

Quakers in Yorkshire Trustees

Minutes for meeting held at Carlton Hill Meeting House on Saturday 18 September 2021

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

Prevented: Gavin Burnell.

By invitation: Peter Jarman.

Quaker Faith & Practice 29.01 was read in our opening worship.

QYT-2021-09-01. Minutes

The minutes of the meeting held on 19 June 2021 have been circulated and received today.

QYT-2021-09-02. Trustees

QiY on 17 July 2021 appointed Ruth McTighe to a second term as Safeguarding Coordinator and an ex-officio trustee.

York AM has nominated Peter Jarman as a trustee and he has been invited to attend this meeting.

QYT-2021-09-03. Clerk's Report

We receive paper QYT-2021-09-02 with the Clerk's report. This covers the following items: Yearly Meeting Gathering; QiY July quarterly meeting; Youth Development Worker; Local Development Worker; Junior Holidays; Holiday School; Annual Report and Accounts; York Schools – Persons of Significant Control; Website.

QYT-2021-09-04. Governance matters

Procedure for taking decisions between meetings Further to minute QYT-2021-06-04a, the draft procedure for making decision in-between meetings has been amended (paper QYT-2021-09-03). We approve the procedure and agree to append a copy to our Governing Document.

QYT-2021-09-05. Youth Development Worker

Digby Swift has updated us on the Yorkshire Youth Development Worker Project. The Adult School Union funds have been transferred to BYM. The Support Group has met once.

Lee Lester resigned from 2 September to take up another post. This means that there are 8 months funds remaining. BYM is advertising the post internally to see if

there is anyone available for redeployment. If not, it will be advertised externally. We hope that a member of the Support Group will be available to assist with the interviews but if not, the clerk will find a trustee.

Meanwhile the BYM fund-raising team is continuing to raise more funds. An appeal letter will be sent to clerks and a general appeal leaflet has been produced to encourage individual donations from Yorkshire Friends.

QYT-2021-09-06. Safeguarding

(a) Safeguarding Policy

We note a factual update to the Safeguarding Policy.

(b) Transgender safeguarding issue

A report has been received concerning a transgender safeguarding issue and Ruth McTighe has spoken to the matter. We thank all those who contributed to the report.

We have discussed this complex issue.

We agree to normally follow the BYM Safeguarding and Gender Diversity Policies.

We accept the recommendations in the report and ask that all those involved are informed as appropriate.

We hope that an outcome satisfactory to all parties can be found. We uphold in love all those who could be involved in finding the best way forward. This includes parents, children, Junior Holidays, Holiday School, Easter Settlement and the Under 19s Coordinating Group.

(c) Training

We agree that we should arrange basic level training for all trustees and members of QiY Nominations Committee. We also agree that the Safeguarding Coordinators and Clerk of Trustees will undertake the 31:8 training on Safeguarding for Trustees.

QYT-2021-09-07. GRASP

We receive a paper (QYT-2021-09-04), prepared by David Olver, on how to implement the recommendations agreed in minute QYT-2021-06-07, viz:

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

All the recommendations need permanent effort at the QiY level, plus willingness to collaborate by meetings and stake-holders. The current QiY role-holders who have a global remit are fully committed, which implies either creating a new role or using paid staff.

We agree that there is a good case for QiY contracting someone to undertake the above tasks and to assist QiY role-holders, particularly the Co-Clerks. We ask for

detailed proposals to be brought to our next meeting, including how the work would be funded.

QYT-2021-09-08. Finance

(a) Report

We receive from our Treasurer a Finance Report and a State of Funds Report (paper QYT-2021-09-05).

We are pleased that a dividend for the Adult School Union fund produced an extra £57.66 which has been transferred to BYM giving a total grant of £26,024.11 to pay for the Yorkshire Youth Development Worker.

The pandemic continues to affect activities resulting in both low income and low costs. There has been only one request for an outreach project grant. We hope that more requests for grants can be encouraged.

(b) Investment Managers

We confirm the re-appointment of Rathbone Greenbank as Investment Managers. We agree to three trustees being the contact trustees with Rathbone Greenbank. The Clerk and Treasurer will be two of these trustees. We will appoint the third in the New Year.

We ask our Treasurer to arrange the annual meeting to review our investment portfolio.

