well as people from Israel. The Member asked for clarification on whether the Barbican Centre would undertake to refrain from hosting similar events in the future, taking into account the City's commitment to diversity and inclusion.

The meeting heard that the situation would be discussed at the Barbican Centre.

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

There was no other business.

**16. 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.

**17. NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the meeting of 14 November 2022.

**18. CHARITIES REVIEW RECOMMENDATIONS - KEATS HOUSE**

The Committee considered the report of the Managing Director of BHE and Chief Charities Officer.

19. **REPORT OF ACTION TAKEN**

The Committee received the report of the Clerk.

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**

The meeting ended at 1.00 pm

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Chairman

**Contact Officer: Jayne Moore**  
**[jayne.moore@cityoflondon.gov.uk](mailto:jayne.moore@cityoflondon.gov.uk)**

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Culture, Heritage and Libraries Committee Forward Plan 2023

22.05.2023	Update: Beckford & Cass Statues Interpretation Project	Innovation & Growth	For decision
	Risk Update Report, Keats House	Environment Department	For decision
	LMA Director's Update	London Metropolitan Archives	For discussion

17.07.2023	LMA Director's Update	London Metropolitan Archives	For discussion

18.09.2023	LMA Director's Update	London Metropolitan Archives	For discussion

20.11.2023	Risk Update Report, Keats House	Environment Department	For decision

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<b>Committee:</b> Culture, Heritage and Libraries Committee	<b>Dated:</b> 27 March 2023
<b>Subject: Annual Review of the Committee's Terms of Reference</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3, 8, 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	
<b>If so, how much?</b>	
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	
<b>Report of: Town Clerk &amp; Chief Executive</b>	<b>For Discussion</b>
<b>Report author: Jayne Moore</b>	

## Summary

The Committee's Terms of Reference were considered at the November 2022 meeting, and are being resubmitted here to give the Committee a further opportunity to consider them ahead of the meeting of the Court of Common Council on 27 April 2023, at which Committees are re-appointed.

## Recommendations

Members are asked to:

1. consider any changes to the Committee's Terms of Reference

## Corporate & Strategic Implications

1. Members are asked to consider the scope of the Committee's Terms of Reference and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.
2. The Terms of Reference impacts the following outcomes of the 2018-23 Corporate Plan:
  - 3 - People have equal opportunities to enrich their lives and reach their full potential;
  - 8 - We have access to the skills and talent we need;
  - 10 - We inspire enterprise, creativity and collaboration.

## Appendix (1)

- Appendix 1 – Terms of Reference of the Culture, Heritage and Libraries Committee (Order of the Court – April 2022) with changes highlighted: section b and section j

**Jayne Moore**

Governance Officer

E: [jayne.moore@cityoflondon.gov.uk](mailto:jayne.moore@cityoflondon.gov.uk)

ESTLIN, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 21st April 2022, doth hereby appoint the following Committee until the first meeting of the Court in April, 2023.
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### CULTURE, HERITAGE & LIBRARIES COMMITTEE

1. **Constitution**  
A Ward Committee consisting of,
  - two Aldermen nominated by the Court of Aldermen
  - up to 31 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward
  - the Chairman of the Board of Governors of the Guildhall School of Music & Drama (ex-officio)
  - the Chairman of the Barbican Centre Board (ex-officio)

2. **Quorum**  
The quorum consists of any nine Members.

3. **Membership 2022/23**

#### ALDERMEN

- 2 David Andrew Graves
- 2 Professor Michael Raymond Mainelli

#### COMMONERS

1	Anett Rideg.....	Aldersgate
1	Deborah Oliver.....	Aldersgate
1	David Sales .....	Bassishaw
1	Madush Gupta, Deputy .....	Billingsgate
1	Nighat Qureishi, Deputy.....	Bishopsgate
6	Andrew Paul Mayer.....	Bishopsgate
1	Emily Sophia Wedgwood Benn.....	Bread Street
1	Antony Geoffrey Manchester .....	Broad Street
1	James Bromiley-Davis .....	Candlewick
1	John David McLeod Griffiths .....	Castle Baynard
1	Alpa Raja .....	Castle Baynard
4	Dawn Linsey Wright.....	Coleman Street
1	Jamel Banda.....	Cordwainer
1	Ian Christopher Norman Seaton, M.B.E.....	Cornhill
1	Mark Bostock, Deputy . .....	Cripplegate
1	Frances Leach.....	Cripplegate
10	Mark Raymond Peter Henry Delano Wheatley.....	Dowgate
1	John Ross Foley.....	Farringdon Within
1	Graeme Doshi-Smith, Deputy.....	Farringdon Within
1	Caroline Kordai Addy.....	Farringdon Without
8	Wendy Mead, O.B.E.....	Farringdon Without
9	Judith Lindsay Pleasance.....	Langbourn
1	Irem Yerdelen.....	Lime Street
6	Munsur Ali.....	Portsoken
6	Caroline Wilma Haines.....	Queenhithe
1	Jason Scott Groves.....	Tower
1	Jaspreet Hodgson.....	Vintry

Together with three Members in place of the three Wards (Bridge & Bridge Without, Cheap and Walbrook) to be appointed in May 2022

4. **Terms of Reference**

To be responsible for:-

- (a) the City Corporation's activities and services in the fields of culture, heritage and visitors including the development of relevant strategies and policies, reporting to the Court of Common Council as appropriate;
- (b) the management of the City's libraries and archives, including its functions as a library authority in accordance with the Public Libraries and Museums Act 1964 and all other powers and provisions relating thereto by providing an effective and efficient library service **(other than the Small Business Research Centre (SBREC))**;
- (c) the management of the Guildhall Art Gallery and all the works of art belonging to the City of London Corporation;
- (d) the management and maintenance and, where appropriate, furnishing **of** the City Information Centre, the Monument, the Roman Villa and Baths (Lower Thames Street);
- (e) the upkeep and maintenance of the Lord Mayor's State Coach, the semi-state coaches, the Sheriffs' Chariots and State Harness;
- (f) London's Roman Amphitheatre and the City of London Heritage Gallery (under Guildhall Art Gallery);
- (g) the City of London's Outdoor Arts Programme;
- (h) the City Arts Initiative – approving recommendations for artworks in the public realm and applications to the City's Blue Plaque Scheme;
- (i) the Guildhall Yard Public Programme and Aldgate Square Public Programme (event content only);
- (j) ~~the City of London Police Museum~~;
- (k) the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity;
- (l) the management of Guildhall Library Centenary Fund (registered charity no. 206950);
- (m) making recommendations to the Court of Common Council regarding the Cultural Strategy, the Visitor Strategy and other corporate strategies, statements or resolutions relating to any of its functions, following consultation with the Policy & Resources Committee;
- (m) responsibility for the production and publication of the official City of London Pocketbook;
- (o) appointing such Sub-Committees and/or Consultative Committees as are considered necessary for the better performance of its duties including the following areas:-
  - Keats House
- (p) to be responsible for grants in relation to the 'Inspiring London Through Culture' programme for culture and arts from funds under the Committee's control.

<b>Committee(s):</b> Culture, Heritage and Libraries – For Information Operational Property and Projects Sub Committee	<b>Dated:</b> 27 <sup>th</sup> March 2023
<b>Subject: London Metropolitan Archives Update Report</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	2,3,4,8,9,10
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Bob Roberts, Deputy Town Clerk	<b>For Information</b>
<b>Report author:</b> Emma Markiewicz, London Metropolitan Archives	

## **City's Corporate Plan**

### ***Contribute to a flourishing society***

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

### ***Support a thriving economy***

5. *Businesses are trusted and socially and environmentally responsible.*
6. *We have the world's best legal and regulatory framework and access to global markets.*
7. *We are a global hub for innovation in finance and professional services, commerce and culture.*
8. *We have access to the skills and talent we need.*

### ***Shape outstanding environments***

9. *We are digitally and physically well-connected and responsive.*
10. *We inspire enterprise, excellence, creativity and collaboration.*
11. *We have clean air, land and water and a thriving and sustainable natural environment.*
12. *Our spaces are secure, resilient and well-maintained*

## **Summary**

This report sets out three key areas of development at London Metropolitan Archives, and acts an update to the November 2022 report, attached at Appendix 1.

## **Recommendation(s)**

Members are asked to:

- Note the report and endorse our approach to gather further information and evidence, with particular reference to the London Metropolitan Archives Future Accommodation Planning project.

## Main Report

### Background

1. Following my appointment as Director of London Metropolitan Archives in February 2022, I have set out to review and implement change in three key areas of operational importance to London Metropolitan Archives, and to position the organisation for an ambitious strategy of growth and modernisation.
2. The three areas were set out in previous papers and are as follows:
  - a. **Commission an in-depth strategic review of our current and future audiences** to better understand who they are and what they need. This will enable us to segment our potential audiences and how to shape our on-site and digital offer accordingly.
  - b. **Review the staffing structure:** This will create more development opportunities for existing staff by broadening out roles to enable greater expertise in collections and shifting to an audience-centred rather than a task-based approach. This new structure will mean LMA can begin to offer a curated public programme that goes far beyond the existing research user base and broadens out into general interest audiences.
  - c. **Enable members to take firm decisions about whether LMA can remain in our current location** at the end of the lease term in 2035.

### Current Position

3. **Commission an in-depth strategic review of our current and future audiences.**
  - a. We have completed the first phase of this which has provided a report on the general public audiences we could be reaching, and an indication of their likes and interests. This report is attached at Appendix 1. It shows the market for a new events programme aimed a broad, general interest group to operate alongside our existing offer for communities and schools. This would build upon the success of the *Magnificent Maps of London* exhibition, which has reached our largest ever numbers and brought new audiences to LMA.
  - b. We are also reviewing our formal and informal learning, and community offers, to ensure they are efficient and ambitious, and operate from a strategic standpoint which will link to a new public programme.
4. **Review the staffing structure:**
  - a. The above cannot be delivered within the existing staff structure at LMA, which has not fundamentally changed for many years. New skills and more capacity are needed to enable the organisation to take an audience focused approach and to reimagine our collections policies. Essentially this new structure will broaden out the teams, enabling greater



collaboration across teams and building expertise within collections with a view to putting access and audiences at the heart of what we do.

**5. Enable members to take firm decisions about whether LMA can remain in our current location:**

- a. The existing lease for our current site will expire in 2035. Relocating the archive is anticipated to take up to 7 years, therefore there is a critical need to establish a business case for the future and respective options analysis. This will build on a report of 2017 which set out the key options for the future of LMA accommodation. A project *LMA Future Accommodation Planning* was launched in 2015 and has since been signed off at Gateway 2.
- b. We are in the process of procuring a consultant to undertake a strategic review into our spatial and site requirements. This will be paid for through LMA Local Risk budget, and the research will support us to define our strategic operating model and future accommodation needs to enable us to grow an ambitious public facing role, to future proof the needs of the existing archive and to plan for capacity building in both future collections and commercial possibilities. Once appointed, it is anticipated the consultants will take c. 6 weeks to complete the research and hope to present findings at the CHL Committee in May.

**6. Key Data**

Key Data can be found at Appendix 1, recent audience research report undertaken by Opinion Research Ltd.

**7. Corporate & Strategic Implications – [*Please state ‘none’ if not applicable instead of deleting any of the sub-headings below*]**

Strategic implications – the redevelopment of LMA, encompassing our current work to expand and grow our audiences through the development of a new public programme and the work on our requirements for future accommodation will support Destination City and the CoL Climate Action Strategy.

Financial implications – none at this stage. Commissions are covered through LMA Local Risk budget

Resource implications- none

Legal implications -none

Risk implications – none at this stage

Equalities implications – An Equality Impact Assessment has been undertaken for the restructure

Climate implications – none at this stage

Security implications – none

## **Conclusion**

8. This report has provided an update on the 3 key strategic areas for development at London Metropolitan Archives.

## **Appendices**

- Appendix 1 – LMA Audience Report

## **Background Papers**

Culture Committee paper- LMA Update November 2022

### **Dr Emma Markiewicz**

Director, London Metropolitan Archives

E: [emma.markiewicz@cityoflondon.gov.uk](mailto:emma.markiewicz@cityoflondon.gov.uk)

# London Metropolitan Archives

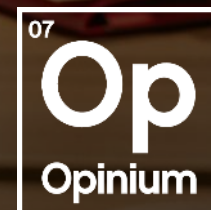
Understanding current and future audiences

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January 2023



Winner  
Agency of the Year

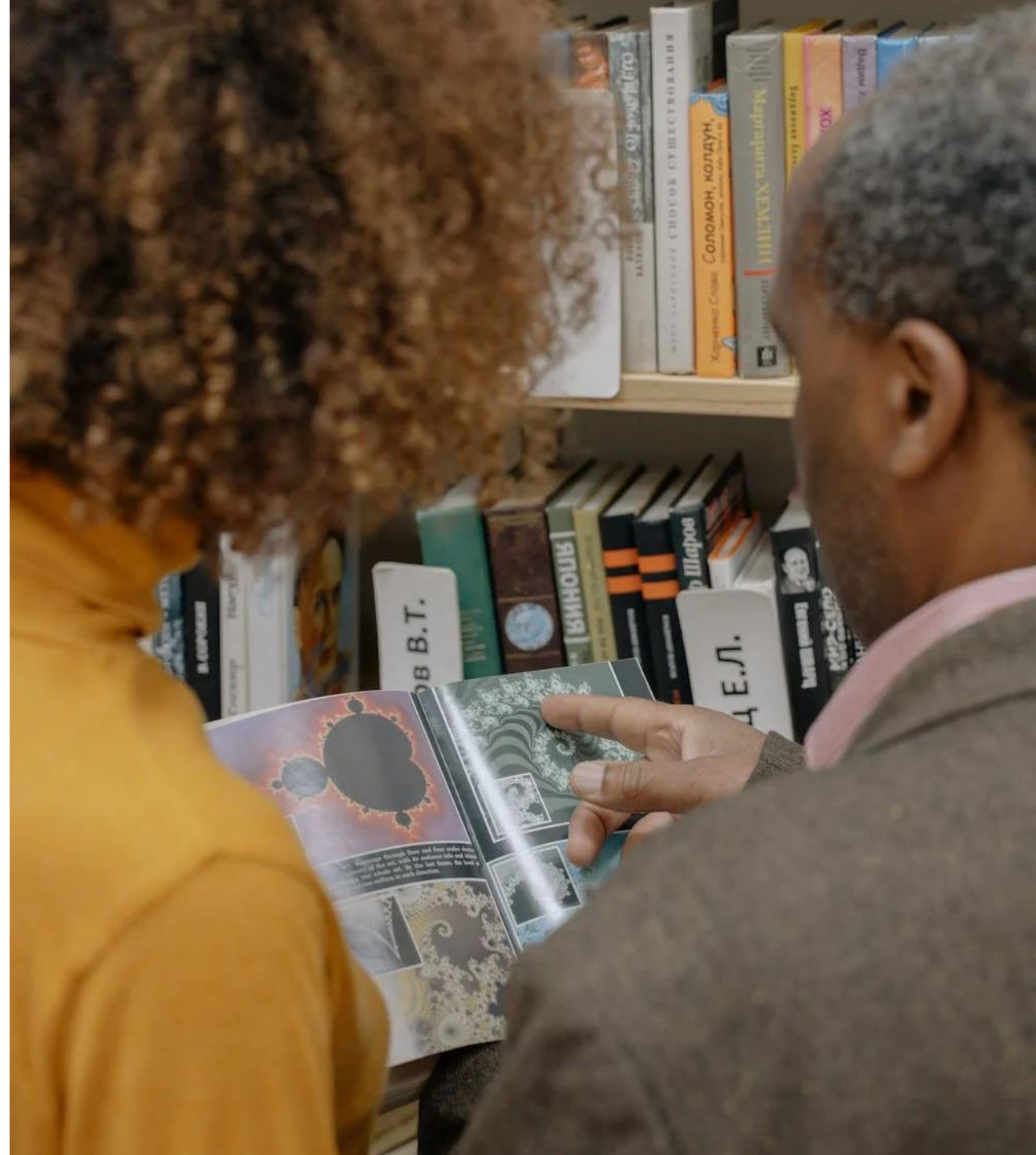


What people think,  
feel and do

# Contents

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1. Research design and sampling
2. Key take-outs
3. Who are the LMA current users?
4. How is LMA viewed by current users?
5. How is LMA seen by future users?
6. How to attract future users

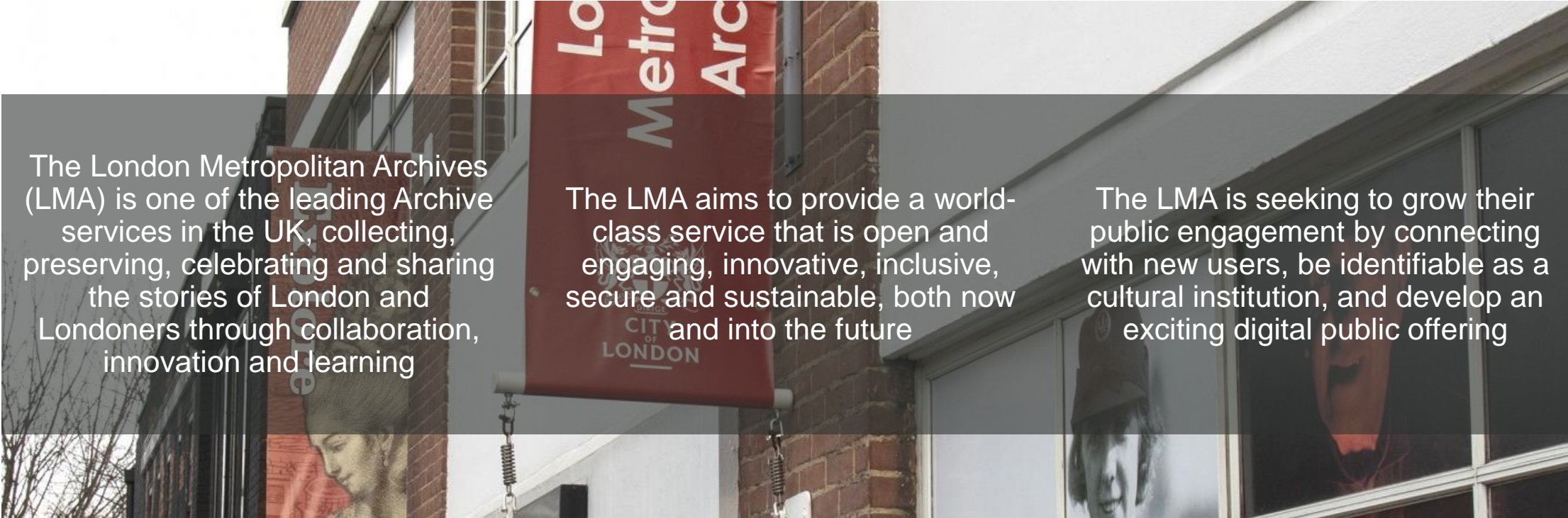




# Our understanding of your challenge

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The London Metropolitan Archives (LMA) is one of the leading Archive services in the UK, collecting, preserving, celebrating and sharing the stories of London and Londoners through collaboration, innovation and learning

The LMA aims to provide a world-class service that is open and engaging, innovative, inclusive, secure and sustainable, both now and into the future

The LMA is seeking to grow their public engagement by connecting with new users, be identifiable as a cultural institution, and develop an exciting digital public offering

# Research design at a glance

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## Current users

**Fieldwork dates:** 25/10/2022 to 23/11/2022.

731 UK adults who have previously engaged with the LMA, either online, in-person, or both.

## Future users

**Fieldwork dates:** 21/11/2022 – 05/12/2022

2,031 adults who live in London, South East or East of England.  
Representative of these regions in terms of:

- Age
- Gender
- Region
- Working status

We have also recruited a super-local sample of 250 adults who either live, work or study in the EC, WC or N1 postcode areas.

# How do we define each audience?

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## Current LMA Audience

The current LMA audience are recruited via the LMA themselves, whether through email, social media or on-site.

They already engage with LMA, either online, in-person or both.

**Moving forwards, they will be defined as:**

Current users

## Future LMA Audience

The future LMA audience are those who live in London, SE or East of England, and would consider visiting either cultural attractions or archives.

They may or may not already be aware of LMA, but the common factor is that they are open to visiting similar institutions.

**Moving forwards, they will be defined as:**

Future users



# Key take-outs





# Summary of findings – Current users

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- **Nearly everyone (97%) was satisfied with their overall experience** when they last visited LMA, with over seven in ten (71%) very satisfied. Similarly, **nearly four in five (79%) are very satisfied when dealing with members of LMA staff.**
- Nearly all current users are **engaging with LMA for personal reasons (83%),** with academic reasons (27%) and professional reasons (15%) less popular in comparison.
- What most current users **love the most is the collections,** with the breadth and depth well-mentioned, alongside the **knowledgeable staff who are able to help.** The areas where they would typically like to see improvements is in the **opening hours and the on-site facilities (having a café/tearoom).**
- The top three topic areas they would like to learn more about is the **growth of London (51%), followed by architecture (26%) and business history in London (21%).**
- In order to attract people like them, the number one suggestion is to **increase the awareness of LMA.** Many refer to it as a **“secret” or “hidden gem”,** but it needs to be **more available to younger people by having later opening hours, more records online, and increased communications.**

# Summary of findings – Future users

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- **Over half of Londoners/SE/EE people have heard of LMA (56%),** ranking similarly to the Postal Museum (58%). Those who live, work or study in one of the local London areas to LMA are more likely to have heard of LMA than those who do not.
- **Nearly everyone who has visited LMA (10% of the future users group) was satisfied** with their overall experience, with 93% either fairly or very satisfied. Importantly, this scores **similarly to the larger organisations (National Archives, British Library and British Museum),** with users who attend these venues as satisfied as those who visit LMA.
- **More than half do not know what LMA does (54%).** There are also some misconceptions based on the name, with some thinking it is an archive **solely for the met police,** and others thinking it solely looks at the **metropolitan areas of London.**
- **The growth of London is still the front-running topic of interest (23%),** but not to the same extent as current users. Interestingly, **crime and war round out the top three here,** representing potential areas of development. The two event types that garner the most interest are **exhibitions about the history of London and the chance to see famous documents,** with over eight in ten interested in both of these.
- **Most agree that LMA is in a good location (68%),** with those who don't think it's in a good location stating it's because it isn't near their house and other personal reasons.

# What this means for LMA

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## 1. Keep doing what you are doing

- LMA has a very high satisfaction score from personal and professional users.
- Staff are well regarded, and the collection is serving people well.

## 2. Grow awareness

- The archives are enjoyed by those who know of it, but it's a hidden gem that needs to be less hidden.
- Simply raising awareness, especially in local communities and within relevant organisations, will grow the audience and the reach of LMA.

## 3. Diversify the offering

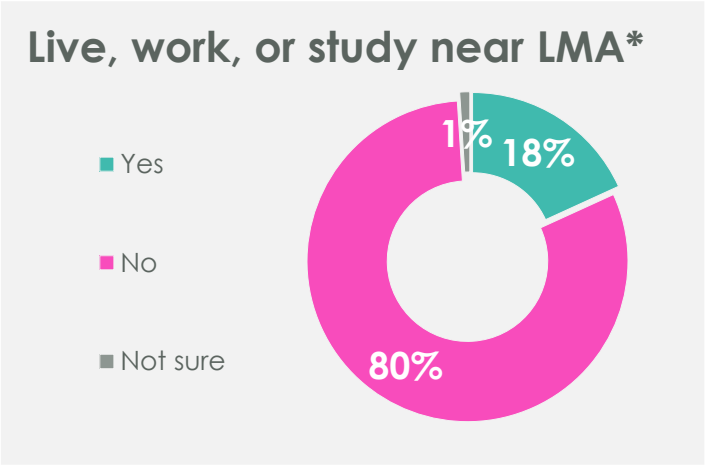
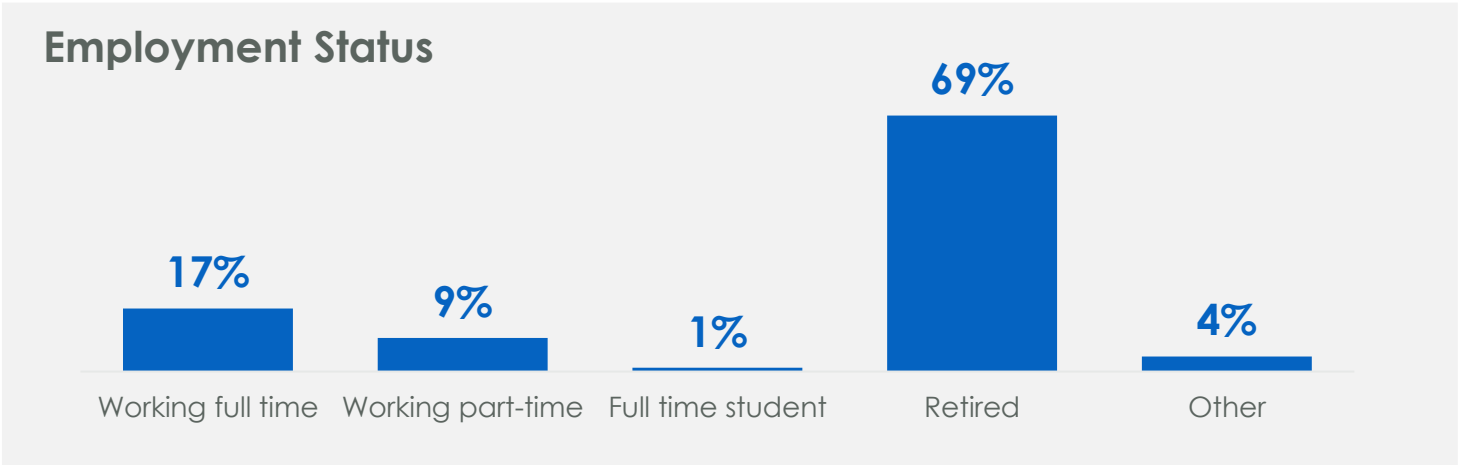
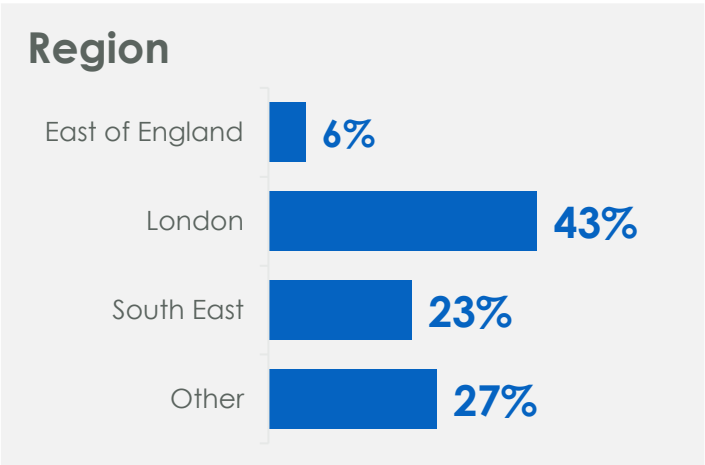
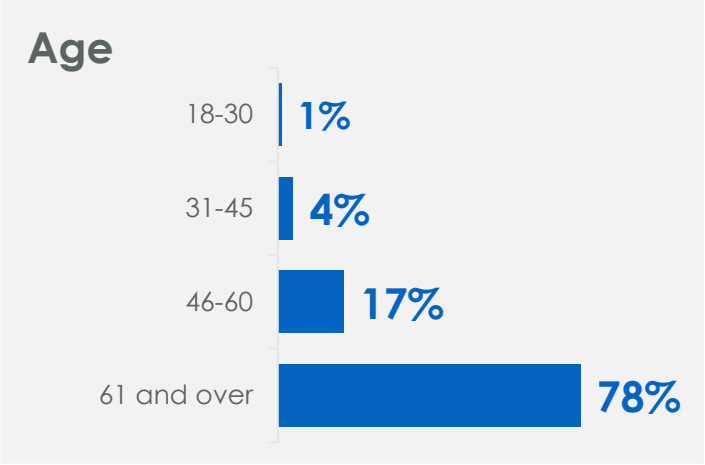
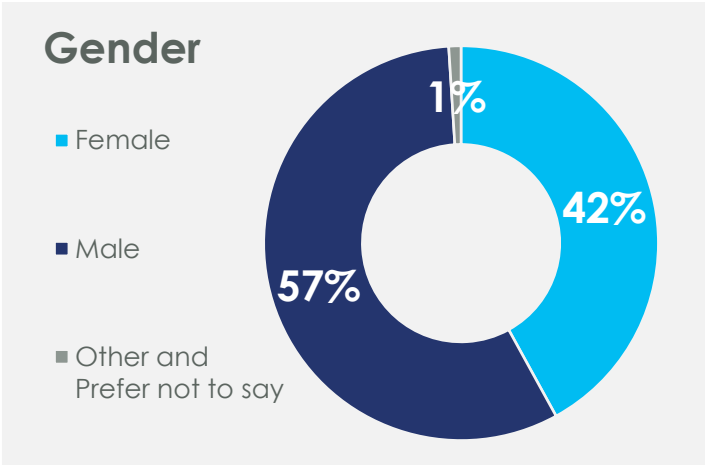
- Getting people in the door for the first time is a key consideration. Events and partnerships can be a cost-effective way to reach new audiences.
- Reaching out should be about breadth, not depth. Connect with people on a topic that engages them on the surface, and provokes them to dig deeper, rather than focussing on your biggest collections.
- Making LMA available for more people is likely to broaden the scope of people who can attend.

