

**Quakers in Yorkshire
Trustees**

**Minutes for meeting held by Zoom
on Saturday 20 February 2021**

Present: David Bower, Gavin Burnell, Meg Forrest, Pat Gerwat, David Olver, George Penaluna, Chris Petrie, Digby Swift.

Quaker faith & practice 15.01 (part) was read in our opening worship.

David Olver was welcomed to the QiY Trustees.

QYT-2021-02-01 Minutes

The minutes of the meeting held on 28 November 2020 have been circulated and received today.

We agree that in future our minutes will be published on the QiY website.

QYT-2021-02-02 Trustees

(a) We send warm thanks to Barbara Windle for her six-year service as Clerk which finished at the end of 2020.

(b) We thank Jane Morris for her service as a trustee. She was released at the January QiY.

(c) We receive a list of trustees and terms of service (paper QYT-2021-02-02) which is updated today.

(d) We note that there are vacancies from Brighthouse West Yorkshire AM and Pickering & Hull AM.

QYT-2021-02-03 Clerk's Report

We receive paper QYT-2021-02-03 with the Clerk's report. This covers the following items: Handover from Barbara Windle; Book of Members and Attenders; GRASP (report published 15 February 2021); Yorkshire Local Development Worker; BYM staff hub at Carlton Hill; moves in London and Wales to have one charity and multiple AMs; Linking clerks of AM trustees; QiY meeting on 16 January 2021; Consequences of COVID-19 pandemic.

We thank all those who have helped compile the Book of Members and Attenders. Their efforts are much appreciated.

We like this report and ask our Clerk to write a report in advance of each meeting of QiY Trustees.

QYT-2021-02-04 Youth Development Worker

We receive paper QYT-2021-02-04 and we note Minute 4 of the last meeting. We have been updated by Digby and Meg on their interactions with BYM staff.

We note that the January meeting of QiY heard a number of contributions of support for the current youth development work and the hope expressed that ways could be found for it to continue and be extended to cover the whole of the QiY region.

We are pleased to endorse this support. We confirm the decision of our last meeting to allocate the money in the Adult School Union Fund, which at the end of the year was £24,975.

We recommend to QiY in session that the purpose of the Adult School Union Funds be amended to support youth work in the QiY region and that the funds be given to BYM.

The money available in the Adult School Union Fund will only support youth work for a limited period. So we agree to explore whether the terms of the Rawdon School Trust might be changed to support youth work. We also agree to approach trusts for support.

We agree to ask Nominations Committee to help find one or two Friends to provide local support for the youth development worker. The names to be agreed between meetings if necessary.

We thank Digby and Meg for their work and ask them, together with our Treasurer, to continue to interact with BYM staff over the arrangements. They should bring back to us any decisions which are needed, including a draft service agreement.

QYT-2021-02-05 Glenthorne

We receive letters from Glenthorne trustees and minute 15/17 from QiY Trustees in June 2015 agreeing to a loan to Glenthorne (paper QYT-2021-02-05).

We have heard from Chris and David B about the financial situation of Glenthorne.

The Linton Taylor Bequest was given in 1961 to Yorkshire and Westmoreland Quarterly Meetings to support Glenthorne. The original will was declared invalid and the courts ruled that the Bequest was for the general charitable purposes of the two meetings. Yorkshire Quarterly meeting (now Quakers in Yorkshire) has always recognised the intention of Linton Taylor that the funds should be used to support Glenthorne. Over the years, loans and grants have been given for charitable purposes. The most recent loan was in 2016 when £40,000 was provided to help exit from the Pension Trust. This loan to be repaid, interest free, over ten year. Last year we agreed to postpone payment of the 2020 sum due to the first COVID-19 lockdown (minute 4, 20 June 2020).

We have discussed the issues and are sympathetic to the financial situation facing Glenthorne this year. If they are allowed to re-open by July then they should be able to recover financially quite quickly.

We agree to offer to loan the remainder of the Linton Taylor Bequest so as to ease their cash-flow during 2021. This would be on the same terms as the present loan. We ask for the repayments of the current loan to recommence in 2022. Trustees will be open to further negotiation if the financial situation warrants it.

QYT-2021-02-06 The Mount School Governance

We receive a letter from the Clerk of The Mount School Committee together with background information (paper QYT-2021-02-06).

The Mount School Committee wishes to amend their Articles of Association to remove the requirement that the Clerk must be a Quaker and to replace the requirement that there should be a majority of Quakers by at least three (out of currently nine) governors. The Memorandum of Understanding between QiY and the York Schools (dated 27 November 2017) states that "*In the event of any change to the Articles being planned, the Schools will inform Quakers in Yorkshire before any such change is decided*".

The Articles for The Mount are quite detailed. Those for Bootham are much more general and do not mention the Quaker composition of the governors. The proposed changes will make the rules for the composition of the governors of the two schools similar.

