



NORTH EAST THAMES QUAKER TRUST

CHARITY NUMBER (ENGLAND AND WALES) 212164

POLICIES OF THE NORTH EAST THAMES QUAKER TRUST.

Revised October 2018

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SECURITY AND SAFEGUARDING

1. COMPLAINTS HANDLING

- 1.1. Should there be complaints about the management or governance of the Trust, they should in the first instance be written and sent to the Clerk(s) of Trustees at the time, one of whom will seek to respond within fourteen days of receipt. The matter may be resolved by personal contact or correspondence or in a Meeting for Clearness (QFP 12.22-12.25).
- 1.2. Should the matter not be satisfactorily resolved then the person complaining should address their complaint to the Clerk of Trustees, North East Thames Area Meeting, who will seek to respond within fourteen days of receipt.

2. CONFLICT OF INTEREST

- 2.1. Trustees will be asked to declare before or during the course of business at a Trustees Meeting if there is a matter before Trustees either on the agenda or arising from the agenda which represents a personal conflict of interest either with their own personal relationships, with their family or with their business interests. Should such a matter be disclosed either before or during the course of business, the Trustee body present, other than the Trustee making the declaration, will decide whether the Trustee concerned should withdraw from the table or not contribute to the discussion or assist in decision making at the time.

3. VULNERABLE BENEFICIARIES

- 3.1. In the cases of matters brought before Trustees for the consideration of distribution from the Fund for the Relief of Hardship from members or attenders of the North East Thames Area Quaker Meeting, the direct relationship with the potential beneficiary is with Local Overseers of the Meeting to which the potential beneficiary is attached.
- 3.2. The role of Overseers is defined in Quaker Faith and Practice and in particular section 12.13 (5th. Edition) which addresses responsibilities towards vulnerable people including children, young people, those living away from home and/or travelling great distances to Meeting, the bereaved, those in financial difficulty, the sick and the elderly.
- 3.3. This same responsibility is exercised in distribution for educational purposes through the Overseers Fund. Where funds are distributed through similar charities/funds approved by Trustees as provided for by the Trust's charitable scheme (2008); similar processes and procedures and care for vulnerable beneficiaries is required.
- 3.4. NETQT Trustees and AM Overseers are bound by the Safeguarding policy of the NETAQM in all matters relating to children and vulnerable adults.

4. CONFIDENTIALITY OF PERSONAL INFORMATION

- 4.1. The AM is the data controller responsible for any information that its members hold as office bearers within AM.
- 4.2. NETQT is the data controller of the information that it receives, processes and stores.

- 4.3. There are two forms that NETQT Trustees and their administrator process; Form B (Personal Circumstance of Beneficiary) and Form A (Request for Grant (Amount, Purpose)). The life of both of these forms begins with AM Overseers who pass the completed and approved forms to the Clerks of NETQT for processing. The data in the first part of the process is the responsibility of the Area Meeting and any data continuing in the possession of AM officials remains the responsibility of AM.
- 4.4. Once Form A and Form B are received by NETQT Trustees and any notes or copies are destroyed by AM officers, the data is solely the responsibility of NETQT.
- 4.5. A declaration accompanying Form A and Form B will state the purpose for which the data is being collected. This statement will also make clear how the data collected on these forms will be used, who will have access and for how long and where such data may be stored. This statement concerning the data collected must be signed by the claimant beneficiary indicating their acceptance of the use of their data as proposed. The statement must be signed before an application to the Trust can be considered.
- 4.6. Information from personal data held is circulated among Trustees of NETQT electronically as well as on paper. The NETQT Administrator is responsible for correspondence, processing and long-term storage of data relating to the preparation and storage of financial information and accountability of the Trust to the Charity Commission.
- 4.7. Only the Clerks to Trustees have sight of Form B data (personal circumstance) which they use to assess eligibility for grant making decisions. Form B is considered void one year after completion by claimant and all Form Bs are destroyed after eligibility has been assessed and agreed with Trustees. A list is kept of decisions made about eligibility and the period of time for which that eligibility is accepted pending further receipt of a new Form B application.
- 4.8. All Trustees will be vigilant in the destroying of information in their possession from either Form A or B that is no longer needed in the decision-making process in regard to responses to claimant applications.
- 4.9. The administrator will only hold digitally and on paper such information that is necessary for accountability to the Charity Commission and will only hold such information for the period required by legislation before being destroyed, unless reasons accepted by Trustees for longer term general historical records of the Trust are provided by minute of the Trust.
- 4.10. E-mail addresses or other contact information should only be accessed or used with the explicit permission of the individual concerned. Written permission needs to be retained to cover any period over which the data is to be held. The question should be asked about use of telephone numbers when a person contacts Trustees or Administrator by phone.
- 4.11. Trustees will minute such specific approval for use of the contact information held when a list of members of the Trust is approved each time Trustees change.

