



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

Clubs, Societies & Projects Board for the 2021/22 session, to be held Thursday 17th March 2022 at 6pm in Blackett Rm 630.

Attending:

| Management group rep | Role | Name |
|---|---|-------------------|
| N/A | Deputy President (Clubs & Societies) | India Marsden |
| N/A | Deputy President (Finance & Services) | Sam Lee |
| N/A | Senior Student Activities Co-ordinator | Rob Fenner |
| N/A | Student Activities and Development Manager | Connar Walford |
| N/A | Student Activities Co-ordinator – Activities and Events | Marta Mazzini Cea |
| Arts & Entertainments Sector | Chair | Niamh McAuley |
| Sports Sector | Treasurer | Christian Cooper |
| Community Action Sector | | |
| Culture Sector | | |
| Recreational Sector | | |
| Knowledge Sector | | |
| City & Guilds College | Chair | Hayley Wong |
| Imperial College School of Medicine Students' Union | Chair | Sam Hammond |

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| Royal College of Science Union | Treasurer | Susan Rutter |
| Royal School of Mines Union | | |
| Silwood Park | | |

Apologies; N/A

Agenda

| Item | Subject | Lead |
|------|-------------------------------|-------------------------------|
| 1 | Welcome | India Marsden |
| 2 | Apologies | India Marsden |
| 3 | Conflicts of interest | India Marsden |
| 4 | Action tracker | MG Chairs or MG Committee Rep |
| 5 | MG & CU updates | MGs & CUs |
| 6 | CU budget presentations | India Marsden |
| | BREAK | |
| 7 | MG 2 Questions | All & India Marsden |
| 8 | Budgeting timeline update | India Marsden |
| 9 | Update on Web Policy findings | MGs & CUs |
| 10 | Ethical framework focus group | India & Connar |
| 11 | AOB | All |
| | | |

CSPB Budget Meeting Minutes:

- India opening agenda – straight into budgets before referring to action tracker
- CSPB MG committee member introductions
- No official apologies
- CUs to give small updates with budgets

Green Highlight – Recommendations

Yellow Highlight – Budget Revision

Budgets:

REV RSM Motor club

- Big event London run – fees going up without explanation £650 to enter
- Minibus hire – transport for rotation and tow to Brighton + fuel increase
- Consumables for upkeep:
 - Custom made products for different vehicles needed
 - Specific for each vehicle listed with reasoning – petrol, oil and tooling
 - Phone line query – needed for safety reasons
- Taxes and insurance:
 - Contingency funding for
 - Specialist insurance through Haggerty to cover vintage vehicles
- Vehicle specific budgeting
- With fuel increases, can you ask for more in the budget?
 - Guidance on applying through ADF for next year if needed
 - Q – membership: explanation that the vehicles are mascots and shouldn't be charged for access and maintenance
 - Provide a service for the university for wider events for the students – relevant amount of significance
- Q – what wider student activity do you run?
 - Student trips to halls during freshers and as show pieces
- Consideration to using the budget for specifics rather than dipping into funding on fuels and other running costs – make sure they don't spend incorrectly for the next committee
- Historically normal to request 100% of the costs.
 - Something bigger, they'll ask for support from CU – no other source of income
- Any concerns with budget?

Budget approved

REV VVMC

- Uxbridge – Petrol no funding requested
- General expenditure on oil/fuel/events/insurance
- Q – should the emergency one-off repairs need to be included on annual budget
 - If it becomes part of your yearly budget, it isn't technically a year-on-year need
- Start charging on hire to other CUs to build up a reserve for bigger repairs and upkeep
- **Promotional line removed from budget**
- **£700 rather than 1000 in petrol reduction**
- Bring down overall budget
- Q – one off radiator budgeting, each year something gets targeted
- Note to consider for next year we discuss whether the grant towards that project went to the specifics and whether the funding was used for the project purpose

Budget approved with amendments

REV RCS Motor

- Events for separate cars for the shows
- Fuel for fresher hall trips
- RCSU events – fuel £60 added to balance budget for RCSU events
- Summer ball – Add £10 to the budget line to balance
- Different amount to Alumni rather than students? Usually donate a little more
 - Offset the ticket income by charging for the minibus hire for non-students
 - Reduce minibus grant request by alumni – reduce £80 to be made up by alumni charging
- VCC London – Brighton: Profit from the event – where does it go? Towards tools
- No promotional money – minus £30 from General
- Insurance significantly higher than other vehicles: heavy so can do more damage
- Maintenance
 - Stock material + replacement tools: more specific. Need for making new
- Not requesting anything new from last year. Almost a 45% increase on last years budget reasoning.
- All increase is from oil and fuel – that dominates budget differential.
- Based on market value.

