

## KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room  
On Tuesday, 12th June 2018 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Ainslie	<i>Attendance:</i>	First Bursar
	The Revd Dr Cherry		Senior Tutor
	Dr Davies		Domus Bursar
	Dr Donaldson		*Mr Bacon
	Professor Efstathiou		*Ms Hawkins
	Professor Fahmy		
	Ms Headen	<i>By invitation:</i>	Dr Wallach for item 229
	Professor Humphrey		
	Dr Taylor		* <i>Open business only</i>
	*Ms Joynt		<i>Ms James</i>
			<i>to take minutes</i>

### OPEN BUSINESS

#### Apologies for Absence

Apologies were received from Dr Barber and Ms Payne.

#### Declarations of Interest

*The Domus Bursar declared an interest in item 222.*

#### 215. Minutes of Open Matters of 29th May 2018

The minutes of the Open Business of the meeting held on 29th May 2018 were approved.

#### 216. Matters Arising

*Dr Donaldson enquired about shared parental leave and asked how College could move forward with this. The First Bursar noted that College would be in a better position if we had a Fellows' handbook containing all policies. It was agreed that Dr Donaldson would write a proposal for approval by the Fellowship Committee in the first instance.*

#### 217. Action List

Council noted the Action List and it was agreed that the item 'report on the way forward following the dissolution of the KCA' could be removed from the list.

**218. Minutes of Council Committees:**

- a. Council accepted the Minutes of the Catering Committee of 22nd May 2018

**219. Oral Reports from College Officers**

*The First Bursar reported that at the Bursars' Committee it was noted that charges across the College had increased very significantly this year particularly in requests for the Disability Resource Centre and the University Counselling Service. The intention of the Bursars' Committee is to follow the University and put a cap on expenditure from year to year.*

*The Vice-Provost reported that Council had approved the May Week concert in the Chapel, however the KCMS representatives had failed to specify the wet weather alternative venue for post-concert drinks. These will take place in the Hall if the weather is inclement.*

**220. Carol concert to promote local charities**

*The Dean presented a paper which proposed holding a carol concert in the Chapel featuring King's Voices at 5pm on 2nd December 2018 to support local charities.*

The concert will be in the Ante-Chapel and King's Voices will provide most of the music; Stephen Cleobury will conduct. There will be a charge for all who wish to attend with about 50 VIP / expensive tickets near the front. Those who buy such tickets will be invited to a post-concert reception in the Provost's Lodge. The proceeds will all go to local homeless charities.

Agreed:

*Council supported the Dean in promoting this new venture.*

**221. Chapel Events**

*The Dean presented a paper giving notice of future events taking place in the Chapel.*

Agreed:

Council noted and approved the use of Chapel for the events listed below:

<p><b>Wednesday 8<sup>th</sup> – Wednesday 29<sup>th</sup> August 2018</b></p>		<p><b>Cambridge Xu Zhimo Poetry &amp; Art Festival</b></p> <p>Organised by Zilan Wang, Cambridge Rivers Publishing</p> <p>A series of four Botanical Art Exhibitions, including an event for VIP Guests and a Media Preview :</p> <p>1. <i>Chinese Plants and Chinese Medical Botany (during the Xu Zhimo Poetry</i></p>
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		<p><i>Festival: 8-11 August)</i></p> <p>2. <i>24 Seasons of Chinese Plants in a Year – Yu Hui’s Solo Art Exhibition’ (12-17 August)</i></p> <p>3. <i>China UK Medical Botany Art Exhibition: (18-25 August)</i></p> <p>4. <i>Buddhist Lacquer Art (25-29 August)</i></p>
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## 222. Charities Committee Report

*The Dean presented a paper inviting Council to approve the recommendations of the Charities Committee.*

Agreed:

a. To approve the recommendations of the Charities Committee to make donations to the value of £500 to each of the following:

**Mayor’s Day Out:** senior citizens day out from Cambridge.

**King’s Hedges School:** farm trip for a school in a deprived area of Cambridge

**Cogwheel:** affordable counselling in Cambridge. College has supported them in the past.

**Campus Children’s Holidays:** Cambridge based, for children from difficult home situations. College has supported them in the past.

**STARS:** bereavement counselling for children and young people. College has supported them in the past. Philip Isaac is a trustee.

