

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON MONDAY 3 DECEMBER 2018 AT 18.30 IN THE BOARDROOM, NEWRY.**

**PRESENT:**

Mrs Teresa Campbell (Chair)  
Mr Brian Doran  
Mr Tom Redmond  
Mr Kieran Swail  
Mrs Judith Thompson

**IN ATTENDANCE:**

Mr Andrew Saunders, Governing Body Chair  
Mr Terry McGonigal, Director of Finance and Planning  
Ms Joanne McGuigan, Assistant Director of Finance  
Mrs Carla Shields, Boardroom Apprentice  
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.35.

**1. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**2. DECLARATION OF CONFLICT OF INTERESTS**

The Chair reminded those present to declare at the commencement of the meeting any conflict of interests held in any matter to be discussed. Mr Saunders declared an interest due to his employment with the Ulster Bank Group. The interest was noted.

**3. MINUTES OF MEETING 9 OCTOBER 2018**

The Chair referred Members to the minutes of the committee meeting held on 9 October 2018. These were checked for accuracy and unanimously approved on the proposal of Mr Swail and seconded by Mr Redmond.

**4. MATTERS ARISING**

None.

**5. CHAIRMAN'S BUSINESS**

None.

**6. OPENING BUDGET UPDATE**

Ms McGuigan presented the Opening Budget 2018-2019 revised to reflect the current enrolment position. Ms McGuigan advised Members that the initial budget was based on assumptions reflective of the 2017-18 academic year and informed of reductions to income and expenditure budget.

Discussion followed and the revised document was approved on the proposal of Mr Redmond and seconded by Mrs Thompson.

ACTION BY WHOM

## **7. DfE RECLASSIFICATION RETURNS**

- **Summary of Movements report**
- **November 2018 (October Actuals)**

Mr McGonigal provided the Committee with a graphical report detailing actual expenditure against forecast, detailing resource and capital expenditure. He anticipated that actual expenditure will come in line with forecast of spend.

Mr McGonigal informed of an increase in resource budget cover and refinement across record line items. He advised of an adjustment in forecast movement relating to part time lecturer budget, IT and Estates expenditure and non-staff costs being removed from the forecast out-turn.

Mr McGonigal referred Members to budgetary targets in respect of income from the refund of VAT paid on utilities.

The Committee noted the report and thanked the Finance team for all their hard work.

## **14. VAT RECLAIM**

Mr McGonigal referred Members to a letter to the Department dated 24 October 2018 referencing HMRC's stated position that since the College has had no change in designation as holding charitable status, the College would proceed with its planned VAT reclaim. Mr Doran advised on ongoing engagement by the Department with the Charity Commission on reaching a determination on charitable status following recent legislative changes.

Mr McGonigal stated the reduced VAT claim is essential for informing the budget position.

Members confirmed they were content for the College to proceed with a refund claim to utility providers. The approach was unanimously approved on the proposal of Mr Redmond and seconded by Mrs Thompson.

Discussion took place regarding stamp duty exemption on land purchases.

## **8. DECEMBER MONITORING ROUND UPDATE**

Mr McGonigal informed of bids submitted to the Department for additional resource.

## **9. WORKING CAPITAL REPORT**

Ms McGuigan presented the Working Capital Report and advised of a reduction on position. Members were provided with an analysis of aged debtors and noted the trend is consistent with prior years. Mr Saunders recommended adding a narrative to reference agreement of payment in instalments.

Members reviewed the credit card, aged creditors and prompt payment report and noted a Departmental imposed target to process all invoices within 30 days of receipt.

Committee Members reviewed the investment summary report noting that significant progress has been made to reduce the cash balance.

**Ms  
McGuigan**

**10. GOVERNING BODY BUDGET REPORT FOR THE PERIOD ENDED OCTOBER 2018**

Committee Members reviewed the Governing Body budget report noting a slight overspend.

**11. DIRECT AWARD CONTRACTS**

Mr Doran stated that there are no new direct award contracts to report to Members since the last Committee meeting.

**12. POLICY REVIEW**

• **Communications policy**

Approval of the Communications policy was deferred to enable amendments to reflect Members' recommendations.

- **COSH policy**
- **Telephone policy**
- **Fees policy**
- **Fees Schedule**

Committee Members requested information regarding GDPR implications concerning the transfer to data to the Debt Recovery Agency.

The four policies were approved on the proposal of Mr Redmond and seconded by Mrs Thompson subject to Members' recommendations.

**13. COMPLAINTS AND COMPLIMENTS REPORT**

Mr McGonigal presented the Complaints and Compliments report and advised of 11 further complaints received by the College since the October meeting. He stated that 18 cases have been closed and 3 have investigations ongoing.

Mr McGonigal informed of 1 subject access request received and stated that there are been no additional whistleblowing disclosures to report.

The Committee noted the reports.

**15. ANY OTHER BUSINESS**

None.

**16. DATE AND TIME OF NEXT MEETING**

The next meeting of Finance and General Purposes Committee is scheduled to take place on Tuesday 26 February at 18.30 in the Boardroom, Newry Campus.

The meeting concluded at 20.12.

  
CHAIR

  
DATE

Mr Sloan

Mr Doran