# Quakers in Yorkshire Trustees

# Minutes for meeting held over Zoom on Saturday 19 February 2022

**Present:** Gavin Burnell, Pat Gerwat, Peter Jarman, David Olver, Chris Petrie, Digby Swift, Richard Vesey.

**Prevented:** David Bunney, Ruth McTighe.

Quaker Faith & Practice 10.04 was read in our opening worship.

## QYT-2022-02-01. Minutes

The minutes of the meeting held on 18 September 2021 have been circulated and received today.

## QYT-2022-02-02. Trustees

(a) David Bower and George Penaluna retired at the end of 2021. We thank them for their service.

(b) In October 2021, QiY appointed Peter Jarman (York AM) and Richard Vesey (Craven & Keighley AM). We welcome them to this meeting.

(c) In January 2022, QiY appointed Ruth McTighe (Central Yorkshire AM). Ruth will continue with being the lead Safeguarding coordinator. QiY minute 9c(ii) reads as follows:

Ruth's appointment supersedes the appointment made in July 2021 for the same office and the same period of time but in a different capacity. We note that when a new Safeguarding Coordinator appointment is made in the future, then such appointment would also be as a Trustee of Quakers in Yorkshire if the Friend thus appointed was not already a trustee.

(d) Arthur Pritchard has ended his service as Co-Clerk and David Bunney succeeds him.

(e) The current trustees and periods of service are listed in paper QYT-2022-02-02, noting that there are vacancies from Brighouse West Yorkshire AM and Pickering & Hull AM.

# QYT-2022-02-03. Clerk's Report

We receive paper QYT-2022-02-03 with the Clerk's report. This covers the following items: QiY Co-Clerks, October 2021 and January 2022 Quarterly Meetings, Racial Justice, Easter Settlement, Outreach Projects Committee, Coronavirus pandemic, Quakers in Britain Yorkshire Centre, Youth Development worker, Local Development worker, Reinvigoration and Simplification – GRASP, New Principal at The Mount.

# QYT-2022-02-04. Youth Development Worker

(a) Yorkshire Youth Development Worker

We are pleased that BYM has appointed Jo Baynham as the Yorkshire Youth Development Worker. He started in January and introduced himself at the January quarterly meeting.

We thank Pat Gerwat for represented Trustee in the recruitment process.

Jo Baynham will be supported by a group consisting of Jude Acton, Bronwen Alty, Liz Schweiger, Digby Swift and Clare Wigzell. We are glad to support the group and hope that the work will be successful. We ask the Support Group to make sure that the work assists young people in all parts of Quakers in Yorkshire.

We will hope to facilitate advise and inclusion through the quarterly newsletter and other means.

#### (b) Financing of the Yorkshire YDW

Last year, we gave BYM the residue of the Adult School Union Fund (£26,024.11). This means that BYM has sufficient money to fund the current Youth Development Worker post to September 2022.

The BYM fund-raising team have continued to fund-raise in Yorkshire. Area Meetings have been approached asking for support. The response so far has been very positive and there are sufficient funds for at least another full year after September 2022, and hopefully for three years.

The effort by the BYM fund-raising team has demonstrated that Yorkshire Friends wish to continue this vital work for the future of Yorkshire Quakerism.

# QYT-2022-02-05. Request from Central Yorkshire AM for exploration of merging charitable functions

We receive a letter from Central Yorkshire AM, dated 5 January 2022 asking us to explore the possibility of them merging their charitable functions with QiY trustees. The letter and background information are contained in paper QYT-2022-02-05.

The letter quotes Minute 9 of Central Yorkshire AM, held on 14 November 2021:

Minute 9 Report on the GRASP workshop on the future of CYAM

Ruth McTighe presented this report which is attached to the minutes. We have considered the suggestion that QIY trustees might be the umbrella organisation for all area meeting charitable functions in Yorkshire. This would leave the area meeting free to concentrate on spiritual development and active witness by reducing the demands of governance and legal compliance. We are keen to explore the options with QIY trustees. The theme of supporting the spiritual life and witness of area meeting will be on next week's agenda for Elders and Overseers. We have discussed some ideas for developing the life of the area meeting. A minute from Wakefield local meeting is attached. We ask Ruth McTighe and David Bower to write to the clerk of QIY trustees to explore the possibilities.

The background information notes that area meetings are the primary meetings for church affairs in BYM, whilst regional meetings are outside the BYM administrative structure. Thus, in principle it is up to area meetings to determine how to organise

their business. The charitable objectives of QiY and registered area meetings are very similar so QiY could, in principle, take on some of the charitable functions.

We have considered how to respond to the request.

We note that other parts of BYM are exploring sharing trustee functions, including London, Scotland and Wales.

