

## **MATTERS FOR THE ATTENTION OF THE MOTHER COMPANY OF A NON-ALDERMANIC SHERIFF**

A prospective Sheriff will look to his/her mother company for various elements of support during the election process and thereafter during the year of office. This is a guide to those matters that have been obvious in the year 2011/12. Although the various parts of the Corporation operate effectively there sometimes seems to be little overview or cooperation between the constituent parts so that the Master and the Mother Company can be bewildered by the different parts of the organisation.

1. There is **no written guide** as such for the Livery Companies involved with the Sheriffs - but there is a lot of goodwill to assist. Invitations and requests will come at odd times and to different members of the Company. Mansion House and Guildhall work separately and some invitations are obscure and the purpose and numbers attending are not always clear. All the main Civic events are well organised and choreographed by the Mansion House the Remembrancer's office or Town Clerk's office. This guide does not give minutiae of those events are things can alter each year and it is best to rely on the authoritative paperwork that is sent out nearer the time.

2. During the election process the candidate will appoint his or her own Electoral Agent and find a **team of supporters** for the campaign (contested or not). This is very much in the hands of the prospective candidate but the Livery Company might expect to be involved as being on a team to help the candidate in purely administrative matters (stuffing envelopes) or attending and possibly hosting events to promote the candidate. Electoral legislation must be complied with in all these cases.

3. As the election takes place at **Common Hall** then attendance at Common Hall on 24 June would be expected and de rigour as at that meeting the mind of the Livery is given on a show of hands. In the case of an uncontested election the matter proceeds to a conclusion at that event. (In practice if there are only 2 candidates at close of nominations in early May then the subsequent preparations set out at 4 below can commence in May). On a contested election the presence of supporters from the Livery Company will be essential to get your candidate elected. The election might be resolved at Common Hall in June or go to the further event of a poll approximately 2 weeks later. The intention of the Livery Committee is to encourage (so far as electoral law allows) the finalising of the election on this earlier date. However if a poll is demanded then the candidate and all supporters may be called upon to assist in chivvying support and attending on the poll day to have the votes registered. This date is usually 8 July. Note that there is no postal vote and votes from the attendance on 24 June do not count on this second occasion. So Livery companies will need to turn up on 2 occasions to secure victory. These dates - or any variation arising out of the dates falling at the weekend need to be conveyed to the Livery at an early stage with an explanation of the need to turn up and vote.

4. Following the successful election there is a lot of **planning** to do up to the date that the Sheriff elect takes office (28 September). The Sheriff elect will have a lot to do and much of it involves the Livery Company.

5. **Sheriff's chain of office.** The Sheriff via his or her Agent will set up a chain committee on which senior members of the Livery Company will be expected to serve. There are no duties attached to being on the Committee other than to have one's name on the letter that the Sheriff's Agent sends out to ask for donations. Members of the Committee will themselves be expected to contribute and to attend the presentation of the chain (see 6 below). The letter is sent far and wide to all Liverymen usually via their clerks. The Liverymen of the mother company will be expected to contribute but it is voluntary and no pressure should be brought to bear. A contribution of £25 plus will secure an invite from the Sheriff to the presentation of the chain (see 6 below). The Livery Company itself might make a donation depending upon their own finances.

6. **Presentation of the chain of office.** The presentation is made in the middle of September at a lunchtime - eg 12 noon on 19 or 21 September. The event will be held in a large Livery Hall as all of

the contributors to the Chain will be invited to attend. There is usually champagne and a few canapés or sandwiches. A Sheriff elect might ask his or her mother company to provide the Hall or contribute towards the cost of the event in some way or entirely. This is a matter for each Sheriff and Livery Company to determine for themselves. At, say, 12.15 prompt the Alderman who is the Chairman of the chain committee will make a short speech of congratulations to the Sheriff elect. He/she will reply and explain the chain and badge. At the same time the spouse/partner/consort will receive a badge or similar and will make a short speech as well. The chain and badge will be on display together with the book of the names of the contributors. The Sheriff elect might hold a small lunch party for these who have helped in the campaign. The Master and others might be invited. The general event will otherwise end by 1pm. Dress lounge suit.

