

## Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 25<sup>th</sup> February 2017

### minutes of the meeting

Present: Gavin Burnell, Michael Davis, June Lewis, Chris Love, Barbara Windle  
Prevented: Helen Meads, George R Race, Christine Fellowes, George Penaluna

1 Since we last met George Race's ill health has compelled him to seek early release from his responsibilities as treas. Despite labouring under difficulties, he has completed the 2016 accounts and has made himself available to answer queries. We are deeply grateful for his great service as treasurer over a considerable number of years and for his close involvement in the activities of our Under 19s.

2 As yet Andrea Killen has not been replaced as Brighthouse West Yorkshire's trustee. This, combined with the loss of our treasurer and three trustees being prevented, means we are not quorate today. We have adjusted today's agenda to concentrate on matters to be recorded and the preliminary discussion of other matters. *The clerk will send a dates poll start in from the second half of March to all trustees then call a teleconference to deal with remaining business. She will also check with our Stewardship Ctee Trustee that this does not create problems.*

***Subsequent to the meeting, the italicised sentences were rendered redundant.***

3 We record the following appointments made at QIY in January 2017:

**QIY Trustee: June Lewis** (Sheffield & Balby) Jan 2017 - Dec 2019.

**Outreach Projects Cttee: Floe Shakespeare** (Craven & Keighley) Jan 2017 - Dec 2018.

**Nominations Committee: Denise Stimson & Ruth McTighe** (Central Yorkshire) Jan 2017 - Dec 2019.

**Romayne Gayton & Sallie Ashe** (Sheffield & Balby) Jan 2017 - Dec 2019.

(nominated by Nominations Committee)

**Breckenbrough School Governors: Stefan Lewicki** (Harrogate) & **John Littlefair** (Beverley) Jan 2017 - Dec 2020.

**Glenthorne Management Committee: Mike Watson** (Skipton) Jan 2017 - Dec 2020.

**Under 19s Coordinating Group: Guy Milner** (Attender, Leeds) Jan 2017 - Dec 2019.

**The Mount School Committee: Margaret Bryan** (York Friargate) Jan 2017 - Dec 2020 and **Joan Concannon** as a Parent Governor Jan 2017 - Dec 2020.

(From **Yorkshire Friends Holiday School For the year 2017**, we note **Mark Rymer** as Applications Secretary and **Ruth Clark** as Treasurer

4 **2016 Reports received.** We thank Helen Orme for a clear and comprehensive report on Safeguarding. Regarding ongoing matters raised in the report, the clerk will put out a plea in the QIY Newsletter asking for a city centre meeting house which could provide space for secure storage (filing cabinet) of physical items. Electronic storage is ongoing work and we ask our safeguarding trustee to bring us a paper as soon as practicable on the issues to be addressed.

We thank Annabel May for an Outreach Projects report full of useful activity. We have heard from meetings of the great encouragement this has given them.

\*5 We are happy to recommend that trustees accept John Guest's offer to index the QIY trustee minutes.

6 Treasurership: Pro tem, Chris Love holds the chequebook and is keeping a spreadsheet of all transactions. Where cheques for more than £500 are needed Barbara Windle is acting as co-signatory.

Nominations Committee will bring the name of Chris Petrie to QIY in April as our new treasurer. He will then have been released from his duties on Bootham Committee and once appointed will be able to take up his new role without delay.

6 Junior Holidays: in January at QIY the group requested paid help with administration. There will be two holidays in 2017, which will require the processing both of applications and DBS checks. Subject to full trustee approval, we are sympathetic to this request so meanwhile we ask Junior Holidays to create an outline job description for us.

7 Investment Committee Minutes: Michael Davis has spoken to this paper. We are pleased that BNY Mellon has now been sold so that all investments are now in line with our ethical policy. We note that Michael is asking to be released as convenor when that becomes possible.