5. ARCHIVING OF RECORDS

- 5.1. Associated documents related to bequests, restricted funds, purchase or sale of property including competitive tendering for the purchase of property should be retained indefinitely.

- 5.2. Trust minutes, made at Business Meetings, Annual Accounts and Reports and other significant historical documentation should be retained indefinitely (permanently).
- 5.3. Any correspondence re the engagement of the Administrator and detail of the appointment procedures along with job description and contract information and any subsequent revision should be retained indefinitely in Trust records.
- 5.4. Financial documents including invoices and receipts, records of donations from the Trust and all purchases, sales of investments and records of dividend, interest, tax and gift aid should be kept for six years after the year in which the transaction took place.
- 5.5. Form As are authorities to make payments and should be retained **confidentially** for the six-year period within the accounts and destroyed at the end of that period.
- 5.6. Form Bs are used solely for eligibility of applicant in the year in which the grant is being considered and such eligibility is valid up to one year after the date on which they are signed. No copies of Form B's should be made by anyone and no copies of Form B retained in the archives. The Clerks lists of decisions made concerning eligibility should be retained for six years to demonstrate due process.
- 5.7. All other correspondence providing it meets the principles underlying current data legislation should be kept for up to a maximum of three years after its date of receipt and then destroyed.
- 5.8. If any other data not mentioned above is subject to personal data protection issues, then it should be destroyed as soon as possible after the year in which its usefulness to decision making by the Trust is exhausted.
- 5.9. Careful consideration should be given to an accessible, secure, damp free location for short term storage of documents for a period of up to seven years from their creation.
- 5.10. The National Archives (www.nationalarchives.gov.uk) advice is that a choice of site for permanent storage should answer the following questions satisfactorily; a. Is the structure fit for all purposes the archive must fulfil? b. Are the roles and responsibilities of people within the structure appropriate to protecting the collections and giving access to them? c. Are the roles and structure appropriate for protecting the human rights of people identified in the collections? d. How do the relationships with the wider community, users, funders and record creators work in and around the structure?

6. TRAINING OF TRUSTEES AND INDUCTION

- 6.1. In advance of the first meeting, newly appointed Trustees are sent a. a copy of the Scheme agreed with the Charity Commission in 2008 b. the latest Annual Report and Accounts for the preceding year c. the management accounts for the present financial year, d. the minutes of Trustees Meetings for the previous twelve months and a copy of the Charity Commission document 'The Essential Trustee' or similar.
- 6.2. Trustees have review days which are non-business days which are used to consider policy and practice for all Trustees, new and existing, to reflect on current practice
- 6.3. Trustees are encouraged to attend Training Days provided by our investment agencies and by Woodbrooke, the Quaker Study Centre in Birmingham.

