

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 9th June 2015 at 4.30 pm

<i>Present:</i>	Provost <i>not Item 178</i>	<i>In</i>	Vice-Provost <i>not 174, 181 on</i>
	Dr Braybrook	<i>Attendance:</i>	First Bursar
	Dr Browne		Senior Tutor
	Dr Candea		Domus Bursar
	Revd Dr Cherry		Mr Mervin*
	Dr Fischer		Mr McCay*
	Dr Flack		Mrs Bressor (<i>Items 181 & 186</i>)
	Professor Keverne		
	Dr Marston <i>from Item 174</i>		Mrs Wilson to take Minutes
	Mr Munro*		
	Mr Turley* <i>to Item 180</i>		

* *Open business only*

OPEN BUSINESS

Apologies for Absence

Apologies were received from Professor Dunn and Mr Isaac.

Declarations of Interest

There were no declarations of interest.

164. Minutes of Open Matters of 26 May 2015

The minutes of the Open Business of the meeting held on 26 May 2015 were approved and signed.

165. Matters Arising

a. Item 153: Saltmarsh History: the Provost tabled a paper which had been circulated to Council before the meeting with the responses from Dr Vaux and Mr Monteith to the questions raised over this matter at the Council meeting on 26th May.

Agreed: to underwrite the publication of John Saltmarsh's *King's College Chapel: A History and Commentary* with a further grant of £5,000, on condition that:

- This extra amount would not be spent on any launch event, which was not felt necessary;
- An email should be sent out from Dr Vaux to alumni advertising the book via the Development Office;
- The Vice Provost would liaise with Dr Vaux and Mr Monteith regarding these and other arrangements.

The Provost would write to Dr Vaux and Mr Monteith.

b. It was noted that Dr Wallach had been co-opted as the Chair of the Working Group on Concerts.

166. Action List

The meeting noted the Action List. The reserved item was moved to 2016 for completion.

167. Minutes:

- a. Council accepted the Finance Committee Minutes of 20 May 2015.
- b. Council accepted the Finance Committee Minutes of 27 May 2015.

168. Budget 2015/16

The Vice-Provost gave a brief summary of the two following papers: "Budget 2015-16" and "Preparing the Budget: 2016 and Beyond".

The Vice Provost asked that the Minutes show formal thanks to the First Bursar, the Assistant Bursar and the Finance Committee for their hard work in producing the Budget.

The main points discussed were:

Property revaluation: Council noted that the properties had been valued at £2.5 million, thus increasing the depreciation charge to £2.5 million. This should cover works planned for the next ten years. This year's budget would show a deficit, and the Charity Commission would expect the primary responsibility of the Trustees to be to reduce the deficit. Various suggestions for this included using rooms more fully, asking resident Fellows to pay Council tax, looking at the closing times of the Chapel, increasing charges at the visitor centre, increasing tourist charges, looking at the size and number of the Fellowship.

King's College School: the First Bursar reported that the School continued to investigate becoming a separate company, wholly owned by the College. The First Bursar said that Council needed to decide what amount was reasonable for the school to pay, while still remaining competitive as a school. The School was responsible for its own building repairs, with any surplus amount not used kept in a fund for future capital works.

Investment overspend: this was due to higher royalty income being earned, and therefore a higher commission being payable to agents.

Agreed: to approve the proposed budget and to recommend it to the Governing Body.

169. Preparing the Budget: 2016 and beyond

The Vice Provost said that the College would need to make difficult decisions in order to bring its budget into balance. He submitted a paper setting out the background to those decisions and giving information on these matters to Council Members.

A longer meeting of Council should be arranged for the next Term to discuss proposals to reduce the deficit. Council will then give guidance to the Finance Committee.

170. Budget Proposal Perspectives

The First Bursar submitted a paper giving a perspective from two members of the Finance Committee on the papers: "Budget 2015-16" and "Preparing the Budget: 2016 and Beyond".

