

Finance & Staffing Committee

date: 07.12.09
time: 3.30pm
location: Old Board Room



Minutes

Present: Susan Morrison, Tom Foy, Chris Miller, Mal Edgson

In Attendance: Tristan Tipping

1		Apologies for Absence: Chris Clark	
2		Minutes of the Last Meeting: these were approved for accuracy	
3		Matters Arising: to consider any actions or matters arising from those minutes	
		Slipping Claim: Following the recent claim it was agreed to follow up on the quotations for the replacement of this area of flooring. Action TT We have received a quote for a replacement slate floor of £6500 - £8,000. We will continue to search for an alternative non slip floor. Agreed to install the best non slip floor within a budget of £8000 depreciated over 10 years at Christmas if possible. Action TT	
		Monthly reporting direct from underlying accounts: ME has discussed this issue with HCW and will roll this into the preparation of automatic reporting for the quarterly reports. Action ME This is near to completion	
		Quarterly Financial Summaries; It was agreed that the first quarterly summary should be available based on YTD Oct figures in advance of the January meeting of the Board. Action ME This is similarly in hand	
		Correspondence: Notification of any communication having a legal or strategic impact: SUB TV: ME briefed the meeting on the likely renegotiation by SUB TV of their contract with the student movement. This will have a small short term negative effect (£700) but over a three year period positive effect. The important issue is that the company survives and continues to provide the plasma screen content that is now integrated into our communications strategy. Agreed to proceed with the alteration of this equipment.	
		To receive a report on student staff issues: none all student staff teams are functioning very well with only a small number of new staff failing their probationary periods. All staff handbooks are complete and issued with the exception of Bus Drivers which has to be drafted. Action ME This is still outstanding	
4		Correspondence: Notification of any communication having a legal or strategic impact. To approve acceptance of revised SUBTV Contract. See email previously circulated	
5		Financial Matters:	
	5.1	To receive the Financial Summary for Oct 09 :	

5.4	<p>To review the first draft of Financial Review if available. The circulated paper produced by Horwath Clark Whitehill was considered. Based on the paper the recommendation of the meeting was to seek to recruit a full time financial controller alongside a full time ledger clerk, as opposed to the 25hrs p/t post recommended in the paper as the post was agreed to be more strategic than the paper has recognised.</p> <p style="text-align: center;">CONFIDENTIAL</p> <p>The financial process flowcharts were received and further feedback will be given before approval.</p>	ME
5.5	<p>To discuss the implications from the recent meeting of the Students' Union Monitoring Group:</p> <p style="text-align: right;">CONFIDENTIAL</p>	
5.6	Any other financial matters for Trustee attention: None	
6	Staffing matters:	
6.1	<p>To note the resignation of Sarah Woodward ARC Information Officer, Lorraine Haddock, Catering Supervisor, Michaela Dean Catering Assistant. Recruitment will commence in January for two Catering Assistants and an Admin & Information Officer with enhanced job description to include admin support for the SMT: It was agreed to proceed with recruitment. Action ME</p>	
7	General Matters:	
7.1	Health & Safety – to receive notice of all reported accidents: if available. ME reported that reports show just two incidents YTD	
7.2	Preparation for charity registration: to note a further postponement of the registration window. Given the additional time now available consideration will be given to incorporating the Union into a company limited by guarantee in order to offer Trustees greater financial protection. ME to investigate pro's, con's costs and the process required and report to the next meeting.	
7.3	Legal - To note any change in law or regulation that effects the Union: none	
7.4	Planning – to receive the draft operating plan for the year, this was noted	
8	Any other business:	
	ATM: TF requested that the Union look into the provision of a free ATM service. ME will research. Action ME	
9	Date and time of next meeting: Tue 5 th January at 3.30pm	
9.1	Future meetings: , 1/2, 1/3, 29/3, 4/5, 7/6.	
9.2	Future Board Meetings: 28/1, 6/5, 29/7.	