We endorse the actions of The Mount School Committee. We note that the Memorandum of Understanding will need amending.

We hope that nominations committees can still aim for Quaker governors but recognise that it is not easy to achieve.

QYT-2021-02-07 Financial matters

7.1 Treasurers report

The Treasurer (Chris Petrie) has given us a summary of the financial year (paper QYT-2021-02-07a). Our finances are sound with about £889,467 of total investments. The capital value has increased by about 5.7% but the income has decreased and the trend is downward. This has implications for our ability to give grants.

We ask our Investment Sub-committee to explore with the Investment Managers how to have higher dividends but lower capital growth for some of our funds.

7.2 Annual Accounts

We receive the draft outline annual accounts, finance review and support papers (paper QYT-2021-02-07b). Both income and expenditure have roughly halved by comparison with 2019 – due to the pandemic restrictions. The accounts will now be sent to our Examiner (Crozier Jones).

7.3 Investment Report

We receive the Investment Report Summary for 2020 (paper QYT-2021-02-07c).

7.4 Reserves

We receive a report on the level of reserves at the end of 2020 (paper QYT-2021-02-07e). Our Reserves Policy sets a minimum and maximum level based on the expected annual expenditure. Application of the policy indicates that our unrestricted reserves are well in excess of the calculated maximum. However, this is mainly due to the reduced expected activities because of the COVID-19 pandemic. Our Treasurer recommends treating this year as an exception and not altering our expenditure pattern.

We approve this recommendation.

7.5 State of funds

We receive a state of funds report as at 5 February 2021, giving the amount of available funds (paper QYT-2021-02-07f).

7.6 Grant application

We receive an application from Airton meeting for a grant of £5,000 towards the cost of essential maintenance work on the Grade II* meeting house (paper QYT-2021-02-07d).

We have limited funds available and feel that this application is not high enough priority to justify full support. We will be willing to consider a future costed proposal.

QYT-2021-02-08 Matters continued

8.1 Updating the Safeguarding Policy. This is expected to be presented to our June meeting.

8.2 The Handbook. The latest updates are being collated by Barbara Windle.

QYT-2021-02-09 Future meetings

We confirm the dates of the next two meetings as Saturday 19 June 2021 (10.30am) and Saturday 18 September 2021 (10.30am). The June meeting will be virtual using Zoom. We will decide the format of the September meeting in June.

QYT-2021-02-10 Date of next meeting

We separate hoping to meet again on Saturday 19 June 2021 at 10.30am

David Olver

20 February 2021

**Quakers in Yorkshire
Trustees**
**Minutes for meeting
held at Carlton Hill on Saturday 18 June 2022**

Present: Gavin Burnell, David Bunney, Pat Gerwat, Peter Jarman, Ruth McTighe, David Olver, Chris Petrie, Digby Swift.

Prevented: Richard Vesey.

Quaker Faith & Practice 20.15 was read in our opening worship.

QYT-2022-06-01. Minutes

The minutes of the meeting held on 19 February 2022 have been circulated electronically and received today.

QYT-2022-06-02. Clerk's Report

We receive paper QYT-2022-06-02 with the Clerk's report. This covers the following items: April quarterly meeting; Easter Settlement; Junior Holidays; Outreach Projects Committee; Yearly Meeting; BYM Annual Accounts; Coronavirus pandemic; Quakers in Britain Yorkshire Centre; Swarthmoor Hall; Rookhow Meeting House; Ackworth School; Membership in QiY (Tabular Statement)

QYT-2022-06-03. Safeguarding

(a) Annual Report

We receive the 2022 safeguarding report (paper QYT-2022-06-03a) and Ruth McTighe has spoken to it. The report uses the template provided by BYM for area meetings.

There have been no safeguarding issues during the last year and QiY has good DBS verification processes.

The one issue where QiY is not deemed compliant is in not having up to date risk assessments for children and young people's activities. There is also some concern that recruitment processes and safeguarding induction do not follow BYM recommendations. We ask our Safeguarding Coordinators and the Under 19s Coordinating Group to work with Junior Holidays, Holiday School, Easter Settlement and the organisers of young people activities at quarterly meetings to address these issues.

We thank Ruth McTighe and Liz Schweiger for compiling the report.

(b) Safeguarding Training

We receive a paper on providing safeguarding training for everyone, including trustees, involved with working with children and young people and vulnerable adults. (paper QYT-2022-06-03b).

An important part of safeguarding is ensuring that individuals who take on Quaker roles are appropriately trained to do those roles and are not likely to pose a risk to children or vulnerable adults. All Quaker organisations are required to follow established good practice in making appointments – the “safer appointments procedure” as set out in BYM safeguarding procedures.

We hope that QiY can aim to set a high standard in providing safeguarding training. We agree that QiY will provide the appropriate training for all those involved with Junior Holidays, Holiday School and Easter Settlement. We will use the live online webinars from 31:8.

