

**NORTH EAST THAMES AREA QUAKER MEETING TRUSTEES**  
**Saturday 2<sup>nd</sup> February, 2 p.m. at Walthamstow Meeting House**

**19/01 Present**

Roger Estop, Jim Grigg, David Irwin (Clerk) Rose John, Judith Roads

**19/02 Reading**

We have heard paragraph 10.03 of Quaker Faith and Practice in our opening worship.

**19/03 Clerk & Treasurer**

We note AM min. 18/129

**Succession Planning & Trustee Responsibility**

We have heard AM Trustees minute:

18/72 Succession Planning and Trustee Responsibility

We are delighted that, at AM in October Jim Grigg was appointed AM treasurer from January 1<sup>st</sup>.

AM Nominations Committee have asked us whether we can find a name to serve as clerk to Trustees. We agree that the name of David Irwin be suggested to AM to serve as Clerk of AM Trustees.

We agree to this suggestion and appoint David Irwin as Clerk to North East Thames Area Meeting Trustees from 01/2019 – 12/2021

**19/04 Calendar for 2019**

We have received and amended in this meeting our calendar for 2019 (attached)

**19/05 LQPT meeting on 21<sup>st</sup> January 2019**

We have received the latest LQPT minutes and note in particular:

LQPT Min. 19/04      Staff Salaries

Finance Committee 18/56 re query from North East Thames Area Meeting on salary increases for LQPT staff and funded posts.

We considered the minute from North East Thames Area Meeting Trustees raising questions on the proposed salary increases for 2019 as recorded in minute LQPT 18/79.

We note

- The change from RPI to CPI occurred in 2016 and this reflected the Government's view that CPI is the more appropriate measure of general inflation
- AM's can ask LQPT to fund a higher increase if they consider special circumstances justify that
- Staff and contractors should all be paid at least the London Living Wage

We agree that in future years LQPT's own staff should have an inflationary increase also based on CPI rather than one based on the increase paid to Friends' House staff. This would be to ensure parity and that anomalies do not arise between all staff funded or paid by LQPT

LQPT Min. 19/05      Organisational strategy

We note that David Irwin was asked to join this ad hoc group looking at the Future of AM Trusts in the LQPT area, convened by Gill Sewell and Fred Ashmore on Thursday 10<sup>th</sup> January.

LQPT Min. 19/16      Walthamstow MH – electronic access proposal

We note the Walthamstow Premises Committee minutes dated 6th January 2019 requesting funds to enable the installation of an electronic door system, as detailed in the quote: total inc VAT £9,436.00. We approve this matter.

We understand that other Meeting Houses have similar electronic entry systems: Westminster, Wandsworth, Kingston, Bunhill Fields, we will add this item to the Quinquennial list as an option for other Meeting Houses to consider.

We note a general concern about value for money.

and from the Manager's Report on Wanstead's quinquennial that "most of the work still to be commissioned."

#### **19/06 Members Representative**

We confirm that our Clerk, David Irwin, is the Area Meeting's Members Representative to LQPT as per our usual practice, and forward this information to the LQPT Secretary, John Dash.

#### **19/07 Treasurers' Committee**

We receive the minutes of our sub-committee

We are pleased at the huge progress made towards simplifying our processes and accounts and the advanced stage we are at in consolidating the accounts.

We thank all our treasurers for the work they have put in.

#### **19/08 Quarterly accounts (4) (year end)**

Our AM Treasurer, Jim Grigg, has spoken to the end of year pre-SoFA accounts, which we see still need adjustment/correction. We shall return to this next time.

#### **19/09 Employment review by whom?**

With no lead Trustee on employment at the moment, we have reminded ourselves of the report given in February 2018 (Min. 18/03 refers). Our clerk will update this and we'll return to this matter next time.

#### **19/10 Annual salary review**

Further to Min. 18/66 and Min. 18/45 and the reply contained in LQPT Min. 19.04 (see our Min. 19/05 above), we thank Wendy Blake Ranken for her help in our discussion today.

We will ensure the CPI rate of 2.4%, agreed by LQPT (their Min. 18.79) in 2018, applied to our two employees' salaries come April 2019 maintains their rate of pay above the London Living Wage.