We are aware that it is becoming increasingly difficult for smaller area meetings to deal with the requirements for legal and financial arrangements.

There are some attractions to the idea of QiY Trustees taking on some of the charitable functions of an AM, but that will mean a radical reorganisation of how we work. We currently do not have the capacity because of limited volunteer time.

We ask the Clerk, together with Digby Swift and Pat Gerwat to discuss with Central Yorkshire AM the options available to help solve their needs.

# QYT-2022-02-06. Safeguarding

We welcome Liz Schweiger (QiY Deputy Safeguarding Coordinator) to this meeting.

(a) Further to minute QYT-2021-09-06, we have had an update on safeguarding developments since September.

(b) We receive a draft Gender Diversity Policy (paper QYT-2022-02-04). This has been prepared by our Safeguarding Coordinators, the Under 19s Coordinating Group and consultation with Holiday School and Junior Holidays.

We have discussed the document. We note that there are really two parts – the policy itself and the implementation of the policy. The policy should be less time dependent but it is likely that the implementation will need to be seen as current guidelines which will change with time. It is also likely that there will always be some Friends who are not happy with the policy. The best practice is that we listen sensitively to concerns.

We agree to adopt the document which will be called Policy and Guidelines for Supporting Gender Diverse Young People.

We agree to review the Policy and Guidelines annually, starting in June 2023.

We endorse the following statements from the Policy:

"As a Quaker body we are committed to our testimony of equality and believe there is that of God in everyone. We accept everybody irrespective of how they choose to identify and present themselves". (Yearly Meeting Gathering 2017 minute 38).

We accept everybody irrespective of how they choose to identify and present themselves. All young Quakers have an equal right to participate in Quaker events and experience belonging in their Quaker community. It is important to ensure young people are not prevented from participating based on their gender needs.

We thank all Friends involved in developing this policy.

# QYT-2022-02-07. Implementing GRASP recommendations and supporting the Co-Clerks

Further to minute QYT-2021-09-07 we receive paper QYT-2022-02-06 on how to implement the GRASP recommendations and also how to support the QiY Co-Clerks. This is particularly needed if the quarterly newsletter is to continue.

We agree to try to find a person, or persons, to do the work. Because the amount of work will depend on the experience of those taking on the task, the time involved is uncertain. We agree to offer an honorarium, the amount to be agreed by the Clerk and Treasurer. We agree to budget up to £1,000 this year.

We ask the Clerk to take the matter forward and advertise the role by emailing meetings.

## QYT-2022-02-08. Finance matters

(a) We receive the Treasurers report (paper QYT-2022-02-07a) in which he states that the financial position is sound with about £973,465 in total investments (most of which is in restricted, or permanent endowment funds). The investments increased in value last year by about 12.3%. However, the trend is downwards with less income and higher costs.

We thank the Treasurer for carefully preparing the accounts and financial papers for this meeting.

(b) We receive the draft annual accounts for 2021 and details of unrestricted, restricted and endowment funds (paper QYT-2022-02-07b). Income and expenditure were low last year due to the consequences of the pandemic.

The Clerk will draft an annual report and circulate to Trustees for comments. Then the accounts will be sent to the Examiner.

(c) We have reviewed the impact of the annual accounts for 2021 on the Reserves Policy. Although the application of the policy indicates that we have substantially more reserves than necessary, we decide to make no changes as both 2020 and 2021 were exceptional years.

(d) We receive a copy of the letter sent by the Clerk and Treasurer to AM Treasurers regarding the amount needed to fund QiY activities in 2022. (paper QYT-2022-02-07c).

# QYT-2022-02-09. Independent Examiner

Minute QiY 19/07/07 of Quakers in Yorkshire, held on 20 July 2019 appointed Crozier Jones to examine the accounts and agreed that trustees could "appoint for a further term if appropriate".

The work of Crozier Jones has been satisfactory so we appoint them to examine the 2021 accounts.

#### QYT-2022-02-10. Investment matters

(a) We receive the minutes of a meeting of the Investment Group held on 9 November 2021 referring to a meeting with Rathbone Greenbank held on 26 October 2021 (paper QYT-2022-02-08a). (b) We approve an update to the Investment Policy to include a reference to an acceptable level of risk by adding:

Trustees accept that all investments carry a level of risk. Having regard to the need to both protect the value of the funds and to receive income to fund expenditure, trustees agree that a medium level of risk is appropriate. The aim of our investment should be to generate a return over a long term of about 3% above the rate of inflation. This approach will mean that funds are invested with a substantial exposure to equities with the consequent fluctuations in their value.

(c) We agree to the recommendation of the Investment Group that the funds of the General Charity and the Linton Taylor Bequest (both relatively small) are invested by Rathbone Greenbank in one of their Unitised Ethical Portfolio Funds. We ask the Treasurer to work out timing and details with Rathbone Greenbank.

