

**Minutes of the  
Finance & General Purpose committee  
held at 2.30pm on Friday 30<sup>th</sup> August 2019  
at the Lorne Street, Lochgilphead campus**

**Present:** John Colston (JC), Chair, Andrew Campbell (AC), Scott Matheson (SM) by VC, Jim Findlay (JF) by VC.

**Apologies:** Martin Jones (MJ)

**In Attendance:** Elaine Munro (EM), Ailsa Close (AEC), Vicky Daveney (VD) (Board Secretary)

No	Item	Action
19.3.1	<b>Welcome</b> – JC welcomed all committee members to the meeting.	
19.3.2	<b>Apologies &amp; declarations of interest.</b> Apologies were received from Martin Jones. No declarations of interest.	
19.3.3	<b>Minutes of previous meetings.</b> Minute of F&GP meeting on 24 <sup>th</sup> May 2019 19.2.5 to be amended and re-circulated when approved by JC.	
19.3.4	<p><b>Matters arising.</b></p> <p><b>(a) Properties update</b>  <b>Oban</b> – Seeking to move all staff back to college building from WHHA, costs were supplied by a company for the hire of a temporary office building but they are very high. Now considering cost of purchasing a temporary office building and will bring costs back to the November meeting. JF suggested asking council who may have space in building in town centre, AEC to follow up but preferred option is to have all staff in the same building  <b>ACTION:</b> Paper for November meeting.</p> <p><b>Islay</b> – AEC reported that it is proving difficult to get reasonable quotes from tradespeople to carry out the scheduled work. The surveyor is to get a third quote. It is unlikely the work will be completed before Christmas.</p> <p><b>(b) Update on funding for Helensburgh</b>  The council paper on extending the lease on the Kirkmichael Centre is being presented to relevant Council committee on 19<sup>th</sup> September, then passed to the full Council.  <b>ACTION:</b> AEC to continue to liaise with UHI over draw down of funding from UHI, and to forward council letter to UHI.</p> <p><b>(c) Update on sale of Riverside premises</b>  AEC trying to get a response from lawyers and from Fiona Larg regarding the Discharge of the property from Millennium Commission. SM asked if still receiving rent for property, AEC confirmed rent is being received.</p>	<p style="text-align: center;">MJ/AEC</p> <p style="text-align: center;">AEC</p>

	<p><b>(d) Update on Nursery</b>  MJ has asked Christie &amp; Co to provide valuation of the nursery. . There are ongoing discussions with 3 interested parties. The seconded manager is due to leave at end October. JC has asked that interim arrangements are addressed in a timely manner for situation following end of secondment.</p>	
19.3.5	<p><b>Management Accounts to 30<sup>th</sup> April 2019</b>  Still some confusion over National Bargaining. AEC confirmed that figures do not show SIF Helensburgh income but do include the projected Riverside sale loss.</p> <p>AEC to look at travel and subsistence but stated that ferry and accommodation costs are high. The increase in the electric vehicle fleet has resulted in less fuel and mileage costs. There are now charge points at the majority of the centres.</p> <p>JF queried increase in PPE costs, AEC confirmed it was analysed differently this year and moved from learning resources to PPE.</p> <p>SM expressed thanks to the team, in particular procurement for the management of learning resources.</p> <p>Committee approved accounts for submission to the Board.</p>	
19.3.6	<p><b>SFC Financial Forecast Review</b></p> <p>AEC confirmed that colleges in general are looking at contingency plans as a result of National Bargaining. These include redundancy and new roles. SFC Financial Forecast Review return is due half way through September, AEC will have ready for board approval.</p>	AEC
19.3.7	<p><b>AOCB</b>  No other business.</p>	
19.3.8	<p><b>Date of next meeting</b> – Friday 29<sup>th</sup> November 2019 joint with Audit Committee. Location TBC.</p>	
	<p><b>Signed by</b></p> <p>.....  <b>Chair of Finance &amp; General Purpose Committee</b></p>	<p><b>Date</b> .....</p>