

## *Minutes of Quakers in Yorkshire Trustees*

held at Carlton Hill QMH on 23<sup>rd</sup> February 2019

Present: David Bower, Gavin Burnell, Meg Forrest, June Lewis, George Penaluna, Chris Petrie, Barbara Windle

Prevented: Chris Fellowes, Chris Love, Jane Morris

We began with a short period of worship.

### **1 Updates and Welcome**

The clerk has welcomed David Bower to his first trustee meeting and has indicated late additions to the agenda and priorities for discussion.

### **2 Appointments January 2019:**

We note that QIY, meeting in Leeds in January 2019, appointed the following Friends:

Safeguarding Co-ordinator: Ruth McTighe (CY AM) 1<sup>st</sup> t Jan 2019 – Dec 2021

Outreach Projects Ctee: Laurel Philipson (C&K AM) 1<sup>st</sup> t. Jan 2019 – Dec 2021

Custodian Yorkshire Quaker Archives: Gil Skidmore (C&K AM) 1<sup>st</sup> t Jan 2019 – Dec 2022

Yorkshire Friends Holiday School: We note that Mark Rymer (to Sept 2019) and Emily Clark (starting from Sept 2019) are serving as Applications Secretary; Ruth Clark is continuing to serve as Treasurer and a number of other volunteers, whose names have been notified to QIY clerks, are serving Yorkshire Friends Holiday School during 2019.

### **3 Financial papers for information** *Papers: 2a) 2018 SOFA – b) unrestricted funds – c) restricted funds – d) endowment funds – e) investment funds – f) accompanying narrative*

We have received these six papers as listed from the Treasurer and he has pointed out some minor corrections which will be sent out to all trustees after this meeting.

### **4 Treasurer's Report on 2018:** *Paper 2g*

We thank the Treasurer for this overall report and agree the following matters arising therefrom.

a) Junior Holidays: In 2018 we agreed secretarial assistance for Junior Holidays, in order to manage bookings and keep track of safeguarding and other administration, thus enabling Friends in fulltime work to be able to offer to organise Junior Holidays events. Recently the overall Junior Holidays costs have escalated significantly and need to be monitored for the current year.

We wish to support the Junior Holidays Committee and think it helpful to everyone concerned that we should set an annual budget in future for the whole work. We will subsidise Junior Holidays in 2019 to a maximum of £2000 including secretarial work, with the proviso that the Committee should inform us in good time should this limit cause them difficulties. We ask the treasurer to update us regularly.

b) We agree to subsidise Yorkshire Friends Holiday School to a maximum of £3000.

c) We authorise the treasurer to arrange for accounts over seven years old to be shredded.

## **5 Funding Requests** *Paper 4*

A – Leah Dalby: Equipping for Ministry. We agree to allocate the requested sum of £1200. A further application would be considered should the need arise later.

B – Sheffield Central LM: Woodbrooke-on-the-Road. We agree a £400 contribution to the full Woodbrooke fee.

C – Pickering & Hull AM: Woodbrooke-on-the-Road weekend at Glenthorne. We agree the basic fee of £1,000 and £200 towards additional costs if required.

D - Leeds AM: Woodbrooke-on-the-Road Eldership/Oversight Training Day open to QIY Friends. We agree the sum of £600.

E -Leeds AM: Tutor fee for 6 x 2 hrs training sessions as Christian Peacemakers in the lead up to the participants joining an Arms Fair Protest. We agree that we would be prepared to support this to a maximum of £300.

In conclusion, it is pleasing to note that agreeing these four ASUB requests means that we are getting somewhat closer to dispensing this Bequest in a defined timescale, as per our original intention.

## **6 Funding Updates:**

A - The Forrest Fund: we note that work has now begun at Brigflatts and our promised grant will now be called upon.

B – The Buildings Fund: we have been updated on the difficulties over maintenance of Newlands Burial Ground (Brighouse) in Calderdale.

## **7 Strengthening two sub-committee memberships:**

A - we ask Gavin Burnell to join the Investment sub-Committee with immediate effect and send this minute to inform our Investment Managers accordingly.

