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**MINUTES OF THE FORTY THIRD MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON TUESDAY 20 SEPTEMBER 2016 IN MEETING ROOM 1, TOWER BUILDING, STRAND ROAD CAMPUS @ 1600.**

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**PRESENT;**

Mr M Agnew (Chair)  
Mr P Canavan  
Mr M Cooper  
Mr D Limb  
Mr S McGregor (from 1605)  
Mr L Murphy (Principal & Chief Executive)  
Mr B Quinn

**IN ATTENDANCE;**

Mr P McKeown, Director of Finance & Economic Engagement  
Mr B Cox, Estates Manager (for Item FC 42.5, Report 2 only)  
Mrs E Doherty, Governance Secretary

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The Chair welcomed everyone to the meeting.

**43.1 APOLOGIES**

There were no apologies received.

**43.2 CONFLICT OF INTEREST DECLARATIONS/DECLARATIONS OF ANY OTHER BUSINESS**

There were no conflict of interest declarations. The Chair indicated he had received an email with two queries a member wished to raise on the Articles of Government and Governor Remuneration. The Chair stated that these will be discussed at the next Governing Body meeting.

**AGREED ACTION; Queries to be placed on the Governing Body October Agenda.**

*Mr Sam McGregor joined the meeting.*

The Chair indicated he would invite Mr B Cox into the meeting to speak on the current estates projects.

**➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Report 2      Estates Update

The Director commenced with reporting on the Springtown Project (Phase 6), works commenced on the advance works contract and are due to be completed before Christmas. PQQ submission for the main works are currently being evaluated. Discussion followed on the PQQ process. The Director and Estates Manager answered members' queries.

**Strabane Campus**

The Director reported that the Sub Committee recently met. A representative from the Council was also in attendance at this meeting. The Director reported that the Council were keen for the College to be part of their project. The Council are currently appointing a firm to carry out a pre- feasibility study which should be complete by mid –October 2016. The Director provided a map to allow members to view the area the Council were considering to develop.

Discussion followed on the options available, members got the opportunity to ask the Director and Estates Manager questions on the matter.

It was agreed to allow the Council further time to come back on the outcome of the pre-feasibility study. The matter to be placed on the next Committee's meeting agenda.

**AGREED ACTION: Strabane Campus – to be placed on the November Agenda.**

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The Estates Manager referred to No 3 on the report (FC43.5, Report 2), Condition Survey of Building Services Plant & Equipment which listed the updates on the projects. This report had previously come to the Committee in February 2016. (Ref: FC 40.5/ 2.1).

The Estates Manager followed on with updates on the Minor Works Projects. It was noted that the College has been directed to engage with Properties Division for minor works, response maintenance and Planned Preventative Maintenance going forward. Members were concerned that this may bring certain programme and budgetary challenges. The Director stated that he will monitor the outcomes of this direction and report back through the Committee.

The Estates Manager reported that the third PFI benchmarking exercise along with a review of the service level agreements is nearing completion. It was anticipated that this exercise will result in a significant reduction in the unitary payment.

The Director concluded the update on the Estates Projects to confirm that the College had vacated the Northside premises on 31 August 2016. A dilapidation settlement has been agreed by both parties. The College will vacate the Glendermott premises on 30 November 2016.

The Chair thanked Mr Cox for his report.  
*Mr Cox left the meeting at this juncture.*

### **43.3 MINUTES OF THE MEETING HELD ON 21 JUNE 2016**

#### **➤ PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Meeting held on 21 June 2016.

The Minutes were taken as read and were an accurate record of the meeting.

**PROPOSED;** Mr P Canavan

**SECONDED;** Mr B Quinn

#### **43.3.1 MATTERS ARISING - JUNE MEETING**

##### **42.5 Management Report, Estates Issues**

Presentation of the preferred option for the Strabane Estates Strategy to be made to the September Committee meeting for consideration

**Action:** Item on the Agenda today.

The Estates Manager to be invited to the September Committee meeting to provide an update on the Estates Projects

**Action:** The Estates Manager to Report at this evening's meeting.

Secretary to arrange for the Governing Body members to have a walkabout of the recent refurbishment of the estates in Strand Road.

**Action:** Arrangements made for 4 October 2016.

The Director to provide an updated Budget for the Governing Body meeting on 29 June 2016

**Action:** Updated Budget provided for Governing Body meeting.

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The Committee recommend approval of the Budget, with minor adjustments for 2016/17 to the Governing Body.

**Action:** Budget approved at Governing Body meeting on 29 June 2016.

#### **42.7 Any Other Business**

The Committee recommended approval of the list of procurement items of £100k and over to the Board.

**Action:** Procurement items of £100K and over approved at Governing Body on 29 June 2016.

#### **43.4 CHAIR'S BUSINESS**

The Chair had no further business to discuss.

#### **43.5 MANAGEMENT REPORT – Mr P McKeown, Director of Finance and Economic Engagement**

##### ➤ **PREVIOUSLY ISSUED TO ALL MEMBERS**

Paper FC 43.5	Management Report
Report 1	Tenders Issued
Report 3	Draft Annual Report & Accounts to 31 July 2016
Report 4	Budget 2016/17 – 2018/19
Report 5	Health Check 3
Report 6	College Insurance Cover

The Director in presenting his reports to members included;

##### **1 TENDERS ISSUED**

The Director provided an update on the Tenders Issued Report. Members got the opportunity to ask questions on the Report.

##### **SINGLE TENDER ACTIONS**

There were no Single Tender Actions to report.

##### **3 DRAFT ANNUAL REPORT & ACCOUNTS TO 31 JULY 2016**

The Director referred members to the Annual Accounts for year end 31 July 2016. Some minor changes will be made before they are submitted to the Department.

The Director indicated that Governor Remuneration payments shown within the Report will be presented into bands of allowances. The Financial Statements have been prepared in accordance with The Financial Reporting Standards (FRS 102). This is the first year that the accounts have been prepared under the 2015 SORP and FRS 102. The Director provided members with a comparison of both formats of reporting on the Statement of Comprehensive Income. The Director reported that the College has received notification that a further £34K has been allocated in respect to HLA which will reduce the current deficit.

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**BUDGET 2016/17 – 2017/18**

The Director reported that an updated Budget will be brought to the November Committee meeting. Correspondence from the Department indicates the £8m allocated to the Sector under End Year Flexibility has been reduced to £5m. The actual impact to the College is unclear at this stage.

**4 HEALTH CHECK 3**

The Director referred members to the extract Report from the Health Check Issue 3 which was issued by the Department in July 2016. Pages 2/3 included an additional column with updated ratios as per the Draft Accounts. A list of the Internal Audit Reviews was highlighted. An overall Substantial rating was awarded for the year 2015/16. The Director reported that there were no major issues to highlight at this stage from the financial ratios.

**5 COLLEGE INSURANCE COVER**

The Director indicated that the report summarises the results of the renewal negotiations. The Sector as a group had made significant savings on the renewal premiums. Members noted the Report.

**6 PROMPT PAYMENT**

The 30 day prompt payment figure for June 2016 was 96% and July was 94%. The overall Figure for year ended 31 July 2016 was 93%.

The Chair thanked Mr McKeown for his report.

**43.6 CORRESPONDENCE**

There was no correspondence received.

**43.7 ANY OTHER BUSINESS**

There was no Any Other Business to discuss.

That being the end of business the Chair thanked everyone and closed the meeting at 1730.

**DATE OF NEXT MEETING;** 15 November 2016

Signed: \_\_\_\_\_ Chair  
Mr M Agnew

Date: 15 November 2016