

**Students' Union University of Greenwich
22nd F&GP Committee Meeting of 2009/10
held on Tuesday 26th May 2009 in the
Chief Executive's office, in Cooper Building**

Present: Richard Loader VP Services (Chair)
Benson Adeeso President
Altaf Ismail VP Campaigns
Russell Achiekwelu VP Sports & Societies

In attendance: Jenny Greenfield Chief Executive
Wendy Mastin Admin Manager
(Minutes)

22.1 Apologies: Mohammad Tarawneh VP Education (A//L)

22.2 Minutes of 21st Finance & General Purposes Committee **Approved**

22.3 Matters arising and actions from the previous meeting:

(21.3) -

A revised admissions policy is awaited from the Bars Manager regarding Sabbatical's guests.

ACTION: It was agreed a review of the SRC minutes should take place before recommending to Sports Council. VP Service will contact the Bars Manager to sign off revised Admissions Policy.

22.4 Declarations of Interest: **None**

22.5 Health & Safety Committee **None**

22.6 Finance Matters:

The April Management Accounts (attached) were discussed at length. It was pointed out that the large losses for April were due to a variety of reasons – fall in sales due in part to the Easter break, exams, stock figures and problems with the till at the Village Shop. It was also pointed out that the stock take report was incorrect possibly due to shoplifting, there were problems with delivery procedures and the till was pricing items incorrectly. The Retail Manager has been investigating these issues and the till has now been mended.

Forecast Variance Explanation Sheet. VP Services asked why Sparrows Farm had the biggest variance and it was felt that, in part, it was due to the budget assuming Easter would be in March.

ACTION: The CEO will obtain more information re: Sparrows

The President queried what actually comes under Admin Expenses. The Finance Manager outlined the main areas – Chief Executive, support staff, utilities, telephone costs, admin costs for each department etc. and VP Services highlighted the variance of £3,600 for admin expenses. It was pointed out that this was a positive variance and the budget was just a guide.

The matter of PRS costs of £5,000 was discussed and it was thought there may be an incorrect accumulated charge which the Bars Manager is investigating.

ACTION: The CEO to review salaries

The Finance Manager pointed out that Le Café had increased staff wages due to the longer opening times – open until 11pm in line with the library. Loss of trading over the next month may require reducing opening times of Le Café resulting in reduced staff wages.

ACTION: The CEO to check opening hours of library from 29th May 2009 re: Le Café opening times.

Forecast May 09 Revised. The Chief Executive reported for the end of April a revised deficit of £170,000 and thought this a more realistic figure and it was also thought that May figures would be better than predicted. Linda Cording, University Secretary and Reginald Daly, Finance Department have been informed of the current situation.

The Chief Executive suggested there be a separate meeting to look at ways in which bar areas could be utilised to include coffee sections, non-alcohol times etc.

ACTION: The CEO to arrange meeting.

22.7 Update of CEO:

The Chief Executive asked what the procedures were regarding events. VP Services informed the Committee that there are procedures in place covering costs/income etc. which are submitted to the Bars Manager for comment and if she has any concerns would submit then to F&GP. The procedure for outside events automatically goes through F&GP to include any H&S issues that may arise.

The Chief Executive suggested that there be a timescale of approximately six weeks before an event is due to be held when it would be determined whether the event should go ahead or be pulled.

The President informed the Committee that the University had offered the use of the Undercroft for a Graduation Ball at the end of June. It was felt this gave very little time to publicise such an event as many students would be finishing very shortly. The President suggested that the tickets could be sold before the students actually finished.

RECOMMENDED: The President to produce a proposal and convene meeting for 10.30am 27th May 2009.

The Chief Executive has been informed the Rugby Club organised an event to be held at the Auctioneer Pub and that posters had been placed around the University with the SU logo on them. VP Services pointed out that no advertising had been approved by the SU, nothing had been placed on the portal or SU website and little could be done to stop Clubs & Societies from organising events outside the SU.

The Chief Executive questioned whether the new Sabbatical Officers required SU logo clothing. VP Services thought it extremely useful for when the Sabbatical team were at conferences etc. It was suggested that each new Sabbatical be given one item of their choice e.g. polo shirt or hoodie.

The Governance Review meeting held on 22nd May 2009, was discussed and it was thought that the next meeting in approximately two weeks would be the last. It was considered there was insufficient representation from Sabbatical Officers at this meeting and it was agreed that this should not happen at the next meeting. The Chief Executive is to produce a draft for approval.

The Chief Executive informed the Committee that the Activities & Welfare Manager had raised £3,000 from the University for supporting Course Reps and it was felt this would help foster support for 'Team Greenwich'.

Office security was discussed. A suspicious person had been seen in and around the Sabbaticals office during the week and it was later discovered that £200 had gone missing. Although it cannot be proved that this individual is responsible, security levels need to be improved and for everyone to be more vigilante. The Receptionists will now be asked to check IDs for anyone wishing to see a Sabbatical officer and to ensure that the office is locked whenever left empty.

VP Sports & Societies reported the incident to the Police on 22nd May 2009, and has been asked to write a report for F&GP explaining the circumstances. VP Services mentioned that there are written guidelines in the Staff Handbook stating that any money should be put in the safe in the Finance Department or the bar's safe.

New Sabbaticals Starting Date. The Chief Executive queried whether the Sabbatical's contracts stated when their start date should be, as it was felt that one month's training was not necessary – two weeks was thought to be sufficient – and this would have a large impact on salaries, reducing them by £8,000. The new officers have unofficially been informed and were unhappy with the situation. It was agreed that the new start date should be 10th July and the Chief Executive would draft an email for the new officers.

ACTION: Chief Executive to draft email for distribution to new Sabbatical Officers.

22.8 Social Policy Form Proposal. The Activities & Welfare Manager submitted a proposal whereby issues could be discussed between staff and sabbaticals on a monthly basis covering a wide range of topics. This would help develop good communication between all parties.

22.9 Events Management Proposal. The Activities & Welfare Manage submitted a proposal whereby 2nd year Events Management Students organise events as part of their coursework in conjunction with the SU. It was suggested that a small grants system be developed to increase access to funds for EM students.

AGREED:

22.10 Pool Car Policy and Booking Form. The Chief Executive expressed her concerns regarding personal use of the pool car and emphasised that it should only be used when it is the cheapest option, limited to short journeys (due to the age of the vehicle), not be used for personal journeys and all petrol used for the personal part of the journey must be paid for. A new Pool Car/Booking Form was distributed to the Committee.

Next meeting: Monday, 8th June 2009, at 11am

MINUTE	ACTION	RESPONSIBLE
22.3	Review SRC minutes re: VPSS on Tour	
22.3	Request Bars Manager to provide revised Admissions Policy	VP Services
22.6	Request more information re Sparrows	CEO
22.6	Review student staff salaries	CEO
22.6	Arrange meeting re: library opening hours	CEO
22.7	Draft email to new Sabbatical officers re new start date	CEO
22.8		VP Services

