



York Area  
Quaker Meeting

## **FUNDING FOR TRAINING AND CONFERENCES**

Trustees Meeting 2020.10 8.1

### **INTRODUCTION**

This paper gives details of the funding that is available to Members and Attenders of York Area Meeting, and the methods of accessing such funding. It is divided into three sections:

- Those holding Area Meeting appointments
- Elders, Overseers and Trustees
- Travelling expenses

Each section includes an explanation of how to apply for funding.

### **1. Area Meeting Appointments: role holders and special appointments**

For people who have been appointed to single roles within AM, the full cost of attendance on training courses or conferences related to their roles is automatically paid. A list of those holding AM appointments is attached at Appendix A.

People may also be appointed by Area Meeting to attend specific 'one-off' Conferences that are more general in nature, and those appointed will also receive full funding. The AM Book-keeper would need a copy of the relevant AM Minute, or – if notice has been short – an email from AM Nominations Committee or AM Clerk to say that the appointment has been agreed.

In both instances the person concerned should contact the AM Book-keeper prior to booking, in order that arrangements can be made for payment of the invoice.

Friends and attenders wishing for financial support to attend a Conference abroad, or study tours to QCEA or QUNO, who are not official AM representatives, must make application to the Treasurer in good time so that their request may be considered at Area Meeting. Written support from a Clerk, Elder or Overseer in their local meeting should accompany such a request for funding, and an indication given of the cost of the event, the amount sought by way of funding, and the closing date

for applications for the event. Funding of such an event up to £250 can be granted at the discretion of the AM Treasurer, AM Clerk, and two Trustees. Over that amount the approval of AM will be required.

## **2. Elders, Overseers, Trustees and AM Nominations Committee**

These Committees are made up of quite a number of people, several of whom may be new appointments in any year. For that reason some 'rationing' of attendance may be necessary. Each local or AM Committee is asked to initially send only one or two of its members on a course in any one year, and places will be funded on a first-come-first-served basis, with priority be given to anyone who missed out in a previous year. This process will be reviewed annually.

## **3. Travel Expenses:**

Area Meeting will reimburse the reasonable travel expenses of anyone appointed to attend an event by virtue of their role within the Area Meeting, or because they have been nominated in some way to attend an event.

Travelling expenses will normally be paid at no more than the cost of a standard rail fare. If someone decides, for personal reasons, to drive to an event then mileage allowance may be paid at a maximum of 40p per mile, but amounting to no more than the cost of a standard rail fare. Bus or taxi fares from a railway station to the venue will be refunded if substantiated by a receipt.

If someone decides, for personal reasons, to travel First Class, only the basic second class fare will be reimbursed, with the person paying the additional cost.

If attendance at an event is impractical other than by car, then the standard mileage allowance of up to 40 ppm is payable. Special consideration will be given to anyone whose disability makes some modes of travel inaccessible.

In order to reimburse travelling expenses the book-keeper will require a copy of a booking form giving details of the journey, date and cost, or a copy of the tickets showing date and price.

Document produced by Keith Barnes, Alison Clarke,  
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## APPENDIX A

### AM APPOINTMENTS

Area Meeting Clerks and Assistant Clerks

Elders and Overseers

Enumeration Officer

Registering Officer

Deputy Registering Officer

Representative on York SACRE Committee

AM Safeguarding Co-ordinators

AM Archivist

Trustees

Representatives to: (where the Committee itself does not pay expenses)

Young Friends General Meeting

Northern Friends Peace Board

Prison Minister Full Sutton

Observer to York Diocesan Synod

Local Meetings remain responsible for funding the training and/or attendance at Conferences of their local appointees, e.g. Clerks, Treasurers, Nominations, Warden.