

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

**Minutes of the meeting of the Finance and Resources Committee
held on 24 June 2019 in the Boardroom, Cornwall College St Austell at 9.00 am**

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

~ denotes minute taker

1. **WELCOME**
The Chair welcomed colleagues to the meeting. KB also welcomed Jessamie Thomas, Deputy Corporation Secretary, who would be supporting these meetings in future.
- 1.1 **Declarations of interest**
No additional interests, to those already disclosed, were declared.
2. **MINUTES**
- 2.1 **Minutes of the Finance and Resources Committee meeting held 20 March 2019**
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 20 March 2019**
The confidential minutes of the meeting, as circulated, were agreed as a correct record and signed by the Chair.
3. **MATTERS ARISING FROM THE MINUTES**
- 3.1 **Health and Safety Matters (Minute 3.1)**
The RAG rated register had been noted at the Board meeting 3 April 2019, and the Principal confirmed that work on this was ongoing.
- 3.2 **Financial Approvals (Minute 3.2)**
A review of procurement would be shared with the committee at a future meeting. MC
- 3.3 **FE Fees (Minute 4.2.2)**
The committee noted that this item had been progressed.
- 3.4 **HE Fees (Minute 4.2.3)**
The committee noted that this item had been progressed. The Access and Participation Plan would be presented to the Curriculum and Quality Committee on 26 June 2019 and to the Board on 10 July 2019.

3.5 Financial Approvals (Minute 5.1)

The committee noted that this item had been progressed as agreed.

3.6 CCMS 2000 (Minute 5.2)

Michael Collins, Executive Director of Finance and Resources, explained that apparent inconsistency in accounts was due to TCCG forecasts being revised quarterly, whereas CCMS revision was monthly.

3.7 Lease Matters (Confidential Minute 4.1.2)

An update on Property Strategy progress had been presented on 22 May 2019 and 13 June 2019 to the Board for discussion and Governors had been well-briefed. A further update was included with the papers for this meeting.

4. FOR REVIEW AND PRESENTATION TO BOARD

4.1 Estates and Property Matters

4.1.1 Property Strategy Progress – 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 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.

4.1.3 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 April 2019 and May 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 Budget for 2019/20 (including proposed pay award) – Confidential

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

4.2.3 Three year financial plan – Confidential

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

4.2.4 CCMS Business Plan 2019/20 - Confidential

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

4.2.5 Financial Procedures:

- Foreign Travel and Travel and subsistence policy
- Counter-Fraud Policy

The report was received and the policies reviewed. The committee noted the importance of the Counter-Fraud Policy in terms of financial controls and agreed to recommend the policies to the Board for approval.

AMP

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

5.1 Financial approvals

The report was received and considered.

The following orders over £25,000 but under £100,000 ex VAT were presented for committee approval:

Supplier	Description	Amount
Cornwall Council	Transport services for Spring Term	£74,900 no VAT
Racewood Limited	Dressage simulator	£46,250
City & Guilds of London Institute	Learning subscription charges January 2019 to December 2021 inclusive	£41,580 no VAT
Protocol	Interim consultant R Garcha	£35,800
Lawry Building & Maintenance	Concreting and drainage works to Horse Walker Yard at Stoke Climsland	£32,506
Brady Construction Services Limited	Future Farm construction design work including structural design	£30,000
Theobald Tarmacadam Limited	Resurface Church Road to carpark at Camborne campus; patch holes Trevithick	£25,440
Jones Lang Lasalle	To advise and prepare reports to inform Estates management strategy	£25,000

The committee approved these orders.

MC

The committee approved the 10 debt write offs, totalling £18,534.95, detailed in the report.

No new CCMS (2000) debt write-offs had been reported to the College's attention.

The committee approved the sole disposal over £10,000, which was the disposal of a loader tractor with market value of £15,000, which had been traded in for a new model.

There had been no overseas travel booked since the last committee meeting.

5.2 CCMS (2000) Limited – Confidential

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

5.3 Legal Expenses

The report was received. The committee noted the cost of legal and professional advice, incurred between 1 June 2018 and 31 May 2019.

5.4 Insurance arrangements – Confidential

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

6. **DATES OF NEXT MEETINGS**

The committee agreed that an additional Finance and Resources Committee meeting would provisionally be scheduled for 1 October 2019, at CC St Austell, commencing at 9.00 am. Subsequently, it was decided to stand down this meeting as the Board would be briefed on key financial matters when they met in September.

27 November 2019

11 March 2020

24 June 2020.

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