



Civic Affairs Sub-Committee

Date: WEDNESDAY, 21 MAY 2025

Time: 1.45 pm

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

Members:

Deputy Keith Bottomley (Chairman)	Charles Edward Lord, OBE JP
Deputy Henry Pollard (Deputy Chairman)	Timothy James McNally
Deputy Emily Benn	Wendy Mead OBE
Deputy Peter Dunphy	Deputy Andrien Meyers
Deputy Henry Colthurst	Alderman Sir William Russell
Deputy Christopher Hayward	James St John Davis
Deputy Jaspreet Hodgson	James Tumbridge
Alderswoman Dame Susan Langley, DBE	

Enquiries: Chris Rumbles
christopher.rumbles@cityoflondon.gov.uk

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

NB: Certain items presented for information have been marked * and will be taken without discussion, unless the Committee Clerk has been informed that a Member has questions or comments prior to the start of the meeting. These for information items have been collated into a supplementary agenda pack and circulated separately.

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 held on 29 January 2025.

For Decision
(Pages 7 - 10)

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

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

6. **EXCLUSION OF THE PUBLIC**

MOTION – That the public be excluded for the following matters that 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

7. **MINUTES**

To agree the non-public minutes of the Civic Affairs Sub-Committee meeting on 29 January 2025.

For Decision
(Pages 11 - 18)

8. **POLICY IMPLEMENTATION UPDATE**

Deputy Town Clerk to be heard.

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

Report of the Remembrancer.

For Decision
(Pages 19 - 20)

10. **COMMITTEE HOSPITALITY BUDGET ALLOCATION 2025/26**

Report of the Remembrancer.

For Decision
(Pages 21 - 30)

11. **CITY OF LONDON COST GUIDELINES 2025/26**

Report of the Remembrancer.

For Decision
(Pages 31 - 38)

12. **APPLICATIONS FOR HOSPITALITY**

For Decision

a) Application A (Pages 39 - 44)
Report of the Remembrancer.

b) Application B (Pages 45 - 50)
Report of the Remembrancer.

13. **ILLUMINATION OF GUILDHALL POLICY**

Report of the Remembrancer.

For Decision
(Pages 51 - 56)

14. *** DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

For Information

15. *** 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 57 - 60)

16. *** EVALUATION OF COMMITTEE HOSPITALITY AND CITY-HOSTED EVENTS**

Report of the Remembrancer.

For Information

17. *** EVENTS AND VENUE ACCESSIBILITY**

Report of the Remembrancer.

For Information

18. *** FORTHCOMING COMMITTEE OF COURT EVENTS INVOLVING HOSPITALITY
AND OTHER NON-HOSPITALITY EVENTS**

Report of the Remembrancer.

For Information

19. *** SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint Report of the Chamberlain and Remembrancer.

For Information

20. *** VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint report of the Chamberlain and Remembrancer.

For Information

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

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

Part 3 - Confidential Agenda

23. MINUTES

To agree the confidential minutes of the Civic Affairs Sub-Committee meeting on 29 January 2025.

For Decision

This page is intentionally left blank

CIVIC AFFAIRS SUB-COMMITTEE **Wednesday, 29 January 2025**

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

Present

Members:

Deputy Keith Bottomley (Chairman)
Deputy Peter Dunphy (Deputy Chairman)
Emily Benn
Deputy Christopher Hayward
Jaspreet Hodgson
Deputy Ann Holmes
Deputy Shravan Joshi MBE
Deputy Charles Edward Lord
James Tumbridge
Timothy McNally
Deputy Henry Pollard
Alderman Sir William Russell
James Tumbridge

In attendance (observing online)

Wendy Mead

Officers:

Gemma Stokley	- Town Clerk's Department
Mark Gettleson	- Town Clerk's Department
Christopher Rumbles	- Town Clerk's Department
Isaac Thomas	- Town Clerk's Department
Zoe Williams	- Town Clerk's Department
Paul Wright	- Remembrancer
Holly Booth	- Remembrancer's Department
Fiona Hoban	- Remembrancer's Department

1. APOLOGIES

Apologies were received from Deputy Henry Colthurst, James St John Davis and Dame Susan Langley.

