



Civic Affairs Sub-Committee

Date: MONDAY, 21 JULY 2025

Time: 9.30 am

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

Members:

Deputy Keith Bottomley (Chairman)	Charles Edward Lord, OBE JP
Deputy Henry Pollard (Deputy Chairman)	Tim 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	

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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.

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 minutes of the Civic Affairs Sub-Committee meeting held on 21 May 2025.

For Decision
(Pages 5 - 8)

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 21 May 2025.

For Decision
(Pages 9 - 16)

8. **CHARGING REVIEW 2025**

Report of the Remembrancer.

For Decision
(Pages 17 - 34)

9. **COMMITTEE HOSPITALITY PROGRAMME REVIEW – COMMENCING IN 2026/27**

Report of the Remembrancer.

For Decision
(Pages 35 - 46)

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

Report of the Remembrancer.

For Decision
(Pages 47 - 50)

11. **APPLICATIONS FOR HOSPITALITY**

a) Application A (Pages 51 - 56)

Report of the Remembrancer.

b) Application B (Pages 57 - 62)

Report of the Remembrancer.

12. **MEMBERS' BEDROOMS POLICY**

Report of the Deputy Town Clerk (TO FOLLOW).

For Decision

13. *** DELEGATED AUTHORITY REPORT**

Report of the Remembrancer.

For Information

14. *** UPDATE ON THE CITY CORPORATION'S WINE STORE**

Report of the Remembrancer.

For Information

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

Report of the Remembrancer.

For Information

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

Report of the Remembrancer.

For Information

17. *** SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2025-26 AND 2026-27**

Joint Report of the Chamberlain and Remembrancer.

For Information

18. *** DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS IN ACCORDANCE WITH STANDING ORDERS 40(A) AND 40(B)**

Report of the Town Clerk.

For Information

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

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

CIVIC AFFAIRS SUB-COMMITTEE

Wednesday, 21 May 2025

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room, West Wing, 2nd Floor Guildhall on Wednesday, 21 May 2025 at 1.45 pm

Present

Members:

Deputy Keith Bottomley (Chairman)
Deputy Henry Pollard (Deputy Chairman)
Deputy Emily Benn
Deputy Henry Colthurst
Deputy Jaspreet Hodgson
Charles Edward Lord, OBE JP
Tim McNally
Wendy Mead OBE
James St John Davis

In attendance (observing online)

Deputy Peter Dunphy

Officers:

Gregory Moore	- Deputy Town Clerk
Polly Dunn	- Assistant Town Clerk and Executive Director of Governance and Member Services
Mathew Cooper	- Town Clerk's Department
Mark Gettleson	- Town Clerk's Department
Christopher Rumbles	- Town Clerk's Department
Paul Wright	- Remembrancer
Jo-Anne Brown	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Fiona Hoban	- Remembrancer's Department
Bruce Hunt	- Remembrancer's Department
Ruth Pinner	- Remembrancer's Department
Benjamin Chen-Sverre	- Chamberlain's Department
Sonia Virdee	- Chamberlain's Department

The Chairman welcomed back those Members that had recently been reappointed by Policy and Resources Committee, extended his personal thanks and those of the Sub-Committee to Deputy Peter Dunphy for his support and contributions during his time as Chief Commoner and Deputy Chairman. A welcome was extended to Deputy Henry Pollard to his first meeting as Chief Commoner and Deputy Chairman. The Chairman referred to Deputy Ann Holmes, not having sought reappointment, and thanked her for her valued contributions to the work of Civic Affairs Sub-Committee as Chief Commoner, Deputy Chair and as a Member.

1. **APOLOGIES**
Apologies were received from Deputy Chris Hayward, James Tumbridge, Alderwoman Dame Susan Langley and Deputy Peter Dunphy.
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 29 January 2025 be approved as an accurate record.
4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no additional items of business.
6. **EXCLUSION OF THE PUBLIC**
RESOLVED: That the public be excluded for the following items 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.

Part 2 - Non-Public Agenda

7. **MINUTES**
RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on 29 January 2025 be approved as an accurate record.
8. **POLICY IMPLEMENTATION UPDATE**
The Sub-Committee received an oral update on various policies relating to event attendance, bedrooms, car park and committee room usage.
9. **APPLICATIONS FOR THE USE OF GREAT HALL**
The Sub-Committee considered a report of the Remembrancer detailing applications for the use of Great Hall.
10. **COMMITTEE HOSPITALITY BUDGET ALLOCATION 2025/26**
The Sub-Committee considered a report of the Remembrancer relating to budget allocation for committee hospitality in 2025/26.
11. **CITY OF LONDON COST GUIDELINES 2025/26**
The Sub-Committee considered a report of the Remembrancer seeking approval of maximum cost guidelines for City hospitality events.

12. **APPLICATIONS FOR HOSPITALITY**

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

a. Application A

b. Application B

13. **ILLUMINATION OF GUILDHALL POLICY**

The Sub-Committee considered a report setting out a policy to allow the City of London Corporation to respond to requests to illuminate the façade of Guildhall.

14. **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.

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

The Sub-Committee received a report of the Town Clerk providing detail of action taken, in consultation with the Chairman and Deputy Chairman, since the last meeting.

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

The Sub-Committee received a report of the Remembrancer providing a summary of feedback received from guests following Committee hospitality and City-hosted events held between December 2024 and March 2025.

17. **EVENTS AND VENUE ACCESSIBILITY**

The Sub-Committee received a report of the Remembrancer providing an overview of ongoing venue accessibility enhancements for event spaces and the programme for implementing improvements.

18. **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.

19. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**

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

20. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**

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

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

There was one question raised as follows:

- Royal Garden Party invitations

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

The following additional items of business were raised: -

- Benefices
- Seating at Common Hall
- Princess of Wales's Royal Regiment
- Remembrancer Update
- Date of next meeting - The Deputy Town Clerk confirmed the Chair's request to reschedule the next meeting to Monday 21st July 9.30am.

Part 3 - Confidential Agenda

23. **MINUTES**

RESOLVED: That the confidential minutes of the Civic Affairs Sub-Committee meeting on 29 January 2025 be approved as an accurate record.

The meeting ended at 2.48pm

Chairman

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

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