

**Preamble to Memorandum of Understanding
Working Relationships between Trustees, Area Meeting and Local Meetings**

This preamble to the York Area Meeting Memorandum of Understanding (MoU) sets out the basis of the relationship between:

- York Area Quaker Meeting
- York Area Quaker Meeting Trustees
- The five Local Meetings which are within the Area Meeting.

Trustees are appointed by the Area Meeting on the advice of its Nominations Committee and in consultation with the Clerk of Trustees. They act as Trustees of the York Area Meeting Charity and also as directors of the York Area Meeting of the Religious Society of Friends (Quakers) in Britain, which is a Company Limited by Guarantee. This Company has a governing document, the Memorandum and Articles of Association, which sets out the regulations governing the company. The **Members** of the Company are the members of the Area Meeting.

The Area Meeting in this context is the formal proceedings at Area Meeting in session with the minutes agreed at the time. It will also encompass the officers of the Area Meeting acting in accordance with their delegated authority.

Local Meetings are the five Quaker Meetings which are within York Area Quaker Meeting, namely Acomb, Friargate, Harrogate, New Earswick and Thirsk. In like manner, this document refers to their formal business proceedings and the actions of their appointed officers. **It should be noted that Local Meetings are at all times subordinate to the Area Meeting (QF&P 5th Edition 4.32 second para.)**

Trustee Responsibilities

Trustees are required to take active responsibility for the business affairs of the membership body, being the Area Meeting including its constituent meetings. 'Business affairs' in this context means the way in which our assets are managed and used and the future of the Area Meeting assured. 'Our assets' means the assets managed by all the Local Meetings combined, plus the Burial Grounds.

Trustees are required to ensure that:

- a. properties are retained and properly maintained
- b. financial procedures are appropriate and funds put to proper use
- c. potential risks are identified, evaluated and managed (including risks to the reputation of the Area Meeting)
- d. employment law is observed

Trustees must be satisfied with the way in which Local Meetings are managing their business activities.

Communication

Trustees are to receive copies of all Local Business Meeting minutes, the Area Meeting minutes and the minutes of any premises, finance and children's committees (or committees with these functions) together with any relevant attachments. Minutes of Local Business Meeting premises committees are also to be sent to the Convenor of the Property Committee of York Area Quaker Meeting.

A named Trustee from each Local Meeting acts as the principal channel of communication between their meeting and the Trustee body. The minutes of the Trustees and of the Area Meeting Property Committee are circulated to Local Meeting Clerks who ensure that any required actions are carried out and that relevant information is passed to the officers of their Meetings. Local Meeting Clerks forward minutes of the Area Meeting Property Committee to the convenor of their premises committee.

On significant issues subject to consultation or joint action, Trustees will share the proposed action for consideration by both Area and Local Meetings.

The Table

The table shows how Trustees, Area Meeting and Local Meetings work together in each of the areas and outlines the actions that need to be undertaken.

Item no	Subject	Trustees	AM	LM
1				
1 a	Membership	Keep an up to date list of all members of the AM.	Deal with membership matters including granting membership, transfers in and out, resignations, terminations and other membership matters as listed in <i>Quaker Faith & Practice</i>	Encourage the progress of Attenders towards membership. Exercise care of our Members through Elders and Overseers
1 b	Meetings for Church Affairs	Meet at least twice a year and share minutes of meetings with constituent Meetings.	Hold sufficient AMs each year to conduct our business affairs in right ordering and ensure the coherence of the AM as a worshipping community.	Conduct their own Meetings for Worship and Meetings for Church Affairs in right ordering. Share all LBM minutes with the other Meetings, AM and with Trustees. Forward to Trustees all minutes of Finance, Premises and Children's committees.
1 c	Appointments	Co-opt up to three additional trustees if needed.	Appoint a Nominations Committee and appoint all AM office holders including Trustees.	Appoint representatives to AM Nominations. Appoint a Local nominations committee and make local appointments.
1 d	Eldership and Oversight		Appoint Elders & Overseers. Ensure that opportunities occur for Elders and Overseers to liaise with each other, learn from each other and provide mutual support across the AM.	Suggest names for their own Elders & Overseers for appointment at AM. Ensure that effective oversight and eldership is being practised in the Meeting as laid down in <i>Quaker Faith & Practice</i> .

