

A welcome to:



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THE  
WORSHIPFUL COMPANY OF  
PATTENMAKERS

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*(With which the ancient Mystery of Galochemakers  
was incorporated in the 15th Century)*

Incorporated by Royal Charter in 1670



Royal Patron  
HRH The Duke of Gloucester KG GCVO



## A message from the Master

Welcome to the Worshipful Company of Pattenmakers!



Be yourself. We like it that way. The Worshipful Company of Pattenmakers are committed to ensuring a feeling of belonging among all of our members and their guests regardless of race, gender, age, ability, religion, sexuality and all of our differences. We are an open, inclusive, friendly livery company, proud to embrace the diversity of today while continuing to promote and uphold the traditions of the City of London. We pride ourselves on our fellowship, mutual respect and support that our members offer each other.

I'm delighted that you have chosen to join our wonderful organisation. I'm sure that you will find it a fulfilling, enriching and enjoyable experience. However, to help ensure that this is the case, we have put together this Guide which aims to introduce new Freemen and Friends into the Company.

First, we begin with an explanation of some of the terminology you are likely to come across.

Next, we get some top tips from our Learned Clerk, Ms Claire Hobson, that will introduce you to some of the customs and protocols of City functions including formal dinners. This will allow you to become accustomed with what to do (and what not to do) so you can relax and fully enjoy these great occasions.

Then, we explain the different activities, functions and charitable support with which the Pattenmakers get involved as well as outlining the related committee structure. This will hopefully include areas in which you have a particular interest and provide an opportunity for you to contribute and thereby get more from your involvement with the organisation.

Finally, we describe the route for progressing within the Company. Having joined as a Freeman, the next stage is to become a Liveryman. This effectively represents full membership of the organisation and carries with it increased status, benefits and privileges.

To this end, I would encourage you to try to attend as many events as possible, to get to know other members and to become involved in supporting some of our projects and activities.

I hope you will enjoy learning more about our historic Company and am delighted to welcome you once again into our special community.

**Deputy Keith Bottomley**  
*Master Pattenmaker*

# Navigating around the Pattenmakers

Being an organisation with a long and distinguished history, the Worshipful Company Pattenmakers, in line with other Livery Companies in the City, uses a number of traditional terms and practices that may initially be confusing. The following section aims to provide a quick guide to some of the key terms and customs, particularly as they are applied in the Pattenmakers.

## Membership Tiers and Friends Scheme

**Freeman** – This is the first tier of membership. Freeman receive all Company communications and may apply to come to most events and bring guests (although Liverymen have initial priority on certain occasions where space is limited). Freeman cannot be on the Court and have no rights to wear Company medals and ribbons. Freeman may apply to join the Livery after 1 year are encouraged to show interest/ participation in the organisation before applying. Members may however continue to stay as Freeman but after 2 years their quarterage (annual subscription) rates will revert to the same as Liverymen (excluding those under 40 years of age), but they still will not qualify for the benefits and status of Liverymen.

**Liveryman** – This is effectively full membership of the organisation. Liverymen receive all Company communications and may apply to come to all events and bring guests (enjoying initial priority on certain occasions where space is limited). Liverymen can be on the Court and are potentially able to hold any office within the organisation. They have the right to wear a Company medal and ribbon and vote in the election of the Lord Mayor and Sheriffs (after a short qualification period). The number of Liverymen in the Company is capped so only individuals possessing the appropriate qualities to help enrich our community will be successful in being admitted to this tier.

**Friend** – Friends of the Pattenmakers are not members of the Company but rather are people that are potentially interested in joining but would like to find out more first or who do not happen to know Liverymen that can propose and second them. The term for being a Friend is restricted to 2 years and is non-renewable. At the end of the term there is no guarantee that an individual applying for Freedom would be successful nor is there any requirement for them to apply. There is a fixed annual subscription but no joining fee. Friends are also allocated a mentor with the aim of helping to initially introduce them to the organisation. Friends receive Company communications and may apply to attend most events with a companion but no other guests (and have the lowest initial priority).

## Membership Fees

**Fine** – the joining fee or fee to move between different tiers in the organisation. It varies according to the tier in the organisation. This helps offset the costs involved such as the engraved medals for new Liverymen. The current levels of this fee are shown on the website or by request from the Clerk.

**Quarterage** – this is the annual subscription and varies according to tier within the organisation. This is used towards the running costs of the organisation but also includes a contribution towards the Pattenmakers' Charitable Foundation. The current levels of this fee are shown on the website or by request from the Clerk

## Key Office Holders

**The Master** – Holds office for 1 year and is effectively the Chairman of the organisation.

**The Upper Warden** – Holds office for 1 year and is the Master's Deputy and is expected to become the next Master.

**The Renter Warden** – Holds office for 1 year and is the 2nd deputy to the Master and would be expected to become the Master after 2 years.

**The Trade Warden** – Appointed for 1 year but may be extended to 2 years. Manages the Company's links with its different trades.

