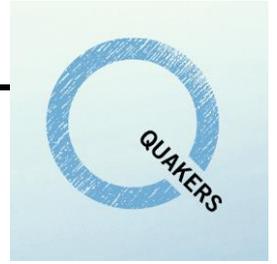


# West Somerset Area Quaker Meeting Trustees

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Draft Minutes of the meeting held at Taunton Meeting House  
on 2 February 2020 at 14:30

**Present:** Sue Brownlie, Faith Cartwright, Kathy Gollin, Charles Henderson, Phil Parratt,  
Margaret Stenhouse

**Prevented:** Brian Collingridge, Margaret Stocks,

## **Welcome and Opening Worship**

20/01 Advices and Queries no. 17 was read at our opening worship this afternoon

## **20/02 Acceptance of Agenda**

Item 07 ii) was deferred until the next meeting. With that amendment the agenda was accepted.

## **20/03 Declaration of interest**

There were no declarations of interest.

## **20/04 Minutes of the Last Meetings**

Full Trustees 18 August 2019, Finance and Property 26 November 2019 and Policy and Communications 10 December. Minutes of these meetings have been circulated.

## **20/05 Trustees Current Composition and Recruitment.**

This item was held over until our co-clerk, Margaret Stocks could be present. We minute here our thanks to Shirley Anthony for her term of service.

## **20/06 Matters Arising**

No matters arose that are not covered elsewhere in this agenda.

## **20/07 Treasurer's Report**

The Treasurer reported that that an early estimate of net assets, excluding buildings, is £423,000 for 2019 as against £394,000 for 2018 which indicates no material change in our finances.

The quinquennial survey of Spiceland Meeting House has been carried out and Minehead is next. Two more surveys will be done this year. The report on Spiceland will be circulated when it is complete.

We thank Phil Parratt, our Treasurer, for this report.

## **20/08 Memorandum of Understanding.**

There was yet further discussion of the revised MoU. Phill Parratt will amend it to exempt the Taunton Centre and circulate the final version. It will then go to the Business Team for their meeting on 2 March.

## **20/09 Receipt of Minutes from the sub-groups**

### **Minutes of the Property and Finance Group Meeting**

**26 November 2019 Taunton 10:30**

Present: Phil Parratt, Sue Brownlie, Charles Henderson, Kathy Gollin (writing the Minutes this time)

Prevented: Brian Collingridge

19/32 Acceptance of Agenda

The agenda was accepted

19/33 Minutes of the last meeting

The Minutes of the meeting on 13 August were circulated and there are no matters arising.

19/34 Updates on Local Meetings

Bridgwater – nothing to report

Burnham on Sea – nothing to report

Ilminster – nothing to report. Ilminster Friends are asked to report to the Trustees Meeting on 2 February 2020 (Ilminster Minute 19/37 refers at the special meeting of F&P on 26 September 2019)

Minehead – LED lighting has been installed

Spiceland – work on the linhay should commence in 2020. The Finance and Property Committee will offer to support the LM in applying for grants

19/35 Insurance

A claim for malicious damage to a window in Taunton Meeting House was made.

19/36 Quinquennial Surveys

Surveys at Spiceland and Minehead Meeting Houses. John Wheller will undertake these imminently

19/37 Memorandum of Understanding

The revised Memorandum of Understanding between Trustees and Local Meetings was agreed. It will be presented at the next Trustees meeting and then at Area Meeting.

19/38 Taunton Meeting House Management Committee

The Minutes of the last meeting were read out and we note it is recommended that residency should not in future be a requirement of the wardenship.

19/39 Taunton Centre Budget

The budget was presented and approved

19/40 Area Meeting Finances and 2020 Budget

We agreed to increase the maintenance budget from £9,000 to £15,000 in 2020 given the estimates for work on the linhay at Spiceland.

The budget will be presented at the next Area Meeting.

19/41 Special Topic Area Meeting (F&P Minute 19/15 refers)

We will bring ideas about this to Area Meeting in April. Kathy will contact Pip Harris for help.

19/42 Date of the next meeting

Tba after full Trustees meeting on 2 February

## **Minutes of the Policy and Communications Sub-group of WSAQM Trustees** **10<sup>th</sup> December 2019**

Present- Shirley Anthony, Margaret Stocks, Margaret Stenhouse, Faith Cartwright,

The meeting started with a short period of silent worship.

