

Minutes of Quakers in Yorkshire Trustees

held at Carlton Hill QMH on 22nd February 2020

Present: David Bower, Gavin Burnell, Meg Forrest, Jane Morris, Chris Petrie, Digby Swift, Barbara Windle

Prevented: George Penaluna, Leeds AM rep, P & H AM rep

1 Welcome and agenda

We welcomed Digby Swift to his first meeting with us.
We have reviewed the hoped for timings of today's meeting.

2 New QIY List of Members

We will ask David Olver to begin the process of compiling and preparing for publication a new List of Members, with the intention that it can be published for the start of 2021. Although the list will inevitably be incomplete, as some Friends will not wish to be listed, it remains a very useful document. It will be compiled in accordance with GDPR regulations. We suggest that, at the foot of names for each meeting's list of names, there should be a note indicating how many people have chosen not to be listed.

3 GRASP'S activity to date.

GRASP met first at the end of August, then monthly until 30 December, when it agreed the interim report presented to QIY in January. This stressed: the appetite for greater simplicity; recognition that a lot of time and personal energy expended in organising and administering British Quakerism might be better used for worship and witness. It provided examples of ways in which Local & Area Meetings could seek to implement changes & underlined the fact that these are not dependent on some higher external authority but on the will of the membership at that level. It asked for responses to consultation questions and offered support should that be wanted.

GRASP next meets to continue its work on 16th March. [It is also meeting with the Recording Clerk & the Director of Woodbrooke, at their request, on March 2nd.]

4 Finance [SOFA, annual accounts, endowment funds, unrestricted fund

The treasurer has supplied and spoken to comprehensive documents covering restricted, unrestricted & endowment funds and has answered questions arising. One typing error has been noted and the Treasurer has been asked to add to his financial review a note on the fact that taking on the Building Fund created a one off leap in income. This is what explains the apparent drop in investment income in the following year.

The financial position is sound and overall investments, totalling about £841,000, have increased in value in line with market conditions. We are compliant with our reserves policy and spending does not give cause for concern.

5 Investment sub-ctee membership

This currently comprises Chris Petrie, George Penaluna and David Bower. Jane Morris will now join the group, thus completing its membership.

6 Decisions on Grant funding requests

Forrest Fund:

A Beverley LM we agree a grant of £2,500.

B Huddersfield LM we agree a grant of £2,000

Building Fund

C Skipton we agree a grant of £2,000

D Huddersfield we agree a grant of £500

The Treasurer's offer letter will tell each meeting that it is free to apply for a further grant later in the year if it wishes to do so.

7 Open exploration: Might QIYT consider offering some form of continuing youth work employment to the Quaker Youth Development Officer for Sheffield & Balby AM and Yorkshire, Lester when the present contract expires?

In the light of current interest in regional hubs and initiatives, in reinvigoration and inclusivity, we have been invited to explore the idea of whether or not QIYT might consider in principle the desirability and practicability of continuing Lee Lester's youth work once Lee's three year contract expires.

This led to a lively discussion. There are many aspects to clarify, to cost and to explore; there are several people who need to be consulted re the progress of the present project, not least Lee herself/themselves.

Meg Forrest & Digby Swift will flesh out these first thoughts and will keep us in the picture.

30 min lunch break

8 Handbook updating

We have looked briefly at the present division of the handbook into sections and have agreed which of us will check each one and will flag up at our September meeting areas in need of updating.

| | |
|-----------------------------------|-----------|
| Financial Procedures | CP |
| Investment Policy | CP |
| Risk Management | JM |
| Data Protection Policy | DS |
| Archives Policy | DB |
| Health and Safety Policy | JM |
| Hiring Rooms Guidelines | GB |
| Annex 1. Risk Analysis | |
| Annex 2. Health and Safety | |
| Safeguarding | MF |
| QIY posts | GB |
| Governing document | BW |

9 Junior Holidays

The Treasurer is concerned about inaccurate budgeting and some helpful practice which could and should be implemented. Those undertaking the work are volunteers, wanting to work with children, not necessarily people with the interests or background to 'do money'. How can they be helped?

