

Minutes of
Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 24th February 2018

Present: Gavin Burnell, Chris Love, Helen Meads, George Penaluna, Chris Petrie,
Barbara Windle

Prevented: John Baily, Chris Fellowes, June Lewis

1 Appointments January 2018:

We note that QIY, meeting in Leeds in January,

a - released Kevin Sell from OPC as he is moving from Yorkshire.

b - appointed the following Friends:

QIY Trustees	John Baily (York AM) to serve 1 st term 2018 – 2020
Outreach Projects Ctee	Kathleen Wallace (Sheffield C) 2 nd term 2018-2020
The Mount School Ctee	Julian Pattison (York Friargate) 1 st term 2018 – 2021
Junior Holidays	Marion McNichol (Settle) 1 st term 2018 – 2020
Arrangements Ctee	Keith Robson (Wakefield) 1 st term 2018 – 2020

We also note that Mark Rymer (Applications Sec.) & Ruth Clark (Treasurer) are serving Yorkshire Friends Holiday School during 2018, with a number of other volunteers.

2 Memorandum of Understanding: York Quaker Schools:

We note that the Memorandum of Understanding agreed between QIY Trustees, Bootham School and The Mount Schools was recorded at QIY's January 2018 meeting and has replaced the Instrument of Government of September 1990.

3 Confirmation of Between Meetings Decisions made in Nov/Dec 2017:

We hereby formally record the following decisions:

A] We agree to appoint Rathbone Greenbank to manage on our behalf the investments of the Linton Taylor Bequest and the Adult School Union Bequest.

B] We formally accept our Treasurer's budget [attached] for 2018.

C] We thank Michael Davis for his completed service as Trustee and convenor of the Investment Committee.

D] We appoint Helen Meads to serve as convenor of the Investment Committee with immediate effect.

E] Adult School Bequest Grants: We agree to award a grant of £3,000 from the Adult School Bequest to Nicholas Burton (assistant clerk Malton LM) to enable him to undertake the 18 month Soul of leadership course at Woodbrooke.

We agree to award a 50% grant to Mary Avery, complementing the 50% Wilfred Littleboy Bursary awarded her by Woodbrooke, and enabling her to undertake the Equipping for Ministry course.

4 Investment Committee: matters arising from the November meeting:

Helen Meads reports that our Committee met with John David on 23rd Nov 2017.

It was decided that income from the Linton Taylor Fund will be reinvested.

A new member of this committee is needed. We agree to return to this matter at our June meeting.

5 Finance:

2017 draft accounts: Chris Petrie has answered questions on the 2017 accounts, and will make alterations accordingly, especially relating to Linton Taylor Fund. He will ask Michael Sturge for advice on the best way to record the necessary changes and will check out the revised draft accounts with all trustees. Meanwhile trustees will let Chris know of any typos they have noticed in the current draft accounts.

We authorise Chris Petrie to verify the Yorkshire Friends Holiday School accounts.

Independent Examiner: Michael Sturge having retired, we need a new Independent Examiner. Helen will approach Quaker Stewardship Committee for suggestions. We also ask Chris Petrie to research the cost of engaging a local accountant.

Insurance cover: When this is renewed, we will review the cover available and will also ensure that those responsible for QIY activities are aware of what cover is provided. We shall review this matter in June.

Quota: The clerk will check past minutes to check the minute giving the 2018 quota. She will then write to AMs clarifying the position and explaining that we expect an upward trend in the future. We will set and publicise the 2019 figure at our September meeting and will also remind Clerks if necessary that we expect a quota of £4 per head for the current year

6 Buildings Charity:

Having considered the four papers explaining the history of the Charity, the exposition of where its different sections will find their future home, and the Charity Commission's agreement that the scheme is suitable in all respects, **we agree** to accept the transfer of the liquid assets to QIY in accordance with the deed of trust.

It will be a restricted fund with the objects of "... maintenance, repair or improvement of the land and buildings in the area of benefit, used for the Charitable purposes of the Religious Society of Friends."