2	SAFETY	Trustees	AM	LM
2 a	Safeguarding	Review all safeguarding procedures annually, take note of any BYM policy.	Appoint two AM safeguarding coordinators.	Appoint two safeguarding persons, comply with the AM policy.
2 b	Health & Safety	Review the policy every two years	Note and comply with the policy	Comply with the AM policy; draw up and review LM section, comply with LM policy and forward LM policy amendments to Trustees
2 c	Risks	Identify and manage risks. Maintain and share a composite register of the risks identified by Local Meetings. Draw the attention of Local Meetings to any issues needing further consideration and advise on any changes required. Ensure that the reputation of Quakers throughout the AM is maintained.	Assist Trustees in compiling the risk register with respect to matters dealt with at AM level.	Undertake a regular review of the approach to risk management, drawing on the experience of other Meetings as appropriate. The risk register specifies measures in place to minimise the risk of occurrence and the impact of each risk and identifies the person or group(s) expected to be particularly aware of each risk. Review the local schedules of risks every two years and share this with trustees. Report to Trustees any matter which might impact on the reputation of Quakers within our AM.
Item no	Subject	Trustees	AM	LM
2 d	Insurance	Take out and keep under review property, public liability and employment liability insurance. The AM Property Committee advises the AM Treasurer on insurance matters within its competence.		Reimbursement of the costs of insurance to be made to the Area Treasurer. Report any claims to the Area Meeting Treasurer before notifying Brokers. Local Meetings then communicate directly with the Brokers and Loss Adjuster, in consultation with the Area Treasurer.

3	DATA	Trustees	AM	LM
3 a	Data Protection	Register YAQM with the Information Commissioner's Office. Circulate a pro forma annually for Local Meetings to complete confirming compliance with the General Data Protection Regulation (GDPR)	AM officers whose responsibilities include keeping records about our members ensure compliance with the GDPR.	Appoint a Friend to take responsibility for compliance with the General Data Protection Regulation (GDPR). In the absence of an appointment the LM Clerk has responsibility.
3 b	Records	Ensure that all legally important documents are kept safe and accessible. Approve a location and retention schedule.	Appoint an AM archivist. Keep AM records to the standard set out in the location and retention schedule.	Keep local records as required by the location and retention schedule.
4	EMPLOYMENT	Trustees	AM	LM
4 a	Appointments	Confirm job descriptions and make appointments (joint responsibility with LMs)		Make appointments (joint responsibility with AM Trustees)
4 b	Management	Treat employees fairly in accordance with our policies.		Implement Trustee and local policy and procedures Exercise day-to-day management and oversight including maintaining up-to-date job descriptions, undertaking performance management, ensuring staff welfare and support. Forward a copy of all documentation to the Trustee overseeing employment.
4c	Remuneration	Remunerate employees in line with our commitment as a Living Wage employer.		

5	FINANCE	Trustees	AM	LM
5 a	Finance: Contributions	Set an AM quota for costs met by the AM including our contribution to Quakers in Yorkshire.		Appoint a collector and ensure that Friends and Attenders are aware of our need for contributions. Allocate the money donated as required by Area Meeting (through the quota) and then – minus any donations earmarked by the donor for Britain Yearly Meeting - as determined by Local Business Meeting, heeding any advice offered by Trustees.
5 b	Finance: assistance to Friends attending courses	<i>[details of bursary scheme and re-imburement for office-holders]</i>	<i>[details of bursary scheme and re-imburement for office-holders]</i>	<i>[details of bursary scheme and re-imburement for office-holders]</i>
5 c	Finance: Reserves	Establish and review a reserves policy for AM and LMs, including an AM building reserve.		Operate a local reserves policy in accordance with Trustee requirements.
5 d	Finance: Investments	Ensure that all investments made by AM and LMs comply with the policy on ethical investment. Keep the policy under review.		Advise the AM treasurer of any pending investment decisions (especially any decision which means the money is tied up for a period of time) and obtain consent from Trustees for sums over 20% of the LMs annual budget.
5 e	Finance: Management and accounts	Establish procedures for the safe and efficient handling of monies and accounts, ensure that all our accounts comply with external requirements as to their preparation and submission. Suggest ways in which accounts can conveniently be kept so as to minimize accountancy fees.	Keep the AM accounts and follow the agreed cheque signing procedures. Receive the report on the audited accounts.	Keep local accounts in a form recommended by Trustees and submit them to accountants as required for collation. Comply with Trustee requirements about cheque signing and authorising payments.

		Appoint auditors and receive their report. Ensure that the audited YAQM accounts are publicly available.		
6	PROPERTY	Trustees	AM	LM
6 a	Property: Acquisition and disposal	Carry responsibility for all acquisition and disposal of property.		
6 b	Property: Maintenance <i>(See Appendix for Terms of Reference and more detailed responsibilities of the Property Committee and for division of responsibilities for meeting costs between AM and LMs.)</i>	Maintain a property register. Through the Property Committee ensure that all property (including Meeting Houses and Burial Grounds) is kept in good order and that adequate financial provision is made for the future maintenance of that property. Ensure that quinquennial inspections are carried out on all our buildings.		Keep LM property clean and maintained. Contribute to the AM building reserve. Carry out any minor repairs identified as needed in the quinquennial inspection
6 c	Property: Hire of Premises	Ensure LM hiring policies are appropriate		Develop a hiring policy and forward it to Trustees for approval.
6d	Letting of property	Ensure that let property complies with current legislation.		Provide Trustees with a copy of the tenancy agreement. Ensure that let property is properly maintained in accordance with the responsibilities set out in the tenancy agreement.
6 e	Property Burial Grounds.	(see 6b)	Appoint a Friend to authorize the use of our burial grounds (QF&P 17.11)	Where a Local meeting (or a group of Local Meetings) has the care of a specific burial ground, to ensure that it is maintained and used correctly and to record such use including the location of burials.

The following table lists the policies and minutes relevant to the items in the table above:

ITEM	Policy or Minute	Date	Reference
1a	Membership <i>Policy on retention of applications</i>	2008	QF&P §11; <i>Policy on retention of applications AM minute 31 July 2008</i>
1b	Meetings for Church Affairs		QF&P §3
1c	Appointments		QF&P §3, 22-25
1d	Eldership and Oversight		QF&P §12, 10-13 AM minute 9 May 2009
2a	Safeguarding Policy	2017	Trustee minute 02-2017/04.2
2b	Health & Safety Policy	2018	Trustee minute 02-2018/09
2c	Risk register	2017	Trustee minute 02-2017/09.1
2d	Insurance	2014	Memorandum & Articles 4.1 (v)
3a	Data Protection Policy	2018	Trustee minute 06-2018/10.2
3b	Records		
4a	Employment: appointments and job descriptions Equal opportunities and diversity policy	2018	Trustee minute 10-2018/09.2
4b	Employment: management Performance Management Guidelines Guidelines on Employee Records Capability procedures Disciplinary Policy Grievance Policy	2018 2018 2015 2010 review 02/2019 2018	Trustee minute 06-2018/09.1 Trustee minute 06-2018/09.2 Trustee minute 06-2015/ Trustee minute 12-2010/ Trustee minute 12-2010/
4c	Employment: remuneration	2018	Trustee minute 02-2018/06
5a	Finance contributions		
5b	Financial assistance to Friends attending courses	Tba	tba
5c	Finance reserves	Revised policy	Needed
5d	Finance: investments	2017	Trustee minute 10-2017/09.3
5e	Finance: management and accounts		
	Standing Order on authorization of expenditure and payments	2017	Trustee minute 02-2017/07.4B
	Giving to non-Quaker organizations	2018	Trustee minute 06-2018/12.5
6b	Property register	2018	Updated at least annually
6c	Hiring policies		
6d	Burial grounds		

Other YAQM policies include:

- Expenses (in particular for training courses) that may be claimed from AM funds. AM March 2012 Trustees same date.
- Incurring professional fees. Trustees Feb 2012
- Non-Quaker burials Trustees Sept.2012

Appendices

APPENDIX

Property Committee of York Area Quaker Meeting.

Terms of reference

Overall Purpose

The overall purpose of the Committee is to:

- take a strategic overview of the property needs of York Area Quaker Meeting;
- take primary responsibility for the upkeep of the fabric, structural alterations and other significant capital works to all our buildings;
- manage the financial arrangement in order to do this
- liaise closely with Local Meeting premises and finance Committees.

Membership, Powers and Operations

The Committee will be appointed by Trustees of York Area Quaker Meeting (as permitted by paragraph 43 of the Memorandum and Articles of Association of YAQM) and will report to Trustees at least annually.

The Trustee with oversight of Property and the AM Treasurer will be members of the Committee by virtue of their roles. The Committee will be convened by a Trustee.

Trustees will appoint other Members and Attenders of York Area Quaker Meeting to ensure the Committee has a membership of no less than 5, a breadth of expertise and sufficient geographical representation.

The Committee will have the power to co-opt additional members as and when deemed necessary, but for a maximum of one year, or until the annual report to Trustees, at which time Trustees can choose to appoint co-opted members as full members of the Committee.

Members will be appointed for three years and will be eligible for re-appointment for a second term of three years. Thereafter, there must be a break of service of at least one year. An orderly rotation of members will be arranged.

Meetings of the Committee will be held in the manner of Friends and minutes made and agreed in the meetings.

The quorum for meetings will be one half of the membership, and this must include at least two Trustees.

The Committee may make decisions in meetings or via email or telephone consultation with all members of the committee.

The Committee may delegate tasks to individual members of the committee.

The Committee will have the power to make decisions on matters relating to the YAQM estate as defined in the responsibilities outlined below.

Members of the Committee must be willing to become familiar with all YAQM property assets. Collectively, the Committee will develop mechanisms to maintain close and effective contact with each of our Local Meetings.

More Detailed Responsibilities

The Committee will:

- i) take an overview of YAQM's property needs and advise the Trustee with oversight of Property, and Trustees, on how these might best be met;
- ii) build links with the Premises & Finance committees of each Local Meeting and aim to work co-operatively with them;
- iii) develop a shared approach for the planned maintenance of all YAQM properties;
- iv) consolidate data on the YAQM estate and review this at least annually;
- v) arrange for the quinquennial inspection of each of our properties and ensure that all recommendations for urgent action are acted upon;
- vi) prioritize non-urgent action in relation to the planned maintenance programme, in the context of available resources;
- vii) monitor the Building Reserve and advise the Treasurer and Trustees on its use, and on the amount needed to be raised through the annual quota to maintain the Reserve at an appropriate level;
- viii) ensure that appropriate advice is offered to each Local Meeting in relation all relevant legislation & regulations (e.g. fire regulations and disability access);
- ix) monitor compliance with all legislation and regulations and advice Trustees of any concerns;
- x) encourage and support each Local Meeting in regularly undertaking an environmental audit, and in considering the environmental consequences of the decisions taken in relation to our buildings;
- xi) Authorize work up to the value of £5000 (to be reviewed early in 2020);
- xii) Review the funding formula for AM property responsibilities every three years, starting in 2021, to ensure equity across Local Meetings.

(20 September 2017 with amendments agreed at the meeting of Trustees on 08/10/2017)

**YORK AREA QUAKER MEETING.
RESPONSIBILITY FOR COST OF REPAIRS DIVIDED BETWEEN AREA MEETING AND LOCAL MEETINGS**

Building Component	AM (Major Repairs)	LMs (Routine Repairs)	Notes
Roof structure	Renew		
Roof covering	Renew whole / significant patching. Repoint ridges	Renew loose or missing individual tiles	Generally, if full scaffolding is required for the work, this will be AM responsibility.
Flat roofs	Renew	Patch	As above
Gutters and fall pipes	Renew	Renew small sections, unblocking, cleaning.	As above.
External Walls	Rebuild, significant repointing, Re-rendering	Patch pointing, minor render repairs,,cleaning	As above
External Doors	Renew	Repair/ Renew ironmongery	
Windows, including casements, sashes, frames and cills.	Renew.	Splicing to repair small areas of rot, filling, repair broken glass	
Internal Doors	Renew all	Ironmongery, minor repairs, Renew single doors	
Kitchen fittings/units	Renew all	Joinery repairs to cabinets, worktops, handles, runners etc.	
Sanitary fittings and plumbing	Renew system or whole room fittings.	Renew individual fittings. Repairs; eg washers, ball-cocks, minor leaks.	
Heating system / boiler and controls	Renew	Annual maintenance check, Renewment of individual radiators, valves.	
Electrical Installation	Rewire	5 yearly test, Renew bulbs, individual light fittings, wiring drops, individual sockets	
Portable heaters		Renew/maintain.	
Induction Loop and PA system	Renew	All repairs and maintenance	i.e. all repairs not requiring al of the system
Security systems (alarms/cctv)	Renew	All repairs and routine checks and inspections	As above
Suspended Ceiling	Renew	Renew individual panels	
Floors	Renew	Clean, polish, repair small areas	

Floor Finishes (tiles/carpets/sheet vinyl)		Renewals and Cleaning	
Other internal fixtures	Renew	All general repairs	i.e fixtures, not movable items or furniture
Furniture		Renew	i.e. movable items
Boundary Fences, hedges, gates, walls	Renew	Repair, hedge cutting	i.e. structures which provide security to the building.
Soft landscaping / garden		All maintenance	
External Decoration	Regularly, e.g. every 5 years	Patching, touching up within decorating cycle.	
Internal Decoration		All	
DDA Requirements	Consult AM		
Energy Efficiency Improvements	Consult AM.		
Unforeseen urgent items and exceptional circumstances	Consult AM.		eg. For circumstances where urgent work is discovered to be required but has not been budgeted for .

General Notes:

The above categorisations are for guidance. AM Property Committee will aim to take a flexible approach to the needs of Local Meetings and particular circumstances.

Where a component is being renewed, it does not necessarily need to be replaced like for like but may incorporate an element of improvement, “greening” or cost saving. For example: cast iron gutters might be replaced with plastic; existing cisterns with low flush varieties.

Often, where only one example of a component needs replacing, LMs should deal with this themselves.

Apart from DDA and Energy Efficiency improvements, this table does not cover any wholly new buildings, extensions, structural alterations nor extraordinary expenditures resulting from a change in legal requirements or matters normally covered by insurance.

Approved by YAQM Trustees 8th October 2017.