

**Quakers in Yorkshire  
Trustees**  
**Minutes for meeting  
held at Carlton Hill on Saturday 18 February 2023  
and online**

**Present:** [In person] David Bunney, Pat Gerwat, David Olver, Roy Love, Chris Petrie, Richard Vesey.

[Online] Ruth McTighe, Digby Swift.

**Prevented:** Peter Jarman.

Quaker Faith & Practice 26.39 was read in our opening worship.

**QYT-2023-02-01. Minutes**

The minutes of the meeting held on 17 September 2022 have been circulated electronically and received today. All minutes are on the QiY website.

**QYT-2023-02-02. Trustees**

(a) QiY appointed Roy Love to be Treasurer for the period 1 January 2023 to 31 December 2025. We welcome him to Trustees. Chris Petrie has agreed to prepare the Annual Accounts for 2022 so is present for this meeting.

We thank Chis Petrie for serving as QiY Treasurer and Gavin Burnell for serving as QiY Co-Clerk and Trustee. Their service and strong commitment to Quakers in Yorkshire has been greatly valued.

(b) The current list of trustees is shown in paper QYT-2023-02-02.

**QYT-2023-02-03. Clerk's Report**

We receive paper QYT-2023-02-03 with the Clerk's report. This covers the following items: October quarterly meeting; January quarterly meeting; Co-Clerk of QiY; Nominations; QiY Support Role; Local and Youth Development Workers; Link Group at Keighley.

We note that there are no trustees from Brighouse West Yorkshire and Pickering & Hull AMs. Also, neither AM has a member on Arrangements Committee. We reflect on the possibility that the more member from an AM come to quarterly meetings, the more might be willing to be role holders. We hope that more can be made of zoom meetings as a way of overcoming the possible barrier of distance.

**QYT-2023-02-04. Simplifying Quakerism (GRASP)**

(a) Further to minute QYT-2022-09-03, a meeting was held on 18 October 2022 with the clerks of AM trustees in QiY. The notes of the meeting and a recommendation to form a working group are received (paper QYT-2023-02-04). The meeting heard both expressions that we should explore merging charitable functions and doubts as

to whether this would actually result in simplification. David Olver reports that, so far, only two AMs have chosen representatives to the working group.

(b) QiY on 21 January 2023 held a session on Simplification in the Society of Friends, led by BYM Trustees (the notes of the session are on the website). The breakout groups were helpful in identifying current issues, one of which is the management of the large number of meeting houses we have in Yorkshire.

(c) We have heard of developments in London, Scotland and Wales. We particularly note that Friends in Wales have recently decided to have one charity for the whole of Wales, whilst retaining the separate area meetings.

(d) We have had a general discussion on the simplification agenda in Yorkshire. It would be helpful to obtain details of the proposals in London, Scotland and Wales. We can see merit in exploring the QiY wide management of meeting house premises. There would need to be partnership between local Friends and providing expertise at a Yorkshire level, particularly professional building advice.

### **QYT-2023-02-05. Yorkshire Youth Work**

We are pleased to hear that Jo Baynham, the Yorkshire Youth Development Worker, is making a significant difference to youth activities. In particular, he has restarted the long dormant Link group for teenagers, including a very successful weekend attended by 17 young friends at Keighley meeting house in December. He is also assisting the organising groups for Easter Settlement and Junior Holidays. This will hopefully encourage more links between different age groups. We are pleased to hear that Jo Baynham is now an ex-officio member of Arrangements Committee.

He has an active support group to which Digby belongs. One of the issues is how to reach out to young people living outside the metropolitan areas who have access to limited transport.

### **QYT-2023-02-06. Safeguarding**

Ruth McTighe reports that there is one issue over transport for young people where there should be two DBS checked people present. This is a significant ask for some meetings and Friends. The hope is to be able to differentiate between official transport for events and informal local arrangements.

She has made progress with implementing training. The QiY groups which need training are (1) nominations committee; (2) organisers of young people's events; (3) safeguarding coordinators; (4) trustees.

As far as trustee training is concerned, we welcome this and ask Ruth to organise online training for all serving trustees. Ruth will also organise training for the other groups.