171. CCTV Policy

The Domus Bursar had submitted a paper asking Council to approve this annual CCTV policy statement, revised from July 2014.

Agreed: to approve CCTV Policy Statement dated 18th May 2015, with recommendations for changes to the positioning of the cameras being made to Council for their consideration during the intervening period.

172. H&S Policy Statement

The Domus Bursar had submitted a paper asking Council to approve the annual review of the H&S and Compliance Statement and Policy.

Agreed: to approve the King's College, Cambridge Health, Safety and Compliance Statement and Policy dated 9th June 2015, and to review internally on an annual basis, and externally triennially with the College's Health and Safety Legal Advisors.

173. Permission to use the Chapel

Council is asked to clarify those uses of Chapel for which no specific Council permission is required.

Agreed:

- a. that the following events be permitted to take place in Chapel without any need for further Council permission:
 1. The daily choral services to which the public are invited at 5.30 on weekdays and 10.30 and 3.30 on Sundays during term time.
 2. The organ recital at 6.40 on every Saturday evening in Full-Term.
 3. Praeaposital elections.
 4. The Admission of Fellows.
 5. The Annual Admission of Scholars.
 6. Matriculation day events.
 7. Rehearsal for Graduation and availability as a wet-weather venue for the reception and photographs.

8. The Freshers' Service the day before the first service of Michaelmas term and the Leavers' Service on the eve of Graduation Day
9. King's College School Services at the beginning and end of each term.
10. Any other special collegiate services arranged by the Dean, or by the Chaplain with the Dean's consent.
11. Any services of baptism, wedding or funeral or any memorial services arranged by the Dean, or by the Chaplain with the Dean's consent.
12. Services to which the public are invited that routinely fall outside the normal weekly patterns, and any minor adjustment thereof:
 - 12.1. Remembrance Sunday Requiem.
 - 12.2. Procession for Advent.
 - 12.3. A Carol Service for local schools.
 - 12.4. Recording a Christmas and an Easter service for Broadcast by BBC2.*
 - 12.5. A live broadcast of the Daily Service, Radio 4 Long Wave on Christmas Eve morning.
 - 12.6. The Festival of Nine Lessons and Carols on Christmas Eve.*
 - 12.7. Christmas Day Sung Eucharist.
 - 12.8. Sung Eucharist on Maundy Thursday.
 - 12.9. Ante-Communion and Evensong on Good Friday.
 - 12.10. Sung Eucharist and Evensong on Easter Day.
 - 12.11. The joint evensong with St John's – biennial.
 - 12.12. Choral Evensong and a Choral Sunday morning service in Non-Residents Weekend.
 - 12.13. Occasional live broadcasts of Choral Evensong at 3.30.*
- b. to invite the Dean (and others) to begin to prepare appropriate Regulations to govern the use of Chapel.

174. Charging for the use of the Chapel

The Dean explained the issues that lie behind the charges made and suggested a number of recommendations for the future. The intention was to have a system of charging that honoured the reasons for the Chapel's existence, and was simple, transparent and fair to all concerned.

The three charges in Appendix 2a on Page 14 for evening and daytime closures reading £150 should be changed to £300.

The Senior Tutor queried whether such a level of scrutiny by Council was necessary; it was important for the Dean to have discretion.

The item was deferred for further discussion.

175. Requests to use the Chapel

The Dean requested Council to grant permission for the following concerts and masterclass in Chapel. The Chapel Manager has been consulted and has confirmed that the concerts and rehearsals are manageable, and the Director of Music is happy with the musical arrangements.