**The Clerk** – Effectively the Chief Executive of the Company and is a remunerated position. The Clerk is supported by the Assistant Clerk and Financial Controller.

**The Beadle** – Responsible to the Clerk and acts as master of ceremonies at ceremonial and formal occasions.

**The Senior Past Master** – Chairs the Past Masters' Committee that advises the Court on matters such as succession.

**The Honorary Treasurer** – Already a member of Court, advises the Master and Court on financial matters. There is no set term.

**The Almoner** – Looks after situations of hardship amongst the membership. Typically held by a Past Master with no set term.

**Church Warden** – A Liveryman that provides liaison between the Company and St Margaret Pattens church.

**Honorary Chaplain** – Appointed annually and another link between the Company and St Margaret Pattens church will often attend formal meals and say grace. [Note: The Company welcomes people of all faiths and backgrounds]

**Stewards** – Support the management of formal and ceremonial events



Company Stewards.

# Navigating around the Pattenmakers

## Communities

### Trade Communities

The trade of pattenmaking (producing under-shoe platforms that protected against the shoes of ladies and gentlemen becoming soiled when City streets were covered in grime) has long since vanished. The Company therefore long ago re-invented itself to align with the footwear trade, which it continues to do to this day. More recently, an opportunity was spotted to provide a home for the rapidly growing Facilities Management industry which was not otherwise represented within the Livery Company network. This now represents a significant part of the membership. In addition to 'Footwear' and 'Facilities Management', the Company also welcomes applications from people from other professional backgrounds. This miscellaneous category – loosely described as 'City & Service' – has particular spikes in Law, Military, Civil Service and Banking & Financial Services and represents approximately half of the Company's membership.

### Young Pattenmakers

This is our section specifically for those aged under 40 that either are already Friends, Freemen or Liverymen or have an interest in joining. The YPs have their own special and very vibrant programme of events culminating in a superb annual dinner, usually in November. YPs enjoy discounted membership rates (see website for details).

## Places

### St Margaret Pattens

This is our livery church and is shared with the Worshipful Company of Basketmakers. A number of Livery services and events are held each year and several of our treasures and artefacts are displayed there. Many members are also Friends of St Margaret Pattens. Despite the strong links to the church, the Pattenmakers welcome people of all religions and backgrounds.

### Livery Halls

Some livery companies have their own premises, known as Livery Halls, which include a dining chamber as well as reception and meeting rooms. Although the Pattenmakers do not have their own Livery Hall we benefit from being able to hold our formal dinners in halls belonging to other companies meaning that we can experience a wide variety of wonderful dining venues.



St Margaret Pattens Church.

## Events

### Court Dinners

These are our formal dinners that take place 3 or 4 times a year culminating in the Mansion House Banquet that provides a superb climax to the Pattenmaker year. This is a white tie event with all the trimmings included and really is an exquisite occasion. The other dinners take place in various Livery Halls around the City and are black tie events. All have a prominent after dinner speaker and often include some form of entertainment.

### Other events

There is an extensive programme of City functions, trade related activities, Church events/services, visits, tastings, informal dinners, cultural activities and virtual get-togethers. There are also many events associated with our charities such as fundraising activities and visits to the causes we support.

## The Pattenmakers' Year

The Pattenmakers' year runs from March to March. The new Master and Wardens are installed in a historic ceremony ahead of the March Court dinner (open to all attending). There is a Court dinner in July (although in recent years this has been replaced by a Summer Party or formal reception). There is another Court dinner in October. The year ends with the splendid Mansion House Banquet in January usually attended by the Lord Mayor and Civic party.

For a detail list of events please visit the website. <https://www.pattenmakers.co.uk/members-area/events-calendar/>

Some notable events that would be recommended for new members or Friends include:

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### March:

Installation of the new Master and Wardens of the Court (formal black tie).

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### April:

United Guilds Service at St Pauls.

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### May:

Footwear Annual Dinner (formal black tie).

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### July:

Either a formal Court dinner or an alternative event.

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### September:

Common Meal (for members only – business attire).  
FM Annual Dinner (formal black tie).

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### November:

Young Pattenmakers Annual Dinner (formal black tie).

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### December:

Carol Service.

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### January:

Mansion House Banquet (formal white tie dinner).

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# The Clerk's Top Tips for Pattenmakers

## Protocol and Etiquette for Formal Occasions

We are not a stuffy or overly formal Livery Company, but we do believe in upholding the unique traditions of the City and in creating an environment in which all members and their guests can fully enjoy themselves. As a result, this section aims to make you aware of what you should and shouldn't do. In addition, it provides some basic information on dress codes as well as an easy guide to some of the main customs.



*Ms Claire Hobson. Clerk to The Worshipful Company of Pattenmakers.*

### Etiquette

#### Master and Wardens

They should be addressed by their appointment in formal situations and when being introduced, e.g., "may I introduce Mr James Smith, the Master Pattenmaker / the Upper Warden etc". Past Masters should be addressed as "Past Master" in formal conversation.

