

Bucks Students' Union

Finance & Staffing Committee

date: 02.12.08
time: 10am
location: SU Meeting Room

Minutes

Present: Yasmin Omar (Chair), Ben Robinson, Chris Miller, Mal Edgson (Secretary)
In attendance: Tristan Tipping

- 1 **Apologies for Absence:** Susan Morrison
- 2 **Minutes of the Last Meeting:** to approve the minutes of the last meeting for accuracy: Approved
- 3 **Matters Arising :** to consider any actions or matters arising from those minutes. There were none
- 4 **Correspondence:** Notification of any communication having a legal or strategic impact: None
- 5 **Financial Matters**
 - To receive draft accounts for the month end:** October Accounts. ME led the meeting through the document previously circulated. The paper indicated that at this stage it looks likely that the Union will achieve its budgeted out-turn for the year. Special focus was given to the shop which had been problematic last year but now appears to be achieving an acceptable gross margin. November accounts are expected to be finalised by w/c 15th Dec 09
 - 5.1
 - 5.2 **To receive credit card statements for the month:** Received and approved
 - 5.3 **Any other financial matters for trustee attention:**
- 6 **Staffing matters**
 - 6.1 **To receive a report on any student staff issues:** There are none
 - 6.2 **To discuss issues staffing issues related to the disposal of Chalfont & Wellesbourne campuses:** None
 - 6.3 **To note arrangements for staff appraisals and to draft a Board Policy:** The arrangements had been noted at a previous meeting. Final policy draft is awaiting a decision on 6.4 below.
 - 6.4 **To agree arrangements for the appraisal of the General Manager:** It was noted there had been no progress on the matter. It was understood that SM was following up another contact. It was noted that this now needed to be progressed urgently. **Action ME**
- 7 **General Matters**
 - 7.1 **Trustee Board** – to consider any action points from the previous Trustee Board and to consider agenda items for the next
 - 7.2 **Health & Safety** – to receive notice of all reported accidents: report to follow
 - 7.3 **Legal** - To note any change in law or regulation that effects the Union: There are none
 - 7.4 **Planning** - to note the process of the 08-09 Plan. It was noted that a meeting of sabbaticals and Senior Staff has been arranged for 7th Jan 09 to look at future plans.

- Student Village** - To formerly note that the University have decided not to proceed with the building of a student social area at the Chalfont Student Village. (Note, that since this meeting we have been told the bar and social area will be included in phase two due to start in Sept 09.
- 7.5
- 8 **Any other business:** There was none
- 8.1 **Post Chalfont Issues:** It was agreed to hold a specific meeting to look at the issues that would arise to the operation of the Union once Chalfont & Wellesbourne campuses were gone. YO to organise **Action YO**
- 8.2 **Sports team fielding illegal players:** It was noted that this presented a financial and operation threat. It was agreed that ME would draft a policy based on a 1 match suspension for the first offence and a 1 match team suspension for a subsequent offence. **Action ME**
- 8.3 **Control of shorts/socks/ties etc. for sale to sports players;** It was noted that the stock control around these items needed to be improved. It was agreed to shift the responsibility for this to the Finance Assistant who currently deals with the branded ware. **Action TT**
- 8.4 **New rate of Vat:** It was reported that changes to duty and Vat in the recent pre budget report only effect a limited range of retail items such as soft drinks, confectionery, some food items. As the change in price would be small it was agreed not to pass this on. Charges for trips etc for Club and Society activity and any chargeable entertainments would of course attract the new lower rate of Vat.
- 8.5 **Request for the purchase of computers:** It was noted that the calculation of depreciation within the proposal and the treatment of Vat required amending. It was agreed to clarify with the Representation & Development manager how this would be funded. *(It should be noted that following this discussion the request has been withdrawn pending a review of the part time staffing of this area.)*
- 8.6 **Office reception staff** **Action ME**
- 8.7 **The additional costs of playing sports in 2009-10 and onwards:** TT reported that he has been asked by the University to prepare a schedule of the additional costs of facilities hire that will be required once the Chalfont & Wellesbourne campus sports facilities can no longer be used. TT has submitted a figure of £47,500 rising by inflation over the next 3 years. *(It should be noted that subsequent to the meeting the costs have risen due to a facility declining a long term booking with us, leaving us no option but to use more expensive facilities)*
- 9 **Date and time of next meeting:** Monday 26th Jan 2009