FINANCIAL AND FUND MANAGEMENT

7. RISK MANAGEMENT

- 7.1. It is expected that all business of the Trust will be undergirded by the values and principles of the Religious Society of Friends represented by Britain Yearly Meeting, in particular peace, simplicity, equality, truthfulness and now environmental protection. (see guidance in interpretation and application, QFP 5th edition 20.16- 20.18)
- 7.2. All Trustees on appointment sign a declaration of eligibility to serve as Trustee required by the Charity Commission. Similarly, any new appointee as Administrator must sign before appointment a declaration of qualification for this position.
- 7.3. At the beginning of every meeting of the Trust, Trustees present must declare any personal/financial interest in items on the agenda and this fact must be recorded in the minutes of the meeting.
- 7.4. Trustees seek to annually review the risks concerning the security of Trust assets: a. the protection of the value of the Trust assets in perpetuity b. the security of funds in distribution, c. the appropriateness of procedures leading to decisions in distribution of funds and d. contract issues in relation to the employment of the administrator.
- 7.5. Such matters are reported in the Minutes of Trustee Meetings and summarised in the Annual Report of the Trust.
- 7.6. A structured agenda for Trustees should be prepared for the four meetings each year of the Trust to which regularly recurring items, e.g. annual review of risks, should be incorporated. Each agenda is to be adapted to include other items as they occur.
- 7.7. The audit/examination of the accounts and annual report of the Trust will be out to tender every five years commencing with the 2016 audit/examination to protect the quality of the audit/examination process.
- 7.8. It is the policy of the Trust to purchase Executive Risks Insurance which includes Trustee Indemnity, Fidelity, Professional Indemnity and Employee Practices Liability.

8. DISTRIBUTION OF INCOME

- 8.1. The distribution of funds is determined by the charity's objects which comprise three separate purposes: the advancement of education, the relief of hardship and support for the general purposes of the North East Thames Area Quaker Meeting and this distribution is subject to monitoring and evaluation within a three year annual budget cycle.
- 8.2. **Advancement of Education:** The only explicit restriction on the distribution of the income from present investments is in respect of the advancement of education which derives from the Elizabeth Hearn Legacy. The Scheme established in 2008 requires a minimum spend in the year of 5% of gross income of the Trust on the advancement of education.
- 8.3. **Advancement of Education:** The Trust over the last seven years has spent between 5-12% of its total income of the Trust on the advancement of education which has included until recently a continuing grant to Friends School Saffron Walden (FSSW) and an Overseers Fund budget of £15000 per triennium i.e. approx. £5000 per annum. A recent commitment is £6000 to Friends

School, Ramallah for the period 2018-2020 as a replacement for FSSW, which has now closed. This new commitment honours the Elizabeth Hearn legacy concern for Friends School education.

TABLE ONE: Advancement of Education: Annual Spend

Year	Gross Income £s	Friends School Saffron Walden £s	Total Spend in the year on advancement of education £s (Percentage of gross income in the year)
2011	100,247	5000	5,066 (5.1%)
2012	98,994	6000	7,490 (7.6%)
2013	98,062	6000	9,030 (9.2%)
2014	100,282	6000	11,924 (11.9%)
2015	98,074	6000	9,280 (9.5%)
2016	99,819	6000	11,878 (11.9%)
2017	107,163	6000	11,455 (10.7%)

8.4. **Relief of Hardship:** The understanding of the negotiations with the Charity Commission in providing a scheme in 2008 was that the Trust should always seek to maximise the funds expended on the 'relief of hardship' and that generally this expenditure should be more than 50% of the total net income after payment of overheads including administration.

8.5. **Relief of Hardship:** The highest proportion of spend on relief of hardship from the income of the Trust recognises the larger proportion of the original trusts in the fund which sought the relief of poverty. There is however no requirement that it should necessarily be so in each year.

TABLE TWO: Relief of Hardship: Annual Spend Relief of Hardship.