#### **19/11 Update on Romford Local Meeting**

Further to minute 18/67 our Friend Judith Roads has shared with us news of Romford Friends.

We are pleased to hear of the greater clarity and simplification of financial processes in the meeting, working with just the regular bookers for the time being.

We feel the need for input from our AM Elders to the life of Romford Friends and ask Judith Roads to discuss this with the Clerk to AM Elders.

### **19/12 Premises Review**

Our Friend Roger Estop has updated his November 2018 report to now include a report on the January 2019 meeting of all premises clerks and our three LQPT trustees.

We note the various actions to be followed up.

### **19/13 Harlow Business Case**

We have received the business case and agree to pass it to LQPT recommending they accept our request to renew for a further 3 years from 9/2019.

We recognize that Harlow Friends continue to look at their future and the sustainability of having a meeting house. We shall continue to offer our support.

### **19/14 Request to NET AQM Trust to increase their donation to NET AQM**

Further to minute 18/71c we have received the following minute from the Trust:

Minute and Notes – Trustees' Reflective Meeting Saturday 24 November 2018

18/62

Trustees do not feel that the spirit and terms of the trust permit them to increase the £30,000 support to AM currently provided. However, at the end of each year we would be prepared to reimburse AM whatever appears in AM accounts assigned to courses, commencing with the 2018 accounts.

(Judith declared an interest in her capacity as AM Trustee and took no part in this decision.)

We are thankful for our Friends' consideration of our request. If favoured by their decision the AM might be reimbursed some £3,800 for course expenditure in 2018. [Jim Grigg to forward to the AQM Trust the 2018 sum spent on courses when the AM accounts have been finalized]

### **19/15 Training**

We note that Jim Grigg is to attend the 'Being a Quaker treasurer' course at Woodbrooke and the Treasurers and Trustees conference. Rose John also intends to book on the latter and David Irwin hopes to participate in the online course for clerks to Trustees. We ask AM to fund Rose (£270 + travel) and David (£54)

### **19/16 GDPR**

We thank Rose John for her work on compiling the AM members and attenders contact lists.

Rose John will email to LM Clerks the AM members contact list (15 pages) so they can email it on to listed members ONLY (Bcc), with hard copies to be handed to those listed without emails.

A combined members and attenders contact list for each LM will go similarly to LM clerks for distribution only to those listed.

We seek urgent clarification over password protection issues.

As of today, despite great efforts, 77 of our 220 AM members will not appear in these contact lists as they have not signed the AM GDPR consent form.

### **19/17 Safeguarding update**

Rose John and Jim Grigg are progressing with handing over this area of responsibility.

Discussions with LMs over the implementation of our AM Safeguarding policy have taken place only at Harlow. We do not yet have a consolidated AM-wide list of those Friends who have had DBS checks.

### **19/18 Trustee Responsibilities**

We have discussed the responsibilities of trustees for 2019:

David	(Clerk) Data Protection	Wanstead
Jim	Treasurer	Leigh
Roger	Premises	Walthamstow
Judith	Health and Safety, Documentation	Romford, Bethnal Green
Rose	Safeguarding	Harlow, Epping
Vacant	Employment	

Signed in and on behalf of the Trustees of NET AQM

David Irwin (Clerk)

**NORTH EAST THAMES AREA QUAKER MEETING TRUSTEES**  
**Saturday 9<sup>th</sup> March, 2 p.m. at Epping Meeting House**

**19/19 Present**

Roger Estop, Jim Grigg, David Irwin (Clerk) Rose John, Judith Roads

**19/20 Reading**

We have heard an extract from page 74 of paragraph of Faith and Practice of North Pacific Yearly Meeting.

**19/21 Quarterly accounts (4) (year end) / budget update**

Further to min 19/08 we have had a further look at the pre-SoFA accounts for 2018 and the 2019 budget. We are content to see a balance budget. However, with a 2019 opening balance of £62,383.95 (including the £20,000 transferred from the Walthamstow high interest bearing account) we have reserves [in the AM account, not including the above mentioned £20k] of just over 90% of our annual expenditure. We should aim to hold £50,000

Recognizing the greatest risk the AM runs is a declining membership, we should look to grow the budget for outreach.