Provision is also made to expend capital on the building or purchase of a new Meeting House subject to the Charity Commission's agreement.

The area of benefit is that of three Area Meetings i.e. Brighouse West Yorkshire; Leeds; Craven & Keighley, as constituted in 2018.

We agree to appoint Rathbone Greenbank to manage on our behalf the Buildings Fund (the legacy of the Brighouse West Yorkshire, Leeds and Settle Buildings Fund)

7 Forrest Fund: a proposal for broadening its scope:

Chris Petrie has drawn our attention to a currently unused section of Mary Forrest's will, under which loans, either interest-bearing or interest-free, might be made from the capital of the fund. He proposes – in outline - interest-free loans to Area Meetings [AMs being the buildings' owners under charity law] repayable over no more than five years. We would intend this to replace the current system of grants but to leave trustees with the continued possibility of making a grant should that seem the right course of action. We understand that Chris Petrie wishes to confirm with Quaker Stewardship Committee

that this proposal raises no problems.
Trustees agree the proposal in principle and at our June meeting will consider the limitations Chris then advises.

8 Rawdon Trust Fund:

Further to min 7 of Sept 2017, we thank Chris Petrie for his researches into the terms and background of this educational fund.

Were this trust being created now, we are convinced that Quakers would be not satisfied with a scheme that helped so small a proportion of children of Quaker parents in Yorkshire, especially given the expenses that all parents now face in attempting to support their children in education.

We are minded in principle to broaden the objects of the trust and the clerk will speak informally to the three receiving schools straightaway about what might be the impact for the schools and individuals within them. She will also talk to Arthur Pritchard and Chris Love about an item for the QIY newsletter. Once we have greater clarity about the way grants are applied by the schools, we will begin formalising some proposals.

9 Safeguarding Report

We thank Helen Orme for a very reassuring report of activities and checking undertaken in 2017. She has raised two issues requiring clarification.

Safe storage of documents: Unfortunately Leeds Carlton Hill is no longer able to offer this facility. The clerk will approach Sheffield Central, copying in Helen Orme.

Advice re DBS checking. We ask the safeguarding team to follow Gill Sewell's advice and we agree to update our own documents in accordance with BYM policy.

We trustees will check our own DBS status and see that is on record.

10 Charities Handbook updates

We have seen an updated version and approved it for uploading to the website, once recent corrections have been made and the map inserted.

11 Other updates

Outreach Projects Committee: We have been delighted to hear from those present at QIY's January meeting of the inspiring impact of the revitalised OPC on meetings' ability to extend Quaker witness in Yorkshire. We send this minute to Annabel May.

Youth Development Officer: Rosemary Daley has told our clerk that Sheffield & Balby AM/QIY joint application for a FH legacy funding project has been successful. This will mean we shall act as a pilot area for a Youth Development Officer to make contact with 11-18 year olds across the region and draw them into Quaker activities, networks etc.

12 Dates ahead

30 June 2018

Carlton Hill

22 September 2018

Barbara Windle, clerk

Minutes of Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 30th June 2018

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

Prevented: John Baily, Gavin Burnell, Chris Fellowes,

1 Membership:

York's appointed trustee, John Baily, has been obliged by reason of ill health to ask for release from his appointment. The clerk has written to express our sympathy and good wishes. York AM expects to nominate a replacement at its July meeting.

We are told that the 'Treasurers' Conference advises that we notify the Charity Commission that one Area Meeting has not nominated a trustee so as to defend against any future problem. The clerk will write.

Before our next meeting all trustees will complete a 'fit and proper person' form. Helen will send the Central Yorkshire pro forma for guidance.

2 Privacy policy:

Now that GDPR is in place, the clerk suggests we use an adapted form of the NFPB statement, reading as follows:

Since correspondence with members & attenders who have chosen to be listed in the QIY 2018 Book of Members & Attenders is integral to our work, we have determined that we have consent to use and maintain these details whilst they are current for that purpose. If any members or attenders listed there have any queries about their data safety, they are invited to contact the clerk of trustees via bwindle@waitrose.com

We agree that we will adopt this wording as our policy for the present and will also return to it in order to be sure all necessary aspects are covered.