B – we ask Meg Forrest to join the Treasurer and Clerk to form an Adult School Union Bequest sub-committee. We authorise the group to act between meetings, with a spending limit of £1500, should this be necessary or helpful.

## **8 “Closer Working Together”** *Paper 6a – Paul Parker & paper 6b - Martin Ford*

We have had a wide-ranging exploration of Paper 6a & 6b and look forward to a positive discussion on 16 March. Barbara Windle, Gavin Burnell, Chris Petrie, Chris Love and June Lewis expect to be present at that meeting. We will invite Martin Ford, Rosie Roberts & David Olver to attend too.

## **9 FH/Sheffield&Balby/QIY draft MOU for Youth Development Worker** *Paper 7*

The clerk is authorised to sign this for trustees in at the April meeting of QIY.

## **10 The Mount & Bootham: ‘Persons of significant control’**

Minute 7 of September 2018 refers. After further reflection, the clerk has expressed some doubts about filling in this form. She is now asked to contact The Mount School’s lawyer-governor directly about these questions raised.

## **11 Room hire in Leeds for QIY meeting in January 2020**

Faced with the need to find a new venue for the annual January meeting of QIY in Leeds, Pat Gerwat, with some help from Veronica O'Mara and QIY's clerks, have researched numerous venues. From these, they recommend two possible locations and have asked us to decide between them.

We authorise a booking of The Bridge Community Centre for January 2020. We thank the group for the work they have undertaken that enables us to make this choice.

Barbara Windle clerk

***please see this addition re unavoidable change of decision***

### **re Minute 11 -**

Since our meeting and authorisation of the Bridge Community Centre venue, Chris Love as clerk has contacted the centre and has been told that our booking cannot be taken – you can see relevant bits of the correspondence below, including my reply authorising necessary spending on practical and other help in the new venue.

**From Chris Love** Dear Barbara and Chris

*I wrote to the Bridge Community Church, having had confirmation of their charges, and then received a response that as our meeting was not a 'conference' it fell outside the terms and conditions of their trading arrangement, especially as we were holding an act of worship.*

*We now believe we have come full circle, having received up to date details of two more places (St George's = £790) and Swarthmore Adult education Centre (similar, and no use of kitchen). Trinity which is very close to the station is being refurbished and is unavailable. So we are left with St Aidan's which I should like to confirm. We wondered whether someone could be paid (e.g. from Adel meeting) to come and help set up chairs if necessary.*

*They will ask for 25% deposit at the time of booking (there is a form to complete) and they also require us to 'indemnify the Church against all claims, demands, actions ...' (I attach the terms and conditions) which I am not sure we have been asked to do before.*

*I would welcome your confirmation that we may go ahead, plus any ideas about getting help. The indemnity insurance is non negotiable*

**From Barbara Windle** Dear Chris

*How incredibly frustrating - and after all that work too. I guess you must indeed go ahead with St Aidan's and of course we support you in that, and in the decision to get in whatever paid help is needed to make the setting up and putting away as stress-free as possible.*

*I wonder what their objection was to our act of worship - is it because the Bridge is v evangelical?*

**CL:** *I suspect you have identified the reason*

# Minutes of Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 15<sup>th</sup> June 2019

Present: David Bower, Chris Fellowes, Meg Forrest, June Lewis, Chris Love, Jane Morris, George Penaluna, Chris Petrie, Barbara Windle  
Prevented: Gavin Burnell

We began with a short period of worship.

## **1 Updates and Welcome**

The clerk has welcomed Jane Morris to her first trustee meeting.

## **2 Annual Report for 2018, and accounts**

The Clerk and Treasurer met the newly appointed Independent Examiner, the firm of Crozier Jones of Doncaster, on 5<sup>th</sup> June and handed over the 2018 accounts of the directly managed funds for Quakers in Yorkshire. Having looked at the accounts, Crozier Jones inform us that their fee will be £900 inclusive of VAT. We agree to this fee and ask our treasurer to inform Crozier Jones accordingly. If any changes to the accounts are proposed by the Examiner, Chris Petrie will circulate a revised version.