\*8 Draft reserves policy: we thank Gavin for his work in preparing the policy and recommend that full trustees accept it.

\*9 Policy Handbook: We have seen updated work since our last meeting. In particular: the Handbook front sheet has been updated. In the Handbook as a whole, some small changes are needed re a) checking bank account details, b) in consequence of changes at the Retreat c) some details of C3. Once these are complete, the document is ready to go on the website. We recommend to full trustees that they authorise this action to go ahead once the clerks of QIY and of trustees are satisfied it is sufficiently complete.

We note that Easter Settlement's relevant documents are as yet still in process of preparation and we ask them to forward the completed papers as soon as possible to the Safeguarding Co-ordinator and the Safeguarding Trustee.

\*10 1996 Properties booklet: we thank Gavin for the electronic version he has prepared of the 1996 document and we ask the full trustees to decide how to take forward the recommendation of creating a simple up to date electronic version reflecting the present situation.

\*11 New Book of Members: QIY in January accepted gratefully David Olver's willingness to produce a 2018 version. We recommend that trustees should authorise the cost of producing such a book.

\*12 Bryony Rowntree grant: deferred to full trustees

\*13 Letter from Peter Jarman: Peter has questioned Trustees' financial decisions. We recommend to full trustees that we take the matter to QIY in July and explain our

decisions, deferring any prepared substantive discussion if required until adequate agenda time is available. We send a copy of this minute to Peter Jarman.

\*14 Adult School bequest: deferred to full trustees. Meanwhile we will re-publicise the availability of the fund.

\*15 Bootham/Mount School York documents. This item is deferred. David Olver's recent email will be forwarded to all trustees.

\*16 Kindlers: We have raised preliminary questions about this including: why Yorkshire? Impact on other QIY volunteers (trustees and others)? who is administrator? Names of 20 Kindlers? Contingency plans should the membership fall/change significantly? Long term future? A trustee or a QIY decision?  
We defer this matter to full trustees.

## Quakers in Yorkshire Trustees

Additional meeting  
held at Harrogate QMH on 22<sup>nd</sup> April 2017  
to complete the business left incomplete on 25<sup>th</sup> February 2017

### Minutes of the meeting

Present: Gavin Burnell, Michael Davis, June Lewis, Helen Meads, George Penaluna, Barbara Windle

In attendance: Chris Petrie

Prevented: George R Race, Christine Fellowes, Chris Love

1 Today's meeting is called to complete, as far as time allows, business which could not be finalised in February as that meeting was not quorate.

2 (minute 5, Feb refers) Trustees are glad to accept John Guest's offer to index the QIY trustee minutes.

3(min 7 Feb refers) Junior Holidays: paid help with administration from 2017. Since our February meeting, Rachel Muers has outlined the level of help needed and her summary has been shared with trustees.

We agree the principle that this work should be paid and ask Chris Petrie to liaise with Rachel Muers and to approach Virtuosity (Thirsk agency used by several Quaker bodies) in the first instance about their terms for help this year. We hope that a concrete proposal may be available for our meeting at Carlton Hill on 17 June at 11 am.

4 (min 9, Feb refers) We hereby adopt the reserves policy prepared by Gavin Burnell.

5 (min 10, Feb refers) We authorise the clerks of QIY and of QIY trustees to put the Policy Handbook on the website as soon as they are satisfied it is sufficiently complete.

6 (min 11, Feb refers) 1996 Properties booklet: we ask the clerk and treasurer to bring a revised version to us for approval at the next available opportunity.

7 (min 12, Feb refers) New Book of Members: We authorise the cost of producing a 2018 book of members. We send this minute to David Olver.

8 (min 13 Feb refers) Bryony Rowntree request for grant towards training to become a Co-active Coach: We agree to continue our policy that any grants made to individuals should always be in direct furtherance of our Quaker aims and objectives. We encourage Bryony to consider the Hope Fund and also any possibilities listed in the Quaker Grant Making Trusts booklet.

