

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Provost's Dining Room
On Tuesday, 15th October 2019 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Adams	<i>Attendance:</i>	First Bursar
	Dr Adhikari		Senior Tutor
	Dr Ainslie		Domus Bursar
	Dr Barber		
	Dr Candea		*Ms Joynt
	Dr Davies		*Ms Bevilacqua
	Professor Efstathiou		*Ms Rude
	Professor Humphrey		
	Dr Moody		

Apologies for Absence

Apologies were received from Ms Headen and Ms Georgescu.

OPEN BUSINESS

318. Declarations of Interest

There were no declarations of interest.

319. Minutes of Open Matters of 16th July 2019

The minutes of the Open Business of Council on 16th July 2019 were approved.

320. Matters Arising

There were no matters arising.

321. Council Timetable and Action List

Council noted the Timetable and Action List.

The action to review all College Policies was discussed and the First Bursar confirmed that a list of all existing policies would be brought to the Council meeting on 29th October so that a decision can be made on each as to whether it should be renewed, and how often.

Oral reports

The Domus Bursar asked Council whether it wished to support two artificial

cows being placed on College land on the Backs for 6 weeks. The Council reiterated their decision made at the Council meeting on 14th May 2019 and refused permission.

Principal Items of Business

322 Conflict of Interest Policy

The First Bursar presented for approval the Conflict of Interest Policy, in accordance with the College's Ordinances B.1.8. The Policy is unchanged from last year.

Council agreed to approve the policy and to circulate this to all members of the Governing Body.

323. Criminal Finances

The First Bursar presented a proposed policy to ensure that the College complies with the Criminal Finances Act 2017.

Council discussed the effects of the Criminal Finances Act 2017 and considered the risks it faces in this regard. It considered that our Financial Regulations were a proportionate means to ensure that the College complies with the Act. It approved a public statement expressing our policy in this regard and approved the policy.

324. Social Media Policy

The Lay-Dean presented a paper requesting permission to update the College's official Social Media Policy as shown on the College website, and permission to update other affected College papers.

Council agreed in principle to the following with the understanding that the Lay Dean will bring a complete set of guidelines to the next Council meeting for final approval:

1. That the Lay Dean be given permission to update previously approved Council papers with the new social media guidelines, using variations of the wording below:

Once the event is approved, the use of **social media** is allowed for events by King's Societies on the KCSU and/or KCGS Facebook pages (or equivalent social networking platforms run and controlled by KCSU or KCGS and only accessible to King's members). University society events can be advertised on the respective Facebook or other social networking platform run by or affiliated to the University society in charge.

2. That the Lay Dean be given permission to extend the policy to include Fellows' events.
3. That the Lay Dean be given permission to include a statement prohibiting students and Fellows from opening up events to non-University members

unless prior approval is obtained from the Lay Dean, and/or the Vice-Provost, and the number of attendees is ascertained, and capped, in advance.

324a Disciplinary Code

The Lay Dean presented a proposal to introduce a new Disciplinary Code in accordance with the changes introduced to the University Disciplinary Procedure. As this item was erroneously placed in Reserved Business, and therefore was not immediately available for the students to study, they felt that they needed more time to review the proposal.

Council agreed that the policy would be accepted and take effect from 15th October 2019 with the understanding that it would be reviewed next Term with student feedback. At that time dates for future reviews will also be agreed.

325. Croft Gardens – Progress through RIBA Stage 4B

The Domus Bursar presented a paper updating Council on the development of Croft Gardens.

Council noted that the Croft Gardens Project had been given planning approval. It further noted that work was continuing to fulfil the planning conditions and complete RIBA Stage 4B while also giving consideration to the phasing of the delivery of the project during the construction phase.

326. Croft Gardens – Construction Phase

The Domus Bursar presented a paper updating Council on the Croft Gardens project and confirmed that planning permission had been given with a number of small conditions. Dr Adhikari raised his concerns about the project and how the decisions had been reached and communicated to the wider community.

