

Liaison Committee Meeting Minutes

Wednesday 5th March 2014, Deighton Room

Attendance:

Prof Grae Worster - *Senior Tutor (Chairman)*
Prof Kevin Gray – *Dean of College*
Dr Rod Pullen - *Junior Bursar*
Revd Christopher Stolz - *Chaplain*
Dr Stuart Haigh – *TCSU Senior Treasurer*
Dr George Corbett - *Fellow*
Ms Janina Voigt - *BA President*
Jeremy Bernstein - *TCSU President*
Thomas Hughes- McLure - *TCSU Vice-President*
Leo Sands - *TCSU Secretary*

Apologies:

Dr Peter Sarris - *Steward*
Mr Rory Landman – *Senior Bursar*
Prof Rebecca Fitzgerald – *Advisor to Women Students*
Sun Lee – *BA Society Liaison Officer*

1. Matters arising from last meeting's minutes

- a. Although last minute's meetings were circulated via email, it was agreed that the minutes of the Liaison Committee meeting held on 22nd January 2014 ought to be brought to the next Liaison Committee Meeting (30th April 2014) for approval.

2. Matters arising from College Council

- a. It was established that earlier this term the College Council had extended the smoking ban to all rooms within college, this extension will come into force from 1st October 2014.

3. Matters arising from the Junior Bursar

- a. **Matters concerning the use of the lift in the Wolfson Building were raised.**
 - i. The Cambridge Fire and Rescue Service have announced that they will no longer respond to call outs for lifts unless there is an imminent threat to health or life. As such, the porters would be trained to be able to release college lifts in the case of technical malfunction.
 - ii. It was agreed that students ought not to wedge the doors of the lift open, as often happens at the beginning and end of each term as this can cause the lift to fail. It was agreed that this ought to be communicated to college members by the Accommodation Office.
- b. **Matters concerning the location of BA Formal pre-drinks were raised.**
 - i. Due to fire safety concerns, the OCR's maximum capacity is 100 occupants but this is being exceeded and that a new location for BA Formal pre-drinks needs to be arranged.

- ii. It was generally agreed that two alternative solutions were the most viable:
 - 1. It was suggested by the Senior Tutor that the college bar could be used in conjunction with the OCR.
 - 2. It was suggested that a second BA Formal Hall took place each week, and the Senior Tutor observed that there was a capacity for this either on Monday or Wednesday evenings.
- iii. It was agreed that these options would be communicated to the BA Society for their consideration and feedback.
- c. Matters concerning the use of underground bike stores were raised.**
 - i. Staff representatives in the Staff Consultation Committee have suggested there were a number of spaces in the bike store which had been assigned to students but were not being used. Instead, it appeared that students were using storage spaces elsewhere in College, making it more difficult for members of staff to find space to store their bike.
 - ii. The Junior Bursar would inform all students that they ought to use the underground storage to which they have been assigned, or to give up their space.
 - iii. It was suggested that the refurbishment of New Court is likely to complicate the issue.
- d. Matters concerning the *Tour de France* on 7th July 2014.**
 - i. The route of the *Tour de France* (down Sidney Street, Bridge Street, St John's Street, and then Trinity Street) would cause disruption from 5am of this date, from which point the route will be closed to traffic.
 - ii. It has not yet been established whether the route will also be closed to in the period to pedestrians in the periods before and after the race. It was hoped that a meeting with the City Council in April 2014 would resolve this question.
 - iii. It was agreed that BA students in residence over this period ought to be notified of the planned disruption, and further details provided when available.
- e. Matters concerning Bidwell's management.**
 - i. It was established that Ms Mandie Webb (who had previously managed Trinity's external residential properties on behalf of Bidwell's management), has left the position. In her place, it was established that Ms Teresa Peters had taken on the role as a temporary replacement. It was established that discussions with Bidwell's management over the future permanent arrangements are on-going.
 - ii. It was agreed that Ms Peters will carry out an effective audit of properties, in order to identify what work may be needed in the short term.
- f. Matters concerning end of term/beginning of term baggage.**
 - i. It was established that from Monday 17th March New Court will be closed to vehicles (including for drop-off). Arrangements for baggage drop-off at the beginning of Easter

Term had been sent to all students. They would be reviewed and amended if necessary in the light of experience at that time.

g. Matters concerning end of term/beginning of term security.