3 Examiner of the Accounts for 2017

Helen Meads has investigated possibilities for someone suitable to become our independent examiner following Michael Sturge's retirement after years of faithful service. She recommends to us Gill Goddard FCCA and Partner in Crozier Jones of Doncaster. She has offered a quote of £780.

We are happy to accept this recommendation and ask the clerk to write to Gill Goddard on our behalf.

4 Accounts and annual report:

paper 4a QIY 2017 draft accounts:

Chris Petrie has taken us through the draft accounts of the directly managed funds for Quakers in Yorkshire. He has dealt with a number of queries and requests for clarification and has made various small amendments. He will consult an accountant friend about the appropriate way to round up figures to ensure that the end December 2016 totals match the 1 Jan 2017 totals and will deal with the £8925 presently described as a transfer and will amend accordingly before sending us a revised set which we shall expect to approve.

Paper 4 b QIY draft annual report:

The clerk has offered the draft accompanying report and amendments are being/have been made. The reserves policy will be added into the report before it is finalised. The new version of both the narrative and the accounts will be circulated for final approval

of trustees. The approved document will then go to the Examiner, then sent to the Charity Commission and Quaker Stewardship Committee. It will be formally presented to Quakers in Yorkshire in October.

5 Other financial matters:

Paper 5a The Treasurer has updated us on a number of financial matters:

- The current **State of the Funds**: the heading 'cash' will be adjusted to read 'available funds'.
- **Linton Taylor** Glenthorne's payment of £4k has been received and sent to Rathbones for investment
- *[Forrest Fund should read: negative funds available as yet]*
- Easter Settlement – the money listed actually shows the repayment from Easter Settlement of money paid out on its behalf. This will be adjusted.
- We ask the Treasurer in future to clearly separate out from one another 1) the funds available for use and 2) any movement of funds

Paper 5b Easter Settlement In 2019 we will keep the cap on QIY's budget at £4k; this is to support a subsidy for up to two speakers and for four up-to-date DBS-qualified adults to run the children's programme. We will ensure that the organisers are aware of these limits from the start of their preparations.

Paper 5c Buildings Fund the transfer is now in process of completion.

Idle Burial Ground finance will be needed as a result of vandalism.

Brighouse maintenance to be increased from £80 to over £400.

Work on a Forrest Loans Scheme The Treasurer will create a simpler arrangement of how a loan scheme might work, ready for our September meeting. The clerk will also contact Ursula Fuller, clerk of Quaker Stewardship Committee, for any further information about the current Charity Commission thinking about loans and endowment.

6 Insurance Cover:

This has been checked by the Treasurer. Our policy gives sufficient cover and he will ensure those responsible for QIY activities are aware of what cover is provided.

7 Investment Committee membership:

Helen Meads is not available for renomination as a trustee from the end of this year. In discussion with the clerk about future investment committee membership, the clerk has proposed approaching someone to be co-opted as a trustee for their specialist knowledge. Trustees agree that she should approach Peter Coltman in the first instance.

8 2019 quota:

We have received an outline Budget 2019 from the Treasurer at the conclusion of which he proposes a 2019 quota QIY of £4 per member. We are glad to confirm this proposal and ask the treasurer to write to each AM clerk.

9 two small funding requests via QIY clerks:

Upkeep of archives:

The Yorkshire Quaker Archives held in Leeds University Library are in need of conservation work to ensure the security and long-term survival of the material. The cost of creating the essential longterm storage boxes is not known but could cost up to £1k. We are happy to authorise this expenditure. The clerk will write to Oliver Pickering.

financial support for the Newsletter

Arrangements Ctee and the clerks of QIY ask trustees to consider funding part time help for the clerks. This funding would enable a paid assistant to collate material for the QIY quarterly programme and put it into a suitable format, including the time-consuming graphics. We are happy to help, up to a maximum of £500 per year, once Arthur Pritchard as editor has clarified what he needs.