# Who are the LMA current users?

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LMA fans are slightly more male than female, largely London-based, aged 61+ and retired

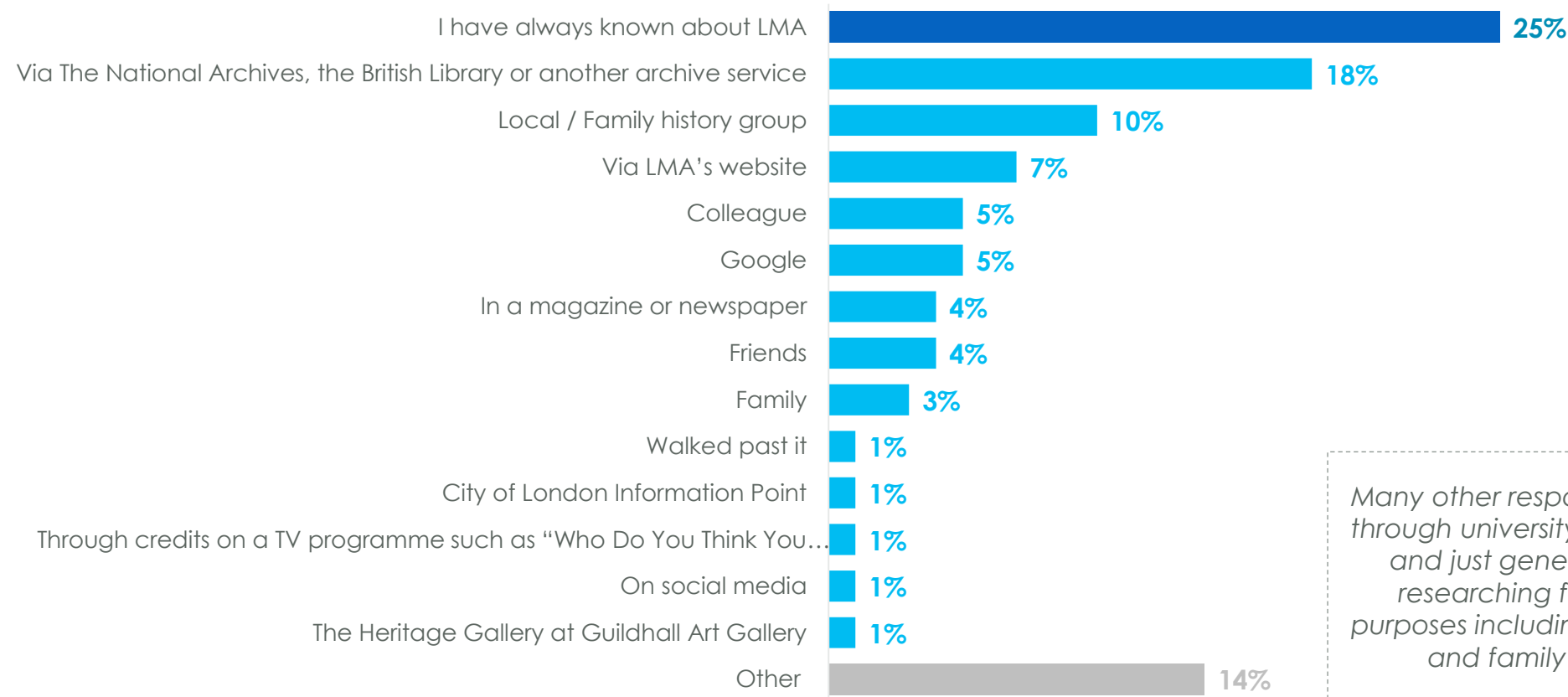
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Please note: Those who live, work or study near LMA are defined as those in the following postcodes: E1, E2, N1, N7, NW1, W1, SE1, EC and WC

# One in four have always known about LMA, however, nearly one in five find LMA from other archives. Limited find LMA online

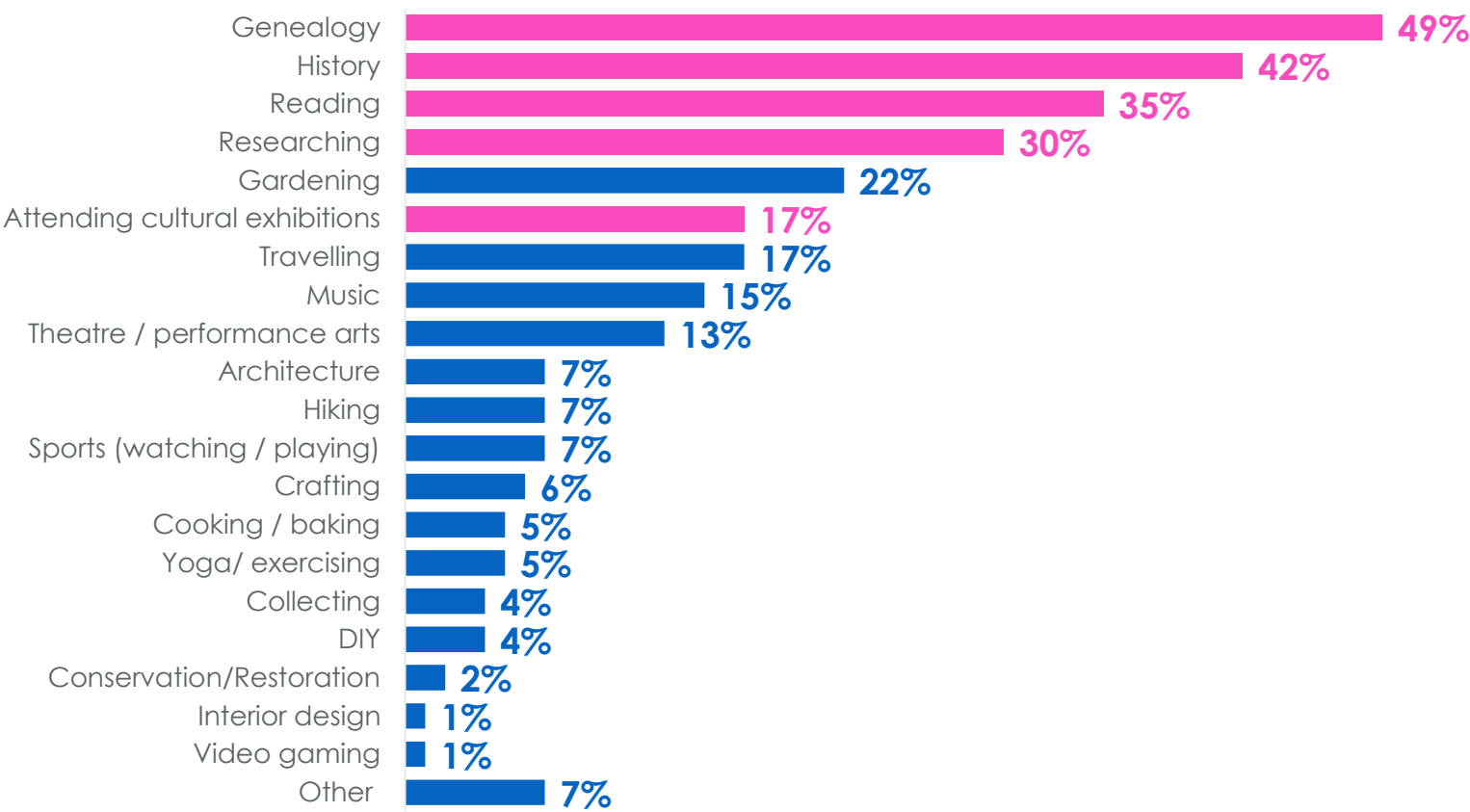
## How they heard about LMA



Many other responses include through university, or a course and just generally when researching for various purposes including academic and family history.

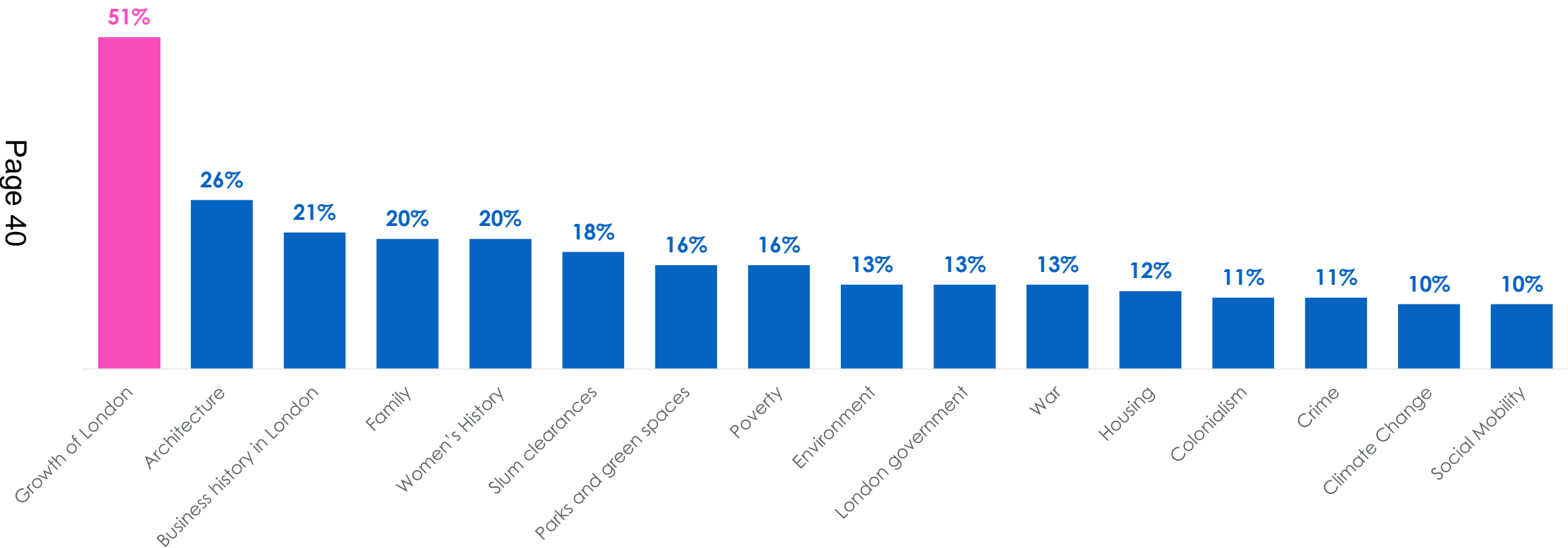
# Genealogy, history, reading and researching are among the top hobbies and interests of users

## Hobbies and interests that they pursue outside of their day-to-day responsibilities



# Growth of London is the most popular topic of interest among London-centric LMA fans

Most popular topic areas they would be interested in learning more about

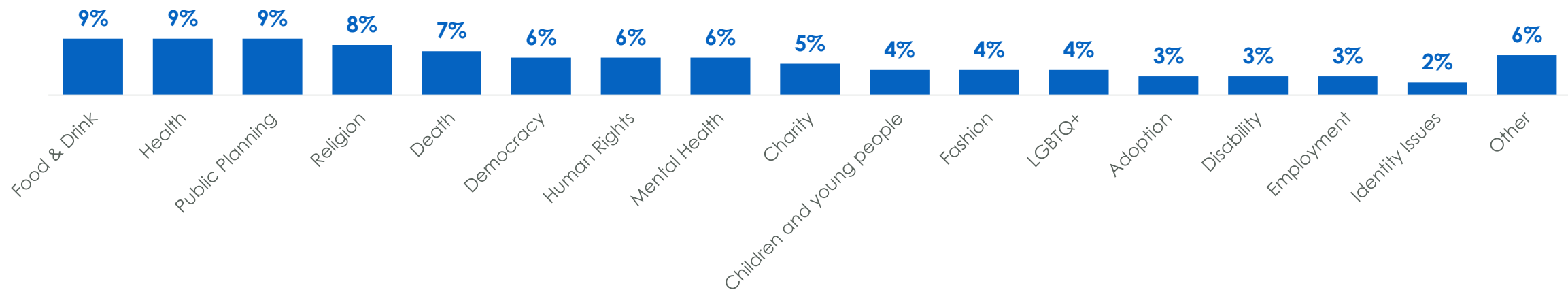




Whereas, those topics which do not pertain to all (identity, adoption and LGBTQ+) have less overall interest

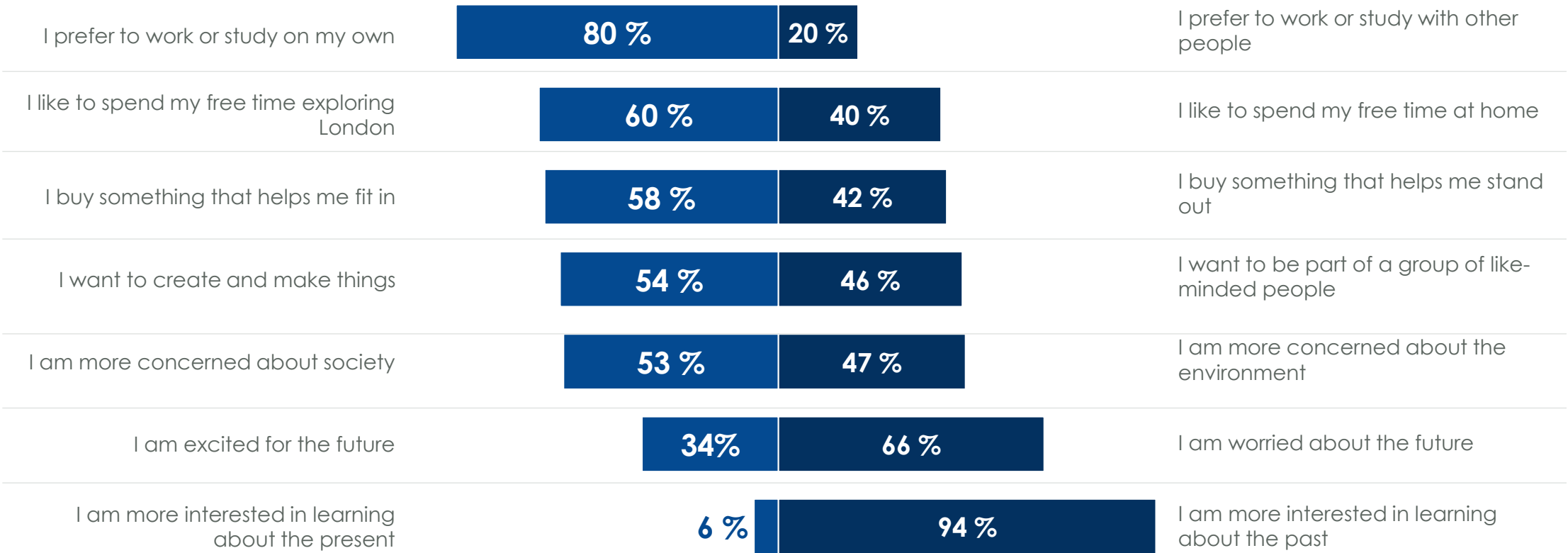
Lesser popular topic areas they would be interested in learning more about (2/2)

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Fans tend to be interested in learning about the past, prefer solo study, worry about the future, and enjoy exploring London in their free-time

What types of people are LMA fans?

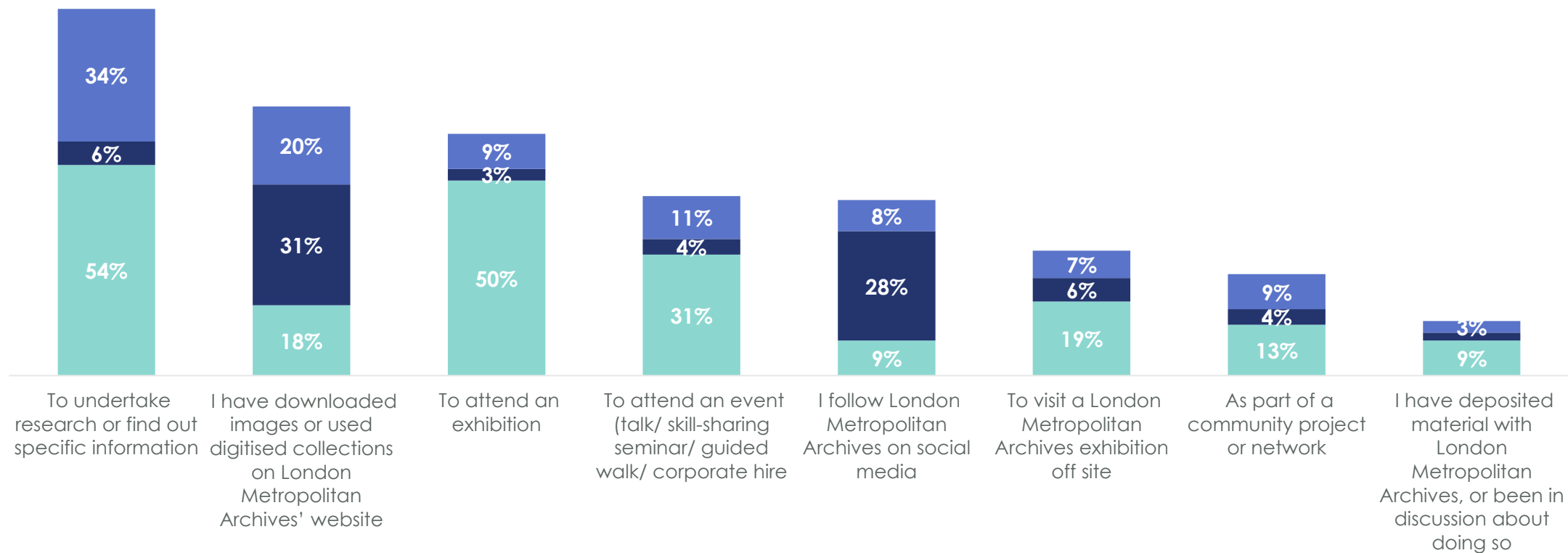


**But in what ways do current  
users use LMA?**

# Most use it to undertake research or find out specific information both in-person and online, and to attend exhibitions

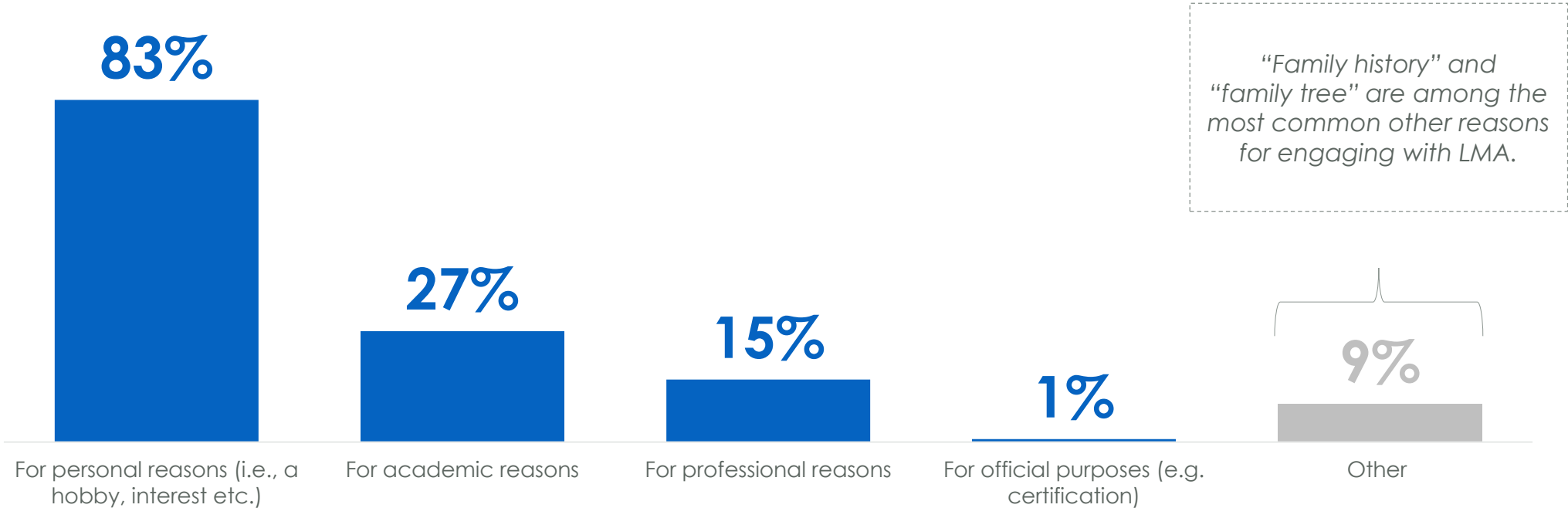
## How they have previously engaged with LMA

