

# Quakers in Yorkshire Trustees

## Minutes for meeting held by Zoom on Saturday 19 June 2021

**Present:** David Bower, Gavin Burnell, Pat Gerwat, Ruth McTighe, David Olver, George Penaluna, Chris Petrie, Digby Swift.

Qf&p 20.01 was read in our opening worship.

### **QYT-2021-06-01. Minutes**

The minutes of the meeting held on 20 February 2021 have been circulated and received today.

### **QYT-2021-06-02. Trustees**

Meg Forrest was released from service as a trustee at QiY on 17 April 2021. She had decided to relinquish all her responsibilities outside her local meeting. We thank Meg for her service.

### **QYT-2021-06-03. Clerk's Report**

We receive paper QYT-2021-06-03 with the Clerk's report. This covers the following items: BYM Leeds Hub; Yorkshire Youth Development Worker; Yorkshire Local Development Worker; Consequences of COVID-19 lockdown; Easter Settlement; QiY meeting on 17 April 2021; QiY meeting on 17 July; GRASP; Book of Members and Attenders; Handbook.

### **QYT-2021-06-04. Governance matters**

(a) Procedure for taking decisions between meetings (paper QYT-2021-06-04)

We have discussed the draft procedure which will be amended to reflect our comments and brought back to our next meeting.

(b) Financial Procedures

We ask the Treasurer to amend our Financial Procedures to include items on agreeing to follow money-laundering procedures and on the need to inform our investment managers of changes in trustees. This may require trustees to satisfy the requirements of the Financial Conduct Authority.

### **QYT-2021-06-05. Safeguarding**

(a) Annual Report

We receive and approve the Annual Safeguarding Report (in paper QYT-2021-06-04). This has been prepared by Ruth McTighe (QiY Safeguarding Coordinator and

co-opted trustee) with help from Liz Schweiger (QiY Deputy Safeguarding Coordinator). We note that this covers only events organised by QiY. AMs are responsible for events in local meetings. There were no safeguarding concerns in the past year. The safe storage of documents is being investigated and Ruth is setting up a safeguarding coordinators email network for QiY. In future it is hoped to use the pro-forma produced by BYM for the annual report. We thank Ruth and Liz for compiling the report.

(b) Safeguarding Policy

We receive a draft QiY Safeguarding Policy prepared by Ruth McTighe and Liz Schweiger (in paper QYT-2021-06-04). This is a comprehensive policy which uses the template provided by BYM. It is necessarily lengthy as it is important to cover all known eventualities.

We note that training is needed for everyone working with children.

Ruth has alerted us to the issue of recruiting volunteers and paid staff who work with children where the guidance is that references are normally required.

Trustees and members of QiY Nominations Committee should have basic training. We ask Ruth to work with the Clerk on how to provide this training.

We approve the QiY Safeguarding Policy, subject to amendments agreed in this meeting. The Policy and associated appendices will be placed on the QiY website.

We thank Ruth and Liz for their considerable efforts to develop the Policy. We agree to review the Policy at least every three years.

**QYT-2021-06-06. Yorkshire Youth Development Worker**

(a) Adult School Union Fund

Further to minute QYT-2021-02-04, QiY on 17 April 2021 endorsed our proposal to re-allocate the purpose of the Adult School Union Fund to support youth work (minute QiY 21/04/06). Our Treasurer then asked Rathbones to liquidate the fund and this produced £25,966.45. We agree to transfer this amount to BYM and authorise our Treasurer to make the payment.

(b) Youth Development Worker

We record that BYM extended the contract of Lee Lester for a full year to 31 May 2022 by finding matched funding and in anticipation of us transferring funds.

(c) Memorandum of Understanding

We receive paper QYT-2021-06-05 which contains a Memorandum of Understanding together with documents on Project Theory of Change, the Youth Development Worker Job Description and the terms of reference for a Local Support Group.

Digby Swift has worked with BYM staff (Oliver Robertson and Jude Acton) to produce the documents. We thank him for his considerable efforts on our behalf.

We approve the Memorandum of Understanding and the Terms of Reference of the Local Support Group. We authorise David Olver and Gavin Burnell to sign the Memorandum of Understanding on behalf of Quakers in Yorkshire.

We have discussed the membership of the Local Support Group and think that there are probably too many members and ask that the number is reviewed.

We nominate for the Local Support Group, Digby Swift as the Trustee and either Ruth McTighe or Liz Schweiger as the Safeguarding Coordinator.

We ask QiY to make the appointments and QiY Nominations Committee to help find the names.