10 Adult School Union Bequest

We decided a year ago not to contact AMs offering specific sums to be spent in a given time until we knew the response to the QIY newsletter item inviting applications. This resulted in two successful applications from individuals. We will repeat this publicity and await further unsolicited applications.

11 QIY Charitable Funds Booklet

We have received the latest version of this handbook and David Olver has placed it on the website. This will be publicised at QIY's July meeting.

12 update re Future use of the Rawdon Fund

Further to min 8 of our February meeting, the Clerk has met with Heads and Bursars of the three Quaker schools where pupils currently benefit from this fund and has shared with them a copy of that minute. The information was well received, all the heads appreciating why this discussion is under way. The clerk will bring this matter to the attention of QIY at the July meeting.

We ask the clerk and treasurer to prepare a paper that will serve as the initial draft of our proposal to the Charity Commission, to send this to trustees in August and refine it in the light of trustee comments, before bringing it to our September meeting for decision and action.

Barbara Windle, clerk

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Notes – not part of the minutes

Policy documents

These are going on the website. We shall need to map out a programme of reviewing them in September.

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Date of next mtg 22nd Sept Carlton Hill 11 am – 13.30

Dates of 2019 meetings

23 February 15 June 21 September

Trustee membership

BWY	vacant	
Central Yorks	Helen Meads	(to be succeeded in 2019 by David Bower)
C & K	George Penaluna	
Leeds	Gavin Burnell	
P & H	Chris Fellowes	
S & B	June Lewis	
York	Meg Forrest	
Clerk York	Barbara Windle	

Treas C & K C Petrie
QIY clerk York C Love

Minutes of
Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 22nd September 2018

Present: Chris Fellowes, Meg Forrest, June Lewis, Chris Love, George Penaluna, Chris Petrie, Barbara Windle

Prevented: Gavin Burnell, Helen Meads

Opening worship

1 Updates:

Welcome The clerk has welcomed Meg Forrest to her first trustee meeting.
Brighouse West Yorkshire (BWY): continuing QIY trustee vacancy. There has been direct consultation between a member of BWY's Noms Ctee and the clerk We are very hopeful of a positive outcome.

2 Annual Report & Accounts: [Papers B1 & B2]

We have received and we agree the final version of the Annual Report and Accounts. It has been approved by the Independent Examiner. It will now be sent to the Charity Commission and Quaker Stewardship Committee.

3 Independent Examiner: We record our thanks to Michael Sturge for the long service he has given to QIY as examiner of its accounts. His meticulous care has been invaluable to us all and especially appreciated by successive treasurers. We will pass on to QIY Nominations Committee our thinking about possible name(s) to consider during their discernment about names for the appointment of Independent Examiner of the 2018 accounts.

4 Finance matters: [paper 4]

Our treasurer, Chris Petrie has presented his report on our current financial position showing that there are no causes for concern.

4A] Movement of Funds

In 2017, £1660 was transferred from General Charity (Account 00097806) to fund an overspend in the Forrest Fund [which is held within Investment Account 00097808]. This will now be reversed.

We agree the Treasurer's proposal that at the same time, he will transfer a General Charity (806, as above) cash balance of £1,130.92 into the Investment Account (00097808).

The net result of the movements listed here will be a transfer of £529.08 from the Investment account (00097808) into the General Charity (00097806) account.

4B] Easter Settlement (ES)

By long tradition Easter Settlement has received an annual subsidy from QIY (usually £2000) to cover support costs for children and external speakers/helpers.

Since October 2016, when CAF Bank imposed a monthly charge of £5 on all cash accounts, the Easter Settlement cash account has been closed. This was done on the advice of George Race (our previous treasurer) that all future payments, including the annual subsidy to cover any ES deficit, would automatically come from QIY General account 00097806. This General account includes six sub- accounts, the ES account being one.