Cambridge University Music Society. A concert of Rachmaninoff, Pagannini Variations and movements from the Vespers (a Cappella Chorus).	Concert Rehearsal	21 Nov 15 19 Nov 15 7.30-10pm 21 Nov 15 12.30-3.30pm
King's College School Showcase Concert.	Concert Rehearsal	30 Nov 15 7-9pm 30 Nov 15 1-4pm Chapel Closed
Organ Masterclass with Anne Pope	Behind closed doors	25 Nov 15 6.30-9.30pm
Tea reception after the Anatomy Department Service - in the Antechapel.		24 October 3-4pm
A Soldier's Tale	Concerts Rehearsals	23 & 24 Nov 15 To be confirmed

Agreed: to approve the request from the Dean for the above events to take place in the Chapel.

176. Bench in Grantchester Meadows

The First Bursar presented a request from Grantchester Parish Council to place a final bench on Grantchester Meadows.

Agreed: to approve Grantchester Parish Council's request to place a final bench on Grantchester Meadows subject to agreement with the First Bursar.

177. Request for Donation: Multi-Story Car Park Concerts

The Senior Tutor presented a paper regarding a request from a former Music student at King's (Kate Whitley, King's College 2007). Kate had been in touch with her Director of Studies, Dr Marston, asking him for his support for a music outreach project involving a number of former Cambridge music students. The Senior Tutor supported the project and encouraged Council to give as much as possible.

Agreed: to make a donation of £1,000 to the multi-story children's choir and orchestra appeal.

178. Use of Hall: Saturday, 24th October 2015

The Vice Provost has received a request from the Provost for permission to use the Hall on Saturday 24th October 2015 for a wedding reception lunch for his stepson who is to be married in the Chapel earlier that day. The lunch would be for about 100 people starting at about 1 pm and continuing until mid afternoon. Catering have indicated that they could organise such an event and that the normal Saturday brunch cafeteria would go ahead as normal but using other rooms for eating.

Agreed: to allow Hall to be used on Saturday 24th October 2015 for a wedding reception lunch organised by the Provost.

179. Risk Register

On behalf of the Finance Committee the First Bursar presented a paper giving a slightly amended Risk Policy and Register to Council for its consideration.

Agreed:

- i. to adopt the risk policy for the College.
- ii. to agree to use the risk register as the basis for assessing the risks the College faces.
- iii. that Council will review the risk policy and risk register and report to the Governing Body at the Annual Congregation as part of the annual review of our accounts.

180. Harassment and Bullying Policy

The Senior Tutor presented Council with a policy on Harassment and Bullying for Junior Members of the College, along with a paper giving contact advice in the event of emergencies.

Professor Moffett congratulated the Senior Tutor on producing this Policy.

The Senior Tutor reported that the Policy would be explained at Freshers' meetings/workshops. It was felt that something should also be arranged for Graduate Students. Feedback from students would be useful. The Vice Provost said he would suggest that new Fellows might join in similar workshops.

Agreed:

- a. to adopt this Policy of Harassment and Bullying;
- b. to thank the Senior Tutor and all the people involved in the Working Group for their work in producing this policy.

181. Development Director's Termly Report

The Development Director presented a paper giving a general description of Development events, activities and fundraising since the Development Director's last termly report, 25 February 2015. Fundraising had been

good and many events had been held. The 10th Anniversary Reunion was not included in the list of events held. The Telephone Funding Campaign had raised more than in previous years. The amount raised was £15.50 for each £1 spent. There were now eight staff working in the Development Office, with the new Campaign Manager on a fixed three year contract, paid for by a bequest.

Professor Moffett asked whether Development could be involved in College seminars and concerts; the organisers of such events should contact the Development Office if help was wanted. The Development Director suggested that training sessions could be organised for College departments to explain about Development.

Council noted and accepted the Development Director's Report.

Agreed:

- a. to approve the Gifts of £10,000 and over as listed;
- b. to thank the Development Director for her work.

182. Any Other Business

a. The KCSU President tabled a paper which had been circulated to Council before the meeting, informing Council of a number of changes to KCSU's Standing Orders. The paper explained the reasons for the changes, and set out what changes had been made. No changes had been made to the KCSU Constitution.

Council noted the changes.