#### Assistants and Stewards

Although performing generally thankless tasks it would be appropriate to use their first names (after being invited to do so).



### Dress

Needless to say, the Clerk would not presume to offer advice to the Lady members upon matters of dress. However, for the gentlemen members:

#### Black Tie

Black Tie, in the City, is exactly what it says: a black dinner jacket, black waistcoat (if worn) and a plain black bow tie. White dress shirts should be restrained, a turned-down, soft collar with Marcella front and cuffs being preferred. Whilst coloured and sometimes even furry bow ties with matching cummerbunds, white jackets with black shirts and loud waistcoats might possibly be acceptable in other places, they are still considered inappropriate within the City. This is the dress worn for most formal 'Court' dinners.

#### White Tie

White Tie is worn on formal occasions, particularly in the presence of the Lord Mayor. The invitation will state "Evening Dress". There are, thankfully, no variations to this form of dress. For men this consists of:

- ❑ A black single-breasted tailcoat in black wool (barathea) or ultrafine herringbone with silk peaked lapels, often grosgrain (worn unbuttoned). The coat is shorter at the front than a morning coat.
- ❑ Black trousers with a natural taper and two lines of braid down the outside leg.
- ❑ A white Marcella (cotton piqué) shirt with a starched wing collar and double cuffs.
- ❑ Cufflinks and studs. The shirt will usually be closed with studs rather than buttons.
- ❑ A low-cut, white marcella evening waistcoat (double or single-breasted).
- ❑ A thin, white hand-tied marcella bow tie.
- ❑ Highly polished or patent black lace-up shoes, worn with black laces and black socks. This can be hired through a number of suppliers.

Ladies may prefer to wear a long dress when gentlemen are in white tie.

Decorations should be worn unless stated.

#### Morning Dress

Either a Tailcoat or "Shortie" is acceptable with striped trousers and a black waistcoat. This is rarely worn for Pattenmakers' events.

#### Livery Medals

Livery Medals are only worn at our own Livery functions. They may be worn at other Livery Company events only if you are representing the Pattenmakers' Company. They should not be worn on any other occasion and in the interests of personal security should not be worn in the street.

# The Clerk's Top Tips for Pattenmakers

## Protocol and Etiquette for Formal Occasions

### Procedure at Dinners

#### General

It is the duty of a good host to ensure that their guests are aware of these details to avoid embarrassment for all concerned.

#### The Receiving Line

Many formal dinners and banquets will be preceded by a receiving line and drinks reception. If there is a receiving line you will be called forward by the Company Beadle (who will carry a staff of office and usually has a loud voice) who will announce you to the Master and the senior members of the Court (of which there may be as many as five with their partners). A polite handshake and very brief "good-evening" is all that is necessary as you move through the receiving line.

#### Find your seat

Every formal dining event will have a seating plan in the personalised menu card with a clear pointer to where you are seated. It is helpful to everyone if you identify where you will be seated prior to being called in to the dining room. It is also useful to learn the names of those persons seated either side and opposite you although name cards will be present at each place setting.

#### Welcoming the top table

When called in to dinner it is usually the custom to stand behind one's seat if the top table have yet to take their places. Often the host and principal guests will be welcomed into the dining hall by the guests clapping in time to some appropriate musical accompaniment, often Scipio, the slow march of the Grenadier Guards. Diners will be invited to take their seats when the top table have all arrived at their seats. Typically, everyone will then be invited to stand soon after the top table is settled when the Chaplain reads the grace.

#### Topics of conversation

It is good practice to introduce yourself to your fellow diners when you arrive at your place setting but before sitting down. Try to speak to each neighbouring diner throughout the meal and find a little bit about them and pick up on any common areas of interest. The topics of politics, religion, and personal relationships are best avoided.

#### Remaining at Table

All diners, except in extreme circumstances, should remain seated during the meal. If it is necessary to leave the table before the Master and the principal guests process out (this should not include popping out for a cigarette), then it should be done with the minimum of fuss. Diners should avoid leaving the room during a speech and should not re-enter the room until a speech is finished. Leaving or re-entering the room is not an opportunity to socialise with fellow diners.



*The Receiving line.*

#### Use of Mobile telephones and cameras

All mobile devices should be switched to silent and preferably turned off. Under no circumstances should emails and text messages be sent/read. Remember the light glow from under the table so you will be spotted! The taking of photographs is not permitted as it can cause discomfort to your fellow diners and there is also a question of security at most Halls whereby only professional photographers are permitted to be present. It is appreciated that there will be an inevitability that some guests would wish to have a souvenir photograph, but if it is requested this is done either before or after the meal and with discretion.

#### Toasts

The Loyal Toast - Following the Toastmaster's "knocking-up" (three taps), the Master will rise and say, "The King". All will rise and, having raised their glasses (the loyal toast may be drunk with water) will say "The King". If there are musicians present, then one verse of the National Anthem will be played and sung. If the National Anthem is to be sung, it will be stated in the menu. The toast should not be drunk until the music has been completed. Seats should be resumed between the formal toasts.

