



**CURRENT GUIDELINES AND PROCEDURES FOR THE  
WORSHIPFUL COMPANY OF INNOLDERS  
1<sup>st</sup> OCTOBER 2024**

**1. AIMS OF THE COMPANY**

At its meeting on 5<sup>th</sup> October 2021 the Court affirmed the aims of the Company for the time being to be:

- a. The perpetuation and enhancement of the Company, its spirit, financial strength and Hall.
- b. Dedication to charitable giving.
- c. Support and promotion of excellence in the hotel industry.

**2. ELECTION OF THE MASTER AND WARDENS**

Under Clause 1 of the Charter of 1663 the Company shall appoint “one Master and three Wardens for governing and supervising the fraternity”. The election of the Master and the Wardens shall be made at a meeting of the Court of Assistants held on the first Tuesday of August each year. It is expedient that the person chosen to be Master shall have served in the offices of the other three Wardens. Nevertheless, the Court of Assistants shall have the discretion in exceptional circumstances to excuse the service of the two junior offices.

**3. COURT OF ASSISTANTS**

A. Constitution

Under Clause 8 of the Charter of 1663 twenty Assistants shall be elected to support the Master and Wardens. The Court of Assistants will generally consist of the Master, the Wardens, 10 Past Masters and 10 Assistants who have not yet held office, 3 of whom are Short Term Assistants.

B. Quorum

The Court of Assistants is constituted when the Master, two Wardens and ten Assistants are present or, in the absence of the Master, the Senior Past Master on the Court, two Wardens and twelve Assistants.

C. Voting

The majority is defined as a simple majority. The Master, or in his absence, the Senior Past Master on the Court, is to have a casting vote.

D. Past Masters

The Senior Past Master on the Court shall resign each year, generally to take effect from the end of the Installation Court but, in the event of a death or resignation on the Court, the senior Past Master on the Court may be requested to delay his resignation.

The longest serving Past Master on the Court takes the title of ‘THE’ Senior Past Master. It is the duty of the Senior Past Master (SPM) to stand in for the Master or any of the Wardens who are unable to attend a particular meeting. However, if the Master should fall ill or be unable to continue in the role it is not the SPM who replaces him/her in that case, but rather the Immediate Past Master who steps back into the role of Master for the remainder of the year.

The Senior Past Master is invited to a number of additional events in the year and the role has its own badge.

See also [ 4F ] below for the process of retirement of Senior Past Masters from the Court.

## **4. ELECTION TO THE COURT OF ASSISTANTS**

### **A. Court Membership Selection Procedure**

The selection of candidates for membership of the Court will use this procedure and selection criteria. The overriding objective is to recruit candidates whose skills, experience and abilities will assist the current and future governance of the Company.

#### **Stage 1**

The Court Selection Committee, comprised of Upper Warden (Chair), Master, other Wardens and the Clerk confer to prepare a list of potential candidates. Members of the Court may also suggest names to the Upper Warden for consideration. The Court Selection Committee carry out basic checks and searches against the selection criteria.

#### **Stage 2**

An agreed list arising from Stage 1 is submitted to the Court, in strictest confidence. Candidates should not be made aware they are being considered. Feedback from the Court should be focused on objective grounds for disqualification against the selection criteria.

#### **Stage 3**

The Clerk approaches the candidate(s) from Stage 2 to establish whether he/she is willing to be considered. Those that are, submit an up-to-date and informative CV, and attend an interview with the Court Selection Committee. At the interview candidates renew the assurances they made to the Company when they first joined the Livery.

#### **Stage 4**

Upper Warden presents to the next Court meeting the candidate(s) whom the Court Selection Committee judge to be most suitable for approval. If necessary, a secret ballot may be held, requiring a majority of two thirds of members voting.

In the event of any member of the Master and Wardens Committee having a conflict of personal interest at any point in this procedure, he/she will declare it and stand down in favour of the Immediate Past Master.