### **QYT-2023-02-07. QiY Support Role**

Ellie McCarthy (QiY Support Role holder) has developed the quarterly newsletters to be informative and comprehensive. This is using the Mailchimp email system. She has also held meetings with Jo Baynham and Bridget Holtom on implementing database of role-holders. One issue is the need to satisfy data protection requirements.

**QYT-2023-02-08. Financial matters** (papers QYT-2023-02-05)

(a) Change of Treasurer

Chris Petrie and Roy Love have told us of progress with changing treasurers. Access to the bank accounts has been changed and the books and documents transferred.

(b) Financial Review for 2022

We receive a draft Financial Review for 2022, prepared by Chris, and thank him for preparing it.

Both income and expenditure recovered from the very low levels of 2021 but the activities in 2022 were still disrupted by the Covid pandemic so were lower than 2019. The value of the investments at year end decreased by about 17% reflecting the general decline in stock-markets which was particularly marked for ethical stocks. However, the income from the investments did increase by 17%.

(c) Annual accounts for 2022

We receive a draft outline of the annual accounts for 2022.

The Clerk will draft an annual report and then the annual report and accounts will go to Crozier Jones for examination.

(d) Investment performance for 2022

We receive a summary of investment performance for 2022.

(e) Reserves Policy

We have reviewed the Reserves Policy using a paper prepared by Chris Petrie. We are content with the implications for the accounts for 2022.

(f) Disposal of financial papers

We agree to Chris Petrie disposing of financial papers more than 6 years old.

(f) Online banking

We approve the use of online banking with CAF Bank.

We agree that the mandate for approval of online transactions will be as for cheques, except that the limit for one authorised signatory will be changed from £500 to £1,000. This means that, for all transactions (paper and online), one authorised signatory can approve up to £1,000. Over £1,000 two authorised signatories are needed. The following are authorised to approve transactions: Roy Love, David Olver, David Bunney, Richard Vesey.

(g) Investment meeting

A meeting of the Investment Group was held on 10 October 2022 with Rathbone Greenbank. The performance of the investments over the last year were reviewed. Ethical and sustainable investments had performed worse than the general stock market because there are no investments in armaments or fossil fuels. Rathbone Greenbank did not recommend any change in the QiY portfolios and the Investment Group agreed with the recommendation.

(h) Investment Group

We agree that the Trustees on the Investment Group will be Roy Love (Secretary), David Olver, Richard Vesey.

### **QYT-2023-02-09. Grant applications**

No applications for building grants have been received since our last meeting. One application for an outreach projects grant from New Earswick meeting was approved in the autumn.

### **QYT-2023-02-10. Raising funds for QiY**

Further to minute QYT-2022-09-08 at our last meeting, we receive the paper sent to Area Meetings by the Clerk and Treasurer (paper QYT-2023-02-06). This informs AM treasurers of our decision to raise our core costs by contributions from AMs and to raise support costs by appeal. The appeal funds will enable us to support activities such as Easter Settlement and Junior Holidays.

The Treasurer and Clerk will monitor the timing of the appeal for support costs. The appeal should emphasise the value to all Yorkshire Quakers of the QiY events.

### **QYT-2023-02-11. Book of Members and Attenders**

The QiY Book of Members and Attenders has been published every three years. If this pattern is followed then the next edition will be in early 2024 with compilation in the autumn of this year. Financially, the current edition sold for £5 and produced a small surplus.

The Book is valued by Friends throughout QiY so we agree to sponsor the 2024 Book of Members and Attenders.

The last three editions have been compiled by David Olver who is willing to coordinate the 2024 edition. We accept his offer.

### **QYT-2023-02-12. QiY policies**

We have reviewed the QiY Health and Safety Policy (paper QYT-2023-02-07) and Hiring Room Guidelines (paper QYT-2023-02-08) and made minor amendments.

### **QYT-2023-02-13. Organisational chart**

We receive a draft organisational chart for Quakers in Yorkshire (paper QYT-2023-02-09). We approve the chart with minor amendments.

### **QYT-2023-02-145. Date of next meeting**

We hope to meet on Saturday 17 June 2023, 10.30 to 13.00

David Olver, 18 February 2023

**Quakers in Yorkshire  
Trustees**  
**Minutes for meeting  
held at Carlton Hill on Saturday 17 June 2023**

**Present:** David Bunney, Pat Gerwat, Ruth McTighe, David Olver, Roy Love, Chris Petrie, Digby Swift, Richard Vesey.

**Prevented:** Peter Jarman.

Quaker Faith & Practice 29.02 (part of) was read in our opening worship.

