

MEETING OF COUNCIL

MINUTES (UNRESERVED)

2.00pm on Wednesday, 16 June 2021

By Zoom

Present (Reserved): Anthony, Lord Grabiner QC (Chair); Dr Andrew Carter; Dr Tim Chesters; Dr Maciej Dunajski; Professor John Gibson; Professor Jonathan Goodman; Dr Jacqueline Tasioulas (Senior Tutor); and Mr Paul Warren.

Present (Unreserved): Ms Samantha Mason (MCR President); and Ms Lily Rafalin (UCS President).

In Attendance: Miss Emma Easterbrook (Secretary); Mr George Baker (Vice-President, Clare Garden Party 2021) (until Item 3(ii) a.; for Item 3(ii) a.); Mr Brenan Morgan (H&S Officer and Head Porter) (until Item 3(ii) a.; for Item 3(ii) a.; and for Item 3(viii)); Dr Fred Parker (Financial Tutor) (for Items 4(iii) and 4(iv)); Mr Ethan Pratt (President, Clare Garden Party 2021) (until Item 3(ii) a.; for Item 3(ii) a.); Mrs Catherine Reid (Forbes-Mellon Librarian) (for Item 3(iv)); and Mr Graham Ross (Director of Music) (for Item 3(vi)).

1. **Apologies**

Professor Jason Carroll; Dr Oliver Shorttle; and The Rev'd Dr Mark Smith.

2. **Declarations of Interest**

None.

3. **UNRESERVED**

(i) **Minutes of 4 May 2021**

Approved.

(ii) **Matters Arising**

- a. **Item 3(ii), Summer Event:** Council formally approved of the Clare Garden Party 2021 which will take place between 2.00pm and 6.00pm on Wednesday, 23 June 2021 at the Sportsground for 400 Clare students. This had been planned in line with Step 3 of the UK Government's Roadmap out of Lockdown. It had received the approval of Cambridge City Council, which had reviewed all the paperwork and had visited the site. The neighbours had been informed. All guests will be required to provide a negative PCR or LFT prior to entry and had undertaken to comply with the COVID-19 rules. The Master formally thanked the President and Vice-President of the Clare Garden Party 2021 for their hard work.

- b. **Item 3(iv), AccessAble:** The Bursar confirmed that AccessAble had been given approval for use of the College's coat of arms as approved by Council at its last meeting of 4 May 2021.
- c. **Item 3(vii), Investment Policy:** The Investment Committee had met on 15 June 2021, and a report will be provided to the Finance Committee at its next meeting on 21 June.

(iii) **Welcome to the MCR representative**

Council formally welcomed the new MCR President, Ms Samantha Mason; and thanked the outgoing MCR President, Mr Will Wood.

(iv) **Forbes-Mellon Library and Archive Annual Report**

The Forbes-Mellon Librarian, Mrs Catherine Reid, circulated the Forbes-Mellon Library and Archive Annual Report to Council.

The Forbes-Mellon Library has continued to provide services throughout the COVID-19 pandemic in line with both the College and the University's guidance. This has included providing services during the closures. The Department was grateful for the College's participation in the Government's Job Retention Scheme including the College's contributions to ensure staff received 100% of their salaries. The pandemic had enabled the FML to liaise closely with other colleges and on projects. Formal thanks were given to the UCS and MCR representatives for their assistance in ensuring there were online sessions for Freshers, academic skills, and study sessions. This had helped to create a virtual community. There had been a reduction in the number of books added to the FML partly because of demand, budget, and staffing. However, there had been a much higher use of electronic books supported by emergency funding from the College. The balance between print and e-books will need to be considered for future years. COVID-secure study spaces had been provided but this reduced the study space capacity by 50%. The students had been considerate and understanding throughout and had used the FML in a safe way.

Meanwhile, the Fellows' Library had remained in storage and the conservation work planned had not been able to take place. The Conservation Consortium had been understanding and had transferred membership to another college.

The FML Librarian formally thanked the Senior Tutor, the Head Porter, the Library Team, the UCS and MCR representatives, the Library Committee, the Fellows' Librarian, and the students for their support. Council formally thanked the FML Librarian and her team for their hard work throughout the year.

The Senior Tutor indicated that a proposal would be provided to the Finance Committee at its next meeting on 21 June regarding recruitment of a new Archivist.

(v) **Schools Liaison Programme**

The Clare College Outreach Activities Report was circulated to Council. The full-time Schools Liaison Officer's position had been suspended last year as a result of building works and COVID-19. This post will be resurrected for the coming year.

(vi) **Choir Committee Annual Report**

The Director of Music circulated two papers: the Choir Annual Report 2020-21; and the Choir Tour Fund 2020-21. The current membership of the Choir consisted of 21 member of the College and 10 non-members. Council formally thanked the Director of Music for his excellent work during the COVID-19 pandemic, producing music, which had enabled the College to continue to present itself publicly. There will be a Requiem Compline in the Chapel tonight to remember those who have died during the pandemic.

(vii) **Council Committees and membership 2021-22**

The Council formally appointed the membership of the College Committees as set out in the paper circulated to Council.

(viii) **General Admission**

The Graduate Administrator, Mrs Jenny Colling, had circulated a paper including the timetable and Risk Assessment for General Admission in line with Step 3 of the UK Government's Roadmap out of Lockdown. It was recommended that the BBQ due to take place the night before General Admission should be cancelled as it was not possible to ensure a COVID-19 secure environment. However, it was proposed that each graduand have a maximum of two guests on the day itself. The Senate House ceremony would be live-streamed to three marquees where there would be tables of six assigned to graduands and their guests. The plans were in line with other colleges. Cambridge City Council had been approached for advice. It was estimated that the cost of hiring three screens for the live-streaming would be £4,000 to £5,000. Council formally approved of the plans for General Admission including hiring three screens at a cost of £4,000 to £5,000.

(ix) **Minutes of College Committees**

- a. Library Committee: 23 February 2021: for note only.

(x) **Any Other Business**

None.

4. **RESERVED**

5. **Date of Next Meeting**

2.00pm on Monday, 21 June 2021 (Joint with Finance Committee)

By Zoom

Distribution (Reserved): Anthony, Lord Grabiner QC (Chair); Professor Jason Carroll; Dr Andrew Carter; Dr Tim Chesters; Dr Maciej Dunajski; Professor John Gibson; Professor Jonathan Goodman; Dr Sian Lazar (sabbatical leave); Dr Oliver Shorttle; The Rev'd Dr Mark Smith; Dr Jacqueline Tasioulas (Senior Tutor); Mr Paul Warren; and the Governing Body.

Distribution (Unreserved): Ms Samantha Mason (MCR President); and Ms Lily Rafalin (UCS President).

In Attendance: Miss Emma Easterbrook (Secretary); Mr George Baker (Vice-President, Clare Garden Party 2021); Professor Simon Franklin (President of the Fellowship); Mr Brenan Morgan (H&S Officer and Head Porter); Dr Fred Parker (Financial Tutor); Mr Ethan Pratt (President, Clare Garden Party 2021); Mrs Catherine Reid (Forbes-Mellon Librarian); and Mr Graham Ross (Director of Music).

Emma Easterbrook

16 June 2021