**7. Admission of the Sheriffs-ceremony.** This takes place on 28 September (subject to weekends) in Guildhall. The Mother Company are asked to be the Sheriffs' supporters and form a deputation for the Sheriffs as they parade into Great Hall. The deputation from each Company consists of 6 people and is usually the Master Clerk and 4 others. You will need to identify these people and tell the Remembrancer's office when they ask for these details. Note that a letter of invite to this comes from the Remembrancer's office to the Clerk and may need urgent action (especially if there has been a contested election and so timescales are telescoped). The absence of the Clerk on holiday and with no email access could be tricky in getting back a speedy response - not to mention the absence of the Livery members who are due to take part. A rehearsal is held early in the morning (say 9 am) but the Livery Company is not required to attend. However the Livery Company supporters do need to be there by 11.00. The event starts at 12 noon. Dress code is morning dress and Livery gowns and badges. Other members can attend the Admission ceremony in Guildhall and it is not usually full. It last approximately 45 minutes.

**8. Sheriffs' breakfast following Admission at 7 above.** This is the lunch that follows the Admission of the Sheriffs (see 7 above). The invites are made by the Sheriffs but are likely to include the Master of the Mother company and probably the members of the deputation ( see 7 above). This is a single invite. Dress is morning dress and hats for ladies (if not otherwise gowned). This will be held in a large Livery Hall and will start about 1.30 and will not end until after 3.30. The Sheriffs receive a grant towards the cost of this lunch and so the Livery Company should not be required to provide any cost for this.

**9. Silent ceremony.** This is the ceremony at which the Lord Mayor will take office and is held at 3pm on the Friday immediately before the Lord Mayor's Show. Tickets are needed to attend and are in scarce supply. The Sheriff will be allocated some tickets and the mother Livery Company will need to liaise with the Sheriff to receive some of those tickets. If the Mother Company has some members who are Common Councilmen and Aldermen then they should ask those members to apply for extra tickets for the Livery members to attend. Allocations are requested in June of the year and so some early work needs to be done with your Livery members in order to receive a good share and good seats. It is a short and moving service lasting until about 3.40pm. Dress is lounge suit. Whether it is a double invitation will depend upon the ticket allocation. It takes place in Guildhall. There is often a service following the silent ceremony at about 5/6pm. This is open to all and might be at St Lawrence Jewry or another City venue. Strictly the Sheriff plays no role in this but does attend in state and so it is an additional event that the Mother Company might wish to witness.

**10. Presentation to the Sheriff on LM Show day.** Immediately before the Lord Mayor's Show certain organisations close to the Sheriffs and Lord Mayor will present gifts to them. This is a formal ceremony orchestrated by the Remembrancer. The Remembrancer's office will contact the Clerk immediately after the election of the Sheriff to establish that the Company wants to give a gift. The number of presentations is limited and so early contact with the Sheriff should take place to confirm that the Mother Company will give a gift and what it will be. Gifts are often silver photo frames, address books, visitors' books, pens, etc.. The Remembrancer will contact the Clerk to enquire and

find out the names of persons who will present the gift. There is a maximum of 6 who will present and there are spaces for their partners to sit down. It is ticket only and there are limited spaces. About a week before LM Show day the Remembrancer will send a briefing note as to the procedure to the Clerk (or other nominated person proposed by the Company). This will set out timing and order of presentation. On LM Show day the people making and attending the presentation will need to attend Guildhall at approximately 8.15am. The ceremony was in the Guildhall Art Gallery in 2011. There is a rehearsal conducted by the Remembrancer and the LM and party will arrive at about 9am. The presentation ceremony lasts about 40 minutes followed by breakfast (substantial stand up buffet in the Old Library). Following breakfast the LM leaves for Mansion House and those attending can watch the start of the LM Show at Guildhall as it parades along Gresham Street. Those in the carriage (see 15 below ) will get into the carriage at the allotted time. The other halves with anyone else attending the MH may need to fill in their time until they are due at the Mansion House (see 15 below for invites to MH). (NB in 2011 this event was held after the Silent Ceremony but it is not believed that this will be a regular occurrence.)

**11. A float in the Lord Mayor's Show.** The Mother company often has a float in the LM Show. The planning and entry need to be completed by June and so early planning is useful (NB this is difficult if there is a contested election). See details from the Pageant Master for the cost, specification and requirements of the float entry. The float might include other organisations with which the Livery company is involved - eg military, schools or charities. The cost of entry into the Show also provides [xx] places for the floatholder in the stands along the route where members of the Livery not taking part in the Show can sit and watch in more comfort (but warm clothes are required). A person must be nominated as the person in charge of the float who will receive full and detailed briefings. A post show reception will be held at the Mansion House (January 2012) in part by way of a thank you and to encourage further anticipation in future shows.