In-person Online Both online and in-person



# The majority engage with LMA for personal reasons, and over a quarter use it for academic purposes

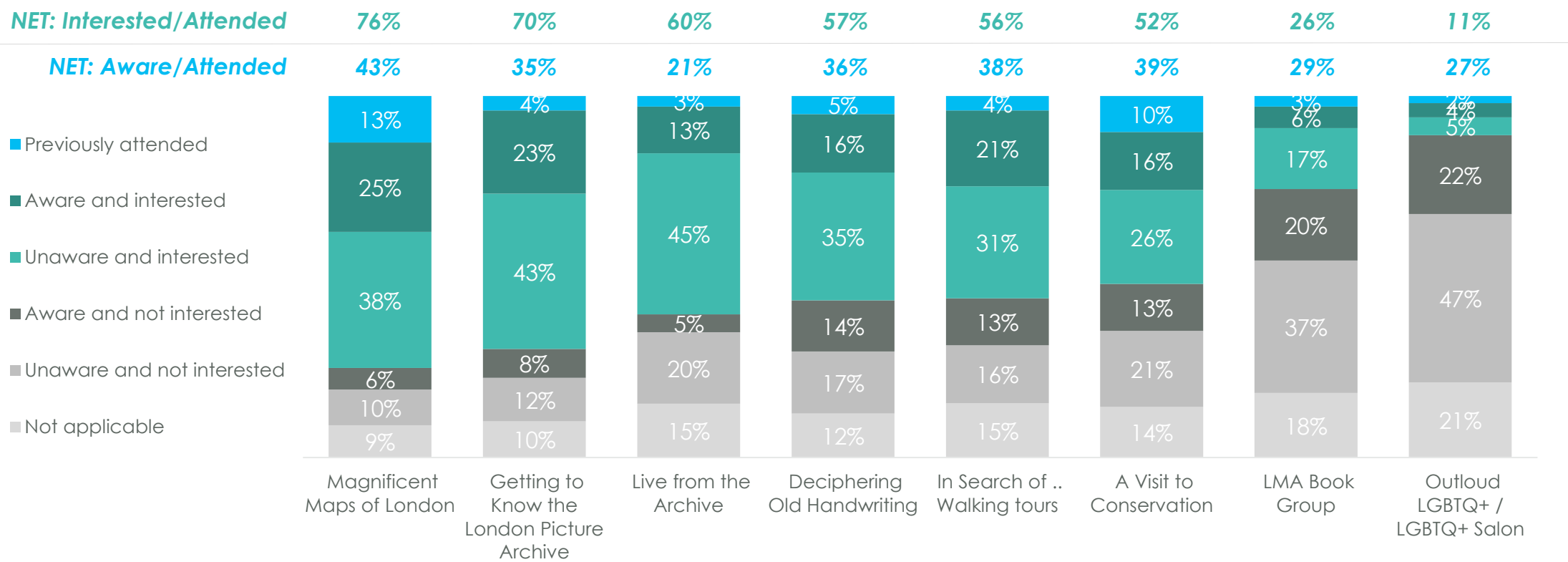
Reasons for engaging with LMA



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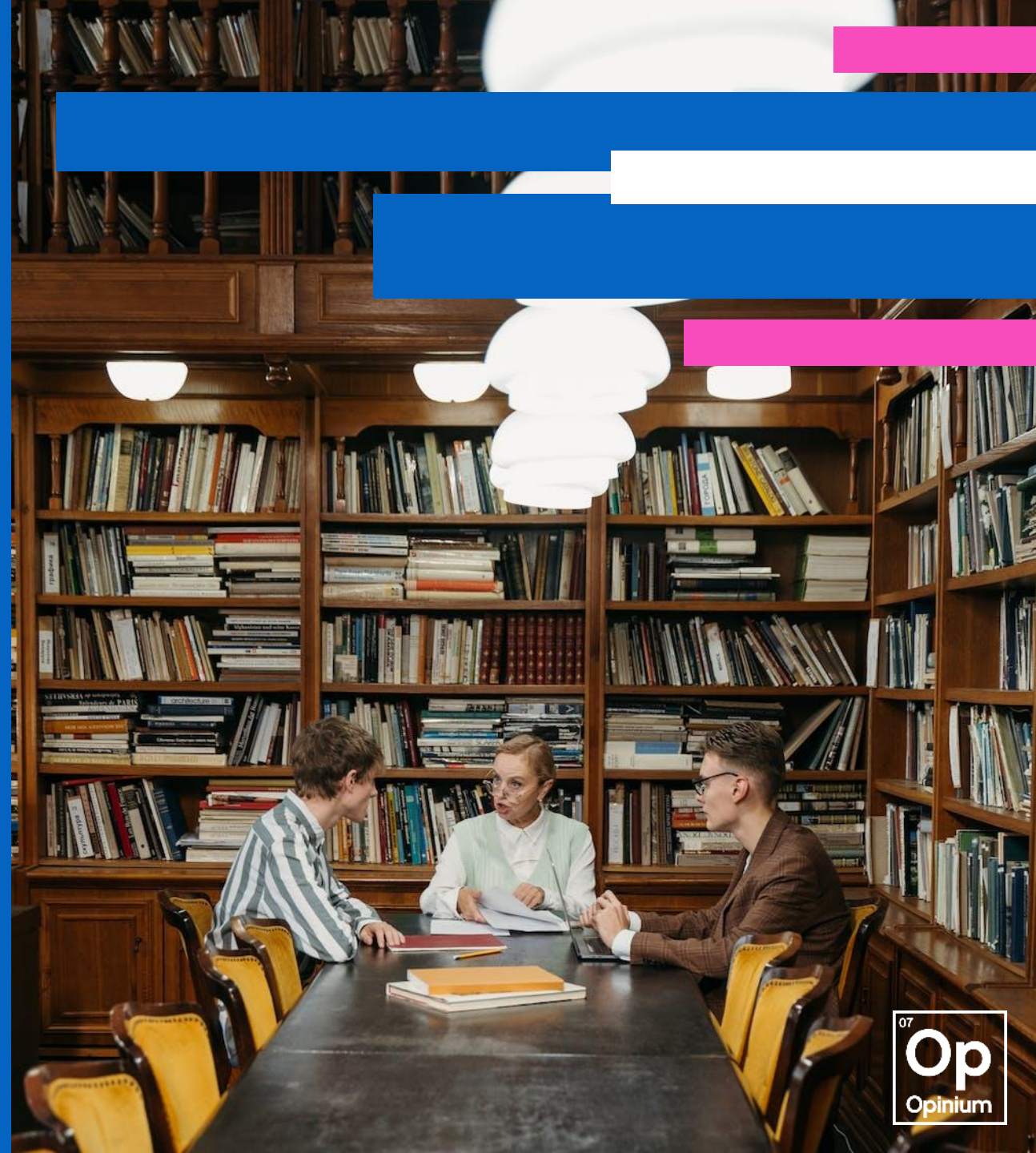
# Magnificent Maps generates the most interest and awareness, alongside getting to know the Picture Archive and Live from the Archive

Interest in and awareness of different LMA events



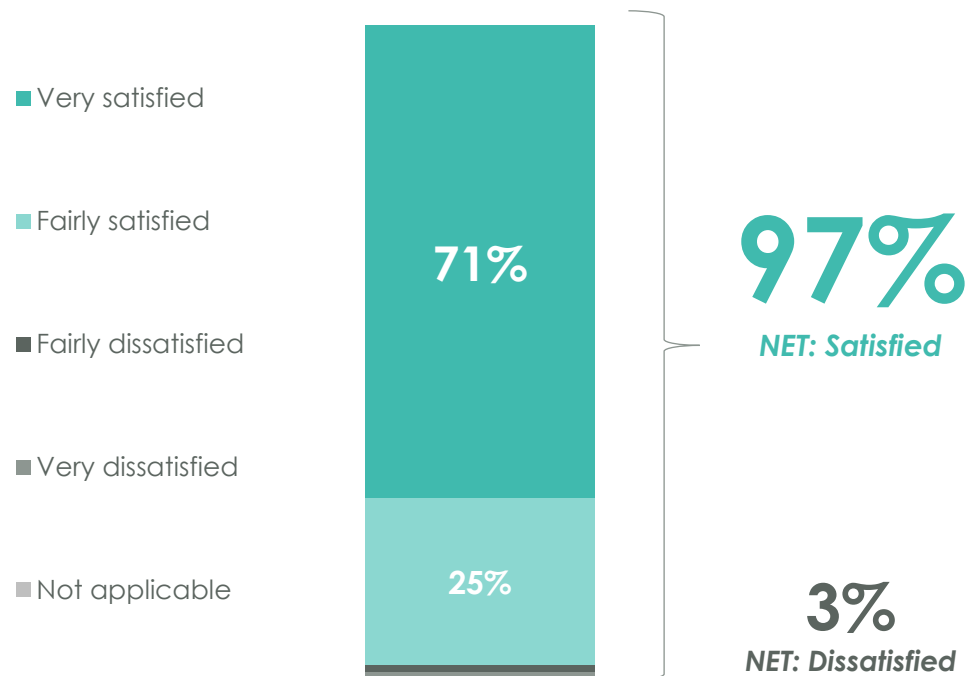
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How is LMA viewed  
by current users?



Overall, users are very positive about their last visit, with many praising the helpful and knowledgeable LMA staff. Nearly all were satisfied with their overall experience

Satisfaction with their overall experience when they last visited LMA



“Collections are amazing, knowledge of staff is exemplary, access is great, atmosphere and attitude of staff is welcoming.” – A Very Satisfied User

“Staff were helpful and the exhibition I visited was well presented and interesting. I have deposited materials in the past and have always been impressed with the friendliness and seriousness with which I was treated.” – A Very Satisfied User

“Staff pleasant and helpful, clean spacious comfortable facility, easy to find and order the material required.” – A Very Satisfied User

“Materials I'd requested were provided promptly, staff were welcoming and helpful, atmosphere was conducive to effective research.” – A Very Satisfied User

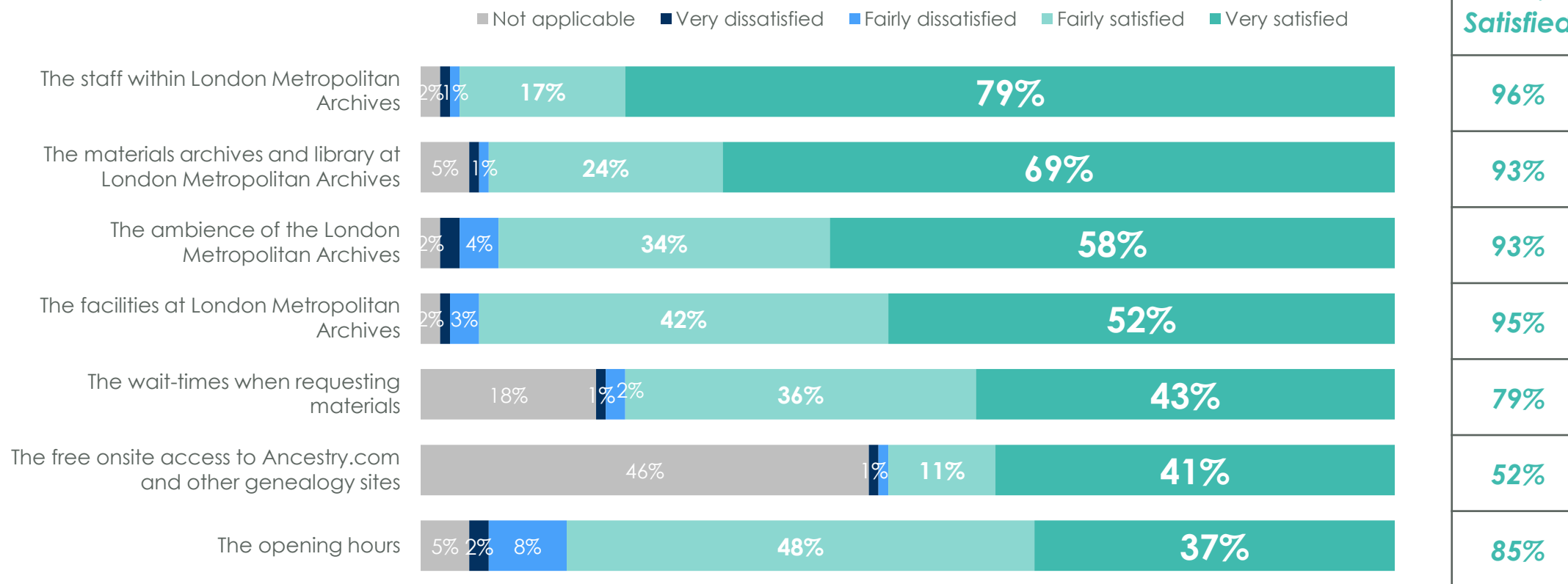
“The facility is functional but now open for much shorter hours than it used to be. Document production is now decidedly poor compared to the pre-pandemic service.” – A Fairly Satisfied user

“Despite having done a lot of work with historical records and documents, I always find the LMA catalogue difficult to navigate.” – A Fairly Satisfied user



# While users are particularly satisfied with the staff and the materials at LMA, they're less satisfied with the opening hours

## Satisfaction with different elements of LMA



For most users the best thing about LMA is the extensive collection, and the ease of access facilitated by the helpful and expert LMA staff

### The best things about LMA according to LMA fans

1

The helpful, knowledgeable and welcoming staff

The **willingness of the staff to share their knowledge and expertise** regarding the collections at LMA and elsewhere, and the **way they help users access the information they're looking for in a way that suits them.**

2

The very existence and the sheer volume, quality, breadth and depth of the them

**What I can access.** I once found my granddad's holiday for the year 1952 in the Whitbread archive. And his handwriting all over a document. **It was powerful and emotional.**

3

The ease of access and freely available records both physically, digitally and online

**Ease access to original sources** coupled with **good online facilities. All sorts of fascinating information freely available** to interested members of the public.

# For most users the best thing about LMA is the extensive collection, and the ease of access facilitated by the helpful and expert LMA staff

## The best things about LMA according to LMA fans

### The helpful, knowledgeable and welcoming staff

The **willingness of the staff to share their knowledge and expertise** regarding the collections at LMA and elsewhere, and the way they help users access the information they're looking for in a way that suits them.

**The people who work there!** They are professional, knowledgeable, helpful, and pleasant.

The availability of information and **the opportunity to ask questions** of the very professional and knowledgeable staff.

**Staff are very friendly**, generally, and it is light and airy, and the **collections are amazing**.

It has a **wealth of materials** and **experts to help with research**.

### The very existence of the archives and the sheer volume, quality, breadth and depth of the them

**What I can access.** I once found my granddad's holiday for the year 1952 in the Whitbread archive. And his handwriting all over a document. It was powerful and emotional.

**The range of resources**, both **original documents** and **access to copies** (transcripts, microfilmed, etc.)

**The existence of your collections** and the ease of investigating them.

The **depth and breadth** of its material, and its **innovative and imaginative way of using that** - think maps, think Black History, think Great Parchment Book

The **quantity of archival material** it holds, and the (relative) **ease of locating what one wants to see**.

### The ease of access and availability of records physically, digitally and online which are freely available to the public

**Ease access to original sources** coupled with **good online facilities**. **All sorts of fascinating information freely available** to interested members of the public.

A **central repository of documents about London** that is well set out and **easy to access** either in person or online.

**Online searching and descriptions** of material which **makes preparation easier** before a visit and then maximum use of time in viewing room.

The **range of materials** available to consult that are **not available elsewhere** and its **accessibility in London**.

The **richness** of their holdings and the **increasing digitization** of medieval records.

# Longer opening hours, improved service and facilities, better cataloguing and more online availability of digitised records wanted

What LMA fans would change about it

1

Longer opening hours  
and better facilities like  
on-site refreshments

**Opening hours don't make it at all easy for those in permanent employment.** A few Saturdays a year with no live document production is **exceptionally poor.**

2

Greater accessibility - more  
digitisation of materials online and  
better cataloguing

Apart from longer opening hours... **more/better digitisation**, both in terms of **indexing the content** of documents and **making documents available online.**

3

A better service, clearer  
information and knowledgeable  
well-trained staff

**Make it clearer when you arrive what archives you have.** I don't mind asking but I like browsing and finding things I wouldn't have looked for as I didn't know they existed.

# Longer opening hours, improved service and facilities, better cataloguing and more online availability of digitised records wanted

## What LMA fans would change about it

### Longer opening hours and better facilities like on-site refreshments

Opening hours don't make it at all easy for those in permanent employment. A few Saturdays a year with no live document production is **exceptionally poor**.

IT needs improvement - reliable Wi-Fi, **staff to assist** when something goes wrong; far more charging plugs.

**More staff** would be really helpful.

...**longer opening hours** would be helpful. On my last visit they had removed the hot drinks machine and the snack machine, which means **wasting time leaving the building to get any type of refreshment**.

would be nice to have **an area where one could purchase drinks and hot food** as **it is some way from nearest café**... Increase opening hours.

### Greater accessibility - more digitisation of materials online and better cataloguing

I would **digitise a lot more of their materials** and make it available online. It takes me approx. 3 hours door to door to visit the LMA and costs around £50. **I can't afford to use the LMA for a research project**.

**Cataloguing system (very difficult to crack)**, amalgamation of ancient archives with local library type services, overly high cost of getting a copy of a simple will.

Apart from longer opening hours... **more/better digitisation**, both in terms of **indexing the content** of documents and **making documents available online**.

**Continue to upgrade the online catalogue** and **digitise sources**. I find it frustrating that some collections have a printed catalogue only.

### A better service, clearer information and knowledgeable well-trained staff

I would have a **team of knowledgeable volunteers** available, particularly for first time visitors.

**Greater depth of knowledge** about the contents of the archive on the part of front-of-house staff.

**Make it easier for first-time visitors** to understand where they can go and how to access the various resources - it can be a bit daunting.

**Make it clearer when you arrive what archives you have**. I don't mind asking but I like browsing and finding things I wouldn't have looked for as I didn't know they existed.

I think that although **the staff are helpful, they do not always have a good knowledge** of the material available.

# To improve LMA, many mention the opening hours, but also the on-site facilities and ease of getting information

## How they would improve the experience

1 Longer opening hours

*Longer opening hours* would allow visitors from the provinces to get more out of a day at LMA

2 Better facilities

As I said previously, I would appreciate an *area where people could socialise and get refreshments.*

3 Greater help for new users

A more *user-friendly means of understanding the depth and range of material held.* Sometimes I sense that there is much more material available but *I don't know how to access it, or even appreciate it is there.*

4 Greater availability

*An online account with digital storage* that could be accessed remotely, and an *online or contactless card payment system*

# To improve LMA, many mention the opening hours, but also the on-site facilities and ease of getting information

## How they would improve the experience

Opening times	On-site facilities	Greater help for new users	Greater availability online
Increased opening hours ie 1-2 late nights	Better toilets, cloakroom, lockers, lounge, and a cafe	I think the LMA is well organised. I do think <b>some people do not understand how to use the archive and so a small info card or similar could be available</b> for services. This might help get people to visit who are unsure how to start the process (I met a few people who didn't understand access to materials etc).	Make it <b>accessible all weekend</b> , put the <b>catalogues back on the site so content can be ordered beforehand</b> , make <b>everything orderable online</b> before the visit so waiting times are shorter, <b>make it possible to order things during the visit on weekends too</b>
Longer opening times would be good	An area to sit and buy coffee etc so that I can take a break every couple of hours (to help with the headaches in particular)	A more <b>user-friendly means of understanding the depth and range of material held</b> . Sometimes I have a sense that there is much more material available pertinent to my research but that <b>I don't know how to access it, or even appreciate it is there</b> .	An <b>online account with digital storage</b> that could be accessed remotely, and an <b>online or contactless card payment system</b>
Longer opening hours would allow visitors from the provinces to get more out of a day at LMA	As I said previously, I would appreciate an <b>area where people could socialise and get refreshments</b> .	I think if I knew more about what records you hold and how to find them that would be a great help to me	It would also be appreciated if <b>clearer instructions could be given about the need to pre-order or give notice when consulting some collections</b> . If this is the case then it should be immediately clear from the entry on the online catalogue or the printed catalogue or when you ask a query about the collection.
Longer opening hours. Better facilities for <b>printing</b> . Lower charge for photography.	A cafe? I know there are lots nearby but was thinking it would be good way of generating income.		
Longer opening hours and more comfortable chairs (the ones in the reading rooms are instruments of torture if you are there all day...)	Reinstall a vending machine for food/drink		

S8. What, if anything, do you think would improve your experience when you next visit LMA? Please think about actionable improvements LMA can make here.  
 Base: Current users (722)



In order to attract others like themselves, the key area is increasing awareness, through greater advertising, and relationships with similar organisations

How to attract others like themselves

**1** Increased awareness

*Advertise its facilities in universities and other adult educational venues, e.g. City Lit.*

**2** Greater opening hours

*Increase Saturday opening so those of us who work full time (standard hours) have more access*

**3** Different activities and demonstrations

*Perhaps put a small exhibition of a peculiar cased document/set of documents to visit and see (leading to a wider linked set of papers etc. that might have been missed).*

**4** Increased engagement with existing users

*Keep up in sending emails an a monthly bases and when having special events always remind people on a regular basis.*



In order to attract others like themselves, the key area is increasing awareness, through greater advertising, and relationships with similar organisations

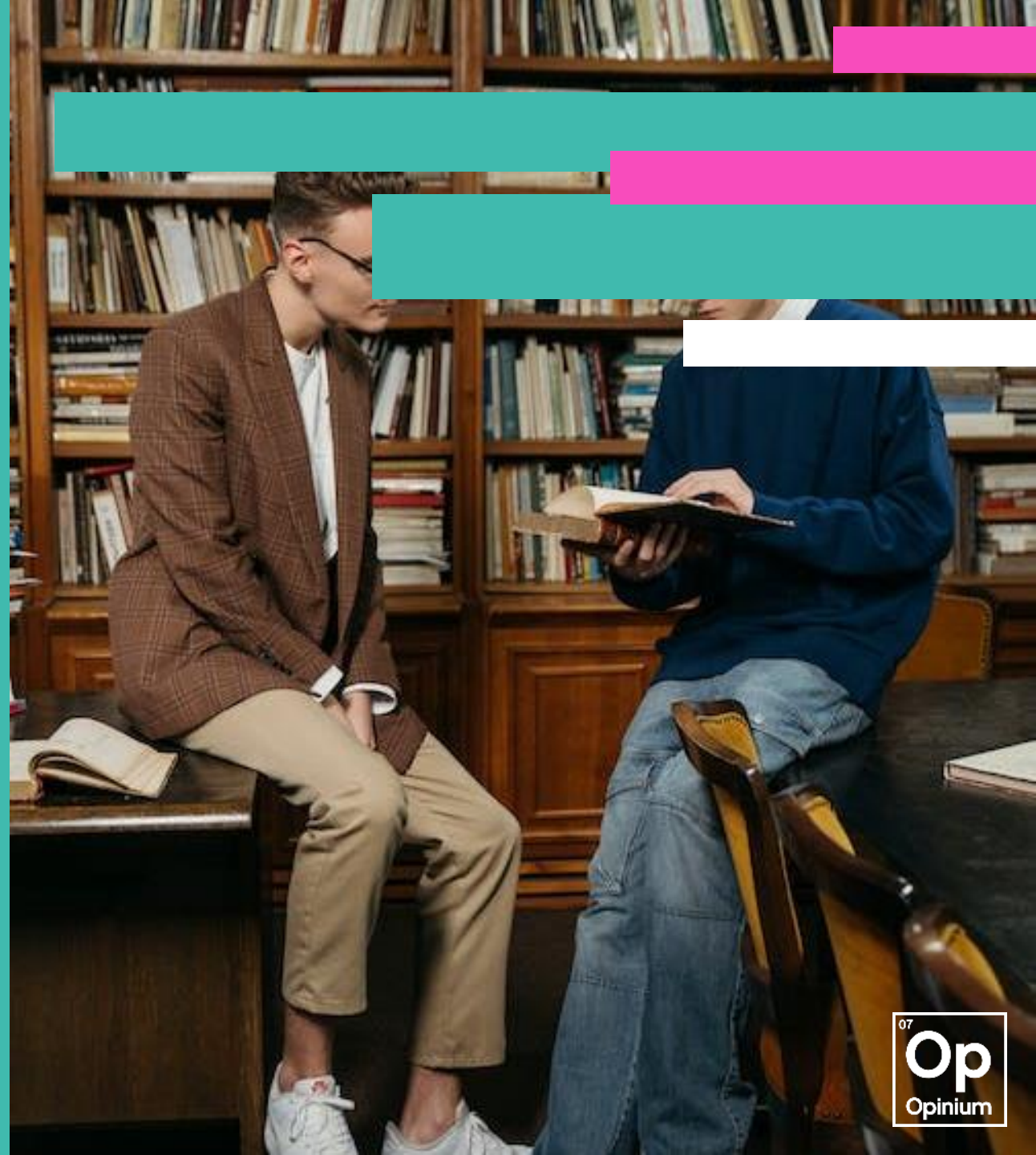
How to attract others like themselves

Increased awareness	Greater opening hours	Different activities and demonstrations	Increased engagement with existing users
<p><b>Advertise in Community Groups in London, Churches, Shopping Centers and Local Newspapers.</b> Provide a quiet hour for Autistic people.</p>	<p><b>Increase Saturday opening</b> so those of us who work full time (standard hours) have more access</p>	<p><b>School workshops in schools and outside. Get your name known with children - and with teachers and school staff.</b></p>	<p><b>e-newsletters are good (like TNA), document and conservation workshops, advertise in Family Tree Magazine/article or interview</b> explaining what you have, maybe same with National Trust where you share common ground</p>
<p><b>Make your presence better known. Ever thought about a full page ad in the London Metro?</b></p>	<p><b>Saturday opening or extended hours as I don't live in London.</b> Before Covid, Wiltshire Family History Society would book a coach on a Saturday and drop people off at British Library or Society of Genealogists (before thy moved premises) or LMA</p>	<p><b>Emphasise the social and community aspect and try to make the entrance more noticeable and reflective of the contents</b> (Difficult, I know, with the current building constraints!). <b>Join forces with the Society of Genealogists</b> for the benefit of people who are nervous of archives but want to trace their family history.</p>	<p><b>Events, events, events!</b></p>
<p><b>Advertise more so that people are aware of what LMA does.</b> Give examples of the kind of records available to view.</p>	<p><b>More late evening opening times</b></p>	<p><b>Perhaps put a small exhibition of a peculiar cased document/set of documents</b> to visit and see (leading to a wider linked set of papers etc. that might have been missed).</p>	<p><b>Keep up in sending emails an a monthly bases and when having special events always remind people on a regular basis.</b></p>
<p><b>Advertise its facilities in universities and other adult educational venues, e.g. City Lit.</b></p> <p>Publicity. Tell people about LMA . <b>You are too hidden away to be seen from the main road so start shouting !</b></p>	<p><b>Improve the opening hours,</b> especially on weekends, for people that do not live in London and have to travel to the Archives.</p>		<p>Even though I get the newsletter I think bringing to the attention of people examples of records you hold such as inquest records etc. <b>Maybe sharing examples/images on twitter reminding us that you hold this and other types of records</b></p>

S14. What, should LMA do in order to attract more people such as yourself to come and visit it?  
Base: Current users (722)

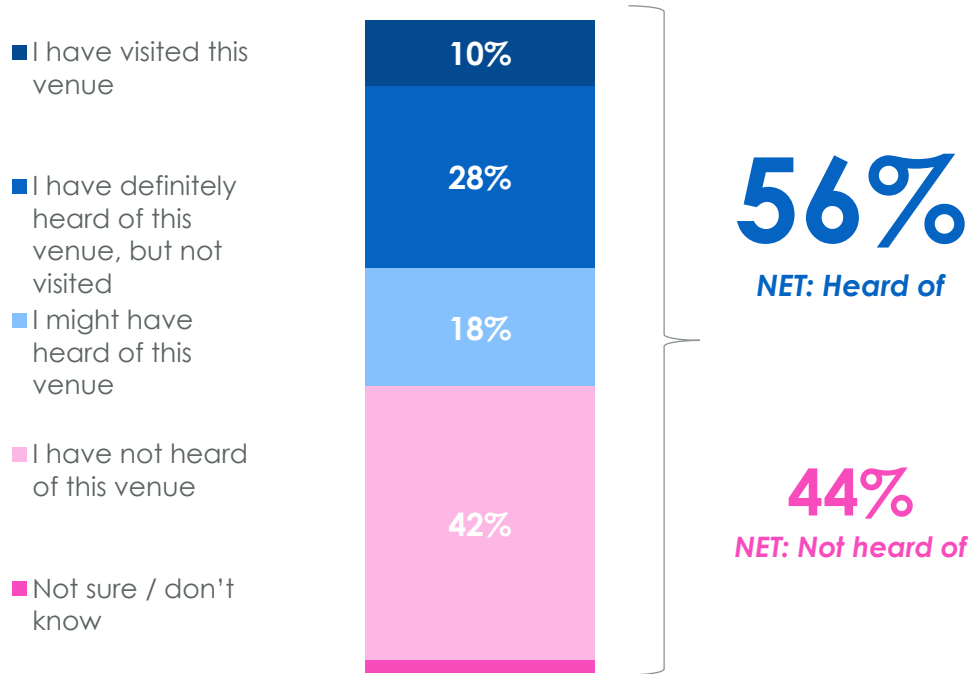
# How is LMA seen by future users?