### **Cambridge Student Community Action**

**Mosaic Clubhouse:** volunteering projects in Lambeth for local people with mental health conditions.

**Centre 33:** respite activities for young carers in Cambridge. College has supported them in the past.

**Education Partnership Africa:** student volunteer activities in secondary schools in Kenya and Uganda

**H4FA:** support for refugees and veterans in Burma.

### **The Stroke Association**

**Lifeline/Lifecraft:** telephone helpline for people with mental health problems in Cambridge and Peterborough. College has supported them in the past.

### **223. Croft Gardens play equipment**

*The First Bursar presented a paper advising Council that he had received a letter from Dr Colucci, who is currently living in Croft Gardens, who expressed concern about the safety of children's play equipment there. Since there are now very few residents at Croft Gardens, the equipment that has been left is not maintained and may present a risk to children who use it without adult supervision.*

Agreed:

That the play equipment at Croft Gardens should be removed on safety grounds.

### **224. The Health, Safety and Compliance Policy Annual Review**

*The Domus Bursar presented a paper inviting Council to approve the annual review of the Health, Safety and Compliance Statement and Policy.*

Agreed:

To approve the King's College Cambridge Health, Safety and Compliance Statement and Policy dated May 2018, and to review internally on an annual basis, and on change of Provost.

### **225. Loan of Skeaping Statues to Castleford Church**

*The Domus Bursar presented a paper inviting Council to agree to the loan of the Skeaping Statues to Castleford Church, and for the loan arrangement to be reviewed on a ten yearly basis.*

The Skeaping Statues have been stored in the Barton Road 'barn' for some decades and the Domus Bursar has been trying for some years to find them a home. There are connections to Skeaping in Castleford and his grandson is delighted at the prospect of his statues moving there.

A conservation company from Leeds (Houghtons) has assessed the statues and is able to restore them for approximately £8,000 (plus VAT and transport). The College would contribute £5,000 towards restoration and transportation, which would be taken from the Collections budget.

The Council was concerned about insurance and the Domus Bursar will make this a condition of the loan.

Agreed:

To loan the Skeaping Statues to the Castleford Parish Church, with a contribution of £5,000 towards restoration and transportation from College; and for the loan to be reviewed in 2028, subject to the support of the Chapel and Adornment Committees. This is on the condition that Castleford Church takes responsibility for any damage and provides the appropriate insurance documentation.

## **226. Smoking in College Accommodation**

*The Senior Tutor and Vice-Provost presented a paper inviting Council to consider banning smoking in all College accommodation.*

Statistics show that smoking materials are the greatest single cause of fire-related fatalities. The KCSU President and Vice-President have canvassed undergraduate opinion and while smokers are not overly keen on a ban they can see the logic behind the reasoning. The First Bursar pointed out that only 2 Colleges permit smoking in undergraduate rooms. The KCSU President noted that it is important that the ban should apply to all rooms. The Vice-Provost noted that the Fellows had been consulted during the time of his predecessor and had been supportive of a ban.

Agreed:

To recommend to the Governing Body that smoking be banned in all College accommodation starting from 1 October 2018, and to remind the Governing Body of the location of areas in College where smoking is permitted.

## **227. Development Director's Termly Report**

*The Development Director gave a general description of Development events, activities and fundraising since her last termly report on 28 February 2018. This included a progress report on the campaign fundraising so far.*

Council thanked the Development Director and her team for their hard work and congratulated them on their great success.

## **228. Development Gifts**

*The Director of Development presented a paper on Gifts of £10,000 and more for Council approval.*

Agreed:

To approve a paper listing new gifts and pledges of £10,000 and above received between 1 February 2018 and 31 May 2018.

## **229. Budget 2018-2019**

*The First Bursar presented the budget for 2018-19, as recommended by the Finance Committee, listing the key financial issues for the College.*

Dr Wallach, as Chair of the Finance Committee, attended for this item.

The Key Issues arising for Council from the Budget are:

### **Preparation of the Budget**

How Council guides the Finance Committee.

**Spending Rule**

How much we should spend from our endowment.

**Salary Costs**

Expected increases in salaries.

**Pensions**

Anticipated pension costs.

**Building Works**

Budgeting for expected losses of income.

**Chapel Concerts**

The budget for these concerts.

**Development**

Publication of the Register.  
Launch of the Campaign.

**School**

Budgetary pressures arising from the Cultural and Sports Centre.

**Volatility**

The risk of future falls in our endowment.

**List of Issues**

*The list below records the issues that the Finance Committee considers Council needs to address.*

**Accommodation**

The service charge and Council Tax for resident Fellows should be reviewed.

**Archives**

Additional costs to treat mould outbreak.

**Catering**

Food inflation has increased the cost of catering.