9 (min 14 Feb refers) Peter Jarman's questioning of trustee financial decisions: We agree to take this matter to QIY in July and explain our decisions, deferring any substantive discussion if required until adequate QIY agenda time is available. We send a copy of this minute to Peter Jarman.

10 (min 15 Feb refers) Adult School bequest: So far grant applications have not been forthcoming. The clerk suggests we become more proactive, offering specific sums of money to all LMs or AMs for particular time-limited projects. We agree this approach in principle and will come to the June meeting ready to make a decision about our first offer.

11(min 16, Feb refers) Bootham/Mount School York revised constitutional documents. This item is deferred to June.

12 (min 17, Feb refers) Kindlers: We value the Kindlers' work and have given this matter some thought and consideration. The upshot however is that we see various significant difficulties in taking on the responsibility proposed here and do not feel able to undertake it.

In particular, we are a regional body with a specific purpose which is quite distinct from that of the Kindlers and we do not see this as a time to add to our own responsibilities. And while several Kindlers are currently living within the QIY region, there is no reason why this should continue to be the case. It seems to us more logical that the Kindlers should become an independent small charity which could continue as such regardless of where its members were situated.

13 Gavin Burnell has engaged in some informal discussion with other trustees and staff of Quaker bodies that could have positive implications for QIY employment matters and use of premises. We are glad to hear of this and encourage him to continue these explorations and to keep us up to date with anything of substantive potential interest to trustees.

.....

*Not part of the minutes*

Chris Petrie's appointment as treasurer was minuted by QIY in session during the time that we were holding our own meeting. We shall welcome him formally in June.

*Minutes of*  
Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 17<sup>th</sup> June 2017

Present: June Lewis, Chris Love, Helen Meads, George Penaluna, Chris Petrie, Barbara Windle

In attendance: George R Race

Prevented: Gavin Burnell, Michael Davis, Christine Fellowes

1 We thank George Race for overseeing QIY 2016 accounts despite his health problems and also for coming to present them today. We reiterate our gratitude for his remarkable dedication and length of service, first as QIY trustee, followed by QIY treasurer for nearly 8 years.

2 Chris Petrie was appointed treasurer by QIY on 22<sup>nd</sup> April in Harrogate. We welcome him to this meeting.

3 QIY 2016 draft accounts: George Race has spoken to the accounts of the directly managed funds for Quakers in Yorkshire. We are happy to approve these accounts. The clerk will prepare the draft accompanying report and circulate it with the minutes for revision/approval of trustees. The accounts and narrative will then go to the Examiner prior to being presented to Quakers in Yorkshire in July, then sent to the Charity Commission and Quaker Stewardship Committee. We have been advised today that it is good practice for the Examiner to be someone unconnected with the organisation. Michael Sturge being a member of York Area Meeting, we will use him as appointed to examine these 2016 accounts, but thereafter look for an examiner independent of QIY and will inform QSC that this is happening.

4 Secretarial help for Junior Holidays Chris Petrie reports that the cost of approximately 30 hours help amounts to approximately £750. We are happy to fund this support for our volunteers.

5 Update on CAF bank accounts and mandates  
Since his appointment on April 22<sup>nd</sup> Chris Petrie has arranged for the update of all CAF mandates except Rawdon Gold and Forrest Gold. These latter will be completed shortly.

6 MOU between QIY, Bootham & The Mount *Paper A & Paper A2*  
In Chris Fellowes' absence, Barbara Windle has filled in some of the background to these papers and the present phase of discussions between the York Schools and QIYT. We have suggested some amendments to Paper A, noted below, and these will be incorporated in the next draft which will be shared with the Schools next week.  
When Chris Fellowes & Barbara Windle have agreed a combined draft after meeting with the Schools, we ask them to send it to us for consideration and approval.

