

<b>Meeting:</b> Planning & Resource Committee		<b>Venue:</b> College Board Room	<b>Date:</b> 10 May 2018	<b>Time:</b> 9am - 10am	
<b>Minute Taken By:</b> Janet Nixon		<b>Sederunt:</b> Duncan Robb (Chair), Brian Lister, Alistair Sambell, Dorothy Welch, Tommy Angus (from item 3), Marian Docherty, Joyce Clark  <b>In Attendance:</b> Janet Nixon	<b>Apologies:</b>	<b>Absences:</b>	
<b>No.</b>	<b>Agenda Item</b>		<b>When</b>	<b>By Whom</b>	<b>Status</b>
1.	Apologies	There were no apologies.	10.05.18	JN	Information
2.	Minute of Meeting held on 21 February 2018 (Paper 1)	Approved as an accurate record.	10.05.18	PARC	Complete
3.	Matters Arising	<p><b>Adult Achievement Awards</b> Funding had been provided by Education Scotland for a consultant to prepare an evaluation and marketing plan.</p> <p>Shirley-Ann Somerville, MSP, Minister for Further Education, Higher Education and Science had, at the recent Adult Education Conference, announced that a £50k grant had been awarded to allow the college to implement the marketing plan and take forward the Awards beyond the pilot.</p> <p><b>Woodland Management Agreement</b> It was noted that the Woodland Management Agreement is in place. Under the five-year plan the college is required to undertake more work each year to maintain the woodland.</p> <p>A bid for funding has been submitted to Green Infrastructure.</p> <p><b>Adult Learning Conference 24 April 2018</b> It was noted that Education Scotland had awarded the college £8k towards the cost of running this event.</p>	<p>24.04.18</p> <p>2018-2023</p> <p>May 2018</p> <p>24.04.18</p>	<p>MD/SG</p> <p>Facilities</p> <p>MD/JC</p> <p>MD</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Information</p>

		<p><b>OSCARS International Contracts</b> It was noted that the outstanding amount has been paid in full and that new bookings were being paid in advance. The senior management team continued to explore other income options.</p> <p><b>Accountancy Contracts</b> A new accountant has been appointed to complete the management accounts and the college is, therefore, now compliant with the internal audit recommendation that all three areas of accounts should not be undertaken by one accountancy firm.</p> <p><b>General Data Protection Regulation (GDPR)</b> It was noted that a Data Protection Officer has been appointed for one day a month and that the college has in place a plan evidencing what work has been done and what work is planned.</p> <p><b>Business Park</b> The MSP who had corresponded with the college regarding the tenant who was in dispute with the college is no longer pursuing his query.</p> <p>The tenant himself is contesting the basis on which he has been asked to vacate the unit and is representing himself in court. The sheriff has adjourned the hearing to June to allow the tenant to produce any relevant papers. However, the college's solicitors remain confident that the tenant will be ordered to vacate the unit.</p>	10.05.18	SMT	Information
			10.05.18	JC	Information
			10.05.18	JC	Information
			June 2018	SMT	Ongoing
4.	Financial Report				
	College Management Accounts to 31 March 2018	<p>The College Management Accounts to 31 March 2018 were discussed by the Committee and the following was noted:</p> <ul style="list-style-type: none"> <li>• The accounts showed a deficit of £96K compared to a budgeted deficit of £77K</li> <li>• There were variances within both income and expenditure which were discussed</li> </ul>	10.05.18	PARC	Information

		<p>The Committee agreed to note the accounts.</p> <p>It was further noted that there will an end of year deficit, but it is not yet clear what the final deficit will be and the Committee agreed that an end of year forecast and comparison with previous years should be provided.</p> <p>In view of the projected deficit and length of time before the next PARC meeting, it was agreed that these matters should be considered at the Board meeting in June and the Chairs' meeting which precedes it.</p>	20.06.18	JC/BOD/Chairs	Ongoing
5.	Business Park Development	<p>It was noted that the next meeting of the Trustees is scheduled for May and that the position of the Trustees regarding the development should then be known.</p> <p>The Committee agreed that the Board should, after the position of the Trustees is known, take a decision on its view of the best way forward and communicate this to the Trustees.</p>	May 2018  20.06.18	Trustees  BOD	Information  Ongoing
6.	AOCB	There was no other competent business.	10.05.18	PARC	Information
7.	Date of Next Meeting	To be confirmed	September 2018	PARC	Information