

WEST SOMERSET AREA QUAKER MEETING (WSQAM) TRUSTEES

MINUTES OF THE MEETING HELD AT TAUNTON MEETING HOUSE

SUNDAY 25th MARCH 2018 AT 2.15 PM

PRESENT Faith Cartwright, Brian Collingridge, Kathy Gollin, Charles Henderson, Phil Parratt, Margaret Stenhouse and Margaret Stocks

PREVENTED Shirley Anthony

BY INVITATION Pip Harris - Vibrancy in Meetings Local Development Worker

Section 10.01 of Quaker Faith and Practice has been read during our opening worship.

18.01 ACCEPTANCE OF AGENDA

We accept the draft Agenda previously circulated.

18.02 DECLARATIONS OF INTEREST FOR THIS AGENDA

There were no declarations of interest received in relation to this agenda.

18.03 PREVIOUS MINUTES

Minutes of the Meeting held on Tuesday 17th October and on Tuesday 31st October 2017 at Taunton Meeting House have been circulated and accepted.

18.04 MATTERS ARISING

There were no matters arising.

18.04 TREASURER'S REPORT

We thank Phil Parratt for his work. We note that all necessary details have been covered in the minutes of the Finance and Property sub-group.

This year's budget has been presented to, and accepted by, the Area Meeting (AM). Phil will circulate it to all Local Meeting (LM) clerks and all WSAQM trustees.

18.05 TRUSTEES CURRENT COMPOSITION AND RECRUITMENT

- There are currently 7 appointed Trustees for this AM, representing 6 LMs, plus the WSAQM Treasurer, ex officio. Burnham-on-Sea LM is unable to appoint a Trustee at this time. We ask our clerks to ensure that all Trustee minutes are sent to Burnham's correspondent.
- As required by Minute 17.26, bullet point 3, the Policy and Communications (P&C) sub-group has produced a report on this issue, which has been circulated to all Trustees.

Report by the Policy and Communications sub-group on Trustees ways of working, March 2018

During 2017 we experimented with a different way of working. We held 2 full meetings, in April and October, together with several sub-group meetings as needed. We also held one extraordinary full meeting regarding the problems with parking at Taunton Meeting House.

We have regarded minutes from both the Finance and Property (F&P) and Policy and Communications sub-groups as equal in weight to those of the whole Trustee body.

As required by the last bullet point of Minute 17/25, the views of all Trustees have been canvassed. Responses came from P&C group members but not from any of the F&P group. This was not surprising. The 3 appointed members of the F&P group were all new Trustees in either 2017 or 2018. The 4th member of the group is the Area Meeting Treasurer who serves ex officio.

The following minute was made at the P&C group meeting on 9th March 2018.

We feel that in general last year's structure has worked reasonably well. We question the work balance between the P&C and F&P sub-groups. The difficulty experienced by the F&P group last year through illness highlighted the need for each sub-group to support the other.

We feel that as sub-groups we should:

- Share agendas
- Share minutes
- Maintain contact by attending each others meetings as appropriate and where interested in the topics under consideration

We also feel that the whole Trustee body is at least one Trustee light and that we should ask LMs to seek A.N. Other, to strengthen the body.

14th March 2018

- We note that it may well help to remove anxiety at the prospect of serving as a Trustee if we all report back to our LMs following both full and sub-group Trustee meetings. We encourage ourselves to remember to do this.
- We also note that this full meeting's agenda has been placed on the AM website. We also ask sub-group convenors to place their agendas on the website.
- We note that there would be merit in sharing our experience of and enthusiasm for Trusteeship by visiting LMs with some form of event.

18.06 TRUSTEES TRAINING at WOODBROOKE

- We thank Margaret Stenhouse for her report on the Safeguarding training she attended in January of this year, which has been circulated to all Trustees.

We note that the following courses at Woodbrooke are of interest:

11-13 May – Managing our Meeting Houses

22-24 May – Being a Quaker Treasurer

14-16 September – Being a Quaker trustee

- We note that Brian Collingridge hopes to attend the training weekend in September. It is hoped that Charles Henderson may be able to attend a similar course during 2019.

18.07 RECEIPT OF MINUTES FROM SUB-GROUPS

- **Finance and Property sub-group Minutes**

We have received Minutes 2018/01 to 2018/16 from this sub-group. These have been circulated and are included with these Minutes in the Trustees Minute Book.

Finance and Property sub-group meeting 10:00 a.m. 9 January 2018 at Taunton Quaker Meeting House

Present: Charles Henderson, Kathy Gollin (taking these notes)

Prevented: Phil Parratt, Brian Collingridge

The meeting was quite informal as Charles had many interesting queries by way of induction into the group. We took the minutes of the last meeting on 26 September 2017 item by item, up-dating where we could.