**Chapel**

Printing costs need to be controlled.

**Choir Tours and Recordings**

The Choir's agent has been reviewed. The net cost of recordings has fallen further with a small surplus forecast for this year (excluding the Label and Media Manager's salary).

### **Chapel Concerts**

The Programme Committee need to present a plan and budget to Council for approval.

### **College Collections**

The Adornment Committee is encouraged to develop a long-term plan to conserve and restore our paintings.

### **Development**

The Register has been published. There may be additional costs for the Campaign launch and for a Communications Officer.

### **Domestic**

The salaries for Domestic Assistants will increase to keep rates above the Voluntary Living Wage.

### **Fellowship**

Fellows' benefits should be reviewed. A quota for Bye-Fellows has been agreed by the Fellowship Committee and the role of Bye-Fellows should be considered further.

### **Gardens**

Purchase of a new hybrid lawnmower. Appointment of an apprentice.

### **Information Technology**

Re-organisation of the Department and co-operation with Clare College.

### **Maintenance**

All contracts for maintaining equipment are now held through the Maintenance department.

### **Research**

Using the Research budget to support catering for conferences here.

### **Summer Schools**

Council to consider the value and return on PKP.

### **Tutorial**

It has been very difficult to obtain information about the finances of the student unions.

Payments for Directors of Studies will be increased.

Dr Wallach warmly thanked the First Bursar, Domus Bursar and Assistant Bursar for all their hard work on the Budget. The Provost echoed this and added his own thanks for Dr Wallach's work as Chair of the Finance Committee.

Agreed:

To approve the proposed budget for 2018-19 and to recommend it to the Governing Body.

### **230. Buildings Gateway Review June 2018**

*This paper was taken after paper 231. The Domus Bursar presented a paper inviting Council to review the Buildings Portfolio and seeking agreements for projects to progress to the next phase.*

Agreed:

- a. To recommend to the Governing Body the Passivhaus option in the Croft Gardens scheme,
- b. To approve the Old/New Gardens Hostel combined boiler replacement, Grasshopper Hostel boiler and flue replacement, Portrait Lighting – replacement with LED, Installation of alarms to portraits, Bodley’s Court (S Staircase) refurbishment to bathrooms, Bodley’s Court and Webb’s Court provision of card access to staircase entrances, Webb’s Court new surface, Improvements to handrails across College, improvements to ventilation in parts of College, and repairs to Grasshopper roof entering the portfolio and into the Conception Stage,
- c. To endorse the fountain project,
- d. To approve the installation of a distribution board in the chapel moving to the Investigation Stage,
- e. To endorse the Bodley’s Court roof replacement and external repairs project moving to the Delivery Stage, and
- f. To approve the replacement of the boiler in the Bodley’s Court project to move to the Review Stage.

### **231. Buildings Gateway Review: Proposed Revision to process**

*This paper was taken before paper 230. The Domus Bursar presented a paper proposing changes to the current K-Gates process.*

Agreed:

- a. To note and endorse changes to the K-Gates process as a means of streamlining the process of buildings projects’ progress in the College Buildings Portfolio, and seek the agreement of the Governing Body to approve these changes.
- b. To recommend to the Governing Body that Council be empowered to make certain stage gate decisions on projects with an overall value of under £200k, reporting the decisions to the Governing Body. Any possibly contentious project would continue to be referred to the Governing Body.

### **232. Gatehouse: Policy on use of Inner Gates**

*The Domus Bursar presented a paper inviting Council to approve the policy agreed by the Inner Gates Working Group.*

The Working Group had decided that the proposed gates needed revision and changes to the designs, consisting of a reduction in height, a less ornamental design, fewer vertical railings and five folding gates rather than six, were agreed.

The Domus Bursar pointed out that the gates were to enable the porters to monitor visitors rather than College members, and it was agreed that card access will be fitted to the central gate to enable members to proceed straight through.

Agreed:

To accept the findings of the Inner Gates Working Group and approve the policy on the use of the gates.

### **233. Any Other Business**

The Student Representatives were warmly invited to field a team of 4 students for a croquet match against College Officers on Monday 18 June at 4pm in the Provost's Garden. Refreshments will be provided.

The Provost thanked Ms Hawkins and Ms Joynt for their service on the Council over the last academic year.

The meeting closed at 3.45 pm.

Council on 3rd July has been cancelled, so the next meeting of Council will be held on Tuesday, 10th July 2018 at 2 pm in the Wine Room. This meeting will begin with Council and other members sitting as the Prevent Committee.