

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

Minutes of a Meeting held on Wednesday 14 February 2007 at 5.00pm

Membership:	* Mr P Wilding	Business Member	Chairman
	* Ms J Armstrong	Principal	
	* Mr G Batho	Business Member	
	* Mr C Cardiff	Business Member	(In the Chair)
	* Mrs L George	Local Authority Member	
	* Mr M Rushworth	Business Member	
	Prof C Turner	Co-opted Member	
	* Member present		
Quorum:	4 Members required	6 present	Meeting quorate
In Attendance:	Mr S Burrell	Clerk to the Corporation	
	Mrs C King	Chief Accountant (CA)	
	Mr D Moir	Director of Finance & Information Services (DFIS)	
	Mr P Phillips	Deputy Principal	

17. Pre Meeting Presentation

Staff Satisfaction Survey 2005/06

The Principal gave Members a presentation based on that given to staff at the recent Staff Briefings, and updated Members on the outcomes of the various Team Meetings.

PART 1 – NON CONFIDENTIAL MINUTES

18. Apologies for Absence

None received.

19. Declarations of Interest

Mrs George declared an Interest in Item 8 (Gresley Road).

20. Notification of Any Other Business

There were no items of Any Other Business notified.

21. Minutes of the Previous Meeting

The Minutes of the meeting held on 8 November 2006 were confirmed as a correct record and signed by the Chairman.

22. Matters Arising

1. Staff Liaison Committees (Minute 5.1)

The Deputy Principal advised that the Support Staff Ctte was supportive of the proposal to merge, and that the Teaching Staff Ctte was due to consider the proposal at its meeting on 15 February 2007. An update would be made at the next meeting.

ACTION: Deputy Principal

2. Book Shop (Minute 5.2)

The Deputy Principal advised that Blackwell's, the College's external book supplier, had expressed an interest in opening a shop facility at the College for both College and public use. The proposal under discussion included the opportunity to train retail students in the proposed bookshop. A progress report would be made at the next meeting. **ACTION: Deputy Principal**

3. Staff Satisfaction Survey 2005/06 (Minute 11)

An update was given in the presentation by the Principal at the commencement of the meeting.

4. Review of Committee Terms of Reference (Minute 12)

The Clerk tabled an updated copy of the schedule of policies for Members information.

23. Management Accounts 2006/07 and Key Performance Indicators

The Management Accounts 2006/07 for the period to 31 Dec 2006 was received. The DFIS advised that he was currently undertaking a detailed six-monthly review of the budget and would propose any changes at the next meeting. **ACTION: DFIS**

The DFIS took Members through the report and updated members on a number of matters. He also advised that he was currently forecasting the end of year outturn as a surplus of £533k.

The DFIS took Members through the KPIs for December 2006 and advised that a number of the KPIs were continuing to improve against the previous year.

The report was noted.

24. Franchise Contracts Progress Reports

A written report updating members on progress was received and considered. The Principal advised that franchise activities were on target. The report was noted.

25. Estates Committee

The Minutes of the Estates Cttee meeting held on 1 November 2006 were received and noted.

26. Revised LSC Financial Memorandum Part 1

A written report was received and considered. The Clerk advised that the LSC had revised the Financial Memorandum following consultation within the Sector. He highlighted a requirement for the Corporation to ensure that there were specific procedures in place that it (the Corporation) would expect the Clerk to follow if he (the Clerk) believed the Corporation or any of its Members were seeking to act beyond their powers. A proposed process was considered.

Members expressed their concern at the wording of the proposal to authorise the Clerk to obtain initial legal advice on such matters without the agreement of College Management or the Corporation. It was proposed that this section be amended to read "... to obtain further advice on such issues with the agreement of the Corporation."

It was RESOLVED to RECOMMEND to the CORPORATION that:

- 1. The conditions of funding set out in the revised Financial Memorandum Part 1, be noted,**
- 2. The procedure set out in Paragraph 3 (as amended) of the report be agreed.**

27. Property Strategy

1. General Matters

A written report was received and considered. The Principal updated Members on continuing progress. She advised that the Education Case had been presented to the LLSC and their favourable comments received, and that the Financial Case was continuing to be developed. She also advised that there were increasing concerns regarding the re-development of the current sites, and that the preferred option would be to develop a 'brown field site' as this would result in a shorter build-time, and reduced overall costs.

2. Gresley Road

The Principal advised that the Marketing Pack for the disposal of Gresley Road had not yet been issued by the Council. She also outlined B&DBC's appraisal criteria for the consideration of bids, which was based on: 60% cost, 24% use, 14% deliverability and 2% environmental sustainability. The Principal also confirmed that she was due to meet with the Portfolio Member responsible for the disposal of the site during the following week.

3. Architect's Fees (KSS)

The DFIS advised Members on a problem related to the failure of Hornagold & Hills to brief properly KSS and that their (KSS) fees for services to date were £44,820 against a quote of £24,900. The DFIS stressed that the work undertaken by KSS was not invalid as it would be required in the future as part of the ongoing property development process. The Chairman of the Committee suggested that a letter of concern be sent to Hornagold & Hills seeking a contribution to these additional costs.

ACTION: Principal

It was RESOLVED that payment of the costs of £44,820 be agreed.

(Proposed by Mr Cardiff, seconded by Mr Wilding)

4. Property Adviser's

Concern was expressed at the lack of confidence held in Hornagold & Hills, and it was proposed that their contract not be extended. The Principal advised that Tenon had undertaken an independent review of the situation and had made a verbal report earlier that day. She was due to meet with Tenon on 19 February 2007 to discuss potential replacement property advisers, and a recommendation would be made in due course.

ACTION: Principal

5. 'Red Book' Valuation

(Phil Wilding made a Declaration of Interest as he knew a senior member of Shackleton Blackmore - who had submitted a tender for consideration)

The DFIS tabled a copy of an email from Hornagold & Hills regarding tenders received to undertake a 'red book' valuation of the Gresley Road site. Members noted that 3 formal tenders had been received, and that the recommendation was to appoint London Clancy. It was noted that London Clancy had not submitted the lowest tender, but members recognised that they had a good local knowledge, understood commercial property valuations and had undertaken satisfactorily work for the College in the past.

It was RESOLVED that London Clancy be appointed to undertake a 'red book' valuation of the Gresley Road site, at a cost of £3,500 plus VAT.

28. Any Other Business

There were no items of Any Other Business discussed.

29. Dates and Time of Future Meetings

Wednesday 23 May 2007, commencing at 5.00pm.

Wednesday 27 June 2007, commencing at 5.00pm.
