

MOULTON COLLEGE FEC

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the Finance and General Purposes Committee Meeting held on Thursday 27th May 2010

Part 1

Present: Mr C Alderson-Smith (in the Chair), Mr C Barney, Mrs C Boardman,
Mr J Gaggini, Mr C Moody and Mr R Thompson

In Attendance: Mr G Davies. Mr J Mair, Mr M Wilkinson

10/73 Apologies for absence (agenda item 1)

Apologies were received from Mr P Heygate.

10/74 Declarations of interest (agenda item 2)

Mrs Boardman declared an interest in any items concerning Daventry District Council and Northamptonshire County Council.

10/75 Minutes of the meeting held on 22nd April 2010 (agenda item 3, paper A)

The minutes were accepted as a true and correct record.

10/76 Matters Arising (agenda item 4)

There were no matters arising.

10/77 Student Residences (agenda item 5, paper B)

A memorandum of understanding signed with the University was discussed *and noted*.

10/78 New Developments – Progress Report (agenda item 6)

a) Enabling works (paper C)

The financial report was discussed. A new item had been transferred to this budget from Minor Capital Works to connect all the buildings at Lodge Farm to the mains sewer system. Deejak Ltd were still on schedule to complete the houses by 5th July. Following discussion, *the report was noted*.

b) Student Social Centre (paper D)

The financial report was discussed. The reserved matters application was due to be considered on 20th June. A number of other papers were considered:

Paper Di – the Master Budget Summary was discussed *and noted*. This report would be produced monthly until the project was complete.

Paper Dii – the programme of works for summer 2010 was discussed *and noted*.

Paper Diii – the post-tender report for the works to be carried out during study week was discussed. Following discussion, *the decision to award the contract to Deejak Ltd in the sum of £30,050 plus VAT was ratified*.

Paper Div – the post tender report for construction of the access road and security lodge was discussed. Following discussion, *the contract was awarded to Deejak Ltd in the sum of £200,031.18 plus VAT*.

Paper Dv – the comparison between the access road tender costs and the master budget was discussed *and noted*.

Paper Dvi – the list of the proposed tenderers for the Social Centre was discussed

and approved. Financial checks on each company would be made at the post-tender stage.

c) Sports Therapy and Injury Rehabilitation Centre (paper E)

The financial report was discussed. The award of planning permission was subject to a section 106 agreement on the travel plan. It was only necessary to produce this for the Sports Therapy building, not the whole College. DDC officers were considering whether the application should be referred back to the Planning Committee. Following discussion, *the report was noted.*

10/79 Home to College transport 2010-11 (agenda item 7)

The County Council proposed to amend its policy following a budget overspend during the current academic year. The draft policy would propose that they only pay 50% of the cost for students who qualified for transport on income grounds, 50% for students with special educational needs and 100% for students who qualified under both categories. This could reduce the income to the College by about £200,000 next year. All students currently paid the College the same amount for a bus pass, irrespective of how far they travelled. This may need to be reviewed for 2011/12. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

10/80 Management Accounts for April 2010 (agenda item 8, paper F)

The accounts were discussed. The surplus to date was £45,815 over the budget. The College was in financial category B this month and rated Good under the Framework for Excellence. The cashflow budget had been revised to incorporate changes to the budgets for capital projects. Forecast levels of borrowing were discussed. A report on tenders for provision of borrowing would be brought to next month's meeting. Following discussion, *the accounts were approved.*

10/81 Quarterly Consolidated Accounts (agenda item 9, paper G)

The accounts were discussed. Levels of trading were as expected. Following discussion, *the report was noted.*

10/82 Treasury Management Report (agenda item 10, paper H)

The termly report was discussed *and noted.*

10/83 Quarterly Budget Update (agenda item 11, paper I)

Proposed changes were outlined and discussed. The projected surplus would decrease by £128,108. Following discussion, *the changes were approved.*

10/84 Budget 2010-11 (agenda item 12, paper J)

The first draft of the budget was outlined and discussed. The LearnIT contract would not continue next year and this activity would cease entirely. The effects of changes to the NCC transport policy had not yet been included. The farm budget had also not been finalised yet. Following discussion, *the first draft was approved.*

10/85 ILR Update 2009-10 (agenda item 13, paper K)

The report was discussed. The Learner Number:Standard Learner Number ratio was critical. It was currently on target to be above the minimum level required by the end of the year for both 16-18 and Adult Learner Responsive students. Following discussion, *the report was noted.*

- 10/86 Recruitment 2010-11 (agenda item 14, paper L)**
Recruitment was satisfactory in all subject areas except Horticulture and Interior Design. Applications for Construction courses had held up well. Sport numbers were still very high. HE acceptances currently exceeded the number of available first year places. An application had been made for extra places. It was hoped to re-align some HE courses to make them STEM subjects in which case fee only recruitment could take place over and above the number targets. Following discussion, *the report was noted.*
- 10/87 Annual Safeguarding Report (agenda item 15, paper M)**
This was a statutory report which was to be submitted to the local authority. There were no issues to report. Following discussion, *the report was noted and it was decided to submit it to the Personnel sub-Committee and the Board in future.*
- 10/88 Collaborative Centre for the Built Environment (agenda item 16)**
The advertisement for the Chair of the Centre would be placed soon. There were no other matters to report. Following discussion, *the report was noted.*
- 10/89 Collaboration with UoN – Sport and Health (agenda item 17)**
The University proposed to appoint 3 research professors, one of whom would lead research related to sport. They had invited the College to contribute 50% of the cost of the post, amounting to £40,000 per annum. They had agreed to a request for the appointee to specialise in sports injuries and rehabilitation. If the appointment went ahead the College would require the appointee to be based at Moulton for at least half of each week. Following discussion, *the report was noted.*
- 10/90 Date of next meeting (agenda item 18)**
Thursday 24th June 2010 at 9.30am in the Principal's Office. Mrs Boardman reported that she would be unable to attend the meetings planned for September, January and February.
- 10/91 Any other business (agenda item 19)**
- a) Thomas Harrison Trust**
John Ashby had resigned as Chairman of the Managing Trustees. John Gaggini had agreed to chair the committee. Membership was discussed. Following discussion, *it was agreed that Mrs Boardman would join the committee immediately and Mr Thompson would join at a later date.*
- b) Capital Support**
The government had allocated £50 million for support for capital projects, probably to be paid at up to £1 million per college up to a maximum of 35% of the project value. It was proposed to prepare a submission for the construction of a Countryside Centre at South Lodge, the establishment of a Student Services Centre and the refurbishment of Stewart House. Some additional funding may also be available for the Countryside Centre. Following discussion, *the proposal was approved.*

Part 1 of the meeting concluded. Jamie Mair left the meeting.