

Sidney Sussex College

The Minutes of the Annual Meeting of
COLLEGE COUNCIL
Held in William Mong Hall
on Wednesday 28 June 2023 at 10am

In attendance:

Senior members:

The Master, Acting Vice-Master, Senior Tutor, Bursar, Ms Baskerville, Dr Bordin,
Professor Eilstrup-Sangiovanni, Dr Fulda, Dr Groom, Dr Lambert, Dr Öner,
Dr Ranasinghe, Dr Stasch

Student representatives:

Ms Mahmood (MCR President), Ms Morgan (JCR President),
Mr Nicholas (JCR Vice-President), Mr Robertson (Student Representative)

Also present:

Ms Adams (College Registrar / Council Secretary)

UNRESERVED BUSINESS

1. INTRODUCTORY BUSINESS

1.1 Apologies for absence

Apologies were received from Professor Garcia-Mayoral and Professor Reynolds. Professor Eilstrup-Sangiovanni, Dr Groom and Dr Öner apologised for their late arrivals.

1.2 Approval of Agenda

The agenda was **approved**, subject to:

- Item 3.5 (Chapel Committee Minutes) being withdrawn, as the minutes had not been received.

1.3 Declarations of Interests

There were no interests declared.

1.4 Confirmation of the minutes of the unreserved business of the Meeting of Council on 24 May 2023 (ACC.2023.06.28.1.4)

The minutes were **confirmed**.

a) Matters arising not elsewhere on the agenda

There were no matters arising.

2. REPORTS FROM OFFICERS

2.1 Master's Business

a) Bursar Recruitment Update

The Master reported that it had been agreed with the Master-elect that the Bursar's last working day would be Friday 13 October 2023. Terms had been agreed informally with an interim Bursar to serve for up to one year.

Minerva had been appointed as search consultants. In order to give the Master-elect a chance to shape the recruitment, the advertising of the role would be postponed until after he has started, with the aim of having a permanent Bursar in place by the end of 2023-24.

b) Draft Future Plans for Annual Report and Financial Statements 2023 (ACC.2023.06.28.2.1b)

The Master reported that the future plans to be published in the Annual Report would be finalised by Council at its first meeting in Michaelmas, and invited comments to be sent to the Bursar. It was requested that fellowship engagement be included, and the item on refurbishment of the College estate reflect improvements to physical accessibility.

Action: Bursar

The draft future plans were **noted**.

c) **Fellows' Re-election and Renewal Process (ACC.2023.06.28.2.1c)

The updated process was **approved**.

2.2 Senior Tutor's Business

a) Postgraduate Admissions Forecast (ACC.2023.06.28.2.2a)

The Senior Tutor reported that the number of students was below target, but the situation remained fluid; final numbers would not be known until matriculation. He noted the potential loss of accommodation income, but that the College could make up the difference by offering accommodation to postgraduate students beyond their first year or to postgraduate students of other Colleges.

The forecast was **noted**.

2.3 Bursar's Business

a) Budget 2023-24 (ACC.2023.06.28.2.3a)

The Bursar reported that:

- The overall budget showed an operational deficit of £1.15 million, due to the budgeted increase in operational

expenditure offsetting the budgeted increase in operational income;

- The successful work of the Conferencing Team to increase external conferencing trade was recognised, although there was a natural limit to how much more income could be generated via that source;
- The most significant increase in operational expenditure came from inflationary rises in power, heat and light;
- There was a decrease of nearly £600,000 in commercial property income since before the pandemic, which was not likely to be recovered in the short/medium term.

Student members raised concerns about the catering charges agreed at the previous meeting (CC.2023.05.24.2.3b). It was reported that the College's commitment to continue providing value meal items would continue, as would additional ongoing consultation with students about the menu, College facilities and the setting of accommodation and catering charges.

The 2023-24 budget was **approved**.

b) Research Fellowship Funding Review (ACC.2023.06.28.2.3b)

The Bursar reported that, while it was expected that two Junior Research Fellowships, one in Arts, Humanities and Social Sciences (AHSS), and one in Science, Technology, Engineering and Mathematics (STEM), could be funded for the 2024-25 intake, there were not currently enough funds available to support an AHSS Junior Research Fellow in 2025-26.

It was noted that the David Thomson Fund, which was ear-marked to fund an AHSS Research Fellow starting in September 2024, had been used in the past to buy out the teaching of a College Teaching Officer.

Council **agreed** that the Research Fellowship Competition proceed for the 2024-25 intake on the basis of the identified funding available, and **noted** that further consideration of available funding to hold a 2025-26 competition would be required during 2023-24.

c) **Financial Procedures Manual (ACC.2023.06.28.2.3c)
The Financial Procedures Manual was **approved**.

d) **Campaigns and Political Activity Policy (ACC.2023.06.28.2.3d)
The Campaigns and Political Activity Policy was **approved**.

e) **Easter Term 2023 Appeals and Charitable Donations (ACC.2023.06.28.2.3e)

Council **approved** the following donations:

- £300 to Blue Smile; and

- £300 to Cambridge Curiosity and Imagination.
- f) ****Annual Permission for any two of the Master, Vice-Master, Bursar and Senior Tutor to use the College Seal for the 2023-24 academic year**
The annual permission was **approved**.
- g) ****Appointment of Messrs Peters, Elworthy and Moore (PEM) as Auditors for the Audit of the 2023-24 Accounts**
The appointment was **approved**.
- h) ***Use of College Seal**
Council **noted** the use of the College Seal:
 - (i) Deed of Variation – Darwin Green
 - (ii) Subscription Form – Cambridge University Endowment Fund

2.4 Development Director's Business

- a) **Establishment of the Jean Young Fund**
Council **approved** the establishment of the Jean Young Fund with the:
 - (i) Draft Gift Agreement (approved in principle) (ACC.2023.06.28.2.4i); and
 - (ii) Fund Regulations (ACC.2023.06.28.2.4ii).

