

CLERKS' ASSOCIATION

VADE MECUM

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Col. P. Durrant MBE BA
Chairman

D.E. Bulger
Hon. Secretary

1. CONSTITUTION

- 1.01. The purpose of the Association is to provide a forum for its Members to exchange views upon issues that may from time to time arise affecting the common interests and welfare of their Livery Companies, to share best practice, and to communicate suggestions and matters of concern to the Livery Committee.
- 1.02. Membership shall be open to all Clerks outside of the Great Twelve whose Company owns either a freehold interest in their own Hall, or retains an exclusive lease on their current premises in excess of 99 years.
- 1.03. Membership shall be deemed to confer upon each Member the privilege of communicating directly with any other Member upon any question affecting the Livery Companies and the City of London with regard to which he/she desires information or assistance, and it is to be understood that a Member so communicated with will as a matter of courtesy endeavour to give the information or assistance asked for so far as he/she considers that he/she can properly do so, having particular regard to the interests of his/her own Company. No information so given shall be used except for the purpose for which it is asked.
- 1.04. Any statements made by Members shall be regarded merely as expressions of their private opinions, and shall in no way whatever be considered as binding upon the Company which they serve or upon themselves.
- 1.05. There shall be a Chairman and Honorary Secretary, who shall be elected at the October Meeting in each year and take office the following day.
- 1.06. General Meetings shall, unless otherwise decided, be held on the second Monday in the months of January, April, July and October in each year, and the Chairman and Secretary shall convene Special Meetings when deemed necessary and called for by a minimum of 25% of the membership. The Chairman shall decide the place and date of each meeting although, usually, they shall be held in the Chairman's own Hall.
- 1.07. Any unbudgeted expenses incurred in connection with the Association shall be borne by the Members in equal shares, and if any questions shall arise with regard thereto it shall be decided by the Chairman and Secretary, whose decision shall be final.
- 1.08. No new Member shall be admitted except with the consent of all the existing Members.
- 1.09. Contents of any discussion or opinions expressed shall remain confidential to the Association and shall not be published in any way.
- 1.10. An annual subscription is payable to meet the Association's expenses, including the cost of two formal dinners and a luncheon.
- 1.11. Accounts will be maintained by the Honorary Secretary and will be circulated for approval at the AGM in October.

2. THE NATURE OF THE ASSOCIATION

- 2.01. The Clerks' Association was formed in 1937 as an informal gathering of Clerks to Companies having halls, almost all of whom at the time were solicitors practising in the City. It has since attracted membership from the Clerks to all Companies in precedence below the Great Twelve, which own Halls or have an exclusive long lease of such. There are at present 24 members.
- 2.02. It is primarily designed to enable Clerks to share best practice, and to exchange views and information on an unofficial basis, so as to enable them to guide and advise their respective organisations on matters that are pertinent to City of London Livery Companies and related matters.
- 2.03. The Association is officially recognised by the City of London Corporation.
- 2.04. It is entitled to nominate two representatives to serve on the Livery Committee of the City of London Corporation, which was formed to provide liaison between the Corporation and the Livery Companies. The length of tenure is 3 years.
- 2.05. It also nominates a member to serve on the United Guilds' Service Committee.
- 2.06. The Chairman of the Association is normally the most senior Clerk who has not previously served in that office. There is no precedent of a member serving twice in the office.
- 2.07. The Chairman's Company normally provides its Hall for Association meetings and dinners without charge.
- 2.08. A dinner is held annually in April, to which members' spouses are invited. Retired members and their spouses are also invited to attend at their own expense.
- 2.09. The Chairman's Company usually provide the wines for the dinners.
- 2.10. A luncheon is held annually in July for members and their spouses. Since 1963 it has been held almost invariably on board HQS Wellington.
- 2.11. Following its October meeting, the Association entertains the Lord Mayor Elect to dinner, at which the LME is invited to address the Association in confidence on his/her aims and aspirations for his/her year in office.