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Over half have previously heard of LMA, which increases to three in four of the ‘super-local’ group. One in ten have visited in the past

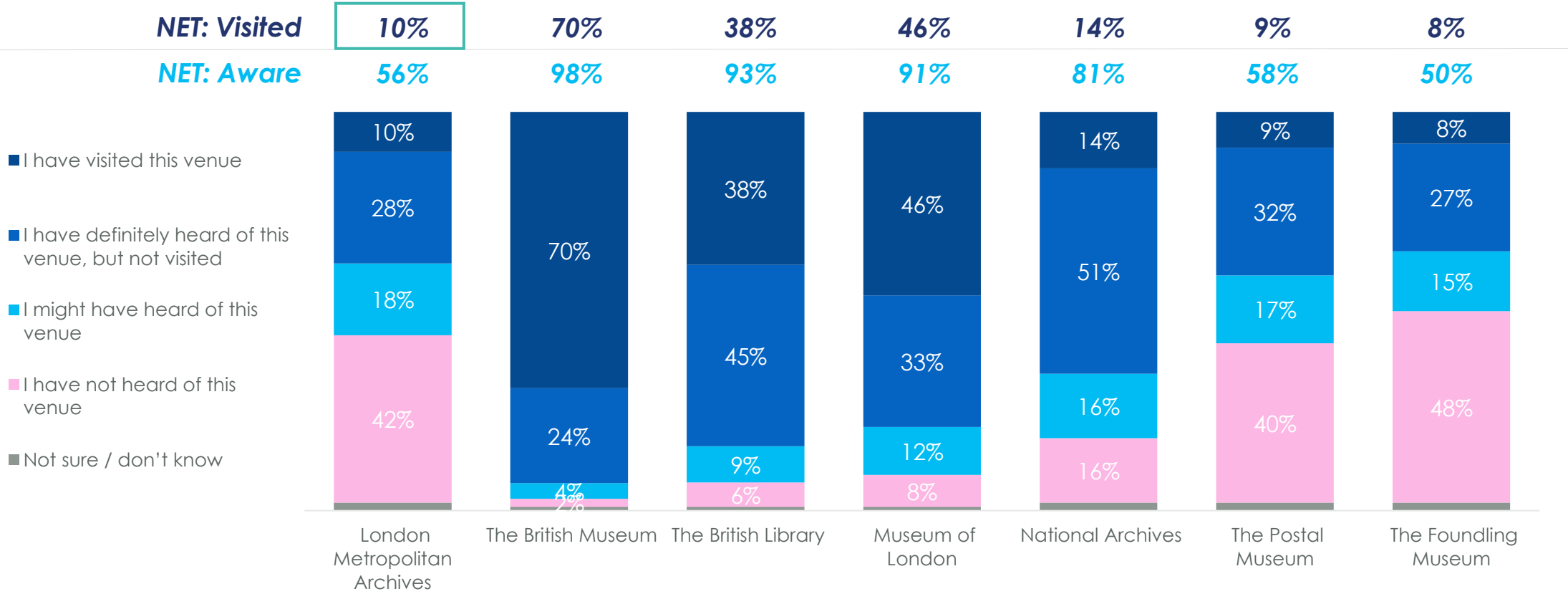
Awareness of LMA



# Awareness of LMA is comparable to the Postal and Foundling Museums, and unsurprisingly falls behind the larger organisations

## Awareness of LMA

This rises to 21% visited for those in the key regions



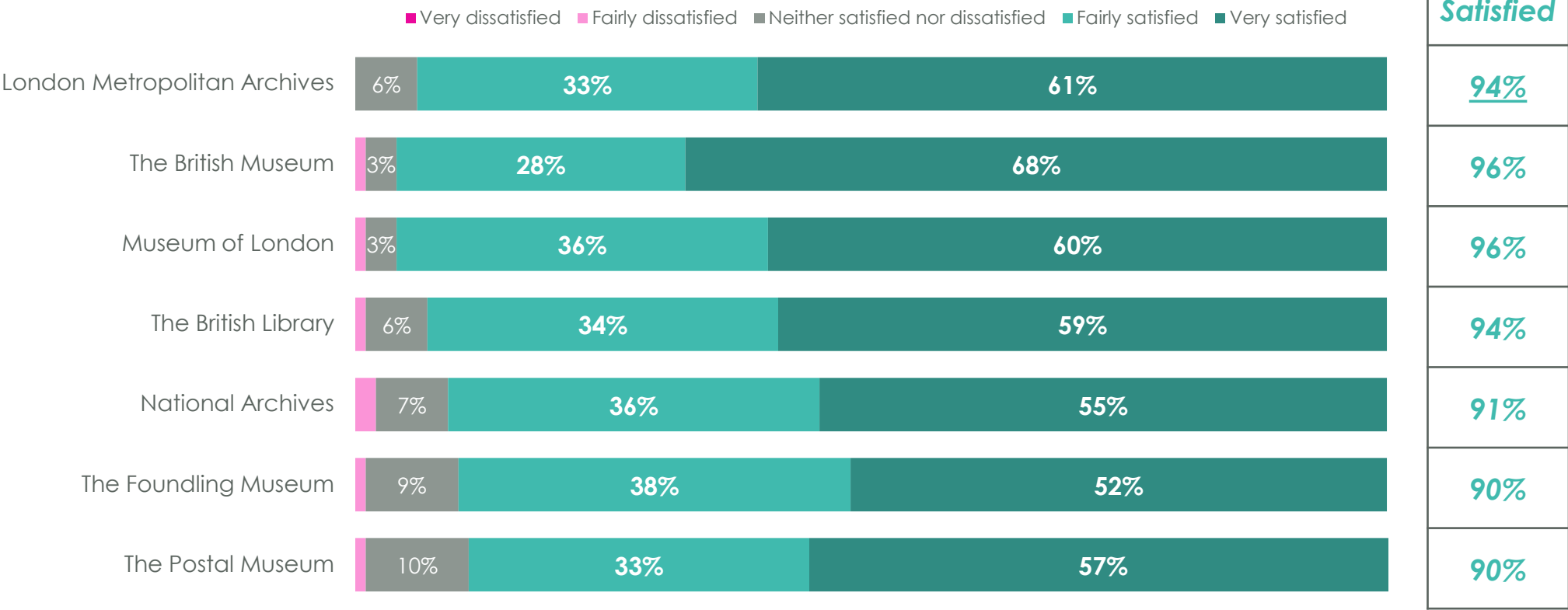
Page 60

Q2. Which, if any, of the following have you heard of, or visited?  
Base: All future users (2,031)



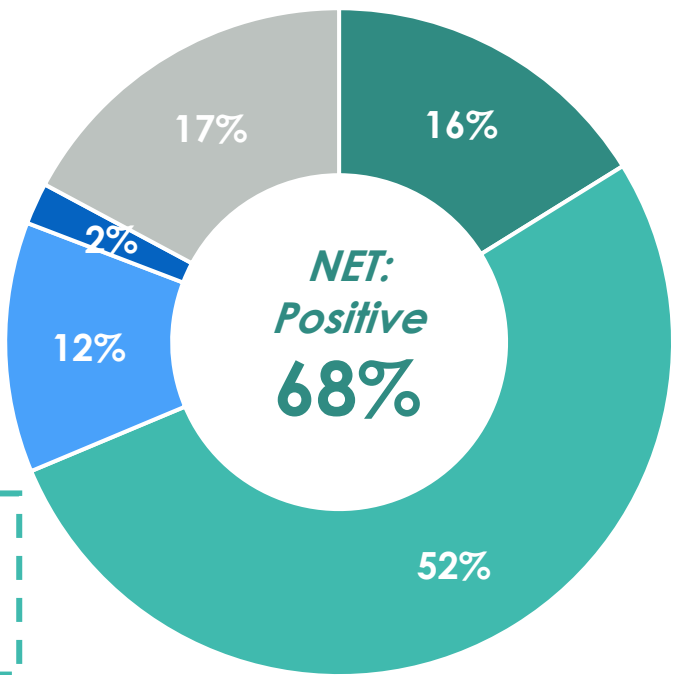
Importantly, amongst those who have previously visited, they are equally as satisfied as when they visited the larger organisations

Satisfaction with LMA & competitors



# Over two in three are satisfied with the current location of LMA, noting the easy transport links and local amenities on offer

Thoughts on current location of the LMA



- Is in an excellent location
- Is in a good location
- Is not in a good location
- Is in a poor location
- Not sure / don't know

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This rises to 86% satisfied for those in the key regions

*“It seems easy to get to with decent transport links”*

*“It is quite **central without being saturated in tourists** and is easily accessible which is great”*

*“I know and love Islington and though a distance to get to, travel there is easy route. **Get to take a break at the Canal, very relaxing.**”*

*“The **location is not far from the city centre** and the delivery is easy. **And the surroundings are beautiful.**”*

*“Well connected, **lots of amenities, coffee shops and places to eat** nearby”*

*“It is in the heart of the capital city London and **convenient for everyone who wishes to visit** and accesses the history information.”*

*“It is near the centre and **close to east London**, where many **young people and creative professionals live**, and they are usually the ones who visit museums and galleries the most”*

*“Easily reachable and **Exmouth market is great for a meal afterwards**”*

However, the name of LMA is not the most enticing for future users...

Whilst some correctly identify that LMA is a archive which contains information on the history of London...

What do you think LMA does? (1/3)

1	London Archival centre	Keep various important documents specifically for London	It holds digitalisation and paper copies of historical documents relating to the London metro area
		Houses and maintains personal and London based historical information	History of London and how it was giving it's name and who and what it was significant to in history
2	History of the London Met Police		
3	History of London transport / Government		



# Others believe it solely looks at the history of the London Metropolitan police

What do you think LMA does? (2/3)

1

London Archival centre

2

History of the London Met Police

I would imagine by the sound of it that it holds **info about the London met police** or government.

Keeps records. **Maybe to do with the London Met police?** All I know is they keep records of some sort.

It has archives in it of **police crimes** dated back and as far forward as the public are allowed to have access to

Archives suggest it has something to do with old files and **metropolitan perhaps police archives?**

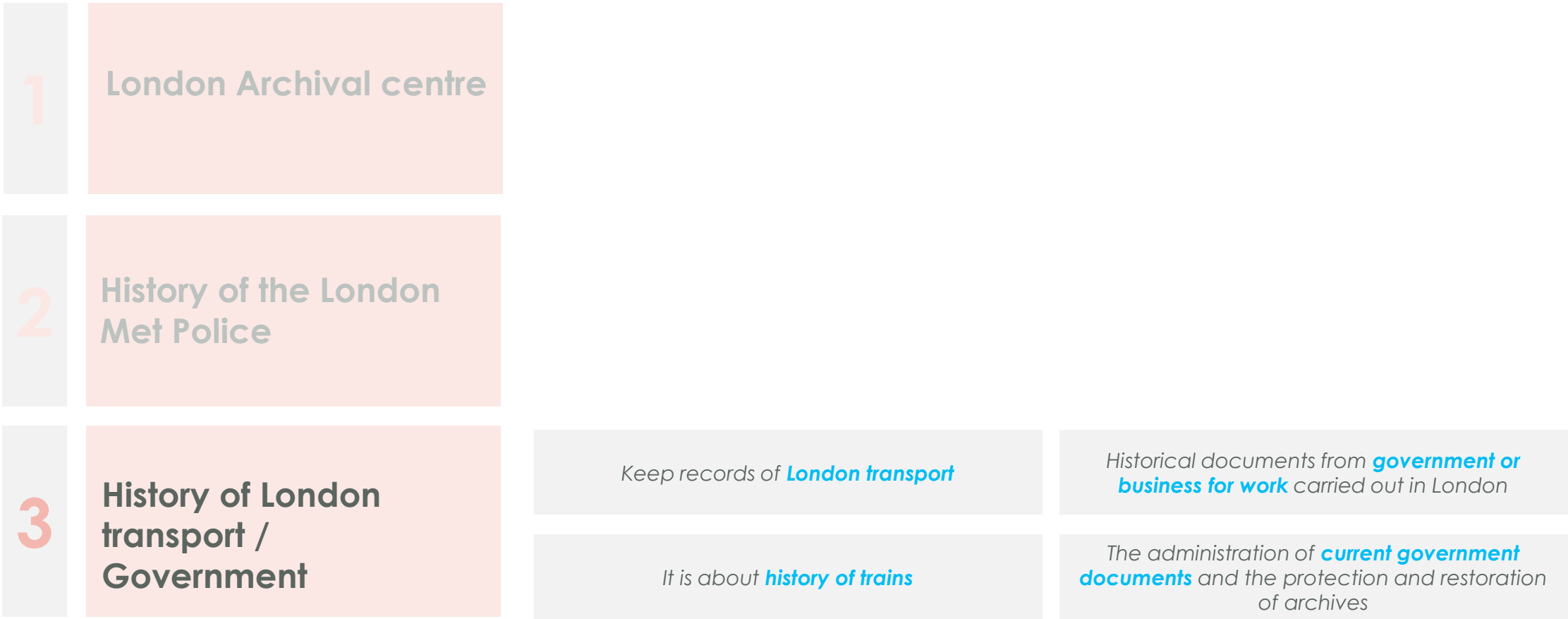
3

History of London transport / Government

# Whilst others believe it focuses on the history of London transport and the government of London

What do you think LMA does? (3/3)

Page 66



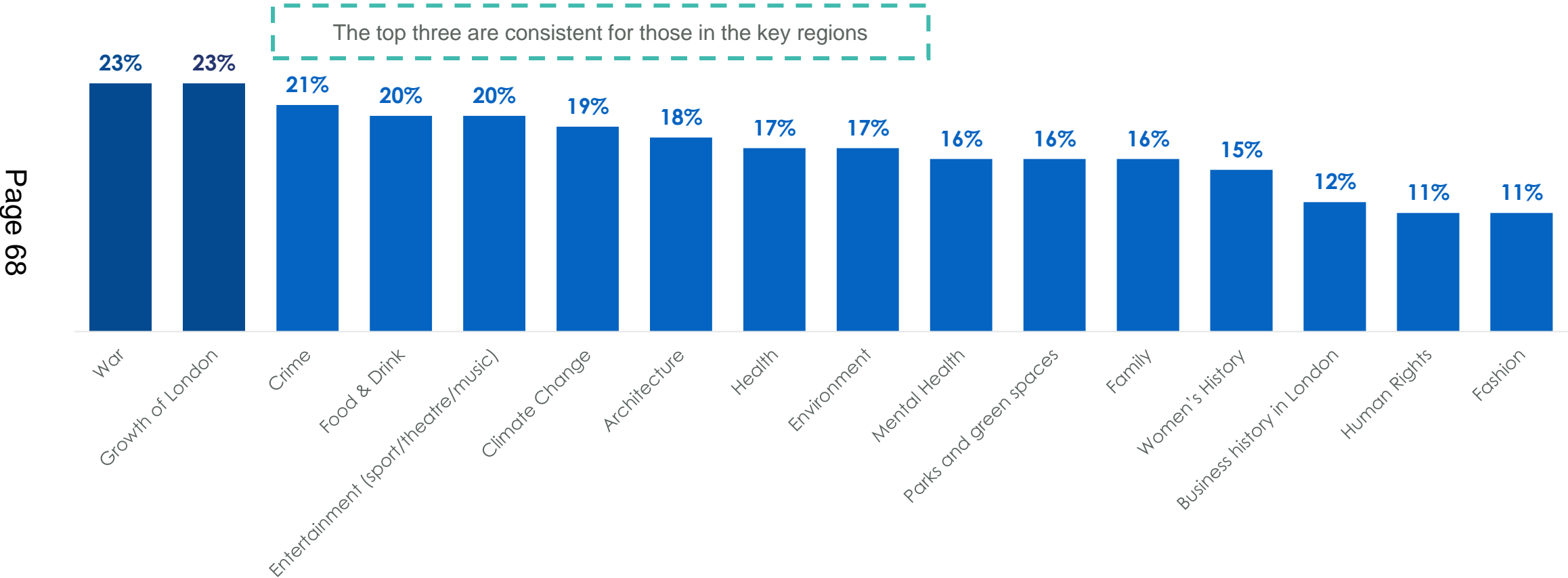
# How to attract future users

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# Growth of London remains most popular – alongside war and crime

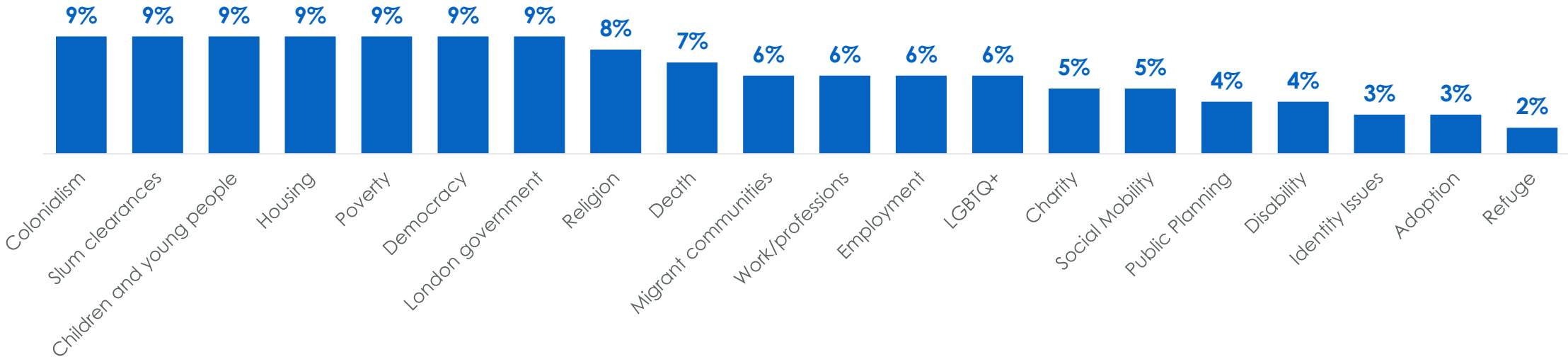
Most popular topic areas they would be interested in learning more about (top group)



Meanwhile, topics that do not pertain to all (identity, adoption and LGBTQ+) have less overall interest

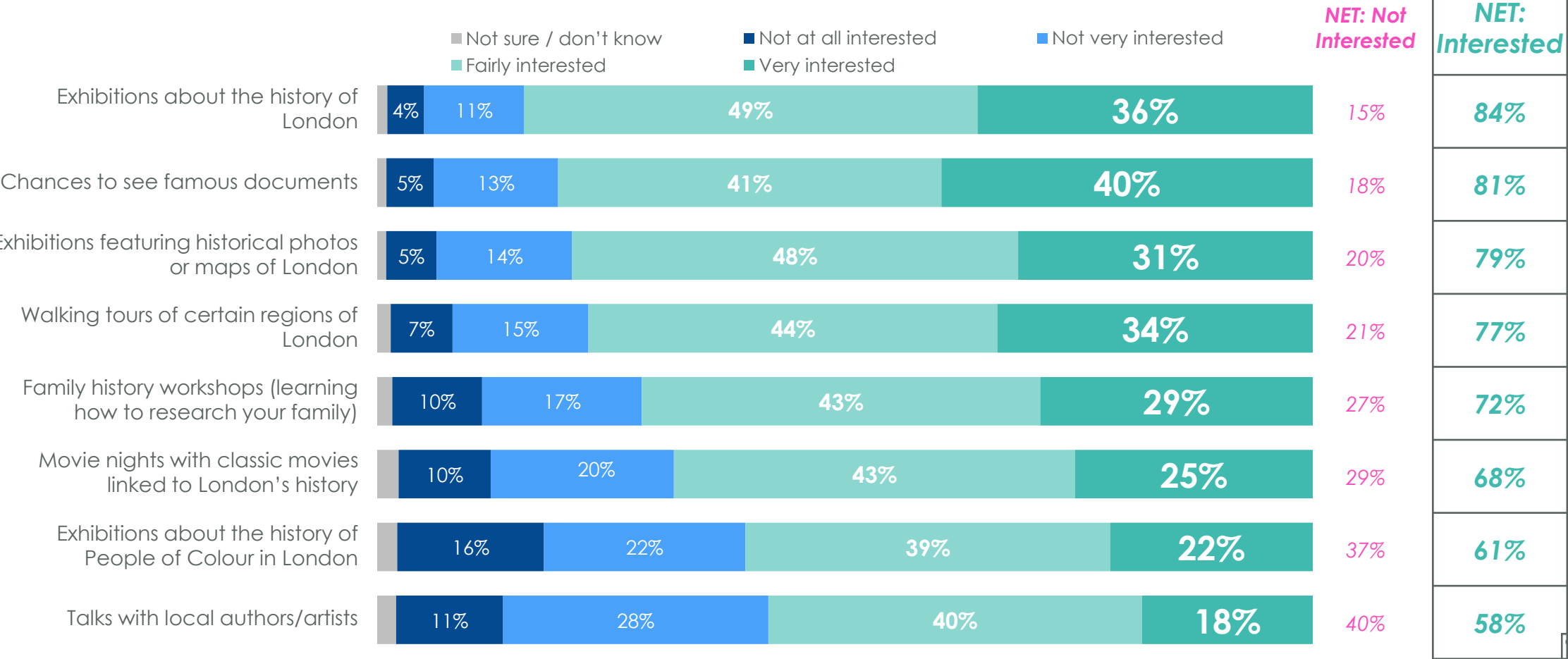
Lesser popular topic areas they would be interested in learning more about (2/2)

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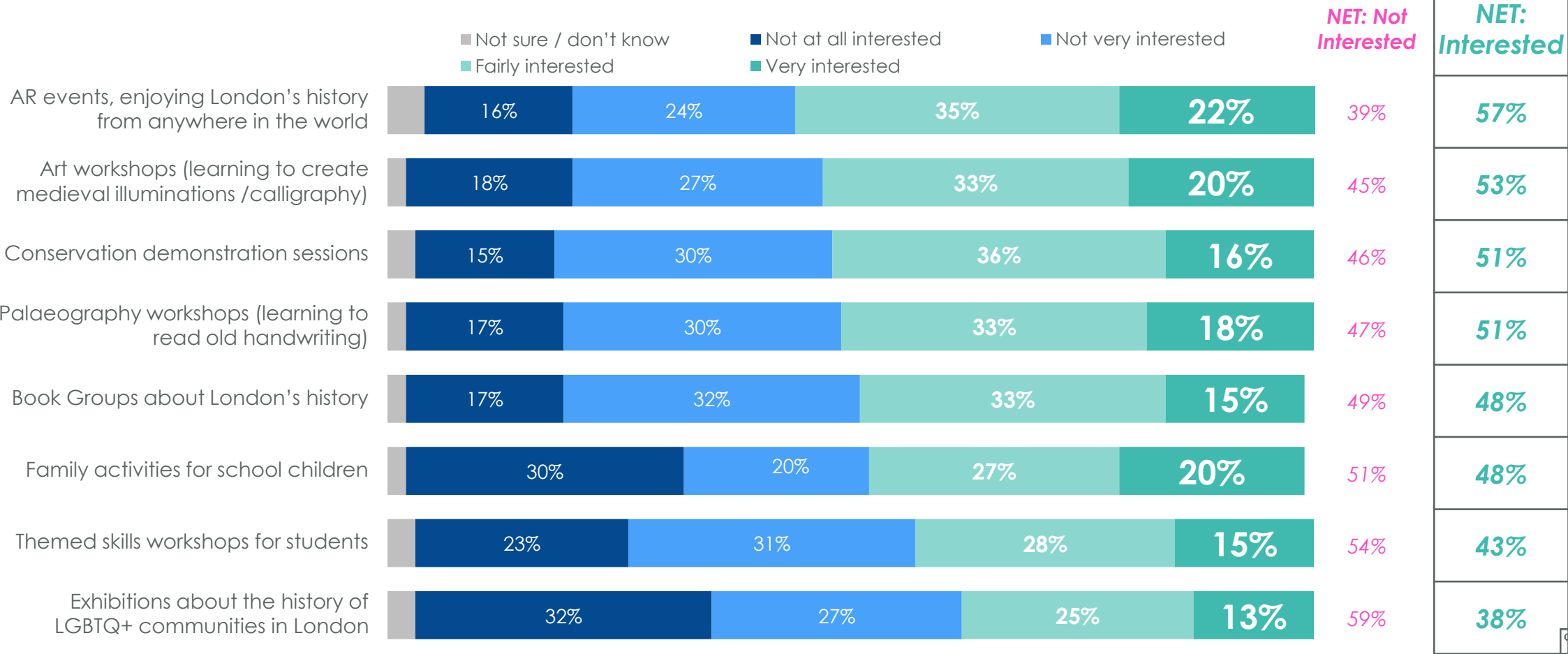
# The event types which garner the most interest focus on the history of London, whether that be through exhibitions or walking tours

Interest in different potential event types (top group)



# More niche areas like art, conservation and family activities have less interest as a whole

## Interest in different potential event types (1/2)



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Q11. And which of the following event types would you interested in attending? Please rank on a scale from very interested to not at all interested  
Base: Future users (2,031)

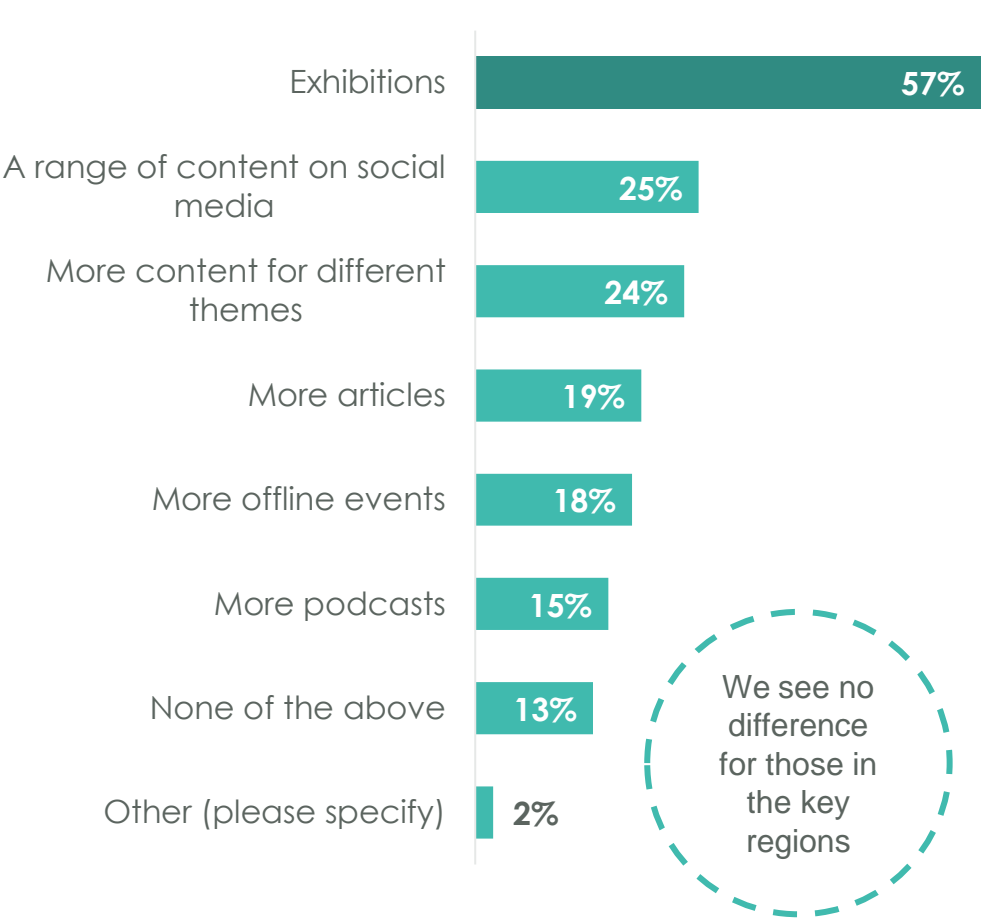


And what types of content would be most popular?



