

The Draft Minutes of  
THE EMERGENCY MEETING OF THE FINANCE COMMITTEE  
2<sup>nd</sup> Week Hilary Term 2019  
24<sup>th</sup> January 2019  
TV Room, 14:30

**Present:**

**The President** (Mr Daniel Wilkinson, *Oriel College*), **The Treasurer** (Ms Amy Gregg, *Somerville College*), **The Secretary** (Mr Nicholas Leah, *Lincoln College*), **The Elected Member of Finance Committee** (Mr Troels Boesen, *St John's College*)

**Attending:**

**The Bursar** (Mrs Lindsay Warne), **The Elected Member of Standing Committee** (Mr Elliot Bromley, *St Edmund Hall*)

**Absent:**

**The Librarian** (Mr Brendan McGrath, *Oriel College*), **The President-Elect** (Genevieve Athis, *Christ Church*), **The Librarian-Elect** (Sara Dube, *St Hugh's College*), **The Treasurer-Elect** (Charlie Coverman, *Brasenose College*) **The Elected Member of Standing Committee** (Mr Shining Zhao, *University College*), **The Elected Member of Standing Committee** (Mr Jim Brennan, *St Peter's College*), **The Elected Member of Finance Committee** (Mr Thomas Laver, *Balliol College*), **The Elected Member of Finance Committee** (Mr Hugh Bellamy, *Lady Margaret Hall*), **The Senior Treasurer** (Stephen Dixon, *Downing College, Cambridge*), **The Senior Librarian** (Mr Sean Power, *Oriel College*)

**Apologies:**

*The Treasurer opens the meeting at 14:40*

**The Treasurer** states the sole purpose is to present and approve Hilary Term ball budget.

**The Secretary** briefly summarises the structure of the ball budget, including a breakdown of the costs covering infrastructure, food, drink, entertainment, personnel, and other essentials.

**The Secretary** notes that contributions of £10.65 (including VAT) and £1002.09 (excluding VAT) are expected. They explain that the latter is particularly high because a number of the musical and acting performers do not charge VAT as they are not VAT registered.

**The Secretary** states their intention incorporate further elements of entertainment under the presumption that they sell enough guest tickets. They add that 115 guest tickets would need to be sold in order to cover £920.98. They further add that this should be entirely possible given that the President intends to release 180 guest tickets, equivalent to 3 out of 10 attendees at the ball.

**The Secretary** explains that they have spoken with the House Manager and the Bursar about everything in their budget.

**The Secretary** proceeds to give a detail presentation of the first element of the budget: the infrastructure. They add that the quote remains very similar to that from the Michaelmas Term 2018 ball, with the exception of three changes: a pea-light ivory lining inside the main

marquee, a clear side to the main marquee with lighting over the hedges, and finally some gobo lights.

**The Secretary** then discusses the design and theme element of the budget. They note detailed theme materials for the Into the Wardrobe theme, including wardrobe, trees, lion, stone effect benches, and an ice bar in the main marquee. They add that there will be fairy lights incorporated up the staircase, as well as snow blankets and blue uplighting in the Union's corridors.

**The Secretary** discusses the drink element of the budget. They note that the ball will feature more drinks than the previous ball. They add that the key difference is the presence of the vodka luge. They further add that they have purchased Amaretto and Irish Cream from Aldi to mix with the coffee being provided by the Missing Bean.

**The Secretary** discusses the food element of the budget, stating that they have ordered 650 main courses from Vaults and Gardens. They add that the ball will also ensure luxury marshmallows from Guimauve and a Candy Floss cart from Berkshire Fountains.

**The Secretary** discusses the music element of the budget. They state that they have will have a jazz quartet group performing and an eight piece funk & soul group. They further add that there will be a silent disco and a DJ in the bar.

**The Secretary** discusses the entertainment element of the budget, stating that they hope there will be a great deal of entertainment on offer for attendees to make the experience as immersive as possible. The items entertainment features the following: a vodka luge, a snow machine, a stilt walker, an actress, a shisha station in the Gladstone Room, and a magic mirror in the marquee extension. They add that they hope to add further items of entertainment, including magicians, luxury marshmallows, and a printed brochure for each attendee.

**The Secretary** discusses the personnel element of the budget. They state that the majority of personnel for the evening, such as security and first aid, will be organised by the House Manager. They add that there will be two student photographers. They further add that the cleaning will be done Jim and their team as was the case with the Michaelmas Term ball.

**The Secretary** discusses the advertising element of the budget. They state that they have already printed off 10 copies of the ball's poster, and that they intended to produce over 600 printed brochures for the attendees on the evening of the ball. They add that this is intended to help orientate the attendees around on the evening.

**The Secretary** concludes that they hope that the ball will be an enjoyable and immersive experience for all attendees.

*Mr Elliot Bromley enters the room at 15:17*

**The President** thanks the Secretary for their detailed presentation and asks them if they intend to make the tickets non-transferable and non-refundable. **The Secretary** responds that they think this is the best approach to avoid complications on the evening, particularly as committee members will be checking tickets on the night of the ball.

**The Elected Member of Standing Committee** (Mr Elliot Bromley, *St Edmund Hall*) asks about whether there is a student rate with FIXR. **The President** confirms that this is the case.

**The President** asks the Secretary about the drinking policy for the committee on the evening. **The Secretary** makes clear that they will be operating a no drinking policy.

**The President** asks the Secretary when they intend to give a presentation of the accounts. **The Secretary** responds that Monday of 6<sup>th</sup> week (18<sup>th</sup> February) would be an appropriate date.


The Secretary moves that the Finance Committee recommend that the Standing Committee pass the Into the Wardrobe Ball budget with an expected contribution of £10.65 excluding VAT and £1,002.09 including VAT, and with the accounts to be presented on Monday 18<sup>th</sup> February 2019

*Seconded by the President.*

*The motion passes nem con.*

*The Treasurers closes the meeting at 15:22*

Signed,

A handwritten signature in black ink, appearing to read 'Nicholas Leah', is written over a light blue rectangular background.

**Nicholas Leah**  
*Lincoln College*  
Secretary