

Committee:	Date:	Item No.
Culture, Heritage and Libraries Committee	28 May 2012	
Subject: Appointment of Sub Committees and Keats House Consultative Committee		
Report of: Town Clerk		Public For Decision
<p style="text-align: center;"><u>Summary</u></p> <ol style="list-style-type: none"> 1. The purpose of this report is to consider the appointment of the Grand Committee's sub-committees, to approve their composition and also to appoint representatives on to the Keats House Consultative Committee. 2. The Culture, Heritage and Libraries Committee is responsible for appointing representatives on to the following two Sub-Committees:- <ul style="list-style-type: none"> • Reference Sub Committee • Benefices Sub Committee (which had previously been under the control of the City Lands and Bridge House Estates Committee) 3. In addition, the Committee is also responsible for the Management of Keats House and it is proposed that some of this work continue to be undertaken via the Keats House Consultative Committee (this was previously under the control of the Keats House Management Committee). 4. For ease of reference, details of the composition and terms of reference of the Committee's sub-committees are set out in Appendix A. Details of the representatives the Committee is requested to appoint to serve on the Keats House Consultative Committee are set out in Appendix B. <p>Recommendations</p> <ol style="list-style-type: none"> 5. It is recommended that:- <ol style="list-style-type: none"> a) consideration be given to the appointment, composition and terms of reference of the following sub-committees for the ensuing year:- <ul style="list-style-type: none"> • Reference Sub-Committee • Benefices Sub-Committee b) the Chairman and Deputy Chairman of the Grand Committee together with 2 other Members of this Committee be appointed to serve on the Keats House Consultative Committee. c) Finally, the Committee are asked to note that Alderman Robert Hall and Deputy Michael Welbank shall continue to act as Trustees of the Keats Foundation. These appointments were made by the former Keats House Management Committee in 2010 for a period of 4 years and will therefore be subject to review in 2014. 		

Main Report

6. This report considers the appointment and composition of the Culture, Heritage and Libraries Committee's sub-committees. It also sets out details of the representatives the Committee is requested to appoint to serve on the Keats House Consultative Committee.

[NB. Any Member wishing to seek appointment to any Sub Committee is asked to notify Matthew Pitt as soon as possible on ext. 1425 or via email: matthew.pitt@cityoflondon.gov.uk .

Any such notification will be treated in the strictest confidence and will only be used to assist in the running of the meeting. It should be noted that this is a request, not a requirement, and that nothing precludes a Member from waiting until the meeting before declaring their candidacy.

In the event that there are more Members wishing to seek election to any Sub Committee than there are places available, then ballot papers will be prepared and brought to the meeting for use if necessary.

Contact: Matthew Pitt
Town Clerk's Department
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APPENDIX A – SUB COMMITTEES

1. REFERENCE SUB COMMITTEE: Membership – up to 13.

Up to 11 Members to be appointed by the Grand Committee (the maximum membership being 13 including the Chairman and Deputy Chairman of the Grand Committee as ex-officio members)

(Meetings as necessary to advise the Grand Committee on any matter that is referred to this Sub Committee)

2. BENEFICES SUB COMMITTEE: Membership 6. (formerly reported to the City Lands and Bridge House Estates Committee)

4 members to be appointed by the Grand Committee (the total membership being 6 including the Chairman and Deputy Chairman as ex-officio members)

Meetings in 2011/12: 1

2.1 The Chairman of this Sub Committee is elected from amongst its membership. In 2011/12 the Membership comprised:-

Vivienne Littlechild (ex-officio)
John Scott (ex-officio)
Billy Dove
Oliver Lodge
Alderman Dr. Andrew Parmley
Deputy Richard Regan, Chief Commoner

2.2 Members are reminded of the requirement made under The Patronage (Benefices) Measure 1986 and The Patronage (Benefices) Rules 1987 when appointing Members to this Sub Committee. This states that whether the registered patron of a benefice is a body corporate or incorporate (as is the case with the City) then, on receiving notice of a vacancy in the benefice under the Measure, that body is required to appoint an individual who is able and willing to make a 'declaration of membership', i.e. declaring that he or she is an actual communicant member of the Church of England etc., or is a clerk in Holy Orders, and who it is intended shall act as the representative of the patron in order to discharge the registered patron's functions.

2.3 One of the purposes of the Measure is to confine the exercise of Church of England Patronage to those who are 'actual' communicant members of the Church of England or of a church in communion with it.

2.4 Terms of Reference:-

To consider matters relating to the City's obligations for its various Benefices.

APPENDIX B – KEATS HOUSE CONSULTATIVE COMMITTEE

3. **KEATS HOUSE CONSULTATIVE COMMITTEE. (formerly reported to the Keats House Management Committee)**

2 members to be appointed by the Grand Committee (in addition to the Chairman and Deputy Chairman as ex-officio appointments)

Meetings in 2011/12: 3 (Meetings at least twice yearly)

3.1 **Composition:**

The current composition is as follows:-

John Scott (Chairman) (Ex-officio)

Vivienne Littlechild (Deputy Chairman) (Ex-officio)

Deputy Dennis Cotgrove – representative of the Culture, Heritage and Libraries Committee

Deputy Michael Welbank – representative of the Culture, Heritage and Libraries Committee

Barbara Newman – representative of the Hampstead Heath, Highgate Wood and Queen's Park Committee

Nigel Steward - Heath and Hampstead Society

Jim Burge - Heath Hurst Road Residents' Association

Diana Gore - Keats Grove Residents' Association

Lee Montague - Friends of Heath Library

Claire Palmer - South End Green Association

Martin Humphery - Hampstead Conservation Area Advisory Committee

Dr Sally Brown - Keats-Shelley Memorial Association

Susan Kirby)

Marian Jolowicz) Friends of Keats House

Dr Hillas Smith)

Jean Haynes)

Representative of the Keats Foundation – to be confirmed

3.2 Meetings are to be chaired by the Chairman and Deputy Chairman of the Grand Committee who attend ex officio together with two other Members of the Grand Committee.

3.3 **Terms of Reference:-**

To make representations to the Culture, Heritage and Libraries Committee about any matter which, in the opinion of the Consultative Committee, affects or is likely to affect Keats House.