3. NOTES ON PRACTICES

3.01. Dining Out

- 3.01.1. Invitations from other Livery Companies will be addressed either by a single letter addressed to the Clerk inviting both Master and Clerk, or by separate letters to the Master and the Clerk. In the first case, if the Master cannot accept, the Clerk should never do so, unless invited individually. If the Master or Clerk cannot accept, the invitation should not be passed to another person.
- 3.01.2. Whilst it is traditional to write a formal invitation it is acceptable for that letter to be communicated by e-mail, but preferably in a PDF format or similar.

- 3.01.3. In the case of Companies having a Hall, a Livery Company hiring that Hall sometimes invites the Master and Clerk of the Livery Company to attend the function in the Hall. It is not best practice for that Livery Company's Master and Clerk to accept such an invitation unless they intend to return the invitation.
- 3.01.4. Invitations to events run by charitable organisations for the purpose of raising funds are not normally accepted unless the Master and Clerk of the Company accepting intend that their Company should contribute towards the charity's funds.
- 3.01.5. Having dined out, a Clerk should always write a letter of thanks to the Clerk of the host Company. The letter should be sent to the host Company's official address, and should contain a request that the writer's thanks be communicated to the Master of the host Company. It is customary for such letters to be hand-written.
- 3.01.6. A Master should always write a personal letter thanks to the Master of the host Company at the host Company's official address.
- 3.01.7. When attending a function to which consorts are invited, it is customary for a married Master or Clerk to be accompanied only by his/her spouse, or a close relative.

3.02. Communications

- 3.02.1. Except for letters of thanks and internal communications, the Master does not normally enter into written correspondence. Normally all correspondence addressed to the Master will be answered on his/her behalf by the Clerk.
- 3.02.2. If any Master insists upon writing official or semi-official letters, it is most desirable that the Clerk is provided with a copy for purposes of information and record.

3.03. Dinners

- 3.03.1. The Clerk is responsible for conduct of the function generally but should use the Beadle as his/her intermediary. The Clerk should not leave the table for any reason other than an emergency.
- 3.03.2. It is customary for no-one to commence eating before the Master, or for courses to be cleared before the Master has finished. Consequently, it is desirable for the Master to start and conclude eating each course as soon as possible to help ensure that the evening does not overrun. If the Master wishes to communicate with the Wardens or Clerk whilst at table, this should be done through the Beadle or toastmaster. Only in exceptional circumstances should the Master leave the table during meetings or Company functions.
- 3.03.3. The Clerk should not normally speak at events and, if invited, should consider very seriously whether to accept.

- 3.03.4. Masters usually write their own speeches, after consulting with their Clerks as to the content. Exceptionally, the Clerk should be prepared to write a speech for the Master, sometimes at very short notice. A copy of the Master's speech should be deposited with the Clerk, as it is often useful to retain copies for record purposes.
- 3.03.5. Unless there are special circumstances it is not considered good practice for the Clerk to act as toastmaster or master of ceremonies, that task being within the province of the Beadle or a specialist.

3.04. Dress

- 3.04.1. The Clerk is responsible for ensuring that the high standards of dress code are applied to all functions within his/her control and that his/her Master is suitably briefed on what should be worn for each occasion (*see* Appendix).

3.05. Guests & Speakers

- 3.05.1. The Clerk should always advise the Master as to the guests to be invited to a function and should feel free to advise as to any guest proposed by the Master, whom the Clerk feels would be unsuitable.
- 3.05.2. The Master should personally invite speakers to address the Company at a function.
- 3.05.3. The Clerk should then confirm the arrangement with the speaker, setting out the time of arrival, dress code, specific duty, and advising the speaker of the length of time normally regarded as the maximum length of speech, the preamble and the wording of any toast.
- 3.05.4. Following a function, it is customary for the Master to write a letter of thanks to the speaker.

3.06. Badges

- 3.06.1. Those Clerks supplied with badges normally wear them at all Company functions; and, if invited to do so, when attending Livery and other City functions in their official capacity. Such badges are not usually worn on any other occasion.
- 3.06.2. Masters normally wear their badge of office at all Company functions and, if invited to do so, when attending Livery and other City functions in their official capacity.
- 3.06.3. When invited to dine with another Company, as a private guest, a Master should not wear his/her badge, unless invited to do so by the Master of the host Company.