F&P 18/1 Clerking the sub group

We noted our preference for note-taking by whoever agrees to do so at each meeting with Phil as the convenor until we can re-consider at our next meeting.

F&P 18/2 Property matters

Nothing further has come to our attention except that Spiceland LM will be considering whether to make a substantial separation of the dwelling from the main Meeting Room or just to improve fire prevention, at their Business Meeting on Sunday 14 January.

We need to consider LM plans for 2018 at our next F&P meeting.

F&P 18/3 Guidance to LMs on giving to AM

Nothing to add

F&P 18/4 Treasurer's report

Phil has let us know this is not yet ready nor is the budget or the guidance on giving to non-Quaker causes. The up-date on the Quinquennial surveys on our buildings is still in preparation. All these matters will be considered at our next meeting.

F&P 18/5 Insurance

Nothing to add.

F&P 18/6 Taunton Centre matters

We discussed the relation of TMHMC to Trustees and the rest of AM and Charles suggested doing an organigram of WSAQM as it is constituted now. We will consider this next time.

F&P 18/7 Date of Next Meeting

Tuesday 13 February 10:00 at Taunton QMH

Notes on the meeting held at Taunton on 13 February 2018

Present: Charles Henderson, Phil Parratt, Brian Collingridge and Kathy Gollin (writing these notes)

18/8. Charles Henderson was welcomed as the new Trustee for Taunton. He will serve from January 2018 to December 2020. Arrangements for clerking this sub group were confirmed: Phil Parratt to act as Convenor and send out agendas and minutes-taking as a task will be rotated among the other three members of the group.

18/9. Property Matters.

- a. Minehead – no plans for 2018 (tbc)
- b. Taunton – no plans for 2018
- c. Wellington - Wellington Friends wish to make the Meeting House warmer both for the LM and hirers. We agree to fund a survey by a recognised architect/surveyor with expertise in listed buildings/churches to advise what can be done. Kathy will ask Spiceland for the name of the firm that did their survey. Other names will be researched. We budget £10,000 for this survey and works.

AM will also fund repair to the street door. Wellington Friends will ask for quotes.
- d. Spiceland - Spiceland Friends have decided that the insurance requirements for Fire and Safety improvements can be met by relatively simple means such as smoke alarms in the dwelling and training to respond to emergencies. They see no need for a glass screen in the gallery at present. We budget £1,000 for this work and £1,000 for work in the grounds this year.
- e. We agreed to a budget of £2,000 for contingency in property maintenance.

18/10. Ilminster fund.

If Wellington plans go ahead and Ilminster can still not identify a building to buy for a Meeting House, then potentially the fund can be used for Wellington. We are conscious that our duties as Trustees may have to take priority over the donor's wishes in line with our charity scheme. After a full Trustees' meeting and the recommendations from the Wellington survey the Finance and Property Group will set up a meeting with Ilminster Friends to discuss options for the use of the fund.

18/11 Treasurer's report.

- a. Phil Parratt presented figures for the 2017 end of year accounts: income and expenditure, reserves and assets and liabilities. These were discussed and noted.
- b. The budget for 2018 was presented based on 2017 expenditure highlighting courses, donations, outreach and maintenance.
- c. We minute the appointment of Martin Wall as Assistant Treasurer with signatory authority for accounts with CAF Bank and the Monmouthshire Building Society.
- d. Centralised book-keeping in the AM is now complete with all Local Meetings but still requires work for the treasurer for income. LMs are finding it difficult to appoint treasurers so it may be necessary for AM to support them.

18/12 Guidance on giving to non-Quaker causes

The guidance from Quaker Stewardship Committee will be sent to all LMs with a request to pay particular attention to groups that use Meeting Houses free or at a reduced rent. Such arrangements count as donations and should be evaluated in terms of income given up.

18/13 Quinquennial survey schedule

Wellington – 2018 heritage survey (minute 18/9 c refers)

Spiceland – 2019 heritage survey

Minehead – 2019 (tbc)

18/14 Insurance

AM has four policies which need reviewing, particularly with regard to LMs with no Meeting Houses. We ask Charles Henderson to undertake this work.

18/15 Taunton Centre matters

- a. We request Taunton Meeting House Management Committee to send minutes of their meetings to the Finance and Property Group.
- b. Phil Parratt will write to Lynn Shorthouse to confirm that her contract of employment will be made permanent at the end of the present temporary contract.

18/16 Date of Next Meeting

15 May 2018 - 10:00 at Taunton Meeting House

We thank Charles Henderson for his research into the insurance situations for our meeting houses. We ask the F&P sub-group to consider this research at their next meeting in May.