The Royal Family - The Master (or another delegated by the Master) will propose the toast to the Royal Family. (After two taps) All will rise, raise their glasses and say, "The Royal Family". If there are musicians present then they will play the first six bars of the National Anthem, but there will be no singing.

The Civic Toast - This is straightforward (one tap). There will be no reply unless the Lord Mayor or his locum is present.

The Guests - When the proposer of this toast finishes the speech, only members of the Company (both Freemen and Liverymen but not Friends) will rise and say, "The Guests".

The Company - This sometimes causes confusion. The guest speaker will finish the speech by proposing the toast to the Company. With the exception of the Master, ALL PRESENT will rise and toast the Company.



*Master giving a Toast.*



*Welcoming the guests.*

# The Clerk's Top Tips for Pattenmakers

## Protocol and Etiquette for Formal Occasions

### Speeches

Speeches should be listened to respectfully – no matter how desperate they are.

### Flowers

Please refrain from removing the table decorations unless invited to by the Master.

### Sung Grace *(Some events)*

If grace is to be sung during the evening, the words of the Grace will be printed in the menu. The sung grace could become a regular event at our dinners and to this end it will be performed more frequently in future.

### Rose Bowl *(Some events)*

The Rose Bowl will be passed around the table for the comfort of the diners. A corner of the napkin should be dipped in the rose water and the dampened napkin placed on the temples for a refreshing and cooling etc. The lips may also be wiped with the moistened napkin. It has been suggested that Ladies should not dip their napkins in the bowl, only their fingers. It has not been possible to find an authority for this proposition. The washing of hands etc. is to be avoided.

### Loving Cup *(Some events)*

The origins of this ancient ritual, along with an explanation of the procedure for its successful execution, are always detailed in the menu when the Loving Cup ceremony is to be performed. A good host will guide their guests through the ceremony.

However, in short:

- ❑ The key rule is that there must never be more than 3 people standing at any one time. Unless you are starting the circulation of the cup, you do not stand until the person who has it turns to you with the cup in their hands. The circulation is usually clockwise, apart from the top table.



Company Rose Bowl.



Loving Cup Ceremony.

- ❑ As they turn to you, you rise and bow; you raise the lid in your right hand with a flourish and wait while they drink and wipe the rim with the cloth. You then replace the lid and take the cup by its handles with a bow; you turn to the next person who rises, bows, raise the lid and so on. When you have handed the cup over, and the recipient has turned away from you, you then turn round and guard their back and make sure that the person who was guarding your back is sitting down. When the cup is again handed on, your job is done, and you sit down.
- ❑ If you do not wish to drink, the cup may be raised in salutation as an alternative.

### The Port

The port, if not served in a glass, should be poured and passed to the left. This should be done with elan and alacrity to avoid prolonging the time between the end of the meal and the toasts. Under no circumstances should the port be drunk before the Loyal toast. Subsequently, the port should always travel to the left; it should not back track. If you need a refill, you must wait for the port to appear. The progress of the port around the table should be monitored and the decanter should not remain stationary for too long. Hosts should encourage their guests to keep the decanter moving as requested, this is done either before or after the meal and with discretion.

### Stirrup Cup *(After dinner drinks reception – some events)*

If there is a Stirrup Cup this will be served in a reception room away from the dining room. As soon as the Master and principal guests have processed out, please vacate the dining room swiftly to enable the staff to commence the clearing up. Departure from the Hall following the stirrup cup should not be delayed as most Halls now apply severe charges if the Company remains after the appointed hour - usually 10.45pm.

# Governance of the Pattenmakers

## Leadership

The Master Pattenmaker is the Company's Chairman and Ambassador, taking overall charge of the Company internally and representing it externally at City and other functions, and is assisted by the Upper and Renter Wardens. The Master and Wardens are elected by the Court, the governing body of the Livery, and hold office for one year. The Trade Warden looks after the Company's links to the principal trades of Footwear and Facilities Management and is appointed annually but normally holds office for two years.

The Court decides on all Company business and consists of the Master, who chairs it, the Upper, Renter and Trade Wardens, Past Masters and Court Assistants, who often chair the supporting management committees.

The Beadle acts as the Master of Ceremonies for the Company at all ceremonial occasions and the day-to-day management of the Company is provided by the Clerk supported by the Assistant Clerk and Financial Controller.

The names of current role holders are shown on the website.





## Governance of the Pattenmakers Symbols of Office

### The meaning of ribbons, badges and gowns

- ❑ The Clerk's badge is on a red and white ribbon. He wears a black fur lined gown.
- ❑ The Beadle wears a special black, red & white gown and holds the Company mace.
- ❑ The Stewards, regardless of status, also have a red and white ribbon. They wear black gowns with maroon trim.
- ❑ Liverymen have a blue ribbon with their solid silver medal. They do not normally wear a gown.
- ❑ Court Assistants have a white ribbon with their gilded medal. They wear blue gowns with thin white trim.
- ❑ Past Masters have a maroon ribbon with their gilded medal. (N.B. Some Past Masters still sport an old-style Past Master's Medal on a maroon ribbon). They wear blue gowns with wide white trim.
- ❑ The Masters and Wardens have special badges of office on red ribbons. The Master has a red & gold gown and the Wardens red & white gowns.

