

# Bucks Students' Union

## Finance & Staffing Committee

**date:** 11.05.09  
**time:** 10am  
**location:** Union Meeting Room

### Minutes

**Present:** Yasmin Omar (Chair), Ben Robinson, Chris Miller, Susan Morrison, Mal Edgson (Secretary)

**In Attendance:** Tristan Tipping

- 1 **Apologies for Absence:** None
- 2 **Minutes of the Last Meeting:** to approve the minutes of the last meeting for accuracy: approved subject to listing TT to the list of attendees
- 3 **Matters Arising :** to consider any actions or matters arising from those minutes  
**Uxbridge & Gateway Cafes:** TT reported that this University were currently pressurising the Union to have differential pricing at Uxbridge in order to ensure it would break even. We have clearly stated that we believe this to be unwise and something that we could not condone.  
  
The Union already has concern about the quality of the student experience at Uxbridge relative to that at Wycombe. This has not been made clear in the Uxbridge prospectus.  
**Chiltern Student Village:** The proposed social area remains part of phase two. We have been made aware that the budget for interior works is half the figure we requested. We expect to be meeting with the University to discuss this in due course.
- 4 **Correspondence:** Notification of any communication having a legal or strategic impact: None
- 5 **Financial Matters**

**To receive draft accounts for the month end:** The March accounts were reviewed showing a projected grant aided surplus of £780. SM raised concern that the spending on sports appeared to be falling behind what would be expected for this point in the year if we are to expect to spend all of this budget.

The issue raises questions about control of expenditure. Do we truly know where we are? Either there is expenditure not allocated, or at least not in the right place, or there are commitments for which we have not yet been invoiced.

TT replied that a the member of staff concerned has produced a detailed analysis of expenditure and the following points were made

- 5.1
- a) Where costs have not been allocated into individual team budgets this exercise will be done.
  - b) Outstanding invoices for goods or services already ordered are being provided for.
  - c) A number of areas have not cost as much as estimated because some sports had not taken place, our own pitches were approved for play by the FA yielding a cost saving in pitch hire, many students are not claiming their fuel allowances for match travel.

**Action  
TT/ME**

It was agreed this was an area that must be managed carefully particularly to avoid an avalanche of charges in the final months of the year.

A concern was also raised that this might threaten future funding if we were unable to spend the money we have already.

TT/ME to investigate the accuracy of the expenditure records and establish a clear picture of the expected underspend.

- 5.2 **To receive credit card statements for the month:** These were noted
- 5.3 **Any other financial matters for trustee attention:** ME reported that the first of our VAT claims have been received for a credit of £16,000 less 20% commission. The other claim is dependent upon a tribunal decision and is valued at £24,000 less commission.

## 6 **Staffing matters**

- 6.1 **To receive a report on any student staff issues:** There are none
- 6.2 **To receive a short report on Staff recruitment:** TT reported that recruitment was complete for all Interns positions for 09-10. Jill Kittle, Lauren Caunter and Craig Morrison have been appointed as Entertainments, Activities & Representation interns respectively.
- 6.3 **To receive a report identifying the management arrangements for our bars during the period of the secondment of the Operations Manager.**

## 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. None
- 7.2 **Health & Safety** – to receive notice of all reported accidents: report to follow

- Legal - To note any change in law or regulation that effects the Union:** To note that Students' Union will be able to register as charities from October and will have one year in which to do so. ME & TF attending an NUS briefing day on registration. A final review of the constitution will take place once the most recent advice is received and understood.
- 7.3
- 7.4 **Planning** – nothing to note
- 7.5 **Office Space Rental and Secondment:** To note that the secondment officially began on 1<sup>st</sup> May with the staff member moving over fully on 18 May
- 8 **Any other business:** None
- 9 **Date and time of next meeting:** 2pm 29<sup>th</sup> June 2009