- **Policy and Communications Minutes**

We have received Minutes 2018/01 – 2018/04 from this sub-group. These have been circulated and are included with these Minutes in the Trustees Minute Book.

Minutes of the Policy and Communications Sub-group of WSAQM Trustees

The group met on **Friday 9th March 2018** at Taunton FMH from 10:30 until 12:55. The following minutes were made and agreed:

18/01 Report on the Training Course for Safeguarding Officers held at Woodbrooke from 26th-28th January 2018, from Margaret Stenhouse

We thank Margaret for her clear and helpful report which will now go to AM and to all Trustees.

We note that DBS clearance is valid for 3 years. This clearance should be for both children and vulnerable adults.

We note, too, that there is a new DBS check provider. This is Due Diligence Checking. We also note that **any Adult may be vulnerable on account of personal circumstances at various times in their lives.**

18/02 Data protection requirements-minute of record

We have received the latest information regarding the Data Protection Regulation, which comes into force in May 2018. This is in line with the advance notice we received last year and which has been sent to clerks and others in the Area Meeting who may be affected. Our friend with responsibility for Data Protection will remind Local Meeting clerks and others again this year.

We are reminded that information is available at www.quaker.org.uk/data-safety. We are not required to complete the compliance request form for

Friends House as we are registered separately and will be re-registering in June.

18/03 Policies

- We ask Margaret Stocks to check the dates of the formal adoption of all policies and in particular that of the Safeguarding policy and its Code of Good Practice.
- We thank Faith Cartwright for all her work on these policies. They will now come to the full Trustee meeting on 25th March for adoption and will be sent to the AM business team for adoption at the full Area Meeting for Business in July.
- We propose that the policies should be placed in poly pockets within an A4 folder with a clear title visible on the cover in order to be publicly available at each LM place of worship.

18/04 Structure for Full and Sub-group Trustee Meetings

We feel that in general the structure used last year has worked reasonably well.

We question the balance between the F&P and P&C sub-groups. The difficulty experienced by the F&P group last year (through unexpected illness) highlighted the need for each sub-group to support the other.

We feel that, as sub-groups, we should:

- Share agendas
- Share minutes
- Maintain contact by attending each others meetings as appropriate and where interested in the topics under consideration

We have as yet, understandably, not heard the views of the F&P group.

We also feel that the whole Trustee body is at least one Trustee light and that we should seek A.N.Other to strengthen it.

- We recommend that any queries regarding policies are shared with Pip Harris.

18.08 PROPERTY MATTERS – UPDATE

- Iminster

Iminster Friends still seek a property to purchase, but meanwhile they are settling in to a new rented situation.

- Wellington

Wellington friends wish to increase the warmth in the Meeting House. There is agreement that a survey should be done by a recognised architect/surveyor with expertise in listed buildings/churches for advice.

£10,000 is budgeted for this work, but it may need to be deferred until Historic England has completed its re-listing. The architects need to be approached in this regard and asked if this will affect their work. Historic England also need to be asked for a date for their work.

Wellington Friends will also obtain quotes for repair to the street door, which will be funded by the AM.

- Spiceland
 1. £1,000 is budgeted for safety measures such as smoke alarms in the cottage and training for response to emergencies. A further £1,000 is budgeted for this year's work in the grounds.
 2. £2,000 has been agreed as contingency for property maintenance.
- Minehead

There are no further plans for 2018.
- Taunton

There are no further plans for 2018.
- Bridgwater

Bridgwater Friends have identified a possible property for purchase at £125,000, with extra costs maybe up to £150,000. It is being taken very seriously and a meeting of LM Friends has been arranged for 26th March to consider the merits of the purchase.
Pip Harris could be a helpful source of support.

18.09 PATTERN OF FUTURE TRUSTEE MEETINGS

We have considered the report prepared by the P&C group and we decide to continue the present arrangements for the time being.

18.10 CHARITY COMMISSION CONTACT FOR 2018

We thank Phil Parratt for agreeing to continue to fulfil this role for the year ahead.

18.11 DATES FOR FUTURE SUB-GROUP MEETINGS

We ask the Convenors of each sub-group to inform the Clerks as soon as their meeting dates have been agreed. We ask the Clerks to circulate this information to all Trustees.

Finance and Property – 15 May 2018 at Taunton MH, in the library.

Policy and Communications – to be arranged.

18.12 DATES, TIMES AND PLACES OF THE NEXT FULL TRUSTEE MEETINGS

We agree to meet at Taunton MH on Wednesday 4th July at 10.30 am, and on Wednesday 17th October 2018 at 2.00 pm at Wellington; venues subject to availability.

Kathy Gollin and Margaret A. Stocks, Co-Clerks