

Leeds Area Quaker Meeting Trustees

Registered Charity 1134542
Thursday 5 July 2018
7pm Carlton Hill Meeting House

FINAL MINUTES

Present

Peter Coltman (Adel)
David Robson (Adel)
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)

Prevented

Alison England (Roundhay)
Owen Claxton-Ingham (LAQM Co-Treasurer)
Iona Lyons (Carlton Hill)

2018/40 Minutes of our last full meeting

We have received the minutes of the meeting held on 16 May 2018.

2018/41 Trustee Matters (3 documents)

- i) We welcome David Robson as a new Trustee, appointed 10 June 2018 to 31 December 2019.
- ii) Quaker Stewardship Committee have advised all AM Trustees of changes to the Charity Commission automatic disqualification requirements for Trustees which are to come into force on 1 August 2018. We have reviewed the guidance located on the Charity Commission website: <https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities> and agreed that every existing and new Trustee should complete both the current Trustee Eligibility Declaration and the new Automatic Disqualification Declaration before 1 August. These documents will be retained in hard copy for by our Clerk. We ask our Clerk to send a copy of the declaration documentation to each Local Meeting Clerk for consultation when seeking to nominate Trustees in the future.

2018/42 Gildersome Local Meeting Property and Financial Management (2 docs)

Following receipt of LAQM minute 2018/49, we have been led in a discussion about possible options for the management of Gildersome Local Meeting property and finances based on a paper produced by Jonathan Fox, Peter Coltman and Chris Staynes. We recognise that additional information and reflection are required to develop options for presentation to Area Meeting. We agree to arrange for an external contractor to survey the premises with a view to establishing the potential sustainable income from commercial/residential external lettings subject to specified improvements and the potential capital income from sale of all or parts of the Gildersome estate. We ask Peter Coltman to undertake this task. We agree a budget of up to £2,000 for this work.

We further recognise the need for a description of the practical requirements of Gildersome Friends in contributing to ongoing management of the premises. We ask Jonathan Fox, Peter Coltman and Chris Staynes to prepare this description.

We also recognise the potential links with the work of the Ministry and Resources Group which we will highlight under agenda item 2018/46.

2018/43 Health and Safety

To receive an update on progress from those Local Meetings who have considered the material:

Ilkley

Ilkley Meeting is working through the Health & Safety Policy and the check list. A particular concern already identified is the suggestion that contractors should be *vett*ed. This is considered too strong a term and that an alternative phrase should be used.

Roundhay

Roundhay Meeting is slowly working its way through the Health & Safety Policy and the check list. Two issues have arisen so far.

- 1) LAQM produced a document “Code of Good Practice for Volunteers working with Children and Young People Re: Health and Safety” in June 2015. There is some overlap. Should the LAQM and Trustee documents be amalgamated?
- 2) The checklist needs two more columns, one for "Do not know" and another for "Comments / Actions".

We confirm the request for Local Meetings to modify the checklist to show what is relevant for them. We agree to pass the comments received to our Health and Safety Stewards and await comments from all Local Meetings before reviewing amended documentation.

2018/44 Annual Report and Accounts 2017 (3 documents)

The Annual Accounts for 2017 have been received and we agree that these should now be examined by WYCAS. We note that Trustee and Treasurer signatures will only be appended following satisfactory examination.

We have received the draft of the Annual Report and agree that a finalised form of Annual Report and Accounts should be agreed by email by Trustees in due course. The QSC check list will be used to inform any final amendments. The document will then be sent to LAQM for receipt at the September meeting. The report will be submitted to QSC/Friends House and the Charity Commission following receipt by LAQM.

2018/45 Finance Reports

To hear and discuss the report from LAQM Co-treasurers

- i) Accounts Balances on 27th June
 - LAQM Central fund £30,821.45
 - LAQM Trust Fund CAF account £32,807.51
 - LAQM Trust Fund Charles Stanley account £259,869.58
 - Leeds Credit Union account £67,358

- ii) The report of the Grants Sub-committee (1 doc)

We approve the following grants:

Date received	Recipient (and nominating Friend)	FAoP request	Poor Fund request	General fund	Comments/ Minute/ Paid	Payment

16 June 2018	Family Solutions	£2000			We agree to give £1200 to Family Solutions. We would like this money to be used for all the criteria they have outlined with the exception of gifts for children, as these can often be obtained by other means. Family solutions fits with Quaker commitment to Equality.	£1200
16 June 2018	LASSN (Leeds Asylum Seekers Support Network) Including Grace Hosting which is short stay accommodation in the homes of volunteers.	£500			We agree to give £1000 to LASSN for the video (£270) and the remaining for bus passes. (£730) The Committee wondered about the name Grace hosting as we were not clear what this means: we suggest to LASSN that before they make the video whether they wish to use this name long term. LASSN fits in with Quaker commitment to refugees and asylum seekers.	£1000 £270 £730

iii) Quick Books update

Our QuickBooks account is now up and running. Peter Coltman and Diana Jakeways met with Claire Welling at WYCAS on 21st June to learn how to use the system and test out a draft instruction manual produced by Claire. Diana now has the Ilkley accounts up and running from Jan 1st to date in parallel with her Sharman spreadsheets. Peter has begun data input for the Adel accounts. Both of us have provided feedback on the manual and encountered a number of issues to resolve. We believe that we should keep going by ourselves for now to iron out these difficulties and produce instructions that work for people who understand nothing about the system. Peter and Diana hope to run Adel, Ilkley and the Central accounts in parallel with Sharman spreadsheets for the whole of this year as a pilot. Diana will aim to start working with other LM treasurers in August so that they can start inputting LM data in the autumn on a trial basis. We do not think it is reasonable to ask them

to input lots of retrospective data- it is enough getting to grips with the system. Therefore, we will not have a fully live LAQM QuickBooks system until Jan 2019.

- iv) LAQM Assistant Treasurer role 2019 onwards – do we need one?
Diana Jakeways believes it is helpful for one person to have the overview of all the central accounts, and, with the opening of the Credit Union account, most/all? of the work of rationalizing these accounts has now been completed. The end of year consolidation of accounts should become much easier when we are all on QuickBooks, but that still leaves one more round where that will not be the case.
The switch over to QuickBooks and associated training is a major and time-consuming project. It will take some time for your AM treasurer to get to grips with the overview and reporting side of the database, and LM treasurers will probably require support for an extended period.
Overall there is currently a high volume of work, but Diana has not had long enough to be clear about the best way of splitting the role into 2 Co-Treasurers as we had before. It would be sensible if more than one of us has a full understanding of central finances and can cover for holidays, illness or other eventualities. It will probably become clearer how to split the workload most effectively over the next year. Diana has therefore suggested that an Assistant Treasurer might work best at present.
We agree that an Assistant Treasurer is required and we ask our Clerk to inform the Convener of Area Meeting Nominations Committee of this need.

- v) Concern raised by Carlton Hill Friends
Carlton Hill Property and Finance Committee have raised a concern of the potential need to replace the roof of the Meeting House in due course. The issue was also raised by Carlton Hill Friends in the Ministry and Resources Committee. We have subsequently learned that the cost of complete replacement of the roof might be circa £63k, but have no estimate of a timescale when the work might be required. We do however note that this issue has not been raised in any Quinquennial Inspection and therefore consider that there is no immanent requirement.

We agree that our Clerk and our Co-Treasurers should arrange to meet with Carlton Hill F&P Committee to discuss their concerns. This will be an opportunity to remind and explain to Carlton Hill Friends the agreed Area Meeting Reserves Policy, including use of the Building Futures Fund.

We are concerned about potential conflicts of interest of Friends holding multiple roles across the Area Meeting. We agree that this matter requires further discernment including with Area Meeting Es&Os. We ask our Clerk to pass the concern to the Clerk of Es&Os.

2018/46 Ministry and Resources (1 document)
Not discussed.

2018/47 Property Matter (4 documents)
To record property matters arising from Local Meetings
To agree any actions for Trustees

- i) Adel Quinquennial Review (Meeting House and Cottage)
We welcome receipt of both reports and ask Adel Friends to proceed with all the work identified as requiring either immediate attention or action within 1 year. Other works may be planned to be undertaken thereafter.

- ii) A cheque for permissible back dated ground rent including the calendar year 2018 has been received from the occupier of Quaker Cottage in Asquith. The occupier requests our bank details in order to set up an annual payment. We agree to pass this on to our Co-Treasurers. Our Clerk has informed our solicitors who have now concluded the matter by presenting an invoice for their work for the sum of £90. We agree to send our thanks to Jan Walters for her substantial advice and action on this matter.
- iii) Roundhay Meeting are proposing to install a Defibrillator outside of the Meeting House for public use. We welcome this proposal.
The Meeting are also seeking to invite quotations for installation of Solar Panels. We support this potential development and authorise our Clerk to confirm that surveys can take place.
- iv) Apportionment of insurance costs
We agree to consider and decide on this item by email.

2018/48 Employment Contracts (1 document)

We have received a report on a discussion between our employment stewards and Friends from Carlton Hill and Roundhay Meetings concerning working towards harmonisation of employment contracts across the AM. We accept all of the recommendations and ask our employment Trustees to take the work forward with relevant expertise from Friends across the Area Meeting.

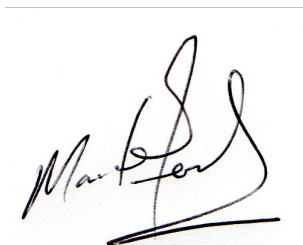
2018/49 Data Protection (2 documents)

We welcome the GDPR actions update report and approve the LAQM Privacy Policy with the minor amendments of removal of the word *etc.* in the list of personal data collected and insertion of the name of David Robson as nominated Trustee to receive complaints about the way LAQM manage personal data. With these changes we ask that the Privacy Policy is uploaded onto the new LAQM website for public viewing.

We note that work is ongoing on Data Protection Procedures which we look forward to receiving in due course.

2018/50 Closing Minute

We separate at 9.47pm, hoping to meet again at 7 pm on Tuesday 4 September 2018 at Carlton Hill Friends Meeting House.

A handwritten signature in black ink, appearing to read 'Martin Ford', with a stylized flourish at the end.

Martin Ford, Clerk

Date 6 July 2018