### **B. Court Membership Selection Criteria**

To be considered for membership of the Court, candidates will ordinarily need to satisfy the following criteria:

- i. To be capable of being Master and of leading and representing the Company in every aspect of its business
- ii. To have been a member of the Livery for no less than 5 years
- iii. To be of an age such that they would reach the office of Master no later than the age of 70
- iv. To have attended frequently, as a Liveryman, events and participated in Company activities
- v. To bring such skills and experience to the Court as will assist it in the fulfilment of its aims
- vi. To be willing to accept the responsibilities as a Court member, including when the Court acts on behalf of the Company as Trustee of the Innholders' Charitable Foundation
- vii. To be able to commit the necessary time now, and potentially in future years, as Warden and eventually Master
- viii. Disqualification from membership arises where candidates:
  - cannot confirm they are not an undischarged bankrupt nor convicted of a criminal offence (Candidates need not disclose convictions which are spent under the Rehabilitation of Offenders Act 1974).
  - have been disqualified from being a company director or a charity trustee.

### **C. Skills Matrix**

The most important factors in considering whom to appoint to the Court are the skills, knowledge and experience the candidate can bring to the Court, throughout the 15/20 years they might expect to be members. The Court aspires to call on a broad-based range of abilities with which to govern the affairs of the Company and to meet its objectives.

The achievement of this aim is facilitated by a skills matrix, which illustrates current, or potential, gaps in the Court's collective skill set that may need to be filled. The 'skills' shown on the matrix largely reflect the Company's committee structure, with other relevant and specialist areas of expertise also listed. Members of the Court who have served on governing boards of public bodies may be familiar with type of matrix: it is considered to be an important part of good corporate governance.

Each new Assistant is required to complete their own skills matrix on election and the Clerk will update the main matrix accordingly each year. It is to be noted that periodically an appointment will need to be made of an Assistant who would be a suitable candidate to chair a committee and therefore will be required to have those skills.

The Selection Committee will collate all the responses into a master version. The matrix is strictly confidential; however, it will be available for inspection should any member of the Court so wish.

D. To facilitate these procedures:

- i. At dinners in the Hall, the Clerk will seat Liverymen on the Selection Committee's confidential list next to members of the Court whenever feasible.
- ii. A member of Court may ascertain from the Upper Warden which Liverymen are on the confidential list of candidates and may speak in confidence to the Upper Warden, Middle Warden or Clerk about any potential candidate.
- iii. The criteria for selection should be made available to any member of the Livery who may ask for them.

E. Short Term Assistants

On 8<sup>th</sup> June 2010, following a recommendation from a committee formed to look at Court Succession, the Court agreed to formation of a new grade of Assistant, the Short Term Assistant. To increase the range of ability available to the Court, to improve the performance of its business and to give the Livery greater involvement in the affairs of the Company, younger Liverymen would be given the opportunity to serve for a short period on the Court with the possibility of returning to it later if invited.

**Terms of Appointment**

- i. The term of office for an STA is intended to be 3 years but a two-year term may be considered in some circumstances and the term may end earlier by mutual agreement.
- ii. To attend (as a full participating member) most of the Court meetings during any year to gain an understanding of and contribute to the carrying out of the Company's business and its working as a historic Livery Company, and to receive minutes of the Court and Committee meetings.
- iii. To participate as a member of designated committees, wherever possible having particular relevance to the STA's business background or specialisation.
- iv. To provide comments/observations/queries relating to Court business and the Company generally, either directly to the Court, to individual Court members, or to the Clerk.
- v. To attend as many Company functions as are reasonably convenient for the STA, and the STA will be invited to such functions on the same basis as a full Assistant.
- vi. To provide general feedback to the Membership Committee on the STA's experience of being an STA and their willingness, or otherwise, for being considered for appointment as a full Assistant.
- vii. To act as a communications link between the Court and the members of the Livery and Freedom and to assist in giving effect to recommendations made from time to time by the Court or the Livery for the enhancement of such links by, for example, the arrangement of informal events arranged for younger members of the Company.
- viii. To pay a fine of £100 for admission to the Court.