Matter to check:

A) *Articles of Association & Paper A's clause 8.2: Bootham's Articles state that if one school fails, its assets revert to QIY – to be checked. Answer: on checking, I find that this coincides with The Mount's articles of Association. The change from my understanding as*

*given in Paper A 8.2 goes back to QIY's minutes of January 2001. Paper A 8.2 will be corrected accordingly*

Matters to be inserted in our draft MOU

B) *The Articles (see Recital D Schools V 10 MOU) can override the MOU. As the Articles can be changed by the Schools, we should insert in the MOU a requirement for the Schools to inform QIY of any intended changes.*

C) *Insert in the MOU 3.1 a reference to QFP as guide to what Quaker means.*

7a Brigflatts: application to Forrest Fund

Brigflatts, falling within the historic district of Yorkshire, is applying for help with improving the upstairs children's provision at the meeting and also making the outbuildings suitable for use by the meeting, the local community and for welcoming and teaching the many groups from near and very far afield who come to learn more about this historic Quaker meeting.

We agree to make a grant of £2,000.00 (two thousand pounds).

7b York Friargate Meeting

We agree to make a grant of £1860 (one thousand eight hundred & sixty pounds). We ask Friargate to check whether any VAT can be reclaimed on this as being an improvement to a listed building.

8 Adult School Union Bequest

The current QIY Newsletter urges meetings to apply for these funds.

We have agreed to widen the scope of our original proposal beyond Woodbrooke to include Swarthmoor Hall, Glenthorne and similar Quaker educational opportunities, so as to ensure that the money is regularly used. We have renewed our intention to try to spend it all, if possible within ten years of the first disbursement of any funds.

We will not proactively contact AMs offering them specific sums to spend in a given year, until after we have had time to assess what level of response is generated by the Newsletter article and further publicity.

9 Statement to QIY re use of investment funds (min ? April/Feb refers)

We agree that QIY should be told of Peter Jarman's queries in straightforward broad terms, expressing

- our gratitude for his significant contributions to investment thinking and action
- stating that trustees have made decisions in right ordering and have heard and thoroughly considered the queries subsequently raised.
- the ethical investment policy has been thoroughly reviewed and has now been put into full effect
- we have confirmed our discernment in the matters raised.

The clerk will speak to this matter. We ask Gavin (subject to availability) to be ready to take an active part in the consideration if necessary.

10 Draft new email version of QIY Charitable Funds booklet

We thank Chris Petrie for his work on this. Chris and the clerk will work on any tweaks suggested by trustees between meetings and will bring the next draft to our September meeting for approval.

11 Reserves policy

Chris Petrie will make enquiries about what would be the cost of insurance to cover any possible cancellation of a Holiday School event.

12 Dates for trustee meetings in 2018

These are tentatively proposed as - Feb 24 June 30 Sept 22

13 Date of next meeting 23 September 2017 11 am at Carlton Hill

Barbara Windle  
clerk



*Minutes of*  
Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 23<sup>rd</sup> September 2017

Present: Michael Davis, Chris Fellowes, June Lewis, Chris Love, Helen Meads, George Penaluna, Chris Petrie, Barbara Windle

Prevented: Gavin Burnell

1 Annual Report & Accounts: We note the receipt of the final version of the Annual report and Accounts as approved by the Independent Examiner and sent to the Charity Commission and Quaker Stewardship Committee.

2 Finance report: Our treasurer, Chris Petrie has presented his report on our current financial position showing that there are no causes for concern. He will invest both the repaid portion of the Linton Taylor loan to Glenthorne and a major part of the Adult School Bequest, leaving sufficient for grants we hope to make within a year.

Bank account changes: Chris reminds us that currently there are three separate gold accounts (Forrest Meeting House Fund; Rawdon Friends School Trust; QIY General Charity. We approve the treasurer's proposal that the QIY General Charity account should be retained in its present form, whereas in future the income from Forrest Meeting House Fund, from the Linton Taylor Bequest and from the Adult School Bequest will all be moved to the Rawdon Friends School Trust account. Each Fund will remain separate, while Rawdon acts as an income-collecting account, thus simplifying banking arrangements. The QIY General Charity will continue to be used as a general bank account, with its cash account being maintained at a steady £200.

