

**MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON WEDNESDAY 5 MARCH 2008  
IN THE COMMITTEE ROOM, BEDMINSTER CENTRE AT 6.30 PM**

**Present:** T Bray, K Elliott, S Hewitt, K Rendell (Chair), J Taylor and M Timmins

**In Attendance:** J Bentley - Director of Finance  
I Venn - Clerk to the Corporation  
P Griffiths - Committee Services Officer

**1 DECLARATION OF INTEREST**

There were no declarations of interest pertaining to the Agenda.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from R Thorold, Director of Resources & Estates.

**3 MINUTES OF MEETING HELD ON 6 FEBRUARY 2008**

These were agreed as a true record.

**4 MATTERS ARISING FROM THE MINUTES OF 6 FEBRUARY 2008**

**4.1 Minute 6 Mid Year Review – Revised Financial Forecast 2007/08**

It was noted that this was a main item on the Agenda for the forthcoming Corporation Board Meeting.

**4.2 Minute 7.1 Financial Health Check**

It was noted that this was a main item on the Agenda for the forthcoming Corporation Board Meeting.

**5. MANAGEMENT ACCOUNTS TO 31 JANUARY 2008**

The Director of Finance presented a paper together with the Management Accounts to 31 January 2008 and a cash flow chart. Members noted the late circulation of the Accounts was in order that the Mid Year Review figures could be included.

The Committee noted that the re-forecast accounts showed a surplus of £733k against a profiled surplus of £619k.

The Committee was informed that:

- £6.1m had been received by the College on 3 March for the sale of the Bedminster Centre and a lease-back arrangement (with a peppercorn rent) would now take effect; and

- the LSC has agreed to pay £590k of additional claims made by the College for Work Based Learning provision.

Members' attention was drawn to an additional report that provided data on performance against LSC FE funded contracts and in particular the performance of the adult contract against the College profile. It was noted that negative variances were being closely monitored by the Executive and several initiatives were being implemented to achieve the contract targets.

Members asked a number of questions about the data and **requested greater clarification be made in future papers on adult contracts.**

**Action: Director of Finance**

**The Committee received the report, noting that the College remains solvent and able to meet its liabilities as they fall due.**

## 6. REPORTS

### 6.1 Review of the level of Contingency 2008/09

Members were reminded that the Board required the Committee to review the level of contingency annually, and had previously approved the recommendations of the Committee that:

- a contingency fund equal to 2% of operating income be identified during the budget setting process; and
- allocations from the contingency fund would be managed centrally, under the supervision of the Principal, with movements being reported via the regular financial reports.

The Committee considered that 2% of the operating income, was an appropriate level and **recommended to the Board that the existing arrangements continue.**

**Action: Clerk/Director of Finance**

### 6.2 Bi-Annual Report on Capital Budget Monitoring

The Director of Finance presented a report which outlined the capital expenditure for the six months ending 31 January 2008, against the budget for 2007/08.

The Committee noted that expenditure to date was £1145k against a budget of £2395k.

Members further noted that due to expenditure on facilities at the Parkway Centre, to accommodate students from new employer contracts, the small capital projects budget has been exceeded but funds from within the core capital budget were being re-allocated within the overall approved budget of £2395k.

**The Committee received the report.**

## 7. STANDING ITEMS

### 7.1 Capital Projects Report

Members had already been advised about the sale of the Bedminster Centre (*Minute 5 refers*) and noted that a report on Property Strategy Options for 2008 to 2013 and proposals for the Lawrence Weston Centre were to be presented to the Corporation Board at its forthcoming meeting.

The Committee further noted that:

- Bristol City Council Planning Committee will be considering proposals for the South Bristol Skills Academy building on 12 March 2008; and
- negotiations over the lease for the 'Vocational Building' at Hartcliffe are continuing.

**The Committee received the report.**

### 7.2 College Companies and Joint Ventures

The Director of Finance informed the Committee of the following:

- SBLN Ltd – the company is now dormant; and
- Partners in Business (West) Ltd – year to date gift aid payments totalling £20k have been made to the College as at 31 January 2008.

## 8. ANY OTHER BUSINESS

### 8.1 Brunel and Gordano Training Group (BGTG)

Members noted that following the acquisition of BGTG, the results of this provision will be included with the College results from 1 January 2008.

## 9. DATE OF NEXT MEETING

It was noted that the next meeting would take place on Wednesday 23 April 2008 at 6.30 p.m. in room 1.19, Bedminster Centre.

The Meeting closed at 7.30 p.m.