Wendy Mead also issued apologies but observed the meeting online.

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

There were no declarations.

3. MINUTES

RESOLVED: That the public minutes and non-public summary of the Civic Affairs Sub-Committee meeting on 24 October 2024 be approved as an accurate record.

4. **TERMS OF REFERENCE**

The Sub-Committee considered a report of the Town Clerk providing an opportunity to consider the Sub-Committee's terms of reference and decide whether any changes were required in time for the annual re-appointment, composition and terms of reference of Sub-Committees review to be undertaken by Policy and Resources Committee.

RESOLVED: That Members: -

- Endorsed the Civic Affairs Sub-Committee terms of reference for onward submission to Policy and Resources Committee.

5. **MEMBERS' BEDROOM POLICY**

Members considered a report by the Town Clerk concerning an updated Members' Bedroom Policy, which included additional changes to the Members' bedroom eligibility booking criteria and terms of usage.

The Deputy Chairman reminded Members that a supplementary pack had been circulated containing an updated Members' Bedrooms Booking Terms and Eligibility Policy.

Members discussed the wording of the policy.

RESOLVED: That Members: -

- Approved the updated Members' Bedroom Rules and Eligibility Policy document.

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

There were no questions.

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

There were no additional items of business.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED: That the public be excluded for the following matters that 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.

9. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub Committee meeting on 24 October 2024 be approved as an accurate record.

10. **BENEFICES**

a) Saint John, Brownswood Park

The Sub-Committee received an oral update from the link Member to the Benefices.

11. APPLICATIONS FOR THE USE OF GREAT HALL

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

12. EVENTS BENEFITTING FROM CITY RATE DISCOUNTS

The Sub-Committee considered a report of the Remembrancer relating to the City Rate discount hire charge for Guildhall.

13. CITY EVENTS PROGRAMME FOR 2026/27, 2027/28 AND 2028/29

The Sub-Committee considered a report of the Remembrancer detailing the programme of recurring City-hosted events.

14. CITY HOSPITALITY AND FAITH EVENTS

The Sub-Committee considered a report of the Remembrancer providing an overview of the programme of annual faith events for the City's business community.

15. APPLICATIONS FOR HOSPITALITY

The Sub-Committee considered two applications for hospitality as follows:

a) Application A

b) Application B

16. MEMBER ATTENDANCE POLICY

The Sub-Committee considered a report of the Town Clerk concerning an extension to the City hospitality event attendance policy.

17. MEMBERS' CAR PARK

The Sub-Committee considered a report of the Town Clerk detailing a draft Members' Car Park Usage Policy.

18. EVENTS AND VENUE ACCESSIBILITY

The Sub-Committee received a report of the Remembrancer providing an update relating to venue accessibility at Guildhall.

19. EVALUATION OF CITY-HOSTED EVENTS

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

20. VARIOUS RECEPTIONS – FINAL ACCOUNTS

The Sub-Committee received a joint report of the Chamberlain and Remembrancer detailing the final costs for events overseen by the Sub-Committee in 2023/24 and 2024/25.

21. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2023-24, 2024-25 AND 2025-26**

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

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

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

23. **DELEGATED AUTHORITY REPORT**

The Sub-Committee received a report of the Remembrancer setting out hospitality and applications for use of Guildhall which had been approved under delegated authority to the Remembrancer.

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

There were no questions.

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

There were three additional items of business raised as follows:

- Dinner for US Supreme Court Judges
- Dinner during London International Disputes Resolution Week
- Patchwork Foundation graduation ceremony.

Confidential Agenda

26. **CONFIDENTIAL MINUTES**

RESOLVED: That the confidential minutes of the Civic Affairs Sub Committee meeting on 24 October 2024 be approved as a correct record.

27. **CONFIDENTIAL MATTER**

The Committee received an oral update from the Town Clerk.

The meeting ended at 3.42pm

Chairman

Contact Officer: Chris Rumbles
christopher.rumbles@cityoflondon.gov.uk

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank