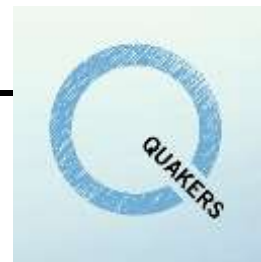


West Somerset Area Quaker Meeting Trustees



At Taunton Meeting House

Wednesday 4 July 2018 at 10:30

Minutes

Present: Margaret Stocks and Kathy Gollin, co-clerks, Phil Parratt, Treasurer, Brian Collingridge, Faith Cartwright, Shirley Anthony and Charles Henderson

18/13. Welcome and Meeting for Worship.

There was no reading at our opening Meeting for Worship today.

18/14. Acceptance of agenda

This agenda is accepted.

18/15. Declaration of interest.

There are no interests declared.

18/16. Matters arising from the meeting on 25 March 2018.

The co-clerks will check whether all LM clerks are receiving the Minutes of full Trustee meetings incorporating the Minutes from the sub-groups

18/17. Treasurer's Report

(PP)

The half-year accounts will be presented at the next meeting of the Property and Finance sub-group. The full accounts for 2017 are at present with the examiner.

Phil had attended a very useful Treasurers Conference at Swanwick at which he received advice about our reserves policy. He will bring proposed changes (in practice) to the reserves policy to the next meeting of the Property and Finance sub-group. We agree that the present statement of a Reserves Policy in our new Policies folder will remain as a statement of principle. Implementation rests with the Treasurer in respect of the Annual Accounts.

We agree to refer to the Finance and Property Sub-group the matter of the security and scrutiny of the Area Meeting bank accounts and statements. There is current advice from QSC about fraud.

Bridgwater Endowment – a Minute of record (F&P minute 18/28 refers)

The proceeds of the sale of Bridgwater Meeting House, £122,193, are a Permanent Endowment. They were used in the Taunton Meeting House renovation during 2015. A valuation of Taunton Meeting House of £525,000 was obtained in 2017 following the renovation (a previous evaluation of £250,000 was made before the renovation took place).

We have agreed that the value of the Bridgwater Meeting House Endowment shall be maintained in proportion to £525,000 and revalued as other valuations take place.

We thank Phil for his work on our behalf.

18/18. Trustees current composition and recruitment (MS)

Our numbers as Trustees are precarious. No names have come forward from Local Meetings. We will continue to address this in our Local Meetings

18/19. Trustees training (MS)

Brian Collingridge expects to attend a Trustees training event at Woodbrooke in September.

18/20. Receipt of Minutes from sub groups

Updates and matters arising

a) WSQAM F & P Meeting May 15th 2018 at Taunton Meeting House.

18/17 Those present; Philip Parratt, Charles Henderson, Kathy Gollin, Brian Collingridge.

18/18 We note the previous minutes.

18/19 Insurance Matters. We have a long term agreement for a mainstream church policy

18/20 Minehead - require an increased content cover.

18/21 Spiceland - No need to increase cover. It is required to maintain the wood burners with an annual inspection. The Tenancy agreement needs reviewing with Spiceland Friends (Charles and Brian to do so and report back).

- 18/22 Wellington - Huts now covered. A valuation of contents now required.
- 18/23 Taunton – Content cover figure needs reviewing. Building cover adequate. We will be able to join the long term agreement on renewal saving 25%.
- 18/24 Taunton Centre Management Group. Warden wishes to live out which would allow the flat to be let. TMGp to resolve.
- 18/25 Bridgewater Meeting have resolved not to purchase a Meeting House.
- 18/26 The Wellington Feasibility Study engagement letter has now been sent. Judith Blaker has met with the Historic England lady to complete the listing of the interior.
- 18/27 Wellington Meeting has objected to the planning proposal to build a 3 storey block of flats replacing part of the garden wall, as excessive and overbearing.
- 18/28 Chris Gregory of Friend's Trust Ltd has requested a minute explaining the use of the Bridgewater Meeting House Sale endowment money in the Taunton rebuilding.
- 18/29 Kathy Gollin will set up a meeting with Ilminster friends and Sally Nex to discuss the Ilminster Fund.
- 18/30 Philip will provide Accounts and Documentation in early June to the Examiner of our Accounts.
- 18/31 Philip has arranged a meeting of Treasurers to review centralised book keeping on June 10th after Meeting.
- 18/32 Philip will be attending the Annual Conference of Treasurers.
- 18/33 At the next meeting Philip will provide a financial report for the half year.
- 18/34 Our next F&P meeting will be September 18th 10:00 at TMH. There is a full Trustee Meeting 4th July.
- 18/34 Date of next Meeting was agreed as September 18th at Taunton Meeting House at 10.00a.m.

b) Matters arising and updates *Finance and Property - 15 May.*

F&P min. 18/19 refers: Insurance. Reports from the insurers are in progress.

F&P min. 18/29 refers: Ilminster Local Meeting. Members of the F&P sub-group are meeting with Ilminster Friends on Sunday 29 July at Sweet Surprise, their venue for Meeting for Worship to consider the matter of the Ilminster Fund. Ilminster Friends and members of the P&F sub-group need to be aware of the charity scheme and the terms of the original donation. Phil will send out the relevant documents.

c) MINUTES OF A TRUSTEES POLICY AND COMMUNICATIONS SUB-GROUP MEETING HELD ON WEDNESDAY 13th JUNE 2018

PRESENT: Faith Cartwright, Margaret Stenhouse, Margaret Stocks

PREVENTED: Shirley Anthony

Our meeting began with silent worship.

18/05 DATA PROTECTION POLICY

We note the following:

- a) We are registered with the Information Commissioner*
- b) Data placed in the AM records is an exception to the policy*
- c) There are some minor changes which Faith will circulate when ready*
- d) The Privacy Policy will be attached to the GDPR policy*
- e) The Compliance Checklist will also be attached to the GDPR policy*

We query the placing of email information on the WSAQM website and ask whether an AM special box should be set up for this type of communication. ACTION: MAS

18/06 HEALTH and SAFETY POLICY

We note that this is mostly fine and it just remains for some extra minor details to be included. ACTION: FC

18/07 LAPSED MEMBERS

This is not seen to be a policy, rather a set of suggested procedures which should be kept within the Policies folder for each LM.

We note that some of us have experienced the difficulty of regular attendance in the past and are glad not to have had our membership - and therefore our allegiance - questioned in this way.

18/08 DISTRIBUTION

We agree to send the collection of Policies to the co-clerks of the Business Team ready for adoption at the next AM Meeting for Worship for Business on 21st July next.

We agree to send the same to all Trustees prior to our next full meeting on 4th July. ACTION: FC

Margaret A. Stocks, clerkc) Policy and Communications - 13 June

d) Matters arising and updates from Policy and Communications 13 June 2018

All our Area Meeting's policies have been collated into a loose leaf folder, one to be provided to each Local Meeting. We will explain this provision at the Area Meeting in November and make sure all the policies are formally accepted. A document will be included with this folder explaining the scope and relevance of the policies.

We ask the Policy and Communications sub-group to revisit and update the Memorandums of Understanding to clarify the relationship of Local Meetings with Area Meeting and Britain Yearly Meeting. This work is expected to be completed in 2019.

18/21. Future of WSAQM – how will we look in 10 years' time? (as led)

We have considered some themes and scenarios and will return to this matter after the AM Business Team have reported on their review of their present operations.

18/22. Notification to LMs to send a short report for inclusion in the Trustees' Annual Report (KG)

Local Meetings will be asked to submit a short paragraph of their spiritual and outreach activities during the year for inclusion in the Trustees Annual Report. This must be sent to the co-clerks by 31 August. Kathy Gollin will notify LM clerks.

18/23. Dates of future sub-group meetings:

Property and Finance Tuesday 18 September at 10:00 at Taunton QMH

Policy and Communications - tba

18/24. Date, time and place of next full Trustees meeting:

Wednesday 17 October at 14:00 at Wellington QMH. The co-clerks will check this with Georgina Cardew. We will book future dates at this meeting.