

**MEETING OF THE COUNCIL
(JOINT WITH FINANCE COMMITTEE)**

MINUTES (UNRESERVED)

1.30pm on Monday, 27 February 2023

Elton & Bowring Room, Memorial Court

Present (Council Reserved): Ms Loretta Minghella (Chair); Professor Jason Carroll; Dr Andrew Carter; Miss Elizabeth Conder; Professor Maciej Dunajski; Professor Jonathan Goodman; Professor Sian Lazar; Professor Fred Parker; Professor Oliver Shorttle; The Rev'd Dr Mark Smith; and Professor Jacqueline Tasioulas (Senior Tutor).

Present (Council Unreserved): Mr Tom Else (MCR representative); and Mr Vithusan Kuganathan (UCS President).

In Attendance (Council): Miss Emma Easterbrook (Secretary); Ms Esme Bishop (Co-President, Clare Actors) (for Item 5(v)); Mr Hugo Gregg (Co-President, Clare Actors) (for Item 5(v)); Ms Amy Oh (Producer, Clare Actors) (for Item 5(v)); and Mr Jonathan Smith (College Archivist) (for Item 5(vi)).

Present (Finance Reserved): Ms Loretta Minghella (Chair); Miss Lizzy Conder (Bursar); Professor Jonathan Goodman; Professor Neil Greenham; Professor Heike Laman; Professor Jacqueline Tasioulas (Senior Tutor); and Dr Toby Wilkinson.

In Attendance (Finance): Miss Emma Easterbrook (Secretary).

1. **Apologies**

Ms Jasmin Bath (MCR President); Professor David Chambers; Professor Sarah Lockwood; and Professor Hendrik van Veen.

2. **Declarations of Interest**

None.

3. **RESERVED FOR ALL TRUSTEES**

4. **UNRESERVED**

(i) **Timing of replacement of the Great Hall floor**

The Bursar circulated a paper to Council and the Finance Committee regarding a proposal for the timing of the replacement of the Great Hall floor as it had reached its end of life. It had not been possible to carry out this work now without risking the return of the Great Hall in time for current students to use the Great Hall before their graduation. It was recommended that the work take place immediately following the Macfarlane-Grieve

Feast on 4 March 2025. The works will take 10-12 weeks to complete, with contingency for any resolving any unexpected damp issues. The Great Hall would then be back in use for the graduation ceremony in 2025. Key College events, such as Commemoration of Benefactors, currently scheduled for later in Lent 2025 will need to be moved to earlier in the term.

***Decision:** Council and Finance Committee approved of the Great Hall floor being replaced immediately following the Macfarlane-Grieve Feast on 4 March 2025.*

(ii) **Use of the River Room from 2023**

The Bursar circulated a paper to Council and the Finance Committee, which included the following recommendations:

- a. Opens as a café from June 2023 to all College members with the term time hours of Monday to Friday 09.30-18.00, Saturday and Sunday 10.00- 16.00. Hours would be reduced out of term to Monday to Friday 10.00-15.00.
- b. Café to charge everyone, but prices will be set on a not-for-profit basis until the end of 2023. SCR will be open for Fellows to obtain free hot beverages while everyone has access to gyms to make hot drinks.
- c. Bookings for events outside of the café hours will be reviewed after the first month of usage with a policy agreed prior to Michaelmas Term 2023.
- d. Not open to Summer Schools during Summer 2023 but could be used as a space in conjunction with external formal dinners.
- e. Not open to the general public.

***Action:** The Bursar agreed to investigate whether it would be possible to install cabinetry to secure equipment when the café so that the River Room could be open 8am to late*

***Decision:** Council and the Finance Committee approved of recommendations a., b., c., d., and e. It was decided that members of the College would be permitted to bring guests, providing those guests were accompanied at all times. In addition, subject to the outcome of the Action above the River Room should remain open until 9.00pm daily. The policy will also be reviewed in Lent term 2024.*

[Finance Committee left.]

