

Minutes of the Imperial College Union
Finance & Risk Committee
9 December 2013
Room 6, 5:30pm

PRESENT:

Lay Trustee	Colin Kerr – Chair (CK)
Officer Trustee	Kieron Creagh (KC)
Student Trustee	Michael Foster (MF)
Student Trustee	Bukki Adedapo(BA)
<u>Permanent Observers</u>	
Head of Finance	Malcolm Martin (MM)
Governance & Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Observer: Membership Services Manager Philip Power (PP)

Apologies: Lay Trustee George Palos (GP), President David Goldsmith (DG), Managing Director Joseph Cooper (JC)

1. **CHAIRS BUSINESS – none**
2. **DECLARATION OF CONFLICT – none**
3. **MINUTES OF LAST MEETING 24 OCTOBER 2013**

NOTED:

- a) Agenda item 8 should read as Risk Management and not Risk Register
- b) Minor typographical errors were highlighted.

RESOLVED:

- 1) **To pass the amended minutes**

4. OCTOBER 2013 MANAGEMENT ACCOUNTS

RECEIVED: The documents were presented by MM

NOTED:

- a) These accounts show the first quarter.
 - i. Overall in a good position with movements going in both positive and negative directions but levelling out.
 - ii. Senior Management Team is monitoring the challenges.
- b) Commercial Services income is down on the income target.
- c) The pop up shop and associated change in layout in the Union Shop has proved to be successful.
- d) Overall the Union is in a strong cash position.
- e) The savings on salaries aren't sustainable nor reflective of true savings due to positions being vacant.
- f) Vacancies in retail are being filled by casual.
- g) There have been operational challenges related to the commercial services restructure however the situation is now stabilising and doing well.
- h) There was concern with regular conference bookings being reduced however many ad hoc bookings are helping with income exceed budget.
 - i. Many College departments are using the spaces which is bringing in further income.
- i) SGI income of CSP's sometimes takes time to filter out.

- j) The committee were in agreement that they will recommend the Trustee Board to pass the management accounts.

RESOLVED:

- 1) **To recommend that the Trustee Board pass the Management Accounts.**

5. MEMBERS AGED LESS THAN 18 YEARS

RECEIVED: The paper was presented by PP

NOTED:

- a) The context of this paper is that College admit a number of 16/17 year old students and although they have a policy around them, the Union doesn't.
 - i. The Union has followed the College procedures and although there is no legislative guidance, the presented paper is a combination of college policy and good practice that exists in other organisations.
- b) Currently there is no student under 16 studying at IC.
- c) In regards to residential activity, the Union is presently not able to put in to place adequate protection. Ultimately do not want to burden students with 'nannying' services or put them in a compromised position.
- d) In regards to the Disclosure and Barring Service (formally known as CRB) it is not anticipated that members interacting with members under 18 will be required to have a check undertaken. This is the equivalent to the situation in halls, where those interacting with under 18's would not be required to have a DBS check.
- e) The committee agreed to recommend that the policy be passed. .

RESOLVED:

- 1) **To recommend to the Trustee Board to pass the policy.**

6. REPLACEMENT MINIBUS

RECEIVED: The paper was presented by PP

NOTED:

- a) This is included in the capital plan.
- b) The discount is predicted as it is unknown until after the purchase and the purchase price hasn't been confirmed.
- c) Experience of previously buying second hand vehicles has not been positive.
- d) The new fleet will have a reduced capacity as Ford is reducing the seating in the units.
 - i. The Union is ?? looking in to other brands to see what they can offer.
- e) Hoping to have a plan in place for February.
- f) Demand is more than the Union can provide and ideally we would like to increase the fleet. However there are restraints around parking. Imperial West could be an option in the future.
- g) The rate of VAT recovery is low due to HMRC VAT rules around sporting use and the majority of use on the fleet is for sporting activity.
- h) MM and PP to meet to discuss the disposal process of old buses.

ACTION:

- 1. **PP and MM to discuss the disposal process for the retired minibuses.**

- i) Timing of have the fleet in use is dependent on build time.
- j) An update will come back to the next meeting of FRC.

ACTION:

- 2. **PP to bring a update on minibus procurement to next meeting.**

RESOLVED:

- 1) **Recommend to pass.**

7. CSP EVENT BUDGETS

RECEIVED: The paper was presented by KC

NOTED:

- a) The process is now in place,, the form is on eActivites and is currently working well.
- b) Those over the threshold have been sent to Executive Committee for approval.
- c) A risk mitigated column would be useful to see on the report.
- d) Currently is it difficult to pick out on eActivites the total income and expenditure for the event as the system does not differentiate by event, it lodges 'day to day'.
- e) It is difficult to control when students undertake activity and then come to the Union for retrospective reimbursement.
 - i. Although this is an issue, the culture is changing.
- f) The FRC were asked to approve a budget for the Bhangra Showdown.
 - i. This is an established event and will be one of the Union's VAT exempt event.
 - ii. The after party is 2 weeks later and falls under the £1000 threshold.
 - iii. KC to check ticket sales, including those taken by the venue and report back the findings to the committee by the end of the Year.

ACTION:

1. **KC to investigate ticket sales for Bhangra Showdown and report back to the committee by the end of the year.**

8. LARGE CLUB BALANCES

RECEIVED: The paper was presented by PP

NOTED:

- a) Groups who haven't responded are still being pursued.
- b) Those clubs with weak plans or no plans to spend the income are a concern.
- c) The Union has designated members fund facility for those clubs that wish to make genuine savings.
- d) There is a balance on clubs not being encouraged to spend unnecessarily but then also them not holding on to funds.
- e) There is a new budgeting process that is being proposed where clubs who don't need funding from the Union will not receive it.
- f) The profiling of planned expenditure for clubs is a good project to pick up.
- g) There is a internal monthly review group that monitors this.
- h) The piece of work was commended and was asked that an update come to the last FRC of the year.

ACTION:

- 1) **Bring back an update to last FRC of the year.**

9. AOB

9.1 SUMMERBALL

NOTED:

- a) **The website is live and publicity has started.**
- b) **7 tickets sold to date.**
- c) **Alice down the rabbit hole theme.**

9.2 CSP ACCOUNTS AUDITS

NOTED:

- a) We do not currently audit CSP's accounts in detail but monitor their accounts overall to see areas of concern.

Meeting closed 7.00pm