The most interesting content types drawing visitors across all age groups are exhibitions. Podcasts/social media are more popular amongst younger ages

Types of content/events to increase likelihood of visiting LMA



	18-30	31 - 45	46 - 60	61 and older
Exhibitions	50 %	55 %	62 %	60 %
A range of content on social media	29 %	36 %	26 %	12 %
More content for different themes	27 %	25 %	25 %	19 %
More podcasts	23 %	19 %	13 %	7 %
More offline events	20 %	22 %	16 %	14 %
More articles	18 %	20 %	20 %	17 %

How do you speak to future users?

# Most like to be communicated with on a personal level, with humour, words and facts also appealing to future users

## How they like to be communicated with



**57%**

Connect with someone on a personal level



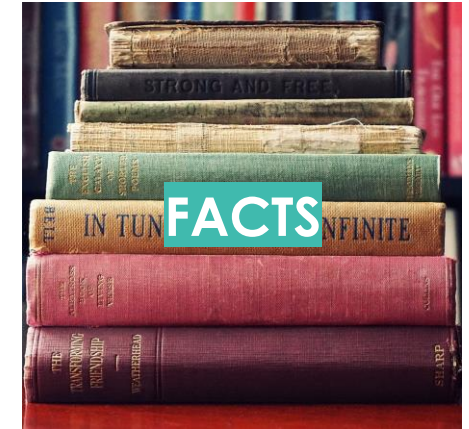
**50%**

Use humour to make a point



**49%**

Describe something in words



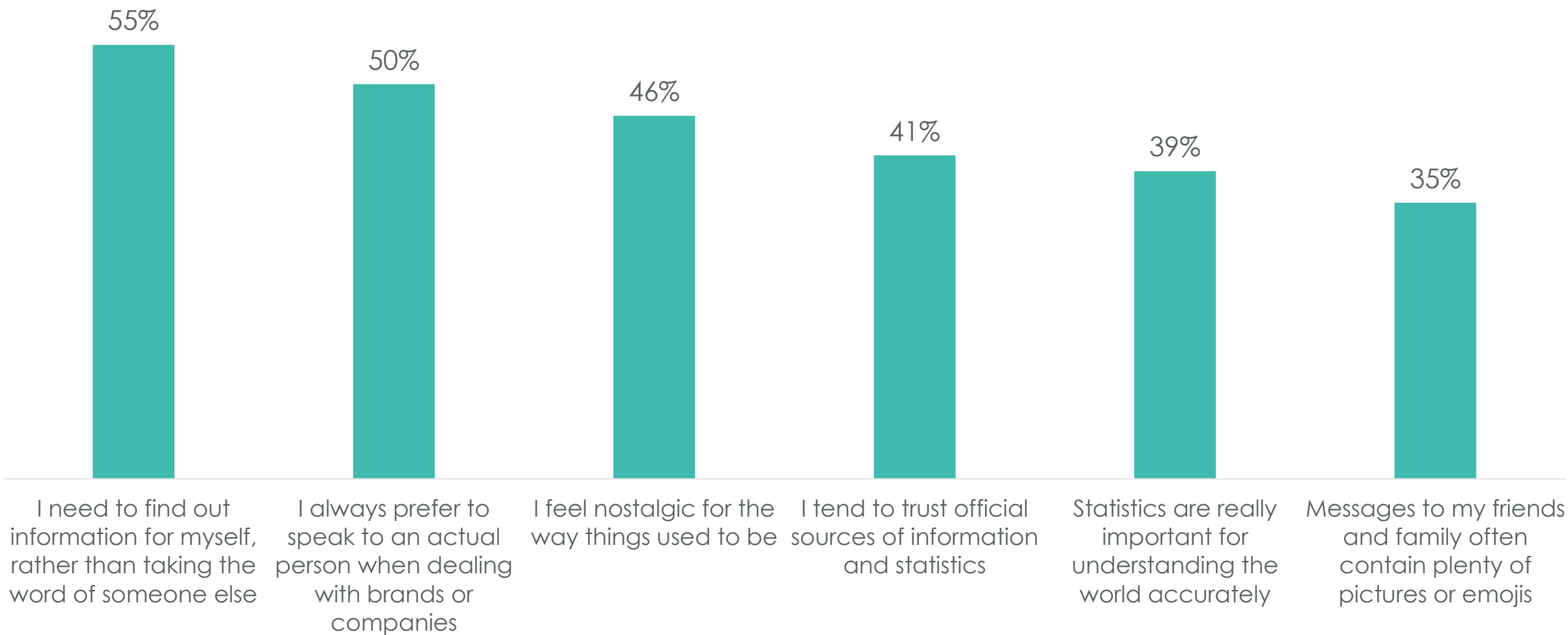
**40%**

Refer to concrete facts to support your point of view

# Most like to look for information themselves, rather than taking the word of someone else

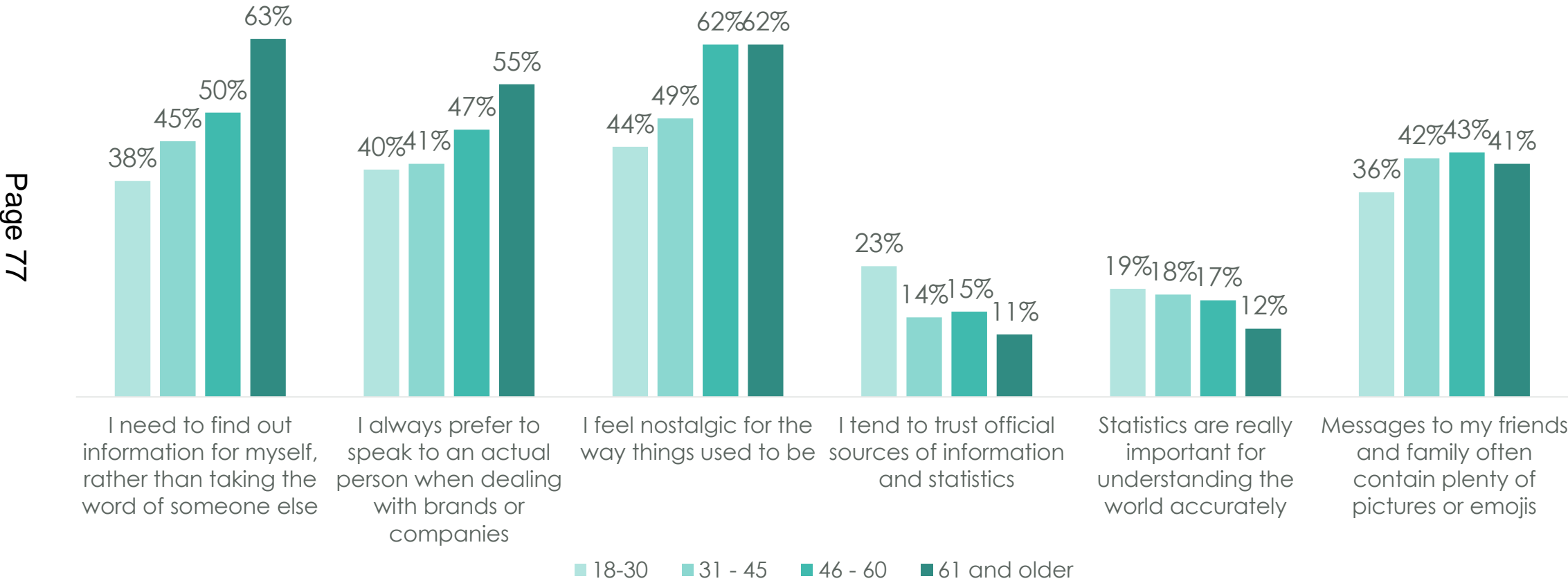
## What types of information they like

Page 76



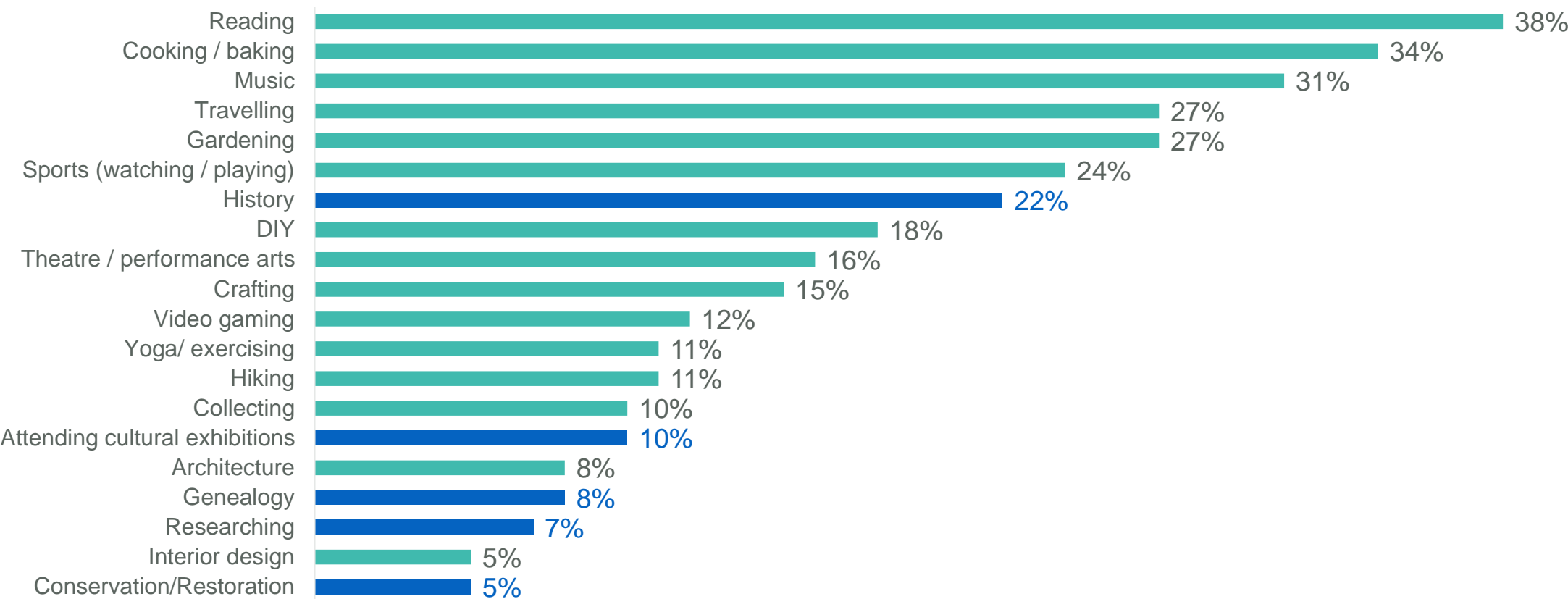
Communicating in a nostalgic sense is most important to the older age groups, which LMA can play into – alongside the personal touch of speaking with actual people

What types of information they like



# One in five are interested in history – with genealogy, architecture and conservation less popular – highlighting where LMA should operate

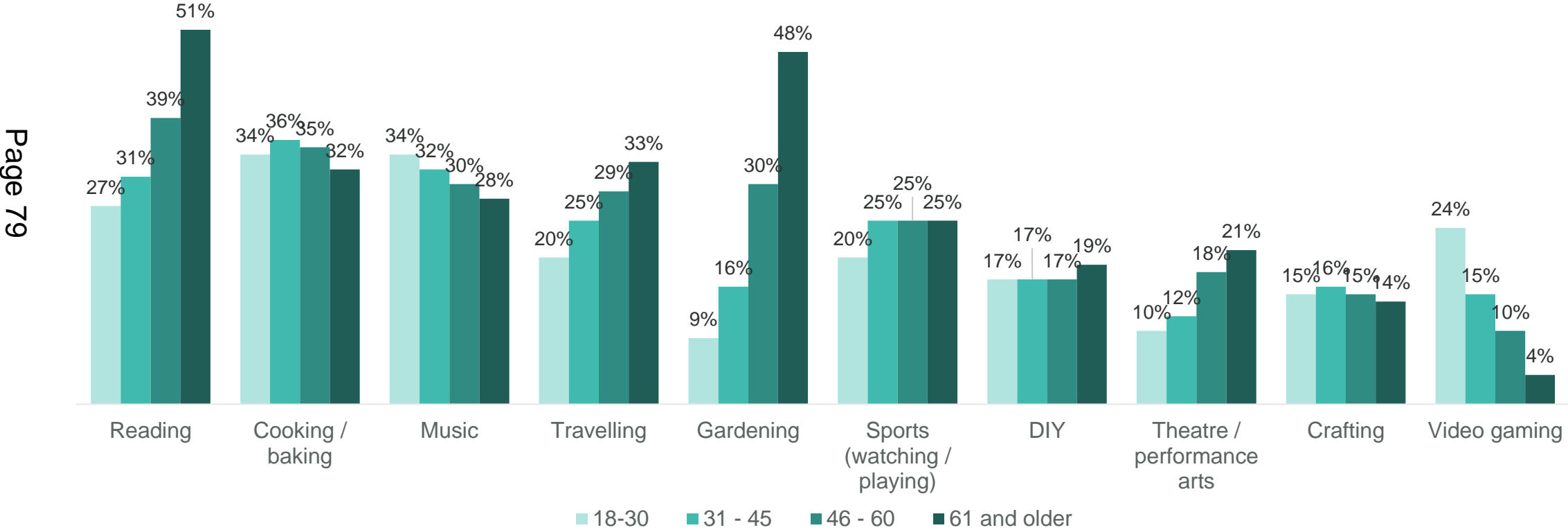
## Hobbies and interests that they pursue outside of their day-to-day responsibilities



Q13. Which, if any, of the following interests or hobbies do you pursue outside of your day-to-day responsibilities? Please choose your top 3 interests/ hobbies only.  
Base: Future users (2,031)

Unsurprisingly, those aged 61 and older are most interested in gardening and reading. It is interesting to see the younger adults are less interested in travelling than their older counterparts

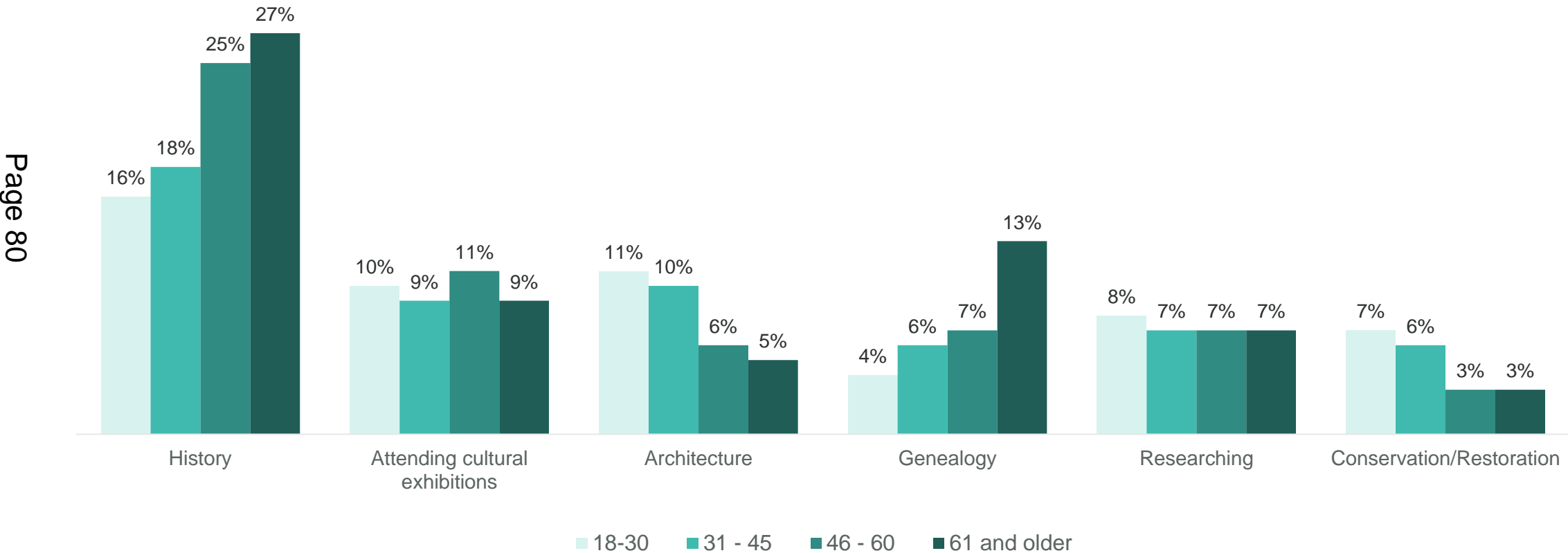
Hobbies and interests that they pursue outside of their day-to-day responsibilities



Q13. Which, if any, of the following interests or hobbies do you pursue outside of your day-to-day responsibilities? Please choose your top 3 interests/ hobbies only.  
Base: Future users 18-30 (414); 31-45 (531); 46-60 (512); 61 and older (574)

# History & Genealogy is most popular amongst those aged 61 and older. Cultural exhibitions are equally popular across age groups

Hobbies and interests that they pursue outside of their day-to-day responsibilities related to LMA

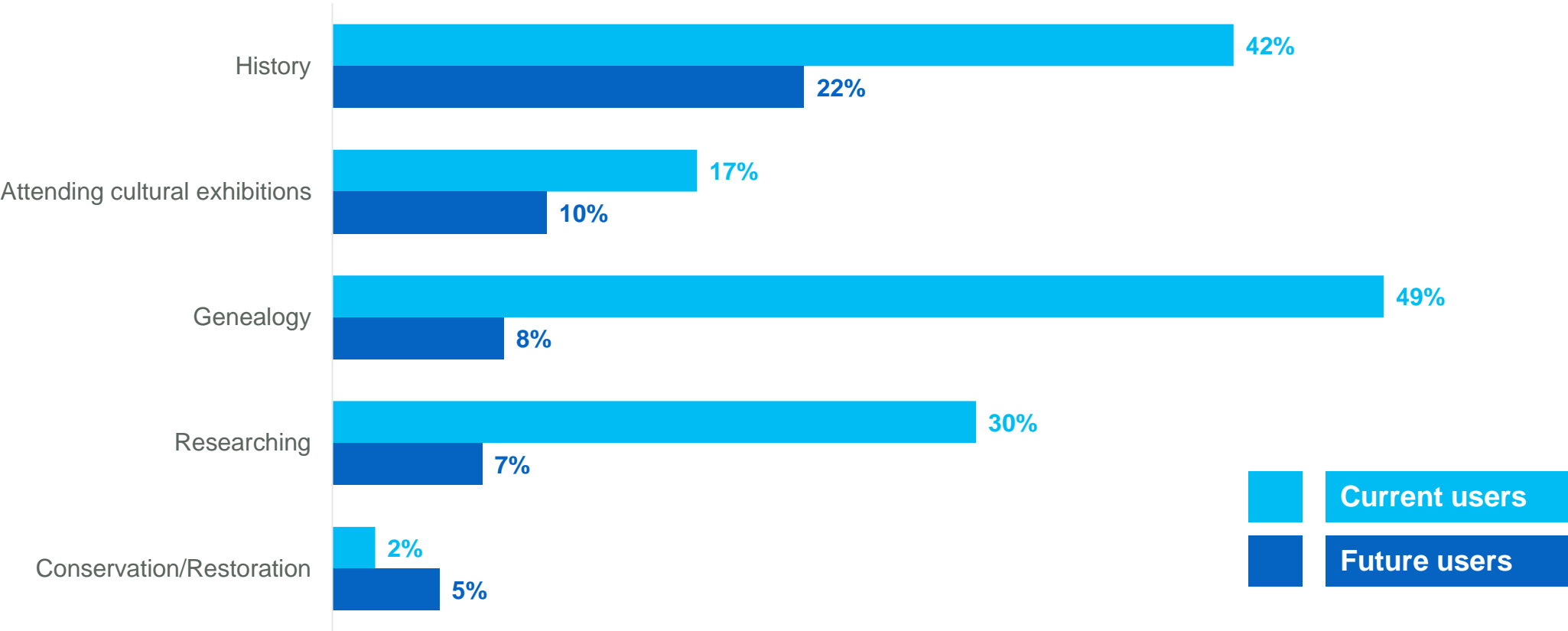


Q13. Which, if any, of the following interests or hobbies do you pursue outside of your day-to-day responsibilities? Please choose your top 3 interests/ hobbies only.  
Base: Future users 18-30 (414); 31-45 (531); 46-60 (512); 61 and older (574)



The topics which are of greatest interest to LMA are of more popularity for current users (as to be expected), but history is the topic which can be most tapped into

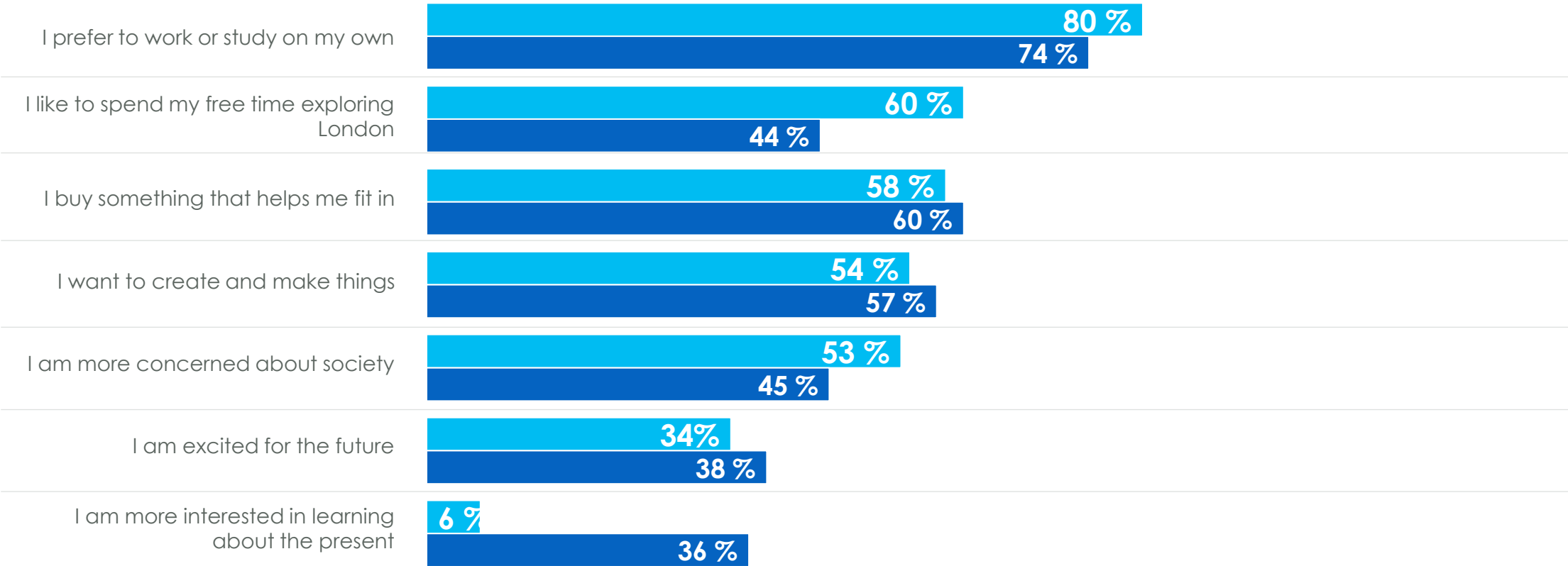
Hobbies and interests that they pursue outside of their day-to-day responsibilities



Q13. Which, if any, of the following interests or hobbies do you pursue outside of your day-to-day responsibilities? Please choose your top 3 interests/ hobbies only.  
Base: Current users (722), Future users (2,031)

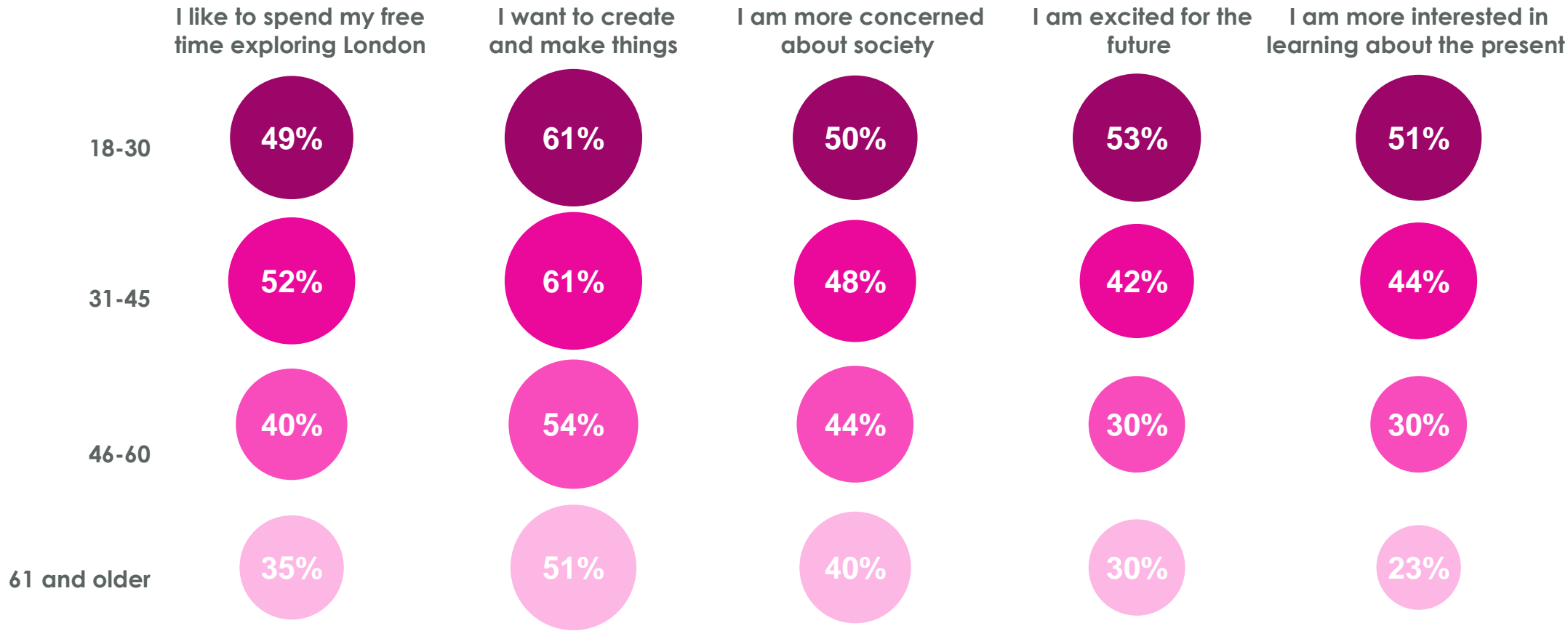
# Current and future users tend to be similar in terms of their values and beliefs, although future users are more interested in learning about the present

What types of people are LMA user's vs future users?



