



Civic Affairs Sub-Committee

Date: TUESDAY, 28 OCTOBER 2025

Time: 1.45 pm

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

Members:

Sheriff & 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
Alderwoman Dame Susan Langle	Philip Woodhouse

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<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.

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To consider the minutes of the Civic Affairs Sub-Committee meeting held on 21 July 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 consider the non-public minutes of the Civic Affairs Sub-Committee meeting on 21 July 2025.

For Decision
(Pages 11 - 18)

8. **COMMITTEE HOSPITALITY PROGRAMME REVIEW COMMENCING IN 2026/27**
Report of the Remembrancer.
For Decision
(Pages 19 - 32)
9. **APPLICATIONS FOR THE USE OF GREAT HALL**
Report of the Remembrancer.
For Decision
(Pages 33 - 36)
10. **APPLICATIONS FOR HOSPITALITY**

a) Application A (Pages 37 - 42)
Report of the Remembrancer.

b) Application B (Pages 43 - 48)
Report of the Remembrancer.

For Decision
11. **USAGE OF COMMITTEE ROOMS**
Joint report of the Deputy Town Clerk and the Remembrancer.

For Decision
(TO FOLLOW)
12. *** DELEGATED AUTHORITY REPORT**
Report of the Remembrancer.

For Information
13. ***EVALUATION OF COMMITTEE HOSPITALITY AND CITY-HOSTED EVENTS**
Report of the Remembrancer.

For Information

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

Report of the Remembrancer.

For Information

15. *** SUMMARY OF COMMITTED HOSPITALITY FUNDING**

Joint Report of the Chamberlain and Remembrancer.

For Information

16. ***VARIOUS RECEPTIONS - FINAL ACCOUNTS**

Joint Report of the Chamberlain and the Remembrancer.

For Information

17. *** 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

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

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

Part 3 - Confidential Agenda

20. **MINUTES**

To consider the confidential minutes of the Civic Affairs Sub-Committee meeting on 21 July 2025.

For Decision

21. **CONFIDENTIAL MATTERS:**

a) **MATTER A**

Report of the Remembrancer.

**For Information
(TO FOLLOW)**

b) **MATTER B**

Counsel to the City & Under-Sheriff to be heard.

For Decision

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CIVIC AFFAIRS SUB-COMMITTEE

Monday, 21 July 2025

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,
West Wing, 2nd Floor Guildhall on Monday, 21 July 2025 at 9.30 am

Present

Members:

Deputy Keith Bottomley (Chairman)
Deputy Emily Benn
Deputy Peter Dunphy
Deputy Christopher Hayward
Deputy Jaspreet Hodgson
Charles Edward Lord, OBE JP
Tim McNally
Wendy Mead OBE
James St John Davis

In attendance (observing online):

Deputy Henry Pollard (Deputy Chair)
Deputy Henry Colthurst
Deputy Andrien Meyers
James Tumbridge

Officers:

Gregory Moore	- Deputy Town Clerk
Chris Rumbles	- Town Clerk's Department
Paul Wright	- Remembrancer
Fiona Hoban	- Remembrancer's Department
Ruth Pinner	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Jo-Anne Brown	- Remembrancer's Department
John James	- Chamberlain's Department
Oliqur Chowdhury	- Chamberlain's Department
Ben Chen-Sverre	- Chamberlain's Department

Part 1 - Public Agenda

1. APOLOGIES

Apologies were received from James Tumbridge, Alderman Sir William Russell, Deputy Emily Benn, Deputy Henry Colthurst and Deputy Henry Pollard.

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 21 May 2025 be approved as an accurate record.
4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were none.
5. **ANY OTHER BUSINESS THAT THE CHAIR 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 21 May 2025 be approved as an accurate record.
8. **CHARGING REVIEW 2025**
The Sub-Committee considered a report of the Remembrancer relating to a Charging Review for hire of Guildhall for private events.
9. **COMMITTEE HOSPITALITY PROGRAMME REVIEW – COMMENCING IN 2026/27**
The Sub-Committee considered a report of the Remembrancer relating to a review of the City Corporation's hospitality programme in 2026/27 and seeking agreement to a preferred option.
10. **APPLICATIONS FOR THE USE OF GREAT HALL**
The Sub-Committee considered a report of the Remembrancer detailing applications for the use of Great Hall.
11. **APPLICATIONS FOR HOSPITALITY**
The Sub-Committee considered two applications for hospitality as follows:
 - a. **Application A**
 - b. **Application B**
12. **MEMBERS' BEDROOMS POLICY**
The Chairman confirmed the withdrawal of this item from consideration on the agenda.
13. **DELEGATED AUTHORITY REPORT**

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

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

The Sub-Committee received a report of the Remembrancer providing an update on the current position of the City Corporation's wine store.

15. **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 April and June 2025.

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

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

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

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

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

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

One question was raised relating to the provision of transport home after City Corporation hosted events.

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

One additional item of business was raised as follows:-

- Benefices Update

Part 3 - Confidential Agenda

21. **REVIEW OF THE GUILDHALL ELIGIBLE CATERERS LIST**

The Sub-Committee received a report of the Remembrancer providing an update following a review of the Guildhall eligible caterers list.

The meeting ended at 11.09am

Chairman

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