**QYT-2023-06-01. Minutes**

The minutes of the meeting held on 18 February 2023 have been circulated electronically and received today. All Trustees minutes are on the QiY website.

**QYT-2023-06-02. Clerk's Report**

We receive paper QYT-2023-06-02 with the Clerk's report. This covers the following items: April quarterly meeting; July quarterly meeting; Yearly Meeting, Outreach Projects Committee, Nominations Committee, Local Development Worker, Youth Development Worker, Junior Holidays, Tabular Statement.

We hear that BYM have appointed Craig Barnett (Sheffield Central) as the next Yorkshire Local Development Worker. We wish him well in the role.

**QYT-2023-06-03. Safeguarding**

**(a) 2023 safeguarding annual report**

The 2023 safeguarding annual report is received (paper QYT-2023-06-03) and Ruth McTighe has spoken to it. The report uses the template provided by BYM for the use of area meetings.

There have been no safeguarding issues during the last year.

We have discussed how to display the safeguarding poster at quarterly meetings. We ask Arrangements Committee to consider the issue, for both in-person and online participants.

The Safeguarding Policy is due to review during the next year and Ruth and Liz will do the review.

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

**(b) Safeguarding training guide**

Ruth has compiled a helpful safeguarding training guide which we welcome and endorse.

We agree that Ruth will arrange induction training for us as trustees on Tuesday 18 July at 7.00pm. Training is valid for three years.

We agree to pay for the necessary training of trustees and QiY role holders using the 31:8 e-learning programmes.

## **QYT-2023-06-04. Youth activities**

### **(a) Requests from the Under 19s Coordinating Group**

We receive three requests from the Under 19s Coordinating Group (paper QYT-2023-06-03a) as follows:

(i) We approve the guidance regarding travel arrangements for children and young people to and from Under 19s QiY events. This has been slightly amended in the meeting. The guidance will be added to the Safeguarding Policy.

(ii) We endorse applying to grant-giving charities for assistance with attending Junior Holidays and Holiday School. Technically such applications will be in the name of Quakers in Yorkshire and we shall be glad to support them. If needed, the Clerk is authorised to endorse the applications.

(iii) We agree to fund a one-day training event planned by the Under 19s Coordinating Group this autumn for volunteers. We welcome the initiative.

### **(b) Recent youth activities**

We have heard of the successful youth activities taking place across Yorkshire, including the Junior Holidays last weekend and Link Group at Doncaster. We thank Jo Baynham for his work and initiatives as Yorkshire Youth Development Worker.

We have briefly discussed options for coordinating youth activities. The Under 19s Coordinating Group is proving valuable in this role. We suggest that its name might be simplified to the QiY Under-19s Committee with a remit which includes supporting compliance with the regulatory and financial side of youth activities. The Clerk will draft new terms of reference, to be considered by the current Group.

We agree to consider options for continuing funding of the Yorkshire Youth Development Worker at our September meeting.

## **QYT-2023-06-05. Annual Report and Accounts**

We receive the Annual Report and Accounts for 2022 which have been successfully examined by Crozier Jones, who we thank for their work. We approve the Annual Report and Accounts for 2022.

After the QiY meeting on 15 July, the accounts will be filed with the Charity Commission. We thank Chris Petrie for the preparation of the annual accounts.

We agree to re-appoint Crozier-Jones as the examiner of our accounts for the year ending 31 December 2023.

## **QYT-2023-06-06. Financial matters**

### **(a) Financial report**

The Treasurer, Roy Love, has introduced the summary of finances for the year so far (paper QYT-2023-06-05). These are satisfactory.

We agree to defer the budget consideration until our September meeting when current year income and expenditure is likely to be better known.

### (b) Business Plan

We receive a draft Business Plan from Roy, who has spoken to it. This includes our major financial risks leading to a new reserves policy.

We have discussed the Plan and ask that it is updated for our next meeting.

We thank Roy for this initiative.