Younger future users are more present-focused, being more interested in learning about the present and the future. They also like exploring London more than their older counterparts

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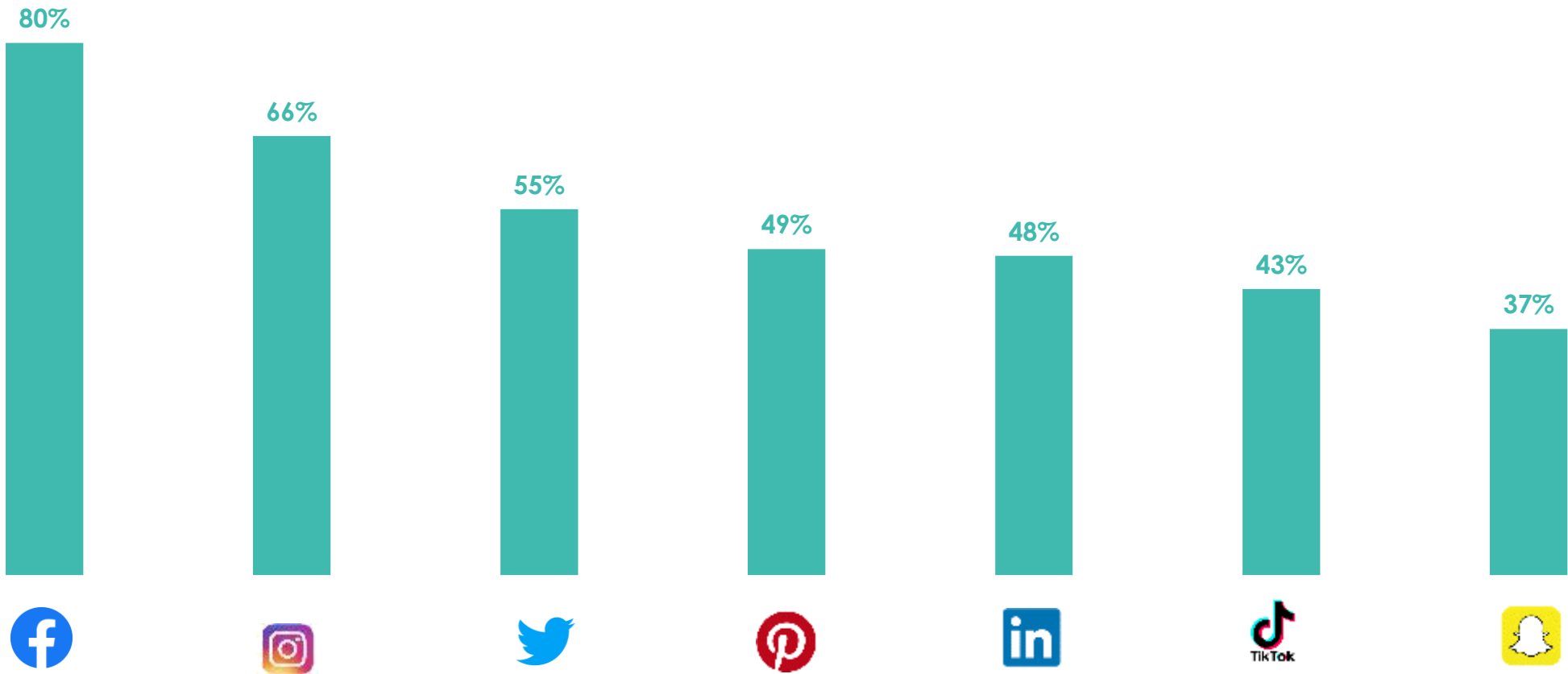


S12. Which statement do you agree with more?  
Base: Future users (2,031)

Facebook and Instagram are the two most used social media platforms, with Twitter and LinkedIn also well used

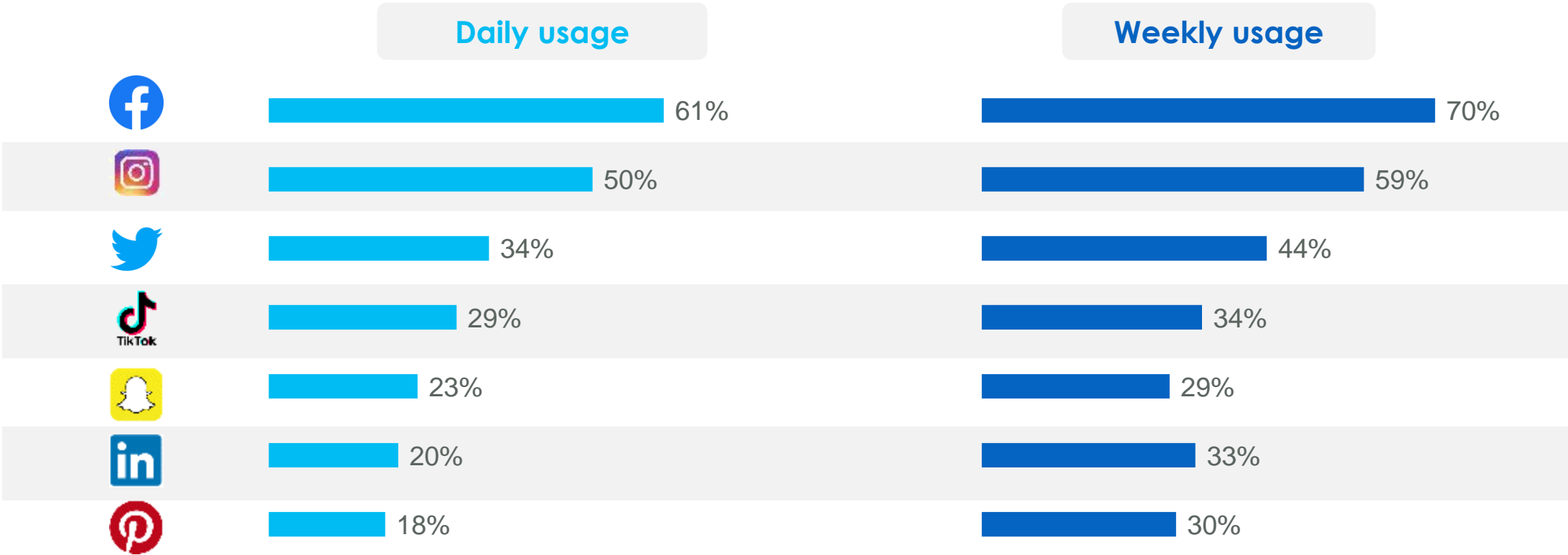
Usage of each social media channel

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# Facebook and Instagram are the two most used daily platforms

## Frequency of social media consumption



So, what are the next steps?

## Next steps for LMA

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1. Current users are happy with LMA as it currently stands. They like the staff, the offering and the materials that LMA has. There is some appetite amongst this group for LMA to stay the same but grow in its size.
2. There is an appetite for more from LMA – whether that be through more events, exhibitions or ways to attract others through the doors.
3. The name needs some explaining! Not everyone is able to gather that LMA is for London in general, with some misattributing it towards the met police/local government or transport.
4. Future users are more positive about crime, war and the history of London, highlighting a clear way to encourage people into the space.
5. Future users will respond best to facts, some humour, and being encouraged to explore on their own.

# Thank you

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<b>Committee(s):</b> Culture, Heritage and Libraries – For Information	<b>Dated:</b> 14/11/2022
<b>Subject: London Metropolitan Archives general update</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	2, 3, 4, 8, 9,10
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	<b>Existing resource</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y</b>
<b>Report of:</b>	<b>For Information</b>
<b>Report author: Emma Markiewicz</b>	

### Summary

This paper provides an update to the strategic direction paper of 16/05/2022 on the future direction for the LMA under TOM phase 2.

### Recommendation(s)

Members are asked to:

- note the paper and its suggested next steps

### Main Report

#### Background

##### *About London Metropolitan Archives*

1. The London Metropolitan Archives (LMA) is the City's and London's memory and our collections reflect centuries of its diplomacy, precedence and tradition. We are also the major collecting body for the City's more recent past and have a vital role to play in its present and future. Our mission is to collect, preserve and make accessible the record of the history of London, the administrative record of the City of London Corporation; the complex London government of the nineteenth and twentieth centuries and the archives of businesses, schools, hospitals, charities and many other organisations from the London area. Our 100km of holdings form the largest civic archive in the UK, and the second largest archive, after The National Archives. They are a powerful resource for research, evidence and learning; for understanding decision-making and democracy; and they tell the national story of London as one of the most significant and historic capital cities in the world.

## **Current Position**

We are continuing to build activities back to pre-Covid levels; piloting more flexible opening times to build new audiences.

- We ran Summer Saturdays from June to August, building on the popularity of the Magnificent Maps of London exhibition
- We are running Open Saturdays from September to December to provide a more flexible service for researchers
- We have recommenced late opening on a Wednesday evening until 7pm, and these are proving to be our busiest days
- Green City, our outdoor travelling exhibition was based at Guildhall Yard, Aldgate Square, Hampstead Heath and Epping Forest through the summer months

Visitor numbers are still in flux, and appear to be settling into a seasonal pattern, with summer being especially busy for on site researchers.

- We saw unprecedented numbers of researchers in the reading rooms through August as academics from the US returned to use our services
- We will have delivered on site sessions for over 2500 school children by the end of school year, and through partnership projects with Culture Mile Learning and Islington Council
- We have extended our maps exhibition until April 2023 to exploit its popularity and will continue to programme events alongside the exhibition out of hours, including Saturdays
- We are developing relationships with Innovation and Growth to exploit potential for LMA within the Destinations strategy, participating in the Cultural Partners and Attractions Steering Board
- Following successful work with Open Spaces teams on the Green City exhibition, we have recently held collaboration development sessions with both the Barbican curatorial teams and Barbican Library team, to identify new areas for partnership
- Our community partners are beginning to rebuild their on-site projects and we have seen a marked increase in interest from groups wishing to partner with LMA (these include BrickLane Circle, Friends of Huntley Archives at LMA, Quentin Blake Centre for Illustration, Aid for Japan, Peel Institute and Deafroots)

In a paper setting out the strategic development for LMA presented to the Committee on 16<sup>th</sup> May 2022, I proposed to take the following 3 steps over the coming year:

- a. **Commission an in-depth strategic review of our current and future audiences** to better understand who they are and what they need. This would enable us to segment our potential audiences and how to shape our on-site and digital offer accordingly.

This work has begun with our partner Opinium Research Ltd., who have been commissioned to deliver the following:

- Establish data from key audience groups and potential visitors
- Create direction and focus for our audience engagement
- Provide a simple framework for segmenting audiences and strategy for growth
- Use industry knowledge and analysis to make recommendations for effective engagement with target audiences (formats, timings etc.)
- Make suggestions towards language and tone to apply to future branding work

They are currently in the process of surveying existing users and non-users to establish the future potential audience for LMA, profile their demographics, attitudes, interests and needs. This will help us to identify and grow the local audience and attract more footfall to the building, and online. We will build a new marketing strategy for LMA and work is already underway to develop this, consulting marketing specialists including the City's Cultural and Visitor Development team.

- b. **Review the staffing structure:** I am in the process of a staff consultation exercise working with the CoL Learning and Development team to deliver a series of workshops, gathering feedback and ideas on reshaping the current structure to unlock our expertise; grow capacity for our engagement and learning offer, and digital services. The data provided through the Opinium research will also inform the process. A new staff structure will be in place by April 2023. This will create more development opportunities for existing staff by broadening out roles to enable greater expertise in collections and shifting to an audience-centred rather than a task-based approach. This new structure will mean LMA can begin to offer a curated public programme that goes far beyond the existing research user base and broadens out into general interest audiences.
- c. **Enable members to take firm decisions about whether LMA can remain in our current location** at the end of the lease term in 2035. This is the single biggest factor affecting the long-term future development of London's biggest and most high-profile archive. I am working with the CoL City Surveyor's team to secure funding to resource a strategic requirements report for a future fit-for-purpose LMA. The work we are doing to grow audiences will inform the shape of future services and business model for the archive, and in

turn enable a greater understanding of the requirements for the site and physical location of LMA. A current interdependency is the Guildhall Refurbishment project which is due to report to Members in November on options. LMA and Guildhall Library currently maintain significant holdings in the basements at Guildhall.

### **Corporate & Strategic Implications**

Financial implications – none at this point. Longer term there are implications for the development of the archives building, wherever it is sited.

Resource implications – as above.

Legal implications - none

Risk implications – none

Equalities implications – we will continue to undertake equalities impact assessments

Climate implications – none

Security implications – none

### **Emma Markiewicz**

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<b>Committees:</b> Chief Officer - <i>[for decision]</i> Community and Children's Services Committee <i>[for information]</i> Culture Heritage and Libraries <i>[for information]</i>	<b>Dates:</b> 20 January 2023 13 March 2023 27 March 2023
<b>Subject:</b> Library Management System . <b>Unique Project Identifier:</b> N/A	<b>Gateway 6:</b> <b>Outcome Report</b> Regular
<b>Report of:</b> Director of Community & Children's Services <b>Report Author:</b> Sarah Greenwood	<b>For Decision</b>
<b>PUBLIC</b>	

**Explanatory Note for Members:** The Corporate Projects Board agreed for this project to proceed under delegation until such time as it was determined whether/if the project would reach the thresholds of the Gateway process. Proceeding under delegation meant that all usual Gateway reports are submitted to the Chief Officer who may then choose to share the reports with Committee for information. The recommendations of previous Gateway reports concluded that the project was below Gateway thresholds and, as such, reports are shared with Members for information.

## Summary

<b>1. Status update</b>	<b>Project Description:</b> IT system designed to manage the records of the Barbican and Community Libraries including stock details, availability, fines, payments and membership details <b>RAG Status:</b> Green (Green at last report to Committee) <b>Risk Status:</b> Low (Low at last report to Committee) <b>Costed Risk Provision Utilised:</b> £0 (of which £0 amount was drawn down at the last report to Committee) <b>Final Outturn Cost:</b> £153,722 (£152,255 contract cost plus £1,500 staff costs)
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<b>2. Next steps and requested decisions</b>	<b>Requested Decisions:</b> Members are asked to note this Outcome Report, and agree to close the Project.
<b>3. Key conclusions</b>	The project met all of the original SMART objectives and realised all the planned benefits. Capital funding was not required as there was continuation of the previous provider, achieving savings against the original plan.

## **Main Report**

### **Design & Delivery Review**

<b>4. Design into delivery</b>	The design of the specification covered all of the City's requirements. Early partnership work with the Libraries Consortium meant that their specification could be used to inform the City's specification.
<b>5. Options appraisal</b>	The option to outsource to a third party leveraged market expertise for the equipment and software and was the most cost-effective option providing the most up-to-date technology.
<b>6. Procurement route</b>	Direct award through a framework enabled the project to progress quickly to meet the City's timetable and to leverage best value for money as no capital funding was required. The project had procurement reference number itt_COL_12213.
<b>7. Skills base</b>	No external consultants were required because the City's officers were suitably skilled and worked in partnerships to develop the specification, complete the legal documentation and mobilise the contract. No additional training was required.
<b>8. Stakeholders</b>	Users and staff were consulted early in the development of the specification to determine their priorities, issues with the existing service and improvements required. Feedback was included within the specification.

### **Variation Review**

<b>9. Assessment of project</b>	All contract milestones were achieved on time as follows: Contract awarded June 2022 – achieved
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<b>against key milestones</b>	<p>Mobilisation June 2022 – July 2022</p> <p>Overall project – completion and go live by 31 July 2022</p> <p>The Gateway 6 report was delayed to January 2023 due to other competing priorities.</p>
<b>10. Assessment of project against Scope</b>	The scope of the project was not changed following Gateway 1. The detailed design and requirements of the service were developed and refined following library staff and user consultation and discussions with the Libraries Consortium.
<b>11. Risks and issues</b>	<p>As reported at Gateway 5, only one risk was realised as a result of unfunded capital costs for potential change of supplier, estimated at £20,000. Chamberlain's Department had confirmed that this amount was below the capital bid threshold and should be funded through departmental budgets.</p> <p>However, because no capital funding was ultimately required, this risk became obsolete.</p>
<b>12. Transition to BAU</b>	The Operation and IT librarian is responsible for the oversight of the Library Management System. No mobilisation plan was required because the incumbent provider is the new provider and business as usual continued between contract periods.

### Value Review

13. Budget

<i>Estimated Outturn Cost (G2)</i>	Estimated cost (including risk): £153,755 Estimated cost (excluding risk): £153,755
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	<i>At Authority to Start work (G5)</i>	<i>Final Outturn Cost</i>
<i>Fees</i>	£ 0	£ 0
<i>Staff Costs</i>	£ 1,500	£ 1,500
<i>Works</i>	£ 0	£ 0
<i>Purchases</i>	£ 0	£ 0
<i>Other Capital Expend</i>	£ 0	£ 0
<i>Costed Risk Provision</i>	£ 0	£ 0
<i>Recharges</i>	£ 0	£ 0
<i>Other*</i>	£ 152,255	£ 152,255
<i>Total</i>	£ 153,755	£ 153,755

	<p>*Other: revenue costs including annual licences, hosting, maintenance and managed service costs for the whole contract financed from local risk budget</p> <p>The Final Account for this project did not require verification as no capital expenditure was incurred.</p>
<b>14. Investment</b>	The project is not an invest to save or revenue generating opportunity.
<b>15. Assessment of project against SMART objectives</b>	<p>The project met all of its SMART objectives (including the timetable as detailed above):</p> <ol style="list-style-type: none"> <li>1. The system enables the City of London Corporation to deliver its library services.</li> <li>2. The system has proven capability and capacity to manage the current (and future potential) requirements of library users, including flexibility to respond to changing Government, COVID-19 and technological requirements.</li> <li>3. The system enables a safe and professional experience for library staff and users with co-ordination of all records in relation to stock.</li> <li>4. The solution can be configured to meet local and national reporting requirements and City data intelligence.</li> <li>5. The system supports flexible working on a variety of devices.</li> </ol>
<b>16. Key benefits realised</b>	<p>All key benefits outlined in the Gateway 2 report have been realised:</p> <ol style="list-style-type: none"> <li>1. The system meets agreed modern library requirements and identified good practice.</li> <li>2. Safe and professional experience for service users and staff with co-ordination of all records in relation to stock.</li> </ol>

### **Lessons Learned and Recommendations**

<b>17. Positive reflections</b>	The early formation of a cross-departmental project team brought together experience and skills so that the specification and procurement process was smooth. The use of the framework enabled a shorter procurement timetable and use of framework documentation.
<b>18. Improvement reflections</b>	There are no improvement actions identified.
<b>19. Sharing best practice</b>	All Community and Children's Services IT projects are used to further develop the good practice document for IT specifications within the department.
<b>20. AOB</b>	None



## **Appendices**

<b>Appendix 1</b>	Project Coversheet
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## **Contact**

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

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# Project Coversheet

## [1] Ownership & Status

**UPI:** N/A

**Core Project Name:** Library Management System

**Programme Affiliation** (if applicable): N/A

**Project Manager:** Sarah Greenwood, Commissioning Manager

**Definition of need:** The contract for the current IT system is due to expire in July 2022

**Key measures of success:**

1. The system enables the CoLC to deliver its library services.
2. The system has proven capability and capacity to manage the current (and future potential) requirements of library users including flexibility to respond to changing Government, Covid and technological requirements
3. The system enables a safe and professional experience for library staff and users with coordination of all records in relation to stock
4. The solution can be configured to meet local and national reporting requirements and City data intelligence
5. The system supports flexible working on a variety of devices

**Expected timeframe for the project delivery:** July 2022

**Key Milestones:**

- Invitation to tender: December 2021
- Selection of contractor: March 2022
- Data Migration: March 2022 – July 2022 (period may not be required if existing supplier is winning bidder)
- Overall project: Completion and go live by July 2022

**Are we on track for completing the project against the expected timeframe for project delivery?** Yes

**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 September 2021):**

- Total Estimated Cost (excluding risk): £40,000 one off/capital + £125,000 revenue
- Costed Risk Against the Project: nil
- Estimated Programme Dates:
  - i. contract start – March 2022
  - ii. month contract negotiation/data migration and mobilisation period April – July 2022
  - iii. existing contract ends July 2022

*Scope/Design Change and Impact:*

**'Project Proposal' G2 report (as approved by Chief Officer September 2021):**

- Total Estimated Cost (excluding risk): £50,000 one-off/capital + £275,000 revenue.
- Resources to reach next Gateway (excluding risk) £1,500 staff costs
- Spend to date:
- Costed Risk Against the Project: nil
- CRP Requested: nil
- CRP Drawn Down: nil
- Estimated Programme Dates:
  - i. Invitation to tender: December 2021
  - ii. Selection of contractor: March 2022
  - iii. Data Migration: March 2022 – July 2022 (period may not be required if existing supplier is winning bidder)
  - iv. Overall project: Completion and go live by July 2022

*Scope/Design Change and Impact:* The Corporate Projects Board agreed that the project should proceed under delegation until such a time that it was determined whether the project would reach the thresholds of the gateway process. Potential Revenue costs increased to match framework costs.

**'Options Appraisal and Design' and Authority to start work' G3/4/5 report (as approved by Director under delegation 26/06/2022):**

- Total Estimated Cost (excluding risk): £1,500 one off/capital + £152,255 revenue
- Resources to reach next Gateway (excluding risk): included within £1,500 identified in Gateway 2
- Spend to date:
- Costed Risk Against the Project: £0
- CRP Requested: £0
- CRP Drawn Down: £0
- Estimated Programme Dates:

Contract awarded June 2022

Mobilisation June 2022 – July 2022

Overall project: Completion and go live by 31 July 2022

*Scope/Design Change and Impact: no changes from Gateway 2*

**Total anticipated on-going commitment post-delivery [£]:** £ 152,255 revenue across 5 years

**Programme Affiliation [£]:** N/A

<b>Committee(s):</b> Culture, Heritage and Libraries – For Decision	<b>Dated:</b> 27/03/2023
<b>Subject:</b> City Arts Initiative: Recommendations to the Culture, Heritage and Libraries Committee	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>3, 7 and 10</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>n/a</b>
<b>What is the source of Funding?</b>	<b>n/a</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>n/a</b>
<b>Report of:</b> Damian Nussbaum, Executive Director, Innovation & Growth (IG)	<b>For Decision</b>
<b>Report author:</b> Tania Harrison, Destination City Curator, Innovation & Growth	

## Summary

This report presents the recommendations of the City Arts Initiative (CAI) which met on 23 February 2023. At this meeting CAI considered public art proposals 1 and 2 and had an update in relation to the Folio400 Memorial.

1. **Folio 400 – William Jaggard – Permanent Memorial**
2. **London Festival of Architecture – Urban Playground**
3. **London Festival of Architecture – Seats at the Table**

## Recommendation(s)

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

- Ratify the City Arts Initiative's recommendations in relation to proposals 1 and 2 above as follows:
  - **Folio 400 – William Jaggard – Permanent Memorial** – update on ongoing consultation.
  - **London Festival of Architecture (LFA) – Urban Playground:** approve subject to accessibility consultation, and consultation with Highways and Planning with regards to location, maintenance, safety & liability. Further clarification on how installation is interpreted also recommended.
  - **London Festival of Architecture (LFA) – Seats at the Table:** approve subject to clarifications on timeline, location and accessibility.

## Main Report

## Background

1. The CAI was established to improve the management of public art in the City. It provides advice to your committee on proposals for new public art. Included in its remit is the maintenance of the City's existing public art and decommissioning.
2. The CAI comprises elected Members drawn from your committee and relevant officers across Planning, Highways, and Open Spaces. Officers with specific expertise in the visual arts are also included.
3. All applications are funded by external sources unless otherwise stated. Apart from officer time handling enquiries and managing the installations, there are no resource implications other than where specifically noted.
4. In May 2022, Members reconfirmed that those occupying the roles of Chairman and Deputy Chairman on the Culture, Heritage and Libraries Committee should have permanent seats on the CAI. They also reconfirmed the permanent seat for the Chair of the Sculpture in the City Partner Board (CAI is currently being Co-Chaired).

### **Current Position**

1. The CAI met on 23 February 2023 to consider the proposals outlined below.
2. Further background information is circulated electronically with this report and is available in appendix 1 and 2. Full details of all the applications to the CAI are available on request from the Destination City Curator.

### **Options**

3. N/A

### **Proposals**

#### **1 – Folio 400 – William Jaggard – Permanent Memorial – Update**

4. The CAI received an application from Folio400 for a permanent memorial to the printing of Shakespeare's first folio at a site nearby the Barbican Estate.
5. In July 2022 CAI recommended the application of William Jaggard by Folio400 for approval subject to planning permission and engagement with Barbican Renewal, Barbican residents and the Barbican Estates Office.
6. In the February CAI meeting, the Co-Chair confirmed ongoing conversation is taking place with Folio400 to progress the project for the proposed November 2023 installation and about the potential of involving a contemporary artist. The Co-Chair and Folio400 have now spoken with Barbican Estates and looked at Lauderdale Tower and feel confident there would not be opposition from residents in this location.

#### **2 - London Festival of Architecture (LFA) – Urban Playground**

7. The CAI received an application from *London Festival of Architecture* for an Urban Playground installation across two proposed sites on a temporary basis.
8. In partnership with Eastern Cluster BID, the LFA have commissioned designer and architect studio Mcloy and Muchema to develop this project.
9. The Installation will be placed at one of two proposed sites in the City of London Boundary
  - a. Fen Court
  - b. Fen Church Avenue
10. Installations will be in situ throughout the London Festival of Architecture in June 2022. Installation will take place end of May.
11. CAI recommended LFA speak to an accessibility consultant to ensure the structure is accessible and safe. It was further highlighted that the diversity of local people needs to be represented and schools included in the project.
12. CAI recommended LFA speak with planning to determine whether planning permission or temporary planning consent would be needed and ensure the installation doesn't obstruct pedestrian flow.
13. CAI recommended that LFA should also clarify how the installation will be interpreted by the public and recommended a publicly displayed synopsis of the project.
14. The CAI recommend this application be approved in principle subject to ongoing consultations with an accessibility consultant, maintenance and permissions from highways and planning.