- (d) We receive an Investment Report summary for 2021 (paper QYT-2022-02-08b).
- (e) We appoint Richard Vesey to join the Investment Group.

# QYT-2022-02-11. Grant applications

#### (a) Brighouse Burial Ground

We have received an application for work to Brighouse Burial Ground. We are reminded that when QiY took over the Buildings Fund we inherited an obligation to pay towards the maintenance work at this burial ground. We agree to award a grant from the Buildings Fund of £700 for 2022.

#### (b) Huddersfield Meeting House

We have received an application to improve the ventilation in Huddersfield Meeting House. We agree to award a grant from the Forrest Fund of £1,500.

(c) Individual Grant

We have received an application to assist a Friend to meet the cost of necessary work to an old and damp house. We agree to offer a grant from the General Charity of £700, subject to the rest of the cost being met by other means.

#### QYT-2022-02-11. Dates of next meetings

We have already agreed to meet on:

Saturday 18 June 2022

Saturday 17 September 2022.

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

David Olver 19 February 2022

# 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  $\pounds$ 18,000. This includes  $\pounds$ 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  $\pounds4,000$  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  $\pounds$ 1,000 immediately and up to another  $\pounds$ 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 on Saturday 17 September 2022

**Present:** Gavin Burnell, David Bunney, Pat Gerwat, David Olver, Chris Petrie, Digby Swift, Richard Vesey.

**Prevented:** Peter Jarman, Ruth McTighe.

Quaker Faith & Practice 14.07 was read in our opening worship.

# QYT-2022-09-01. Minutes

The minutes of the meeting held on 18 June 2022 have been circulated electronically and received today.

# QYT-2022-09-02. Clerk's Report

We receive paper QYT-2022-09-02 with the Clerk's report. This covers the following items: July quarterly meeting; Glenthorne 2021 report and accounts; QiY Annual report and accounts; QiY Support Role; Bootham School; Trustees ending service.

We have discussed issues around blended meetings at the quarterly meetings. We accept that it is desirable but we are aware that providing online access increases the complexity for the clerks.

We ask our Clerk to investigate a location to store any equipment owned by QiY. We will cover any costs, including insurance.

# QYT-2022-09-03. Simplifying charitable functions (GRASP)

# (a) <u>Report on meeting with AM Trustees</u>

We receive a report on a meeting with trustees from Central Yorkshire AM and Craven & Keighley AM (paper QYT-2022-09-03) held on 12 July 2022. The meeting considered the issues facing the AM trustees, particularly financial administration, property management and good implementation of policies. There was a strong feeling that QiY should take the initiative in considering mergers and collaboration, echoing the developments in Wales and London. A range of options were explored from no change to merging AMs in QiY.

The meeting recommended that QiY trustees should ask the trustees of all the QiY AMs if they are willing to explore the potential benefits of working together and even merger. The meeting also agreed that we ought to have confidence in our processes, that we have a strong story to tell (including the forthcoming 400th anniversary of the birth of George Fox in 2024).

We have heard that Sheffield & Balby AM is sending a minte asking QiY Trustees to explore merging AM trustees.

#### (b) <u>Next stage</u>

We have had an extensive discussion of the options for the next stage (paper 2022-09-04).

We note that our Area Meetings are moving in the direction of using more professional support.

We agree that QiY Trustees should take the lead in setting up a meeting (or series of meetings) with representatives of trustees from all seven Area Meetings. The objective being to explore how to simplify charitable functions across QiY.

We ask that GRASP issues are on the agenda of a future quarterly meeting.

# QYT-2022-09-04. Yorkshire Youth Work

(a) Youth Development Worker

We are pleased to hear of the extensive work of Jo Baynham (Yorkshire Youth Development Worker). He has initiated new developments, assisted Area Meetings, supported Junior Holidays and Holiday School, and continued the projects started by Lee Lester.

We hope that his work will enthusing Friends to volunteer to help with youth activities.

We recommend that the Yorkshire Youth Development Worker is made an ex-officio member of the QiY Arrangements Committee.

(b) Junior Holidays and Holiday School

We have heard reports from Junior Holidays and Holiday School. The Junior Holidays in June at Nell Bank, Ilkley was full with 33 children and the second event of the year is this weekend and has a waiting list.

Holiday School took place between 21 and 28 August 2022 at Bootham School and seemed to be successful, but there were fewer young friends than before the pandemic.

# QYT-2022-09-05. Safeguarding

Ruth McTighe reports that there were no safeguarding issues at Holiday School or Junior Holidays this summer. She is intending to make progress with implementing risk assessment and training (see June Minute QYT-2022-06-03).

