

This note is one of a series placed in the Clerks' Almanac by the Livery Committee. Most are written by its chairman, of whom you may read more at the foot of the [Contact page](#). They are intended to be of guidance to livery clerks, especially new ones, or those seeking advice on a particular topic. They are not prescriptive, and how individual companies choose to conduct their affairs is, of course, entirely up to them.

## **Matters for the attention of the Mother Company of a non-aldermanic sheriff**

[Livery Committee note: This paper, first prepared in March 2012, was endorsed by the Committee as a useful guide. But it is NOT prescriptive, and customs and practices will evolve, as individual candidates, sheriffs, and their livery companies choose. NRP March 2015]

### **1. Purpose**

Whenever a Livery Company has one of its own Liverymen elected as a Sheriff, it is exposed to a number of events and experiences, many of which may be new. There will be some expense, a lot of commitment, but in exchange many tangible benefits, not least for the Master.

This paper aims to outline many of these matters from when the Liveryman seeks his/her Mother Company's support through to the events involved after his/her election and period in office.

### **2. Candidature and Pre-Election (up to 24<sup>th</sup> June)**

A prospective candidate will need to gain the full support and backing of his/her Mother Company prior to putting his/her hat in the ring.

The major role for the candidate's Mother Company in the run up to the Shrieval election is to be seen to be actively supporting and promoting its candidate.

The Master will normally be one of the signatories on the candidate's election papers.

During the election process the candidate will appoint their own Chairman, Electoral Agent and 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 in allowing its Master or other member of the Court to serve on the candidate's Supporters' Strategy Committee and help the candidate in purely administrative matters ("stuffing envelopes") as well as attending and possibly hosting events to promote the candidate. The Electoral Agent will ensure that electoral legislation is complied with in all these cases.

The election takes place at **Common Hall**, and attendance on 24 June is strongly encouraged when the Livery will vote 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 two candidates at close of nominations on 1 May then the subsequent preparations set out 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 a poll two weeks later. The aim of the Livery Committee is to encourage (so far as electoral law allows) the vote on 24<sup>th</sup> June to stand. However if a poll is demanded then the candidate and all supporters may be called upon to assist in getting the vote out on, 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 two 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.

### **3. Post Election (after 24<sup>th</sup> June)**

Following the successful election there is a lot of **planning** for the Sheriff elect prior to taking office (28 September), and much of it involves the Livery Company.

There is **no written guide** 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 organised by the Mansion House, the Remembrancer's office, or Town Clerk's office. This guide does not give minutiae of those events as things can alter each year and it is best to rely on the authoritative paperwork that is sent out nearer the time.

**a. Sheriff's chain of office.** The Sheriff via his or her Electoral 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 Chain Committee Secretary 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 paragraph 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. The Livery Company itself might make a donation depending upon their own finances. There is more detail on this subject at the note: *Sheriffs' Chain Appeal* - *how it works* elsewhere on this site.

**b. Presentation of the chain of office.** The presentation is made in the middle of September before lunch. The event will be held in a large Livery Hall as many of the contributors to the Chain will be invited to attend. 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, 12.15pm 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 design of the chain and badge. At the same time the spouse/partner/consort will receive a badge or similar and will make a short speech.

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 those who have helped in the campaign. The Master and others might be invited. The general event will otherwise end by 1pm. Dress lounge suit for guests, but the main players often wear morning coat (eg incl mother company master) See also: *Sheriffs' Chain Appeal - how it works*

**4. Admission of the Sheriffs - ceremony.** This takes place at 12 noon on Michaelmas Eve (28 September, subject to weekends) in Guildhall. The Mother Company are asked to be the Sheriffs' supporters and form a deputation of six for the Sheriffs as they parade into Great Hall. The deputation usually consists of the Master, Clerk and four others, whose names will be requested by the Remembrancer's office. 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). Livery Company supporters need to be there by 11.00. Dress code is morning dress and Livery gowns and badges. Other members (including all those invited to the Sheriffs' Breakfast) can attend the short Admission ceremony in Guildhall and tickets are not required. It lasts approximately 45 minutes. Spouses and partners are not formally invited but can attend.

a. **Sheriffs' Breakfast following Admission (above).** This is the lunch that follows the Admission of the Sheriffs. The invites are made by the Sheriffs but are likely to include the Master of the Mother company and the members of the deputation at the Admission. This is a single invite (ie not spouses). 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.