3.07. United Guilds Service

- 3.07.1. The Clerk is responsible (with the Beadle) for ensuring that the Master and Wardens are gowned before taking their places at the St Paul's Cathedral service. It is established custom that the seating order in the Company's pew

(from the centre aisle) is: Master, Clerk, Wardens, Liverymen. Given the shortage of Company pew tickets, these are normally given only to Liverymen.

3.08. Lord Mayor's Show

- 3.08.1. Participation in the Lord Mayor's Show, and the extent to which the Clerk is involved, will be determined by individual Companies.
- 3.08.2. If the Company has a member aspiring to the office of Sheriff or Lord Mayor, the Clerk will be well-advised to consult another Clerk who has had such an experience at least a year before the member takes office. The same sources would be useful for information on other aspects relating to senior office holders.

3.09. Associations of Clerks

- 3.09.1. There are three Associations of Clerks:-
 - 3.09.1.1. Clerks to the Great Twelve - limited to serving Clerks of the Great Twelve Companies. Secretary: the Clerk to the Mercers' Company
 - 3.09.1.2. Clerks' Association - limited to serving Clerks of Companies with qualifying Halls. Secretary: as elected.
 - 3.09.1.3. Fellowship of Clerks - open to all serving Clerks and Assistant/Deputy Clerks. This meets twice a year. Secretary: as elected. (Note: retired Clerks, but not Deputies/Assistant, may elect to remain members on payment of a fee.)

3.10. Charitable Appeals

- 3.10.1. Some Masters and even Liverymen attempt to use their position to make appeals for charities in which they are interested. This is regarded as quite unacceptable in that it attempts to usurp the freedom of the Companies to apply their funds as they wish. Therefore any such attempt should always be resisted. Companies should not appeal to one another.
- 3.10.2. This dictum does not, of course, apply to assistance sought by a Company itself, if it is in difficulties.

3.11. Nomenclature

- 3.11.1. Strictly, a Clerk who is a member of his/her Company is described as the Clerk *of* that Company, whilst one who is not a member is described as Clerk *to* that Company.
- 3.11.2. The Fishmongers', Goldsmiths', Dyers', Blacksmiths', and Shipwrights' Companies use the title 'Prime Warden' in place of 'Master'. The Weavers' Company use the title 'Upper Bailiff'.

4. LIST OF MEMBERS

(at the time of going to press)

Colin Middlemiss (Watermen & Lightermen)
Dougal Bulger (Innholders)(Hon Sec)
David Ross (Brewers)
Adrian Carroll (Coopers)
Peter Durrant (Barbers)(Chairman)
Anthony Morrow (Butchers)
Andrew Wallington-Smith (Apothecaries)
Chris Twyman (Painter-Stainers)
Russell Vaizey (Dyers)
Christopher Waite (Armourers & Brasiers)
Paddy Watson (Pewterers)
Nigel Lithgow (Saddlers)
Ian Rees (Girdlers)
Tim Gregson (Carpenters)
Angus Menzies (Master Mariners)
David Santa-Olalla (Leathersellers)
Georgina Brown (Wax Chandlers)
William Alden (Stationers & Newspaper Makers)
Nigel Bamping (Plasterers)
Jonathan Westbrooke (Furniture Makers)
David Homer (Tallow Chandlers)
Martin Westwood (Bakers)
Jeremy Knight (Founders)
Rupert Meacher (Cutlers)

APPENDIX

ETIQUETTE AT LIVERY FUNCTIONS

The following points about etiquette apply to all formal Livery functions, and should be observed by the hosts and their guests.

Dress

- Members and their guests should always adopt the dress code stated on the invitation card. Details of the various dress codes are set out below: -

White Tie

Gentlemen – Full evening dress and white tie with decorations

Ladies – Long gowns

Black Tie

Gentlemen – Black dinner jacket, black bow tie and white shirt. A cummerbund or waistcoat, if worn, should also be black (NB. Decorations, coloured bow ties/shirts/waistcoats/or cummerbunds are not worn, unless otherwise stated on the invitation).

Ladies – Long or medium length dresses

Lounge suit

Gentlemen – Dark suit and Company tie or other dark tie

Ladies – Cocktail dress or suit

Livery medals and badges

Livery medals and badges should only be worn as directed by the member's own Company. They should not be worn when visiting other Companies unless one is invited to do so by the host Master.