### (c) Applications for grants

(i) We have received an application from Huddersfield Meeting requesting a grant towards implementing items on a recent Fire Risk Assessment with a likely cost of around £12,000. We agree to offer a grant from the Forrest Fund for £2,000.

This will only be paid when Huddersfield meeting have approved estimates for the cost of the work.

(ii) We have received an application from a Friend at Sheffield Central Meeting for a grant to enable the inclusion of a wheelchair using Young Quaker at this year's Yorkshire Friends Holiday School. The application satisfies the criteria for support from the General Meeting Charity. We approve a grant of £400.

### **QYT-2023-06-07. Easter Settlement**

We receive a report on the 2023 Easter Settlement and its finances (paper QYT-2023-06-06) and Chris Petrie has spoken to it.

The event was successful with 48 adults, 9 young people and 2 babies enjoying a weekend of talks, discussion and fellowship.

The accounts show that the QiY subsidy totalled £2,934.39. This covers part, or all of, the fees for young people, speakers and helpers of young people.

We have received the following minute from the Planning Group:

*We are the Easter Settlement 2024 Planning Group and ask that the Quakers in Yorkshire Trustees advise us as soon as possible after their meeting on 17th June of the extent of the QiY subsidy for Easter Settlement 2024.*

We will provide the Planning Group with an indication of the QiY subsidy after we have agreed an overall budget in September.

### **QYT-2023-06-08. BYM Memorandum of Understanding**

The Clerk has briefed us on the proposed BYM Memorandum of Understanding between BYM and area meetings and regional bodies. The draft text is received in paper QYT-2023-06-07. Consultation meetings were held in March and April.

We confirm that Quakers in Yorkshire is willing to sign the Memorandum of Understanding when it has been formally approved.

### **QYT-2023-06-09. Simplifying charitable functions**

The Clerk has given an oral report on progress with the Group considering how to simplify charitable functions in Yorkshire. To date six AMs have appointed representatives whilst Leeds AM are in the process of finding a Friend.

A first meeting has been held and it has been agreed to review a number of models for simplification.

**QYT-2023-06-10. QiY and the York schools**

The Clerk has given an oral report on possible developments in the relationship between QiY and Bootham and The Mount.

**QYT-2023-06-11. Organisational structure**

We receive the updated organisational structure as discussed at our last meeting (paper QYT-2023-06-08).

**QYT-2023-06-12. Date of next meeting**

We hope to meet on Saturday 16 September 2023 at Carlton Hill, 10.30 to 13.00

David Olver, 17 June 2023



**Quakers in Yorkshire  
Trustees**  
**Minutes for meeting  
held at Carlton Hill on Saturday 16 September 2023**

**Present:** David Bunney, Pat Gerwat, David Heslop, Peter Jarman, Roy Love, Ruth McTighe, David Olver, Digby Swift.

**Prevented:** Richard Vesey.

Quaker Faith & Practice 28.07 was read in our opening worship.

**QYT-2023-09-01. Welcome**

The meeting of QiY on 15 July 2023 appointed David Heslop as Assistant Clerk of QiY. The Clerks of QiY may take part in meetings of Trustees, but are not eligible to be trustees. We welcome David today.

**QYT-2023-09-02. Minutes**

The minutes of the meeting held on 17 June 2023 have been circulated electronically and received today.

**QYT-2023-09-03. Clerk's Report**

We receive paper QYT-2023-09-02 with the Clerk's report. This covers the following items: July quarterly meeting at Settle; QiY Annual report and accounts; Glenthorne 2023 report and accounts; Local Development Worker; QiY Clerking; QiY Support Role; 2024 Book of Members and Attenders.

**QYT-2023-09-04. Safeguarding**

(a) Issues

Ruth McTighe reports that there were no safeguarding issues at Holiday School or Junior Holidays this summer. The Under 19s Coordinating Group seems to have a good handle on safeguarding issues.

There is going to be day for youth activity volunteers on 11 November where safeguarding will be on the agenda. We agree to fund the event at an estimated cost of up to £500.

(b) Training

We thank Ruth for organising the trustee training session held by Zoom on 18 July 2023. This was very useful and informative. Ruth is following it up with a number of matters.

