

**Students' Union University of Greenwich**  
**25th F&GP Committee Meeting of 2009/10 held on Tuesday 7<sup>th</sup> July 2009**  
**in the Meeting Room, in Cooper Building**

<b>Present:</b>	Richard Loader Mohammad Tarawneh Altaf Ismail	VP Services (Chair) VP Education VP Campaigns & Communications
<b>In attendance:</b>	Jenny Greenfield Wendy Mastin	Chief Executive Admin Manager (Minutes)
<b>Observing:</b>	Dan Jones Maninder Sekhon Dean Gilbert Salam Al Mosawi	VP Sports & Societies VP Services VP Education VP Campaigns & Communications

**25.1 Apologies:** Benson Adeeso

**25.2 Minutes of 24th Finance & General Purposes Committee:** Approved

**25.3 Matters arising and actions from the previous meeting:**

(24.7) Student SIA Door Supervisors: It was agreed that trained SIA door supervisors could be used on low key events but that students would not be actively encouraged to undertake this work.

(24.10) Update from UMSA. Currently Greenwich approve minutes as Stakeholders and each Sabbatical officer takes it in turn to attend meetings.

(24.11) It has been agreed that a change machine should be provided for the launderette.

**25.4 Declaration of Interest:** None

**25.5 Health & Safety:** Nothing to report.

**25.6 Finance Matters:**

The Financial Procedures Manual was submitted by the CEO for approval. Clarification of some sections, including Section 11 covering travel allowances, were made. The Finance Manager will go through the manual at her induction meeting with the new Sabbaticals next week.

**25.7 Update from CEO:**

The University are seeking assurances that the Students Union will endeavour to make cost savings wherever possible. These areas should include contingency sums, training, pool car etc. Specific reference was made regarding the pool car and a variety of alternative methods, such as hiring from Street Cars, more use of public transport etc. were suggested. This was

not only considered to be financially beneficial but would also tie in with Simon Earp's 'Green Policy'.

The Activities & Welfare Manager reported that 200 responses had been received from the Student Survey. It was agreed that data re UMSA should be removed in order to get a true picture.

The Vice-Chancellor has indicated that money from the University could be made available for refurbishment of Sparrows. It was agreed that Sparrows was in desperate need of modernisation and it was decided that a proposal be produced and submitted to Reginald Daly and Linda Cording later in the year, indicating that this would be a good investment for both the Students' Union and the University.

VP Services suggested that a meeting be set up with the University to discuss which buildings are currently leased as the Students Union, once a charity, will need to pay rent on all buildings.

**ACTION; CEO to clarify situation re: rental**

**AOB:**

In the President's absence the CEO asked whether there had been any progress with the Graduation Ball. She was concerned that promises may be being made that could not be fulfilled as money (even though some has been donated by the University) would not be sufficient to cover everything.

**ACTION: The President to provide an update asap.**

VP Sports & Societies elect outlined the impact parking charges at Avery Hill would have on the Students' Union regarding visiting sports teams as the SU are obliged to provide parking facilities. He has sent a copy of the terms and conditions from BUCS to Simon Earp for his review.

**25.8 Sabbatical Officers' Job Descriptions:** VP Services has been trying to arrange for JDs to be updated with the existing team.

**RECOMMENDATION: All current Sabbatical Officers submit revised job descriptions to the CEO by Thursday 9<sup>th</sup> July 2009. CEO will look at the JDs for VP Sports & Societies.**

**25.8 New Constitution:**

The final version of the Constitution was submitted to the Committee. It has been approved at Court and takes effect immediately. The CEO clarified that until the new bye-laws are agreed, the old bye-laws and the old constitution will need to be referred to, since the new constitution does not cover all areas. New bye-laws need to be produced for discussion with the Working Group in mid August.

**RECOMMEND:** VP Services, CEO and the President will meet asap to agree who is responsible for this.

**Future Meetings:**

The types of meetings to replace F&GP were discussed. The CEO was concerned at how these meetings may be structured so as to avoid overlapping. It was agreed that there would be monthly Finance and Strategy meetings in addition to the staff's 1-2-1 meetings, Sabbatical Executive meetings and Sabbatical/SMT meetings etc. in order that there would be no breakdown in communications.