Reception

- Members and their guests should wait to be announced by the Beadle/ Toastmaster before approaching the receiving line to be greeted by the Master and Wardens. At all times the Master should be referred to as 'Master' and not by name;
- It is not normally customary to provide a comfort break during dinner. Consequently, attendees should be advised to make themselves comfortable before the reception concludes;
- In order to prevent the proceedings being delayed, it is most important that everyone takes their places at table immediately the Beadle/Toastmaster announces that dinner is about to be served.

Dining arrangements

- No-one should leave the dining table during a function, other than in the case of an emergency;

- In some Livery companies it is customary at formal dinners for members to clap the Master, Wardens and principal guests, as they process into and out of the dining hall;
- Grace is said before sitting down to eat. At formal dinners Grace is also sung following completion of the dessert course;
- No-one should commence eating until the Master has started to do so;
- Port carafes should always be passed to the left and never across the table, other than at the end of a sprig;
- The Rosewater Bowl (only used to dip one's napkin) and the Loving Cup are generally circulated before coffee is served;
- At formal dinners the first verse of the National Anthem is normally sung by everyone after the Master has proposed the Loyal Toast. However, in some Companies it is sung only by a choir, or not sung at all. The opening bars of the National Anthem are played after the Master has proposed the toast to 'The other members of the Royal Family';
- Mobile phones are to be switched off on entering the venue and should not be used during any function.

Smoking

- Smoking anywhere within the precincts of Livery Halls and other public venues is prohibited by law

RECORDS OF SERVICE

The longest service of any Clerk to a Company within the Association appears to be the 54 years of R W Jupp (Carpenters 1798-1852), but Francis Gillon was Clerk to the Turners, when they had a Hall, for 56 years (1653-1711).

The only other Clerks represented in the Association known to have served for 50 years or more are:-

Henry Mott - Plaisterers (1848-1900)	52 years
P N Tomkins - Painter Stainers (1809-1860)	51 years
Charles Druce - Innholders (1785-1835)	50 years
Randall Monier-Williams - Tallow Chandlers (1928-1978)	50 years
H Wilson Wiley - Founders (1936-1986)	50 years

Tenure of office for more than one company having a Hall at the same time is rare but not unknown. Thomas King was Clerk to the Founders from 1777 and the Cutlers from 1778 until just before his death in 1802; and of the Blacksmiths from 1781. The latter company gave up its Hall in 1785. King was also Clerk to the Needlemakers until his death and of the Hatband Makers until 1800, when that company probably became extinct. William Vines was Clerk to the Leathersellers' Company and the Brewers' Company from 1824 until 1848, when he threw himself out of the fourth floor window of Leathersellers' Hall in St Helen's Place.

Bakers and Barbers shared the same Clerks from 1795 until 1936, not always consistently:-

	Barbers	Bakers
Edward Grose Smith	1795-1822	1795-1829
Henly Smith	1822-1861	1829-1860
Henly Grose Smith	1861-1900	1860-1900
Frank Chorlton Lingard	1900-1938	1900-1936

Roland Champness held four Clerkships at one time for a short while - Cutlers 1937-1955, Turners 1946-1962, Spectacle Makers 1948-1966 and Glovers 1948.

It is very rare for a Clerk to a Company with a Hall to move to another Company but George Frederick Sutton was Clerk to the Dyers from 1900 to 1908, and then to the Leathersellers from 1908 to 1945.

