

**CIVIC AFFAIRS SUB-COMMITTEE**  
**Thursday, 24 October 2024**

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Rooms, West Wing, 2nd Floor Guildhall on Thursday, 24 October 2024 at 1.45 pm

**Present**

**Members:**

Deputy Keith Bottomley (Chairman)  
Deputy Peter Dunphy (Deputy Chairman)  
Deputy Christopher Hayward  
Jaspreet Hodgson  
Deputy Ann Holmes  
Deputy Shravan Joshi MBE  
Deputy Charles Edward Lord  
James Tumbridge  
Wendy Mead OBE  
James St John Davis

**Officers:**

|                     |                             |
|---------------------|-----------------------------|
| Gregory Moore       | - Deputy Town Clerk         |
| Mark Gettleson      | - Town Clerk's Department   |
| Christopher Rumbles | - Town Clerk's Department   |
| Paul Wright         | - Remembrancer              |
| Holly Booth         | - Remembrancer's Department |
| Fiona Hoban         | - Remembrancer's Department |

The Chairman took the opportunity to welcome James Tumbridge to his first Civic Affairs Sub-Committee meeting following his appointment by Policy and Resources Committee. The Chairman also conveyed his thanks to Tijs Broeke for all his work during his time on the Sub-Committee, with him having taken the decision to stand down and this creating a vacancy as a result.

**1. APOLOGIES**

Apologies were received from Deputy Henry Pollard, Sir William Russell 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 24 July be approved as an accurate record.

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

There was one question from Deputy Christopher Hayward as follows.

**Christmas Cards** – It was questioned whether there was an existing policy setting out those Members that were to send Christmas cards and to whom, with the Member emphasising a consistent approach being needed. It did not appear that there was any existing protocol being followed relating to the sending of Christmas cards and the funding of these.

Members agreed on the need for a consistent approach. The Deputy Chairman referred to his intention to send e-cards this year and encouraged others to do the same.

The Deputy Town Clerk confirmed that no existing policy was in place for the sending of Christmas cards, with it having traditionally been the Lord Mayor and Chairman of Policy that would send cards on behalf of the City Corporation. The risk of duplication through the current approach was acknowledged, with it being proposed that an audit be carried out to understand those Members that were due to send Christmas cards, to whom and the reason for doing so.

The Chairman was in agreement that it would be good to take a quick audit of those Members due to send Christmas cards, noting it might be too late to implement changes this year.

The Deputy Town Clerk proposed a two-stage approach, noting Members may have already started the process for sending their Christmas cards this year. There was a need to understand the current situation and then look at putting in place a formal arrangement for next year. It was agreed to review and understand what departments and officers were doing also.

A Member proposed that it could be agreed today that Deputy Chairs were not authorised to send Christmas cards, with this receiving the unanimous agreement of Members. The Deputy Town Clerk confirmed that a sense check would be undertaken in the short term with a long-term review to follow.

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 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.

7. **MINUTES**

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

8. **BENEFICES**

a) **North Woolwich St John w Silvertown**

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

9. **OUTSIDE BODIES**

The Sub-Committee received an oral update of the Deputy Town Clerk relating to outside bodies.

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. **REVIEW OF CITY RATE DISCOUNT OF GUILDHALL HIRE CHARGE**

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

12. **UPDATE ON COMMISSION**

The Committee considered a report of the Remembrancer providing update on commission payable by suppliers to events at Guildhall.

13. **CITY EVENTS PROGRAMME 2025/26**

The Sub-Committee considered a report of the Remembrancer setting out the City Events Programme 2025/26.

14. **APPLICATIONS FOR HOSPITALITY**

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

a) **Application A**

b) **Application B**

c) **Application C**

d) **Application D**

15. **EVALUATION OF CITY-HOSTED EVENTS**

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

16. **EVENTS AND VENUE ACCESSIBILITY**

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

17. **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.

18. **SUMMARY OF COMMITTED HOSPITALITY FUNDING FOR 2023-24 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 expenditure.

19. **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.

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

There were no questions.

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

There were two additional items of business raised as follows:

- Members' Bedroom Policy
- Members' Car Park

**Confidential Agenda**

22. **MEMBER HOSPITALITY**

The Committee considered a report of the Remembrancer relating to Member hospitality.

23. **CONFIDENTIAL MATTER**

The Committee considered a report of the Deputy Town Clerk concerning a confidential matter.

**The meeting ended at 3.42pm**

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Chairman

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