All medals are engraved on the back, e.g., 'Liveryman', 'Assistant', 'Master', each with an appropriate date.



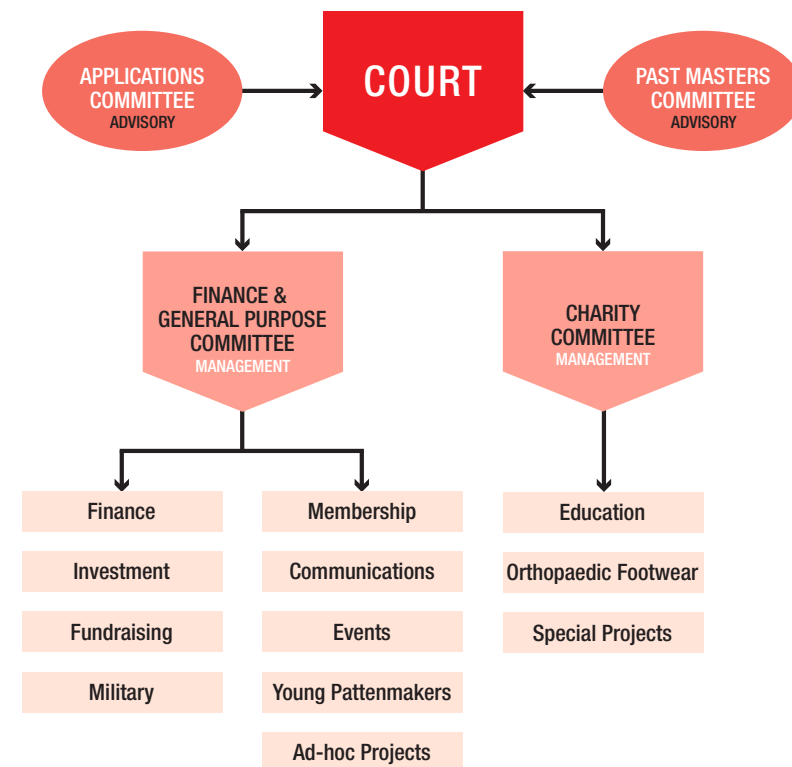
Selection of Company Medals and Ribbons.



The Master Pattenmakers' Medal.

## Governance of the Pattenmakers Committee Structure

The follow diagram illustrates how this is currently organised and governed through the committee structure.



### Committee composition

#### Court

The ultimate decision-making body of the Company. *(Closed membership)*

#### Applications Committee

This is chaired by the Upper Warden and consists only of Past Masters. It considers applications to become a Friend, Freeman or Liveryman of the Company and makes suitable recommendations to the Court on these. *(Closed membership)*

#### The Past Master's Committee

This is chaired by the Senior Past Master and consists only of Past Masters. It advises the Master and Court, particularly on issues such as succession. *(Closed membership)*

# Governance of the Pattenmakers

## Committee Structure

### The Finance and General Purposes Committee

The Finance and General Purposes committee deals with the key financial and operational issues concerning the management of the Company. The Master, Wardens, and Honorary Treasurer provide the core of the committee but are joined by Court Assistants that chair some of the reporting sub-committees. *(Closed membership)*

Sub-committees of the Finance and General Purpose Committee (F&GPC) are:

- ❑ **The Investment Sub-committee**  
This looks after investment of the Company and Charitable Foundation's assets, taking advice from an Investment company. *(This is relatively specialised but individuals with suitable expertise and experience can express an interest in joining)*
- ❑ **The Membership Sub-committee**  
This is effectively the marketing function of the Pattenmakers. It is concerned with supporting suitable individuals to join as Friends or Freemen and then helping them progress to become Liverymen. It thus plays a pivotal role in helping to ensure an active and vibrant community going forwards. *(Open membership)*
- ❑ **The Fundraising Sub-committee**  
This is charged with organising imaginative events to raise funds for the Pattenmakers Charitable Foundation. *(Open membership)*
- ❑ **Military Sub-committee**  
This coordinates our support to military causes such as the 824 Naval Air Squadron and Kent Army Cadets. *(Open membership)*
- ❑ **The Communications Sub-committee**  
This is a new committee to manage internal and external communications, including our newsletter 'The Pattenmaker', and the growing social media channels. *(Open membership)*
- ❑ **The Events Sub-committee**  
This organises the informal, mainly non-fundraising based events in the Pattenmakers calendar. *(Open membership)*
- ❑ **The Young Pattenmakers Sub-committee**  
This runs a programme of events and activities aimed at those aged under 40 years of age. *(Open membership welcoming those under 40)*
- ❑ **Ad-hoc projects Committee**  
Recent examples include re-writing the Company history; examining the Pattenmakers involvement in the war etc. *(Not a committee as such but open for those who are interested in supporting when they arise)*

### The Charity Committee

This manages the Charitable Foundation finances and oversees allocation of funds across the different charities/good causes we support.