F. Senior Past Masters

In 1997 it was agreed that Senior Past Masters have the following rights and privileges:-

- i. attendance at Court Meetings, including the right to speak but not to vote.

- ii. invitations to all Court dinners and other meals.
- iii. invitations to Court Ladies [now Partners] dinners and other meals.
- iv. the ability to invite Court guests.
- v. right to retain use of badge.
- vi. Title of Senior Past Master.
- vii. Use of Hall bedrooms

At the time it was agreed that these rights and privileges would not extend to Assistants who are appointed to the Court after 1st July 1997, but in practice they have continued to be applied.

In 2012 the Court agreed that the number of Senior Past Masters should be limited to a maximum of 10 with the most Senior SPM retiring when appropriate. Retired Senior Past Masters retain their badges and other privileges but do not attend Court meetings. They receive Court Minutes and Agendas and may seek the Master's permission to attend and speak at Court on a particular issue. Retired SPM's also retain the right to attend functions.

## **5. THE INNHOLDERS CHARITABLE FOUNDATION**

- i. It is a requirement of the foundation deed that each new member of the Court is given a copy of the deed on appointment. The deed is available to the Court on the document management system on the Company website.
- ii. The Court when acting as the Corporate Trustee will generally follow the Charity Commission's requirements both financial and non-financial in relation to declarations of interest. It is the responsibility of each committee to maintain a register of interest in respect of their functions and each will follow best practice in relation to declarations of interest.

### WCI Policy on Conflict of Interest

Good governance requires public bodies and charities to have a policy in respect of potential conflicts of interest which may arise in the course of discussions and a statement of how these are to be resolved. The Innholders Charitable Foundation (ICF) is required under Charity Commission guidelines to have such a policy which would apply to the Court when acting on behalf of the Company as Corporate Trustee. For its normal business there is no requirement for the Court to have a conflict of interest policy but it is considered good governance to have one.

The definition of an interest in most public bodies is defined as being where a "reasonable person being in possession of all the facts would consider that an interest would potentially affect a person's judgement in discussions or result in a desired outcome". The test is therefore not one of fact but one of perception. It is a stiffer test than is required either in professions or company law.

The Trustee has two primary functions being the management of the endowment and the allocation of charitable funds. The Company has separated these functions with the Investment Committee responsible for managing the endowment and the Patronage Committee responsible for charitable grants. Each committee maintains a register of interests in respect of their functions. In line with best practice, each new committee member will fill out a formal declaration on joining the Committee and the register of declarations will be formally reviewed annually. When the Chair of either Committee reports to Court for a decision at Court any interest which had been noted in the deliberations of the Committee will be declared by the reporting Chair to Court.

Committee members should not take part in any discussions where they have an interest. The Chair of the Committee has sole authority to rule on interests in a meeting and their decision may not be challenged. In the event the Chair has an interest they will declare it and the senior committee member present will Chair that item.

When the Court meets acting on behalf of the Company as Corporate Trustee, the Master will ask if any Assistant has any interest, as defined above, to declare in relation to the business on the agenda. If any member does declare an interest the above procedures will apply. As the Court does not maintain a written register this procedure will be repeated on each occasion the Court meets as Corporate Trustee.

In order to ensure that all members of the Court know and understand the policy regarding Interests, a copy of the policy and an explanation of its operation will form part of the induction which each new Assistant receives on joining the Court.

## **6. PROMOTION TO THE LIVERY**

### **A. Principles for Promotion to the Livery**

On 4<sup>th</sup> April 1995 the Court laid down the principles for admission to the Livery as follows:

- i. The Livery Selection Committee will review the number of members of the Livery so that, in keeping with the long-established tradition of the Company, at a Livery-only dinner, the whole Livery can dine together. A vacancy will not automatically be declared on the death of a Liveryman.
- ii. If the Membership Committee decides that a number of additional Liverymen should be admitted, it will recommend this to the Court. If the Court agrees, this number of new Liverymen will be recommended to them by the Membership Committee through the normal interview process.
- iii. As a general rule, new Liverymen will be chosen from those who are already Freemen of the Company. However, there may be cases where an outsider with exceptional qualifications (and it is not proposed that guidelines should be laid down) will be admitted to both the Freedom and to the Livery simultaneously (or with minimum delay if it is necessary for him/her to be admitted to the Freedom of the City).
- iv. In March 2003 the Court affirmed that, with effect from 1<sup>st</sup> January 2003, women might be elected to the Livery on the same basis and with the same rights as men.

