

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 25th November 2014 at 4.30 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Adkins	<i>Attendance:</i>	First Bursar
	Dr Braybrook		Senior Tutor
	Dr Browne		Domus Bursar
	Dr Candea		Mr Allen*
	Dr Fischer		Mr McCay*
	Professor Keverne		
	Dr Omitowoju		Dr Griffin <i>for item 326</i>
	Mr Abrams*		Mrs Bressor <i>for items 337,</i>
	Mr Turley*		<i>338, 344</i>
			Mrs Wilson to take Minutes
			<i>* Open business only</i>

OPEN BUSINESS

Apologies for Absence

Apologies were received from Dr Flack. Dr Marston was on leave.

Declarations of Interest

There were no Declarations of Interest.

323. Minutes of Open Matters of 11th November 2014

The minutes of the Open Business of the meeting held on 11th November 2014 were approved and signed.

324. Action List and Matters Arising

The meeting noted the Action List. Some amendments were made.

325. Minutes:

- a. Council accepted the Computing Committee Minutes of 22nd October 2014. The Vice Provost said he welcomed comments on improving the website. It was now possible to download the College Diary to Outlook calendars.
- b. Council accepted the Garden Committee Minutes of 23rd October 2014. The Provost was asked to Chair the new Backs Committee and to write to Donald Hearn to request his assistance.

326. Graduate Accommodation

The Assistant Tutor presented a paper on graduate accommodation. The paper explained that there was concern about the number of rooms the College should

provide for the graduate community, especially in the light of possible building works, and suggested some possible changes in the system. There were different ways of calculating how many rooms should be allocated to graduate students. The meeting discussed whether the long term aim should be to house all graduate students.

Agreed:

- a. that in the future the College should attempt to offer 130 rooms for graduate accommodation each year;
- b. to adopt the recommendation for the following changes made in Appendix 3:
 1. Any undergraduate who wishes to request permission to live out of College for the following academic year should seek the permission of the College prior to the undergraduate ballot no later than the first week of Lent Term. For students who may not have secured private accommodation in February (the time of the undergraduate ballot) for the following October, the Assistant Tutor/Accommodation Officer should reserve emergency rooms in a part of college that is less desirable in terms of the ballot but could be used for graduate accommodation (possibly Webbs Court). Should these rooms become available (because students opt to live out) they will be offered in a mini-ballot to graduates wherever possible by the Assistant Tutor following the graduate ballot – possibly early July 2014. Failure to inform the college of an intention to live out by the first week of Lent may result in a fine if rooms are left unoccupied (as might happen with private tenancies).
 2. The Assistant Tutor will offer spare undergraduate rooms that are projected to be available for the forthcoming academic year and not required for incoming first years to current rising undergraduates (year 2+) on an individual basis in order to achieve a balance between undergraduate and graduate accommodation.
- c. to request the Assistant Tutor to bring a paper to the penultimate meeting of Council in each Easter Term about projected room use and demand;
- d. to endorse the long term aim of providing three years' accommodation to PhD students providing appropriate funding (building and also on-going costs) have been raised.

327. Conflict of Interest Policy

The First Bursar presented a paper asking Council to approve a Conflict of Interest policy, in accordance with the College's Ordinances B.1.8. The proposed policy is largely unchanged from previous years but takes account of advice from the Charity Commission.

Agreed: to approve the Council's policy on conflicts of interest and to circulate this to all members of the Governing Body. The First Bursar would circulate the policy electronically to all Fellows.

328. Notes on the Budget

The First Bursar submitted a copy of the paper circulated to all Fellows before the informal meetings on 17th November, 2014. The paper explained the background to

our finances, the restrictions that faced by the College, and the process that followed in preparing a budget for the Governing Body to approve.

329. Animotion

The Domus Bursar presented a paper giving further details of the proposed performance and asking whether Council would be prepared to underwrite any costs arising from a shortfall in ticket sales. These would need to reach 1700 in order to meet the full cost of the performance. Various options were discussed; it was felt that the suggested date in April was too early in the year for an outside event, and that the cost of £15 per ticket was too high. The meeting discussed whether the College should fully fund the event as part of the Chapel 500 celebrations; this would be on top of the budget already allocated to these celebrations.