Sub-committees within the Charity Committee (CC) are:

- ❑ **Education Committee**  
This coordinates our support to Livery schools link, a chorister at St Paul's school, the bursary and mentorship scheme for City of London Boys and Girls schools.
- ❑ **Orthopaedic Footwear Committee**  
This manages our scheme to provide Orthopaedic footwear to injured service personnel at the Defence Military Rehabilitation Centre (DMRC) Stanford Hall as well as apprentice scheme for orthopaedic footwear and a link with De Montfort University.
- ❑ **Special Projects Committee**  
These will vary from time to time. Recently we have undertaken a major fundraising project to create a Café at the DMRC (the hospital for injured service personnel) so that patients and their families have a pleasant area to relax in. *(Open membership)*

If you are interested in joining any of the committees with open membership, please contact the Clerk (see details on the back page) who will pass your details on to the appropriate Chairperson.



Bespoke Orthopaedic Footwear Scheme graduates with tutor and course founder Bill Bird (centre).



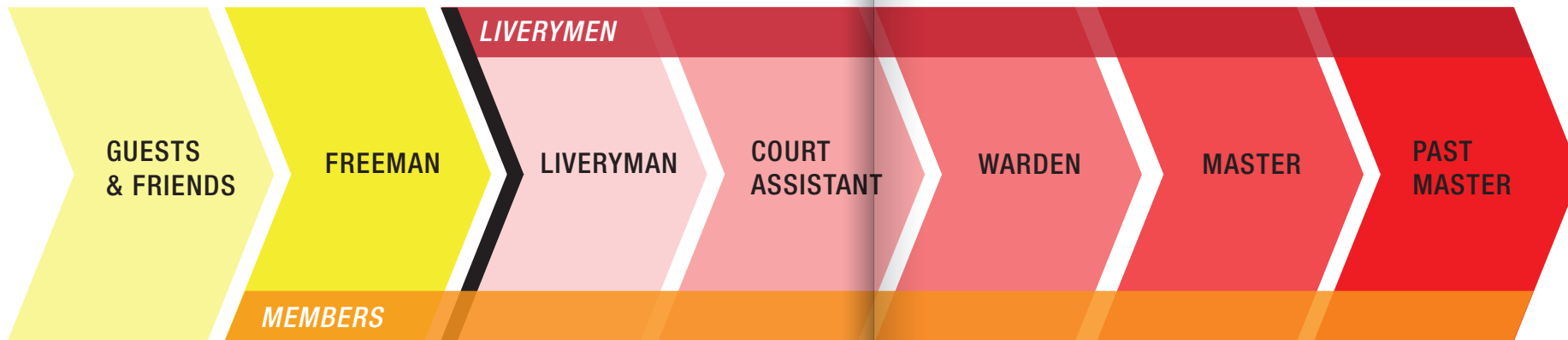
Orthopaedic Footwear Design student receiving an award from the Master.

# The Pattenmakers Journey From 'Guest' to 'Master'

Guests and Friends can become members of the Pattenmakers by first applying to become a Freeman. After one year as a Freeman of the Company, and having been admitted as Freeman of the City, it is then possible to apply to become a Liveryman.

As a Liveryman, a member would typically get involved on a committee or charity project. They may then be invited to take on certain positions such as becoming a Steward. In due course they may also be approached to join the Court as a Court Assistant and would typically take on other responsibilities such as leading a charity project or chairing a management committee. Ultimately this could lead to becoming a Warden and eventually Master.

Past Masters continue to play a very important role in the organisation, helping to ensure stability and impart wisdom through their deep knowledge and experience of the organisation.



Once a Freeman of The Worshipful Company of Pattenmakers, members can apply to become Liverymen, but will first need to become a Freeman of The City of London. The black chevron indicates the stage at which this unique journey begins.



Freemen



Liverymen



Court Assistant



Warden



Master



Past Master



Company Wardens.

## The Pattenmakers Journey

### Applying for Livery

It is hoped that through their time as Freemen, as many members as possible will wish to become Liverymen; effectively representing full membership encompassing increased benefits, privileges and status within the organisation.

The number of Liverymen in the Company is capped so only individuals possessing the appropriate qualities to help enrich our community will be successful in being admitted to this level. Those members that have demonstrated their commitment and interest in the organisation during their time as Freemen, and/or who are otherwise likely to help enrich our community of like-minded individuals are therefore most likely to be successful.

At any time towards the expiration of a year or thereafter, Freemen of the Company may 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 first become a Freeman of the City of London. If already a Freeman of the City of London, the process starts at Step 2.



