



THE
WORSHIPFUL COMPANY OF
PATTENMAKERS

Proposal of a Candidate for the Freedom of the Pattenmakers' Company Notes

All applicants for admission to the Freedom and Livery of the Company must be proposed and seconded by Members of the Livery who have known them for at least two years and can vouch for them personally. If it is not possible to fulfil these requirements, the applicant should consider becoming a Friend or contact the Clerk.

Prior to submission of the proposal form to the Clerk, either the Proposer or Secunder is required to:

- Bring the applicant as his guest to at least one of the Company Dinners
- Introduce the applicant to the Master and to the members of the Court who are present
- Remind candidates that it is part of their privilege and duty, if they are admitted to the Livery, to attend the Company's functions as regularly as circumstances permit
- Advise candidates that they will be expected to contribute to the Company's charitable funds
- Ensure that candidates receive and read a copy of these notes

The Proposer of an applicant will then:

- Ensure that the application form is completed properly
- Obtain the signature of a Secunder
- Provide supporting letters from both the Proposer and Secunder

(Note: If neither the Proposer nor Secunder is a member of the Court of Assistants, then the proposal form needs to be countersigned by a member of the Court)

- Return the form and letters to the Clerk

Applicants' proposals will be considered by the Applications Committee of the Court of Assistants of the Company, which will sit formally to hear applications. This Committee is presided over by the Upper Warden and membership consists of Past Masters of the Company.

If the Committee does not consider the applicant to be a suitable person to go forward, they will instruct the Clerk to advise his sponsors accordingly.

If the Committee does consider the applicant to be a suitable person, the Chairman (normally the Upper Warden) will so report at the next Court Meeting. If the candidate is then approved by the Court, the Clerk will write to the applicant to advise him/her that he/she has been admitted to the Freedom of the Company. In

addition, the Financial Controller will make contact to:

- Provide an invoice and request payment of the Company's Freedom fine (joining fee)
- Establish a direct debit mandate for collection of the Freeman's annual quarterage
- Obtain a gift aid form to cover donations to the Pattenmakers' Company Charitable Foundation (NB. Gift aid is reclaimable only on personal donations made by UK taxpayers).

Fees (See Appendix)

No Freeman of the Company will be admitted to the Livery until at least one year after receiving the Freedom of the Company. Admission is subject to there being a vacancy in the Livery and to the Freeman having made a reasonable effort to attend at least fifty per cent of the Company functions. During this period, their privileges and duties are as follows:

- The right to receive the Pattenmaker e-newsletter
- Attend the Common Meal
- Attend all church services at St Margaret Pattens and to be invited to the Master's reception
- Be considered for a place at Livery Dinners in the event of any vacancies; restrictions may apply for smaller Livery halls and high demand events

Progression to Liveryman

At any time towards the expiration of a year or thereafter, Freemen of the Company may, if they so wish, apply by letter to the Clerk to be admitted to the Livery of the Company. To make this application the Freeman of the Company must be a Freeman of the City of London. If they are already, go to step 2.

Step 1 - To obtain Freedom of the City of London requires TWO personal visits to the office of the Chamberlain.

Visit One

- Telephone the Chamberlain's Court for an appointment (telephone:0207 332 1008 or 1369 or 1306)
- Go to the Court and take with you:
 - Birth Certificate
 - Certificate of admission to the Freedom of the Pattenmakers Company (supplied by the Clerk)
 - A cheque made out to 'The Chamberlain of London' (currently c. £100)

The staff will take all your particulars and the application will be referred to the Court of Aldermen

Visit Two

- The Clerk to the Chamberlain's Court will write to you informing you of the decision of the Court of Aldermen, asking the applicant to telephone the Chamberlain's Court to arrange a date for the Presentation ceremony
- Telephone to arrange date and time of the Freedom Ceremony
- Attend the Chamberlain's Courtroom on the agreed date
 - No special dress is required (Lounge Suit)
 - Family and friends are welcome to attend
 - Proposer and Secunder should attend if possible
 - Photographs are permitted (take a camera)

Step 2 – Once the Freedom of the City of London has been granted, send to the Clerk of the Company:

- A letter addressed as follows:

Dear Upper Warden,

I confirm that I have fulfilled my obligations as a Freeman in that I have been a Freeman for over a year; I am a Freeman of the City of London. I have shown an interest in the activities of the Company and attended at least 50% of the Company's functions during the previous twelve months. I therefore apply to be admitted to the Livery.

Yours sincerely,

- A copy of the Freedom of the City of London
- Letters of support from the Proposer and Secunder
- Wait for the Clerk's reply, which, if there is a vacancy in the Livery, will follow the first Applications Meeting following receipt of the applicant's letter
- The Clerk will advise if the application is successful
- The applicant will attend a Court Meeting and:
 - Invite his Proposer and Secunder to attend in support
 - Arrive at the Court Meeting in good time
 - Read the Liveryman's Oath aloud in front of the Court (a copy will be provided by the Clerk)
 - Be introduced individually to the Members of the Court
 - Deliver a 30-60 second speech to the Court
- The Clerk will request a banker's order for the Liveryman's quarterage (see below):

General Quarterage (paid annually)

Amount £

Liveryman	344.00
Freeman	172.00

(See Appendix for special categories)

Applications should be sent to the Clerk:

Col R W Murfin TD DL
Clerk
The Worshipful Company of Pattenmakers
3 The High Street
Sutton Valence
Kent
ME17 3AG

01622 842440
clerk@pattenmakers.co.uk

Appendix – Admission Fines and Quarterage

Steps in the Process		Quarterage	Fine	Comment
Freedom of the City of London				Fee (currently £100) payable to the ‘Chamberlains Court’
Admission as Freeman of the Company		£172	£295 £95	By Redemption Quarterage increases to £344 after 2 years for Freemen over 39 years of age. By Patrimony
Freeman Living Abroad 50% of current rate		£86	£295 £95	Quarterage increases to £172 after 2 years for Freemen over 39 years of age. Fine: payable unless already paid before member moved abroad.
Process for younger members	Award Winner Freeman of the Company (21 to 39 years)	FOC	FOC	Award winners invited to attend one Mansion House Dinner & one other dinner FOC.
	Admission as Freeman of the Company (18 to 39 years)	£65	£95	Quarterage to increase to £344 at age 39.
	Admission as Liveryman (18 to 39 years)	£65	£250	Quarterage to increase to £344 at age 39.
Admission as Liveryman of the Company		£344	£550	Fine based upon: the Silver Livery Medal and fine to cover administration, including the medal box, a blue ribbon, the history book, a tie/scarf, the certificate, a map of livery companies
Liveryman Living Abroad 50% of current rate		£172	£550	Fine: payable unless already paid before member moved abroad. Change of status subject to Membership committee approval.
Admission to the Court		£344	£200	Fine: Includes provision of the cost of the gilding of the Silver Livery Medal. (White ribbon is free.)
Appointment as Warden		£344	£125	

Appointment as Master	£344	£500	See Master's duties section
Past Master	£344	£0	Maroon Ribbon (Provided Free)