- i. It was established that this period is the time of highest risk for petty theft.
- ii. It was established students should be reminded not to leave their room doors unlocked, or to leave baggage unattended, even for short periods.

h. Matters concerning ANUK Registration.

- i. It was established that the inspection had been completed, but that the Junior Bursar had not yet seen the report on it. He expressed his thanks to the Presidents of the BA Society and TCSU for meeting with the reviewers.
- ii. Reasonable confidence was expressed by the Junior Bursar that the College's registration will be confirmed as continuing.

i. Matters concerning hosting guests in college.

- i. It was established that the Accommodation Office is receiving a number of requests for family members to stay in College were being received, in particular for those younger than 18 years old and also increasingly for those younger than 16 years old.
- ii. It was established that because of Child Protection Legislation, the hosting of anyone below the age of 18 is problematic, particularly for those below the age of 16. As such, it was established that only in exceptional circumstances will minors be permitted to be hosted in student rooms. The Junior Bursar would circulate an e-mail to all students on this.

4. Matters arising from the Dean

- a. No matters arising from the Dean.

5. Matters arising from the Senior Tutor

- a. The Senior Tutor reminded the Committee that earlier this term the College Council had extended the smoking ban to all rooms within college, and that this extension will come into force from 1st October 2014.

6. Matters arising from TCSU

a. Matters concerning the TCSU Survey.

- i. It was established that over 280 responses had come in so far.
- ii. It was established that there was a complaint from a student about smoking in public spaces, and the Committee was reminded that there are designated public smoking areas in College.
- iii. It was established that a student had complained about the lack of peepholes in New Court accommodation.
 1. The Junior Bursar reminded the Committee that the doors in New Court are Grade I listed, and as such, no permission to drill peepholes was likely to be forthcoming. The twenty-four-hour porter presence in

the surrounding area was reiterated. Porters could be summoned at any time if a student had concerns for their safety.

b. Matters concerning the Living Wage campaign

- i. It was established that some members of the undergraduate body were concerned about the college's record with the Living Wage. It was established that, thus far, this concern was reflected in the TCSU survey.
- ii. It was agreed that if this was a concern for students, the Junior Bursar would be happy to attend an Open Meeting. The Junior Bursar reminded the Committee of the other benefits in kind received by college employee as part of their employment 'package'. These were part of the regular discussions with the elected representatives of the College staff, in the Staff Consultation Committee.

c. Matters concerning the Welfare Budget

- i. It was established that the TCSU believed it ought to spend down its growing reserves, but preferably on projects of long term benefit.
- ii. It was established that the TCSU ought to hold an Open Meeting to establish how its reserves ought to be spent.
- iii. It was suggested by the Senior Tutor that a reserves policy ought to be formulated by the TCSU Committee.
- iv. Preference was expressed by the Senior Tutor that the TCSU come to the College Council with a single Welfare Budget, rather than a series of *ad hoc* requests throughout the year for individual initiatives.

d. Matters concerning the use of the WPR over the summer for overseas students' storage.

- i. It was established that space for storage of personal effects of overseas students was very limited and that the Whewell's Court storage ran out of available space over the Long Vacation last summer.
- ii. It was established that the Catering Department is in control of the WPR.
- iii. It was established that the Mr Ian Reinhardt, Catering Manager, wanted the fact that the WPR may be in demand by other members of college over the vacation period to be raised at the Liaison Meeting.
- iv. It was agreed by the Committee that such demand would be relatively minimal during the Long Vacation.
- v. It was agreed that if the WPR was to be used for storage the TCSU was responsible for ensuring that the WPR be cleared of baggage at the beginning of the Michaelmas term in time for Freshers' Week ents.

e. Matters concerning the installation of a societies blackboard.

- i. It was established that the Catering Manager was now willing to have a societies blackboard installed in the servery corridor, and there was general agreement amongst the Liaison Committee that such an installation would be welcome.

- ii. It was established that such an installation would nevertheless need to be approved by the College Council.
 - iii. The question over whether such a blackboard ought to be covered by a glass layer to prevent any access to any body other than the TCSU and the Catering Department was discussed.
 - iv. It was agreed that an installation without such a protective glass layer would be preferable, as a protective layer would make it less likely for students to read the board.
- f. Matters concerning the display of allergen contents of food.**
- i. Concerns were raised over new EU regulations requiring the display of allergen contents in all foods.
 - ii. It was suggested by the TCSU that an information screen could go in the servery passage to display this information, along with menus and some college news. The Catering Department have expressed some support for this proposal.
- g. Matters concerning furniture in the JCR.**
- i. It was agreed that the Works Department could assist with advice on suitable new covers and sofas for the JCR. This will ensure that all new furniture is fire-resistant, and can be effectively maintained.
 - ii. It was established that BNY Mellon had offered to grant TCSU a gift of a table tennis table.
 - 1. It was agreed that the communication between the TCSU and BNY Mellon ought to be seen by the Junior Bursar for his advice on any potential conflict with general College policy on commercial sponsorship.
- h. Matters concerning an Alternative Prospectus.**
- i. It was established that the TCSU Access Officer intends to produce an Alternative Prospectus over the Easter period.
 - ii. It was agreed that the Senior Tutor will see a copy of the Alternative Prospectus before it be published, and that he ought to be presented with a possible budget for its publication, which if approved, the college would be satisfied to meet the costs of.
- i. Matters concerning tutorial notes.**
- i. It was suggested that access events that required student participation ought to be advertised through tutorial notes at the beginning of term.
 - ii. It was established that Jess Munro ought to get in touch with the Senior Tutor over this possibility.
- j. Matters concerning lighting on The Avenue**
- i. The President of the TCSU expressed the support of the TCSU for lighting on The Avenue to be introduced.

7. Matters arising from the BA society

a. Matters concerning the BA Survey.

- i. It was agreed that the President of the BA Society would distribute the report of the survey to the Liaison Committee after it has been completed by the end of the week.

- ii. It was established that a discussion of this report ought to be included on the agenda for the next Liaison Committee Meeting, to be discussed in conjunction with the findings of the TCSU Survey..
- iii. Preliminary findings of the BA survey concerning the bar.
 - 1. The survey found the bar to be unpopular, particularly the atmosphere and seating. It was established that BAs only use the bar during BA Society events.
 - 2. It was agreed by the Junior Bursar that there was some case for improvement of the bar.
- iv. Preliminary findings of the BA survey concerning internet allowance.
 - 1. It was established that there had been complaints that the internet allowance was too low.
- v. Preliminary findings of the BA survey concerning hall.
 - 1. It was established that there were a lot of complaints about the food served, particularly that it was not sufficiently healthy.
- vi. Preliminary findings of the BA survey concerning academic and pastoral care.
 - 1. It was established that in general BAs were content with these parts of college life.
 - 2. It was established that the 'College Contact System' did not function properly, and that Fellows ought to be encouraged to contact their BA 'college contact'.
- vii. Preliminary findings of the BA survey concerning accommodation.
 - 1. It was established that attitudes towards accommodation had improved since the last survey.

b. Matters concerning BA Rooms

- i. It was established that the cleanliness of booked BA Rooms was an on-going issue.
- ii. It was established that the kitchen area, the main location of uncleanliness, could not be locked as it is a designated fire escape route.
- iii. It was suggested by the Senior Tutor that an extra committee member be introduced to the BA Committee to oversee the booking of BA Rooms.
- iv. The TCSU President raised a concern over the accumulation of bulky items in the TCSU Meeting Rooms that need to be disposed of, but apparently pose a risk and need to be disposed of via a specific method (such as empty helium canisters).
 - 1. It was agreed that the Junior Bursar would speak to the Works Department about this issue.

c. Matters concerning the booking of public rooms.

- i. It was established that the Accommodation Office is working on a revised room booking form, which could be potentially put online. The revised form has not, however, yet been approved by all relevant College Offices.

8. Matters concerning attendance of the next Liaison Committee Meeting.

- a.** It was noted that Revd Paul Dominiak will be asked to attend the next Liaison Committee Meeting, in place of Revd Christopher Stolz, who is leaving the College.