### **3 – London Festival of Architecture (LFA) – Seats at the Table**

15. The CAI received an application from LFA for an installation called Seats at the Table.
16. This project is a joint commission by City of London, Culture Mile and Foundation for Future London. It will be developed and delivered in partnership with Re-fabricate and DisOrdinary Architecture who won LFA's 'Co-designing Equity in the Public Realm' competition.
17. The installation location is confirmed, the current proposal is to place it at Postman's Park. CAI recommend if it is to be placed here, LFA make Open Spaces aware as well as talking to planning about any potential issues with accessibility and heritage assets in the vicinity.
18. CAI recommended LFA talk to CAI Operations Officer regarding other potential locations, the location should be close to Smithfield in the eastern part of the city.

19. The installation will be in situ for London Festival of Architecture in June. LFA propose the installation is in place by 1 June for 28 days. It was noted by CAI that the timeframe for installation in June does not leave a lot of time to get planning permissions.
20. The CAI recommend this application be approved in principle subject to confirmation of location and accessibility, clarification of timeline and permissions from highways and planning.

## **Key Data**

21. N/A

## **Corporate & Strategic Implications –**

Strategic implications – The City Arts Initiative was formed to support the City's management of public art. New public art in the City can enable the City and its public realm to become more vibrant, enticing and fun. This supports the delivery of the Destination City. The City Arts Initiative also aligns and supports delivery of the corporate plan by shaping outstanding environments, notably through inspiring enterprise, excellence, creativity and collaboration. Public art also supports the City to become a global hub for innovation in culture.

Financial implications - none

Resource implications - none

Legal implications - none

Risk implications - none

Equalities implications – officers from Planning sit on the CAI where they provide access advice within their feedback to applicants.

Climate implications - public art applications are often submitted to the CAI after the design and build of artworks. However, officers promote transport and installation methods which incur smaller carbon footprint.

Security implications - none

## **Conclusion**

This report summarises the discussions of the City Arts Initiative. It presents recommendations in relation to the public art applications considered on 23 February 2023.

## **Appendices**

- Appendix 1 – LFA Urban Playground Supporting Documentation
- Appendix 2 – LFA Seats at the Table Supporting Documentation

## **Background Papers**



Full details of the applications received by the City Arts Initiative are available on request from the Destination City Curator.

**Tania Harrison**

Destination City, Innovation and Growth

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E: [tania.harrison@cityoflondon.gov.uk](mailto:tania.harrison@cityoflondon.gov.uk)

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<b>Committee(s)</b>	<b>Dated:</b>
Culture Heritage & Libraries Committee	27 March 2023
<b>Subject:</b> Keats House - Trustees Annual Report and Financial Statements for the Year Ended 31 March 2022	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	n/a
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b> The Chamberlain Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Mavis Amouzou - Akue - Chamberlains	

## Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2022 for Keats House are presented for information.

## Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2021/22 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 Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via outturn report.
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 2023.
4. 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 2022

### **Mavis Amouzou - Akue**

Chamberlain's Financial Services Division, Citizen Services

E: [mavis.amouzou-akue@cityoflondon.gov.uk](mailto:mavis.amouzou-akue@cityoflondon.gov.uk)

Keats House

Annual Report and Financial Statements for the  
year ended 31 March 2022

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 2021/22 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 guiding and advising on the activities of the charity.
- **Corporate Services Committee** – responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions.



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](http://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. City's Cash's 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 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 36.

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.

As part of the City of London Corporation's restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department. The new structure was agreed by a total of nine Committees during December 2021 and January 2022. As a result, Keats House became part of the Environment Department from 1 April 2022. Keats House remained under the management of the Superintendent of Hampstead Heath. During the year the former Superintendent retired with a permanent replacement taking over in January 2022.

## **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 2018/23 and the Open Spaces Environment Department’s Business Plan 2022/23. Our activities are also aligned with the City Corporation’s Cultural Strategy and the Hampstead Heath Management Strategy 2018 - 2028, as well as the wider aims of heritage sector organisations such as Arts Council England, the Heritage Lottery Fund and The National Archives.

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 9 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. This also includes addressing the City Corporation’s gender, ethnicity and disability pay gaps.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan will be updated in the autumn. There is work ongoing relating the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place at the end of April 2023, with publication of the revised Equalities and Inclusion objectives by September 2023.

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.

There is a donations page on the Keats House webpage, inviting and enabling the public to make on-line donations to either the Keats200 Legacy Programme and/or the Keats House Garden Enhancement project.

The charity has received no complaints in relation to fundraising activities in the current year (2020/21: 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 36.



## ACHIEVEMENTS AND PERFORMANCE

**Achievement to date against the key priorities for 2021/22 were:**

**1. Implement Keats House Divisional Plan projects identified for delivery in 2021/22**

Prior to the COVID-19 pandemic, Keats House was open to the public Wednesday to Sunday, 11am – 5pm and Keats Community Library (KCL) opened for a total of 46 hours per week, Tuesdays to Sundays. At the beginning of April 2021 however, the entire site remained closed to the public due to the third National Lockdown, which had been in place since January 2021.

With the phased lifting of restrictions under the UK Government's COVID-19 Response – Spring 2021 (Roadmap), Keats Community Library reopened first, initially for 10 hours per week on Tuesdays and Saturdays from Tuesday 13 April 2021. Keats House and garden reopened from Thursday 3 June 2021, initially on two days per week rising to three days per week from mid-July, when KCL also added an additional day of operation.

The key measures previously put in place to ensure that the entire site at 10 Keats Grove was awarded Visit England's 'We're Good to Go' quality assurance mark and remained COVID-19 Secure were: a separation of services operating at the property, with Keats House and Keats Community Library opening on discrete days; use of the garden and external toilets being restricted to Keats House ticket holders only; installation of social distancing signage and hand sanitiser stations; a requirement to book and pay for tickets to Keats House in advance; strict limits on the numbers visiting; enhanced cleaning regimes; and, in the case of Keats House, the formation of workforce 'bubbles'.

While these same measures allowed the site to reopen in phases dictated by the Spring 2021 Roadmap, with the further lifting of most legal restrictions from Monday 19 July, some of these measures, such as social distancing signage, were physically removed and our messaging to visitors changed from enforcement to encouragement, especially with regard to face coverings. Similarly, the requirement to pre-book was removed although the facility to do so was retained, as it provides a useful way for us to directly communicate the days and times at which people can visit.

The Keats200 programme celebrating the life, works and legacy of Romantic poet John Keats, which launched on 1 December 2018, continued in 2021/22, despite the ongoing impact of COVID-19 restrictions. Exhibitions and events celebrating specific events in Keats life were delivered online through the City Corporation's #OurCityTogether initiative, and projects supporting the wider outcomes of the programme were prioritised and progressed where possible.

The reopening of the house was publicised as an opportunity to see Artist in Residence Elaine Duigenan's beautiful and moving floral tributes to Keats, which were installed at the house during lockdown and on display there until January 2022.

Unfortunately, much of our partnership work was inevitably curtailed by COVID-19 and it was again not possible to hold Keats Foundation's annual conference in May 2021. We were however delighted to work with them and the Remembrancer's Office to deliver a Keats200 celebratory event, including a keynote speech by Professor Nicholas Roe, Chair of the Keats Foundation and Keats's latest biographer, on 1 November 2021.

Our social media channels have helped us remain connected to our audiences, engaging them with the Keats200 bicentenary and publicising online and in person events. As at March 2022, Keats House had over 6,770 followers on Twitter (+4% on April 2021), more than 4,000 on Facebook (-2%), and over 2,800 on Instagram (+20%). All officers have contributed to our online and social media outputs throughout lockdowns and reopening, working closely with, and benefitting from the support of, the City Corporation's Cultural & Visitor Development team.

The City Corporation's #OurCityTogether platform, which was initiated within weeks of the first lockdown in March 2020, continued to provide an important channel through which to publish our cultural content and reach new audiences online until it was taken offline in February 2022. Keats House contributed a number of new articles in 2021/22 focussing on the events and reaction following Keats's death and, more recently, the lead up to #Shelley200. Collectively the 55 articles researched, written and published by the Keats House team received nearly 19,000 page views and also generated a large amount of social media activity and engagement in the form of likes, shares and re-posts.

Keats House made its full educational offer available online, and school sessions resumed in the garden from June and in the house itself from autumn 2021. Numbers were inevitably lower than previous years, but we were proud to have delivered 28 sessions to 24 different schools, engaging 623 students and 82 teachers / assistants with Keats's life story, poetry and creative writing. Six of these sessions were part of our continued participation in the Young City Poets programme, along with other City Corporation cultural venues.

Our creative writing summer school again took place online at the start of July, featuring workshops by Keats House poet Laila Sumpton and novelist Sara Taylor, on the theme of 'Escape'. This was our most successful summer school so far in terms of numbers, the online format meaning that we could include students from schools outside London. 70 students from eight different secondary schools took part, including schools in Hampshire and Buckinghamshire. Over the three days of the course we achieved a total of 181 student and 12 accompanying adult engagements, with a mixture of students joining individually from home, individually within school groups and in teacher-led whole-class groups (from two schools). Despite the technical challenges presented by this mixed format, the response to the summer school by students and teachers in the accompanying Chat and subsequent emails was engaged and overwhelmingly positive. Students produced high-quality creative work on all three days, which is being collected for an online anthology to be made available to all participating schools.

Our part-time Interpretation Officer - Learning, worked with Culture Mile Learning colleagues to plan and deliver an 'Inspiration' session involving both art and creative writing, as part of an after-school club scheme across a range of City Corporation venues and green spaces. We also collaborated with Keats200 Poet in Residence Laila Sumption, to create three new school sessions on the theme of Keats and Colonialism, which combine an introduction to Keats's life and times with an exploration of colonialist themes linked to objects in the house, as stimulus for students' creative writing.

Following the successful reopening of Keats House, and especially since the lifting of legal restrictions from 19 July, our events programme resumed, both online and with live events at Keats House and elsewhere. Virtual events included two editions of our 'The Feast of the Poets' cultural discussions, attended by a total of 95 people from over 12 countries across Europe, North America and Asia. We were delighted to be asked to repeat our 'Keats Meets Coleridge' event for Highgate Festival 2021, which was enjoyed by 26 people and more as we progressed across the Heath 'talking of many things'. Two 'Late Night Keats' events were programmed in October and December and the launch of a poetry anthology book launch edited by our Poet in Residence was well attended. We were also pleased to welcome 12 individuals from the Afghan refugee families resident in the City to Keats House, for a Nowruz Festival celebration on Sunday 20 March 2022. A total of 420 people attended 15 programmed events in 2021/22. In addition, two online talks were delivered to local community groups, engaging a further 92 people with the Keats200 programme.

Keats House officers also supported the delivery of exhibitions and events for Heath150, celebrating the 150<sup>th</sup> anniversary of the passing of the Hampstead Heath Act 1871. We also facilitated a number of events for Hampstead Summer Festival by working with our local partners Keats Community Library and Hampstead School of Art to ensure these much-loved and, in terms of fundraising for these two local charities, vital events could go ahead in 2021. The Keats House garden hosted Hampstead Art Fair, two performances of 'Twelfth Night' by Drama Impact, a performance of 'A Country Diary of An Edwardian Lady' and a family garden party. In total over 1,200 people enjoyed attending these events, at a time when many had been denied access to culture in their local communities.

Our volunteers have continued their support for Keats House, initially by providing outdoor introductions for our visitors, then, when allowed, tours of the interior of the house, adding value to our visitor's experience. Engagement with our volunteer workforce was maintained through regular mailings and requesting support for specific projects, including the phased resumption of our live events programme. A virtual engagement meeting was held with our paid and voluntary workforce in May 2021, and a Christmas celebratory get-together was followed by a hybrid event in January 2022, to re-engage individuals with the aims and activities of the Charity. Our Poetry Ambassadors have also revived our monthly Afternoon Poems readings, delivering six events between September 2021 and March 2022. In total 14 volunteers have provided over 200 hours support for Keats House in 2021/22 and, as always, we would like to acknowledge and thank all our

volunteers for their continued support for the Charity and its activities, especially in light of the impact of the pandemic on their own lives and capacity.

Keats House continue to work with Roehampton University to support a doctoral research student to work with the collections held at Keats House and London Metropolitan Archives. This programme, which commenced in October 2020, is funded through the Techne Doctoral Training Programme through to 2024 and will result in new insights and interpretations of our collection, in particular the Fanny Brawne to Fanny Keats letters, which are being digitised and shared online on the 200<sup>th</sup> anniversary of their writing.

At the end of August, we worked with colleagues from London Metropolitan Archives (LMA) to conserve, digitise and display items from the Keats House collections. Included in the displays for autumn / winter 2021, were a letter from Shelley to his cousin and fellow poet Medwin, which had not been displayed in over 25 years, along with the first English edition of 'Adonais: An Elegy on the Death of John Keats', which Shelley wrote in the aftermath of Keats's death. As well as forming part of the culmination of the Keats200 bicentenary programme, these form part of our contribution to Shelley200 and the wider Romanticism bicentenaries which will be one of our priorities for the next few years, as we move into the legacy phase of Keats200. In February 2022, the Fanny Brawne to Fanny Keats letters and miscellaneous items related to Joseph Severn and Keats's grave in Rome were displayed at the house in time for the spring visitor season.

We also collaborated with LMA to display Keats's copy of Shakespeare's Poems, in which he copied out his own poem 'Bright Star' while on route to Italy. This item is one of the treasures of the Keats House collections which captures the imagination of Keatsians all over the world and we were delighted to be able to display this in the Heritage Gallery at Guildhall Art Gallery for the culmination of the Keats200 bicentenary programme.

As previously reported, officers produced the Keats200 exhibition for publication online on [ourcitytogether.london](https://ourcitytogether.london) and Google Arts & Culture in time for the bicentenary of Keats's death in February 2021. This same content was then used to develop an outdoor exhibition to support the City Corporation's Outdoor Art Programme for 2021: 'A Thing of Beauty', which toured three London venues in autumn 2021: Hampstead Heath during September, Aldgate Square in October and Guildhall Yard for the first two weeks of November. The tour was accompanied by an events programme at all venues to coincide with Open House London Festival 2021, Keats birthday celebrations at the end of October, and the Keats200 lecture and celebratory event at The Guildhall in partnership with the Keats Foundation.

Between 20 May 2021 and 31 March 2022, Keats House opened to the public on 114 days, with a total of 2,575 recorded visits to the house during that period. For comparison, 12,451 people visited Keats House in 2018/19 – the last full business year before the pandemic - so the number of people visiting Keats House is down by 80% on pre-pandemic levels, with a fall in income from admissions and shop sales in particular as a consequence.



The shop also reopened from May with a new ticketing, sales and contactless payment system. Income from shop sales remains below the annual income target of £15,000, with sales of only £6,216.

The private hire offer also restarted, with a small number of hires to community groups, organisations and individuals. However, it has not yet been possible to achieve the levels of income previously derived from hires, events or visiting school groups. In addition, the licence for Keats Community Library (KCL) to occupy Ten Keats Grove, which contributes towards our income, expired on 19 April 2020 and is currently in the hands of the City Surveyors Department to renegotiate with the current licensees. In the meantime, KCL continue to operate from the site on a 'pay as you go' basis.

As a condition of the premises licence for 10 Keats Grove, Keats House Consultative Committee receive a twice-yearly report of licensable events held at the House, to ensure that the operating schedule and conditions are being upheld. To report that no activities have taken place under Keats House's premises licence in the period 2021/22. As referred to above, four events were delivered from the premises for Hampstead Summer Festival which involved the sale of alcohol and other licensable activities under TENs obtained by the organisers. The Premises Licence for 10 Keats Grove was renewed for the period to 11 September 2022 at a cost of £180.00.

## **2. Deliver maintenance and access improvement projects 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 completed and prioritised to ensure Keats House and Ten Keats Grove can continue to be accessed and enjoyed by future generations.

The London Borough of Camden's Planning Department determined in favour of the proposals as submitted to improve physical access to the premises through new pathways, subtle, ground-level lighting to pathways for safety reasons and the refurbishment of the external toilets. These works are to be funded by the London Borough of Camden's Community Infrastructure Levy grants programme and are currently being progressed with the City Surveyor's Department. The sub-project to refurbish the external toilets at Keats House was completed in early 2021, with funding from the City Corporation according to the original project agreement.

Planning and listed building consent were also granted for the proposed new visitor entrance, the funding for which had been identified from the Charitable Reserves as a Keats200 legacy project. Proposals to replace the aged, wooden boundary fence to the front of the property are currently being refined, following initial feedback from local stakeholders. Once finalised, these will be forwarded to

Members prior to submission to the London Borough of Camden to obtain the required planning and listed building consents.

The gardens, which form an essential and much-loved aspect of the heritage site, continue to be maintained by the Golders Hill Park team and this work was continued throughout the periods of lockdown and subsequent reopening. Hampstead Heath officers also supervise the work of a dedicated team of 'Heath Hands' volunteers who have continued to be active when allowed by COVID-19 restrictions.

### **3. Develop a three-year Management Plan for Keats House, to ensure the future sustainability of the Keats House Charity and its operating model**

While a draft Activities Plan for 2022/23 has been produced, the development of a three-year forward plan for Keats House, which is required as part of the City Corporation's documentation framework and for our Museum Accreditation return, has been severely delayed by the COVID-19 pandemic. The Divisional Plan, which is for a three-year rolling period, has been updated for 2022/23 to inform the plans, priorities and activities for future periods. The Principal Curator proposes that the development of a three-year Management Plan for Keats House should follow the timeline of the Target Operating Model, before being submitted to Members for consultation and approval, before being presented in any future Museum Accreditation return

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 2021/22**

1. To increase visitor numbers to Keats House. 2021/22 outturn: 2,575. (+497% based on 2020/21 outturn: 518).
2. Improve Visit England Annual Quality Attraction Assessment Scheme score at Keats House. Not available due to pandemic. (2019/20 score: 82%).
3. Achieve budgeted income and expenditure targets for Keats House Charity. Despite reduced income levels during the year, planned savings resulted in spending against expenditure budgets of 85% as at end 2021/22; income achieved in 2021/22 on admissions, events and private hires / licence agreements totalled only 39% of the target. Overall, net expenditure at Keats House for the 2021/22 year was 99% of the final budget. (Total net expenditure / income for 2020/21: Largely due to loss of income, Keats House year-end budget position exceeded the original budget by 11%, but a £71,000 budget uplift meant final outturn was 82% spend against revised budget).

## **PLANS FOR FUTURE PERIODS**

The overarching priorities which will guide all of our objectives and activities from April 2022 are:

- Implement projects and activities identified in the Keats House Divisional Plan and Activities Plan for delivery in 2022/23.
- Deliver maintenance and access improvement projects at Keats House
- Develop a three-year Management Plan for Keats House, to ensure the future sustainability of the Keats House Charity and its operating model.

The Trustees do not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 22.

# FINANCIAL REVIEW

## Overview of Financial Performance

### Income

In 2021/22 the charity's total income for the year was £350,117, an overall decrease of £34,675 against the previous year (£384,791). The principle source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £44,016 from fees charged (2020/21: £7,012), including £5,267 from admission fees (2020/21: £1,508), £32,533 from charges for services (2020/21: £5,504) and sales of £6,216 (2020/21: £nil). The rise in income is due to the partial reopening of Keats House during the year as Government restrictions have slowly been lifted.

An amount of £291,698 (2020/21: £348,190) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity. The decrease in contribution was mainly due to Keats House reducing their expenditure during the year in order to offset income reductions (see expenditure below).

### Expenditure

Total expenditure for the year was £362,693 (2020/21: £377,657), with charitable activities expenditure in the year totalling £360,581 (2020/21: £382,996). The decrease in expenditure is largely due to a combination of holding vacancies and reduced spending in relation to the Keats 200 programme during the year. Expenditure on raising funds for the year was £2,112 (2020/21: negative income of £5,339). The reason for the variance the accounts is due to the partial reopening of the gift shop during the year, whilst it was closed for the whole of the previous year, meaning that there were no sales and only minor purchases. The prior year credit arose because owing to government restrictions, a stock count was not possible for the 2019/20 financial year and therefore the previous year's closing stock was based on an estimate. A full stock count was undertaken during 2020/21, however, when the trading account was calculated, this led to a credit Cost of Sales figure last year.

### Funds held

The charity's total funds held decreased by £12,577 to £319,660 as at 31 March 2022 (2020/21: £332,237).

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 2022 totalled £58,339 (2020/21: £63,201). These represent designated funds within the unrestricted income fund which represents the net book value of fixed assets held.

A restricted fund of £103,544 (2020/21: £103,544) was held at year-end. This relates to the Keats Love Letter (£100,000), the remainder of a Young Roots grant (£2,121) which

is being held until the Charity is instructed whether it needs to repay this unspent balance and a Watercolour painting (£1,423).

The charity's free reserves total £157,777 (2020/21: £165,492), 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 2021/22 the Charity used £10,968 from reserves to help fund the Keats 200 programme, (2020/21: £37,903).

Details of all funds held, including their purposes, is set out within note 15 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
<b>Insufficient maintenance</b>	Although Cyclical Works Programme budgets have reduced across the department, the risk remains at the same level as 2020/21 as a historic building requires active maintenance and monitoring to prevent further issues.
<b>Health and Safety of staff, volunteers, visitors and contractors</b>	Understanding of Health and Safety has been strengthened through regular item for discussion at team meetings and adoption of high level and bespoke risk assessments produced for property and specific activities / events. A representative attends Divisional and Departmental Health and Safety meetings.  Fire risk audits for Keats House and Ten Keats Grove have been completed and are being acted upon in liaison with City Surveyors to the required deadlines.
<b>Theft or damage to Keats House or its contents</b>	Current risk score remains at Green. Keats House is now reopened to the public. Staff are attending site regularly. Despite delay from 2021/22 to 2022/23 for replacement of

Risk	Actions to manage risks
	security systems, intruder alarm and CCTV is still in place and functional. We accept the current level of risk.
<b>Loss of staff expertise</b>	<p>There has been some change to the core staff team at Keats House, with one Interpretation Officer role remaining vacant, pending the outcome of the TOM.</p> <p>A module of the same Collections Management System which is in use at Guildhall Art Gallery is in the process of being procured for Keats House, to maximise efficiency, including staff training and knowledge transfer. This is to be procured and initiated during 2022/23 at which point the risk will move to green. The target date has been extended to reflect the timeline for this project.</p>
<b>Financial Sustainability</b>	<p>There was a reduction in the Keats House Charity's Reserves in 2021/22 and this may also be the case, although to a lesser extent in 2022/23 and possibly 2023/24.</p> <p>Measures taken to reduce expenditure and rebuild income streams in progress, but these will need to be monitored and, in the medium to long term, diversified to ensure the future financial sustainability of the Keats House Charity.</p>

## TRUSTEE'S 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.



Henry Nicholas Almroth Colthurst, Deputy

Chairman of Finance Committee of  
The City of London Corporation

Guildhall, London

30 January 2023



Randall Keith Anderson, Deputy

Deputy Chairman of Finance  
Committee of The City of London  
Corporation



# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE OF KEATS HOUSE

I report to the Trustee on my examination of the accounts of Keats House for the year ended 31 March 2022 which are set out on pages 20 to 36.

This report is made solely to the charity's Trustee, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's Trustee those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's Trustee as a body for my independent examiner's work, for this report, or for the opinions I have formed.

## Responsibilities and basis of report

As the charity Trustee of the Trust the Trustee is responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Tina Allison, FCCA  
Crowe U.K LLP,  
55 Ludgate Hill,  
London,  
EC4M 7JW

31 January 2023

# STATEMENT OF FINANCIAL ACTIVITIES

## FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2021/22 Total Funds £	2020/21 Total Funds £
<b>Income from:</b>					
Voluntary activities	2	482	-	<b>482</b>	226
Charitable activities	3	44,016	-	<b>44,016</b>	7,012
Grant from City of London Corporation	4	291,698	-	<b>291,698</b>	348,190
Investments	5	212	-	<b>212</b>	64
Other	6	13,709	-	<b>13,709</b>	29,299
<b>Total income</b>		<b>350,117</b>	<b>-</b>	<b>350,117</b>	<b>384,791</b>
<b>Expenditure on:</b>					
Raising funds	7	2,112	-	<b>2,112</b>	(5,339)
Charitable activities:					
Preservation, maintenance and restoration of Keats House	7	360,581	-	<b>360,581</b>	382,996
<b>Total expenditure</b>		<b>362,693</b>	<b>-</b>	<b>362,693</b>	<b>377,657</b>
Net unrealised (loss)/gains on investments		(1)	-	<b>(1)</b>	7
<b>Net (expenditure)/(income)</b>		<b>(12,577)</b>	<b>-</b>	<b>(12,577)</b>	<b>7,141</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	15	<b>(12,577)</b>	<b>-</b>	<b>(12,577)</b>	<b>7,141</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	15	228,693	103,544	<b>332,237</b>	325,096
<b>Total funds carried forward</b>	15	<b>216,116</b>	<b>103,544</b>	<b>319,660</b>	<b>332,237</b>

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 22 to 36 form part of these financial statements.

**BALANCE SHEET (Charity Number 1053381)****AS AT 31 MARCH 2022**

	Notes	<b>2022 Total £</b>	<b>2021 Total £</b>
<b>Fixed assets:</b>			
Heritage assets	10	<b>101,423</b>	101,423
Tangible assets	11	<b>58,339</b>	63,201
<b>Total fixed assets</b>		<b>159,762</b>	164,624
<b>Current assets</b>			
Stock		<b>10,349</b>	10,922
Debtors	12	<b>7,792</b>	22,172
Cash at bank and in hand		<b>151,664</b>	146,269
<b>Total current assets</b>		<b>169,806</b>	179,363
<b>Creditors: Amounts falling due within one year</b>	13	<b>(9,908)</b>	(11,750)
<b>Net current assets/(liabilities)</b>		<b>159,898</b>	167,613
<b>Total assets less current liabilities</b>		<b>319,660</b>	332,237
<b>The funds of the charity:</b>			
Restricted income funds	15	<b>103,544</b>	103,544
Unrestricted income funds	15	<b>216,116</b>	228,693
<b>Total funds</b>		<b>319,660</b>	332,237

The notes on pages 22 to 36 form part of these financial statements

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

30 January 2023

# 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 Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) 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's 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, covering the next 5 years from the period covered by these financial statements. 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 ongoing financial position, including future income levels and the liquidity of the charity in light of the ongoing impact of Covid-19 over the next 12-month period from the date of signing these financial statements. The charity is still not reopening 5 days/30 hours per week, although this has resulted in some cost savings, it may be that the charity's reserves would need to be used to cover any shortfall, 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 2022 which is publicly available at [www.cityoflondon.gov.uk](http://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, (including government 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 considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

#### **(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 8.

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. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities, and these costs are included within support costs.

