

Quakers in Scotland Foundation Trustees

Meeting held online on 26th March, 2025 at 7.00 pm

Present: Elizabeth Allen, Brian Ashley, Adwoa Burnley, Chris Holmes, David Somervell and in attendance Lesley Richards (Convenor QiSCG)

We started our meeting with a short period of worship.

As a gathering, we shared something that has cheered us up recently.

We agreed the agenda for the meeting.

25/03/1 Gathering on 5th March

Further to our minute 25/02/4 Forging active links with relevant groups, we invited those Friends involved in setting up and transitioning to Quakers in Scotland to gather online to listen to each other and to identify who they might need to communicate with, to take the work forward. Out of the 35 Friends invited 28 attended and the feedback was positive.

25/03/2 Quakers in Scotland Registration

We are pleased to record that our application to the Office of the Scottish Charity Regulator (OSCR) to become a Scottish Charitable Incorporated Organisation (SCIO) was successful. Quakers in Scotland was registered by OSCR on 13th March, 2025. The QiS charity number is SC054060

We thank Brian Ashley and all those who helped prepare the application for their meticulous work on our behalf.

As trustees of a new SCIO, we were sent the following, which we note:

Your duties and responsibilities as a SCIO trustee

*You (Brian) told us in the application that you will be one of the SCIO's trustees and its principal contact. Although you will be the individual receiving notifications from OSCR, **every** SCIO trustee listed in your application is **jointly** responsible for running the SCIO and managing its assets. The members of a SCIO also share some of the same duties as the trustees.*

SCIO trustees and members should read our publication, SCIOs: A Guide, for full details of their duties and responsibilities.

Your SCIO must do the following things by law:

- **Publicise your status as a SCIO:** *You must let people know that you are a charity by including your charity name and charity number on any literature, emails and web pages (where applicable). You have six*

months from the date of this letter to comply with the duty to publicise the charity's status. More information can be found on pages 26 and 27 of SCIOs: A Guide.

- **Provide information to OSCR annually:** You told us that your charity's year-end is 31/12/2025. You have up to 9 months after this date to provide us with information on your charity's activities or finances using OSCR Online. If you do not do this, your charity's register entry will be clearly marked as being late and there may be other consequences.
- **Provide the correct first accounting period for the SCIO:** The first period of accounts for the SCIO must start from the date on which the SCIO was registered - 13/03/2025. It can be for a period of no less than six months and no longer than 18 months. If there was a body in existence prior to the SCIO being registered, then assets transferred to the SCIO must be shown as a donation in the first period of accounts.
- **Provide information to the public:** You must supply a copy of your accounts and constitution to anyone who asks for them.
- **Ask for consent when making certain changes to the charity:** You need to get our consent before taking certain actions and must tell us about certain decisions you have taken.
- **Keep a register of charity trustees and of members:** You must keep a register of your current and former charity trustees and, if applicable, a register of your current and former members. In certain circumstances, you must also supply a copy of these registers if you are asked for them. You can find out more about the registers of charity trustees and members in our publication, SCIOs: A Guide

25/03/3 Next steps to set up QiS:

We discussed the steps needed to set up QiS so that it can begin operations, the order in which these need to happen, and who will do these tasks. We then considered who we need to speak to, why, and when.

We ask Brian to be our link between Foundation Trustees and the QiS Coordinating Group on all issues.

Chris has agreed to be an active link with the Property Sub-group of the QiS Coordinating Group, this group is led by Martin Pippard. We ask that Chris introduces himself to all people on this group and takes steps to work with them, as he has done with the Treasurers' Sub-group. We ask that Chris reports his progress on this at our next meeting.

Chris Holmes has reported on a recent meeting of the Treasurers' Sub-group. The group has suggested that in order to move things forward, we form a sub-group of QiS Foundation Trustees, drawn from existing AM treasurers. The

sub-group would be able to make decisions, whereas up until now that has not felt possible. We strongly encourage this sub-group to be formed and carry out work, develop policies, and recommend items of business to us.

We note the following:

Steps for General Meeting for Scotland (GMS) to take to Join QiS

The June meeting of GMS will be asked to agree to lay down GMS at the GMS meeting on 20th September. It will also be asked to (a) transfer GM assets to the new body by September, (b) transfer the Administrator's employment to it, (c) carry over all existing appointments, committees and working groups from GMS to QiS for 20 September, (d) appoint the existing GM clerks as clerks designate of QiS, to serve until the end of 2025.

AMs and Dundee Friends Property Trust

From September, AMs and Dundee Friends Property Trust will be able to transfer assets to QiS and lay themselves down if they wish. We are grateful to the QiS Coordinating Group for sending a helpful paper on the steps Dundee Friends Property Trust and AMs should take in preparation for joining QiS. It includes advice on transferring property and assets, employment, financial affairs, safeguarding, data protection and risk.

QiS Coordinating Group

We are grateful to the group for its on-going detailed work on the Memorandum of Understanding and essential policies for QiS.

25/03/4 Transitioning from QiS Foundation Trustees to QiS Trustees

We have considered the steps that will be needed to make this transition and note that we will need a QIS treasurer and more trustees.

25/03/5 Storing QiS papers and documents

Brian has asked about arrangements for storing QiS papers and documents and General Meeting for Scotland clerks have been consulted about this. Paul Burton is the current GMS Archivist and Michael Hutchinson, GMS Clerk, will work with Paul to establish an archive policy/ protocol for QiS. In the meantime, we as trustees should be mindful to retain any documents that will need archiving.

25/03/6 QiS bank account

QiS needs to have functional bank accounts in time for the first Quaker body joining QiS and transferring their assets. To take this forward, we ask Chris to speak to the Treasurers' Sub-group and seek their advice on choosing a bank and opening the new accounts.

We are aware that funds need to be available to pay for several of the next steps to set up QiS, and the clerks of GMS have been made aware of this need.

25/03/7 Insurance for trustees

Lesley has advised us that we need to take out trustee indemnity insurance. We ask our clerks to raise this with GMS trustees.

25/03/8 QiS Solicitor

We have discussed our initial thoughts on appointing a solicitor, but we need to do more work on this. In the meantime we will start to prepare and clarify the instructions we will give the solicitor and we ask our clerks to consult the BYM Deputy Recording Clerk on this.

25/03/9 Dates of the future meetings

We agree to meet by Zoom at 7.00 pm on the following dates in 2025:

Wednesday 7th May

Monday 9th June

Wednesday 9th July

25/03/10 Closing minute

We close with worship, planning to meet again by Zoom at 7.00 pm on 7th May, should nothing occur to prevent.

Elizabeth Allen and Adwoa Burnley

Co-clerks to QiS Foundation Trustees