

Minutes of UWESU Trustees Meeting

25th July 2013 at 5:30pm

Present:

Trustees:	Charlie Roper (CR)	President & Chair
	Chris White (CW)	VP Sports & Health
	Tom Renhard (TR)	VP Community & Welfare
	Hannah Khan (HK)	VP Societies & Communication
	Craig Pocock (CP)	External Trustee
	James Clune (JC)	External Trustee
	Chris Nicholls (CN)	Student Trustee
	Holly Manners (HM)	Student Trustee

Apologies:	Peter Brasted (PB)	External Trustee
	Megan Edmunds (ME)	VP Education

Trustees elect:	Anthony Harding	Student Trustee elect
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In attendance:	Hugh Boyes (HB)	General Manger
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Apologies received from Peter Brasted and Megan Edmunds.

01/14 Minutes of the Previous Meeting:

The minutes of the meeting held on 27th June 2013 were agreed.

02/14 Matters arising:

1. Officers reports to be no longer than one page, to be agreed as a group and to be sent out with the papers for the meeting. ***To carry forward to next meeting.***
2. HB to ensure that a full and complete report on the summer ball is produced at the next meeting of F&GP in July. ***This was done at the meeting of F&GP on 25th July. HB went over the four action points that had been agreed by F&GP.***
3. HB to ensure that monthly written report on the progress of the building is made to F&GP and circulated to all trustees. ***Report sent 28th June, report will be sent shortly for July.***
4. HB to contact University about type of contract with BAM and whether JC can sit in on monthly meetings once construction starts. ***This was done on 1st July, university have agreed that JC can attend relevant meetings.***
5. Five officer trustees to decide which one of them will be the director of UWESU Services Limited. ***It was agreed Tom Renhard was to be the director.***

6. CR & HB to report back on any capital contribution agreed to the new building. **None to date.**
7. HB to circulate comments on trustee survey to all trustees. **Done on 28th June.**
8. HB to set up additional trustee meeting at end of July. **Done**
9. CR to liaise with CP to arrange appraisal of the General Manager. **To do after this meeting.**

03/14 Block Grant & Budget for 2013/14

There was considerable discussion around the papers submitted and questions raised. The decisions made were;

- The surplus should be £6,000 before the Nursery surplus is added;
- The level for expenditure to be capitalised is to be increased to £2,500;
- The capital budget is set at £40,000;
- F&GP are to agree any minor adjustments and clarifications within the limits set above;
- Agreed funding to the society for the printing of Western Eye shall be reduced to £2,500;
- Agreed of the £10k one-off grant, £5k shall be allocated to the Networks and £5k to Societies, CR to seek reassurance from UWE.

04/14 Election dates & Returning Officer

Agreed dates for elections and appointment of Stuart Hook as Returning Officer.

05/14 Interest Rate for intercompany loan

It was agreed that interest of £2,346 should be paid by UWESU Services Ltd to UWE Students' Union in respect of the intercompany loan.

06/14 Recruitment of External Trustees

It was agreed that the President would lead the recruitment and that he would be joined by CW, HM and JC to form the Appointments Committee. The process would start in September.

07/14 Audit Plan

The proposed audit plan by Baker Tilly was noted. The accounts would be presented at the next trustee meeting.

Time and date of next meeting: Thursday 17th October 2013 at 5:30pm in 4F10

Action Points

1. Officers reports to be no longer than one page, to be agreed as a group and to be sent out with the papers for the meeting.
2. CR & HB to report back on any capital contribution agreed to the new building.
3. CR to seek reassurance from UWE about proposed use of £10k grant.
4. CR to start trustee recruitment in September.