Year	2011	2012	2013	2014	2015	2016	2017	% Net Income
Relief of Hardship £s	40992	55309	47813	68758	44606	41912	32573	Average
(% of net income of Trust)	(45%)	(67%)	(58%)	(82%)	(53%)	(49%)	(36%)	(56%)

8.6. **Support for the Religious and Charitable Purposes of the North East Thames Quaker Meeting or its successor or successors:** There are no specific requirements about percentage net income distributed for this purpose but the distribution should respect the restrictions on the two funds above. In recent years, £20,000 has been used in support of the Area Meeting and its obligations re maintenance and refurbishment of its buildings and a further £10,000 has been given to Area Meeting to meet general expenses.

TABLE THREE: General Support for Area Meeting: Annual Spend

Year	2011	2012	2013	2014	2015	2016	2017	% Net Income
Spend on support for NETAQM	37405	30000	30000	30000	30000	32000	30000	Average
(% of net income of Trust)	(41%)	(36%)	(36%)	(36%)	(36%)	(38%)	(33%)	(37%)

9. FUND RAISING, RESERVES AND INVESTMENT

- 9.1. **Fund-raising.** The Trust relies only on its investment income and does not fund raise.
- 9.2. **Reserves:** There are no reserves other than the capital investment and some cash balances. It is the intention that all income from the funds will be distributed and that the value of all funds and the derived income will attempt to keep pace with inflation. Cash balances are maintained to smooth any increased demand on funds due to unexpected contingencies.
- 9.3. **Investment Policy:** Trustees first reviewed the Trust's investment policy in 2007, in 2016 and it will be reviewed again in 2019. It is recommended that this policy be reviewed at least every five years to make any adjustments necessary reflecting Quaker Testimonies and the economic climate.
- 9.4. **Capital Growth:** Capital Growth should be monitored and adjusted to keep our capital growing in line with inflation.
- 9.5. **Annual Income:** Income should be approximately £100,000 a year for distribution to our beneficiaries and that requirement should be adjusted, where possible, to meet the distribution needs of the Trust
- 9.6. **In general our investment portfolio** should be:
- a. of low to medium risk;
 - b. seek a balance between UK, European and International stock which achieves the lowest risk profile in consideration of our negative and positive investment criteria;
 - c. should seek to achieve a balance between low to medium risk equities, charitable property investment and other unit trust investments to stabilize annual income;
 - d. should seek to achieve at least 10% of our investment in renewable energy and sustainable development whilst giving priority to criteria a. and b n. above.
- 9.7. **Investment Criteria:** is of two kinds; negative and positive
- 9.7.1 Negative Investment Criteria.** To never invest in any business that
- a. Produces weapons and weapons systems or whose main business includes the supply of strategic components and services.
 - b. Involves the manufacture of cigarettes and other tobacco products including pipes and rolling tobacco.
 - c. Operates casinos, racetracks, betting shops or gaming services or is a major supplier and operator of gaming machines.

- d. Has credible or substantial reports or allegations that their activities contribute to, or benefit from: the violation of human rights, political rights, civil liberties or workers' rights; a disregard for working conditions and /or hours of working; exploitation of child labour.
- e. Has a major involvement in the production, distribution or retailing of pornography.
- f. To avoid exposure to companies that extract or exploit fossil fuels, as well as companies whose main business is to provide support services to them.

9.7.2 Positive Investment Criteria: Among those companies that are not excluded through negative criteria, the intention is

- a. to invest in companies that promote ethical employment policies such as a minimum living wage and transparent ratios between the most senior management of an organisation and its least paid full-time employee.
- b. to invest in companies that do seek a sustainable future with regard to food production and energy consumption.
- c. to invest in companies that actively promote positive partnerships between the company, their stakeholders and their consumers e.g. co-operatives

10. CASH HOLDING

- a. Our cash funds are held in two accounts with the Charity Aid Foundation bank.
- b. Currently the CAF CASH balance of our current account held with CAF Bank Ltd is maintained at no less than £10,000 at the time of the quarterly meeting of Trustees. Dividends on investments are paid quarterly and should ensure that sufficient funds are available for the quarterly distribution at this meeting.
- c. The objective is not to exceed £40,000 held in CAF CASH at any time. If this sum is exceeded in a quarter, Trustees will decide whether to transfer some cash to further investment.
- d. In the event of an impending shortfall in cash through greater demands than expected in the quarterly distribution, our investment adviser is consulted and, if necessary, some shares will be sold to meet any projected shortfall.

