

CIVIC AFFAIRS SUB-COMMITTEE

Monday, 22 April 2024

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,
West Wing, 2nd Floor Guildhall on Monday, 22 April 2024 at 2.00 pm

Present

Members:

Tom Sleigh (Chair)
Deputy Keith Bottomley
Deputy Peter Dunphy
Deputy Shravan Joshi MBE
Wendy Mead OBE
Deputy Andrien Meyers
Alderman Sir William Russell
James St John Davis

In attendance (observing online)

Emily Benn
Deputy Giles Shilson

Officers:

Polly Dunn	- Assistant Town Clerk and Executive Director, Governance and Member Services
Matthew Cooper	- Town Clerk's Department
Mark Gettleson	- Town Clerk's Department
Chris Rumbles	- Town Clerk's Department
Paul Wright	- Remembrancer
Holly Booth	- Remembrancer's Department
Jo-Anne Brown	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Leann Corachea	- Remembrancer's Department
Charlotte Jones	- Remembrancer's Department
Phil Black	- Chamberlain's Department
Benjamin Chen-Sverre	- Chamberlain's Department

The Chair referred to Sophie Fernandes having recently confirmed her intention to stand down from Civic Affairs Sub-Committee with immediate effect and of Giles Shilson having confirmed his intention not to seek re-election at Court of Common Council at the end of his current term. The Chairman also confirmed that it would be Simon Duckworth's final meeting as Immediate Past Chief Commoner.

The Chair thanked each of them for the valued contribution they had made to the work of the Sub-Committee during their time as Members, with this receiving the unanimous endorsement of Members.

1. **APOLOGIES**

Apologies were received from Deputy Christopher Hayward, Alderman Alastair King, Deputy Ann Holmes and Deputy Henry Colthurst.

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 of the Civic Affairs Sub-Committee meeting on 29 January 2024 were agreed as an accurate record.

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS: ANNUAL REVIEW**

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

There were no questions.

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

There were no additional items of business.

A Member took the opportunity to highlight that it would be the Chair's last Civic Affairs Sub-Committee meeting and to extend to him thanks on behalf of the Sub-Committee for all he had done during his time as Chair, with this receiving the unanimous endorsement of Members.

7. **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 items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

8. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on 29 January 2024 were agreed as an accurate record.

9. **CHANGE TO MEMBERS FINANCIAL SUPPORT SCHEMES.**

The Sub-Committee considered a report of the Chamberlain relating to a proposed change to Members' financial support schemes.

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. **CITY HOSPITALITY COST GUIDELINES 2024/25**
The Committee considered a report of the Remembrancer presenting City hospitality cost guidelines for 2024/25.
12. **APPLICATIONS FOR HOSPITALITY**
The Sub-Committee considered three reports of the Remembrancer detailing applications for hospitality.
 - a. **Application A**
 - b. **Application B**
 - c. **Application C**
13. **CITY HOSPITALITY BUDGET AND AUDIENCES**
The Sub-Committee received a report of the Remembrancer providing an overview of the purpose of City Hospitality, audiences served, and type of events organised.
14. **DELEGATED AUTHORITY REPORT**
The Sub-Committee received a report of the Remembrancer setting out applications for hospitality and use of Guildhall approved under delegated authority.
15. **FORTHCOMING COMMITTEE OF COURT EVENTS INVOLVING HOSPITALITY AND OTHER NON-HOSPITALITY EVENTS**
The Committee received a report of the Remembrancer detailing forthcoming committee or Court events involving hospitality and other non-hospitality events.
16. **SUMMARY OF COMMITTED HOSPITALITY FUNDING**
The Sub-Committee received a joint report of the Chamberlain and Remembrancer providing a summary of committed hospitality funding.
17. **VARIOUS RECEPTIONS - FINAL ACCOUNTS**
The Sub-Committee received a joint report of the Chamberlain and Remembrancer comparing outturn for events.
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 to consider in non-public session.

Part 3 – Confidential Agenda

Corporate Hospitality

At this point in the meeting, the Sub-Committee considered an update of the Remembrancer relating to Corporate Hospitality.

The meeting ended at 2.35pm

Chairman

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