

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 7th June at 4.30 pm

<i>Present:</i>	Provost	<i>In</i>	Vice Provost
	Professor Dunn	<i>Attendance:</i>	First Bursar
	Professor Laidlaw		Senior Tutor
	Professor Moffett <i>to item 191</i>		Domus Bursar
	Professor Mouhot		*Ms Love
	Dr Barber		*Ms Courea
	The Revd Dr Cherry		
	Mr Trevithick		<i>Mrs Wilson to take Minutes</i>
	Dr Weibye		<i>* Open business only</i>
	*Mr Abrams		
	*Mr Fleming		

OPEN BUSINESS

Apologies for Absence

Dr Taylor sent apologies. Dr Candea was on leave.

Declarations of Interest

There were no declarations of interest.

173. Minutes of Open Matters of 24th May 2016

The minutes of the Open Business of the meeting held on 24th May 2016 were approved and signed.

174. Matters Arising

There were no matters arising

175. Action List

Council noted the Action List. The Provost would contact Dr Flack regarding the Working Party on the Student Funding Report.

176. Minutes of Council Committees:

- a. Council accepted the Investment Committee Minutes of 6 May 2016.
- b. Council accepted the Gardens Committee Minutes of 17 May 2016.
- c. Council accepted the Finance Committee Minutes of 18 May 2016.

177. Chariots of Fire

The Provost submitted a request on behalf of Dr Griffin for the entrance fees for two King's team to enter into the Chariots of Fire Race in September 2016 at a total cost of £270. Each year the college enters two teams for the Chariots of Fire Relay race held at the end of September.

Agreed: that Jules Griffin should enter two teams on behalf of King's College for the 2016 Chariots of Fire Race at a total cost of £270.

178. King's Junior Members' Rents

The First Bursar presented a paper from the Working Group on the Junior Members' Rents. There was some discussion on the formula used to determine the final figure. Council agreed that the real increase in rents should be capped at 5.2%.

Agreed:

- a. that the real increases in student rents should be restricted to the range 0% to 5.2% provided that the rents remain in the second and third quartile compared to other colleges.
- b. that the range should be reviewed as part of the quinquennial review of student rents.
- c. that the increases in rents for 2016-17 should be reduced to 5.2% real, which is 5.41% nominal.

179. Health and Safety Policy Annual Review

The Domus Bursar presented a paper inviting Council to approve the annual review of the Health and Safety and Compliance Statement and Policy. He confirmed that there were no changes from the previous year.

Agreed: to approve the King's College, Cambridge Health, Safety and Compliance Statement and Policy dated June 2016, and to review internally on an annual basis, and on change of Provost.

180. CCTV Policy

The Domus Bursar submitted a paper inviting Council to review the annual CCTV policy statement, revised from June 2015. Professor Moffett questioned whether it was acceptable to have just one signature for approval for a camera to be installed. It was agreed that such proposals should go to a College Officer for their counter signature, as well as to the Domus Bursar and Head Porter.

Agreed:

- a. to approve CCTV Policy Statement dated 23rd May 2016, with further recommendations for changes to the positioning of the cameras being made to Council for their consideration during the intervening period.
- b. That any proposal for the installation of new surveillance equipment should be passed to a College Officer for counter signature, in addition to being approved by the Domus Bursar and Head Porter.

181. Open Cambridge

The Provost presented a paper on behalf of the Librarian and Archivists who wished to offer an exhibition for visitors in September as part of the Open Cambridge weekend, Friday and Saturday, 9th to 10th September.

Agreed: to allow access for the public into the Library building on September 9th and 10th, 2016 for Open Cambridge, for the purpose of viewing exhibitions in the Library and Archives. Access arrangements to be agreed between the Head of Visitor Services, Head Porter, College Librarian and Archivist.

182. Budget 2016-17

The First Bursar presented the Budget and associated papers to the Council and asked that they recommend the Budget be presented to the Governing Body. He reported that although a deficit had been expected, the accounts showed a profit.

The student members queried whether all staff were now paid the living wage. The First Bursar explained that while all permanent staff were paid at least the living wage, the Living Wage Foundation did not specify a wage rate for casual staff. The student members felt strongly that all staff should be paid the living wage, and it was agreed that a paper should be brought to the next meeting of Council on 28th June.

Council considered the key issues in the budget. The main discussions centred on:

Building Works: whether it was economic for the Maintenance Department to undertake major projects rather than contracting these out, and whether routine maintenance work within the College would suffer as a result. The First Bursar and Domus Bursar should bring a paper to Council to explore this further.

The Choir budget for recordings and concerts continued to have difficulties, but these were being addressed and it was hoped they would improve by the following year.

Research: there was an annual average underspend of 10% on the Research Budget due to JRFs leaving early. The Research Managers had produced a paper suggesting the budget for JRFs be reduced accordingly and the funds assigned elsewhere for Research.

Development: the meeting discussed whether funds raised should be used to pay for the Development Office. Our Development Office had raised significant amounts of money in the past few years and we were at the start of an appeal that would be vital to our future prospects.

