

MEETING OF THE FINANCE COMMITTEE

MINUTES (UNRESERVED)

2.00pm on Monday, 22 May 2023

Glover Room, Memorial Court

Present (Reserved): Ms Loretta Minghella (Chair); Miss Elizabeth Conder (Bursar); Professor David Chambers (by Owl); Professor Jonathan Goodman; Professor Neil Greenham; Professor Jacqueline Tasioulas (Senior Tutor); Professor Hendrik van Veen; and Dr Toby Wilkinson.

Present (Unreserved): Ms Barakah Shoubaki (UCS representative).

In Attendance (Finance): Miss Emma Easterbrook (Secretary); Mrs Rebecca Willatt (Deputy Financial Bursar); and Mr Tim Moy (MCR representative).

1. **Apologies**

Mr Bjarne Bergh (MCR representative); and Professor Heike Laman.

2. **Declarations of Interest**

None.

3. **UNRESERVED MATTERS**

(i) **Minutes of 6 March 2023**

Approved.

(ii) **Matters Arising**

None.

(iii) **Welcome to UCS and MCR representative**

The Finance Committee formally welcomed the new UCS representative, Barakah Shoubaki, and thanked the outgoing UCS representative, Amy Oh, for their hard work.

(iv) **College Committees and membership**

The Bursar circulated proposed Terms of Reference for the Estates Committee and the Salaries and Stipends Committee to the Finance Committee. The Bursar also recommended to Council updates to College Committees' memberships as outlined above for the remainder of the academic year 2022-23, and for the academic year 2023-24.

***Decision:** The Finance Committee approved of the Terms of Reference for the Estates Committee.*

It also approved of the following:

- a. ***Accommodation Committee:** Ms Vivian Chou to become Chair.*
- b. ***Investment Committee:** Dr Ellen Quigley to become a member.*

- c. **Old Court Implementation Group (OCIG):** Professor Howard Griffiths to become a member.

Action: The Bursar will amend the proposed Terms of Reference for the Salaries and Stipends Committee and present them to the next meeting of Finance Committee on 6 July 2023 for approval.

(v) **Annual Review of Charges for Students**

The Deputy Financial Bursar circulated the Annual Review of Charges for Students to the Finance Committee. It was agreed at the meeting of the Finance Committee on 30 January 2023 that undergraduate and postgraduate student rents should increase by 10.5% and the introduction of 'Green' 9 months' Licences for Castle Court with a reduced rent increase of 9% to support the introduction of these new licences from 1 October 2023. It was recommended that the rent charged at a daily rate for standard undergraduate leases for students staying outside Term should increase by £4.00 to £35.00 and the day rate for those staying for academic reasons should increase by £3.00 to £26.00.

Food and non-alcoholic drinks inflation in the United Kingdom has increased by 19.1% year-on-year to March 2023 and food inflation is currently at its highest level since 1977. It was recommended that buttery food prices increase by at least 17% in October 2023, and that all Student Meal Charges are reviewed in January 2024 to enable in-year adaption to the inflationary environment.

It was proposed that the utility charge should increase from £410 to £600 per year for 2023-24. This charge is applied to all non-rent paying resident Fellows and is charged termly.

It is proposed that the charges for lost keys, access cards and computer connections should all increase by £3.00 to £33.00 in 2022-23 to reflect cost increases. Students who lose keys more than once per year will be charged £39.00 for the replacement of the second and each subsequent key.

Decision: The Finance Committee formally approved the charges for 2023-24 from 1 October 2022 as set out in the Annual Review of Charges for Students paper.

(vi) **Barclays and Lloyds Climate Change Letters**

The Bursars of all Cambridge colleges were invited to participate in engagement with Barclays and Lloyds banks on Thursday, 19 January 2023 on the issues of fossil fuel financing. The University and colleges are encouraging those banks to identify and close the gaps in their financing policies, emissions targets and methodologies. c66% of new funding for fossil fuels is now from bank financing.

Following this meeting, the CFO of the University along with a number of finance leaders in Cambridge wrote to both Barclays and Lloyds leadership. The Cambridge colleges are being asked to endorse these letters to Barclays and Lloyds. These letters were circulated to the Finance Committee.

Decision: The Finance Committee endorsed the Bursar to add Clare College to (a) these letters and (b) similar letters to other major banks.

(vii) **Appointment of Auditors for 2022-23 and Audit Plan**

The Bursar circulated the Audit Plan to the Finance Committee. The recommendation was that the Finance Committee appointed PEM as its Auditors for the financial year 2023-24 although there had been some issues.

Decision: *The Finance Committee appointed PEM as the Auditors for 2023-24. However, the College will carry out a re-tendering process within the next two years.*

(viii) **Management Accounts for Q3 ending 31 March 2023 and Forecast for 2022-23**

The Deputy Financial Bursar circulated a paper on the Management Accounts Q3 ending 31 March 2023 and Forecast for 2022-23.

The College is forecasting an unrestricted loss of £778,669 in the financial year ending 30 June 2023. This is an improvement of £892,347 compared to the original budgeted loss of £1,671,016 for the same period primarily due to:

- a. Conferencing income experiencing a stronger than anticipated summer season (£538k); and
- b. Fewer internal College events and entertainment costs compared to pre-COVID-19 activity (£329k).

However while this is an improvement, it still represents an unrestricted loss overall.

Some of the other key areas discussed in relation to the current budget included lower academic fees as a result of less international students; and an expected increase in catering once the Kitchens have been returned following building work.

(ix) **Funding support for Fellows, Staff, and students' sporting events including the cricket match**

The Bursar requested funding support for Fellows, Staff, and students' sporting events including the cricket match and for rowing. There were potentially a number of other initiatives that would be supportive of building community spirit.

Decision: *The Finance Committee approved funding of £1,000 to be managed by the Bursar. The spend will be reviewed by the Finance Committee next year.*

- (x) **Bribery and Corruption Annual Report:** Heads of Department and Administrators; and those involved at any level in procurement; or in seeking donations or research funding; or those involved in international activities will undertake the biennial training on iHASCO. There have been no incidents reported.
- (xi) **Minutes of other Committees**
None for note.
- (xii) **Finance Committee 2023-24 meetings are at 2.00pm on:**
- | | |
|--------------------------|------------------------------------|
| Monday, 16 October 2023 | Monday, 4 March 2024 |
| Monday, 20 November 2023 | Tuesday, 7 May 2024 |
| Monday, 29 January 2024 | Monday, 17 June 2024 (Garden Room) |
- All meetings will take place in the Latimer Room unless otherwise stated.
- (xiii) **Any Other Business**
- a. *Old Court:* The extraction system in the kitchens was not working at present. Both a temporary and a permanent solution were being investigated.

4. **RESERVED MATTERS**

5. **Date of Next Meeting:**

3.15pm on Thursday, 6 July 2023 (joint with Council)

Latimer Room, Old Court

Distribution (Reserved): Ms Loretta Minghella (Chair); Miss Elizabeth 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 (Unreserved): Ms Barakah Shoubaki (UCS representative); and Mr Bjarne Bergh (MCR representative).

In Attendance (Finance): Miss Emma Easterbrook (Secretary); Mrs Rebecca Willatt (Deputy Financial Bursar); and Mr Tim Moy (MCR representative).

Emma Easterbrook

6 June 2023