### **B. Procedure for Admission**

The Procedures for Admission to the Livery were set out and accepted by the Court on 1<sup>st</sup> March 1988 and updated in 2003. The Membership Committee will examine the qualifications of each candidate for the Livery and will consider:

- i. The candidate's willingness, ability and suitability to serve the Company, both in response to any requests that the Company may make upon him/her as a Liveryman and, in due course, if elected to the Court of Assistants and to office within the Company, as an Assistant and officer.
- ii. The candidate's willingness and ability to attend Company functions.
- iii. The candidate's intention to become involved and interested in the affairs of the Company.
- iv. The Membership Committee may also treat as relevant:
  - a. The actual and prospective needs of the Company for the skills, knowledge and experience of the candidate.
  - b. Any services that the candidate may have rendered to the Company.
  - c. Any connections that the candidate may have with the City and its institutions and with the ancient trade to which the Company owes its origins.
  - d. The existence and strength of any family connection that the candidate has with the Company.

### **C. Expectations of Promotion**

On 6<sup>th</sup> August 2002 the Court agreed that before any Freeman can be promoted to the Livery, the Membership Committee must endeavour to ascertain that he/she has the potential to be promoted to the Court, even though not all Liverymen will eventually be so promoted. (In practice, this means that Freemen will not generally be promoted to the Livery beyond the age of 40.)

### **D. Family Limitations**

- i. No candidate may be promoted to the Livery if, at the time of this promotion, two members of the candidate's immediate family of the same generation (i.e. brothers, sisters, brothers-in-law or sisters-in-law) are already members of the Livery.
- ii. Only one of a couple may be promoted to the Livery. An existing member of the Livery may, however,

apply to the Court for permission to revert to the Freedom to make way for his or her spouse.

Each election to the Livery is treated as an individual case in which these principles can be over-ridden if the Court decides that it is desirable to do so.

E. Liabilities of a Liveryman

There is no liability on members of the livery in the event of an insolvent winding up.

**7. ADMISSION TO THE FREEDOM OF THE COMPANY**

On 6<sup>th</sup> August 2002 the Court confirmed that:

- i. Patrimony and Apprenticeship automatically confer the right of admission to the Freedom. Children who are legally adopted by a member of the Company have the same rights as those naturally-born and their birth date only shall be the deciding factor in assessing their eligibility for entry to the Freedom by Patrimony.
- ii. Innholders' family members without the automatic right of admission to the Freedom and those with no family connections may also be considered for admission to the Freedom.
- iii. It is established principle that an election to the Freedom should be, except in a case of honoris causa or some other exceptional consideration (e.g. that of a senior hotelier), a step towards the Livery. It follows, therefore, that the same criteria and similar procedures should apply to the admission of a Freeman as to promotion to the Livery.
- iv. The procedure for admission to the Freedom and to the Livery will be broadly similar. In short, the Livery Selection Committee will consider and interview each applicant and make their recommendation to the Court. If approved by the Court, the applicant will then be admitted to the Freedom at a subsequent Court meeting.

**8. APPRENTICESHIP**

A. City Apprenticeship

The Court of Aldermen's rules for the enrolment of Apprentices are promulgated in the "Custom of London Relating to Apprenticeships in Livery Companies" issued by the Chamberlain's Court. These rules create two categories of candidates for apprenticeship:

- i. Children of members of the Company without the right of Freedom by Patrimony, who will normally be accepted for apprenticeship on application to the Court.
- ii. Additionally, from time to time, the Court may select other candidates for apprenticeship. It is mostly likely that these candidates will be the recipient of awards and scholarships from the Company, under the age of eighteen, who have demonstrated that they have strong potential as future Liverymen.

