

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 13th June 2017 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Barber	<i>Attendance:</i>	First Bursar
	The Revd Dr Cherry to item 233		Senior Tutor
	Dr Davies		Domus Bursar
	Professor Dunn		*Ms Hickman
	Professor Efstathiou		*Ms Iossifidou
	Ms Headen		
	Professor Mouhot		* <i>Open business only</i>
	Dr Sagar		
	Dr Taylor	<i>By</i>	<i>Ms James</i>
	*Ms Whittier		<i>to take Minutes</i>

OPEN BUSINESS

Apologies for Absence

Apologies were received from Professor Humphrey and Ms Clark.

Declarations of Interest

There were no declarations of interest.

207. Minutes of Open Matters of 30th May 2017

The minutes of the Open Business of the meeting held on 30th May 2017 were approved.

208. Matters Arising

There were no matters arising.

209. Action List

Council noted the Action List and some amendments were made.

210. Minutes of Council Committees:

- a. Council accepted the Minutes of the Catering Committee of 23rd May 2017.

211. Oral Reports from College Officers

The First Bursar reported that there were no particular security concerns for the May Balls and the general advice was to remain alert.

212. Oversight of Conference and Events in College

A paper from the Vice-Provost reported on new conferences and events organised by the Catering Department.

213. The Health, Safety and Compliance Policy Annual Review

The Domus Bursar presented a paper inviting Council to approve the annual review of the Health, Safety and Compliance Statement and Policy.

Agreed:

To approve the King's College Cambridge Health, Safety and Compliance Statement and Policy dated June 2017, and to review internally on an annual basis, and on change of Provost.

214. CCTV Policy

The Domus Bursar presented a paper inviting Council to approve this annual CCTV policy statement, revised from June 2016.

Agreed:

To approve CCTV Policy Statement dated 13th June 2017, with any further recommendations for changes to the positioning of the cameras being made to Council for their consideration during the intervening period.

215. Food Bank Box

The KCSU President presented a paper proposing the introduction of a 'Food Bank Box', taking food donations for Jimmy's Homeless Shelter.

Agreed:

To allow the KCSU Green and Charities Officer to manage a collection box in the post room.

216. The King's Affair 2017: use of the Chapel

The Dean presented a paper on behalf of the King's Affair Committee summarising their proposals for the use of the Chapel overnight on 21st June 2017.

Agreed:

To approve the proposals for the use of Chapel during King's Affair 2017, as detailed in this paper, noting the supervisory role of the Chapel Staff during the preparation period and the Chaplain's role on the night.

217. Bodley's Court refurbishment update

The Domus Bursar presented a paper updating Council on the progress of this project and seeking direction on a number of proposed additions to the project.

The KCSU President was concerned about the disruption to residents. The First Bursar commented that repairs would only take place during the day and would be localised to a particular staircase, and that a timetable would be given to residents in advance.

Agreed:

- a. To seek the agreement of the Governing Body to approve continued design work on the Bodley's Court refurbishment project, and to increase the scope of the work to include interior window repairs, installation of ventilation and works to the chimneys, and installation of walkways and fire-doors.
- b. To proceed with an application for Listed Building Consent that includes the above and the installation of secondary glazing, but not to proceed with secondary glazing installation until the results of said trial are known and accepted by Historic England, with any recommendations to be considered at a later date.

218. Gender neutral toilets in College

The Domus Bursar presented a paper reviewing the renaming of the College bar toilets to read gender neutral, as approved by Council in October 2016.

The Senior Tutor proposed the installation of a mirror and a shelf for toiletries inside each individual cubicle.

Agreed:

To approve the continued use of gender neutral signs on the toilets adjacent to the College bar, and for the signs to be reversed (and thus read *Ladies* and *Gentlemen*) as required for conference business.

To label the disabled toilet an individual use toilet, and to allow students to use the toilets by the Beves Room.

219. Director's Termly Report

The Development Director gave a general description of Development events, activities and fundraising since her last termly report on 7th March 2017.

Council thanked the Development Director and her team for their hard work and congratulated her on her success.

220. Development Gifts

The Development Director presented a paper on Gifts of £10,000 and more for Council approval.

Agreed:

To approve a paper listing new gifts and pledges of £10,000 and above received between 1 February 2017 and 31 May 2017.

221. Development Gift Acceptance Policy

The Development Director presented a paper on the Gift Acceptance Policy which was last reviewed and accepted by Council in June 2016. This policy has been updated to follow the University's financial procedures regarding the acceptance of gifts in kind.

It was noted that this policy applies to the King's School and it was agreed to circulate this policy to the School Governors.

Agreed:

To approve the updated Gift Acceptance Policy.

222. Budget 2017-2018

The First Bursar presented the budget for 2017-18, as recommended by the Finance Committee, listing the key financial issues for the College.

The Provost requested the Personnel Committee be asked to produce guidelines for staff salary increases and present them to Council for endorsement.

It was agreed that a special meeting of Council would be held at the beginning of Michaelmas Term so that Council can consider the strategic direction of College and offer guidance to the Finance Committee. The Provost suggested the first meeting of Council on Tuesday, 10th October 2017.

The Domus Bursar commented, and Council agreed, that it would be prudent to replace the electrical distribution boards in the Chapel.

Agreed:

To approve the proposed budget for 2017-18, subject to the addition of the new distribution boards, and to recommend it to the Governing Body.

223. Management Account Budget 2017-2018

The First Bursar presented the Management Account Budget for 2017 to 2018.

224. Minchin Legacy

The Development Director and the First Bursar presented a paper asking Council to approve incorporating the Minchin legacy into the College's endowment.

Agreed:

To note that the legacy of Minchin was an unrestricted donation to the College and to resolve that it should be added to the College Chest so that future investment income may be used for general College purposes.

Any Other Business

The Provost proposed a croquet match between members of Council and students in the Provost's Garden at 4pm on Monday 26th June. Anyone interested should contact the Provost's PA.

The First Bursar presented a request from Maggie's Wallace, the cancer care centre at Addenbrooke's, to help them with a sponsored walk on Friday, 29th September 2017. It was agreed that this is an excellent cause but unfortunately because of the arrival of Freshers on the 29th and all their associated activities, it would not be possible to give permission.

The Provost thanked Ms Hickman for her service on the Council over the last academic year.

The next meeting of Council will be held on Tuesday, 4th July 2017 at 2 pm in the Wine Room.