(i) record keeping We need to improve the keeping of records. The method of doing this will be proposed in conjunction with revising the QiY Safeguarding Policy. We agree the importance of not keeping safeguarding

data on laptops, which are vulnerable to being stolen or lost. Storing in the 'cloud' is the best option.

(ii) code of conduct We agree that the Code of Conduct (in the Toolkit) should be signed by trustees when they are appointed.

(iii) trustee training We agree that serving trustees should do further training, specifically take part in the e-learning Gateway to Safeguarding course and the webinar Safeguarding for Trustees. Ruth will organise the training.

## **QYT-2023-09-05. Youth activities**

### **(a) Youth Development Worker**

Digby Swift has reported in the latest Support Group meeting for Jo Baynham (Yorkshire Youth Development Worker). We are glad to hear that he is continuing to make a very positive impact by supporting youth activities across Yorkshire. This includes actively supporting Junior Holidays, Holiday School, Link Group and Easter Settlement. He also runs a series of regular online activities, some in conjunction with youth work in other regions. He was instrumental in the successful experiment to make the July quarterly meeting a 'family day'.

The seven AMs in QiY have agreed to provide the salary costs of the YDW for the three-year period September 2022 to August 2025. We are thus at the start of the second year. We hope that AMs feel that the outcomes so far fully justify their commitment and that they will be willing to continue the support in the longer term.

### **(b) Junior Holidays and Holiday School**

We have heard about this year's Junior Holidays and Holiday School. The Junior Holidays in June at Nell Bank, Ilkley, was full and successful. The second event of the year is next weekend and bookings closed early due to high demand. The organising group is considering how to respond to the demand.

The Yorkshire Friends Holiday School was held at Bootham from 20-27 August. This was their 90th anniversary year and we congratulate them on reaching this milestone. Numbers attending were lower than hoped – probably due to the consequences of the pandemic. But it was considered a successful week by both participants, staff and organisers. Many of the new and young attenders came through the Junior Holidays/Link group route. This emphasises the value of the various groups working together.

### **(c) Review of QiY committee structure supporting youth activities**

The current QiY committee structure for youth activities has a Junior Holidays Committee (appointed by QiY), a Holiday School Committee (self-appointed), an Easter Settlement Planning Group (part appointed by QiY) and an Under-19s Coordinating Group (appointed by QiY). There have been difficulties in finding Friends to serve on the activity committees/groups. Friends seem willing to actively volunteer, but often do not want to be part of a formal committee. This suggests that it is worth exploring whether the Under-19s Coordinating Group should become an Under-19's Committee with less formal, partly self-appointed, organising groups reporting to it. We hope that this can be considered in the coming months with a view to bringing any proposals to the January quarterly meeting to be held on 20 January 2024.

## **QYT-2023-09-06. Financial matters (papers QYT-2023-09-03)**

### **(a) Financial summary**

Roy Love has introduced the financial summary for the period up to 31 August 2023. He will circulate an updated version. The investment performance has decreased due to a significant fall in overall market value in the first half of the year due to a combination of market conditions and our environmental and ethical policies.

### **(b) Forecast for 2024**

We accept the forecast for 2024 which is based on this year's activities plus an allowance for inflation. This leads to a total expenditure of £60,318 and income from activities of £46,288. The difference should be funded by the 'quota' at the same level as this year (£5 per member) and donations.

We recognise the need to put much more effort into raising funds to cover the deficit. The Clerk and Treasurer will progress this appeal for donations.

### **(c) Easter Settlement budget**

Further to minute QYT-2023-06-07, we have received a minute from the Easter Settlement Planning Group which asks for a subsidy of £5,000 to enable Easter Settlement to take place in 2024 at Cober Hill. The subsidy is mainly to support children and young people. Whilst we accept the aim of encouraging families and young people, we do not feel that this level of subsidy is justified, or affordable by QiY. It would have to come from donations which means individual Friends being willing to support Easter Settlement.

We agree to a subsidy of up to £3,500 for the 2024 Easter Settlement. We ask the Planning Group to consider amending their individual subsidies to meet the available total subsidy.

### **(d) Updated Business Plan**

Further to minute QYT-06-06 (b), Roy Love has presented an updated Business Plan which contains a number of highlighted areas where he is seeking guidance. We ask members to feed comments direct to Roy so that a further update can be brought to a future meeting.