(d) Fundraising for years 2 and 3

We have heard that the BYM fundraising team are working with Yorkshire Friends on future fundraising. The aim is to raise funds to support the Youth Development Worker for Years 2 and 3 from individual Friends, area meetings and charities.

**QYT-2021-06-07. GRASP**

We receive paper QYT-2021-06-06 with two minutes from the final meeting of the GRASP group.

GRASP had many achievements and helped Friends and meetings to see the importance of reinvigorating Yorkshire Quakerism, partly through simplifying processes. They make a number of suggestions as to what local and area meetings can do. They recommend that on-going recommendations for action are transferred to QiY Trustees and appropriate QiY officers and committees.

We accept the recommendation and agree that QiY Trustees will assist area meetings to simplify by:

- setting up a method of enabling regular coordination between AMs.
- creating a database of role-holders across QiY.
- encouraging coordination of safeguarding issues, prison chaplains, registering officers, data protection and other roles which are not confined to any one area meeting.
- finding ways of encouraging Friends to share change across Quakers in Yorkshire.

We ask the Clerk to propose ways of implementing these recommendations in time for our next meeting.

We recommend to QiY that there should be a review of the processes and practices of Quakers in Yorkshire itself.

**QYT-2021-06-08. Annual Report and Accounts**

We receive the Annual Report and Accounts for 2020 which have been successfully examined by Crozier Jones. We approve them, subject to the minor corrections noted by our Treasurer. After the QiY meeting on 17 July 2021, the accounts should be filed with the Charity Commission. We thank Chris Petrie for the preparation of the annual accounts.

**QYT-2021-06-09. Financial matters**

(a) Treasurers report

We receive a report from our Treasurer (paper QYT-2021-06-08). This contains a financial report, a state of funds report, a draft budget for 2022, information on the laying down of the Adult School Union Fund and proposals for regular grants in the future.

We approve the outline budget for 2022. In the past the procedure for getting the contributions from area meetings has been done by the Treasurer asking AM Treasurers for a contribution based on the number of members. We are aware that this year some AMs have been adversely financially impacted by the pandemic. We agree to review the way we communicate with AMs at our September meeting.

(b) Grant applications (paper QYT-2021-06-09)

(i) An urgent grant application was received in May 2021 from Brighouse West Yorkshire AM to do work on the retaining wall of the Newlands Burial Ground (behind the old Brighouse meeting house). We endorse our in-between meetings decision to award £840 from the Buildings Fund.

(ii) A further application is received from Brighouse West Yorkshire AM for £1788 to clear rubble, rubbish and vegetation in Newlands Burial Ground. We ask for information on what Brighouse West Yorkshire AM can contribute to this work before agreeing to a grant covering a proportion of the cost.

(iii) Further to minute QYT-2021-02-07(6), Airton have appealed against our decision not to make an award for repairs to Airton meeting house. We re-iterate that we have limited funds but are willing to consider a grant if they are able to provide more details as to how any grant will be spent.

#### **QYT-2021-06-10. Book of Members and Attenders**

A report of the sales of the 2021 Book of Members and Attenders is received (in Clerk's report). The whole process went very smoothly with excellent cooperation from contacts in local meetings. The number sold is very similar to the previous edition in 2018. Currently the income and expenditure roughly balance.

We thank David Olver for compiling this year's Book of Members and Attenders.

#### **QYT-2021-06-11. York Schools – Persons of Significant Control**

The Mount School Committee have raised the issue of whether QiY Trustees count as Persons of Significant Control as far as the Companies Act is concerned (paper QYT-2021-06-10). The issue came to Trustees in 2018 (minute 7 of 22-09-2018 and minute 10 of 23-02-2019).

Bootham School Committee interpreted the requirements differently from The Mount School Committee and did not pursue the matter. The Mount went ahead on its own but has not been able to complete the process because it is now clear that 'persons' mean individuals and not corporate bodies. To complete the process would require the details of QiY Trustees to be kept on a register. The Mount have come back to us to ask for guidance.

We accept that QiY does control the appointment of the governors of the York Schools. However, we wish to continue to treat the two Schools "with equality" (Memorandum of Understanding 27 November 2017 Clause 3.2) so that we ask The Mount to agree a common approach with Bootham and ask them jointly to pass on relevant legal advice.

**QYT-2021-06-12. Matters continued**

David Olver has agreed to update and collate the Handbook which will include the Safeguarding Policy.

**QYT-2021-06-13. Date of next meeting**

We separate hoping to meet again on Saturday 18 September 2021, if possible, at Carlton Hill Meeting House, Leeds

David Olver

19 June 2021