

Finance and Compliance Committee Meeting 22.3.21

Present: Maddy Wilson (FCO), Tom Manuel-Fletcher (External Trustee), Kirstin McCann (Student Trustee)

Apologies:

Absent: Stephanie Root (External Trustee)

Agenda Point	Discussion	Action Point
	<p>MW: I want to talk a lot about GDPR stuff and this is the breakdown, I have compiled a list of emails to ask them to delete the data, this has been successful so far but students are stressed so I'm focussing on exec as their drives and inboxes tend to go further back.</p> <p>TFM: Just anything from when someone has left.</p> <p>MW: 5 years is the cutoff and there is a lot on the social drive. In terms of policy, we have a new one thanks to TFM.</p> <p>TFM: With the new document I am waiting for a response from my friend on how we proceed from here, what are the next steps for GDPR compliance. I don't think there have been breaches, just little things about links to our t&cs and to our policy. My understanding is that when we collect info we need to report on how it was collected, how we store and its purpose and we need to know which of these we need to do.</p> <p>MW: I will wait on further advice from you.</p>	

TFM: We need to do an audit of what we do hold and in the next month or two, what info we have, where it is and do we know how we got it etc.

MW: Mainly through google forms and that is consented, we collect a lot on social comm with balls and we delete fresher fairs information.

TFM: Best to check with the boat club as I'm sure they have a lot and we need to know what it is and it used to be a lot of personal stuff so we need to follow up.

MW: I will contact the boat club and sports and socs chair. With salaries and accommodation the uni being difficult but I will be contacting them repeatedly.

TFM: They've always been bad.

MW: Management accounts, I can remember issues with these from the meeting.

TFM: Check the insurance, ask for the minutes from MP.

MW: I will drop an email but have done the drop down thing.

TFM: I think it was just that and highlighting that maybe we should note about insurance changes.

<p>Summer term spending</p>	<p>MW: I've looked at how much money we have left from last year and this, it is a lot. I think we have enough to give Cuth's day £25k and make it £1 a ticket, 25k is a top end estimate for it's full budget. From last year we have £77k left.</p> <p>TFM lets his dog out.</p> <p>MW: Some of this will go on sports and socs as we have made subs free, want to halve the price of summer ball to make it inclusive and make sports and socs formal free, do I need to run it through the board but think we can just do it as a committee?</p> <p>TFM: Maybe check but I think it's a great idea, spend what you can. Years ago we had a lot of money, we had a separate events company but don't think that is allowed.</p> <p>MW: football did the same lol</p> <p>TFM: We inherited charity status from uni so we had 'Cuths Ents' and we had money just being channeled in but we shouldn't so we liquidated it and had £100k so cuths day was wild with fireworks and just fun but yes spend as much as you can. With the year all students have had a day of relaxation is in line with our aims.</p> <p>MW: I will email the board and will say as a sub committee it has passed.</p> <p>TFM: outline expenditure points to the committee with Saskia and then when we can approve it as a committee over email and then send it to Sean and he can decide if he wants a full board meeting to approve but I think he won't but might be needed with the amount.</p>	<p>MW to email board to approve cuths' day</p>
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AOB	<p>MW: Is there AOB besides audit?</p> <p>TFM: I know the JCR takes payments and the info collected as part of that isn't stored?</p> <p>MW: only emails on stripe.</p> <p>TFM: is that all consented to?</p> <p>MW: Yes, Stripe has their own policies and students consent to it.</p> <p>TFM: Go through the policy and see that it doesn't conflict with any of our day to day aims.</p> <p>MW: I don't know how we get it to draft to the website, we have the others that need to be in format and on the website, I think that is MP's job.</p> <p>TFM: I can chat to him to help him with the format, I just don't know how to upload. Auditing is the main thing. Another grey area are the minutes which contain identifiable info.</p> <p>MW: This has been mentioned before and some students keep MP in line with compliance.</p> <p>TFM: Don't spend too much time worrying we need to keep minutes for historical purposes.</p> <p>MW: People can ask to be removed from minutes with initials to just 'student'.</p> <p>TFM: In an email to Sean, do we need a full board or finance sub committee, don't think we need the full board as we as a committee can spend unlimited amounts. If there is anything else, email me or even text me.</p>	
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