

York Area Quaker Meeting
Minutes of a Meeting of Trustees held at 13.30 on 10th February
2019 at New Earswick Quaker Meeting House

1	Trustees:	Keith Barnes, Ros Batchelor, Gilly Charters, Alison Clarke, John Gilham, Brian Jardine, Lesley O'Neal, Danielle Palmour, Barbara Penny, Jo Reilly.
	Prevented:	Jenny Hartland
	Invited:	Barbara Windle (Area Meeting Clerk) Nick Folkard (Area Meeting Safeguarding Coordinators)
	Prevented:	
	Welcome	
2	Quorum	Our Articles of Association 39.1 read: "The quorum necessary for business to be done at a Board meeting is a third of the Trustees subject to a minimum of three. A Trustee shall not be counted in the quorum at a meeting in relation to a decision on which he (sic) is not entitled to participate." There are currently eleven Trustees, so the quorum is FOUR.
2.1	Conflicts of Interest	
		No conflicts of interest were recorded.
3		The minutes of the meeting of Trustees held on 14 th October 2018, were agreed in the meeting and then circulated to all Trustees.
3.1	Matters arising	
		Ref. Minute 3.2: effective contact has still not been made with the former manager, so this item is outstanding. Efforts will continue.
4	Safeguarding	Enclosure 2.1, 2.2
		Safeguarding Coordinator Nick Folkard has spoken to the fifth Safeguarding Report. The coordinators have been asked for advice in one instance and dealt with some minor questions. They stress the importance of integrating Safeguarding with other procedures such as risk assessment. They have highlighted the need for safe and secure storage of records relating to safeguarding in a central location (See minute 9). A Safeguarding information and training event to be held at Acomb Meeting House is in preparation. Nick emphasised that the coordinators do not investigate: this must be done by professionals. We thank the Coordinators for their work.
5	Membership	Enclosure 3.1, 3.2, 3.3

	<p>Draft Minute Lesley O'Neal reported that Meg Forrest completed the Tabular Statement for 2018 before stepping down as a Trustee. Lesley has now taken on oversight of this responsibility, for we thank her. Our membership has diminished slightly. Lesley has asked LMs to provide up to date information on actual numbers by August.</p>
6	<p>Employees Pay award Enclosure 4</p>
	<p>David Roberts provided a paper giving a breakdown of the calculations and payments associated with paying the Living Wage. An updated paper is in preparation and will be appended when completed.</p>
7	<p>Finance</p>
7.1	<p>Treasurer's Report Enclosure 5</p>
	<p>Keith Barnes has reported on the current financial issues, having taken over as Treasurer. The accounts for the year ending 31/12/18 are being prepared. Requests for AM quotas have been sent to LMs and are due now; the new property quotas will be sent in July. The transfer of Building Reserve Funds to the new Property Account is under way. We thank Keith Barnes for his report. We have seen a breakdown of where money is held by LMs. We accept the risk involved in the amounts held by AM through the LMs in several banks. The issue will be revisited at the next Trustees Meeting.</p>
7.2	<p>Payment of Expenses for attendance at conferences etc. Enclosure 5.1</p>
	<p>Lesley O'Neal has brought to the attention of Trustees the need to update and improve the policy on the payment of expenses by AM. We authorise Lesley and Keith, together with Barbara Windle, to revise the policy as appropriate and circulate it to Trustees for comment.</p>
7.3	<p>Signatories: We agree to David Roberts signing a letter to the Ecology Building Society requesting that the sum of £27,814.89 be transferred to Harrogate Quaker Meeting. We delegate the responsibilities for deciding signatories on AM accounts to Keith Barnes, Lesley O'Neal and Brian Jardine. We agree that the group previously set up to consider applications for funding from the Area Meeting Bursery Fund be replaced by: Keith Barnes (AM Treasurer, New Earswick LM) James McCarthy (AM Asst Clerk, Training, Acomb LM) Lesley O'Neal (AM Trustee, AM bookkeeper, Harrogate LM) Johanna Reilly (AM Trustee, Friargate LM) Alison Clarke (AM Trustee, Thirsk LM)</p>
8	<p>Property Enclosures 6.1, 6.2</p>
	<p>We have received a paper outlining the work so far undertaken by the new YAQM Property committee. A significant amount of preparatory work has been undertaken, including the production by Brian Jardine of a single spreadsheet drawing together major repair spreadsheets from each LM with common price assumptions. Steve Parry has visited each LM and reported on their current needs. Each LM has been asked to feed back their estimates of major repair requirements for the current 4- 5 year period. The committee has looked and approved some Procedures to guide how the Committee will work with LMs. Transfers to the building fund are underway with an anticipated fund in the region of £130,000, plus a further £27,000 when quota payments are received in the summer.</p>

8,2	Professional Fees	Enclosure 6.3
	Keith Barnes, Danielle Palmour and John Gilham have produced a report outlining an extension of current policy on legal fees to include other professions (e.g. building works). Trustees accept these proposals.	
8.3	20 Falsgrave Crescent	
	There continue to be delays to the conclusion of this matter. The lease for York Travellers Trust is under review.	
	We have received a paper from Ros Batchelor explaining the position on the long term archiving of sensitive material associated with safeguarding issues. Although advice varies, it is clear that long term storage of such material is required, and safe space at Friargate is being made available. We have been asked to store similar material from QiY, and ask for further information on the quantities involved, with a report back to Trustees at our next meeting. Ros is formulating advice to LMs on keeping and archiving sensitive material, and coordinating with local and AM Safeguarding Coordinators on procedures.	
10	Review of Trustee Oversight Responsibilities	
	<p>Trustees with oversight of the following areas:</p> <p>Safeguarding: Jo Reilly Health and Safety/Risk Assessment: Barbara Penny Employment: Danielle Palmour Property: John Gilham Data Protection: Gilly Charters Archiving: Ros Batchelor Burial Grounds: Brian Jardine Treasurer: Keith Barnes Bookkeeper, enumerator: Lesley O'Neal Clerk: ??</p> <p>In view of the present impasse in filling the role of clerk, Trustees agree that BW, Lee, AC and KB should look at the clerk's job description with a view finding a way forward in fulfilling the roles and responsibilities of Clerk to Trustees. Lesley O'Neal and Barbara W Have agreed to share the clerking of the next Trustees meeting in June. We may offer an item at AM in March if that seems right.</p>	
11	Dates for Trustees' Meetings 2019	
	The dates for the forthcoming meetings of Trustees are 9 th June 2019 and 13 th October 2019. Meetings will be held at a place to be determined, starting at 13.30.	