QIY draft annual report 2018: (Paper 1)

The clerk has offered the draft accompanying report and amendments are being made. The revised version of the narrative will be circulated for final approval of trustees before it is presented to QIY in Skipton on 20 July.

Once the accounts are approved by the Independent Examiner, they together with the approved report, will be sent to the Charity Commission and to Quaker Stewardship Committee.

## **3 Financial papers for information/decision**

We have received Papers 2,3,4, 5 and 6.

**Newlands Burial Ground** We understand that our responsibility for upkeep in 2019 will be in the region of £900 and that the relevant income will cover this cost.

Funding requests

**Keighley LM** requests up to half the cost of double glazing the meeting house.

We agree the sum of £2,400.

**Craven & Keighley AM** requests further help in funding essential support for the retaining wall of Airton Meeting House.

We agree the sum of £2400.

**Beverley LM** We agree to deal with the request from Beverley LM between meetings.

Grant

We note that **Yorkshire Friends Holiday School** has gratefully acknowledged the grant we made to it, a grant which was minuted at our February meeting.

**QIY Quota for 2020**

We agree to raise the quota by one pound to £5 for 2020 and ask the Treasurer to write to Area Meetings accordingly.

## **4 Investment Committee Membership**

We need to strengthen the membership of our Investment Committee. We are glad to appoint David Bower to this role and will send this minute to inform Rathbones of his appointment.

## **5 Rawdon Fund Proposal**

Paper 7

We have considered in depth the principle on which this draft proposal is based and we agree to take the proposal forward. Trustees are asked to send any further comments on the draft to the clerk before the end of June, at which point we ask the clerk to circulate a revised draft.

## **6 'closer working together' a 'Simple church supported by simple charity'**

Before this meeting the clerk had circulated to all trustees the papers she had sent to Area Meetings in following up the events of Quakers in Yorkshire's April meeting. The proposal that all Area Meetings should appoint a representative to carry the work forward has been positively received. We have updated one another on the progress to date in our own area meetings and look forward to these further developments in thinking about our regional organisation more strategically. It is good to hear from QIY's co-clerk that Jonathan Carmichael (BYM officer) will be coming to speak at QIY in Jan 2020.

## **7 QIY quarterly meetings programme**

The clerk found that preparing the Annual Report was a strong reminder to her of the excellent programming that our clerks and arrangements committee continue to put in place. We have expressed appreciation of what QIY's agendas offer us and the relevance of the topics to wider thinking across Britain Yearly Meeting and beyond.

## **8 Dates of Future Meetings**

Our next meeting will be held at Carlton Hill at 11am on Saturday 21<sup>st</sup> September 2019.

We agree the dates of our 2020 meetings as follows:

Saturday 22 February;      Saturday 20 June;      Saturday 19 September.

11 am – 1.30 pm latest.

At Carlton Hill Meeting House, subject to confirmation from the Warden

Barbara Windle, clerk

### **Future Business:**

Beverley Meeting funding request to be dealt with between meetings

Agreement of new Forrest Loan Scheme wording – deferred to September meeting

Check what the governing document ought now to say about QIY and The Retreat

# Minutes of Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 21st September 2019

Present: David Bower, Gavin Burnell, Chris Fellowes, Meg Forrest, June Lewis, Chris Love, George Penaluna, Chris Petrie

Prevented: Jane Morris, Barbara Windle

## **1 Clerk this time**

As Barbara Windle is prevented on this occasion, we ask Gavin Burnell to serve as Clerk for this meeting.

## **2 Annual Report for 2018, and accounts**

We receive paper 2, a nearly final draft of the Annual Report and Accounts for 2018. Since the papers for this meeting were circulated, the Clerk has received the final versions from the accountants with some minor deficiencies corrected. We approve the report and accounts and authorise our Clerk to sign them and send them to the Charity Commission, Quaker Stewardship Committee, Quakers in Yorkshire co-clerks and place a copy on the Quakers in Yorkshire website.

We give thanks for work of the Quakers in Yorkshire and Quakers in Yorkshire Trustees Clerks and Treasurer in preparing the report and accounts.

We agree to reappoint Crozier Jones as the examiner of our accounts for 2019.