Council discussed the differing views expressed and it was agreed that when this paper is discussed at the Governing Body meeting on 21st October comparative plans showing the existing and new internal layouts will be provided.

Council also asked that any paperwork from the various working party meetings where the internal layout of the new buildings was discussed be circulated to Council.

327. Buildings Gateway Review

The Domus Bursar presented a paper on behalf of the Buildings Committee asking Council to review the Buildings Portfolio and seek agreement for projects to progress to the next phase.

Council agreed:

- a. To approve the A Staircase window replacement project entering the portfolio and into the inception stage and the external gates card access and repairs to the West Gate Projects moving to the review Stage.

- b. To endorse for consideration by the Governing Body, the Chapel roof replacement, Chapel sound amplification system and Bodley's internal refurbishment entering the Portfolio and into the Inception Stage and the Croft Gardens Project moving to the Planning Stage.

328. Chapel Alienated Woodwork – Temporary Storage

The Domus Bursar presented a paper informing Council that the inventory of the Chapel panelling and other materials stored in the Barton Road barn had been completed and invited Council to consider future intentions for the woodwork and likely ongoing storage charges.

After considering the costs involved and having not seen the compiled inventory, Council felt unable to make an informed decision and asked the Domus Bursar to bring another paper to a Council meeting this Term, with the inventory from the architect.

329 King's Parade Barrier

The First Bursar presented a paper informing Council of the County Council's intention to put a barrier across King's Parade.

Council noted, with concern, the plans to erect a barrier across King's Parade. It hoped that further details on how this would be managed would be made available quickly. Council also considered how to ensure that members of the College were aware of these plans. The First Bursar confirmed that this paper would be taken to the Governing Body on 21st October.

330. Use of front of College – Restart a Heart Day

The Domus Bursar presented a paper on behalf of a student requesting permission to make use of the front of College on Wednesday 16th October 2019 in support of a University event 'Restart a Heart Day'.

Council agreed that the organisers of Restart a Heart Day on Wednesday 16th October 2019 may make use of the lawn to the front of the College as part of the event, subject to detailed agreement with the Domus Bursar, the Head Porter, the Head Gardener and the Head of Visitor Services.

The Domus Bursar also highlighted the amount of papers of this type brought to Council asking for permission. Council agreed that a policy for both internal and external events was needed and asked the Domus Bursar to form a small working group to formulate a policy and bring their recommendations to Council.

Other Items for Discussion

331. Risk Policy and Register

The First Bursar presented an amended Risk Policy and Register for Council to consider.

Council accepted the revised Risk Register on the recommendation of the Finance Committee.

Business for Report

332. Papers considered under Vacation Powers

332a Cancer Research UK–Cambridge Half Marathon 8 March 2020

Council agreed by electronic vote that the organisers of the annual Cambridge Half Marathon Event be allowed to make arrangements to proceed through King's College on Sunday, 8th March 2020, subject to detailed panning with the Domus Bursar, Head of Visitor Services, Head Porter, Dean's Verger and the Head Gardener and the team involved in the planning must be entirely happy with the final arrangements.

332b Cancer Research UK – Cambridge Shine Event: appointment of Trustee

Council agreed by electronic vote that the organisers of the Cambridge Shine Event be allowed to make arrangements to proceed through King's College on Saturday 28th September 2019, subject to detailed agreement with the Domus Bursar, the Head Gardener and Head Porter.

332c World's Big Sleep Out Event 2019

Council refused permission by electronic vote for the organisers of the World's Great Sleep Out event to take place in King's College on 7th December.

333. Cyber Security – A Policy

The Domus Bursar presented a paper inviting Council to approve the Cyber Security policy.

Council agreed to accept the 2019 Cyber Security Policy and further review the Policy on an annual basis.

334. Motor Neurone Disease Cycle Ride -6 September 2020

The Domus Bursar presented a paper on behalf of the Cambridgeshire branch of the Motor Neurone Disease Association.

Council agreed that the organisers of the 2020 MND Oxford to Cambridge Cycle Ride be allowed to make arrangements to proceed into and onto the back lawn of King's College on Sunday, 6th September 2020, subject to detailed agreement with the Domus Bursar, Head Porter, Head of Visitor Services and the Head Gardener.

