

NORTH EAST THAMES AREA QUAKER MEETING TRUSTEES

Saturday 21 May 2022, 1.30 p.m. at Wanstead and by Zoom

22/28 Present

Peter Green (per Zoom), David Irwin (Clerk), Antony Rawlinson (per Zoom), Judith Roads. We were joined by Kate Green for min. 22/31.

22/29 Reading

Paragraph 21.20 of Quaker Faith & Practice was read in our opening worship

22/30 Sustainability

AM has asked that this topic be placed on the agenda of each of our meetings.

Today we have had a meeting at the meeting house closest to most trustees, and on Zoom. Several Friends are accessing documents electronically. Two have come on foot and one by e-vehicle.

22/31 Safeguarding

Further to minute 22/2 Kate Green has spoken to us of the Safeguarding Policy update which is now going to AM for approval, of work with AM & LM committees (Elders, Pastoral Care, Children and Young People, Nominations and Premises) to ensure ownership of the Policy and agreement on how it should be implemented.

We have heard of our training needs and responsibilities, how necessary information should be shared, of the annual review, of the need to inform our insurers and on record keeping.

We each have the Code of Conduct sheet which we will need to sign.

Kate has talked us through the extract of the 95-page BYM Handbook specific to AM Trustees (attached).

Fiona Day and Kate are going to consult with various AM Committees as to what is practical for our AM to implement. We hope then to have a clearer idea of what the training needs are across the AM, what we can do ourselves, and what the likely annual budget should be.

We shall use our link meeting Friend system to ask what the meeting does when it has no children. We shall encourage them to look at the 'Being ready for children' resources.

We should encourage Friends to sign up to the annual automatic renewal DBS checks.

We thank Fiona Day and Kate Green for all the detailed, on-going work which is needed to stay on top of safeguarding all our AM's children, young people and adults at risk.

22/32 Treasurers Committee held 13 April 2022 [sic]

We minute receipt of our committee's minutes and note their contents.

We have spoken about outstanding matters on the consolidation and we are content with progress. The independent examiner will be checking the figure-work for the Leigh transfer sum. Bank reconciliations provided by Helen Carmichael each month this year have given no reason for concern.

Finance Policy

Further to AMTC min 22/27, subject to further amendment to paragraph 8 made in this meeting (now to read: '... the AM Treasurer, and AM Trustee (Finance) ...') we agree the policy and forward it to AM for adoption.

22/33 Romford – Cherubs Pre-School licence

We have received a copy (on file) of a new licence, signed 1st May 2022 on our behalf by Rose John and Tony Jones of Romford LM. It contains a few minor changes on last year's. The annual session rate is to be reviewed in January 2023.

The manuscript addition in paragraph 2 "(By the end of April) X 2023" indicated that were the hiring cost to increase at the next licence renewal, notice would be given by the end of April.

We note that Trustees continue to be responsible for meeting all energy costs (Para. 5.1).

22/34 Insurance

We have been sent the documentation in respect of meeting house insurance, employers' and trustees indemnity insurance taken out on our behalf by LQPT. We rely on LQPT and advice from their brokers for insurance cover.

We confirm that the bungalow and burial ground at Wanstead are included in the policy. Peter Green seeks further clarification on the scope of the buildings cover and its adequacy.

Premises Committee clerks have been sent employers' liability certificates for display within their meeting houses.

22/35 Data Protection annual review

We have received the attached report. We need to be clear with Ffriends that role-holder documentation should be handed over, archived and deleted. Ffriends can only do the best they can, given the multiplicative effect of email distribution.

AM Nominations might assist the AM Custodian of Records and role-holders in this and the annual data protection guidance reminder made at AM should include this matter too.

22/36 Employment annual review

We have received the attached report and note its contents.

Date of next meeting Saturday 23 July 1.30 p.m. at Wanstead

Signed in and on behalf of AM Trustees

David Irwin (Clerk)

Receipt of Annual Reviews

We agree the following plan:-

March	Safeguarding
May	Data Protection, & Employment
July	Finance
September	Premises, & Sustainability
November	Health & Safety