## **3 Other Financial Matters**

We receive papers 3a and 3b Statement of Funds 2019 and Report on transfers 2019 and our Treasurer has spoken to them. It has come to light that the burial ground at Newlands is more extensive than originally understood and that this may result in an increase in maintenance costs. We are not aware of any outstanding requests for grants to be considered at this time.

## **4 Forrest Meeting House Fund: Loan Scheme Proposal**

We receive paper 4, a proposal for using the Forrest Meeting House Fund to make loans to Area Meetings for the maintenance and improvement of Meeting Houses in Yorkshire. We approve this as our policy for this fund.

## **5 Rawdon Fund Proposal: continued**

Further to Minute 7 of our meeting held 15<sup>th</sup> June, we receive paper 5, a second draft of a proposal to amend the objectives of the Rawdon Friends School Trust.

We agree to amend the proposal to include in the definition of beneficiaries those whose legal guardians meet the same definition applied to parents of beneficiaries and also to include young people who are members of the Society of Friends and are resident in Yorkshire.

We also clarify that the term “secondary school leavers” should be understood to mean those completing the equivalent of the end of school year 11.

In order to ensure an equitable distribution of funds across years, we affirm that we seek the power to vary the total disbursed each year as the number of eligible beneficiaries varies.

We remain clear that our intention in proposing this scheme is to include all Quaker children in the beneficiaries and not to limit it to the minority whose parents have chosen to educate them in the Quaker Schools.

We are not yet ready to put this forward formally to the Charity Commission but ask our Clerk to consult with Chris Gregory at Friends Trusts limited as to how we might take this forward. We are conscious that the principles of this proposal have not yet been widely tested amongst Quakers in Yorkshire.

## **6 2019 Working Group from QIY’s seven Area Meetings to Reinvigorate and Simplify Structure & Process [GRASP]**

We receive paper 6, being the minutes and notes of the first meeting of the GRASP working group. We note that Barbara Windle has been asked to join the group on an ongoing basis as a Quakers in Yorkshire Trustee.

We thank Barbara for undertaking this service and look forward to hearing more of the Working Group’s progress at our future meetings.

## **7 Updating our QIY Governing Document**

Following changes in the governance arrangements for The Retreat, York, our governing documents are now slightly out of date. Specifically, the final point of section 5 (v) of the Governing Document, and the penultimate point of section 3 of the Schedules concerning appointments to the Retreat, York are no longer correct as Quakers in Yorkshire now makes nominations to the Nominations Committee of The Retreat, York.

We also note that Schedules do not include reference to the Buildings Fund and its endowment.

As we no longer make direct appointments, we agree that these references to The Retreat, York should be removed. Accordingly, we recommend to Quakers in Yorkshire that these out-dated points in our governing documents be deleted and reference to the Buildings Fund be included. We forward this minute to Quakers in Yorkshire

## **8 Recording QIY presentations**

The Quakers in Yorkshire clerks have forwarded a request that consideration be made of filming and distribution via the Quakers in Yorkshire website of presentations given to Quakers in Yorkshire.

As trustees we do not see any legal reasons why this should not be done so long as speakers are asked in advance and are allowed to request their presentations not to be so published or to have certain parts of their presentations excluded.

We would be concerned that the practicalities might make this technically demanding and would not wish this to burden the Quakers in Yorkshire office holders but we would not stand in the way if there was a Friend who felt led to offer this service.

## **9 Yorkshire Friends Holiday School Epistle**

We have received the 2019 Epistle of the Yorkshire Friends Holiday School (paper 9) signed in and on its behalf by Guy Milner & Carolyn Arnold.

## **10 Membership of this Trustee Body**

Four of those present today conclude their service on 31<sup>st</sup> December 2019:

- Chris Fellowes (P&H) after three terms
- June Lewis (S&B) after two terms
- Gavin Burnell (Leeds) part way through a second term, on being appointed Co-Clerk of Quakers in Yorkshire
- & Chris Love (ex officio) on completing her service as Co-Clerk of Quakers in Yorkshire.

We record our thanks for the faithful service of all these Friends.



Gavin Burnell Clerk this time