



**MINUTES OF THE MEETING HELD on  
Monday 21<sup>st</sup> March 2022 at Taunton Quaker Meeting House**

Present: Brian Collingridge (pm only), Faith Cartwright (clerk), Charles Henderson (am only) Phil Parrett, Margaret Stenhhouse.

Invited attendees: Martin Wall, AM co-clerk  
Sarah Bovey - representative from Spiceland Meeting as observer

**Minutes of meeting 21.03.22 pm**

**22.13 Reading.** Advices and Queries paragraph 8 has been read in our period of worship today.

**22.14 Declarations of interest.**

There were no declarations of conflicts of interest.

**22.15 Accounts.**

Our treasurer has presented the accounts for 2021 (pre-audit) to us. He recommends we increase our buildings fund by £5000 a year up to £45000. And use the surplus funds of £34000 to pay down most of the outstanding mortgage. We ask our treasurer to take these recommendations to Area Meeting in April. We thank Phil for his work on these accounts.

**22.16 Future work**

We have reviewed the outstanding work for the year. Faith will take forward the review of the employment policies and procedures taking into account points made by Wendy Hampton. Margaret will take forward the work on safeguarding and implementation and may call on other trustees to help with visiting the Local Meetings to explain the policy. We propose to conduct a risk review later in the year. We will take action on the completed Quinquennial surveys in the first half of the year, other items to be included in the second half of the year.

**22.17 Dates of Meetings for 2022**

We agree the following dates for our meetings for 2022:

Monday 9<sup>th</sup> May 10.30am

Monday 4<sup>th</sup> July 10.30am

Monday 5<sup>th</sup> September 10.30am

Monday 17<sup>th</sup> October 10.30am

Monday 5<sup>th</sup> December 10.30am

All meetings to take place at Taunton Meeting House subject to availability.

### **22.18 Safeguarding and safer recruitment.**

Margaret (our Safeguarding officer) distributed the Safeguarding notice to be put up on noticeboards in the local meeting houses. We should add the name of our local representative to the notice.

Margaret has distributed the new policy for each meeting to include in the policy folder in the local meeting house. For more information on safeguarding procedures reference should be made to the BYM website. Margaret will let trustees know in advance of the next meeting what documents are needed for trustees to be DBS checked. We ask our clerk to invite Gilly Lee, as Nominations Committee clerk, to our next meeting to discuss safer recruitment.

### **22.18 Quinquennial surveys.**

We ask Minehead Meeting and Taunton Management Committee, having considered the recommendations, to report back to trustees with their proposals for action and what they need from trustees. The next Quinquennial survey is due for Wellington Meeting house in 2023.

### **22.19 Health and Safety Surveys**

Phil has suggested we reinstate a formal arrangement of Health and Safety inspections from a professional firm for each meeting house in the Area Meeting on a three-year rotation. Individual meeting houses to carry out their own inspection annually in between professional inspections. We ask Phil to take this forward and ask him to report back in October.

### **22.20 Employment Policies and procedures.**

We agree to review this at a later date.

### **22.21 Date of next meeting**

We hope to meet again on Monday 9<sup>th</sup> May 10.30am

The meeting concluded with a short period of silence