Volatility: the First Bursar had written a paper on how to prepare to deal with possible falls in income in future. The First Bursar was asked to explore this further, consulting with others as necessary, and then report back to Council.

Professor Moffett asked about the shop. The Domus Bursar reported that the rental income lost was met by the takings and there was a profit over and above that amount. However, it was less than had been hoped. Shutting the

King's Parade shop and moving it back to the ante-chapel would cause offence to a number of King's members and visitors, although it would increase the profits.

The First Bursar agreed to move the list of key issues in the Budget to the introduction, for ease of reading.

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

183. Resilience and Volatility

The First Bursar presented a paper asking Council to consider how it might be possible for income to fall for a number of reasons, and how the College would deal with such a fall.

Agreed: that the First Bursar should bring a detailed analysis of this paper to Council, and it should not at this point be submitted to the Governing Body.

184. May Week Concert

The First Bursar presented a request, on behalf of KCMS, that Council agree that the loss of income from the May Week Concert, caused by the organ works, should be met from the budget for the organ restoration.

Agreed: that a grant of up to £850 may be made to KCMS from the organ restoration project to meet the loss of income KCMS will face because of the restoration works.

185. Gertrude Kingston Fund

The First Bursar, as Senior Treasurer of the Marlowe Society, presented a paper on behalf of the Society requesting payment of the funds promised from the Gertrude Kingston Fund to support its production of "Measure for Measure". This amounted to £3,000. Council had agreed the guarantee at its meeting on 16 February 2016.

Agreed: that the funds be paid to the Marlowe Society from the Gertrude Kingston Fund as previously agreed.

186. Cheap Meals

The Vice-Provost, on behalf of the Catering Committee, recommended to the Council that the cheap (£1. 60) meal option introduced in the College Servery in Easter Term 2015 be continued during the academical year 2016–17, and reviewed at the end of the Lent Term in that year.

Agreed: on the recommendation of the Catering Committee, to continue to provide a cheap meal option in the College Servery, and to review the practice at the end of Lent Term 2017.

187. Charity Donations

The Dean presented a paper giving a brief summary of the recent history of collections in Chapel and proposing a change that could be implemented from Michaelmas Term 2016.

Agreed:

- a. that all collections made at services in Chapel, with rare exceptions decided by the Dean and reported to Council, should be to support the work of the Chapel, but that 20% should be given away to support other charities.
- b. that a 'Charitable Donations Committee' should be set up under the chairmanship of the Chaplain to make recommendations for the disbursement of monies to charities originating both from Chapel collections and whatever money Council sets aside for charitable donations and subscriptions.
- c. that the Charitable Donations Committee should consist of the Chaplain plus one undergraduate, one graduate, one member of staff and one Fellow.
- d. that the same committee should bring forward proposals for the total amount to be given away each year as part of the budget process, but make its particular recommendations for disbursement throughout the year as appropriate.

188. KCGS Refugee Scholarships proposal

As part of a Cambridge wide, graduate student led initiative, to put in place a bursary for a refugee student to pursue a Master's degree at the University of Cambridge, a working group led by KCGS would like to hold a garden party in the Fellows' Garden, from which a portion of ticket sales will be donated to the Students of Cambridge Scholarship fund.

Agreed: to approve KCGS's request to hold a garden party in the Fellows Garden in July 2016, date to be confirmed upon consultation with the Vice-Provost.

189. Concerts Budgets

The Dean submitted a paper asking Council to note the plans for the proposed concert series and to approve the appointment of a part-time and temporary member of staff to manage these concerts, the costs to be covered by the 'management' line in the attached budgets. This was in advance of the meeting of the Committee set up by Council to consider Concerts at King's.

Agreed :

- a. that Council notes the proposals for Concerts at King's and the concerts of the Easter Festival for 2016/17. It gives permission for those identified for this calendar year (2016) to take place within the budget provision outlined and under the supervision of the Concerts' Committee, and subject in each case to the usual permission processes for concerts in Chapel or Hall based on more detailed information.

- b. Council looks forward to receiving fuller and further proposals for concerts in 2017 by the Concerts' Committee.
- c. that Council agrees to the appointment of a temporary and part-time member of staff to manage this work within the budgetary constraints already noted, subject to the approval of the Personnel Committee of the Job Description and the Terms and Conditions.

190. Societies Funding

The KCSU President, KCSU President, on behalf of the Senior Treasurer and the Societies Funding Committee, presented an annual report on KCSU, KCGS, and college societies, comprising details of their accounts, officers, and compliance with society rules and regulations. Council welcomed this and encouraged further progress by the Societies Funding Committee for next Lent Term.

191. Any Other Business

Chapel Events: the Dean tabled a paper giving notice of events planned to take place in the Chapel.

Agreed: that the events listed in the paper should be allowed to go ahead.

a. Dates of the final three meetings of the academical year:

Tuesday, 28 June at 2 pm - last meeting for usual Council business

Tuesday, 5 July at 2 pm - to be held only in case of exam problems

Tuesday, 12 July at 2 pm - "Results" meeting.

b. The Provost thanked Ms Courea and Mr Fleming for their service on the Council over the last academic year.