### **(e) Applications for grants**

(i) We have received an application from Brighouse West Yorkshire AM for a grant towards the cost of maintenance of Brighouse Burial Ground. We agree to give a grant of £700, as requested, from the Building Fund.

(ii) We have received an application from Huddersfield Meeting for a grant towards the cost of work needed to satisfy a Fire Risk Assessment. We agree to offer a grant of £3,000 from the Forrest Fund. The grant to be paid when the meeting has accepted a quotation for the work.

### **(f) Investments**

We ask the Treasurer to arrange an annual meeting of the Investment Group (Roy Love, David Olver, Richard Vesey) with our investment managers at Rathbone.

### **QYT-2023-09-07. Linton Taylor Fund**

Trustees last considered the future of the Linton Taylor Fund (papers QYT-2023-09-04) in 2015 when Glenthorne needed help to leave the Pension Trust. An interest free loan of £40,000 was given to Glenthorne to be repaid over 10 years. During the pandemic, they were given a 'holiday' in repayments.

Papers QYT-2023-09-04 contain the history of the Linton Taylor Bequest together with the 2015 minutes of Trustees, a paper from Peter Jarman on the release of the remaining Linton Taylor Funds and a comparison of the charitable activities of QiY and Glenthorne.

Over the period of sixty years, judicial investment of the Linton Taylor fund has enabled QiY to give substantial grants to Glenthorne to support the charitable side of their activities.

Peter Jarman has introduced the matter and proposes that the remaining Linton Taylor funds should be given to Glenthorne.

We have discussed the matter and heard a range of views.

We agree to explore with Glenthorne Trustees whether they would want the funds transferred to them and, if so, how they might use the remaining Linton Taylor Funds. This will inform us on whether we are minded to recommend to a quarterly meeting of QiY that the remaining funds be given to Glenthorne, bearing in mind that they can only be used for charitable purposes.

### **QYT-2023-09-08. Farfield Meeting House**

We have received a letter from the Friends of Farfield Friends Meeting House (paper QYT-2023-09-05). Farfield Meeting House (between Ilkley and Skipton) is a grade II\* simple building which is always open to the public. The 1689 meeting house was sold in 1956 by the Brighthouse, Leeds and Settle Monthly Meeting Trust Funds Committee to a group of Friends. The Friends looked after it until 1993 when it was gifted to the Historic Chapels Trust. The Trust have help maintain it to date. The heritage value of the meeting house was recognised by Historic England in its *Irreplaceable: A history of England in 100 Places* project by including it as the only nonconformist building in its Faith & Belief category. Now the Historic Chapels Trust is winding itself up and seeks to dispose of the property in the next two years.

The Friends of Farfield Friends Meeting House are asking if any support could be given to help preserve the meeting house in the future. We do not own property so cannot offer to take over the ownership. We are supportive of the option of setting up a new charity to own and preserve the premises. QiY might be willing to help by nominating a Trustee to the charity. Also, we could respond to requests for grants.

### **QYT-2023-09-09. Annual Risk Register**

We have had our annual review of the Risk Register by assessing the 2022 version (paper QYT-2023-09-06).

We have updated some entries. The Clerk will circulate the amended Risk Register for 2023.

### **QYT-2023-09-10. Simplifying charitable functions**

The Clerk has given a report on progress with the group of AM representatives which is considering how to simplify charitable functions in Yorkshire. The group has met by zoom four times. At one of the meetings the group heard of the experiences in Wales, Scotland and London of similar exercises. The current thinking of the group is to propose merging the AM charities across QiY, but retain area meetings. This is the method being implemented in Wales.

All decisions on what to do will be made by Area Meetings. We note that the current activities of QiY are complementary to those of the seven AMs.

### **QYT-2023-09-11. QiY and the York schools**

The Clerk has reported on developments with the York schools.

### **QYT-2023-09-12. Dates of meetings in 2024**

We agree to meet on the following dates in 2024:

Saturday 17 February 2024

Saturday 22 June 2024

Saturday 21 September 2024.

We hope to meet at Carlton Hill Meeting House, Leeds.

### **QYT-2023-09-13. Date of next meeting**

Saturday 17 February 2024, 10.30 to 13.00

David Olver

16 September 2023