Clerk to the Chamberlain's court awarding the Freedom of the City of London Certificate

### Step 1 – Freedom of the City

Applications for the Freedom of the City of London are made online. The application form is available in the Members area of the Pattenmakers website. The Freedom Fee of £170, known as the 'fine', is paid by BACs transfer, details are provided on the application form. Take a look at the following link:

<https://www.cityoflondon.gov.uk/about-us/law-historic-governance/freedom-of-the-city>

Once the form is completed, it should be emailed to the Court Assistant of the City of London at: [court.assistant@cityoflondon.gov.uk](mailto:court.assistant@cityoflondon.gov.uk) with scans of the following official documents (certified translations are required of documents that are not in the English language):

- ◆ Livery Company Freedom document, provided by the Clerk.
- ◆ Full birth or adoption certificate.
- ◆ A woman who uses a married surname should send a marriage/divorce certificate.

Should you have any further queries concerning your application for the Freedom of the City of London, contact the Court Assistant [court.assistant@cityoflondon.gov.uk](mailto:court.assistant@cityoflondon.gov.uk). Subject to the approval of the Court, you will receive an email from the Chamberlain's Court office inviting you to make an appointment for your Freedom Admission Ceremony.

The Freedom Admission Ceremony is a wonderful, historic ceremony and you can invite your friends and family to attend. It is also usual to invite your Proposer and Secunder. No special dress is required (a Lounge Suit is adequate) and photographs are permitted (so don't forget your camera).



Freedom of the City of London Ceremony

# The Pattenmakers Journey

## Applying for Livery

### Step 2 – Apply for Livery

Freemen seeking to become Liverymen will need to demonstrate their commitment to the company by having been a Freeman of the Worshipful Company of Pattenmakers for at least 1 year and, that their Freedom of the City of London has already been granted.

The Chair of the Membership Committee will advise Proposers by email that a Freeman proposed by them is now eligible to become a Liveryman having met the criteria defined within the 'Becoming a Liveryman' Application Form. This form captures the activity and commitment to the company by the applicant and illustrates how they can add value to the company and its activities.

The 'Becoming a Liveryman' Application Form application should be generated by the Freeman's Proposer, supported by their Secunder and/or endorsed by a Court member if appropriate. and be sent to the Applications Committee for review together with letters of support .

The Applications Committee, chaired by the Upper Warden and composed of Past Masters, considers all Livery applications. As part of their deliberations, the following may be taken into account:

- ◆ Whether the applicant is believed to be of good character and a fit and proper person to be a Liveryman of the Worshipful Company of Pattenmakers.
  - ◆ Expressions of support from the applicant's Proposer and Secunder as well as feedback from other Liverymen, particularly members of the Court.
  - ◆ Evidence of commitment and interest in the Company including, for example, the record of attendance at events and participation in the Company's charitable and management activities whilst a Freeman.
- After receipt of the applicant's 'Becoming a Liveryman' Application Form, the next step is to wait for the Clerk's reply, which, if there is a vacancy in the Livery, will follow the first Applications Committee meeting.
  - The Clerk will then advise if the application is successful and, if so, the individual will be invited to attend a Court Meeting, to which, it is customary to invite their Proposer, Secunder and family to attend in support.

- Arrive at the Court Meeting in good time and you will be guided through the ceremony which includes:
  - ◆ Reading the Liveryman's Oath aloud in front of the Court (a copy will be provided by the Clerk).
  - ◆ Being introduced individually to the Members of the Court.
  - ◆ Delivering a 30-60 second speech to the Court.
- The Clerk will additionally request a banker's order to be set up for the Liveryman's quarterage (annual subscription) to be taken.

NB: Recently it has been possible to take the ceremony virtually.

Those admitted as Liverymen will join a unique group of individuals dating back over several centuries to have held such a position. You will receive a Pattenmakers' medal and ribbon, you will be eligible to hold higher office and perhaps one day become Master, and (after a short qualifying period) you will be able to vote for the Lord Mayor and Sheriffs of the City in unique historic gatherings at the Guildhall.



Family group following Clothing Ceremony

## A Message from the Chairman of the Membership Committee



Firstly, I would like to thank Court Assistant Alan Lyons who chaired the Committee for many years before me and helped produce this Guide, which will provide a better understanding of the terminology, protocols and customs relating to Livery Companies in general and how our Company is governed and who some of the key figures are within it. This should enable you to quickly integrate within our community, complementing the support from your own Proposer and Seconder.

This Guide also seeks to introduce you to the different ways you can participate as a Pattenmaker. This includes helping to manage the organisation, participating in our charitable work and, of course, enjoying our wonderful programme of events and dinners, as the more you put in, the more you will get out.

Finally, we set out the route and process for progressing within the Company; starting as a Freeman and moving on to become a Liveryman, which puts you very much at the heart of the organisation with special benefits, privileges and status. However, it is worth noting that the Livery is restricted to only 250 members (there is no restriction on the number of Freemen), so only the most active applicants are likely to be successful.

