

## KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room  
On Tuesday, 6th November 2018 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Ainslie	<i>Attendance:</i>	First Bursar
	Dr John Barber		Senior Tutor
	Dr Donaldson		*Mr Bacon
	Professor Efstathiou		*Ms Joynt
	Ms Headen		* <i>Open business only</i>
	Professor Humphrey		
	Dr Taylor	<i>By invitation:</i>	<i>Mr Chapman (PEM)</i>
			<i>Ms James</i>
	*Ms Payne		<i>to take minutes</i>

### OPEN BUSINESS

#### Apologies for Absence

Apologies were received from Professor Fahmy, The Revd Dr Cherry, Mr Isaac and Ms Georgescu. Dr Davies is on sabbatical leave

#### Declarations of Interest

*There were no declarations of interest.*

#### 376. Minutes of Open Matters of 23rd October 2018

The minutes of the Open Business of the meeting held on 23rd October 2018 were approved.

#### 377. Matters Arising

*There were no matters arising.*

#### 378. Action List

Council noted the Action List. There was a security concern about using Moodle to store and give access to College Committee papers. The University is about to introduce a more secure storage faculty which will be available to Colleges from January. It was agreed to wait and use this system.

#### 379. Minutes of Council Committees:

- a. Council accepted the Minutes of the Choir Strategy Committee of 11th October 2018

- b. Council accepted the Minutes of the Education Committee of 18th October 2018
- c. Council accepted the Minutes of the Gardens Committee of 15th October 2018

### **380. Oral Reports from College Officers**

*There were no oral reports.*

### **381. Choir Strategy Committee Annual Report**

*The Dean presented a paper on the Choir Strategy Committee (CSC) which was formed in Easter Term 2014.*

Agreed:

To receive the next review of the work of the Chapel Strategy Committee in Easter Term 2019.

### **382. King's Men Charitable Donations**

*The First Bursar presented a paper on behalf of the Manager of the King's Men proposing the donation of all proceeds from its Christmas Concert, to take place on 26th November, 2018, to the Children's Ward of Addenbrooke's Hospital, Cambridge.*

Every December, The King's Men travel to Addenbrooke's Hospital to sing Christmas Carols to the hospital's in-patients. A visit to the Children's Ward is always a priority on these trips, and the children respond very positively to the music. A donation to the Children's Ward would help to strengthen the relationship between The King's Men and Addenbrooke's Hospital.

Agreed:

To approve the proposal of The King's Men noting the reasons for which the proposed beneficiary of the disbursement has been selected.

### **383. Accounts and Auditor's Report**

*The First Bursar introduced Paul Chapman from Peters, Elworthy and Moore. Mr Chapman reported that they have completed their audit of the College accounts up to 30th June, 2018 and presented the Report.*

It was noted that the list of Governing Body members was incomplete and that there were some inconsistencies (e.g. Prof and Professor). The Provost's PA would update this record and return to the Assistant Bursar.

Mr Chapman reported that he was satisfied by the Declarations of Interest forms submitted by Council members.

He further reported that College had received a clean report from the Auditors and the Accounts could be signed.

The Provost thanked the Assistant Bursar and the Audit team for their hard work and congratulated Mr Chapman on a very efficient and smooth audit. Mr Chapman is retiring soon and Council thanked him for all his work in support of the College.

The First Bursar will propose to the Annual Congregation the reappointment of Peters, Elworthy and Moore.

Agreed:

- a. To accept the Accounts and the Auditor's report and to forward them to the Annual Congregation.
- b. To authorise the Provost to sign the letter of representation on behalf of the College.
- c. To recommend to the Annual Congregation the re-appointment of Peters, Elworthy & Moore as auditors for 2018-19.

### **384. Report on the removal of the Chairs from the Ante-Chapel**

*The Dean presented a paper on behalf of the Head of Visitor Services and the Dean's Verger, on the removal of the chairs from the Ante-Chapel during the summer.*

Council agreed that this was a great success but that the cost should be met by the Chapel budget rather than the Visitors Department budget, as this was a Chapel matter, and the Chapel budget increased accordingly. The First Bursar will discuss this with the Dean.

