

CIVIC AFFAIRS SUB-COMMITTEE

Tuesday, 28 October 2025

Minutes of the meeting of the Civic Affairs Sub-Committee held at Committee Room,
West Wing, 2nd Floor Guildhall on Tuesday, 28 October 2025 at 1.45 pm

Present

Members:

Sheriff & Deputy Keith Bottomley (Chairman)
Deputy Henry Pollard (Deputy Chairman)
Deputy Emily Benn
Deputy Peter Dunphy
Deputy Henry Colthurst
Deputy Christopher Hayward
Deputy Jaspreet Hodgson
Charles Edward Lord, OBE JP
Tim McNally
Wendy Mead OBE
Deputy Andrien Meyers
Alderman Sir William Russell
James St John Davis
Philip Woodhouse

Officers:

Gregory Moore	- Deputy Town Clerk
Gemma Stokley	- Town Clerk's Department
John James	- Chamberlain's Department
Victoria Nelson	- Chamberlain's Department
Robert Pine	- Chamberlain's Department
Paul Wright	- Remembrancer
Fiona Hoban	- Remembrancer's Department
Rachel Cartwright	- Remembrancer's Department
Jo-Anne Brown	- Remembrancer's Department
Ruth Pinner	- Remembrancer's Department
Charlotte Jones	- Remembrancer's Department
Doris Chan	- Office of the Policy Chair
Tim Fletcher	- Communications Officer
Caroline Jack	- Executive Director, Private Secretary to the Lord Mayor

1. APOLOGIES

Apologies for absence were received from Alderwoman Dame Susan Langley DBE and James Tumbridge.

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

There were no declarations.

3. **MINUTES**

The Sub-Committee considered the minutes of their last meeting held on 21 July 2025.

RESOLVED: - That the minutes of the last meeting of the Civic Affairs Sub-Committee held on 21 July 2025 be approved as an accurate record of the meeting.

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

There were no questions.

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

There were no additional, urgent items of business for consideration.

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.

7. **MINUTES**

RESOLVED: That the non-public minutes of the Civic Affairs Sub-Committee meeting on 21 July 2025 be approved as an accurate record.

8. **COMMITTEE HOSPITALITY PROGRAMME REVIEW COMMENCING IN 2026/27**

The Sub-Committee considered and approved a report of the Remembrancer relative to a Committee Hospitality Programme Review commencing in 2026/27.

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

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

10. **APPLICATIONS FOR HOSPITALITY**

The Sub-Committee considered and approved two applications for hospitality.

11. **USAGE OF COMMITTEE ROOMS**

The Chair reported that this item had been withdrawn.

12. *** 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.

13. ***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 July and September 2025.

14. ***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.

15. *** 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 expenditure.

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

The Sub-Committee received a report of the Remembrancer comparing the outturn for events overseen by the committee in 2025/26 against the budget.

17. *** 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.

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

There were no questions raised in non-public session.

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

A proposal concerning use of office space on the Mezzanine Floor, Guildhall was considered.

20. **MINUTES**

The confidential minutes of the Civic Affairs Sub-Committee meeting on 21 July 2025 were approved as an accurate record.

21. **CONFIDENTIAL MATTERS:**

MATTER A

The Sub-Committee considered a separately circulated, confidential report of the Remembrancer.

MATTER B

Counsel to the City and Under-Sheriff was heard relative to a confidential item of business.

The meeting ended at 3.45 pm

Chairman

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