**(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 £832.7m as at 31 March 2022 (£919.7m as at 31 March 2021). 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 2012, 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 2026. Contribution rates adopted for the financial years 2020/21, 2021/22 and 2022/23 have been set at 21% (2019/20: 21%).

**(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 on an insurance basis at £2,246,697 (2020/21 £2,051,778) and a 1930s building called the Heath Library valued, for insurance purposes, at £1,404,658 (2020/21 £1,282,793). 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 are 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 exceptions to this are the Keats Love letter which is valued at its cost of £100,000 and the watercolour painting which is valued at its cost of £1,423, within the balance sheet. The letter was purchased at auction in March 2011 and has not been revalued since and the watercolour painting was purchased in 2020 and has not been revalued since, as the market for both remains constant and therefore no change in conditions that might indicate a change in value has been identified. A schedule of individual items is not kept, but both the letter and the watercolour painting are stored at London Metropolitan Archives as part of the overall Keats Collection. The total insurance 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) Cash**

Cash and cash equivalents include cash in hand, overdrafts (if any) and short-term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

#### **(l) 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.

**(m) 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	<b>Total 2021/22</b>	Unrestricted funds	Total 2020/21
	£	£	£	£
Donations and legacies	482	<b>482</b>	226	226

## 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds <b>2021/22</b>	Unrestricted funds 2020/21
	£	£
Charges for services	32,533	5,504
Sales	6,216	-
Admission charges	5,267	1,508
<b>Total</b>	<b>44,016</b>	<b>7,012</b>

Charges for services are split as follows:

<b>Charges for services</b>	<b>2021/22</b>	2020/21
	£	£
Keats community library	16,017	3,141
Private hire of Keats House	5,772	47
Public events	10,363	1,901
Filming	-	53
Commission/Royalties	346	362
Membership fees	35	-
<b>Total</b>	<b>32,533</b>	<b>5,504</b>



#### 4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds <b>2021/22</b> £	Unrestricted funds 2020/21 £
Revenue and capital grants from City of London Corporation	<b>291,698</b>	348,190

#### 5. INCOME FROM INVESTMENTS

	Unrestricted funds <b>2021/22</b> £	Unrestricted funds 2020/21 £
Interest	<b>212</b>	64

#### 6. OTHER INCOME

	Unrestricted funds <b>2021/22</b> £	Unrestricted funds 2020/21 £
Other income	<b>13,709</b>	29,299

#### Income for the year included:

**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.

**Other income** - included in Other Income on the Statement of Financial Activities is a government grant received from the Coronavirus Job Retention Scheme of £13,709 (2020/21: £29,299), There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

## 7. EXPENDITURE

### Expenditure on raising funds

	Unrestricted funds			Unrestricted funds		
	Direct costs	Support costs	Total	Direct costs	Support costs	Total
	£	£	2021/22 £	£	£	2020/21 £
Cost of goods sold	2,112	-	<b>2,112</b>	(5,339)	-	(5,339)

The reason for the variance and credit balance in the accounts is due to the partial reopening of the gift shop during the year, whilst it was closed for the whole of the previous year, meaning that there were no sales and only minor purchases. Owing to government restrictions, a stock count was not possible for the 2019/20 financial year and therefore the previous years closing stock was based on an estimate. A full stock count was undertaken during 2020/21, however, when the trading account was calculated, this led to a credit Cost of Sales figure last year.

**Expenditure on charitable activities**

	Unrestricted funds			Unrestricted funds		
	Direct costs	Support costs	Total	Direct costs	Support costs	Total
	£	£	2021/22 £	£	£	2020/21 £
Preservation, maintenance and restoration of Keats House	279,486	81,095	<b>360,581</b>	302,539	80,457	382,996

**Charitable activity**

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

**8. 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:

	Charitable activities £	Governance £	2021/22 £	2020/21 £
Department:				
Chamberlain	17,058	-	<b>17,058</b>	26,129
Town Clerk	-	12,129	<b>12,129</b>	10,069
City Surveyor	9,372	-	<b>9,372</b>	5,429
Open Spaces directorate	14,126	-	<b>14,126</b>	10,451
Other governance & support costs	10,670	-	<b>10,670</b>	6,237
Digital Services	17,740	-	<b>17,740</b>	22,142
Sub-total	68,966	12,129	<b>81,095</b>	80,457
Reallocation of governance costs	12,129	(12,129)	-	-
Total support costs	81,095	-	<b>81,095</b>	80,457

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.

### Auditor's remuneration and fees for other services

Crowe 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. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fee incurred from each of its charities. In 2021/22 a £1,750 fee for the independent examination of this charity's financial statements was recharged (2020/21: £nil). No other services were provided to the charity by its auditors during the year (2020/21: £nil).

## 9. 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 3.7 (2020/21: 4.1).

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

	2021/22	2020/21
	£	£
Salaries and wages	<b>156,490</b>	174,961
National Insurance costs	<b>15,182</b>	15,611
Employer's pension contributions	<b>31,522</b>	35,686
<b>Total emoluments of employees</b>	<b>203,194</b>	226,258

The number of directly charged employees whose emoluments (excluding employer's pension contribution) for the year were over £60,000 was nil (2020/21: 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 (2020/21: £nil). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2021/22 (2020/21: £nil).

## 10. HERITAGE ASSETS

	2018 £	2019 £	2020 £	2021 £	2022 £
<b>Cost</b>					
At 1 April	100,000	100,000	100,000	100,000	101,423
Additions	-	-	-	1,423	-
<b>At 31 March</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>101,423</b>	<b>101,423</b>
<b>Net book value</b>					
<b>At 31 March</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>101,423</b>	<b>101,423</b>

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 2021/22, however, although the Activities Plan for 2021/22 has been produced, the development of a three-year forward plan for Keats House, which is required as part of the City Corporation’s documentation framework and for our Museum Accreditation return, has been severely delayed by the COVID-19 pandemic. The Divisional Plan, which is for a three-year rolling period, has been updated for 2022/23 to inform the plans, priorities and activities for future periods. Records of heritage assets owned and maintained by Keats House can be obtained from the Executive Director of Environment at the principal address as stated on page 36.

**11. TANGIBLE FIXED ASSETS**

## Plant &amp; equipment

£

**Cost**

At 1 April 2021	72,924
At 31 March 2022	72,924

**Depreciation**

At 1 April 2021	9,723
Charge for the year	4,862
At 31 March 2022	14,585

**Net book value**

<b>At 31 March 2022</b>	<b>58,339</b>
-------------------------	---------------

At 31 March 2021	63,201
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**12. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR**

	2022 £	2021 £
Prepayments and accrued income	4,184	3,953
Recoverable VAT	495	3,330
Sundry debtors	386	13,947
Other debtors	2,727	942
<b>Total</b>	<b>7,792</b>	<b>22,172</b>

The reason for the large reduction in debtors is largely due to a debtor for furlough payments relating to the period January – March 2021 accrued for in the previous year. This Government scheme is no longer running and there were no outstanding amounts accrued at year end 31 March 2022.

**13. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR**

	2022 £	2021 £
Sundry creditors	4,399	2,466
Other creditors	5,509	9,284
<b>Total</b>	<b>9,908</b>	<b>11,750</b>

## 14. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2022	Unrestricted income funds		Restricted funds	Total at 31 March 2022	Total at 31 March 2021
	General funds	Designated funds			
	£	£	£	£	£
Heritage assets	-	-	101,423	101,423	101,423
Tangible assets	-	58,339	-	58,339	63,201
Current assets	167,685	-	2,121	169,806	179,363
Current liabilities	(9,908)	-	-	(9,908)	(11,750)
<b>Total</b>	<b>157,777</b>	<b>58,339</b>	<b>103,544</b>	<b>319,660</b>	332,237

At 31 March 2021	Unrestricted income funds		Restricted funds	Total at 31 March 2021	Total at 31 March 2020
	General funds	Designated funds			
	£	£	£	£	£
Heritage assets	-	-	101,423	101,423	100,000
Tangible assets	-	63,201	-	63,201	68,063
Current assets	177,242	-	2,121	179,363	213,328
Current liabilities	(11,750)	-	-	(11,750)	(56,295)
<b>Total</b>	<b>165,492</b>	<b>63,201</b>	<b>103,544</b>	<b>332,237</b>	325,096

## 15. MOVEMENT IN FUNDS

At 31 March 2022	Total as at 1 April 2021	Income	Expenditure	Unrealised gains & (losses)	Transfers	Total as at 31 March 2022
	£	£	£	£	£	£
Restricted funds:						
Heritage Assets	101,423	-	-	-	-	<b>101,423</b>
Grant Funding	2,121	-	-	-	-	<b>2,121</b>
Total restricted funds	103,544	-	-	-	-	<b>103,544</b>
General funds:	165,492	350,117	(357,831)	(1)	-	<b>157,777</b>
Total general funds	165,492	350,117	(357,831)	(1)	-	<b>157,777</b>
Designated funds:						
Tangible fixed assets	63,201	-	(4,862)	-	-	<b>58,339</b>
Total designated funds	63,201	-	(4,862)	-	-	<b>58,339</b>
Total unrestricted income funds	228,693	350,117	(362,693)	(1)	-	<b>216,116</b>
<b>Total funds</b>	<b>332,237</b>	<b>350,117</b>	<b>(362,693)</b>	<b>(1)</b>	<b>-</b>	<b>319,660</b>

At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Unrealised gains & (losses) £	Transfers £	Total as at 31 March 2021 £
Restricted funds:						
Heritage Assets	100,000	-	-	-	1,423	<b>101,423</b>
Grant Funding	2,121	-	-	-	-	<b>2,121</b>
Total restricted funds	102,121	-	-	-	1,423	<b>103,544</b>
General funds:	154,912	384,791	(372,795)	7	(1,423)	<b>165,492</b>
Total general funds	154,912	384,791	(372,795)	7	(1,423)	<b>165,492</b>
Designated funds:						
Tangible fixed assets	68,063	-	(4,862)	-	-	<b>63,201</b>
Total designated funds	68,063	-	(4,862)	-	-	<b>63,201</b>
Total unrestricted income funds	222,975	384,791	(377,657)	7	(1,423)	<b>228,693</b>
<b>Total funds</b>	<b>325,096</b>	<b>384,791</b>	<b>(377,657)</b>	<b>7</b>	<b>-</b>	<b>332,237</b>

### Purposes of restricted funds

- i. *Heritage Asset* - The purpose of this fund is to safeguard both the Keats Love Letter and the Watercolour painting, allowing the public access to these cultural assets. The transfer to restricted funds in the year arose from the heritage asset addition of the watercolour painting.
- ii. *Grant funding* – Young Roots funds remaining from a grant, being held in a restricted fund until the Charity is instructed whether 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 2022 was £58,339 and is represented by a designated fund (2019/20: £63,201).

## 16. 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 7.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's



income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

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](http://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	2021/22 £	2020/21 £	Detail of transaction
City of London Corporation	The City of London Corporation is the			The City of London Corporation's City's
	Trustee for the charity	<b>291,698</b> (nil)	348,190 (nil)	Cash meets the deficit on running expenses of the charity
		<b>81,095</b> (nil)	80,457 (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 (retired 31 December 2022)

**Treasurer**

Caroline Al-Beyerty - The Chamberlain and Chief Financial Officer of the City of London Corporation

**Solicitor**

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

**Environment Department**

Juliemma McLoughlin – Executive Director of Environment (appointed 2 August 2021)

Colin Buttery – Director of Open Spaces (retired 31 October 2021)

**INDEPENDENT EXAMINER:**

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

**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](mailto:PA-DeputyChamberlain@cityoflondon.gov.uk)

<b>Committee(s)</b>	<b>Dated:</b>
Culture Heritage & Libraries Committee	27 March 2023
<b>Subject:</b> Guildhall Library Centenary Fund - Trustees Annual Report and Financial Statements for the Year Ended 31 March 2022	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	n/a
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b>Report author:</b> Mavis Amouzou - Akue - Chamberlains	

## Summary

The Trustees Annual Report and Financial Statements for the Year ended 31 March 2022 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 2021/22 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, and having been approved and signed by the Chamberlain of London and Chief Financial Officer on behalf of the Trustee in January 2023.
2. Owing to the size of the charity, no audit or independent examination was required for Guildhall Library Centenary Fund in 2021/22.
3. 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.

4. The Trustees Annual Report and Financial Statements were submitted to the Charity Commission within the agreed deadline of 31 January 2023.

## **Appendices**

- Appendix 1 – Guildhall Library Centenary Fund Report and Financial Statements for the year ended 31 March 2022

### **Mavis Amouzou - Akue**

Chamberlain's Financial Services Division, Citizen Services

E: [mavis.amouzou-akue@cityoflondon.gov.uk](mailto:mavis.amouzou-akue@cityoflondon.gov.uk)

# Guildhall Library Centenary Fund

Annual Report and Financial Statements for the year  
ended 31 March 2022

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 2021/22 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](http://www.cityoflondon.gov.uk)

The Trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance 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 17.

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 considers the application of recommended practice in 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 (2020-21: 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 17.

### **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 17.

## **ACHIEVEMENTS AND PERFORMANCE**

A decision was taken in January 2022 to close the charity given the charity's modest funds and the resulting challenges the charity will face in continuing to meet its charitable purpose in the future. The funds will be spent out in furtherance of the of the charitable purposes of the GLCF, being to advance the education and training of the public, in particular but not exclusively by the provision of library, archives, museum and gallery services. Once spent, the charity will be wound up and removed from the Register of Charities.

## **PLANS FOR FUTURE PERIODS**

Following the decision taken by the Trustees as detailed above, in 2022/23 the investments will be sold and the funds will be applied to support education and training at the Guildhall Libraries, the Guildhall Art Gallery and the London Metropolitan Archives (LMA).

The restricted fund relates to a grant of £5,000 to the charity in 2019/2020 to support the conservation and boxing of the Charles Lamb Society Collection. These funds will be spent in accordance with the terms of that grant before the charity can be closed.

It is expected that the charity will be closed in the 12 months following the signing of the financial statements, and therefore the charity is no longer considered to be a going concern. Further detail regarding this is set out on page 10.

## **FINANCIAL REVIEW**

### **Overview of Financial Performance**

#### **Income**

In 2021/22 the charity's total income for the year was £643, an overall increase of £106 against the previous year (2020/21: £537) all of which relates to dividends and interest.

#### **Expenditure**

In 2021/22 the charity's total expenditure for the year was £4,236 (2020/21: nil). The expenditure in the 2021/22 year relates to internal legal fees relating to the proposed closure of the charity of £3,036 (2020/21: £nil) and administrative support of £1,200 (2020/21: £nil): from 2021/22, the City Corporation, as Trustee, took a decision to seek reimbursement for the administration fees incurred from each of its charities which were charged for the first time in this year.

#### **Funds held**

The charity's total funds held decreased by £3,141 to £17,717 as at 31 March 2022 (2020/21: £20,858). Within the total funds held, £11,422 (2020/21: £10,902) represent permanent endowment funds which are held in perpetuity as a capital fund to generate income for the primary objectives of the charity.

Unrestricted Funds decreased during the year by £3,661 to £1,295 (2020/21: £4,956). There was no change to the Restricted Funds.

Details of all funds held, including their purposes, is set out in note 10.

### Investments performance

Over the course of 2021/22 the Charities Pool investment strategy delivered an absolute return (gross of fees) of 11.06% which was below the FTSE All Share Index benchmark return of 13.03%, although this followed a period of outperformance in the prior year (the investment strategy gained 30.72% in 2020/21 versus 26.71% from the benchmark). The Charities Pool invests in an actively managed, high conviction strategy where performance is expected to be volatile over the short term. Over the longer term three and five year horizon, the Charities Pool continues to outperform the FTSE All Share Index as shown below.

Fund	2021/22		2020/21	
	3 year	5 year	3 year	5 year
Fund	<b>+7.3%</b>	<b>+6.2%</b>	5.0%	+7.2%
FTSE All Share	<b>+5.3%</b>	<b>+4.7%</b>	3.2%	+6.3%
Fund outperformance	<b>+2.0%</b>	<b>+1.5%</b>	+1.8%	+0.9%

	Total at 31 March 2022 £	Total at 31 March 2021 £
Equities		
UK	9,286	8,906
Overseas	1,302	1,265
Bonds - UK	-	-
Bonds - Overseas	-	-
Pooled Units	674	578
Cash held by Fund Manager	160	153
<b>Total</b>	<b>11,423</b>	<b>10,902</b>

### Reserves policy

The decision to wind up the charity, taken on 31 January 2022, also included a decision to release all restrictions on the permanent endowment and spend it out. As such the full value of the permanent endowment was transferred to unrestricted income funds in the year.

The free reserves of the charity are held to cover working capital needs. The Trustee believes that a minimum amount of £2,000 should be held at present, which is subject to annual review. As at 31 March 2022 the charity held £12,717 as free reserves, which will be spent as part of the winding up of the charity as detailed above on page 5.

### 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.

# STATEMENT OF FINANCIAL ACTIVITIES

## FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2021/22 Total Funds £	2020/21 Total Funds £
<b>Income from:</b>						
Investments	2	643	-	-	<b>643</b>	537
<b>Total income</b>		<b>643</b>	<b>-</b>	<b>-</b>	<b>643</b>	537
<b>Expenditure on:</b>						
Charitable activities	3	4,236	-	-	<b>4,236</b>	-
<b>Total expenditure</b>		<b>4,236</b>	<b>-</b>	<b>-</b>	<b>4,236</b>	-
Net gains/(losses) on investments	8	-	-	520	<b>520</b>	2,151
Net unrealised gains/(loss) on investments	8	(68)	-	-	<b>(68)</b>	21
<b>Net income and net movement in funds</b>		<b>(3,661)</b>	<b>-</b>	<b>520</b>	<b>(3,141)</b>	2,709
<b>Transfers between funds</b>		<b>11,422</b>	<b>-</b>	<b>(11,422)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>7,761</b>	<b>-</b>	<b>(10,902)</b>	<b>(3,141)</b>	2,709
<b>Reconciliation of funds:</b>						
Total funds brought forward	10	4,956	5,000	10,902	<b>20,858</b>	18,149
<b>Total funds carried forward</b>	10	<b>12,717</b>	<b>5,000</b>	<b>-</b>	<b>17,717</b>	20,858

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 10 to 16 form part of these financial statements.

# BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 Total £	2021 Total £
<b>Fixed assets:</b>			
Investments	8	11,422	10,902
<b>Total fixed assets</b>		<b>11,422</b>	<b>10,902</b>
<b>Current assets</b>			
Cash at bank and in hand		6,295	9,956
<b>Total current assets</b>		<b>6,295</b>	<b>9,956</b>
<b>Total net assets</b>		<b>17,717</b>	<b>20,858</b>
<b>The funds of the charity:</b>			
Permanent endowment funds	10	-	10,902
Restricted income funds	10	5,000	5,000
Unrestricted income funds	10	12,717	4,956
<b>Total funds</b>		<b>17,717</b>	<b>20,858</b>

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 10 to 16 form part of these financial statements.

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

26 January 2023

# 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 Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

The financial statements are not prepared on a going concern basis due to the anticipated closure of the charity.

### (b) 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.

### (c) Statement of Cash Flows

As per section 14.1 of the Charities SORP the Charity is not required to produce a statement of cash flows on the grounds that it is a small entity.

### (d) 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.

### (e) 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. From 2021/22, the City Corporation, as Trustee, took a decision to seek reimbursement for the administration fees incurred from each of its charities.

#### **(f) 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.

#### **(g) Heritage Assets**

On acquisition, heritage assets are initially recorded in the balance sheet at cost (for those acquired by purchase) or at valuation (for those acquired by donation), where such information is available.

In 2020/21, it was discovered that three paintings hung in Guildhall Art Gallery were legally owned by the Guildhall Library Centenary Fund, following a transfer from another charity in a 2011 scheme (which did not specifically name the assets). The paintings are held to advance education and training of the public in line with the objects of the Charity.

The Trustee does not consider that reliable cost or valuation information can be obtained for the paintings because of their unique features and the lack of comparable market values, and the lack of a valuation at the original date of transfer. Furthermore, the Trustee believes that the cost of obtaining a valuation of these assets would be onerous compared with the benefit that would be derived by users of the financial statements in assessing their stewardship of the assets. The Charity does not therefore recognise these assets on its balance sheet.

In accordance with the requirement of Section 34 of FRS 102 and Section 18 of SORP FRS 102, note 7 to the financial statements provides additional disclosures on the nature and significance of the charity's heritage assets, and access information.

#### **(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 are valued at bid-price. 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) Indemnity 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 INVESTMENTS

	Unrestricted funds <b>2021/22</b>	<b>Total 2021/22</b>	Unrestricted funds 2020/21	Total 2020/21
	£	£	£	£
Interest	<u>643</u>	<u>643</u>	<u>537</u>	<u>537</u>

## 3. EXPENDITURE

### Expenditure on charitable activities

	Unrestricted funds			Unrestricted funds		
	Direct costs	Support costs	<b>Total 2021/22</b>	Direct costs	Support costs	Total 2020/21
	£	£	£	£	£	£
Other	<u>3,036</u>	<u>1,200</u>	<u>4,236</u>	<u>-</u>	<u>-</u>	<u>-</u>

The expenditure in the 2021/22 year relates to internal legal fees of £3,036 (2020/21: £nil) and administrative support of £1,200 (2020/21: £nil), see note 4.

## 4. SUPPORT COSTS

	Charitable activities £	2021/22 £	2020/21 £
Department:			
Chamberlain	1,200	<b>1,200</b>	-
Sub-total	1,200	<b>1,200</b>	-
<hr/>			
Total support costs	1,200	<b>1,200</b>	-

Following a review from 2021/22, the City Corporation, as Trustee, took a decision to seek reimbursement for the administration fees incurred from each of its charities.

## 5. AUDITOR'S REMUNERATION

Owing to the size of the charity, no audit or independent examination is required for Guildhall Library Centenary Fund in 2021/22. In 2020/21 no audit fee was recharged to the charity.

## 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 2021/22 (2020/21: nil).

## 7. HERITAGE ASSETS

The Guildhall Library Centenary Fund holds three items which meet the definition of heritage assets, being two paintings by Alexander Ripplingille and one by Sir John Newton, referred to as the 'Harbinger paintings'.

The three paintings are held by the Guildhall Art Gallery which is free to the public and accessible during opening hours; and they are preserved and managed by the staff of the Gallery who are considered to be experts in this field. One painting is currently hanging whilst the other two are in store; members of the public can request a viewing of any paintings not on current display by contacting the Gallery team, and all paintings held in the collection are accessible online via the London Picture Archive.

The paintings are held on a long term basis for use in the charity's objects.

Whilst no reliable cost or valuation information is available, and obtaining such valuation would be onerous given the size and activities of the charity, it is helpful (as per Charity SORP 18.26) for the users of the financial statements to be aware that the insurance values of the three paintings is £20,463.

## 8. 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:

	2022 £	2021 £
Market value 1 April	10,902	8,751
Additions	-	-
Disposals	-	-
Gain/(Loss) for the year	520	2,151
<b>Market value 31 March</b>	<b>11,422</b>	<b>10,902</b>
<b>Cost 31 March</b>	<b>1,233</b>	<b>1,233</b>
Units held in Charities Pool	<b>1,233</b>	<b>1,233</b>

The type of listed investments held as at 31 March 2022 was as follows:

	Total at 31 March 2022 £	Total at 31 March 2021 £
Equities		
UK	9,286	8,906
Overseas	1,302	1,265
Bonds - UK	-	-
Bonds - Overseas	-	-
Pooled Units	674	578
Cash held by Fund Manager	160	153
<b>Total</b>	<b>11,422</b>	<b>10,902</b>

## 9. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2022	Unrestricted funds General funds £	Restricted funds £	Endowment funds £	Total at 31 March 2022 £	Total at 31 March 2021 £
Fixed assets - investments	11,422	-	-	11,422	10,902
Current assets	1,295	5,000	-	6,295	9,956
<b>Total</b>	<b>12,717</b>	<b>5,000</b>	<b>-</b>	<b>17,717</b>	<b>20,858</b>

At 31 March 2021	Unrestricted funds General funds £	Restricted funds £	Endowment funds £	Total at 31 March 2021 £	Total at 31 March 2020 £
Fixed assets - investments	-	-	10,902	10,902	8,751
Current assets	4,956	5,000	-	9,956	9,398
<b>Total</b>	<b>4,956</b>	<b>5,000</b>	<b>10,902</b>	<b>20,858</b>	<b>18,149</b>

## 10. MOVEMENT IN FUNDS

At 31 March 2022	Total as at 1 April 2021 £	Income £	Expenditure £	Gains & (losses) £	Unrealised gains & (losses) £	Transfers £	Total as at 31 March 2022 £
Endowment funds:							
Permanent endowment	10,902	-	-	520	-	(11,422)	-
Restricted funds:	5,000	-	-	-	-	-	<b>5,000</b>
Unrestricted funds:							
General funds	4,956	643	(4,236)	-	(68)	11,422	<b>12,717</b>
<b>Total funds</b>	<b>20,858</b>	<b>643</b>	<b>(4,236)</b>	<b>520</b>	<b>(68)</b>	<b>-</b>	<b>17,717</b>

At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Gains & (losses) £	Unrealised gains & (losses) £	Transfers £	Total as at 31 March 2021 £
Endowment funds:							
Permanent endowment	8,751	-	-	2,151	-	-	10,902
Restricted funds:	5,000	-	-	-	-	-	5,000
Unrestricted funds:							
General funds	4,398	537	-	-	21	-	4,956
<b>Total funds</b>	<b>18,149</b>	<b>537</b>	<b>-</b>	<b>2,151</b>	<b>21</b>	<b>-</b>	<b>20,858</b>

### 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 restricted funds

In 2019/20 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.

## 11. 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](http://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.

Related party	Connected party	2021/22 £	2020/21 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	<b>643 (nil)</b>	537 (nil)	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**

Caroline Al-Beyerty - The Chamberlain and Chief Financial Officer of the City of London Corporation

**Solicitor**

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

**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-ChamberlainSecretariat@cityoflondon.gov.uk](mailto:PA-ChamberlainSecretariat@cityoflondon.gov.uk)

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