The treasurer proposes to close the Forrest account once the changes have taken place.

Easter Settlement (ES) revised arrangements for each year:

The treasurer has informed us of new and tighter financial arrangements put in place by Cober Hill. In particular, the deposit must now be paid by end of October and the required sum has been increased. With these and other factors in mind, he intends that: In future the Easter Settlement treasurer's job will be to receive all the fees for ES.

The QIY treasurer's job will be to pay out all Easter Settlement expenses.

Once the event of Easter Settlement has been held and all financial transactions duly completed, the ES bank balance will be reduced to £100 and any remaining monies will be transferred back to QIY general account.

Easter Settlement: We minute the creation of a new mandate for Easter Settlement monies, the signatories being the treasurer and the clerk.

3 Brighouse Leeds Settle MM Buildings Charity [BLSMMBC]: This charity dealing with unused meeting houses and burial grounds is in process of winding up, the land being disposed of to the relevant Area Meetings. We understand that QIY Trustees agreed with BLSMMBC some years ago to take on the permanent endowment in accordance with a Deed of Trust, the draft of which is attached at the foot of these minutes.

As members of QIY's current trustee body were not in place when this matter was previously considered, trustees feel it right to become familiar with the history of the proposed agreement so as to understand it adequately before agreeing a minute of acceptance. They would also wish to see the Charity Commission's written view of

where it sits within their regulations. The Clerk and Treasurer will contact BLSMMBC and if necessary the Charity Commission so that all the background is to hand in advance of our next meeting.

#### 4 Memorandum between QIY and the York Schools

We agree the final version of the MOU between Quakers in Yorkshire, The Mount School York & Bootham School as agreed by representatives of all three parties to the Memorandum following a face to face meeting on 6 September at The Mount. This will be reported to QIY at the session of the October meeting which is devoted to the Schools.

#### 5 Adult School Bequest (ABS) monies

We have briefly considered two proposals (below) from Nicholas Burton.

A - Research project exploring what Quaker teaching and learning means. After a full discussion we agree this is not for us. We will offer suggestions which may be useful.

B - The clerk will write to invite Nicholas to apply to ABS, with an indication of support from his overseers, for ABS help towards The Soul of Leadership course. The clerk will draft a few brief questions applicants should answer when applying.

We understand a Sheffield member will also be making an ABS application.

Easter Settlement application: On this occasion but not as a precedent, we agree to a request for grant to fund a W-O-T-R session for Easter 2018. Approximate cost is £2100.

#### 5 Safeguarding matters (Helen)

Helen has asked whether or not QIY trustees need to be DBS checked. We agree undertake this checking on the grounds that trustees can influence the approach of those working directly with QIY CYP projects. We will approach our individual AM safeguarding officers directly to arrange this.

In future we will ask incoming trustees to confirm their DBS standing before or immediately following their appointment.

#### 6 Charities Handbook updates

Chris Love, Chris Petrie & Barbara Windle will confer and will circulate a copy of the current information to trustees later this year.

#### 7 Future Use of Rawdon Fund – seeking to widen its terms?

We have discussed a paper on this topic presented by the clerk.

The treasurer will check the Fund's original capital sum and what the regular income has been so as to have a clearer picture year on year of how things have changed. In principle we are open to looking at the Fund in fresh ways and in seeking to widen objects if this seems a better use of the fund.

#### 8 Brighouse West Yorkshire (BWY): continuing QIY trustee vacancy.

This is a matter of some concern. The clerk will speak to BWY clerk about progress towards an appointment so that the Area Meeting membership can continue to be represented when decisions affecting it are taken.

Barbara Windle, clerk