1. Memorandum of understanding.

We have considered this and feel there is some clarification required as to which responsibilities are for the Local Meeting and which are for the Area Meeting. We ask for this to be raised again at the next full trustees meeting in February 2000.

2. Complaints procedure.

Faith will check the notes made previously and put the complaints procedure into the same format as the other policies and Margaret will circulate to meetings.

3. Lone working policy.

We have discussed this at some length. Our Health and Safety Policy incorporates aspects of being alone in Meeting Houses. A Lone Working Policy would have specific application where we have responsibilities as employers, namely in the case of the Taunton Meeting House Warden. If the Taunton Meeting House Management Committee feel there is a need for specific requirements for a Lone Working Policy it is suggested this could be devised from the existing Health and Safety Policy and the Health and Safety Audit, and should be included in the review carried out by the Health and Safety office for Taunton. If the TMHMC produce a more detailed policy it can be submitted to Trustees for scrutiny and approval by Area Meeting.

4. Shirley Anthony was thanked for her service on the committee. Her attention to detail and keeping the meetings focussed has been especially welcomed.

5. No specific date was arranged for our next meeting – to be arranged when full trustees meet on February 2<sup>nd</sup>.

i) F&P – nothing to add

ii) P&C – Lone Worker Policy. After discussion we agreed that the lone worker policy as it applies in Taunton Meeting House Management Committee's Terms of Reference is overly bureaucratic for the other Local Meetings. At Area Meeting level it is covered in the Safeguarding Policy.

### **20/10 Property Matters**

i) Taunton Meeting House Management Committee. We note that billing for hirers will in future be contracted to our book-keeper, Jane Ruell.

ii) Charles Henderson has taken responsibility, as requested, for liaising with Martin Pratley on the current situation in relation to Crescent Funeral Services' assumed right to forbid parking alongside the garden wall. We are advised that they have no such right. For them to attempt to enforce no

parking notices is unlawful and unfair. Charles has notified the MP of our case and, we understand, representation to the DVLA is being made. Trustees are aware of the limits of their powers to protect the users of the Meeting House. We uphold efforts to challenge Crescent Funeral Services. Charles will continue to monitor the situation.

iii) Ilminster. Margaret Stenhouse distributed copies of the report written by Huw Morgan, clerk of Ilminster Local Meeting. It is increasingly unlikely that the collaborative effort to buy the Gooch and Housego site will go ahead. No immediate decision can be taken in regard to the Ilminster Fund.

iv) Wellington. The loft insulation has been installed and covers the ceiling vent. The Heritage officer did not respond to requests for prior approval. Since the insulation can easily be removed, Trustees approved the action by Wellington Friends.

### **20/11 Sustainability**

i) Climate Emergency. A requested report from the Earth Action Group has not yet been received. The EAG is the group entrusted with our duty to make this a continuing concern. Should Trustees be more involved? For instance we might commission professional advice. We will return to this at future meetings.

ii) The future of West Somerset Area Quaker Meeting. Trustees have previously discussed having a full away day to consider how we are working and our effectiveness. We might invite Peter Morris, our Link Friend at Quaker Stewardship Committee, to be present. Meeting Centred Support is a new initiative by BYM/Woodbrooke following on from the Vibrancy project. It may be helpful to look at their pages to consider how we might move forward. The link is [www.quaker.org.uk/mcs](http://www.quaker.org.uk/mcs)

### **20/12 Charity Commission contact for 2020**

Phil Parratt will continue to be the named contact for the CC in 2020.

### **20/13 Dates for future meetings**

i) Full Trustees

Two dates for our away day to offer to Peter Morris 20 or 27 April. The co-clerk will contact him. Times and venue tba but probably Taunton MH, 10:30 to 16:00

ii) Finance and Property Group 19 May, 10:30 at Spiceland

iv) Policy and Communications tba

v) Trustees Conference 21 March at Friends House, 9:30-16:30

This conference will consider matters which concern us closely. Margaret Stocks would like to attend and it would be useful to have another name. The link is <https://www.quaker.org.uk/events/trustees2020> Kathy will book two places immediately and submit names later.