(iii) **Minutes of 23 January 2023**

Approved.

(iv) **Matters Arising**

- a. ***Item 3(iii), Clare May Event 2023:*** The Vice-President, Caddie Li, had replaced Zak Bakkali, as the President.

(v) **Clare Actors**

The Co-Presidents of Clare Actors, Ms Esme Bishop, and Mr Hugo Gregg, formally asked for permission to hold the May Week Play. The proposal is for As You Like It to be performed at 2.00pm each day between Wednesday, 21 June and Saturday, 25 June 2023 in the Scholars' Garden. Ms Amy Oh has been appointed as the Producer. Ms Bishop, Mr Gregg, and Ms Oh agreed to continue liaising with the Head Gardener, Ms Kate Hargreaves; and the Deputy Financial Bursar, Mrs Rebecca Willatt.

Decision: Council formally approved of the May Week Play taking place at 2.00pm each day between Wednesday, 21 June and Saturday, 25 June 2023 in the Scholars' Garden. This was on the proviso that the difficulties surrounding the Clare Actors bank account were sorted out with the Bursary as soon as possible.

(vi) **Clare College Archives Proposal**

The College Archivist, Mr Jonathan Smith, circulated a proposal to create an Archive Policy for document non-disclosure periods. These were in line with the University Library's closure periods for sensitive personal data. Where relevant and/or necessary a Data Protection Impact Assessment will be carried out before a request to view records is actioned if it is practicable in the circumstances. However, in cases where this is not possible, a blanket period of either 50 or 100 years will be imposed, depending on the nature of the material.

Decision: Council formally approved of the Archive Policy.

(vii) **Minutes of College Committees**

- a. *Estates Committee: 7 February 2023 (DRAFT):* for note only.
- b. *OCIG: 4 January 2023 (DRAFT):* for note only.
- c. *Library Committee: 15 November 2022:* The Forbes-Mellon Librarian, Mrs Catherine Reid, circulated an updated Collection Policy to Council.

Decision: Council formally approved of the updated Collection Policy.

(viii) **Any Other Business**

None.

5. **RESERVED**

6. **Dates of Next Meetings**

All are at 2.00pm in the Elton and Bowring Room except when otherwise noted.

Tuesday, 2 May 2023

Wednesday, 14 June 2023

Tuesday, 4 July 2023 (Master's Lodge)

Distribution (Council Reserved): Ms Loretta Minghella (Chair); Professor Jason Carroll; Dr Andrew Carter; Miss Elizabeth Conder; Professor Maciej Dunajski; Professor Jonathan Goodman; Professor Sian Lazar; Professor Sarah Lockwood; Professor Fred Parker; Professor Oliver Shorttle; The Rev'd Dr Mark Smith; Professor Jacqueline Tasioulas (Senior Tutor); and the Governing Body.

Distribution (Council Unreserved): Ms Jasmin Bath (MCR President); and Mr Vithusan Kuganathan (UCS President).

In Attendance (Council): Miss Emma Easterbrook (Secretary); Ms Esme Bishop (Co-President, Clare Actors); Mr Thomas Else (MCR representative); Mr Hugo Gregg (Co-President, Clare Actors); and Mr Jonathan Smith (College Archivist).

Distribution (Finance Reserved): Ms Loretta Minghella (Chair); Miss Lizzy Conder (Bursar); Professor David Chambers; Professor Jonathan Goodman; Professor Neil Greenham; Professor Heike Laman; Professor Jacqueline Tasioulas (Senior Tutor); Professor Hendrik van Veen; Dr Toby Wilkinson; and the Governing Body.

Distribution (Finance Unreserved): Ms Amy Oh (UCS representative); and Mr Bjarne Bergh (MCR representative).

In Attendance (Finance): Miss Emma Easterbrook (Secretary); and Mrs Rebecca Willatt (Deputy Financial Bursar).

Emma Easterbrook

2 March 2023