# Trustee Board - Minutes 10 October 2016

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| In Attendance: |
| Trustees | Non-Trustees |
| Kira Cox **(KC)** – Chair | Steven Cox (SC) – Student Activities and Engagement Coordinator |
| Pranay Raj Shakya (**PS**)  | Phil Benton (PB -Acting General Manager) |
| Carys Jones (**CJ)** | Caroline Bates ( General Manager) |
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| **No.** | **Agenda Item** | **Action Responsibility****& Date by** |
| 1 | **Welcome from Chair**Chair opened meeting **Apologies** Ayo Akinrele (**AA**) Chair stated that the meeting was inquorate and any minutes taken would have to be ratified at the next quorate meeting.  |  |
| 2 | **Conflicts of Interest**There were none |  |
| 3 | **Minutes from last meeting** **Agreed** as a true and accurate with the exception of typographical errors PB indicated that he would e mail reserve minutes to trustees | PB |
| 4 | **Matters Arising** None  |  |
|  | Year End Accounts July 2016 TB170PB introduced the year end accounts stating they had yet to be signed off by CCW. LHSU due it’ sign will not have to report the pension deficit as part of its accounts for the next twelve months. Due to an increase in media sales there is now a surplus of around £2000. However restricted funds are in deficit.CJ Asked how long the SU had been with CCWKC – We agreed to go to tender for accounts at the last AGM.CJ – What is the intention of reserves and how much do we need.PB It is good practice to have 6 months operating costs in reserve.  |  |
| 5 | **Union Update** **(paperTB171)**KC introduced the paper and highlighted key aspects that had changed since the previous meeting |  |
| 6 | **Advice Services Update (paperTB172 )**CJ raised concerns about the sustainability of taking up advice services on behalf of the university and that we need to assess how much extra time is taken up by the increased workload and what its effects are on student voice services.  |  |
| 7 | **Deactivation of Clubs and Societies (paperTB162)**SC introduced his paper regarding formalising a process for the deactivation of dormant student groups and redistribution of funds. Concern was expressed about the synergy of this proposal and current finance regulations which state that dormant groups funds should be distributed to groups with similar aims. PB also mentioned that funds raised by the group directly couldn’t be generally distributed whilst funds granted by the Students’’ Union could be. SC to represent the paper after further investigation**.**  | SC |

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| 8 | **Student Trustee Recruitment (paperTB174)**KC presented the report A discussion ensued about the relationships between the role of forum chairs and student trustees PS Preferred trustees to be forum chairs CS Better democratic connection to have part time officers as forum chairs. It was agreed to have Part time officers to chair forum meetings. CS suggested that external person such as a NUS staff member might sit on interview panel.Paper and timetable were approved. |  |
| 9 | Urgent Business – PS Raised the issue of approval of the extension if his International visa. This was approved. SC raised the issue of extension of Sports Administration Assistant contact from march 31st till May 31st to cover hand over to new teams and sports development issues. This was agreed in principle depending on funds, further report to be tabled at next trustee meeting CB Requested that she returned to work on a 0.8 contract.This was agreed. PB to source staff support until the end of March  | CB/SCPB  |

**Chair closed the meeting.**

**Date of next meeting : 17th January 2017**