



## Civic Affairs Sub-Committee

**Date:** THURSDAY, 13 JULY 2023

**Time:** 1.45 pm

**Venue:** COMMITTEE ROOM, WEST WING, 2ND FLOOR WEST WING

**Members:**

Tom Sleigh (Chair)	Sophie Anne Fernandes
Deputy Ann Holmes (Chief Commissioner) (Deputy Chairman)	Deputy Christopher Hayward
Emily Benn	Alderman Ian David Luder
Deputy Keith Bottomley	Alderman Professor Michael Mainelli
Tijs Broeke	Wendy Mead
James Bromiley-Davis	Deputy Andrien Meyers
Deputy Henry Colthurst	Alderman Sir William Russell
Deputy Simon Duckworth	Deputy Dr Giles Shilson

**Enquiries:** **Chris Rumbles**  
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### Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

<https://www.youtube.com/@CityofLondonCorporation/streams>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

**Ian Thomas CBE**  
**Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the Civic Affairs Sub-Committee meeting on 31 March 2023.

**For Decision**  
(Pages 7 - 14)

4. **MEMBERS' BEDROOM POLICY**

Report of the Deputy Town Clerk.

**For Discussion**  
(Pages 15 - 30)

5. **MEMBER WORKSPACE ARRANGEMENTS (MEZZANINE FLOOR)**

Report of the Deputy Town Clerk.

**For Decision**  
(Pages 31 - 38)

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

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

8. **EXCLUSION OF THE PUBLIC**

The following matters relate to functions of the Court of Common Council which are not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings. The matters will, therefore, be considered in non-public session unless the committee determines to the contrary.

**For Decision**

**Part 2 - Non Public Agenda**

9. **SPECIAL RESPONSIBILITY ALLOWANCE: UPDATE ON IMPLEMENTATION**

Report of the Deputy Town Clerk.

**For Decision**  
(Pages 39 - 42)

10. **MINUTES**

To agree the non-public minutes of the Civic Affairs Sub-Committee meeting on 31 March 2023.

**For Decision**  
(Pages 43 - 50)

11. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS IN ACCORDANCE WITH STANDING ORDERS 41(A) AND 41(B)**

Report of the Town Clerk.

**For Information**  
(Pages 51 - 54)

12. **DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

**For Information**  
(Pages 55 - 56)

13. **BENEFICES**

Chair to be heard.

**For Information**

**Hospitality**

14. **GUILDHALL CHARGING REVIEW**

Report of the City Remembrancer.

**For Decision**  
(Pages 57 - 78)

15. **GUIDANCE NOTE FOR CHAIRMEN ON COMMITTEE HOSPITALITY**

Report of the City Remembrancer.

**For Discussion**  
(Pages 79 - 88)

16. **CITY EVENTS PROGRAMME**

Report of the City Remembrancer.

**For Decision**  
(Pages 89 - 106)

17. **APPLICATIONS FOR THE USE OF THE GREAT HALL**

Report of the Remembrancer.

**For Decision**  
(Pages 107 - 108)

18. **APPLICATIONS FOR HOSPITALITY**

**For Decision**

a) Application A (Pages 109 - 114)

Report of the Remembrancer.

b) Application B (Pages 115 - 120)

Report of the Remembrancer.

c) Application C (Pages 121 - 126)

Report of the Remembrancer.

19. **EVALUATION OF CITY-HOSTED EVENTS**

Report of the City Remembrancer.

**For Information**  
(Pages 127 - 140)

20. **UPDATE TO CITY CORPORATION FLAG POLICY**

Report of the City Remembrancer.

**For Information**  
(Pages 141 - 144)

21. **CITY CORPORATION'S WINE STORE**

Report of the City Remembrancer.

**For Information**  
(Pages 145 - 148)

22. **FORTHCOMING COMMITTEE OR COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**

Report of the City Remembrancer.

**For Information**  
(Pages 149 - 150)

23. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint report of the Chamberlain and Remembrancer.

**For Information**  
(Pages 151 - 162)

24. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

**For Information**  
(Pages 163 - 196)

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

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