**19/22 Temporary suspension of Premises accounts at Walthamstow and Epping**

CAF Bank suspended these accounts when they said repeated requests for information about the responsible account holders and signatories went unanswered. It would seem the emailed or paper forms were not received, spotted or acted upon.

We are clear that the AM Trustees are those responsible for these premises accounts (not LQPT Trustees, nor local account signatories). Two of the AM Trustees were 'unknown' to CAF and have submitted certified documentation.

Now that Jim Grigg and David Irwin are recognized by CAF as AM Trustees they will be in contact with CAF to try and prevent similar incidences.

We must ensure that CAF [and other banks] is aware of and has the relevant certified documentation for all new AM Trustees once their nomination has been confirmed by AM.

We ask Jim Grigg to liaise with Helen Carmichael to ensure our documentation is up to date and that the integrity of our various accounts is not compromised.

We ask Roger Estop as our Walthamstow link, to help speed up the transfer of funds to AM and the closure of the Walthamstow LM account.

**19/23 Annual contributions / Fundraising**

The schedule was last distributed in November 2018. We agree to prepare the 2019 one ready for distribution at June AM.

We agree to look again at the results of the fundraising questionnaire and draw specific action points. We ask Roger Estop and Judith Roads to meet in particular.

Meanwhile, we ask Jim Grigg to draw up the annual AM appeal letter and liaise with Gaby Scott at Friends House about generating the AM/LM & BYM forms in good time.

### **19/24 Employment Report**

Further to Minute 19/09 we have received the attached update from our David Irwin. Subject to amendments made in this meeting, we accept the report. We have reflected on what such annual reports require.

We ask David Irwin to update the NET section of the Six Weeks Meeting London Workers Survey.

### **19/25 Annual salary review**

It would seem that we failed to have applied last April the pay rise due to one of our employees. With apologies, this oversight has now been rectified.

We minuted "We will ensure the CPI rate of 2.4%, agreed by LQPT (their Min. 18.79) in 2018, applied to our two employees' salaries come April 2019 maintains their rate of pay above the London Living Wage." We are assured it is.

Our clerk will write informing our employees of the new pay rate from 1<sup>st</sup> April and ask MBS to action this with the payroll company.

### **19/26 Update on Romford Local Meeting**

Further to minute 18/67 and 19/11 our Friend Judith Roads has shared with us news of Romford Friends.

### **19/27 Safeguarding Report**

We have received the attached annual report from Rose John, and, with amendments made in this meeting, it is agreed.

### **19/28 GDPR and AM and LM Contact Lists**

Rose John has completed her work in compiling the returned GDPR forms for the AM/LM contact lists. The hard copies file (with signatures of consent) has been sent to Wanstead Overseers to check Rose's electronic list (January 2019).

In view of the GDPR guidelines and advice from Friends House, we recommend

- 1) corrected, confirmed and passworded electronic copies are sent to the AM and LM clerks who can then distribute this list to relevant postholders
- 2) we have printed AM-wide contact booklets

### **19/29 Annual Report**

David Irwin was spoken to a draft of the annual report and noted amendments suggested in this meeting. A further draft will be brought to a future meeting.

Signed in and on behalf of the Trustees of NET AQM

David Irwin (Clerk)

Date of next meeting: Saturday 11<sup>th</sup> May, 10.30 at Romford

**NORTH EAST THAMES AREA QUAKER MEETING TRUSTEES**  
**Saturday 11<sup>th</sup> May, 10.30 a.m. at Romford Meeting House**

**19/30 Present**

Roger Estop, Jim Grigg, David Irwin (Clerk) Rose John, Judith Roads

**19/31 Reading**

"This, then, is the beginning of my advice: Make prayer the first step in anything worthwhile you attempt" (Benedict)

**19/32 Treasurers' Committee**

We have received the minutes of our sub-committee.

We are thankful to the North East Thames Quaker Trust for giving us £3,800 which covers the cost of courses incurred by the Area Meeting in 2018. We remind Friends that such an action is not to be relied upon each year and we should continue to budget accordingly.