Agreed:

- a. To approve the removal of the chairs from 8 July 2019 to 16 September 2019.
- b. That the costs will be met by the Chapel budget, with a consequent uplift to the budget to compensate.

### **385. Visitor Services Department Annual Report**

*The Domus Bursar presented a paper providing Council with an annual summary of the activities of the Visitors Department and its financial performance in 2017/18.*

The Visitor Centre recorded an increased profit (£111,623 compared to £44,764 in 2016-17), for which the Council congratulated the staff. The Provost reported that he had written to the staff to thank them for their hard work and excellent results.

The Visitor Centre was open for three days in the period between Christmas and New Year 2017 as a trial. It is hoped to enhance this offering in December 2018 by opening the Chapel for guided tours during the College closed period.

The Department has provided better information for our Chinese visitors and limited access to the Xu Zhimo stone via the back gate was possible during the Easter Term exam period by using volunteers.

In 2018 a Groups Policy was introduced which resulted in groups only being allowed into the Chapel between 10.30am and 2.30pm with a pre-booking. While reduced numbers led to a drop in group income, the price increase agreed over the summer period (£9 to £10 for adults) offset the loss. It is proposed to refine the Groups Policy further in 2019, with one of the considerations being an increase in admission charges for groups (and in particular students and children).

Council agreed the Provost should write to the Head of Visitor Services to congratulate her on her hard work and excellent performance.

Agreed:

That the Group charges from 1st July 2019 should increase for students and children from £5.50 to £6.00 (Monday to Friday) and from £6 to £8.00 (Saturday and Sunday).

### **386. Campaign Launch**

*The Development Director presented a paper asking for Council to approve three requests relating to the College's Campaign Launch and 1441 Foundation event on 1 December 2018.*

As there will be approximately 240 guests arriving at the College throughout the day and evening, and as the Chapel is closed to the public, it would help the Visitor Guides and Porters from a College security point of view if the College was closed to tourists that day.

The Development Director asked permission to borrow the 'Maynard Keynes Post box' for the day, which would be closely guarded at the Registration Desk in the Chetwynd Marquee.

Agreed:

- a. To approve closing the College to tourists on 1 December 2018
- b. To approve attaching of Campaign banners to the lampposts around the Front Court from Friday 30 November and to remain there throughout the Lent Term
- c. To grant permission to borrow the 'Maynard Keynes Post box' during the day of 1 December 2018

### **387. Development Committee Terms of Reference**

*The Development Director presented a paper asking for Council to approve the revised Terms of Reference for the Development Committee.*

At the Development Committee meeting held on Monday 11 June 2018 it was agreed that under the Terms of Reference General Membership, the Chairman of the Development Board be removed as the Board is no longer in existence. Development would therefore like to request that the Chairman of the Development Board be replaced with Chair of the Campaign Advisory Board.

Agreed:

To approve the revised Terms of Reference for the Development Committee, and that these should go to the Annual Congregation.

### **388. Budget Memorandum**

*The First Bursar presented a copy of the Budget Memorandum to Council for information. This will be sent to Heads of Department.*

The First Bursar asked for guidance from Council as to when he should send out a request to budget holders to begin planning for the next financial year. While there is some advantage in giving departments as long as possible to consider budgets, Council may wish to delay until after its strategy meeting at the beginning of next term.

Agreed:

To send the memorandum to Heads of Department asking for budget submissions now, with a reminder at the beginning of next year.

### **388. Any Other Business**

The Vice-Provost reported that the students would eat in the Bar and Beves Room on the evening of Sunday 11 November as a result of the recital of 'Music for Armistice' being held in Hall.

The meeting closed at 3.15 pm.

The next meeting of Council will be held on Tuesday, 20th November 2018 at 2 pm in the Wine Room.