We ask the Treasurer to draw up an agreement for Junior Holidays which clarifies the financial procedures that the organisers must observe, including creating a budget to be submitted to our Treasurer for approval before Junior Holidays commits to any event. We ask Chris Petrie to circulate his draft of the proposed agreement to trustees for approval before promulgating it.

10 Rawdon Fund Proposal: continued

The more we think about this topic, the more our discussion broadens out well beyond the original concept that trustees have been considering. We have now reached a stage where we all need to continue thinking widely, while bearing in mind the advice we have discussed today from Chris Gregory.

It is clear that no new Charity commission scheme is on the near horizon. In view of this fact, we ask the Treasurer to resume payments to Ackworth, Bootham & The Mount under the current scheme.

11 Date of next meeting:

Saturday 20th June at Carlton Hill

Quakers in Yorkshire Trustees

held via Zoom on 20th June 2020 10 am

MINUTES

Present: David Bower, Gavin Burnell, Meg Forrest, Jane Morris, George Penaluna, Chris Petrie, Digby Swift, Barbara Windle

Prevented: Leeds AM rep, P & H AM rep

Part of QFP 3.29 was read during our opening worship.

1 Leeds AM Nomination of QIYT trustee

Leeds AM has nominated Patricia Gerwat to represent it on QIY Trustees. This will come to QIY for decision at its July meeting

2 COVID-19 updates: QIY Quarterly Meetings

QIY's quarterly meeting in April followed so quickly on the nationwide lockdown that no alternative plans could be arranged. The July Quarterly Meeting will definitely go ahead using Zoom and it looks extremely probable that the same reduced format will be necessary for its October meeting.

3 COVID-19 updates: Junior Holidays & Yorkshire Friends Holiday School

Junior Holidays June event & **Yorkshire Friends Holiday School (YFHS)** August event both had to be cancelled because of COVID-19's impact on the country. YFHS organisers are planning some virtual activities so that the event will not be wholly lost. No decision has yet been made re Junior Holidays planned event in October 2020.

4 COVID-19 updates: Glenthorne Quaker Centre

Glenthorne has been forced by the national lockdown to close for an unspecified length of time. The total loss of income makes this year's loan repayment very difficult indeed. In May QIY Trustees took a between meetings decision to offer Glenthorne Trustees a year's repayment holiday, an offer which was gratefully accepted.

5 COVID-19 updates: Sir James Reckitt Charity

At the request of the Sir James Reckitt Charity, on 30th April Trustees agreed by email to forgo the Reckitt Charity's donation to QIY for 2020. This decision was taken so as to enable the Charity to support other charities who were in serious difficulties as a result of the pandemic.

6 COVID-19 updates: The Mount School governor appointment

The nomination of Steph Hogg to join The Mount School Committee as a parent governor was due to come to April QM of QIY for appointment. As her membership of the School Committee was judged useful to the School straightaway, the QIY clerks and QIY Trustees agreed that Trustees make an immediate interim appointment until July Quarterly Meeting, when the matter will come before QIY in the normal way. QIY Clerks informed the School's governing body on May 21st.

7 GRASP's meeting with BYM & Woodbrooke at Carlton Hill, Leeds

Notes of the meeting, held in March at Paul Parker's and Sandra Berry's request, have been copied to all Trustees. Since that March meeting things have moved on and the decision to locate a Local Development Worker in Leeds has been announced.

8 Finance: 2019 accounts and annual report

- a) The Annual Report and Accounts have been circulated among and considered by Trustees. They are approved, subject to updating the trustee list.
- b) The Treasurer's financial report indicates that despite the difficult financial circumstances everyone faces this year, we remain in a healthy financial position. His report is approved.

9 Grant funding requests

General principles to consider at this time We are conscious that many meeting houses are suffering severe financial loss of lettings income at present and that the longer the COVID-19 restrictions last, the more requests for help we may receive. At the same time, we can expect the investment income which funds our grants to be reduced. That being so, we are minded to err on the side of caution in allocating grants and to be ready to consider offering loans from the Forrest Meeting House Fund in addition.

Skipton LM As the work is both completed and paid for, we are not minded to give further support at this time.

