

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 22nd November 2016 at 4.30 pm

Present: Provost
Professor Dunn
Professor Laidlaw
Professor Mouhot from item 335
Dr Barber
Dr Candea

The Revd Dr Cherry (not item 356)
Dr Weibye
*Ms Clark

In Attendance: Vice-Provost
First Bursar
Senior Tutor
Domus Bursar
*Ms Love
*Ms Hickman
* Mr Abrams
* *Open business only*

By Invitation: Development Director
Mr Chapman (PEM)
Mrs Wilson and
Ms James
to take Minutes

OPEN BUSINESS

Apologies for Absence

Apologies were received from Dr Taylor, Mr Trevithick and Professor Moffett.

Declarations of Interest

There were no declarations of interest.

332. Minutes of Open Matters of 8th November 2016

The minutes of the Open Business of the meeting held on 8th November 2016 were approved and signed.

333. Matters Arising

Following the recent filming in College, it was agreed that there should be regular reports on forthcoming filming events in the College, on the same lines as for Chapel events.

334. Action List

Council noted the Action List.

335. Auditor's Report and Annual Accounts

The First Bursar introduced Paul Chapman from Peters, Elworthy and Moore. Mr Chapman talked briefly about FRS 102, the new accounting standard for charities and educational institutions. 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 also explained the Letter of Representation that the Provost will sign on behalf of the College to confirm that all necessary information has been provided. 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 recommend to the Annual Congregation the re-appointment of Peters, Elworthy & Moore as auditors for 2016-17.

336. Minutes of Council Committees:

- a. Council accepted the Buildings and Safety Committee Minutes of 1st November 2016.
- b. Council accepted the Choir Strategy Minutes of 12th October 2016.
- c. Council accepted the Finance Committee Minutes of 21st October 2016.

337. Oral Reports from College Officers

The Senior Tutor reported on PREVENT. The College has satisfied HEFCE on Prevent duty, policies and procedures. Two more reports are required this academic year, the first being due on 1st April 2017. The Senior Tutor will bring this report to Council in Lent Term. The University has reminded the College that any change in personnel, in policy wording or change in procedures must be reported to HEFCE. The Senior Tutor agreed to remind those involved of the online training required as part of PREVENT

The Senior Tutor revisited the question of what time Council should start. It was suggested that a 4.30pm start prevents Junior Fellows, who may wish to put children to bed, standing for Council, however an earlier start can be a disruption to teaching. It was agreed that this issue should be taken seriously and a questionnaire sent to all members of the new Council accompanied by a paragraph outlining the relevant considerations, including commentary from the Senior Tutor.

The First Bursar put forward a proposal from the Archivist regarding visits from local historical societies. Council agreed that they are happy for these visits to continue as usual.

338. Oversight of Conferences and Events

The Vice Provost presented a paper reporting on new conferences and events organised by the Catering Department.

339. Room occupancy in College

The Assistant Tutor submitted a paper on room occupancy in College in response to a request from Council to be kept informed of room occupancy in Michaelmas of each academic year.

Council noted the paper.

340. Visitor Services Department Annual Report

The Domus Bursar submitted a paper to provide Council with an annual summary of the activities of the Visitor Department. One of the strengths of the Head of Visitor Services lies in collaboration with local tourist organisations, increasing the number of school visits to the Chapel. The number of visitors was down on the previous year but revenue was slightly greater. Sales in the Visitor Centre were slow to pick up and it was felt this was due in part to the nature and quantity of the goods for sale in the Centre. More stalls will be placed at the rear of the shop with the aim of improving overall sales. The Bursars pointed out that the increase in visitor pricing and the removal of the concession rate was in line with decisions taken by the National Trust and English Heritage.

The Domus Bursar reported that many Chinese visitors choose not to visit College when they cannot access the Xu Zhimo stone during the exam period.

Agreed:

- a. that, in future, more notice of any further increase in the Chapel entrance price was required.
- b. that a benefit analysis would be done regarding the proposal to allow Chinese visitors to enter via the Back Gate, proceed as far as the bridge and then exit again via the Back Gate.

341. College Security Review Update

The Domus Bursar submitted a paper to provide Council with an update on the recommendations of the Security Working Group. Professor Laidlaw will be on leave in Lent and Easter 2017 and suggested the Council might want to appoint a substitute. The First Bursar commented on the CCTV policy and Ms Hickman asked about plans for CCTV in the post room, which the students would like as they are concerned about theft from this room.

Agreed: to note progress against recommendations arising from the 2016 College Security Report, and receive an update on further progress during the Easter Term 2017.

342. Bene't Street Compensation Request

The Assistant Tutor submitted a paper requesting compensation from college in the form of a rent band reduction for the month of October for eleven students occupying rooms to the rear of the hostel, while the Assistant Tutor and Bursars negotiate compensation with the University. The First Bursar commented that the College had not failed in its duty to inform students about the disruption (noting that the demolition programme was altered with very little notice to the College) and that in the past Council had agreed that the College's responsibility did not go any further for works that are external to King's. Landlords are not held responsible for disturbance to tenants caused by others. He proposed that it was not sensible for College to adopt a different position at this time. However, the First Bursar agreed that it was reasonable for affected students to make a claim on the University on this matter.

Agreed:

- a. that the Assistant Tutor, Domus Bursar and First Bursar continue to negotiate, on behalf of the affected students, with the University to repay compensation to value £630 and secure assurances of the proposed quiet period for the construction.
- b. that the Assistant Tutor, Domus Bursar and First Bursar present a further report at the next Council.

343. Development Director's Termly Report

The Development Director gave a general description of Development events, activities and fundraising since her last termly report on 28th June 2016, and gave a detailed report on funds raised for the past five financial years. Separate papers have been submitted for gifts of £10,000 and more received since the last Director of Development's Termly Report for review by Council. The Development Office has met 900 NRMs since 1st July and raised £4.3 million so far. The Dean was concerned about the increase in the number of Fellow Commoners being admitted to College as they are entitled to a seat in the Chapel. The Development Director was asked to revisit the level of donation required for a donor to become a Fellow Commoner. The Vice Provost pointed out that the donation amount does not necessarily have to be raised but instead privileges changed.

Agreed: to accept the report and approve a paper listing new gifts of £10,000 and above.

344. Any Other Business

The Provost thanked Ms Love and Mr Abrams for their service on the Council.