# QYT-2022-09-06. QiY Support Role

We have heard of the work of Ellie McCarthy in the QiY Support Role. She is editing and publishing the quarterly newsletters and she has developed an initial version of a database of role-holders in local and area meetings.

# QYT-2022-09-07. Financial matters

# (a) Financial report

Chris Petrie has presented his financial report (paper QYT-2022-09-05). The value of our investments has fallen by 15% this year due to the downturn in the stock-markets. The income from investments is higher than last year.

#### (b) <u>Glenthorne</u>

We thank Glenthorne Trustees for repaying all the outstanding repayments on the loan, leaving an outstanding loan of £16,000. This is to be repaid by 2026.

## (c) Investment meeting

We ask the Treasurer to arrange our annual meeting with Rathbones and the Investment Group (David Olver, Chris Petrie, Richard Vesey).

## (d) Easter Settlement deposit

Cober Hill Guest House, venue for Easter Settlement, is now asking for a deposit of 50% of costs to be paid six months in advance. We understand that Easter Settlement Arrangements Committee has serious concerns about the venue and is considering either going elsewhere or having the event online. Chris Petrie is in discussion with the Treasurer of the Cober Hill Charitable Trust.

## (e) Applications for grants

(i) We record that, further to minute QYT-2022-06-08, a formal application was received from Craven & Keighley AM for Airton Meeting in July. We agreed by email to approve a grant of £4,000.

(ii) There have been no applications for new grants. This is worrying as it might indicate little activity in local meetings. Only three requests for Outreach grants have been received this year. A piece has been put into the October newsletter encouraging applications.

# QYT-2022-09-08. Raising funds for QiY

Further to minute QYT-2022-06-08, we have considered proposals for raising income to pay for QiY activities (paper QYT-2022-09-06).

Between 2016 to 2019 the QiY income from Area Meetings was supplemented by a grant from the Sir James Reckitt charity and from running down the cash in our bank accounts. The Covid pandemic in 2020 and 2021 led to a major reduction in expenditure and hence the need for income. In 2020 the grant stopped and the cash reserves had been depleted to a minimum level. In 2022 the QiY expenditure has started to return to the pre-pandemic levels. In future inflation will increase costs.

If QiY is going to continue to provide the range of services expected, then we need to supplement the income contributed by AMs.

We agree to divide the costs into <u>core costs</u> and <u>support costs</u>. The core costs would be contributed by AMs on a per capita basis. The support costs would be obtained by appealing for donations from Friends and meetings.

Core costs are those arising from running the QiY charity – the cost of holding Quarterly Meeting, insurance, safeguarding, newsletter, subscriptions, bank charges, professional support for volunteers running events.

Support costs are those QiY events and activities which QiY oversees for the benefit of all Friends in Yorkshire - Outreach Projects, Junior Holidays, Yorkshire Friends Holiday School, and Easter Settlement.

The core costs are expected to be between  $\pounds4,300$  and  $\pounds5,800$  p.a. If we budget for the higher amount and ask AMs to contribute the core costs it would be covered by a contribution of  $\pounds5$  per member. We agree to aim to keep this level for a number of years.

Based on the pre-2020 experience and allowing for inflation, the support costs are expected to be between  $\pounds 6,700$  and  $\pounds 10,400$ . This is the amount needing to be raised by donation. The income should be put into an unrestricted fund.

# QYT-2022-09-09. Annual Risk Register

The QiY Risk Register for 2021 was approved in September 2021 and we agreed it should be reviewed annually (paper QYT-2022-09-07).

We have reviewed the entries and updated the Risk Register. The Clerk will circulate the amended Risk Register for 2022.

# QYT-2022-09-10. QiY policies

We note for the record that the following QiY policies have been approved by Trustees and are on the website: <u>https://quakersinyorkshire.org.uk/policies/</u>

Health and Safety Policy	no date
Hiring Room Guidelines	no date
Reserves Policy	approved April 2017
Investment Policy	approved September 2020
Data protection policy	approved November 2020
Guidelines for archive deposit	approved November 2020
Financial Procedures	revised September 2021
Safeguarding Policy	approved June 2021 – reviewed annually
Risk Management and Risk Register	approved September 2021 – reviewed annually
Policy and Guidelines for supporting gender diverse young people	approved February 2022

We agree to review the Health and Safety Policy and the Hiring Room Guidelines at our next meeting.

We also agree to review all policies at not less than every 3 years – unless otherwise stated.

# QYT-2022-09-11. Dates of meetings in 2023

We agree to meet on the following dates in 2023. We hope to meet at Carlton Hill Meeting House.

Saturday 18 February 2023 Saturday 17 June 2023 Saturday 16 September 2023.

# QYT-2022-09-12. Date of next meeting

Saturday 18 February 2023, 10.30 to 13.00

David Olver, 17 September 2022