B. Family Apprenticeship

The City rules state that children of Freemen and Liverymen who, upon reaching the age of twenty-one, will have the right by Patrimony to the Freedom of a Company and of the City, should not be bound Apprentice. Nevertheless, on 2<sup>nd</sup> July 2002, the Court adopted a scheme of "Family Apprenticeship" for children of members of the Company who have the right of entry to the Company by Patrimony.

C. Procedures for Apprenticeship

The procedures for both City and Family apprenticeships shall follow the Custom of the City of London. Apprentices must be unmarried and above the age of fourteen and below the age of twenty-one at the time of binding. After Apprentices have served their apprenticeship satisfactorily, their Master must provide a certificate stating that the term has been properly and fully served before they may be admitted to the Freedom. Freemen admitted by Servitude have the same opportunity to join the Livery as those who obtain Freedom by Patrimony.

## 9. NON-ACTIVE MEMBERS OF THE COMPANY

In 2024 the Court of Assistants adopted the following rules with respect to non-active members of the Company:

- i. Those members of the Livery who have declared that they no longer wish to continue active membership of the Company will be invited to revert to the Freedom of the Company, thus freeing space on the Livery.
- ii. Members of the Company, including those who have reverted from the Livery, who have declared that they no longer wish to continue active membership of the Company, will not be shown in the Directory. They will no longer be invited to attend events and will not receive newsletters, Annual Reviews or other routine correspondence from the Company.
- iii. Any member of the Company who is placed on the non-active list may apply to be reinstated but the decision to allow him/her to do so will be at the Court's discretion.
- iv. The personal data of members of the Company who formally resign will be removed from the Company's systems in accordance with the Company's Privacy Statement although historical records of their name, and date of joining and leaving the Company, will be retained.

## 10. DIVERSITY CHARTER

As agreed by Court in December 2020, each new Master will re-affirm the Company's commitment to diversity. The Worshipful Company of Innholders is proud of the equality, diversity and inclusion that we encourage and embrace. We believe that attracting a wider pool of talent to engage with our Livery Company will assist in building a City of London fit for the future. To support this the Court of the Worshipful Company of Innholders will:

- i. Take the skill set, knowledge and experience required for the effective governance of the Company into consideration when voting on appointments to the Court regardless of the prospective candidates' gender, ethnicity, disability, sexual orientation or age.
- ii. Whilst being conscious of capabilities, consider the gender and ethnic mix of committees when voting on appointments of new members to join a committee.
- iii. Consider how the public image of the Company is perceived in photographs and on social media, when attending City or Livery Company events.
- iv. Seek to introduce new people, from diverse backgrounds to the Company, for example, through invitations to functions, as speakers or guests etc.
- v. Consider the diversity of candidates when proposing them for the Freedom and Livery of the Company.
- vi. Look out for talented people, from diverse backgrounds, who could make a positive contribution to the work of the Company and encourage them to consider joining.
- vii. Continue to encourage and enhance diversity with regards to our grant giving programmes, charitable events and volunteering.

## 11. COMMITTEES

### A. Committees

The Court is assisted in the running of the Company by a number of committees. These are:

- Master and Wardens
- Finance and General Purposes
- Patronage (and Charity sub-Committee)
- Investment
- Property
- Catering (and Wine sub-Committee)
- Court Selection (and Committee Chairman Succession)
- Membership
- Hotel Liaison
- Audit

## Functional Areas of Responsibility

Master and Wardens

Audit  
Court Selection  
Membership  
Committee Chairmen Succession  
Hotel Liaison  
Investment  
Patronage  
Property  
Catering

Finance and General Purposes

### B. Risk Management

The Company maintains a separate risk management structure operated by the Clerk in conjunction with each Committee Chairman. In general terms all major committees report on their individual risks to the Chairman of F&GP annually at one of the four F&GP committees. The central risk register is maintained by the Clerk.