Revised October 2018 (FINAL 25/10/2018)

THE CHARITY COMMISSION FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Orders that from today, the

11 September 2008

this

SCHEME

will govern the charities formerly known as

**RATCLIFF AND BARKING MONTHLY MEETING
TRUST AND FUNDED PROPERTIES (212164)**

and now to be known together as

NORTH EAST THAMES QUAKER TRUST

1. Definitions

In this scheme:

- “the charity” means the charity created by clause 2 of this scheme
- “the charities” means the charities listed in the second schedule
- “the Commission” means the Charity Commission for England and Wales
- “the trustees” means the trustees of the charity acting under this scheme

2. Administration

The charities are to be administered as one charity in accordance with this scheme. This scheme replaces the former trusts of the charities.

3. Name of the charity

The name of the charity is North East Thames Quaker Trust.

4. Objects

The objects of the charity are as follows:

(1) the relief of hardship of members and attenders of the North East Thames Area Quaker Meeting by such means as the trustees shall decide from time to time and, at the trustees' discretion, by means of grants to charities established for this purpose, of members and attenders of the Religious Society of Friends (Quakers) elsewhere;

(2) the advancement of education in accordance with the principles of the Religious Society of Friends (Quakers), in particular (but not exclusively) by the payment of 5% of the income of the charity to the Friends School, Saffron Walden (registered charity 1000981) so long as that School continues to operate; and

(3) the religious and other charitable purposes of the Religious Society of Friends (Quakers) by means of grant or loan to the North East Thames Area Quaker Meeting or its successor or successors.

5. Powers of the trustees

In addition to any other powers which they have, the trustees may exercise the following powers in furtherance of the objects of the charity:

- (1) Power to raise funds (but not by means of any trade the profits of which are subject to tax)
- (2) Power to buy, take on lease or in exchange, hire or otherwise acquire property and to maintain and equip it for use

- (3) Power to sell, lease or otherwise dispose of all or any part of the charity's property.
- (4) Power to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them
- (5) Power to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects of the charity
- (6) Power to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the objects
- (7) Power to create such advisory committees as the trustees think fit
- (8) Power to employ and remunerate such staff as are necessary for carrying out the work of the charity
- (9) Power to make rules and regulations consistent with this scheme for the management of the charity
- (10) Power to delegate any of their powers or functions to a committee of two or more trustees, provided that:
 - (a) any such committee must:
 - (i) act in accordance with any directions given by the trustees;
 - (ii) report its decisions and activities fully and promptly to the trustees;
 - (iii) not incur expenditure on behalf of the trustees except in accordance with a budget previously agreed with the trustees; and
 - (b) the trustees must consider from time to time whether the powers or functions which they have delegated should continue to be delegated.
- (11) Power to do any other lawful thing that is necessary or desirable for the achievement of the objects.

6. Trustees

- (1) There shall be between 3 and 9 trustees appointed in accordance with this Clause.
- (2) The first trustees are the persons listed in the first schedule to this Scheme and they will hold office for the periods shown in that schedule
- (3) The appointment of future trustees shall be made by North East Thames Area Quaker Meeting in session and shall, subject to Clause 6(6), be for a term of five years.
- (4) On expiry of the term of office of a trustee, he or she shall be eligible to be reappointed for one further term of five years.
- (5) No one shall be appointed as a trustee if he or she:
 - (a) is not a member of North East Thames Area Quaker Meeting;