We copy this part of the minute to the North East Thames Quaker Trust.

We have reviewed the timeline for the consolidation of the Area Meeting accounts and feel concerned at potential or actual delays. We ask Jim Grigg to expedite the matter and see where help may be needed. As with the quarterly premises account returns to London Quakers Property Trust, we should work towards a similar system with Local Meeting accounts.

We are an unregistered charity. Therefore, we ask the Treasurers' Committee to inquire of Quaker Stewardship Committee of the need to have our Area Meeting accounts externally examined.

**19/33 Temporary suspension of Premises accounts at Walthamstow and Epping**

Further to Min. 19/22 Jim Grigg has been in touch with CAF Bank (see part of the attached report). Jim Grigg will share his findings with Helen Carmichael and work together to ensure we dovetail with their 3-year cycle of compliance checking and pro-actively provide them with signatory information etc. to avoid account suspensions in the future.

We ask Treasurers' Committee to keep a record of who CAF Bank regards as each account's primary contact. We ask CAF Bank to copy in our Treasurer/Trustee on all compliance matters. Similar discussion will need to be had with other banks with which we hold accounts.

**19/34 Annual Contribution / Schedule**

Jim Grigg will circulate a draft annual AM appeal letter. We note that Helen Carmichael has been sent the Britain Yearly Meeting appeal leaflets. Jim Grigg will be in touch with Gaby Scott (Friends House) over the other inserts.

**19/35 London Quakers / LQPT event held on 27<sup>th</sup> April on the future of London Quakers**

Three of our number were able to attend this important event. Friends from all our Local Meetings except Walthamstow and Harlow were present. Judith Roads and David Irwin have offered to talk to Friends at these two Local Meetings as we feel it important that all Friends fully understand the proposed changes and engage with the process. We note the matter will be on the agenda of our next Area Meeting

We note that the minute (attached) made at the event, with which we unite, has legal and budgetary implications.

We forward this minute to Area Meeting.

### **19/36 Walthamstow Baptist Church, Greenleaf Road planning application**

London Quakers Property Trust (LQPT) is aware of a planning application to redevelop the site adjacent to the meeting house with halls, and residential accommodation. The car park and garden on which we have a joint three-way lease are affected. John Dash, Christine Downes-Grainger and Roger Estop met on site on 7<sup>th</sup> April.

We see this has having a major impact on our meeting house and the ways in which it can be used in the future. Walthamstow Premises Committee and John Dash (LQPT) are working on a formal response to the development proposal.

### **19/37 Redevelopment at Walthamstow – lean-to**

We are pleased to learn that a planning application for the redevelopment by London Quakers Property Trust of the lean-to space has been submitted.

### **19/38 Job description review for Building Manager at Walthamstow**

We have received Min. 19/23 of Walthamstow Premises Committee. Christine Downes-Grainger has conducted the annual review with Celia Berry (Ceals). We recognise that the original job has changed and support Christine researching comparable job descriptions and pay rates from around the London Quakers Property Trust area and beyond to inform our future discernment.

We have discussed what we are being led to do with our building.

### **19/39 Cherubs Pre-School licence at Romford**

With the agreement of London Quakers Property Trust and local Friends we agree to the renewal of this annual licence from 1<sup>st</sup> September 2019. It contains a half a term's notice period. We authorize Anna Saunders to sign this on behalf of Area Meeting Trustees.

### **19/40 Health & Safety**

This meeting had previously agreed that our Premises Committee clerks needed to complete the forms only every two years. We agree that in the intervening years Area Meeting Trustees need to maintain an overview – a continuing brief. We need to ensure that any action points, whether noted in our biennial reports, on the returned Health & Safety forms, from any newly identified risks or reported accidents, are being addressed.

We are content to record all is well at present.

### **19/41 Registration with the Information Commissioner's Office (ICO)**

Britain Yearly Meeting no longer acts as Data Controller for Area Meetings (See Clerks' Mailing, April 2019). We have conducted the ICO online self-assessment of whether we have to register and pay a fee. Jim Grigg will complete our online registration and pay the £40 fee.

### **19/42 Full legal names to be recorded with the Charity Commissioner (CC)**

The full legal names of each AM Trustee will, once a registered charity, have to be given to the CC. We have checked that none of us nor those acting as Trustees in 2018 need to seek nor hold an existing dispensation (where display of a name would place a Trustee in danger). We agree to ensure our full legal names appear in our accounts, annual reports and governing documents.

### **19/43 Gift Aid Declaration forms**

To comply with Her Majesty's Revenue and Customs guidance we ask Judith Roads to alter or create a template for our Gift Aid Declaration form so that it asks for the full legal name of the donor, and to post the new form to the website.

#### **19/44 Update on Romford Local Meeting**

Further to minute 19/26 our Friend Judith Roads has shared with us news of Romford Friends.

#### **19/45 Safeguarding & DBS Clearances**

We thank Rose John for the attached safeguarding report which sets out clearly the action points to follow up with Local Meetings. We are pleased to see clear processes and welcome the training opportunities offered last year.

The NETAQM Safeguarding Policy handbook has been updated and the Safeguarding Coordinators have prioritised visits to each local meeting to go through the working out of this policy in looking after the safety of us all. We wish to draw the attention of the Area Meeting to this plan of visits and ask local meetings to actively engage in both these visits and in sorting out local roles and responsibilities with the Area Meeting Safeguarding coordinators.

We remind ourselves of how open a community we are and we need to take seriously our responsibilities in safeguarding all.

We forward this minute to Area Meeting.

#### **19/46 Fundraising questionnaire follow-up**

We thank Roger Estop and Judith Roads for the attached summary of their discussion looking again at the results of the fundraising questionnaire.

We have found it very useful to look in such detail and share experiences from our Local Meetings. We ask Judith Roads and Roger Estop to continue their deliberations and bring further thoughts, recommendations and actions to a future meeting.

Signed in and on behalf of the Trustees of NET AQM

David Irwin (Clerk)

Date of next meetings: Saturday 29<sup>th</sup> June at 10.30 p.m. at Wanstead

**NORTH EAST THAMES AREA QUAKER MEETING TRUSTEES**  
**Saturday 29<sup>th</sup> June, 10.30 a.m. at Wanstead Meeting House**

**19/47 Present**

Jim Grigg, David Irwin (Clerk), Rose John, Judith Roads

Prevented: Roger Estop

**19/48 Reading**

An extract from North Pacific Yearly Meeting's Faith and Practice: Stewardship, p.47-8, has been read in this meeting, part of which read:

"To turn all we possess into the channel of universal love becomes the business of our lives" – John Woolman

**19/49 Financial Giving**

We have spent some time this morning discussing our Area Meeting's approach to the raising of funds to support the running of our Area Meeting and meeting our commitments to the Yearly Meeting and to London Quakers Property Trust. We are all always brought up sharp by our conservative attitude to the discussion of our own disposable incomes.

We intend to be much clearer about what money is coming in across the Area Meeting, from where and from whom (anonymised).

We need to be clearer about our Area Meeting expenditure and to question the proportions allocated in our budget. Breaking these down further may help us be clearer in demonstrating need to others.

As AM Trustees we commit to providing a regular piece on financial giving in each newsletter, so making the one, annual appeal less vital.

We shall return to matters of digital communication at another meeting.

**19/50 Finance – 2<sup>nd</sup> quarter**

Jim Grigg has updated us on the finances at the end of the second quarter.

The consolidation is progressing and the auditors have asked to review the accounts for Wanstead Local Meeting, including Wanstead Premises, and additionally the High Leigh account.

**19/51 Annual Appeal / Schedule**

The appeal was distributed at June Area Meeting, save those envelopes for Bethnal Green.

**19/52 Harlow Business Case and other matters**

We note various matters before Harlow Local Meeting and Harlow Premises Committee. We ask our link trustee, Roger Estop to lend assistance to the meeting.

The minutes are not clear to us and we ask the Local Meeting and the Premises Committee to maintain good & agreed minutes and send them to the AM Clerk and Clerk to AM Trustees.

**19/53 Information Commissioner's Office – registration**

Further to Min. 19/41 we have registered with the ICO and are waiting to pay the £40 fee. Our membership number is A8470059

#### **19/54 Insurance and Employers Reference Number**

We have provided the insurers of LQPT with our ERN in respect of our employment of two employees. (Min. 16/115 refers).

#### **19/55 Safeguarding Update**

Further to Min. 19/17 & 19/27 our Friends Jim Grigg and Rose John have met with Friends in Leigh on Sea since our last meeting.

#### **19/56 Lone Working Policy**

We are looking at expanding our H&S Policy to include lone working / workers and will circulate the draft to AM Trustees for comment. We ask Judith Roads to bring a final document to a future meeting for approval.

### **CONFIDENTIAL MINUTE**

#### **19/57**

David Irwin (Clerk)

Date of next meetings: Saturday 14<sup>th</sup> September at 10.30 – 1 p.m. at Leigh on Sea  
Wed. 16<sup>th</sup> October Skype meeting at 7.p.m. (tbc)

**NORTH EAST THAMES AREA QUAKER MEETING TRUSTEES**  
**Saturday 14<sup>th</sup> September, 10.30 a.m. at Leigh-on-Sea Meeting House**

**19/58 Present**

Roger Estop, Jim Grigg, David Irwin (Clerk), Rose John, Judith Roads

**19/59 Reading**

Paragraph 21.02 from Faith and Practice has been read in this meeting: Hitherto hath the Lord helped me

**19/60 AM Treasurers Committee – July**

We have received the minutes of their meeting held 10<sup>th</sup> July and we note the contents.

A concern remains over the Premises Committee financial arrangements at Walthamstow. David Irwin will work with Debbie Taylor to see where we need to tighten up procedures.

Further to AM Trustee minutes 19/22, 18/52 & 18/27 & AMTC minutes 19/21 and 19/05 we are concerned that the Walthamstow Local Meeting account still has not been closed. Roger Estop as Walthamstow Link Trustee and Jim Grigg as AM Book-keeper will set up a meeting with key Friends at Walthamstow.

We have reviewed the amendment (section 8) to the NETAQM Finance Policy (2017) for Local Meetings using the AM account for financial transactions. We approve this policy addition in principle but would like to make it clearer. We ask Roger Estop and Jim Grigg to circulate a re-draft.

We thank our Treasurers Committee for all their work.

**19/61 External examiners**

Myrus Smith have been our AM external examiners for many years. It is good practice periodically to seek new external examiners. LQPT has recently changed to Sayer Vincent and the AM Trust recently re-tendered their external examinations. We ask our Treasurers Committee to re-tender.

**19/62 Financial Probity Report**

We thank Jim Grigg for the attached report.

**19/63 Harlow Business Case and Church Leys Pre-School Licence**

Further to Min 19/52 we have received LQPT minute 19/26, Part 17/19 (attached) which extends the resident volunteer warden's agreement for a further two years from 1st September 2019. We thank LQPT for their discernment.

We note the hope for progress on future arrangements at Harlow. We learn that a Meeting for Listening is planned for the Autumn facilitated by Gill Sewell. AM Trustees and LQPT remain ready to help.

A new licence between the Pre-School and NET AQM Trustees has been signed. It runs for 1 year from 1/9/2019. A copy is attached.

### **19/64 Safeguarding Update**

Further to Min. 19/55 our Friends Jim Grigg and Rose John are looking again to meet with Friends in our local meetings.

We note that the Independent Inquiry into Child Sexual Abuse has begun a new investigation into child protection in religious organisations and settings in England and Wales. This is in preparation for a public hearing in March 2020. Any Area Meeting may be asked to answer questions on their procedures and policies.

Jim Grigg is booked on a further 31:8 course for safeguarding coordinators.

### **19/65 Lone Working Policy**

Further to min 19.56 we accept the revised Health & Safety Policy which now integrates matters concerning lone working. We ask Judith Roads to bring it to the attention of Premises Committee clerks and post it to the AM Website.

We note that LQPT is drawing up a set of policies which could be common to all London AMs

### **19/66 Pan-London Governance Steering Group**

We note that this will take place on Tuesday 17<sup>th</sup> September at 6.30 p.m. at Friends House. David Irwin and Jo Law are due to attend. Our AM has appointed Judith Roads to the Pan London Governance Working Group, with a further name to come. A meeting of the two groups is to be held on Saturday 5<sup>th</sup> October at Friends House.

### **19/67 LQPT Trustees and Members Annual Meeting**

We note that the annual meeting of LQPT Trustees and Members is scheduled for 3rd October at 6.p.m. at Friends House. David Irwin, Jo Law and Jim Grigg are due to attend.

### **19/68 Encouraging progress towards becoming a low carbon, sustainable community**

We have been reminded by Quaker Stewardship Committee of their need to report to Meeting for Sufferings annually on the activities of AMs towards becoming sustainable communities based on the reporting in trustees' annual reports (attached)

It has already been suggested to Quaker Stewardship Committee that LQPT is better placed to report on all matters related to the premises in London AMs.

We ask our AM to consider ways in which Friends travel, have energy efficient buildings, live simply, and choose which businesses to use. We ask our clerk to liaise with the AM Clerks on how we record and report on our corporate and individual activities.

### **19/69 Leigh-on-Sea Meeting's proposal to move to Mid-Essex AM**

We note Leigh minute 19/76 and that this will be on the AM agenda this afternoon. Jim Grigg has shared briefly the intent with us.

**19/70 Premises - annual review (a reflection on the state of things from each trustee)**

Epping – QQ works on insulating foyer complete. Boundary wall re-pointing continues

Leigh on Sea – QQ survey complete. Work in 2020. MBS invoicing system adopted. Looking at moving into Mid-Essex AM

Romford – Security fence replaced & enhanced by LQPT

Walthamstow – Lean-to planning application ongoing. New door system in & working. Police now alerted to drug dealing in car park

Wanstead – Succession planning, BIG report on premises sustainability due, including future use of bungalow, the way the building is managed and request for more funds for burial ground maintenance. Double-glazing due. Patio re-laying re-scheduled.

David Irwin (Clerk)

Date of next meeting: Fri. 18<sup>th</sup> October Skype meeting at 7.p.m. (tbc)

**NORTH EAST THAMES AREA QUAKER MEETING TRUSTEES**  
**Saturday 16<sup>th</sup> November, 10.30 a.m. at Wanstead Meeting House**

**19/71 Present**

Roger Estop, Jim Grigg, David Irwin (Clerk), Rose John, Judith Roads

**19/72 Reading**

An extract from a letter of George Fox written in 1663 (letter 87, epistle 227, p.76 from No more but my love / selected and edited by Cecil W. Sharman) has been read in this meeting.

**19/73 Trustees Annual Report and Accounts**

We receive the annual report and accounts with the independent examiner's note and agree them. A copy is attached to these minutes and another copy will now be sent to Quaker Stewardship Committee. They will be placed on the AM website.

We are sincerely grateful to Tim Landsman for consolidating the AM accounts this year and liaising with the independent examiner until the hiccoughs in the accounts were ironed out. We are pleased to hear that Jim Grigg is prepared to do the consolidation of the 2019 accounts. With the reduction in the number of LM accounts this year, we hope the work will be much easier.

We send a copy of this minute to Area Meeting.

**19/74 Finance Policy - redraft**

Further to minute 19/60 we have received a version with the new addition now integrated. We are pleased that our policy might be of help to LQPT & London West AM in their redrafting deliberations.

We are content to ask Roger Estop and Jim Grigg to look through it again and the associated expenses claim form, removing any duplicated text/instructions/explanations and ensuring references to past practice, and why changes are needed now are removed.

**19/75 AM Treasurers Committee – October**

We have received the minutes of their meeting held 16<sup>th</sup> October and we note the contents.

We agree the revised 2020 Budget (AM TC 19/33).

We are pleased that the Walthamstow LM account has been closed and have heard that Epping LM are considering closing their LM account. Harlow LM too is thinking of ways to simplify their ways of working. We have considered if the High Leigh account might also be rolled into the AM account in 2020. Together with further moves towards online banking, we see these as positive moves in the reduction in our administration and in line with the aims of the Report of the Care of our Meeting Houses (2017) <https://nethamesq.files.wordpress.com/2017/03/netam-report-on-care-of-our-meeting-houses-01-03-17-final.pdf>

We thank our Treasurers Committee for all their work and Helen Carmichael for her clerking.

### **19/76 2020 Pay Award**

We have received LQPT minute 19/76 in which it is agreed to fund AM employees' increases by the CPI rate as of November 2019.

We ask our clerk to ask our line managers to inform our staff and ensure the pay rise is implemented from April 2020.

### **19/77 Harlow - Cleaning**

Harlow Premises Committee has given notice to their cleaner. A new contract based closely on one at Epping is being signed on behalf of Trustees by Liz Brown. Included, with the agreement of LQPT, is an increase in the contracted hours and a list of tasks. We endorse these actions made on a between meetings basis by our clerk.

### **19/78 Legacy**

We note that our late Friend Cliff Hendon has left a legacy of £1000 to Wanstead Meeting.

### **19/79 Harlow – Meeting for Listening minute**

We have received the attached minute 19/64 of Harlow LM held on 3<sup>rd</sup> November (AM Trustees minute 19/63 refers).

We note that John Dash of LQPT has answered 'question' ii) viz: Roof recover £37k, Windows £50k, Rewire £15k, + fees + VAT = £135,864 (from the Quinquennial survey report 2016)

iii) is being addressed by the Pan London Governance Steering Group and their communications with AMs

i) The feasibility study (i.e. The Appraisal of the Options for the Future of Harlow Meeting House, December 2010) refers to 3 options: a) to sell the meeting house and buy elsewhere, b) to manage the building with a volunteer warden (implemented for the last 9 years) & c) Demolish the building and build sheltered accommodation with Quaker facilities.

We welcome this minute from Harlow LM and their further discernment. We feel it would be for LQPT to discern if a full feasibility study be carried out on any re-development of the site. AM Trustees would be prepared to assist LQPT. We would hope AM might support the growth of the Quaker presence in Harlow.

We forward this minute to the Area Meeting clerk, to John Dash, Secretary of LQPT and to Alex Gournay, clerk of Harlow LM

### **19/80 LQPT Quota 2020 & Financial Giving**

We have received LQPT min 19.74 and that that the AM's contribution to the upkeep of London Meeting houses in 2020 is £30,887, a 1% increase over last year. Our total AM budget is £53,202

We agree to send LM Clerks a breakdown of this figure according to the number of members in each meeting, together with the current projected contribution direct to AM from each meeting's members and attenders, and the amount each LM passed to the AM account in 2019. The percentage proportions should also be shown.

### **19/81 Trustees Conference 2020 - Becoming and being a registered charity**

We note that Jim Grigg is to attend this Conference on Saturday 21 March 2020, Friends House

### **19/82 Dates for 2020**

We have agreed the dates for our meetings in 2020 as follows:

January 17 <sup>th</sup> (Fri)	7 p.m.	Romford
March 8 <sup>th</sup> (Sun)	1.30 (tbc)	Epping
May 16 <sup>th</sup> (Sat)	10.30	Wanstead
July 16 <sup>th</sup> (Thursday)	10.30	at David's
September 12 <sup>th</sup> (Sat)	10.30	Leigh on Sea
October 17 <sup>th</sup> (Sat)	1 p.m. (tbc)	via Zoom
November 14 <sup>th</sup> (Sat)	10.30	Wanstead

### **19/83 Our plans for 2020**

In 2020 AM Trustees hope to

- ❖ Follow closely and participate in the Pan London Governance re-structuring
- ❖ Lead on getting some Friends (Elders, Overseers, Nominations Committee members and clerks) together to make change in our structures
- ❖ Promote growth of our meetings (simpler meetings and reaching out)
- ❖ Continue to simplify our finances
- ❖ Promote responsible (financial) giving
- ❖ Encourage Friends across the AM to address the climate emergency/sustainability
- ❖ Examine why growth occurs in some meetings and promote these across the whole AM, including in new areas of our region (Stratford, Docklands)

Signed in and on behalf of AM Trustees

David Irwin (Clerk)