### C. Terms of Reference

Each committee operates within Terms of Reference agreed by the Court. These Terms of Reference are subject to regular review by the Court (i.e. at intervals of not more than five years) and the current versions of the Terms of Reference are available from the Clerk's Office.

### D. Membership of Committees

- i. The Master and Wardens recommend to the Court each August their choice of committee members for the ensuing year. The Clerk maintains a list of dates of appointments of existing members of committees in order to help them in this annual selection process.
- ii. The Court has approved the following general guidelines for the length of appointments to committees:
  - a. The Chair of a committee will normally be appointed for a period of 5 years and may be re-appointed for a further 3 years.
  - b. Other members of committees will normally be appointed for 3 years and may be re-appointed once.
  - c. Senior Past Masters may be co-opted to committees for one year at a time and they may be re-appointed.
  - d. The Master and Wardens, on the advice of the Court selection committee, will recommend potential Chairs and members of committees to the Court based on their expertise and potential contribution. In forming their advice, the committee will consult with committee Chairs who will advise on succession in their committee and help identify potential candidates. The membership of committees is not limited to members of the Court.
  - e. The Chairman of a committee may co-opt any member of the Company or, with the Court's permission, any other specialist adviser from outside the Company on a temporary basis to advise on specific matters

The Master receives notice and may attend the meetings of all committees and sub-committees. The Master may vote at such meetings.

## **12. THE HONORARY TREASURER**

The remit of the Honorary Treasurer is:

- i. to have an overall view of the Company and ICF financial and tax position, including short and medium term risks to its prosperity and ability to sustain its operations and giving in furtherance of the aims of the Company,
- ii. though the Clerk, to oversee the correct operation of accounting and banking processes, both formal (statutory in the case of ICF) and management.
- iii. to be the primary liaison of the Court with the Company's / ICF Auditors, to allow the Honorary Treasurer to sign the accounts behalf of the Court, and
- iv. to report to the Court on the accounts.

The Honorary Treasurer shall be a member of the F&GP committee and shall be entitled to attend meetings of any other committee of the Court whose business includes significant financial matters.



### **13. THE CLERK**

- A. Under the Charter of Inspeximus of 1664, the Clerk *“shall be lawfully obedient to the Master and Wardens and make due entries of their Orders, Acts and Ordinances”*.
- B. By tradition and practice the Clerk acts as Chief Operating Officer of the Company in a similar role to the Court as the Secretary does to the Cabinet.
- C. The details of this role are set out in the Clerk’s Terms of Reference, job description and contract which is overseen by the Chair of F&GP who is delegated by the Court to act as the Clerk’s line manager. The Terms of Reference, the last revision of which were approved by the Court in November 2013 are held with those of the Company’s Committees and are subject to the same review procedure as theirs.

**DECLARATIONS**  
**to be made under the ancient bye-laws of the Company**

1. The Master and Wardens shall assent to the following at their installation:

*You shall be true and faithful to our Sovereign Lord the King that now is and to his Heirs and Successors Kings and Queens of Great Britain AND YOU shall well and truly after your Discretion and Wisdom Council and Advise the Company of Innholders for the perfect Weale and Good Rule of the said Company AND YOU shall (as much as in you lie) Observe and keep and cause to be Observed and kept All the good Rules Acts Orders and Ordinances of the said Company OR ELSE YOU shall do your utmost Endeavour to levy all such Penaltys and Sums of Money as are Imposed or Sett upon those That do Break the same AND YOU shall show and disclose all the faults that you from time to time shall know or find touching the same Company at times and place most convenient for the Good of the same Fellowship as near as you can not accuseing or condemning any Man for Malice dread reward or hate not spareing any man for moode Dreade reward or promise of reward Neither for Love or Affection of any person But that for the time you shall be in the same Office you shall after your Discretion Justly and prudently behave you And moreover YOU shall disclose and shew unto some Magistrate the Names of such dangerous and suspicious persons as from time to time shall Resort to your House or to the Houses of any of your Company as near as you can certainly know AND you shall justly and truly from time to time account for Answer and pay To the Use of the said Company ALL such sume and sumes of money Jewells plate or other things As you or any Person or Persons for you shall receive by means of your said Office or otherwise To the Use of the said Company.*