- (b) is disqualified from acting as a trustee under the Charities Act 1993; or
 - (c) has served two consecutive terms of five years each as a trustee without a period of three years having elapsed since he or she last held office.
- (6) A trustee's term of office automatically terminates if he or she:
- (a) is disqualified under the Charities Act 1993 from acting as a charity trustee;
 - (b) is incapable, whether mentally or physically, of managing his or her own affairs;
 - (c) is absent without permission of the trustees from all their meetings held within a period of six months and the North East Thames Area Quaker Meeting resolve that his or her office be vacated;
 - (d) notifies North East Thames Area Quaker Meeting of his or her wish to resign (but only if enough trustees will remain in office when the notice of resignation would take effect to form a quorum for meetings);
 - (e) ceases to be a member of North East Thames Area Quaker Meeting.

7. Trustees not to have a personal interest

- (1) Except with the prior written approval of the Commission or where otherwise permitted by law, no trustee may:
- (a) receive any benefit in money or in kind from the charity; or
 - (b) have a financial interest in the supply of goods or services to the charity; or
 - (c) acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity).
- (2) A trustee must absent himself or herself from any discussions of the trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).
- (3) The trustees may use the charity's funds to meet any necessary and reasonable expenses which they incur in the course of carrying out their responsibilities as trustees of the charity.

8. Ordinary Meetings

- (1) The trustees must hold at least 4 ordinary meeting in each calendar year and shall arrange at each of their meetings the date, time and place of their next meeting, unless such arrangements have already been made.
- (2) Ordinary meetings may also be called at any time by the clerk of the trustees or by any 2 trustees, in which case at least 10 days' notice shall be given to all trustees.

9. Special Meetings

- (1) The clerk of the trustees, or any 2 trustees, may call a special meeting at any time.
- (2) Special meetings require at least 4 days' notice of the business to be transacted at the meeting, provided that:
 - (a) if the business includes any proposal for an amendment to be made to this scheme under Clause 15, at least 21 days' notice must be given; and
 - (b) a special meeting may be called to take place immediately after or before an ordinary meeting of which proper notice has been given.

10. Clerk of the trustees

The trustees at their first ordinary meeting in each year shall appoint one of their number to clerk their meetings. The person so appointed shall always be eligible for reappointment as clerk to the trustees.

11. Quorum

- (1) Subject to the provision of paragraph (2) of this Clause, no business shall be transacted at a meeting of the trustees unless at least one third of the total number of trustees at the time, or two trustees (whichever is the greater) are present.
- (2) The trustees may make regulations specifying different quorum provisions for meetings dealing with different types of business.

12. Conduct of meetings

- (1) All meetings of the trustees shall be conducted in accordance with the established practice of The Religious Society of Friends (Quakers) in Britain. Decisions shall be discerned by the clerk of the trustees arriving at the sense of the meeting and by recording a minute agreed in the meeting.
- (2) The trustees must keep a proper record of the proceedings of their meetings.
- (3) The trustees must exercise their powers jointly at properly convened meetings except where they have:
 - (a) delegated the exercise of their powers (either under Clause 5(10) of this scheme or under any other statutory or other power of delegation), or
 - (b) made some other arrangements by regulations made under Clause 5(9) of this scheme.

13. Accounts, annual reports and annual returns

- (1) The Trustees must comply with the requirements of the Charities Act 1993 with regard to keeping financial records, the audit or examination of accounts and the preparation and transmission to the Commission of:
 - (a) annual returns;
 - (b) annual reports; and
 - (c) annual statements of account.
- (2) The trustees shall present the annual report and statements of account of the charity to North East Thames Area Quaker Meeting.

