

**Students' Union University of Greenwich**  
**23rd F&GP Committee Meeting of 2009/10**  
**held on Tuesday 9<sup>th</sup> June 2009 in the**  
**Chief Executive's office, in Cooper Building**

<b>Present:</b>	Richard Loader Benson Adeeso Altaf Ismail	VP Services (Chair) President VP Campaigns
<b>Absent:</b>	Mohammad Tarawneh Russell Achiekwelu	VP Education VP Sports & Societies
<b>In attendance:</b>	Jenny Greenfield Wendy Mastin	Chief Executive Admin Manager (Minutes)

**23.1 Apologies: None**

**23.2 Minutes of 22nd Finance & General Purposes Committee      **Approved****

**23.3. Matters arising and actions from the previous meeting:**

(22.11) Clarification was sought as to whether the new pool car booking form had been agreed at the last meeting. It was agreed at last meeting.

(22.7) The President informed the Committee that funding of £300 had been donated by CMS for the Graduation Ball and that there may be other donations. Discussion took place about where the Ball should be held; whether it should be in the Undercroft at Greenwich, Sports Hall at Avery Hill or whether a marquee should be hired which could double up as a venue for the Freshers Ball as the both balls would be held in October. Concern was expressed regarding the marquee as it was thought there could be problems with noise levels during and immediately after the events. It was suggested that the Bars Manager be asked to investigate what volume levels are permissible and whether it is likely license extensions would be obtained. The CEO suggested that a flyer be produced for insertion in Freshers mailout/distribution at Freshers Fayres

**ACTION: Bars Manager to investigate acceptable noise levels and license extensions.**

(22.6) The opening hours of Le Café were discussed. The Café is currently closing at 4.00pm daily and will be closed completely throughout August. The Library will be open until 11pm from September and Le Café will stay open until 10.30 to fall in line with the library.

**23.4 Declarations of Interest: None**

**23.5 Health & Safety: None**

**23.6 Finance Matters:**

The CEO went through April Bar figures for Sparrows (explanatory sheet attached) and explained why the figures were so low compared to the previous April. An error had been made in the budget and the CEO explained that now new practices were in place and the Bars Manager was aware of these issues these kind of problems should not arise again. The President expressed his concerns about the prices in the SU outlets and was informed that prices are compared with local outlets on a regular basis but they obviously cannot compete with the likes of Tesco's etc.

VP Services asked why the bars no longer accept debit/credit cards as it was felt this could be losing trade if students needed to leave the building to obtain cash. It was also thought that if cards are used it was inappropriate to expect a £5 or £10 limit to be introduced. The CEO suggested that a projection with the card companies been undertaken to ascertain whether any deals could be brokered.

**ACTION: VP Services to investigate viability of accepting cards in the Bars.**

### **23.7 CEO Update:**

The CEO stated that student staff salaries for April had not reduced significantly in line with takings and that it needed to be reviewed whether Sparrows should fall in line with Bar Latitude and close during the holiday periods. VP Services mentioned that possibly why Sparrows does not close over the holiday periods is because there are summer schools and its link with the University gym. The President brought up the issue of full-time staff and felt that it was necessary to stay open during these periods.

Le Café – see point **23.6** (22.6) above. The President suggested that a report be produced covering all three campuses outlining whether falling in line with library hours is working and report back at the next F&GP.

The CEO suggested that a meeting be arranged for the President, VP Services, the new Sabbaticals and herself to look at ways in which the bars could be made to work. This could include using the Student Portal, all Student emails etc. Discussions have taken place with Ian Gray, Corporate Information Systems, and the University regarding all student emails and the Student Portal to increase the profile/advertise the SU on a more regular basis. The CEO also mentioned that approximately £60,000 worth of revenue was taken over the summer period for private functions last year and this is a valuable use of the premises during the holiday periods and should be marketed accordingly.

Staff/Sabbatical Meeting 15.6.09. VP services suggested everyone bring ideas to the table as an introduction to the new Sabbaticals.

The CEO brought up the issue of Sabbaticals' contracts. These need to be reviewed and updated and should be included in handover and any revisions

be ready for the next F&GP on 22<sup>nd</sup> June. John Wallace felt there were only minors amendments necessary.

UMSA. VP Campaigns & Communications has had discussions with Dan Palmer (UMSA) regarding how to move forward concerning the Sabbaticals' presence at Medway. The new VP Services Sabbatical (Maninder Sekhon) currently studies at Medway and it was suggested that he could spend one/two days per week at Medway but it was felt this was not workable and did not actually benefit the SU as a whole. The CEO suggested that an independent Sabbatical at Medway may be possible and the issue could be raised with Dan Palmer at the meeting on the 15<sup>th</sup>. It is currently felt that each Sabbatical officer visiting Medway one day per week is not working as the practicalities of desk space, using computers etc. was extremely difficult.

Office Moves. The CEO outlined the current proposals, highlighting the most recent changes – one of which was that the Advice Team would not be using the current finance office as it was felt this was not a good location for such a service. The CEO also outlined her thinking behind all Sabbaticals (old and new) remaining downstairs in order that they could shadow each other during the training period, but it was agreed that offices should be made available for times when individuals needed to work independently. The CEO stressed that it is imperative that we be organised and that this would be a gradual process, and there may be some overlap/hardship.

Constitution. VP Services outlined various matters arising from the drafting of the new constitution including proposing there be four Sabbatical Officers (President and four Vice Presidents) next year. This would involve changing roles, titles and job descriptions. Part-time officer roles were also discussed and agreement was sought regarding when elections for part-time officers should take place in October or March. The CEO stated that whilst the constitution was being formalised, any areas not covered by the new constitution would still be covered by the old constitution to avoid any areas being open to misinterpretation. It was also suggested that the new Sabbatical Officers review the constitution before the next Court meeting in November. VP Services questioned how an AGM could be held without a constitution and the CEO thought that the bye-laws could be agreed separately subject to the timeframe. It has been agreed that F&GP Committee meetings should no longer be held fortnightly but should be monthly.

### **23.10 UMSA Partnership Committee Report**

**Agreed**

### **23.11 Request for HE Conference Travel Expenses – SRC Societies**

An SRC officer had requested that her travel expenses of £65 be paid for by the SU to attend a conference as a representative of the University. As she would be representing the University rather than the SU it was felt that this would set an unwelcome precedent for the future. It was suggested that a reward scheme may be a way forward in the future but a procedures policy would have to be agreed.

**AGREED:** It was agreed that funding for travel expenses should not be made.

**23.12 Copy of the Distribution Contact (attached).**

Approval was sought to go ahead with the distribution of:

Evening Standard  
London Lite  
Loot Recruit  
FHM  
Psychologies

VP Services informed the Committee that revenue would be derived from the distribution of these publications at no cost/outlay to the SU.

**AGREED:** It was agreed that these publications be distributed on all campuses subject to ongoing suitability.

**23.13 New Pool Car (Costs)**

The CEO recommended that the Buildings Supervisor monitor the use of the pool car. A variety of alternative ideas were discussed for when the pool car finally 'dies' including whether staff should use their own cars, investigate fully the Government's new Scrappage Scheme, use 'Street Cars' and renting on an hourly basis.

**ACTION:** Buildings Supervisor to monitor use of pool car.

The next meeting will be held 22<sup>nd</sup> June 2009.

Minute	Action	Responsible
23.3	Investigate viability of using marquees for Balls/gaining extended licenses	Bars Manager
23.6	Investigate use of cash cards in Bars	VP Services
23.13	Monitor use of Pool Car	Buildings Supervisor