LIST OF CHAIRMEN

1937-8 F W Mander (Cordwainers)
1938-9 B R Armitage (Coachmakers)
1939-40 H C Osbome (Carpenters)
1940-41 D R Balfour Park (Dyers)
1941 R Champness (Cutlers) acting
1941-45 J C Deuce (Innholders) acting
1945-6 H Wilson Wiley (Founders)
1946-7 R Champness (Cutlers)
1947-8 A Charles Knight CC (Barbers)
1948-9 E Busby (Apothecaries)
1949-50 H M Collinson (Bakers)
1950-1 R J Dalziel Smith (Coach and Coach Harness Makers)
1951-2 J N Bentley (Innholders)
1952-3 D R Ledward (Brewers)
1953-4 J Hingston (Leathersellers)
1954-5 Barratt G Wilson (Watermen & Lightermen)
1955-6 J A Rutherford (Girdlers)
1956-7 A P Englefield (painter-Stainers)
1957-8 Norman L Hall (Butchers)
1958-9 C G Todd (Wax Chandlers)
1959-60 Brigadier R Gardon (Brewers)
1960-1 G Hume Mitchell (Cutlers)
1961-2 G St. P Wells (Stationers and Newspaper Makers)
1962-3 M H Disney (Master Mariners)
1963-4 Captain GB Barstow (Carpenters)
1964-5 Captain R C Medley (Saddlers)
1965-6 RC Stanley Baker (Brewers)
1966-7 GC Chatfield Roberts (Armourers)
1967-8 A P Coleman (Butchers)
1968-9 J H L Trustram (Barbers)
1969-70 C G Grant (Pewterers)
1970-1 D H W Field (Master Mariners)
1971-2 W M Collins (Butchers)
1972-3 Tom Wood (Wax Chandlers)
1973-4 Henry Mott (plaisterers)
1974-5 Major A D Hathway Jones (Saddlers)
1975-6 Cdr Anthony Boyall (Dyers)
1976-7 John W S Clark (Coopers)
1977-8 Col G R Harley Archer (Armourers)
1978-9 Col RA Rubens (Stationers)
1979-80 Brian W Hall (Barbers)
1980-1 John Adams (Brewers)
1981-2 Keith S G Hinde (Cutlers)
1982-3 Captain K G Harmon (Carpenters)
1983-4 Major J Charles Q'Leary (Apothecaries)
1984-5 Colonel Michael Woodhead (Tallow Chandlers)
1985-6 Paul White (Girdlers)
1986-7 Aubrey G P Lincoln (Painter-Stainers)
1987-8 Major J Michael Halford (Pewterers)
1988-9 Kingsley Oliver (Saddlers)
1989-90 Col R R F Cowe (Armourers)
1990-1 John Edwardes-Jones (Innholders)
1991-2 Captain Neil MacEachem (Leathersellers)

1992-3 John Newton (Coopers)
1993-4 Captain Peter Hames (Stationers)
1994-95 Alan Emus (Butchers)
1995-96 James Chambers (Dyers)
1996-97 Andrew Gillett (Founders)
1997-98 Keith Prosser (Tallow Chandlers)
1998-99 Charles Dallmeyer (Brewers)
1999-2000 John Maddock (Master Mariners)
2000-01 Paul Stevenson (Carpenters)
2001-02 Dick Stringer (Apothecaries)
2002-03 Tim Sloane (armourers)
2003-04 Steven Brereton-Martin (Saddlers)
2004-05 Johnny Cooke (Leathersellers)
2005-06 Richard Sullivan (Girdlers)
2006-07 Denzil Sharp (Stationers)
2007-08 Colin Middlemiss (Watermen)
2008-09 Dougal Bulger (Innholders)
2009-10 David Ross (Brewers)
2010-11 John Allen (Cutlers)
2011-12 Adrian Carroll (Coopers)
2012-2013 Colonel Peter Durrant (Barbers)

USEFUL BOOKS OF REFERENCE

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- Jones, D (2009) Summer of Blood : The Peasants' Revolt of 1381 (Harper Press)
- Kynaston, D The City of London 1815 - 2000 (4 volumes Chatto & Windus)
- Stuttard, J (2008) Whittington to World Financial Centre : The City of London and its Lord Mayor (Phillimore)
- Unwin, G (1908 and various reprints) Gilds and Companies of London

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- Livery Companies of the City of London 1997 Corporation of London (free for issue to Liverymen)
- Gilds and Companies of London by G Unwin 1908 and various reprints

ON GILDS OUTSIDE LONDON

- Outwith London Guilds of Great Britain by R F Lane 1994 (Glaziers Company)

ON THE IRISH ESTATES

- Londonderry Plantation 1609-1914 by J S Curl 1986 Phillimore

ON THE PROCEDURE FOR ELECTION OF THE LORD MAYOR ETC

- Ceremonials 1962

ON ETIQUETTE

- Debrett's Correct Form 1970