Payment of the subsidy means a transfer of funds between the General account and the ES sub-section of it i.e the transfer is wholly within a/c 00097806.

There are two such ES 'paper' transactions to be authorised today as in 2017 no transfer was made. Therefore, from a bookkeeping angle, the ES sub-account *appears* to be falling into ever increasing deficit. The combined totals of the transfers amount to £6,453.93 [2017 - £3,840.76 and 2018 - £2,613.17].

We agree the 'paper' transfer of this sum from General Charity a/c 00097806 to General Charity a/c sub-section ES 00097806, thus bringing the Easter Settlement account into balance.

5 Rawdon Scheme draft [paper D]

Following a fruitful discussion of the first draft of a proposed scheme, the clerk and treasurer will circulate a revised draft of terms, which will propose offering a grant to be used for educational or training purposes to young people entering Year 12 or equivalent. Once trustees are agreed on the revised draft we will share it with the body of Quakers in Yorkshire, perhaps via the January newsletter, to sound out their ideas before we finalise in February a submission to the Charity Commission.

6. Forrest Loan Scheme proposal [paper E]

We support the proposal laid out in the scheme that interest-free loans, repayable over no more than five years from the receipt of the loan, may be made available to Area Meetings. We agree that the maximum amount of any one loan will be no more than 10% of the Fund market value, and the total of all loans shall not exceed 20% of the Fund market value at the time when the loan is agreed. We agree that if any debt should be outstanding, no further loans will be made until the debt is paid.

This decision to open up the Forrest Fund to loans, and the terms on which it is made, will be publicised to Quakers In Yorkshire, the details of this process to be agreed by the Treasurer, the Clerk of Trustees and the Clerk of Quakers In Yorkshire.

7 The Mount & Bootham Schools: Persons of Significant Control [papers F & G & I]

Companies House require organisations to declare the existence of any 'persons of significant control'. The Mount School brings this matter to us as QIY's role in appointing and releasing or removing governors indicates the possibility of such control. We understand that Bootham School has not so far interpreted the regulations to cover the role of Quaker responsible bodies.

We think it right to comply and to complete the requisite Companies House form.

We ask Bootham School to consider this matter and to respond to us, since our 2017 Memorandum of Understanding states that we wish to treat the two schools with equality and their own Articles of Association include the following statements:

"Appointment of governors 25 (1) Quakers in Yorkshire shall be entitled to appoint by minute governors....

Disqualification & removal of governors 26 A governor shall cease to hold office if he or she:..... (5) is removed by minute of Quakers in Yorkshire"

8 Loan or Funding requests [papers K & L]

8A - Yorkshire Friends Holiday School requests a loan of £2,000, to be repaid when it receives its annual James Reckitt Trust grant of £4,000 (expected by the end of 2018). We agree this loan and also note that the YFHS organisers are in process of reviewing their financial position and future action needed.

8B Pontefract LM: Forrest Fund: Pontefract asks if the internal improvements needed to bring its hearing loop system up to standard are eligible for a Forrest Fund grant. We judge them to be eligible and agree a grant of £250. We ask Pontefract to let us know what they are contributing as an LM and also to tell us what grants they receive from other sources.

8C Leah Dalby Adult School Union application: Help in funding Equipping for Ministry at Woodbrooke We agree to reimburse immediately the £567 deposit which Leah has already paid and to consider possible further help in due course, following further consultation between the Treasurer, Woodbrooke Quaker Study Centre and the relevant elders from Leah's own meeting.

There were a few moments of closing worship

Barbara Windle, clerk

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Matters of information, not taken in the meeting:

Meeting with Paul Parker, Recording Clerk, at his request.

This is scheduled for 16.03.2019 at Carlton Hill.

Chris Fellowes [family matters permitting], Meg Forrest, June Lewis & Barbara Windle are available for this meeting.

Meeting with Rathbones The Treasurer is in process of scheduling a meeting.