Huddersfield LM We ask Huddersfield to provide the Treasurer with more specific financial information, and information about the state of its building, so that we can consider a decision at our September meeting.

Brighouse West Yorkshire AM We agree a grant of £630 from the Buildings Fund for the Newlands Burial Ground maintenance.

The Treasurer and Clerk will draft a form to be used by future applicants, the wording to be agreed by trustees between meetings.

Overall we see the need to strengthen our criteria for applications and to clarify the respective responsibilities of Local and Area Meetings. We will prepare a paragraph of advice on this point, for agreement at our September meeting.

10 Possible Youth Development Worker: report from Digby Swift & Meg Forrest

Meg Forrest & Digby Swift have updated us on their exploratory contact with Jude Acton [CYP Officer] and Oliver Robertson (Head of Worship & Witness) on the subject of a possible QIY Youth Development Worker. The more we know, the more we appreciate the complexities of this issue.

We feel we cannot decide whether or not to investigate the possibility in depth without knowing the results of the evaluation of the YDW project for both YDWs. If we do then wish to continue investigating, we shall need to work out a clear redefinition of the potential new post and what that would cost before reaching any decisions.

We ask Digby and Meg to continue exploring these matters with Jude Acton and Oliver Robertson for the present.

11 Treasurer & clerk's proposed agreement with Junior Holidays

We have agreed with minor changes the attached letter containing a draft agreement that could be helpful to Junior Holidays in planning their future events.

12 Junior Holidays planned event 23 - 25 October 2020: COVID 19

The clerk will contact the organisers to let them know that as their responsible body we shall need to agree with them a clear timeline and rationale for how and when the decision is to be taken to go ahead with or to cancel the October event. If a cancellation decision leads to a loss of deposit, we will of course pay that fee.

We ask the clerk and David Bower to be our direct contacts with Bronwen Alty and other organisers. If the event is to go ahead, we will need to see the up to date risk assessments in relation to COVID-19

Date of next meeting: Saturday 19th September. Carlton Hill/Zoom - not yet known

Notes

September's meeting to include:

- Updating re Junior Holidays - October
- New matters for us to consider as result of C-19?
- Leaving further Rawdon discussion till we're face to face – minute this if agreed
- Grant giving criteria and process sharpened & clarified
- Youth Development Worker?

Today's Minutes – please check them:

*Min 7 – Reading this through, I realise that the words 'are attached' referred to the papers you received **prior** to today. I have adjusted the minute to reflect that.*

Min 9 – first sentence, final paragraph: I have slightly adjusted the wording for greater clarity.

Min 10 – first sentence, second paragraph: on re-reading it as originally written, I found alarm bells sounding. It read as if we thought we had the right to demand to see evaluations commissioned by and for someone other than ourselves. (Presumably the QIY persons/body involved in Lee Lester's appointment has the right to see that evaluation, but who was that? I'd need to check. But we certainly have no 'right' to see the West of England one.) So I've softened the phrasing in a way that I hope will not raise hackles if read by Jude & Oliver. I'd appreciate comments on that, especially from Digby & Meg – and won't send the minute out until I've heard back from Friends.

Minute 12 – I've added a final sentence in response to what was said towards the end of our meeting.

Quakers in Yorkshire Trustees minutes of meeting

held via Zoom on 19th September 2020 from 11 am

Present: David Bower, Gavin Burnell, Meg Forrest, Patricia Gerwat, Jane Morris, George Penaluna, Chris Petrie, Digby Swift, Barbara Windle

Prevented: P & H AM rep (no appointment at present)

Part of QFP 23.11 was read during our opening worship.

1 Welcome to new QIYT trustee

We welcome Patricia Gerwat, the new representative for Leeds AM.

2 COVID-19 updates: QIY Quarterly Meetings & QIY Trustee Meetings

These will continue via Zoom for the present time, until we are able to announce otherwise.

3 COVID-19 updates: U 19 Activities

Despite being unable to meet in person, Yorkshire Friends Holiday School held a very creative close to five day virtual event which evidently was much appreciated by the participants. Junior Holidays, also unable to meet as intended, is planning for a virtual event in October, with some input from Lee Lester.