Agreed: that discussions be held with AniMotion with a view to a performance being held in 2015, subject to suitable funding being agreed with no call on general College funds.

330. Shop at King's

The Domus Bursar asked Council to consider a proposal to refurbish the Shop at King's to enable an enhanced service to be provided to the College and visitors and provide a return exceeding investment. It would involve a complete overhaul of the inside of the shop and would allow Gift Aid donations to be made at the till, which could reasonably be expected to amount to £100,000 in a year.

Council felt a further discussion was needed in the Lent Term on managing the shop and tourists.

Agreed : to recommend to Governing Body the approval of expenditure of £180,000 to refurbish the Shop at King's and make provision for a replacement IT system, with progress to be reviewed after three years.

331. Working Group on Whichcote

Following a meeting of the Buildings Committee which recommended that a Working Group be set up to develop the Whichcote House project, the Domus Bursar asked Council to approve the suggested membership of the group.

Agreed: to establish a Whichcote House Working Group, comprising the First Bursar, the Domus Bursar, the Assistant Tutor, the Clerk of Works, a representative from each of the Adornment and Buildings Committees, the KCGS President and KCGS Domus Officer, with the power to co-opt other members as needed.

332. Report on the Tourism Working Party

The Provost submitted the annual report from the Tourism Working Party on behalf of the Dean. The paper explained how the College had tried to improve the management of tourists in the College. It recommended an increase in visitor charges in 2015 by 50p across all ticket types.

Agreed: that all visitor admission charges be increased by 50p. The Working Party was asked to continue to keep the question of visitor welcome under review.

333. Reavley Bursary

The Financial Tutor reported on the awards made from the Reavley Bursary Fund during the academic year 2013/14.

334. Inderpal Rahal Fund

The Financial Tutor reported on the awards made from the Inderpal Rahal Fund during the academic year 2013/14.

335. Use and Booking of Public Rooms

The Vice Provost submitted the Use and Booking of Public Rooms Policy agreed by the Catering Committee on Thursday, 18th November. Council was asked to approve the Policy.

Agreed:

- a. to accept the Use and Booking of Public Rooms Policy with effect from 1st December 2014;
- b. to ask the Catering Committee to review the paper in a year's time and report any changes to Council in the Lent Term 2016.

336. Dinner in Hall

The Vice Provost submitted a request from the KCSU Women's Office for permission to use Hall on 7th March 2015 for the annual Women's Dinner.

Agreed: that the KCSU Women's Office be allowed to use Hall on 7 March 2015 for the annual Women's Dinner.

337. Gibbs Studio Proposal

The Development Director presented a request to install a removable editing suite/digital media studio in the basement of E2. This proposal had been reviewed and approved by the Buildings Committee and was recommended to Council for approval. The studio would be open to all members of the College, and would be staffed by volunteers. There was some concern about costs of maintenance and arrangements for management and whether the room would definitely be soundproof.

The Development Director was asked to develop the idea and bring a further paper early in the Lent Term, including proposals for management and maintenance, the overall strategy and guarantees about the soundproofing.

338. Development Director's Report

The Development Director presented her Termly Report giving a general description of Development events, activities and fundraising since the last Report in July 2014. The amount donated was the largest yet received. The Development Director reported on the progress of the Campaign, and the feedback system; many constructive comments had been received. The present goal was £100 million. The University would be running its own campaign at the same time, and had asked the College for the two campaigns to close at the same time.

At the launch in Chapel on 16th November, 100 copies of the Chapel book had been sold. The shop had sold a further 10 so far, and the Development Office had contacted booksellers, advertised on the website and advertisements were being displayed in all the Choir programmes. It was agreed that flyers should be distributed in College pigeon holes.

The Council offered its warm thanks to the Development Director and her staff for their ongoing successful fundraising effort.

339. Student Living Costs

The KCSU presented a brief summary to the College Council explaining its work to ensure that King's remains an affordable institution at which to study.

340. Any Other Business

a. Student Support Working Party: names for the Committee had been supplied following the Caucus meetings; the students had chosen their representatives and these would be brought to the first Council meeting of Lent Term.

b. The Provost thanked the retiring junior members of the Council for their service over the year.