14. Use of income and capital

- (1) The trustees shall firstly apply:
 - (a) the income of the charity; and
 - (b) if the trustees think fit, its expendable endowment; and
 - (c) when the expenditure can properly be charged to it, its permanent endowment

in meeting the proper costs of administering the charity and of managing its assets.
- (2) The trustees may also apply for the objects specified in Clause 4 above:
 - (a) expendable endowment; and
 - (b) permanent endowment, but only in accordance with the provisions of the Charities Act 1993 or otherwise on such terms as the Commission may approve in advance.

15. Amendment of scheme

- (1) Subject to the provisions of this clause, the trustees may amend the provisions of this scheme, provided that:
 - (a) no amendment may be made to Clause 4 (objects), Clause 7 (trustees not to have a personal interest) or this Clause without the prior written consent of the Commission;
 - (b) no amendment may be made that might directly affect the interests of the North East Thames Area Quaker Meeting without the prior written approval of the said Meeting; and
 - (c) no amendment may be made whose effect is that the charity ceases to be a charity at law.

- (2) Any amendment of this scheme shall be evidenced by a minute of the trustees.
- (3) The trustees must promptly send to the Commission a copy of the minute of any amendment made under this Clause and keep a copy of any such minute with this scheme
- (4) The trustees shall give North East Thames Area Quaker Meeting no less than three months' notice of any proposed amendment to this scheme.

16. Questions relating to the Scheme

The Commission may decide any question put to them concerning:

- (1) the interpretation of this scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.

FIRST SCHEDULE

NAME	TERM OF OFFICE
Elizabeth Wilson	to end of September 2009
Irene Elizabeth Davies	to end of September 2010
Jeffery Malcolm Smith	to end of October 2010
Deborah Katherine Taylor	to end of October 2010
Beryl Bell	to end of June 2011
Audrey Regan	to end of December 2011
Elizabeth Brown	to end of April 2013

SECOND SCHEDULE

The Charities

<i>Name of donor</i>	<i>Date of Gift or Will</i>
1. Richard Jarnill	1686
2. Digory Marshall	1712
3. Elizabeth Hearne	1714
4. Edward Hankin	not known, receipt recorded in 1731
5. William Sanders	not known, receipt recorded in 1736
6. Richard Best	1736
7. Cornelius Taylor (1)	1742

- | | |
|-----------------------------|-------------------------------------|
| 8. Cornelius Taylor (2) | not known, receipt recorded in 1757 |
| 9. Devereux Bowley | not known, receipt recorded in 1773 |
| 10. William Bowry | 1787 |
| 11. Elizabeth Talwin (1) | 1793 |
| 12. Elizabeth Talwin (2) | not known, receipt recorded in 1796 |
| 13. Anna Clark | not known, receipt recorded in 1796 |
| 14. William Allen | not known, receipt recorded in 1809 |
| 15. William Storrs Fry | not known, receipt recorded in 1809 |
| 16. Thomas Backhouse | not known, receipt recorded in 1825 |
| 17. William Gunn | not known, receipt recorded in 1828 |
| 18. Abram Rawlinson Barclay | 1845 |
| 19. Susanna Sheppard | 1844 |

Application for Financial Support for Members and Attenders of North East Thames Area Meeting

2018	
OVERSEERS FUND	
RELIEF HARDSHIP	
AMOUNT: £	
RECEIPTS/INVOICE:	
CHEQUE #	
BANK TRANSFER:	
DATE:	

FORM A- NORTH EAST THAMES QUAKER TRUST
(Charity No. 212164)

**THIS FORM NEEDS TO BE COMPLETED BY EVERYONE APPLYING TO THE OVERSEERS
FUND OR RELIEF OF HARDSHIP FUNDS.**

Please indicate which above by ticking the appropriate box.

YOUR NAMEMEMBER / ATTENDER (Please indicate)

ADDRESSPOST CODE

TELEPHONE NUMBER.....LOCAL MEETING.....

"An attender is one, who not being in membership, attends a specific Meeting for at least a year, plays an active part in the life of the Meeting and is listed as an attender.'. Minute 15.07 NETAM

HOW MUCH ARE YOU REQUESTING?