Now that you are part of our wonderful community, it is also important to clarify some expectations of you as a Pattenmaker:

Liverymen:

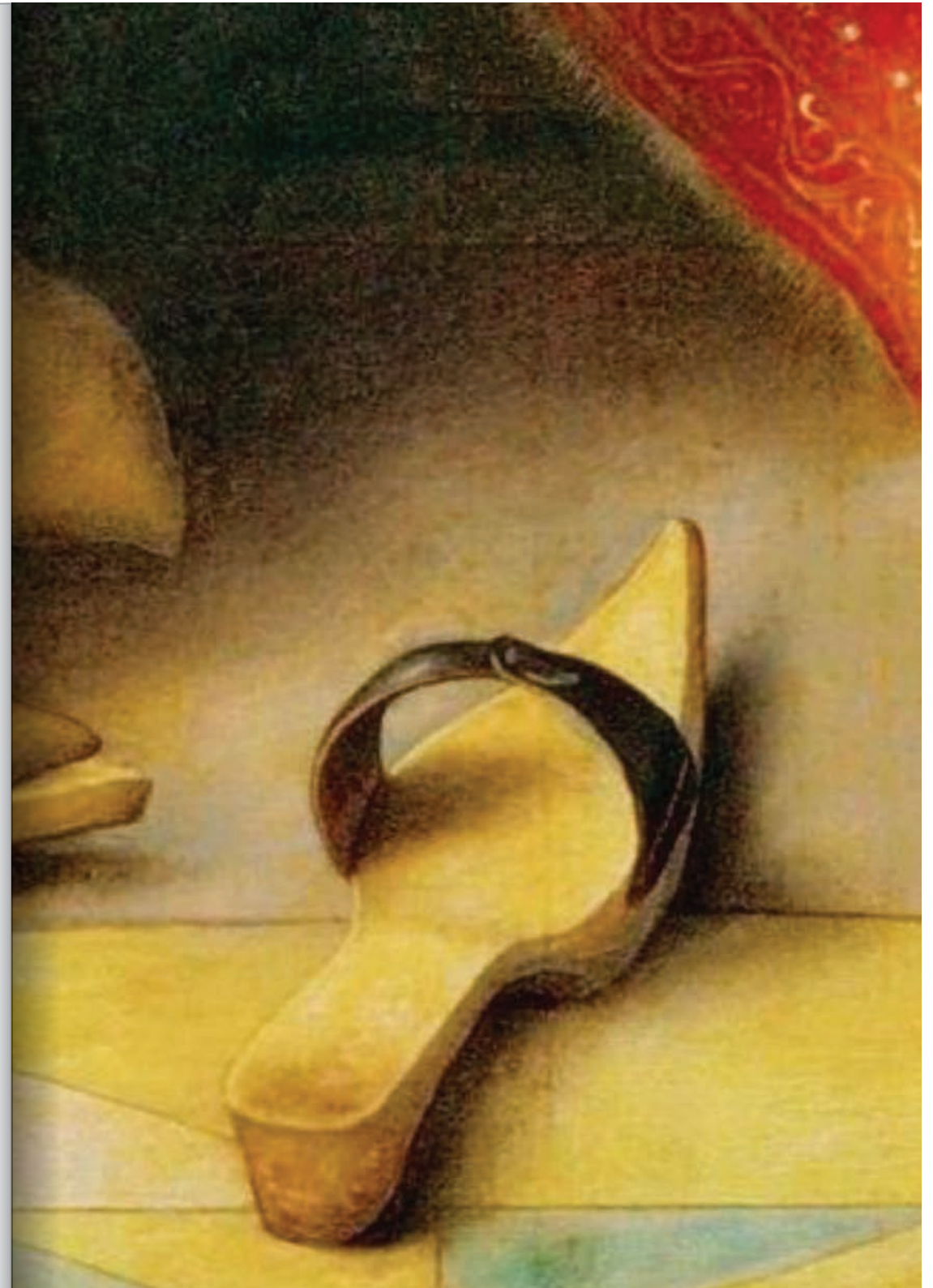
- ❑ To introduce (propose/second) potential new members that you believe would represent a strong mutual fit and enrich our community.
- ❑ To properly guide and support those you successfully propose/second through the early stages of their membership.

Everyone:

- ❑ To guide guests in the appropriate practices and etiquette, particularly at formal dinners (see Clerk's Top Tips).
- ❑ To engage with and contribute to the Company in helping to enrich our community, support our charitable work and ensure the smooth running of our organisation.
- ❑ To help maintain and develop our historic Company for future generations as well as helping to uphold the rich traditions of the City.
- ❑ To have fun and enjoy the experience!

Congratulations once again on joining a select group of people spanning several centuries in becoming a Pattenmaker and I sincerely hope you will gain much pleasure from it for many years to come.

**David Emanuel**  
*Court Assistant*



# Contact us

For more information on becoming a Friend, a Young Pattenmaker or a Freeman of the Worshipful Company of Pattenmakers or for any other enquiry please contact the Clerk, visit our website or take a look at our social media pages.

**Ms Claire Hobson**

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