Budget Approved with amendments

RCSU Exec

- If they need to pay for telephones – to be added to the grant £100
- Operations committee briefly explained
 - Revisit to fresher booklet – broadsheet printing is a core feature and is generally funded
 - Fresher events for welfare items and socials
 - Tea party – one event to request money for food
 - Department rep funding for putting on events
- Peculiar budget line – query
 - Running barfest and other social events – coming from faculty

Budget Passed with amendments

CGCU Budget:

- Discussion on funding welfare supplies: condoms/rape alarms etc. from a central fund
- Adobe licences: note to think about buying a general licence for all our CUs with college
- Take off £30 for first aid kit – SU to make sure we distribute to all CUs
- Cleaning products reduced to £60 – to be provided by SU
- Stationary reduced to £25
- Discussion over profit for CGCU budget - £1700

- CGCU to re-submit a more detailed budget at next CSPB – budgeted to spend £3000 less than asking for in the overall budget

Budget approved with amendments

Silwood Budget

- Works slightly differently
 - Must support the general student population at Silwood
 - Ever changing students only studying for 12 months
- Animal protection policy to suggest funding the care of Mr Tinkles
- Agreement before to raise grant funding by £1000 to recover from deficit
- Factoring membership fees into the budget
- ChickenSoc – general maintenance and food
 - Climbing soc – fuel for transport
 - Hard to budget for ongoing societies with the high turnover of students
- Travel subsidies for societies for trips and parade
- Add an extra £200 for an ADF fund contingency for student activity
- Silwood Colours:
 - Look into funding guidelines around the CUs and their budgets, provide comparison between them and work out budget allocation on that
 - Reduce printing cost to £25
- Social events:
 - Removing the projector and fog machine from budget line
 - Soft drinks reduced to £30
- Lobby for college to get funding for Silwood social events
- International
 - Leave the food as it is – if they receive departmental funding it will be cut

Budget approved with amendments

ICSMSU

- Mail chimp – join our account: Take the cost out of the general line
- Add £500 – common room furniture: taken from the budget line
 - Should be coming from ADF
- Discussion between asking for more grant than awarded for last year
- Book in a meeting to go through the budget in more detail with Sam + India

Meeting booked in to revise budget

RSM Exec Budget

- Hackathon - £60 removal from budget line
- Welcome fair

- Include bulk buy for sanitary products
- Funding for £300 on printing costs – same as other CUs
- Awards to be discussed in GIB - colours/ties/pins etc.

Budget approved with amendments

Proposal to have a short meeting next week online rather than in person to discuss the rest of the agenda points

No updates on the web policy – some to be emailed to India

Drop ethical questions in the team's channel – ethical framework

MG2 deadline – extended by a week?

| CU Budget | Budget Adjustment/Recommendation |
|---------------------------|--|
| REV RSM Motor Club | No adjustments |
| REV VVMC | <ul style="list-style-type: none"> • Promotional line removed from budget • £700 rather than 1000 in petrol reduction |
| REV RCS Motor Club | <ul style="list-style-type: none"> • RCSU events – fuel £60 added to balance budget for RCSU events • Summer ball – Add £10 to the budget line to balance • Reduce minibus grant request by alumni – reduce £80 to be made up by alumni charging • No promotional money – minus £30 from General |
| RCSU Exec | <ul style="list-style-type: none"> • If they need to pay for telephones – to be added to the grant £100 • Fresher events for welfare items and socials |
| CGCU | <ul style="list-style-type: none"> • Discussion on funding welfare supplies: condoms/rape alarms etc. from a central fund • Adobe licences: note to think about buying a general licence for all our CUs with college • Take off £30 for first aid kit – SU to make sure we distribute to all CUs • Cleaning products reduced to £60 – to be provided by SU • Stationary reduced to £25 • CGCU to re-submit a more detailed budget at next CSPB – budgeted to spend £3000 less than asking for in the overall budget |
| Silwood | <ul style="list-style-type: none"> • Agreement before to raise grant funding by £1000 to recover from deficit • Add an extra £200 for an ADF fund contingency for student activity • Reduce printing cost to £25 |

| | |
|-----------------|---|
| | <ul style="list-style-type: none"> • Social events - Removing the projector and fog machine from budget line • Soft drinks reduced to £30 • Leave the food as it is – if they receive departmental funding it will be cut |
| ICSMSU | <ul style="list-style-type: none"> • Mail chimp – join our account: Take the cost out of the general line • Add £500 – common room furniture: taken from the budget line <ul style="list-style-type: none"> ○ Should be coming from ADF • Book in a meeting to go through the budget in more detail with Sam + India |
| RSM Exec | <ul style="list-style-type: none"> • Hackathon - £60 removal from budget line • Include bulk buy for sanitary products • Awards to be discussed in GIB - colours/ties/pins etc. |

General Recommendations:

- Union bulk buy on welfare products to be distributed around CU's.
- First aid kits also to be purchased centrally.
- Awards + Colours to be discussed in GIB on how we allocate funding fairly among CU's dependant on membership.
- Adobe licence consideration to join a larger subscription.