

**THE CORNWALL COLLEGE GROUP
FINANCE AND RESOURCES COMMITTEE**

**Minutes of the meeting of the Finance and Resources Committee
Held at 9.00 am on 20 March 2019 at CC St Austell**

Present	Karen Burrows	KB	Chair
	Peter Child	PC	
	Elaine McMahon	EM	Principal and Chief Executive
<i>From minute 3.1</i>	Thelma Sorensen	TS	
	Geoff Warring	GW	
Apologies	*** Ian Tunbridge	IT	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	Michael Collins	MC	Executive Director of Finance and Resources
	Sally Foard	SF	Deputy Principal
<i>To minute 4.2</i>	Malcolm Palin	MP	Corporate Estates Manager

I. WELCOME

The Chair welcomed colleagues to the meeting.

Apologies were received.

1.1 Declaration of interests

No additional interests, to those already disclosed, were declared.

2. MINUTES

2.1 Minutes of the Finance and Resources Committee meeting held on 28 November 2018

The minutes of the meeting, as circulated, were agreed as a correct record and signed by the Chair.

2.2 Confidential minutes of the Finance and Resources Committee meeting held on 28 November 2018

The confidential minutes of the meeting, which had been omitted from the printed papers but included with the electronic papers, were tabled. The minutes were agreed as a correct record and signed by the Chair.

3. MATTERS ARISING FROM THE MINUTES

3.1 Health and Safety Matters (Minute 4.3)

The updated Health and Safety Policy had been approved by the Board at its December 2018 meeting. The committee noted that further work on prioritising health and safety issues was taking place and following a brief discussion it was agreed that a RAG rated register would be included with the Principal's report at Board meetings. EM

3.2 Financial approvals (Minute 5.1)

The Board had approved the order over £100,000 recommended by the committee at its last meeting. The wording on the order approvals had been revised for this meeting and the position regarding Cornwall Neighbourhoods for Change had been clarified as a partnership arrangement and therefore need not have been included with the orders presented to the last meeting. A fuller review of procurement arrangements was planned and would be presented to the committee at a suitable time. MC

3.3 Property Matters (Confidential Minute 4.1.1)

An update on Future Farm had been presented to the December 2018 Board meeting as agreed. A further update was included in the papers for this meeting.

4. FOR REVIEW AND PRESENTATION TO THE BOARD

4.1 Estates and Property Matters

4.1.1 Property Matters – Confidential

This was dealt with as a confidential matter, in accordance with the Corporation's policy on confidentiality, and recorded in the confidential minutes.

4.1.2 Lease Matters – Confidential

This was dealt with as a confidential matter, in accordance with the Corporation's policy on confidentiality, and recorded in the confidential minutes.

4.2 Finance Matters

4.2.1 Financial Update (including Management Accounts, Cashflow, Debtors and Creditors and Forecast at January 2019) – Confidential

This was dealt with as a confidential matter, in accordance with the Corporation's policy on confidentiality, and recorded in the confidential minutes.

4.2.2 FE Fees 2019/20

The report was received and Sally Foard, Deputy Principal, confirmed that the proposal was to retain the FE tuition fees for 2019/20 at the same level as 2018/19, as detailed in the paper.

Following a brief discussion, the committee noted that adult courses would only be run if viable and that the apprenticeship fees reflected maximum funding, and agreed to recommend the proposed FE fees for 2019/20 to the Board for approval.

SF/amp

4.2.3 HE Fees 2020/21

The report was received and MC confirmed that the fees proposed were as detailed in the paper with no further changes proposed by the senior team. The proposal was to retain HE fees at the 2019/20 fee level for the majority of courses with new fees for taught MSc programmes, international learners and undergraduate programmes with embedded study tour/field trips.

The committee agreed the proposed fees for recommendation to the Board for approval and noted that, following the recent publishing of guidance for completing the Access and Participation Plan, the APP would be presented to a future Board meeting for approval.

MC/amp

5. DELEGATED MATTERS FOR DECISION BY, OR INFORMATION OF, THE COMMITTEE

5.1 Financial approvals

The report was received and considered.

MC explained that as agreed at the February Special Board meeting, to secure spending of TU funds by 31 March 2019, the Principal and Chief Executive and Director of Finance and Resources had approved the following orders, which excluded VAT, under delegated authority:

Supplier	Description	Amount
Eversheds LLP	Legal advice on Transaction Unit	£41,000.00
Protocol	Supply of Interim Consultant R Garcha	£43,614.99

Voice Path Limited	Fibre optic cabling for computer network and infrastructure	£61,910.47
Canon (UK) Limited	One colour and one mono digital press for college print – previously approved by the Chair and Board.	£71,030.05

The committee ratified these approvals.

The following orders were presented for committee approval:

Supplier	Description	Amount
Dartline Coaches	Provision of student transport	£44,544
First South West Limited	Provision of student transport	£39,068
For Farmers UK Limited	Feed for November 2018	£25,209
For Farmers UK Limited	Cattle feed for December 2018	£30,000
For Farmers UK Limited	Cattle feed for Duchy Farm January 2019	£30,000
For Farmers UK Limited	Cattle feed for February 2019	£25,000 no VAT
For Farmers UK Limited	Cattle feed for January	£27,500 no VAT
University of Plymouth	UoP external examiner charges for 2019	£32,933.09

The committee approved these orders subject only to clarification of the two orders with For Farmers for January 2019. MC

In addition the committee agreed to recommend to the Board for ratification the following orders over £100,000 ex VAT, which had been approved under delegated authority by the Principal and CE and Director of Finance and Resources:

Supplier	Description	Amount
Dell Computer Corporation	Supply of new laptops	£255,714.64
Dell Computer Corporation	Supply of new servers and network infrastructure	£468,422.18

The order with Canon (UK) Limited for replacement of existing multi-function printers at a cost of £238,267.50 had been approved by the Chair and ratified by the Board at its meeting on 6 February 2019. MC/amp

The additional paper which had been circulated by email detailing proposals for the lease of a JCB telescopic handler for Duchy Home Farm was received and discussed. MC reviewed the selection process which had been undertaken and approved the hire purchase arrangement proposed. The committee delegated authority to the Director of Finance and Resources to approve the hire purchase agreement and authorise the direct debit mandate to effect the agreement. MC

The committee approved the 17 debt write offs totalling £16,161.95 detailed in the report.

The committee noted the CCMS (2000) debt write-offs which had been reported to the company Board, and that there were no asset disposals over £10,000 or overseas travel since the last committee meeting.

5.2 CCMS (2000) Limited – Confidential

The confidential report was received and Peter Child, CCMS Board member, explained that the report differed slightly from the accounts presented to the CCMS Board on 19 March and were being clarified. He reassured the committee that there had been robust discussions regarding the performance which was being carefully managed. MC

6. DATES AND TIME OF NEXT MEETINGS

The next meeting would be held on 24 June 2019 at 9.00 am at CC St Austell.

Approved minutes

The dates for next academic year were also noted:

27 November 2019

11 March 2020

24 June 2020.

These meetings would be held at CC St Austell commencing at 9.00 am.