



York Area  
Quaker Meeting

## Minutes of Area Meeting Trustees

held on-line at 13:30 on 11<sup>th</sup> October 2020

1. **Trustees** Keith Barnes, Ros Batchelor, Gilly Charters, John Guest (Clerk) Brian Jardine, Lesley O'Neal, Danielle Palmour, Barbara Penny, Jo Reilly, Geof Sewell  
**Prevented** Barbara Windle (AM Clerk).  
**Invited** Roger Pierce (Trustee from 01.01.21) Eleanor Rhodes (AM admin assistant)
2. **Quorum** 10 Trustees being present the meeting is quorate
- 2.1. **Conflicts of Interest** There were no conflicts of interest declared
3. **Minutes of Trustees' meeting** June 14<sup>th</sup> "2020 were agreed at the meeting, have been circulated and signed.
- 3.1. **Matters arising** There are no matters arising which are not covered in the agenda
- 3.2. **Continuing minutes** There is still no name forthcoming for an AM Health and Safety Coordinator. (see item 12 below)
4. **Between meetings decisions.** The revised disciplinary policy was agreed on a between meetings basis following our June meeting.
5. **Opening up (Paper attached)**

We have heard from all our Meetings. They have all successfully held both zoom and (except Thirsk) blended meetings for worship. There is much evidence of various activities, caring for Friends, discussion groups, worship sharing and outside speakers. Lettings vary between the Meetings but are now beginning where there is a demand and it can be done safely. We are reassured that, although circumstances are difficult, our Meetings continue to offer opportunities for worship and are active in supporting their Members and Attenders.

### 6. **Finance (Papers attached)**

6.1 We have heard from the AM treasurer, Keith Barnes, a summary of the financial position of each of our LMs and of the AM itself.

**6.2** We note that the audit of our 2019 accounts is not yet complete due to covid restrictions at BHP.

**6.3** Quota. Following advice from the AM treasurer we have fixed the AM quota, covering the costs of running the AM and insurance as £31/member. £5/member will be added to this for the QIY quota.

**6.4** In addition, we have considered the position regarding the AM property reserve and fix this amount as £123/member.

**6.5** Staff cost of living increase. Minute 5.2 Feb 2020 gives the Trustee responsible for employment, together with the Friargate business manager, the authority to apply the cost of living increase to the 2021 salaries, once the figures become available from the Living Wage Foundation. The clerk of Trustees is to be informed.

## **7. Employment**

**7.1** All our staff are now out of furlough. One staff member has retired and one is currently on six months unpaid leave. The staffing requirement for the future is uncertain, especially at Friargate. We require that any changes to our staffing are conducted with regard to good employment practices.

### **7.2 Friargate senior staff appraisals. (Paper)**

Friargate Resources Committee (premises and Quaker Centre) have requested that Trustees provide the annual appraisal for the two senior Friargate staff. We accept in principle that Trustees will be directly involved in the appraisals of the two Friargate senior staff, but that we will consider the whole question of staff management early in 2021.

## **8.1 Policy Reviews (Papers)**

We have reviewed several of our existing policies.

- The revised “staff capability” policy is accepted
- The 2019 document “funding for training and conferences” is now approved
- The “incurring professional costs” policy should be amended further and come back to our February 2021 meeting
- We ask Roger Pierce and Brian Jardine to bring to us in Feb 2021 a suggested AM Health and Safety policy and a scheme for engaging LMs with this.
- We will review the AM Bursary fund in 2021
- Giving to Non-Quaker organisations needs amending and will come back to our February 2021 meeting.
- The AM Safeguarding policy review is deferred until 2021 in anticipation of further requirements from Quaker Life.
- We accept the clerk’s recommendation that the Memorandum and Articles of Association need no amendment at this time.

## **9. Property Committee (Minutes circulated)**

We thank the AM property committee for their careful work. Their minutes for September 2020 are attached to the papers for this meeting. We received a further update forwarding

information from the 20 Falsgrave Crescent subcommittee. The York Racial Equality Network (YREN) are vacating their rooms in the property. The York Travellers Trust have indicated that they would like to take on this space and, using an existing grant, to install a lift. We encourage the Falsgrave Crescent sub-committee to take this forward, incurring any necessary legal and valuation costs up to £2,000. There may be design fees in excess of this which will be managed by the AM Property Committee.

#### **10. Quaker Centre Group**

Currently the Quaker Centre Group is a subcommittee of the Friargate Resources committee. It met on Sept 7<sup>th</sup> via zoom with representatives from Friargate and a representative from AM, NE and myself from Trustees attending. Christine Abbott is the new convenor of this group and is actively seeking representation from all our LMs. (Acomb and NE have appointed) We ask Area Meeting to reconstitute this group as an AM working group.

#### **11. Websites**

Four of our LMs have now subscribed to the Quaker Meetings Network and have either constructed or are in the process of constructing their own websites based on that template. The task of creating the Friargate website is, of necessity, a much more daunting business. Barbara Windle (AM Clerk) has proposed that this should be undertaken by a member of the Friargate office, who would also design and build the AM website using the same template. We agree that this is sensible way forward.

#### **12. Confidential Minute**

This minute is confidential and can be obtained on application from the Clerk of Trustees.

#### **13. Farewells and roles**

We appoint John Guest to be Clerk of Trustees YAQM for 2021.

This is the last meeting at which we will have Danielle Palmour and Gilly Charters with us. We thank them for their diligent service. Geof Sewell has offered to take on the responsibility for Data Protection. We will need a Trustee to take on the responsibility for employment matters from January 1<sup>st</sup> 2021, following Danielle Palmour' s release from service.

John Guest  
Clerk of Trustees YAQM  
11<sup>th</sup> October 2020