Council extended its thanks to the donors and to the Development and Alumni Relations Office.

2.5 Steward's Business

Nothing to report.

2.6 Student Business

- a) **June Event 2023 Update and May Ball 2024 Proposal**
(ACC.2023.06.28.2.6a)

The MCR President reported that outline plans for a May Ball on 15 June 2024 were supported by the Domestic Bursar, Head Porter, Head of Maintenance, Head Gardener and the Conferencing and Events Team. A Treasurer had been appointed and a budget would be presented for Council approval in Michaelmas Term. The May Ball Co-Presidents were encouraged to contact the City Council licensing team as early as possible, and to be mindful of the ticket sales limit to be agreed by College Council.

Council **noted** the June Event 2023 update, **approved** in principle the May Ball 2024 proposal, and extended its congratulations to the 2023 Co-Presidents and Committee for a successful June Event. It looked forward to receiving a full proposal for the May Ball for final approval in Michaelmas Term.

3. REPORTS FROM COMMITTEES

3.1 Prevent Committee

- a) ***Unreserved minutes of the meeting of 18 May 2023**
(ACC.2023.06.28.3.1a)

The minutes were **noted**.

3.2 Student Wellbeing Initiative Governance Board

- a) ***Unreserved minutes of the meeting of 18 May 2023**
(ACC.2023.06.28.3.2a)

The minutes were **noted**.

3.3 Buildings and Environment Committee

- a) **Unreserved minutes of the meeting of 22 May 2023**
(ACC.2023.06.28.3.3a)

The Bursar drew attention to the priority list of improvements identified by the Accessibility Working Group, based on feedback from the student body and the AccessAble audit. The agreed priorities to improve access via Staff Court Gate and install ramp access to the JCR / Chapel Court meeting rooms had been approved and a budget allocated by Finance and Needs Committee as part of the Major Works budget for 2023-24. The Working Group, having completed its work, had now been disbanded.

The Bursar also drew attention to the enabling works for the Blundell Boiler replacement as part of the College's decarbonisation plans.

The minutes were **noted**.

3.4 Library Committee

- a) ***Unreserved minutes of the meeting of 23 May 2023**
(ACC.2023.06.28.3.4a)

The minutes were **noted**.

3.5 Chapel Committee

Not received.

3.6 IT Steering Group

- a) ***Unreserved minutes of the meeting of 25 May 2023**
(ACC.2023.06.28.3.6a)

The minutes were **noted**.

- (i) ****Adoption of Email Footer for @Sid Email Addresses**
(ACC.2023.06.28.3.6a.i)
The use of a default email footer for @Sid email addresses was **approved**.

3.7 Investment Committee

- a) ***Unreserved minutes of the meeting of 31 May 2023**
(ACC.2023.06.28.3.7a)
The minutes were **noted**.

3.8 Equality, Diversity and Inclusion Committee

- a) ***Unreserved minutes of the meeting of 1 June 2023**
(ACC.2023.06.28.3.8a)
The minutes were **noted**.

3.9 Development Committee

- a) ***Unreserved minutes of the meeting of 9 June 2023**
(ACC.2023.06.28.3.9a)
The minutes were **noted**.
- (i) ****Donations Solicitation and Acceptance Policy**
(ACC.2023.06.28.3.9a.i)
The policy was **approved**.

3.10 Finance and Needs Committee

- a) **Unreserved minutes of the meeting of 12 June 2023**
(ACC.2023.06.28.3.10a)
The Bursar drew attention to the 2022-23 audit, noting that the newly-introduced standards required significant additional work by College staff, and that the auditors had not yet identified any issues in the pre-work that they had undertaken.

The minutes were **noted**.

3.11 Student Awards Committee

- a) ***Unreserved record of decisions made by circulation**
(ACC.2023.06.28.3.11a)
The record of decisions was **noted**.

4. OTHER BUSINESS

4.1 Any other business

**a) Request for permission to analyse the Candia skull
(ACC.2023.06.28.4.1a)**

The Council, noting that funding for the project had been donated by Classics alumni and the proposal was supported by the Muniments Room Standing Committee, **approved** the request for the Candia skull to be analysed at the Duckworth Laboratory during the Long Vacation.

b) Retiring members of Council

The Master thanked Drs Fulda, Öner and Stasch and Ms Baskerville for their service on the Council. Council also offered its thanks to the Master for ten years as Master and as Chair of the Council.

4.2 Date of next meeting

Wednesday 11 October 2023 at 2pm in the William Mong Hall.