



## Minutes of the Capitation Committee

22 February 2022

At 15.00 in the Elizabethan Room

**Present:** Chair – Prof Eoin O’Sullivan; Secretary – Aidan Marsh, FSD – Aine Mulcahy, Student Life – Catherine McCabe, CSC – Tom Hegarty, CSC – Daniela Williams, CSC – Sam Carthy, TSU – Liam Bean, TSU – Gwen McArdle, TSU – Andrew Syomushkin, SU – Chloe Staunton, SU – Max Lynch, SU – Julie Smirnova, Publications – Shane Donnellan

**Apologies:** SU – Gabrielle Fullam, SU – Zöe Cummins, TSU – Anna Grace Ulses

**In Attendance:** CSC – Joseph O’Gorman; SU – Simon Evans; Publications – Jack Smyth

Chair opened the meeting of the Capitation Committee.

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### 1. Minutes of the Last Meeting of 30 November 2022

It was noted that Andrew Syomushkin was present at the meeting of 30 November.

### 2. Matters arising

There were no matters arising.

### 3. Update on Accounts:

#### STUDENTS' UNION

The 2021-22 Accounts were submitted to auditors in mid-January. There have been delays in the finalisation of the accounts due to the additional administration around the Trinity Ball.

It was noted that the SU have continued to liaise with FSD and have provided them with consistent updates about the progress of the accounts.

#### TRINITY PUBLICATIONS

The Publications Accounts had not been handed over properly to the new officers and it took time to obtain a signed letter from the previous holders of the account. On submitting the necessary paperwork to the bank, the Publications officers discovered that the identities of the account holders were different to what they had believed and so they had to complete additional paperwork leading to further delays, as without full control of the accounts they have not been able to send the necessary statements to their auditors. In addition, Publications have not yet been able to obtain several invoices from 2021-22 which are also needed for the submission.

It was asked if the auditors will be able to prepare the accounts with what they have thus far received, but the Committee was informed that there is still additional paperwork required, including a bank statement which was only received by Publications the morning of the meeting. There was also invoices required from two



major companies that Publications deal with. Publications representatives agreed to meet with the FSD representative to discuss how matters might be progressed. Publications were asked what plans they were developing to prevent a similar circumstance from happening in the future, and informed the committee that they planned to ensure that hard copies will be available for the treasurer of all data as well as soft copies kept in Publications' Google Drive. There is also intent to create an oversight process for the handover.

#### **4. Update on Trinity Ball**

Registration for tickets for the Ball opened the morning of the meeting, and sales will be opening on Wednesday 1<sup>st</sup> March. It is intended that this will give sufficient time to go thorough the applications and filter out non-Trinity emails. The Line-up of the Ball is to be announced on Monday 27<sup>th</sup> February.

There has been a significant increase in the amount of paperwork required by the statutory authorities, and a necessity for earlier sales than usual (due to VAT changes) has meant that the Ball had to be launched before finalising permissions from An Garda Síochána, though that is expected to be received in the coming week.

The operational centre for the Ball will be moved this year to the GMB Phil Conversation Room and Chamber. Permission for this has been sought and received from the president of the Philosophical Society.

There have been communications with Sports about the possibility of using Botany Bay as an additional area of the Ball, and whether it can be used. TSU representatives noted that they believe it will be possible, though constant communication will need to be maintained.

Discussion took place as to whether current students should be prioritised over graduates for the distribution of tickets. It was determined that many of those who look for tickets may still do a lot for the university, and it would not be suitable to deprioritise such individuals, and that the only priority should be to TCD email addresses, with any sign-ups from non-TCD address being directed to Trinity Development and Alumni.

Taking lessons from the previous year, a clear admissions policy has been developed to assist the Junior Dean and his team in their role of enforcing discipline at the Ball and provide strength to their authority.

It was asked if it would be possible to provide Security and Stewards at the Ball with increased training around inclusivity. The point will be reinforced with security superintendents at briefings.



It was raised as to whether a quiet space could be provided to give relief to those attendees who may find themselves over-stimulated by the sensory experiences of the Ball. It was agreed that this would be a useful provision, and that the possibility would be examined. It was additionally noted that there were multiple medical spaces, in the Arts Building, and in Aras an Phiarsaigh.

It was queried whether provision could be made for those who have forgotten their tickets. The Committee were informed that such matters were at the discretion of the Junior Dean, and that additional provision need not be made.

**5. Update on Review of the ToR of the Capitation Committee**

Deferred to a future meeting

**6. Any Other Business**

The possibility for more interaction regarding the scheduling of the time for Committee meetings will be explored

Next Meeting to occur Wednesday 17<sup>th</sup> May