4 Junior Holidays budgeting process *(paper A)*

It was not appropriate to send the letter we had planned in June when everything was so painfully uncertain. Having had contact with Bronwen Alty recently re the now-cancelled October event, the clerk sent her a revised, clearer and simpler version of it (paper A) with an accompanying letter.

There has been no reply to date as Bronwen will need time to consult with the team. This will be followed up if nothing has been heard in a month's time.

5 Finance

Chris Petrie's papers + F1 v BW

We have received and accepted the treasurer's papers, whilst commenting as follows on the report of the Finance Committee's meeting with John David (Rathbones):

We have considered the general principle of reinvestment of dividends in endowment funds and are agreed that trustees' responsibility to maintain the real world value of endowment funds can mean reinvestment of dividends. We also note that some of the investments not producing dividends are accumulation shares and thus are designed to give capital growth rather than income.

6 Grant funding request *paper F2*

Huddersfield Meeting House –

In view of the funds available to Huddersfield we are content that the meeting is able to finish the work in progress without additional funds and we shall therefore not add to the grant already made in 2019/2020. We remind Friends for future reference that applications should involve the Area Meeting Trustees to which a Local Meeting belongs.

7 Easter Settlement

Cober Hill is introducing an extremely stringent new deposit policy (attached). The treasurer considers it will be impossible to hold Easter Settlement at Cober Hill in 2021 under Covid-19 restrictions as the requisite space will not be available.

We have agreed that the deposit already held by Cober Hill will be left there, but we shall not add to it until there is considerable y more clarity about the situation for Easter 2021

8 Possible Youth Development Worker (min 10 June 2020)

This matter will remain on the table until the evaluation of the present project has been received.

9 Rawdon Fund exploration

As this is not an urgent matter, we agree to leave it on the table until we are able to meet face to face.

10 Grant giving process

paper B

Further to minute 9 (June 2020), a draft application form for QIY grants /loans was before the meeting. A number of helpful amendments were agreed and the new form is attached to these minutes. Any further amendments should be sent to the clerk.

11 updating Trustee Handbook

We received draft amendments to three sections:

- 1 Finance Procedures and Investment Policy
- 2 Guidelines for Archive deposit revision
- 3 Governing Document.

We accepted the changes to 1 and 2 as presented to us, with the additional information added to 2 as discussed.

In relation to 3, the clerk referred us back to the fact that Gavin Burnell had noted in September 2019 that the Governing Document is outdated in relation to QIY's link to The Retreat. The minute then made (Sept 2019) said that '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.'

Since then the clerk has clarified that any changes in the Governing Document have to be authorised by the Charity Commission. The relevant sections have not been brought before QIY nor deleted from the current document. The clerk has consulted David Olver about whether it would be in order to add a supplementary note to the Governing Document or whether a Charity Commission process should be started. He advises the former. We have agreed that changes re The Retreat need to go into the supplementary paragraph, plus reference to the acquisition of responsibility for the Buildings Fund and the Adult School Union Bequest. All the proposed changes will be circulated with the minutes and those to the Governing Document will be forwarded to QIY as our recommendation.

12 Area Meeting Quota for 2021

The treasurer has been asked whether the £5 quota already proposed might be reduced in view of the present situation. He recommends no change as £5 does not cover the actual membership costs.

We accept his advice, adding that we ask the clerk and treasurer to write to all Area Meetings explaining why we have considered but have not actually made a blanket reduction and adding that in view of the exceptional circumstances, any AM in difficulty should let the treasurer know.

12 proposed dates for 2021

Saturday February 20th Saturday June 18th Saturday September 19th
Venues to be confirmed in due course.

