

**Town Clerk's Office**  
John Barradell  
Town Clerk & Chief Executive



**Email**

[Rhiannon.leary@cityoflondon.gov.uk](mailto:Rhiannon.leary@cityoflondon.gov.uk)

**Date** 19<sup>th</sup> August 2021

Dear Clerk,

### **COMMON HALL - ELECTION OF LORD MAYOR**

As you know, the unprecedented circumstances of the past 17 months arising from Covid-19 have had an impact on our customary practices and the delivery of many civic and ceremonial events. As we transition into a new “norm” it is anticipated that Common Hall (Election of Lord Mayor) will go ahead on 29 September 2021 based on our usual delivery plans, whereby attendance will not have to be restricted. We would however ask for the patience of all attendees on the day and, noting that Covid-19 remains a serious consideration, encourage all those in attendance to:-

- arrive in good time and access the Guildhall via the Guildhall Art Gallery;
- upon arrival, provide their name and a telephone number and “check-in” by scanning the QR code for test and trace purposes;
- use hand-sanitiser whilst on site (stations are located throughout the venue);
- perform a Lateral Flow Test (LFT) before you travel to Guildhall and refrain from attending the event if you feel unwell or have any Covid-19 symptoms;
- refrain from moving chairs; and
- observe the guidance of City Corporation staff whilst on-site.

### **Passes for access to Common Hall**

In advance of Common Hall, I enclose some passes for distribution to your liverymen who wish to attend the meeting.

As usual, Liverymen without a pass will be required to verify their name and company, which will be checked in the Common Hall Register. They will then be issued with a duplicate pass, prior to their being admitted into Great Hall or one of the overflow areas. The Livery Committee hope that the number of Liverymen without a pass will be minimal as this will avoid any unnecessary delays with the admission process. May I take this opportunity to remind you that only Liverymen who appear on the 2021 Common Hall Register (having been registered for not less than twelve months) are entitled to vote and should therefore be issued with passes.

The Masters, Prime Wardens and Upper Bailiffs will be able to gown in the **Crypts** at Guildhall as of 9.30am. Please be aware that, on this occasion, refreshments will not be provided. As below, if

a church service does take place on this date, the procession of Masters and the Livery Committee will be formed at 10.25am to start processing into the church at 10.35am. If a church service does not take place this year, the Masters will process into Great Hall. The procession will be formed at approximately 11.25am and will move off from the Old Library Corridor and into Great Hall (via the West Door). ***Further information regarding this aspect of the proceedings will be provided via email as soon as possible.***

We shall continue to provide “overflow” areas which we anticipate will be held in the **Livery Hall** and the **Old Library** whereby Liverymen can view the proceedings and exercise their vote.

The Livery Committee have asked that Liverymen refrain from saving seats for their colleagues as this disadvantages other Liverymen who arrive in good time to find that they cannot take one of the empty seats. Members of the Livery Committee will be present on the day to try to discourage this practice and the co-operation of your Liverymen will be very much appreciated.

Only persons with valid passes will be admitted into Guildhall and so you will find enclosed an additional pass for use by Livery Company beades, who are in attendance on their Master at Common Hall. This pass has been stamped “BEADLE” and I should be grateful if you would issue it to your beadle, if appropriate. This pass will permit the beadle (or whoever is in attendance upon the Master) entry into the allocated accommodation for the Masters prior to Common Hall but not, of course, into the meeting of Common Hall itself.

#### **Church service at St Lawrence Jewry (10:45 am – 11:15 am)**

It is anticipated that a short service will take place at St Lawrence Jewry before Common Hall between 10.45am and 11.15am. However, as works are underway at the Church, there may be some restrictions on the number of attendees. ***Further information regarding this aspect of the proceedings will be provided via email as soon as possible.***

#### **Minstrels’ Gallery NOT in use**

Please note that the Minstrels’ Gallery will NOT be accessible this year. Those who are not eligible to attend or vote at Common Hall as Liverymen will however be able to watch the proceedings from a reserved area within the overflow room (Old Library) to watch via video link. The spaces will be allocated on a first come first served basis and interest in these places should be made to [rhiannon.leary@cityoflondon.gov.uk](mailto:rhiannon.leary@cityoflondon.gov.uk) in advance of the day, to avoid disappointment.

#### **Cloakroom Access**

It is anticipated that the cloakroom in the Guildhall Art Gallery will be accessible, but we encourage all attendees to keep their personal belongings to a minimum.

I hope this clarifies the arrangements for Common Hall on 29 September 2021. I would be grateful if you could update your Master, Prime Warden or Upper Bailiff at the earliest opportunity.

If you have any queries, please do let me know.

Yours faithfully,

Rhiannon Leary  
Executive Officer to the Court of Aldermen