



Report from the Freedom & Livery Committee Meeting on 27th February 2024

Members Attending: Paul Nash (Chairman), David Adams (Master), Charles Brooks (Upper Warden), Sandra Raine (Renter Warden), PMs David Alexander, Steve Hodgkinson and Robert Burgon, Sr. Asst. Janet Rivers and Asst. Mala Rao.

Item 1. St Michael Medallion Panel Membership:

- Snr Asst Janet Rivers would join PMs Burgon and Hodgkinson on the panel

Item 2. WebOffice:

- Work continues with other users to set up a shared formal Service Level Agreement

Item 3 Appointment of new Clerk:

- Arrangements for the new Clerk had been recommended to the Court for approval at its 30th April meeting

Item 4. Coronation Planters:

- The Coronation Planters were almost complete and delivery was planned for March. An article on their production may appear in The Daily Telegraph (Note: The 21st March was agreed with Sandringham post meeting for delivery)

Item 5. Cadet Affiliation:

- The IPM and Lvy Barbara Cooper had visited No1147 Sqn Air Cadets in Barking and the IPM had visited No23(RE) Det Army Cadets in Islington. Arrangements were in hand to present "Best Cadet Awards" at the Summer Festival where they would mount a joint "Guard of Honour"

Item 6. Company Matters:

- Livery Size:
 - 344 with a record 39 in the pipeline to join
 - The Membership Committee was considering how best to integrate them into the Company
 - PM George Banks and Past Snr Steward Ian Smith, who had both resigned through ill health, would be invited to remain in the Livery for free in recognition of their significant contributions to the Company

- Mentoring:
 - The succession plan for Court Assistants would be revised in light of recent mentoring interviews
- Prioritising Strategic Actions:
 - Committees would be invited to complete their prioritisations, including how to measure success, at their next meetings

Item 7. Company Archivist:

- Company Treasures:
 - Professional photographs of all the company treasures had been taken for publication on the website
- Records Management:
 - An excellent draft paper from Asst Cooper on “Records Management” was discussed and agreed for approval by the Court
- Blue Plaque at Vintners’ Hall:
 - The Vintners’ Company and the City of London Corporation (CLC) had been approached to approve the proposal. There might be a delay as all CLC blue plaque approvals were currently on hold.

Item 8. Communications:

- The Communications WG would meet more regularly:
 - An annual communications programme had been published
 - A sub WG would meet to discuss refreshing the website
 - Lvy James Dalton would publish a simple guide to publishing items on social media
 - Lvy Jason Clerk would work with the Master on producing the next promotional video
 - Hard copy publications would be limited to the Annual Report, Calendar of Events and ad hoc leaflets

Item 9. Installation Day Timings:

- The Lunch would be moved back 15 minutes to allow more time for the Court meeting and reception

Item 10. Commemorative Coronation Planters:

- Requests for 60 planters, 30 each from the Gardeners and Plumbers livery had been received. They would be made at Amberley over the summer and autumn

Item 11. Carpenters’ Hall Development Plans

- The company office may have to relocate by the end of 2025. The Clerk would commence looking at new accommodation options, initially to be based in an alternative Livery Hall

Item 12. New Court Assistant

- One new Court Assistant would be sought for October 2024. The Master had received several nominations and would approach the most recommended Liveryman with a view to proposing them at the April Court meeting

**P Nash
Chairman**

Date: 4 March 2024