QiY Trustees will also be expected to have had safeguarding training.

We ask Ruth McTighe, in conjunction with the Under 19s Coordinating Group, to arrange the training.

We authorise the Treasurer to pay for the courses up to a total maximum cost as agreed in the budget.

QYT-2022-06-04. Youth Development Worker

We have heard of the work of the Yorkshire Youth Development Worker, Jo Baynham. Jo has made a very good impression since starting at the beginning of the year. Jo has helped Easter Settlement, Junior holidays and Holiday School and is arranging youth activities across Yorkshire and assisting area meetings.

Digby Swift has told us about the support arrangements which seem to be quite comprehensive.

QYT-2022-06-05. QiY Support Role

A report is received on the setting up of QiY Support Role (paper QYT-2022-06-04). The Role has two elements – to support the clerks and to take forward the GRASP recommendations. Ellie McCarthy (New Earswick) was offered and accepted the Role and she has made an excellent start. Ellie is compiling the July QiY newsletter which will be in a new format and has made a start in developing a database for role holders.

We authorise the Treasurer to pay the agreed honorarium in four quarterly amounts.

QYT-2022-06-06. GRASP

We receive a paper reviewing progress with implementing the GRASP recommendations (paper QYT-2022-06-05). Since the GRASP report was published in February 2021, most meetings have devoted considerable time to considering the issues of simplification and reinvigoration. There is a strong desire to simplify, partly driven by the increasing difficulty in finding Friends able to fill essential roles in local and area meetings. The options for simplification are often being taken forward by trustees. The paper also describes national developments, particularly in London

where there are proposals for a single area meeting to replace the current seven Area Meetings.

We have discussed where next for QiY. We agree that at this stage QiY can best act as a facilitator. We note that in its current form, QiY is not set up to take on additional charitable and administrative functions of area meetings. What we can do is:

- Keep monitoring developments in London and Wales to see the, appetite for change.
- Ask the new QiY Support role to set up systems to improve communications and simplifying roles.
- Encourage meetings to keep considering how to simplify.
- Encourage meetings to provide inreach training opportunities and develop and outreach programme.
- In conjunction with Bridget Holtom (Local Development Worker), to assist AM trustees to collaborate and cooperate.
- If there is the will, facilitate the exploration of opportunities for merger.

Exploration with AMs

Further to minute QYT-2022-02-05 (Request from Central Yorkshire AM for exploration of merging charitable functions), the Clerk reports that he has not yet had the capacity to take the matter forward.

We have also received a minute from Craven & Keighley AM held on 12 March 2022 asking for a similar exploration.

We agree to treat the two requests together and ask the Clerk, together with Pat Gerwart and Digby Swift, to hold a zoom meeting with representatives of the two AMs. This might be followed by zoom meetings with other AMs.

QYT-2022-06-07. Annual Report and Accounts

We receive the Annual Report and Accounts for 2021 which have been successfully examined by Crozier Jones. We approve them, subject to the factual corrections agreed in the meeting.

After the QiY meeting on 16 July 2022, the accounts will be filed with the Charity Commission. We thank Chris Petrie for the preparation of the annual accounts.

QYT-2022-06-08. Financial matters

We receive the financial report from the Treasurer (paper QYT-2022-06-06) and Chris Petrie has spoken to it.

State of Funds Report

After two unusual years caused by the pandemic of much reduced expenditure and income from activities, 2022 is expected to return to 2019 levels.

The investments have declined in value since February by about 10% - in line with the decline in the stock markets. The dividends are expected to decline by about 15%.

Budget for 2023

The draft budget for 2023 is based on 2019 activity levels, plus an increase to allow for inflation.

We agree the budget for 2023 with total net expenditure of £18,000. This includes £1,500 for safeguarding training.

Raising income to pay for activities

We agree that for 2023 the amount asked from AMs should be the same as for 2022. The difference might be made by appealing to individuals and meetings to support the activities sponsored by QiY.

We will return to this matter at our next meeting.

Applications for grants

(a) Huddersfield Meeting

An application has been received from the Treasurer of Huddersfield Meeting asking for a contribution towards the costs of providing new flooring in the meeting house.

We agree to grant of £1,000 from the Forrest Fund.

(b) Airton Meeting

An outline application has been received from the Treasurer of Craven & Keighley AM asking for a contribution towards the costs of solving damp problems in the Nook residential cottage which is attached to Airton meeting house.

A formal application form needs to be completed. We agree, in principle, to a grant of up to £4,000 from the Building Fund. If necessary, this will be agreed formally between meetings.

(c) Holiday School

We agree to transfer to Holiday School sufficient funds to assist them with organising this year's event. The amount will be £1,000 immediately and up to another £2,000 before the event.

QYT-2022-06-09. Date of next meeting

We have already agreed to meet on **Saturday 17 September 2022.**

We hope to be able to meet at Carlton Hill Meeting House.

David Olver

18 June 2022

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