PLEASE ITEMISE WHAT YOU WANT TO SPEND MONEY ON AND ATTACH INVOICES/ADVERT FOR PRICES OR RECEIPTS (USE OTHER SIDE IF NEEDED)

IF AGREED BY TRUSTEES WOULD YOU LIKE PAYMENT BY CHEQUE / BANK TRANSFER?

IF BY BANK TRANSFER: NAME OF BANK: ACCOUNT NAME:

SORT CODE: ACCOUNT NUMBER:

SIGNATURE OF APPLICANT DATE

Applicants should know Trustees' decision within 6 weeks of the next AM Overseers Quarterly Meeting

COMMENTS TO SUPPORT THIS APPLICATION (LOCAL MEETING OVERSEERS)
(PLEASE USE OTHER SIDE OF THIS FORM IF MORE SPACE IS REQUIRED)

SIGNATURE.....NAME.....DATE.....

CONVENER OF LOCAL MEETING OVERSEERS SIGNATURE.....

This form should now be sent to Area Meeting Overseers

CLERK OF AM OVERSEERS SIGNATURE.....DATE.....

TRUSTEES' DECISION

CLERK TO TRUSTEES' SIGNATUREDATE
--

APPLICANT'S EVIDENCE OF NEED FOR RELIEF FROM HARDSHIP
North East Thames Quaker Trust
Charity No. 212164

Hardship may be temporarily caused by particular events or may be more permanent as evidenced by payment of state benefit.

This form is valid from April 2018 to March 2019. If you make another application for financial support we will use this form, which should be updated at least once a year.

NAME

LOCAL MEETING.....

I am providing this personal information solely for assessments of grants by the Trust. I give my consent to my information being collected and stored securely by Trustees for a period of 1 year after which it will be securely destroyed.

The Trustees will treat your Personal Data as confidential and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. The Trust follows the best practices in data collection, usage, sharing and storage. A copy of our data protection policy can be provided upon request.

If you want us to remove your data, you can request this by contacting one of the Clerks.

SIGNATURE OF APPLICANT DATE

Please see the **Guidance notes for Members and Attenders**

Being in receipt of State Benefits means that you would be eligible to receive a grant from the Relief of Hardship Fund without answering any other questions.

KEY QUESTION (please circle the correct answer):

ARE YOU IN RECEIPT OF ANY STATE BENEFIT? YES NO

If your answer to the **KEY QUESTION** above is **NO**, please complete the information required on the back of this form.

If your answer to the **KEY QUESTION** above is **YES**, which of the following benefits do you receive? (please circle the right answer).

- Income Support YES/NO
- Income related employment support allowance
or income related Job Seekers Allowance YES/NO
- Housing benefit YES/NO
- Council tax help YES/NO
- Pension credit YES/NO
- Working tax credit/child tax credit YES/NO

If you are receiving any of the benefits above, please show your evidence to your local Overseer. Thank you.

Note from Local Overseer about the nature of the evidence seen:

You may not be in receipt of State Benefits but you may still be experiencing temporary or even longer term hardship

So if your answer to the **Key Question** on the first side of this form is **NO** please help Trustees with some further information:

Are there additional or other reasons why you face financial hardship?	Please answer the question as fully as you can. Thank you.
How many children (under 18 years of age) are there in your household?	
How many adults (over 18 yrs old) are there in your household	

In the light of the above information, Trustees need to assess whether your income is below or above the minimum income standards in the UK last year. Trustees will use the '*Guidance notes for Members and Attenders*' and this year's minimum income standards that should be present as an insert.

Please indicate your regular sources of income.

	Approx. amount of income per month
Earnings from work	£
Partner's earnings or contributions	£
Pension and/or annuity payments	£
Child maintenance	£
Interest from savings	£
Other sources eg grants	£

DECLARATION

This is a fair statement of my financial position at the moment

Signature of Applicant:

Date: