

Liaison Committee Minutes

Wednesday 28th April, 2pm, Junior Bursar's Office

Attendance:

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

Apologies:

James Strawson, TCSU Vice-President
Eleanor Newbigin
BA Society Liaison Officer

1. Matters arising from last meeting's minutes

Minutes of last meeting accepted.

3.5: The Post Office has decided to reaffirm Kings Street as the location for the Post Office.

3.6: Emails re fire equipment have been sent out to the student body. Some colleges have warning posters about tampering with fire extinguishers.

Action: The Junior Bursar to look into posters.

4.1: Catering meeting still to come.

5.2: Change in library hours to be looked into after exams.

Action: Alex Sault to write a letter to the Senior Tutor.

2. Matters arising from College Council

2.1. Volcano

Any students with worries about dissertation deadlines or similar being affected by the volcano are advised to speak to their tutor.

3. Matters arising from the Junior Bursar

3.1. Kitchen works update

Easter electricity works are now finished but were delayed due to faulty equipment and EDF failing to keep to their timetable. Rent reductions would be maintained through the Easter Vacation for those affected students who remained in residence.

Trenching for cables in Baker House Yard and for drainage in Bishops Hostel should be finished by the end of the month according to the contractor. If it is finished on time, no rent reductions will be offered to students living nearby for the Easter Term.

The skip in Brew House Yard has been moved to the end of the avenue and the skip behind Brew House Yard is now in use and will require emptying. Rent reductions are being continued for affected residents in that corner of New Court.

3.2. CCTV Portugal Street; Burrell's Field; Old Field, etc

Lighting has been improved at Old Fields.

CCTV is being looked into but will be very expensive due to the number of cameras required and the difficulties of linking the system back to college. There is a possibility of having a system which only records and does not link to college. This would be used only as a deterrent or to provide evidence after any incidents.

Cameras are going ahead for the corner of Burrell's Walk

If any queries are made about the camera on Portugal Street, its location was approved by the City council and Police at the time of installation, and legal advice is that it complies with all relevant legislation.

3.3. SALTO locks – should we fit more?

More locks have been ordered, but some negative feedback has been received about the difficulty for visitors from other colleges.

Temporary visitor cards could be given to supervisees from other colleges who need access to the staircases in Blue Boar Court.

Action: Junior Bursar to establish practicality

3.4. Personal Possessions Insurance

'Home' has been clarified as referring to the whole of college, not just the students' individual rooms.

Double cover through parents' policies or mobile phone policies does not void the college policy, but there is a possibility that the insurance company may ask for some contribution from the other company or that other policies can be used as a top up once the college limit is reached.

RSA are looking into this clause. More information will be available by the next meeting.

3.5. Laundrettes

There is a potential issue of non-college members using the college laundry facilities if we move to an unlimited system, with flat fee charging.

Outsourcing idea is being reconsidered after further information about other colleges' systems. There might be fewer laundrettes, but they would be fully functioning, with a 24hour call out option from the company. The machines would use cash, not cards.

Possibility was raised of installing a change machine either in the laundrette or in the permanently open section of the bar for students to get coins for the machines.

Actions: Junior Bursar to investigate outsourcing and cash machine

3.6. Sainsbury's Refurbishment

The Junior Bursar has met with the contractors. Attempting to halt the work would result in time consuming litigation so the decision has been made to minimise the disruption instead. Sainsbury's will let college know when any particularly loud works are planned. Any noise related issues are to be directed to the Junior Bursar's office.

3.7. Wolfson Lift

The lift regularly breaks at the beginning and end of Full Term due to people jamming the doors open.

Action: Junior Bursar to email Wolfson occupants reminding them not to block the doors of the lift.

3.8. Room Rents

Trinity is one third up from the bottom of the list of college accommodation fees. There are 16 charging higher rents and 8 charging less.

The forecast increase in College operating costs for this year over last year is 8.8%.

Rents increased by 6% this year. The increase is unlikely to be less for the coming year.

TCSU would like to keep the rent system as it is now, not switch to rent banding.

Firm proposals for rents will be brought to the next meeting.

4. Steward's Business

4.1 The new servery

The servery will be much larger next term. The catering department will be placing food orders soon and would welcome any TCSU or BA society input on new products they would like to see.

Action: A TCSU meeting will be held after exams to discuss, and the BA society and Catering department will be copied in on all ideas or decisions.

4.2 The Buttery and the Bar

If the Buttery moves it will be located near the Catering office in Great Court. Students seem to like it in its current location.

Action: TCSU and BA society to get student feedback and send a statement to the Steward.

4.3 First WPR event/WPR Feedback

The Catering department now runs the bar and the cleanup, not just the stock.

The new WPR was approved of by students.

Action: Feedback on ways to improve profit will be given to Alex Sault and looked into by TCSU.

5. Matters arising from TCSU

5.1. Releasing of online reports

TCSU propose that reports be released online either at the end of each term once tutors have looked at them or early in the holidays, in line with other colleges.

There have been issues with students not receiving important advice for their holiday work until they return at the start of the next term.

There has also been some discrepancy between tutors as to when the reports are released.

Some students get the reports immediately after their end of term Tutor meeting, while others have to wait until the next term.

Action: Senior Tutor to consider request

5.2. WPR Feedback

See 4.3 above

5.3. Problems with party booking system

Catering department would like to handle room booking, but the Porters would prefer to keep the system as it is.

Lower JCR is currently unbookable which causes problems when Women of Trinity and Men of Trinity hold events, as despite verbal permission from the Porters, no official forms are signed so the events are shut down.

Making the room bookable could lead to issues with cleanup and noise responsibilities. TCSU are happy to be in charge of checking that booking requests are appropriate in order to ensure that only events which are open to the whole of college are accepted, as the room is not supposed to be for private events.

Action: Alex Sault to attend Room Booking Meeting with the Senior Tutor

6. Matters arising from the BA society

6.1. Invited Speaker

A speaker was invited to speak on the 29th but there was some confusion over the room booking system and no formal booking took place. The accommodation office is looking into a new room booking system. Clearer instructions are necessary to make clear that checking availability does not count as a room booking.

6.2. BA Elections

BA society elections will take place on the 12th May, with the new committee to attend the next Liaison Committee meeting.

7. AOB

No other business

Victoria Spence, 29th April 2010