335. Minutes of the Adornment Committee of 11th July 2019

Council accepted the Minutes of the Adornment Committee of 11th July together with the Action Register.

336. Minutes of the Choir Strategy Committee of 18th June 2019 and new Terms of Reference

Council accepted the Minutes of the Choir Strategy Committee of 18th June 2019 and the new Terms of Reference.

337. Cambridge Shakespeare Festival 2020

The Domus Bursar presented a paper on behalf of the Cambridge Shakespeare Festival for permission to stage performances in the Fellows' Garden in 2020.

Council agreed to approve the staging of the Cambridge Shakespeare Festival in King's College from 6th July to 22nd August 2020, subject to detailed planning with the Domus Bursar, Head Gardener and Head Porter.

338. Kidney Cancer Awareness Week – February 2020

The Domus Bursar presented a paper on behalf of Kidney Cancer UK for permission to illuminate parts of the College on 7th February 2020 in support of Kidney Cancer Awareness Week.

Council agreed that the Chapel be illuminated during the evening of 9th February 2020 in support of this initiative.

339. NSPCC – Light Up for Christmas 2019

The Domus Bursar presented a paper on behalf of the NSPCC for permission to turn the front court lights green for one night in November / December 2019 in support of their Light for Every Childhood campaign.

Council agreed that the lights to the Front Court, exterior lights around the Gatehouse and lighting in Webb's Court be lit green in support of this NSPCC campaign in late November / early December 2019.

340. Minutes of the Building & Safety Committee Special Meeting on 2nd October 2019.

Council accepted the Minutes of the Building and Safety Committee Special Meeting on 2nd October 2019.

341. Keeper of the College Collections Report

The Provost presented the Keeper of the College Collections' annual report to Council. Council wished to thank Professor Zeeman for her very hard work over the last year.

342. Financial Controls

The First Bursar presented a paper to Council reviewing the Regulations approved for Financial Controls within the College. These govern the powers of College Fellows and staff and also apply to the School.

Council Agreed to approve the Financial Controls Regulations.

343. Credit Card Policy

The First Bursar presented a paper to Council seeking approval for the policy on the use of College credit cards. The policy applies to all Fellows and members of staff authorised to use College credit cards. Both staff and Fellows will be required to sign a copy of the policy when they receive a credit card to confirm they will abide by it.

Council agreed to endorse the policy on the use of College Credit Cards.

344. LGBT+ Dinner

The Senior Tutor presented a paper on behalf of the KCSU/KCGS LGBT+ representatives seeking Council's to hold a dinner in Hall on Saturday 16th November 2019.

Council agreed to allow this event to go ahead subject to satisfactory arrangements being made for King's members not attending this dinner to dine in the evening.

344a BME Dinner

The Senior Tutor presented a paper on behalf of the KCSU BME Officer for permission to hold a dinner in Hall on 9th September 2019.

Council agreed to allow this event to go ahead subject to satisfactory arrangements being made for King's members not attending this dinner to dine in the evening.

345. Wild Flower Meadow Project Costs

The Domus Bursar presented a paper to Council seeking approval on the cost of implementing the wildflower meadow scheme on the rear lawn.

Council agreed to note developments and the implementation of the wildflower meadow on the rear lawn, with additional and ongoing financial requirements captured in the Gardens Budget.

346. King's Voices Concert at Eye Church

The Director of Music asked Council to approve an invitation for King's Voices to perform at a fund-raising concert at Eye Church to raise money for their Church Development Appeal.

Council agreed that King's Voices should be permitted to perform a concert in Eye Church on 1st December 2019 and that a fee be received to cover Coach travel, subsistence for the singers en route, and for the guest organist.

347. Any Other Business

Council wished to thank Ms Claudia Joynt, for all her hard work as President of the KCSU.

The meeting closed at 4.40 pm.

The next meeting of Council will be held on Tuesday, 29th October 2019 at 2.00pm in the Provost's Lodge.