## **5. Lord Mayor's Show weekend**

a. **Silent 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 may be applied for on-line. The Sheriff will be allocated some tickets and the mother Livery Company will need to liaise with the Sheriff. 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 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 ceremony 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.

b. **Presentation of Addresses to the Sheriffs and Lord Mayor.** Certain organisations close to the Sheriffs and Lord Mayor will present gifts to them. This is a formal ceremony which in recent years now takes place on the Friday before the

LM Show, between the Silent Ceremony and the church service described below, and is 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 to four (for each sheriff, eight for LM) 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, etc, though more imaginative gifts are very welcome! 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 six 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.

**Service of Thanksgiving** for the new LM follows at about 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.

**c. A float in the Lord Mayor's Show.** The Mother company often has a float though this is not obligatory. The preliminary design should be submitted by early May and final design by June and so early planning is useful (NB this is difficult if there is a contested election although the Pageantmaster is very understanding but a Mother Company should in the circumstances start the planning without committing too much cost. Thus the Mother Company is recommended to proceed with what it can by way of design and identification of participants and a person in charge as well as establishing a budget and possible professional design and manufacture.). See details from the Pageantmaster 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 four places in the stands near St Paul's where members of the Livery not taking part in the Show can 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.

**d. Show programme** After the election of the Sheriff 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. Apart from the optional (paid for) advertisement the Mother Company will need to provide a 60 word summary and jpeg of the Livery badge for the programme that will describe the Company for purposes of the carriage (see below)

**e. 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 float holders might be useful.

**f. Contact with BBC** The Show is live on BBC1, who will contact the float holder's main person to get a brief of the entry and salient points in August/September. There is no certainty of being mentioned or shown on the coverage.

**g. The Mother Company carriage (Landau).** The Pageantmaster'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 the Show (four riders, likely to be the Master, Wardens and Clerk. Their names and full title etc will need to be provided to the Pageantmaster by early October to appear in the official programme. They will ride robed in the carriage (dark suits below Livery robes and badges and with Livery hats/bonnets and some warm underclothing and shoes). In October the Pageantmaster will send out details to the Clerk of the assembly point (Aldermanbury) and the order and any other points about dress or procedure.

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 the Company). The banner will be sourced by the Pageantmaster who will also provide the cadet.

The route of the Show is from Guildhall/Mansion House to the Royal Courts of Justice. At this half way stage the parade stops for the Lord Mayor and the senior officers and the members of the Mother Company riding in the carriage to attend the Lord Chief Justice in his Court. The Lord Mayor swears his oath of allegiance and speeches are made in the Court. After refreshment everyone returns to the carriages (the Mother Company members need to be lively here as the departure is always quicker than you think and some Masters have found themselves chasing their carriage down the road). The parade returns to Mansion House. 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 Lord Mayor as he arrives at Mansion House

**h. Lunch at the Mansion House.** The four riding in the Show and their partners are invited to the second lunch sitting at Mansion House. This will also entitle the partners to drinks in Mansion House and then a seat at Mansion House (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 with a "cheap & cheerful" menu) is served to all guests in the Mansion House and will follow the end of the show at about 2.30pm. It will end informally at about 4pm when people are free to leave and if they wish, to watch the fireworks on the River that start at 5pm. There is no formal arrangement for watching the fireworks.

**6. Lord Mayor's Banquet** is on the Monday following the Show and the Master and partner will receive an invitation. The Clerk and other members of the Company might receive invitations, 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 6.30pm and ending by 11pm. White tie and badges.

**7. 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:

- the Company may have 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. It might also be possible to hold a private dinner (eg Court dinner) in the Old Bailey Judges' dining room.

- during the year the Sheriff entertains guests at lunch with the Judges. It is likely that the Master and other senior Liverymen will receive invitations to such lunches.

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

- 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.

- the Master is likely to second the vote of the thanks to the Sheriffs at Common Hall in [September]. This does not involve a long speech but merely a formal seconding of a motion made by the Master of the Aldermanic Sheriff.

**Alderman Alison Gowman**

First Under Warden Worshipful Company of Glovers of London

March 2012, with amendments to 2015

Was this note helpful? Do you have comment? Email [nrpullman@btinternet.com](mailto:nrpullman@btinternet.com)