



Finance and Staffing Committee

Minutes of the meeting held at 11am Mon 30th June 2008. Room D23, Wycombe.

(F&S1/0809)

Present: Yasmin Omar (Chair), Ben Robinson, Ross McLaughlin, Mal Edgson (Secretary)

In attendance: Chris Miller

1. **Apologies for absence:** none
2. **Role & Remit of the Committee:** It was noted this had been covered in the briefing session on the Constitution and was clear to all present
3. **Approval for accuracy the minutes of the last meeting: May 08:** The minutes were approved as a true and accurate record of the meeting.

4. Matters Arising:

4.1.

5. **Correspondence:** Notification of any communication having a legal or strategic impact. **None**

6. Financial Matters

- 6.1. **To receive accounts for May 08:** The accounts were considered. The projected surplus of £6k was noted as was the stock deficit in the shop which potentially could equate to as much as £12k at sale price. It was agreed that officers would expect every member of staff to be trained to provide short summaries of the trading on their shift. **Action ME**
- 6.2. **To note arrangements for the Financial Audit.** ME reported that Horwath Clark Whitehill will be conducting the audit during August.
- 6.3. **To review the budget for 08-09.** ME to circulate an analysis of the conference budget. Currently the budget shows a deficit for the year of £2200. ME is investigating reducing this to a breakeven. **Action ME**
- 6.4. **Any other financial matters for trustee attention:** None
- 6.5. **To receive a report on Club & Society Finances:** A number of specific questions relating to club and society expenditure were addressed by RM. It was agreed that inappropriate or unnecessary spends from club operating accounts should be paid from fundraising accounts. RM & CM were asked to tighten up the procedure regarding the payment of fines by players and the timely claiming of expenses. RM to draft up a short policy for approval. **Action RM**
- 6.6. **To consider a request that a debit balance of £500 in the fundraising account of the Wycombe Football Club be written off due to a failure on behalf of the Union:** It was agreed to pay the expenses submitted by M Springet as funds had been collected for each

member to pay for the book that was produced. It was agreed to zero this account in recompense for an error made historically by the Union which led to the football incurring unexpected costs.

7. Staffing matters

7.1. **To note the current staff structure:** the paper circulated was noted

7.2. **To note the progress of recruitment:**

7.2.1. **ARC Information Officer:** awaiting clearance through Uni SMT

7.5. **To receive a report on any student staff issues.** None

7.6. **Performance Management and Incremental Acceleration:** Policy currently being drafted by University and expected to be in place by September.

8. General Matters

8.1. **Trustee Board** – to note the date and agenda for the Meeting in September to include a joint meeting with Exec in late Sep. **Action ME**

8.2. **Health & Safety** – to receive a report of all reported accidents since Aug 07

8.3. **To note any change in law or regulation that effects the Union** – Corporate Manslaughter and use of private cars when on Union business for both staff & volunteers. ME to draft a policy regarding the collection of safety documentation from drivers prior to expenses being paid. **Action ME**

8.4. **Planning - to note the process for a draft 08-09 Outline Plan.** This item was deferred pending the specific training sessions on this subject.

8.5. **To note the progress of our bid to run the social centre at Hughenden Student Village:** No further information is available

9. Any other business

9.1. **ATM fees:** ME to produce some costed options for reducing the ATM fee at Chalfont **Action ME**

10. **Date and time of next meeting:** TBA