Barbara Windle clerk

Not part of these minutes – a reminder of how in February we divided up the task of reviewing the Handbook to see if any amendments are needed (George was prevented)

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| Financial Procedures | <u>CP</u> |
| Investment Policy | <u>CP</u> |
| Risk Management | <u>JM</u> |
| Data Protection Policy | <u>DS</u> |
| Archives Policy | <u>DB</u> |
| Health and Safety Policy | <u>JM</u> |
| Hiring Rooms Guidelines | GB |
| Annex 1. Risk Analysis | |
| Annex 2. Health and Safety | |
| Safeguarding | MF |
| QIY posts | GB |
| Governing document | BW |

Quakers in Yorkshire Trustees minutes of meeting

held via Zoom on 28th November 2020 from 10 am

Present: David Bower, Gavin Burnell, Meg Forrest, Patricia Gerwat, Jane Morris, George Penaluna (until 11 am), Chris Petrie, Digby Swift, Barbara Windle

Prevented: P & H AM rep (no appointment at present)

Invited but prevented: David Olver, clerk-designate

QFP 21.25 was read in our opening worship.

1 After our opening worship the clerk thanked trustees for attending this additional meeting.

2 Junior Holidays replaced the intended face to face gathering in October with virtual activities.

Easter Settlement 2021. This will take place by Zoom. We shall not make any addition to the deposit already sent.

3 Finance: We have received the Treasurer's update since September.

i) He has reported financial transfers made in that period.

ii) No Grant applications have been received.

iii) Rawdon Fund disbursements, the necessary information had been received from all three schools, enabling him to make payments for 2018 and 2019 to Ackworth, Bootham and The Mount.

iv) Between meetings, trustees have corresponded about the current banking arrangements and have decided not to make any change at present.

4 Youth Development Worker (YDW) exploration:

We have received the following background papers: a) QYD Youth Worker Summary Report for client; b) two QLCC items: separated minute 20.43 and proposals for way forward following evaluation; c) Digby Swift's summary of QYD evaluation; d) four questions to focus our discernment.

In the course of a very full consideration we noted that whereas the June meeting between representatives from BYM and from QIYT recorded that:

A youth worker supported by QIY should be treated as a significantly different job and would be a new position, with different terms and conditions, job description and therefore we would need to have a recruitment procedure

The latest communication from Oliver Robertson was very different, stating that:
We want to keep the current YDWs on, and seek local funding to enable us to do so.

Having considered the external evaluation of the current pilot project, we remain positive about the idea in principle. We do believe there could be significant benefit from a YDW and we see that the current activity has been good for one of our seven Area Meetings.

What Oliver Robertson proposes ('*We want to keep the current YDWs on, and seek local funding to enable us to do so*') is not financially possible for us but we are interested and able to offer funding up to £24k for a one year part time post, in the first instance. The offer would depend on our agreeing somewhat different parameters with BYM, as anything paid for by us as QIY trustees must work for the whole of QIY. This requires an amended model,

whose principles and details need to be worked out between QIY as the main funders and BYM as management, and to be kept under review.

Looking ahead, we shall investigate possibilities for longer term, but not necessarily permanent, funding. This is on the assumption that if such funding were found, there would be a radical reappraisal of the parameters of the YDW role in the form of a theory of change as proposed in the evaluation.

5 We are seriously minded to write a proposal and bring it to QIY in session, seeking Charity Commission approval to change the objects of the Rawdon Fund so that it could be directed in future towards the development of Youth Work across QIY.

6. Meg Forrest tells us that Safeguarding Officer Ruth McTighe is now working from a BYM template for Area Meetings and has almost completed the updated Safeguarding policy for our Handbook. The BYM policy expects AM Safeguarding officers to be part of the relevant trustee body. Ruth suggests the direct appointment of a QIY Trustee (Safeguarding) and would be willing to take up this role if asked. We have the power to co-opt a trustee for a specialist role.

As an interim measure we agree to co-opt Ruth McTighe as our Safeguarding Trustee with immediate effect. This will give us more time to consider the best long term process for such a role.

7 Policy Handbook: We adopt –

- a) the updated Data Protection policy attached to these minutes
- b) the updated Guidelines for archive deposit (noting that David Bower and Oliver Pickering have agreed with David Olver that a paragraph in the new Book of Members and Attenders will explain about location and access to our archives).
- c) and will adopt the Safeguarding Policy, prepared in line with BYM's policy for Area Meetings, as soon as Ruth McTighe is able to complete it.