Rathbone Greenbank have asked us to authorise them to manage the five funds (Rawdon Friends School Trust, Buildings Fund, Linton Taylor Bequest, Forrests (Meeting House) Trust and General Meeting Charity). We agree to the minutes below and ask the appointed trustees to sign them.

(c) Grant application

Further to minute QYT-2021-06-09(b)(iii), Airton have provided more information about their request for a grant to refurbish Airton Meeting House. Chris Petrie has analysed the information and circulated a report to trustees. Unfortunately, he finds that there are inconsistencies in the information. We are however pleased to hear that Airton has received a substantial grant from an external charity so that the refurbishments can proceed.

We confirm our earlier decision not to award a grant. The Clerk will inform the clerk of Craven & Keighley AM Trustees and summarise the reasons for the decision.

QYT-2021-09-09. Quota and Communication with AMs

We receive a paper (QYT-2021-09-06), prepared by David Olver, on how we raise income from Area Meetings. This is currently done by an annual quota but not all meetings are able to contribute their full quota.

We have discussed the matter and agree that we should no longer rely on the quota and instead adopt a method similar to BYM for fund-raising from meetings. This means producing a leaflet and letter to publicise the activities of QiY, recognising that some meetings might wish to continue to contribute an amount similar to the quota amount. We could also use the QiY quarterly newsletter to publicise our

financial picture. We ask our Clerk and Treasurer to draft the leaflet and letter and circulate to trustees by email.

QYT-2021-09-10. Policies

(a) Policies

We note that the policies as approved by Trustees up to the end of 2020 are now on the web at www.quakersinyorkshire.org.uk/policies. They are: Financial procedures; Investment policy; Reserves policy; Data protection policy; Guidelines for archive deposit; Health and safety policy; Safeguarding policy; Hiring room guidelines.

(b) Financial Procedures

We receive an amended Financial Procedures policy (paper QYT-2021-09-07) and approve the changes.

QYT-2021-09-11. Risk Management and Register

The QiY Risk Register has not been reviewed for some time. We receive and have reviewed an updated version (paper QYT-2021-09-08). This now includes columns indicating the Impact and Likelihood of risk occurring.

We have been through the Risk Register and made changes. We adopt the Risk Register for 2021. We agree to review the Risk Register annually.

We agree to draft a Strategic Plan for Quakers in Yorkshire.

We note that we do not currently require new trustees to undergo training and agree that this is not consistent with best practice. We ask the Clerk to produce a proposal for our next meeting.

QYT-2021-09-12. Dates of meetings in 2022

We agree to meet on the following dates in 2022:

Saturday 19 February 2022

Saturday 18 June 2022

Saturday 17 September 2022.

Whether the meetings are held at Carlton Hill, or using Zoom will be determined nearer the dates.

QYT-2021-09-13. Date of next meeting

We separate hoping to meet again on Saturday 19 February 2022.

David Olver
18 September 2021

Quakers in Yorkshire Trustees

At a meeting held on 18 September 2021

Appointed Trustees: David Bower, Pat Gerwat, David Olver, George Penaluna, Chris Petrie, Digby Swift.

[NAME of TRUST]

We, the trustees, have appointed John David with Rathbone Greenbank, in the capacity of Investment Manager for the new *[NAME of TRUST]* portfolio and wish for Rathbone Greenbank to invest the funds within this portfolio in line with our agreed portfolio mandate.

We, the trustees, instruct Rathbone Greenbank to transfer the remaining stock and cash from the existing *[NAME of TRUST]* portfolio into the new *[NAME of TRUST]* portfolio. Following this transfer, we, the trustees, instruct Rathbone Greenbank to proceed with the closure of existing *[NAME of TRUST]* portfolio.

We, the trustees, have also appointed David Olver, Clerk to Trustees and Chris Petrie, Treasurer of Quakers in Yorkshire, as authorised signatories on the *[NAME of TRUST]* portfolio and wish for them to be added in this capacity going forward. We confirm that David Olver, Clerk to Trustees and Chris Petrie, Treasurer, have been approved to provide instructions on behalf of the other *[NAME of TRUST]* trustees.

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David Olver

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Patricia Gerwat

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Chris Petrie

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George Penaluna

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David Bower

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Digby Swift