**12. Advert in the LM Show programme** After the election of the Sherriff the advertising manager of the Lord Mayor's Show official programme will email the Clerk to ask if the Company wants to put an advert in the Show programme. Details will be provided by the manager if the Company wants to do this. The programme is a glossy magazine on sale at the Show and a wonderful reminder of the day and the participants.

**13. Photographs of the LM Show** There is a semi-official photographer who will offer to take photographs of the Show. It is up to the Company to determine if they want to use this person and some intelligence from prior floatholders might be useful to ensure prior satisfaction.

**14. Contact with BBC** The BBC cover the Show live on BBC1 and will contact the floatholder's main person to get a brief of the entry and salient points. There is no certainty of being mentioned or shown on the coverage.

**15. The Mother Company will have the privilege of riding in a carriage in the LM Show** as well. The Pageant Master's office will contact the Clerk (as soon as the Sheriff is elected) to inform the Company that there is a carriage available and to enquire if the Company want to ride in an open carriage in the LM Show. A carriage is made available that will hold 4 people. The riders are likely to be a mixture of the Master, Wardens and Clerk. The names of these riders and their full title etc will need to be provided to the PM by early October and the names will appear in the official programme for the Show. These persons will ride robed in the carriage (dark suits below Livery robes and badges and with Livery hats/bonnets and some warm underclothing and shoes). NB They are likely to have been at the presentation ceremony earlier in the day (see 10 above). In October the Pageant Master will send out details to the Clerk of the assembly point (Aldermanbury) and the order and any other points about dress or procedure.

It had been the custom that those riding in these carriages carry glove puppets to amuse the crowd as they parade through the streets (this was abandoned in 2011 but might resurge). There is a cost of this

entry and enquiries should be made of the Pageant Master. The Company heraldic banner will be carried alongside by a cadet of the Dulwich ATC. The banner will need to be paid for by the Company if there is not one in store (from a previous Sheriff from that Company). The banner will be sourced by the Pageant Master who will also provide the cadet. Those who are riding in the LM Show (with their respective partners) will be entitled to attend Guildhall for the buffet breakfast (see 10 above) and will then watch the LM Show from the Guildhall until the time comes to get into the carriage (approximately 11.20). Partners will be able to continue watching the Show. At the end of the Show the riders dismount from the carriage near to Mansion House. The Master is likely to be asked to line up with other Masters in front of Mansion House to salute the new LM as he arrives at MH. This requires some quick foot work by the Master to get in position as the LM is usually following behind quite quickly.

**15. Lunch at the Mansion House on LM Show day** The 4 riding in the Show and their partners are invited to the second lunch at Mansion House. This will also entitle the partners to a seat at MH (usually on the pavement under MH) to watch the return of the Show. A letter is sent from Mansion House to the Clerk to ask about the attendees for the lunch and to watch the Show in July. The lunch (seated but informal lunch of fish or shepherd's pie and apple crumble) is served to all guests in the Mansion House and will follow the end of the show at about 2.15. It will end about 4.15. At that stage people are free to leave and many will want to watch the fireworks on the River that start at 5pm. There is no formal arrangement for watching the fireworks.

**16. Lord Mayor's Banquet** The LMB is on the Monday following the Show and the Master and his or her partner should expect an invite to attend this. The Clerk and other members of the Company might receive invites but this is at the discretion of the Sheriff. An early subtle enquiry of the Sheriff could be made. It is a large impressive event in Guildhall starting at about 6.30 and ending by 11. White tie and badges.

**17. Miscellaneous** Subsequent to the flurry of activities in the first couple of months there is very little else that the Mother Company gets involved in in such a high profile way. Some extra events happen of which the following are a sample:

17.1 the Company has a private visit to the Old Bailey and a reception and/or sit down supper in the Judges' dining room. The Sheriff will need to sponsor this but it is a marvellous chance to see inside the Old Bailey and to enjoy the Sheriff's home for the year

17.2 During the year the Sherriff entertains guests at lunch with the Judges. it is likely that the Mater and other senior Liverymen will receive invitations to such lunches

17.3 The Master may receive several invitations to some of the Sheriffs' events - eg the Quit rent ceremony (October) and various charity events.

17.4 The Sheriff will be involved in various charities during the year especially the Sheriffs' and Recorder's Fund and the Lord Mayor's Appeal. The Sheriff may call upon the Mother Company to assist in the arranging or attending these events to raise money for these good causes.

### **Alderman Alison Gowman**

First Under Warden

Worshipful Company of Glovers of London

2012