

Finance and Compliance Committee Meeting, 14.10.20

Present: Tom Fletcher Manuel (TFM), Madeline Wilson (MW), Jeremy Dodd (JD), Kirstin McCann (KM)

Agenda Point	Discussion	Actions and Owners
Policy Documents	<p>TFM: The policy documents for disciplinary action, etc, need to be updated as some of these are extremely outdated with a lot of inaccurate procedures - we need to have in writing what the proper procedures are in case a situation arises. I don't believe we physically store important or confidential documentation and that the president really fines people. Maddy, do you know where things are stored or what the procedures are?</p> <p>MW: Everything is stored on the password protected google drive and when things go wrong college is involved more than the JCR, with the president. I'll contact Saskia to find out more.</p> <p>TFM: We should set some deadlines for when these will be updated, and I think we should have them completed by the next full board meeting for approval so the 5th of December. I am happy to take the lead on drafting the policies unless anyone is keen to be involved, otherwise once they are drafted, I'll ask for input.</p>	<p>TFM to update the relevant documents and circulate to FCC before the full board meeting</p>
Marquee Invoice	<p>MW: We need to retrospectively approve the marquee spend. Trustees are allowed to approve expenditure of £5000 and above. The reasons for the marquees are to increase the bars capacity to hold more events in college, allow more livers in to be in the bar socially distanced, and also by keeping them in college it will prevent them from constantly going into town thus protecting the wider Durham community. This is being retrospectively approved as there was a lot of back and forth between college and the university, we got college and university funding. The marquee spend was £6000 for us.</p> <p>JD: We can approve up to £5000 before bringing it to the full board?</p> <p>TFM: No, here in this committee we have the power to approve £5000 and above and</p>	

	<p>then the board have to accept they've given us this power.</p> <p>MW: It was discussed beforehand at the last meeting.</p> <p>TFM: Anyone got any questions or want to query the spend? Pass it on a general Aye?</p> <p>All: Aye</p> <p>TFM: Generally we would want to approve something like this beforehand but is being approved retrospectively due to these exceptional circumstances and the rush for this for freshers, this committee also wasn't formed.</p>	
AOB	No other business	