

**CIVIC AFFAIRS SUB-COMMITTEE**  
**Monday, 29 January 2024**

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,  
West Wing, 2nd Floor Guildhall on Monday, 29 January 2024 at 1.45 pm

**Present**

**Members:**

Tom Sleigh (Chair)  
Deputy Ann Holmes (Chief Commoner) (Deputy Chair)  
Emily Benn  
Deputy Keith Bottomley  
Deputy Henry Colthurst  
Deputy Simon Duckworth  
Deputy Peter Dunphy  
Deputy Shravan Joshi  
Alderman Alastair King DL  
Wendy Mead  
Deputy Andrien Meyers  
Alderman Sir William Russell  
James St John Davis

**In attendance (observing online)**

Emily Benn  
Deputy Marianne Fredericks  
Deputy Edward Lord  
Giles Shilson

**Officers:**

Ian Thomas CBE	- Town Clerk & Chief Executive
Greg Moore	- Deputy Town Clerk
Jen Beckermann	- Executive Director and Private Secretary to the Chairman of Policy
Polly Dunn	- Assistant Town Clerk and Executive Director, Governance and Member Services
Matthew Cooper	- Town Clerk's Department
Ben Dunleavy	- Town Clerk's Department
Mark Gettleson	- Town Clerk's Department
Chris Rumbles	- Town Clerk's Department
Paul Wright	- Remembrancer
Fiona Hoban	- Remembrancer's Department
Holly Booth	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Charlotte Jones	- Remembrancer's Department
Caroline Al-Beyerty	- Chamberlain
Phil Black	- Chamberlain's Department

Benjamin Chen-Sverre	- Chamberlain's Department
Caroline Jack	- Executive Director and Private Secretary to the Lord Mayor
Peter Oscher	- City Surveyor's Department

1. **APOLOGIES**

Apologies were received from Alderman Sir William Russell, Deputy Chris Hayward and Tijs Broeke.

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

The Chairman referred to item 9 relating to a Special Responsibility Allowance as being of interest to certain Members moving forward.

3. **MINUTES**

The Sub-Committee considered the public minutes of the Civic Affairs Sub-Committee meeting on 25 October 2023.

A Member referred to the discussion at the last meeting relating to a Members' Bedroom Policy and suggested the point he raised should be 'to aspire to break even' rather than to 'start looking to make a profit', with Members agreeing to this proposed amendment.

**Matters arising**

**Members' Bedroom Policy**

The Deputy Chair referred to the Members' Bedroom Policy and Policy and Resources Committee's referral of the item back to Civic Affairs Sub-Committee to allow for its further consideration and review. Members noted that further investigation remained ongoing, with this including an in-depth piece of work by the Chamberlain looking at the overall costs of the bedrooms alongside work of the City Surveyor in looking to incorporate maintenance and upkeep of the bedrooms within the Cyclical Works Programme.

RESOLVED: That: - the public minutes of the Civic Affairs Sub-Committee meeting on 25 October 2023 be agreed as an accurate, subject to inclusion of the amendment as agreed.

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

There were no questions.

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

There were no additional items of business.

6. **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 item on the grounds that it would involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

7. **CHANGE TO FREQUENCY OF MEMBERS' PAYROLL AND INITIAL PROPOSALS FOR THE MEMBERS FINANCIAL SUPPORT SCHEME**

The Sub-Committee considered a report of the Chamberlain outlining changes that were required by Her Majesty's Revenue & Customs (HMRC) in respect of the frequency with which the Members' payroll was run.

The following items relate to functions of the Court of Common Council which were not subject to the provisions of Part VA and Schedule 12a of the Local Government Act 1972, relating to public access to meetings. These matters were, therefore, considered in non-public session.

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At this point in the meeting, the Sub-Committee considered the following item that had been omitted from the main agenda and circulated separately.

**MINUTES**

Resolved that: the non-public minutes of the Civic Affairs Sub-Committee meeting on 25 October 2023 be approved as an accurate record.

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

The Committee considered a report of the Deputy Town Clerk relating to a Special Responsibility Allowance scheme for Members.

9. **CITY HOSTED EVENTS - APPROACH TO MEMBER NON-ATTENDANCE AND THE INCLUSION OF MEMBERS' CHILDREN AT CERTAIN CITY HOSTED OCCASIONS**

The Sub-Committee considered a report of the Remembrancer relating to City hosted events and an approach to Member non-attendance and the inclusion of Members' children at certain City hosted occasions and provided feedback thereon.

10. **OVERVIEW OF CITY HOSTED EVENTS**

The Sub-Committee considered an overview of City hosted events and provided feedback thereon.

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

The Sub-Committee considered a report of the Remembrancer presenting applications for the use of Great Hall.

12. **APPLICATIONS FOR HOSPITALITY**

The Sub-Committee considered two reports of the Remembrancer detailing applications for hospitality.

a) **Application A**

b) **Application B**

13. **EVALUATION OF CITY HOSTED EVENTS**

The Sub-Committee received a report of the Remembrancer providing an evaluation of City hosted events.

14. **DELEGATED AUTHORITY REPORT**

The Sub-Committee received a report of the Remembrancer detailing decisions taken under delegation to the Remembrancer, in consultation with the Chair and Deputy Chair.

15. **FORTHCOMING COMMITTEE EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**

The Sub-Committee received a report of the Remembrancer providing detail of forthcoming Committee or Court events involving hospitality and other non-hospitality events.

16. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2023-2024 AND 2024-25**

The Sub-Committee received a joint report of the Chamberlain and Remembrancer providing an update on the level of actual and committed hospitality funding.

17. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

The Sub-Committee received a report of the Remembrancer and Chamberlain comparing outturn for events overseen by the Sub-Committee against the budget.

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

There were no questions.

19. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE CONSIDER SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no additional items of business.

**The meeting ended at 3.25pm**

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Chairman

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