

Leeds Area Quaker Meeting Trustees

Registered Charity 1134542
Tuesday 4 September 2018
7pm Carlton Hill Meeting House

FINAL MINUTES

Present

Peter Coltman (Adel)
David Robson (Adel)
Iona Lyons (Carlton Hill)
Judith Acton (Carlton Hill)
Chris Staynes (Gildersome)
Martin Ford (LAQMT Clerk) (Ilkley)
Diana Jakeways (Ilkley and LAQM Co-Treasurer)
Jonathan Fox (Rawdon)
Emma Roberts (LAQMT Treasurer) (Rawdon)
Martin Schweiger (Roundhay)
Alison England (Roundhay)
Owen Claxton-Ingham (LAQM Co-Treasurer)

Prevented

None

2018/51 Minutes of our last full meeting

We have received the minutes of the meeting held on 5 July 2018.

2018/52 Trustee Matters

We have heard that a safeguarding matter in relation to adult friends in Adel LM is being managed by our Safeguarding Coordinators and Trustee and Adel Elders and Overseers. Friend's House Safeguarding Leads are also supporting and advising in the process.

We agree to ask for an assurance that the process has either been completed or is ongoing at the November meeting of Trustees.

2018/53 Gildersome Local Meeting Property and Financial Management

We have considered options for the management of Gildersome LM property and finance in response to a request from LAQM in Minute 2018/49. The assumption is that Gildersome Friends would no longer take responsibility for day to day management of their property or finance as has been discerned in their business meeting discussions. The options are independent of any decision whether or not to lay down Gildersome as a LM and possibly to move to the holding of regular MfW under the discipline of AM Elders and Overseers.

We have received the Minutes of Gildersome BM held on 2 September 2018. Minute 75 records the desire of Gildersome Friends to continue to hold MfW in the Meeting House and for Trustees to find ways of securing the future of the buildings. It is helpful to receive this perspective and we note that management Options One, Two and Three would meet this desire, at least in the immediate term. However, at this time we do not think it right for Trustees to recommend any particular option.

Complete financial information remains outstanding, but we believe that the version of the paper without financial information would be very helpful to share with Friends at the September LAQM business meeting.

We agree to finalise the revised options paper by email and ask our Clerk to forward it to the co-clerks of LAQM. In addition, we agree to send the paper to the Clerks of each LM to inform preparation for consideration at Area Meeting later in September.

Additional financial information will continue to be gathered for inclusion in a revised options paper.

2018/54 Health and Safety

Further to minute 2018 43, we agree to come back to this matter at our November meeting.

2018/55 Annual Report and Accounts 2017

We have received and approve the finalised LAQM Annual Report and Accounts. The Accounts will be examined prior to submission to LAQM. Immediately following LAQM we ask our Clerk to submit the report to the Charity Commission and to Friends House. We thank those Friends who have worked to complete the report.

2018/56 Finance Reports

- i) Accounts Balances will be considered at the October meeting focusing on Finance and budget setting for 2019.
- ii) The report of the Grants Sub-committee
The committee have not met since our last meeting.
- iii) Concern raised by Carlton Hill Friends
Further to minute 2018/45 v), a meeting with Carlton Hill Finance and Property Committee has yet to take place.
- iv) Gildersome
Chris Staynes has been added to the bank mandate and Gordan Appleyard has agreed to stay on a co-treasurer for the time being. Peter Coltman's name also continues to be included in the bank mandate.
- v) Gift Aid
Gift Aid must be collected from HMRC on the single LAQM Charity Number. This has worked without difficulty in the past, but Carlton Hill have been experiencing increased demands from HMRC during a recent claim.
- vi) Quick Books
Training has now largely been completed.

2018/57 Ministry and Resources

We have reviewed the paper submitted but not discussed at our July meeting and the finalised proposals prepared in August. The summary proposals are:

PROJECT	2018	2019	2020	
PAFRAS/SOLACE ADVOCACY WORKER	25960	25560		51520
LATCH	26342			26342
CANOPY HOUSING		20000		20000
PEACE MUSEUM	10000	10000	10000	30000
SANCTUARY EVERYWHERE	20000			20000
ENRICHMENT FUND	10000			10000
TOTAL	92302	55560	10000	157862
	58%	35%	6%	

We have considered the approach of committing to all of the expenditure at the outset and of the potential uncertainty created by the needs at Gildersome. However, we are excited by the prospect of demonstrating our commitment to Quaker concerns in Leeds and agree to commend the proposals to LAQM and to confirm that the required funding is available as surplus to our charitable reserves. We ask our Clerk to send this minute to the Area Meeting Clerks.

2018/58 Property Matters

To record property matters arising from Local Meetings

To agree any actions for Trustees

i) Roundhay Meeting

A defibrillator has been purchased and fitted outside of the Meeting House. Training on its use by Yorkshire Ambulance has been arranged.

ii) Rawdon

Fire safety measures in Quaker Cottage are nearly completed.

iii) Gildersome

Following the separation of the electricity supply to the cottage from that to the meeting house and stable block, charging anomalies within the supply companies have yet to be resolved. Repairs and maintenance to bring the cottage up to an acceptable standard and to meet our obligations as landlord are ongoing.

iv) Apportionment of insurance costs

We agree to delegate the discussion to Treasurers across the Area Meeting and for proposals to come back to Trustees for decision.

2018/59 Employment Contracts

We have heard an update from our Clerk following a meeting with Andy Beck, convener of Carlton Hill Property and Finance Committee. We agree that the Terms and Conditions, including % pension contributions should be the same for both Carlton Hill Wardens without exception. We ask our Clerk to forward this minute to Andy Beck and look forward to receiving confirmation that this has been implemented.

We consider this as a further stage towards harmonising employment contracts across the Area Meeting.

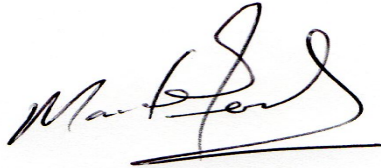
2018/60 Data Protection

We have received a draft LAQM Data Information Procedures document and Data Consent Form.

We have reflected that an increased amount of detail is required to ensure clarity in the roles of data controller and data processor and understand that Keith Mollison would be pleased to take this forward engaging with Local Meetings as may be appropriate. We ask David Robson and our Clerk to discuss this with Keith Mollison.

2018/61 Closing Minute

We separate at 21.29 pm, hoping to meet again at 7 pm on Wednesday 31 October 2018 at Rawdon Friends Meeting House.

A handwritten signature in black ink, appearing to read 'Martin Ford', with a horizontal line underneath.

Martin Ford, Clerk

Date 8 September 2018