2. All new Assistants shall assent to the following at their installation:

*YOU shall well and truly Execute the Office and Place of an Assistant of this Company AND you shall well and truly after your Discretion and Wisdom Council and Advise the said Company of the perfect weale and good rule of the same according to the best of your knowledge.*

3. All new Liverymen make a re-affirmation of their declaration made on their admission as a Freeman of the Company by signing the Company Register in the presence of the Court.

4. All new Freeman shall assent to the following on admission:

*YOU shall be true and faithful to our Sovereign Lord the King that now is And to his Heirs and Successors Kings and Queens of Great Britain YOU shall be Obedient lawfully to the MASTER and WARDENS of the Company of Innholders of London for the time being In all such things as shall concern the Good and Benefit of the said Company AND YOU shall to your power duely and truly Observe keep and Obey ALL the Lawful and reasonable Acts Ordinances Statutes and Articles of the same Company according to the intent thereof OR ELSE YOU shall pay such Penaltys and Amerciaments as be Assessed and appointed by the said Ordinances to be paid to the Use of the said Company AND Moreover you shall shew to the MASTER and WARDENS of the said Company for the time being All such felons and suspitious Persons as from time to time shall Resort to your House or the House of any of the same Company as near as you can certainly know and whereof you shall be certainly or credibly informed by any of your servants or any other person whatsoever To the Intent it may be shewed to the King and his Councell or some other Magistrate.*

5. The Clerk shall assent to the following on taking office:

*YOU shall be true and faithful to our Sovereign Lord the King that now is And to his Heirs and Successors Kings and Queens of Great Britain YOU shall be lawfully obedient to the Master and Wardens of the Company of Innholders London for the time being in all things touching the good Government of the same Company And from time to time as shall be thought convenient and meet by the Master and Wardens of the said Company in the Assemblys of the same Company YOU shall read all the Ordinances of the said Company or so many of them as shall be by them appointed to be read AND make due and true Entries (as the said Master and Wardens shall command you) of their Orders Acts and Ordinances without sparing any Man for affection or hurting any manner of person by untrue Entries YOU shall not Deliver the Copy of any Books*

*concerning the same Company Nor of any Articles whereby the said Company may take hurt Neither shew the same Books to any person without Commandments Assent or Agreement of the said Master and Wardens for the time being.*

6. The Beadle shall assent to the following on taking office:

*YOU shall be true and faithfull to our Sovereign Lord the King that is And to his Heirs and Successors, Kings and Queens of Great Britain YOU shall duely and truly summon ALL and every such person and persons as the Master and Wardens of the Company of Innholders or any of them shall command to be summoned According to the Ordinances in that Case made and provided without spareing any person for favour, affection, Lucre, gain, Hatred or malice YOU shall Endeavour yourself as near as you can at all times to do and execute the Lawful commands of the Master, Wardens and Company belonging to your Office YOU shall not wittingly or willingly Committ or doe anything to the prejudice, Damage, Hurt or Rebuke of the said Master, Wardens and Company, but diligently, well and truly You shall Execute to your Office so near as you can in all things as a good Beadle Ought to do. SO HELP YOU GOD.*

### **Table of Fines**

At its meeting in October 2024, the Court approved the following (VAT inclusive) fines and fees to be paid to the Company with effect from 1<sup>st</sup> October 2024.

*Admission to Freedom and Livery by Patrimony, Servitude or Purchase (Redemption):*

*Freedom Fine                      £80.00*

*Livery Fine                            £800.00*

*On taking office:*

*Short Term Assistant            £200.00*

*Assistant\*                              £800.00*

\*A Short Term Assistant who is subsequently takes office as a full Assistant only pays the balance between the two fines on taking office as an Assistant.

In 2016 the historic fines on taking office as a Steward, Warden and Master were placed in abeyance.