

Liaison Committee Minutes

Wednesday 3rd March 2pm, Senior Tutor's Office

Attendance:

Professor Worster, Senior Tutor
Professor Gray, Dean of College
Dr Pullen, Junior Bursar
Professor Hilton, Steward
Alice Goodman
Mr Stuart Haigh, TCSU Senior Treasurer
Alex Sault, TCSU President
Victoria Spence, TCSU Secretary
James Strawson, TCSU Vice-President

Apologies:

Mr Landman (Senior Bursar)
BA Society President
BA Society Secretary
BA Society Liaison Officer

1. **Matters arising from last meeting's minutes**
Minutes of last meeting accepted. No matters arising from them.
2. **Matters arising from College Council**
No matters arising from College Council.
3. **Matters arising from the Junior Bursar**
 - 3.1. **Kitchen and Electricity Works**

Testing and upgrading of the electricity systems before the switch to a new substation should be complete by the end of the week. Cables are in place for the temporary generators in Brew House Yard. Sunday will see the switchover to generator power for the main part of college (excluding the Chapel and Kings Hostel). Works are to start at 8am and hopefully be finished by 1pm. EDF will switch off the main power on Sunday evening. College will be using the generators for 10 days and the switch back to mains power will be faster than the one to the generators.

The works which were due to take place over the Christmas vacation are late due to unforeseen weather issues and EDF's own timetabling. They are taking place now rather than during the Easter vacation so that they will be finished in time for exam term.

New cabling will also be put in place during the vacation.

Rent reductions have been offered to those living in the corners of New Court. 3 complaints were received but they have now been resolved. Although the generators are in acoustic containment, there will be some unavoidable background noise.

Brew House Yard is fenced off for the duration of the works. The College would like to remind students that moving the barriers and going through anyway is dangerous as it is a building site.

Action: The Junior Bursar and TCSU to email the student body.

3.2. Physical Security in College

Various incidents have taken place within college recently. College intends to tighten the physical barriers preventing entry to college, put a Salto lock on the pavilion, upgrade the lighting, and install CCTV at Old Fields. The College also plans to install CCTV at the corner of Burrell's Walk.

In addition, College asks for the cooperation of students in helping ensure the security of all in College and in particular asks them not to open the college doors for strangers.

TCSU raised the question of more Salto locks on gates so that they can stay unlocked all night. This idea will be returned to once the building works are complete. The Heritage authorities need to be consulted in every case as the College buildings are listed.

Action: TCSU to email student body reminding them to lock their doors and not let strangers into college.

3.3. Laundrettes

College laundry equipment (especially in Angel Court) is wearing out but rooms need to be completely refitted as the ducting and venting also needs replacing if new equipment is fitted. This will not happen before the Long Vacation.

Possibility of contracting an external company to run them has been explored and abandoned as the number of potential users per machine is too low for it to be profitable for them.

An alternative option is for all students to pay a fixed laundry charge within their room rent and then have unlimited use of the machines. TCSU approves of this suggestion.

Action: Junior Bursar to bring provisional figures to next meeting.

3.4. Personal Possessions Insurance

Other colleges currently provide possessions insurance for students. Churchill use Endsleigh, but Downing use NWB which is offering us a better contract and will be the company we use if this plan goes ahead.

One condition is that there is no opt-out, although students will be able to increase their cover if they wish to.

It is likely to cost 30p per week, for the full 52 week period, due to the administrative difficulties in arranging only term-time cover. TCSU agrees that this is sensible.

The contract will cover all properties administered by college, including those outside the main college.

Students will be charged in 3 £5.20 instalments on their college bill. The charge will appear separately from the room rent. Charges will start from the beginning of the next academic year.

Query was raised about the exact definition of 'Home' in the contract; whether it refers only to the student's room or to the whole of college.

Action: Junior Bursar to check exact definition of 'Home'.

3.5. Changes in Commercial Tenants in Jesus Lane and Bridge Street (probably principally of interest to BA society)

Patisserie Valerie has opened in one of the college properties. One other possible tenant has recently fallen through, leaving a vacant shop. Cult clothing will be leaving between the 15th and 17th March and moving to Lion Yard. Cotswold Clothing will be replacing them and fitting out until the beginning of May.

College will be in touch with those whose rooms will be affected.

The Post Office is currently looking elsewhere for alternative options.

3.6. Fire Equipment

Since the start of term there have been several separate incidents where fire equipment has been tampered with or moved by persons unknown.

College wishes to alert students to the potential dangers of this; if there were to be a fire and the equipment is not working it could prove fatal.

Action: Junior Bursar and TCSU to send emails to student body

4. Steward's Business

4.1. Junior Catering Committee

The Junior Catering Committee should meet every term. Caterers have contacted TCSU to arrange a meeting and have had no response.

Action: Alex Sault to ask the Junior Steward to arrange a meeting with the caterers.

5. Matters arising from TCSU

5.1. WPR Renovations

No confirmed deadline for the end of work on the WPR. Delays with electricity work may push it back.

Action: Junior Bursar to investigate when the work is expected to end

5.2. Library Hours

TCSU proposes the extension of the summer library hours to cover every term. Holidays would keep the shorter hours and the new hours would be introduced from October.

Many other colleges have longer hours, and several have automated librarians allowing them to remain open 24 hours a day. This idea was rejected as it leads to the theft of library books.

Currently the majority of the night workers (8.30pm-midnight shift) are grad students. Issues to consider would be cost and safety of staff while working late.

Alice Goodman raised an objection to the later closing, while the rest of the committee approves of the idea.

Action: Alex Sault to write to Senior Tutor with details of proposal. Senior Tutor to then write to Librarian.

6. Matters arising from the BA society

No matters arising from the BA society

7. AOB

7.1. Green Survey

Green survey is aimed at small colleges and does not reflect the efforts Trinity makes towards helping the environment.

Action: Alex Sault to contact CUSU explaining the difficulties posed by their survey.

Victoria Spence, 5th March 2010