

## KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room  
On Tuesday, 10<sup>th</sup> November 2015 at 4.30pm

<i>Present:</i>	Provost	<i>In</i>	First Bursar
	Professor Dunn	<i>Attendance:</i>	Senior Tutor
	Professor Keverne		Domus Bursar
	Professor Marston		*Ms Courea
	Dr Browne		
	Dr Candea		<i>Mrs Wilson to take Minutes</i>
	The Revd Dr Cherry		
	Dr Flack		
	*Mr Munro		
	*Mr Fleming		<i>* Open business only</i>

### OPEN BUSINESS

#### Apologies for Absence

Apologies were received from the Vice Provost, Professor Moffett, Dr Braybrook and Mr Mervin.

#### Declarations of Interest

There were no declarations of interest.

#### 295a. Report from the Auditors

*The First Bursar introduced Paul Chapman from Peters, Elworthy and Moore. The First Bursar congratulated Mr Chapman on a very efficient and smooth audit, and also asked that thanks be minuted to Simon Billington and the accounts team for their hard work on the audit. The Provost agreed to write to Mr Billington and the Accounts team to thank them. The First Bursar will propose to the Annual Congregation the reappointment of Peters, Elworthy and Moore.*

*Mr Chapman talked briefly through the Key Issues Memorandum. The College had received a clean report from the Auditors and the Accounts could be signed. The Audit Team had carried out its checks and reported that no new problems had arisen and any points remarked on in previous years had been addressed.*

*Mr Chapman further explained briefly the changes that would arise in the following year's Accounts because of the new accounting rules, FRS102, which had come into force. The main differences would be in the presentation of the figures; this should mean it would be easier to see all the Development activity on one page. Further, the revaluation of the College's properties would lead to an increase in the depreciation charge which would lead to a deficit of about £300,000 in the following year's accounts. This represented around 1.5% of the College's turnover.*

Agreed: to accept the Accounts and the Auditor's Report and to recommend them to the Annual Congregation, and to recommend the reappointment of Peters, Elworthy and Moore for the following year.

**296. Minutes of Open Matters of 27 October 2015**

The minutes of the Open Business of the meeting held on 27 October 2015 were approved and signed.

**297. Matters Arising**

Item 288 Visitor Committee: The Dean asked whether the Provost would be prepared to chair this committee, at least as an interim measure. This should be suggested in a paper to be brought to the next Council meeting regarding the chairs of all Council Committees.

**298. Action List**

Council noted the Action List.

**299. College Committee Minutes:**

- a. Council accepted the Computing Committee Minutes of 19 October 2015.
- b. Council accepted the Catering Committee Minutes of 20 October 2015.
- c. Council accepted the Garden Committee Minutes of 21 October 2015. Professor Dunn raised the question of the mess left on the lawns by the geese. The Provost had spoken to the Junior Bursar of Trinity College and was able to inform Council that in June 2016 Canada geese would be removed from sites in College and along the Backs.
- d. Council accepted the Church Patronage Committee Minutes of 22 October 2015.
- e. Council accepted the Finance Committee Minutes of 23 October 2015.
- f. Council accepted the Tourism Working Party Minutes of 12 October 2015.

**300. Meeting Card Lent Term 2016**

*The First Bursar submitted the Meeting Card for the Lent Term 2016.*

Agreed: to approve the Meeting Card for the Lent Term 2016.

**301. Conferences in College**

*The Provost presented a paper with suggested votes of the Governing Body on the governance of and policy towards the booking of meetings or conferences in the College, following discussion at the Council and Annual Congregation earlier this term. The paper written by Bernard Williams in*

*1985 setting out the direction to be followed by the College was incorporated into the paper and the final suggestions. The proposed vote was amended to allow for referral of repeat proposals that had proved problematic in the past, and to allow for review after one year.*

Agreed:

- a. To recommend the following procedure to the Governing Body:
  1. **Oversight.** Applications to hold a conference or meeting should initially be considered by the Catering Department. Except when previous bookings by a client have been problematic, only new applications should be referred to the Vice-Provost and another Officer (other than the First Bursar) nominated by him or her, who will (in consultation with the First Bursar) determine whether the booking should be accepted. If the Vice-Provost is unable to act, the senior available Fellow on the Council shall act in his or her stead.
  2. **Reporting.** Bookings confirmed either by the Catering Department or under the above procedure will be reported to Council at the meeting following confirmation.
  3. **Policy.** In deciding whether a booking should be accepted, the relevant considerations are (i) whether the holding of the function would be illegal; (ii) whether it would be likely to lead to disorder or criminal behaviour; (iii) whether it would be offensive to a substantial body of opinion within the College; (iv) whether there would be either a reputational risk or a risk to the public image of the College.
- b. to add a section on the initial client booking form asking for a brief description of the meeting and any security measures. Conference Cambridge would also be asked to incorporate this into their procedure.
- c. to review the policy after a one year trial.

### **302. Annual Health and Safety Report**

*The Domus Bursar submitted the Annual Report on Health and Safety to Council and recommended its approval by the Governing Body. The Dean felt there might be a need to clarify the accountability of individual Council members in the event of an accident. It was agreed that it was essential that the College had procedures and controls in place, and that these were followed.*

*The Provost asked about a possible deputy for the Health and Safety Officer, as during his absence through sickness, people had been allowed to go into College offices and into the Lodge unaccompanied. The Domus Bursar said he was looking into this matter.*

Agreed: to endorse the Annual Health and Safety Report (2015), to agree the objectives for 2016, and recommend approval by the Governing Body.

### **303. Timing of Library Roof Replacement**

*The Domus Bursar presented Council with the requested review of the current proposed timing of the 2016 Library Roof replacement. The Senior Tutor and Mr Munro agreed that this was a good compromise. Although the work would continue into the first two weeks of the Michaelmas Term 2016 this would not mean that the Library would be out of use during this period. If the normal entrance was obstructed, access could be gained through the Old Lodge. There would be likely to be some noise, and if this proved problematic, it should be possible to have another room on standby where students might work.*

### **304. Cambridge Summer Music office space request**

*The Domus Bursar submitted a paper concerning an approach which had been made to rent office space to the Director of the Cambridge Summer Music. The Dean expressed concern that it might be hard to ensure that the Cambridge Summer Music Festival was not seen as being part of King's itself if the Director operated from within the College premises. The First Bursar said that the arrangement was unlikely to be for longer than one year, as it was unlikely that sufficient space would be available in future years.*

Agreed: to approve the offer of a suitable space to the Director CSM for a period not exceeding twelve months and at a commercial rent as agreed with the First Bursar, subject to guidelines agreed by the First Bursar.

### **305. Request to set up a charity stall**

*The KCSU President submitted a request on behalf of a King's student knitting group to set up a stall on the lawn in front of the college for a knit-a-thon event in aid of Jimmy's Night Shelter. The event would take place on the 14<sup>th</sup> November 2015, between 10am and 4pm.*

*The First Bursar had circulated Minute 31 from the Council meeting of 3<sup>rd</sup> February 2015 on the King's College Boat Club Charity Event. Council had agreed that "students should be permitted to run an event for charity once a year towards the end of the Lent Term, the format and beneficiary of the event being decided by both student bodies in a democratic manner in time to be recommended to Council at its first meeting of the Lent Term". Council was unwilling to relax this decision and asked the KCSU President to bring back a paper to Council requesting this event for the appropriate date with the support of the KCSU and KCGS.*

### **306. Any Other Business**

- a. Mr Fleming requested that no acronyms be used on the Agenda even for Reserved Business so that the students could be aware of what was to be discussed.