

QUAKERS IN SCOTLAND TRUSTEES

Handover Meeting held online on 15th January 2026, 7:00 – 9:06 pm

MINUTES with additional notes at the end,

Present (* = prevented):

QiS TRUSTEES as from 1st January 2026

Malcolm Crosby (Lanark LM)	01 01 2026 until 31 12 2028
Peter Hancock (Dunblane LM)	20 09 2025 until 31 12 2027
*Chris Holmes (Ayrshire Meeting)	01 01 2026 until 31 12 2028 Michael
Hutchinson (Glasgow Meeting), clerk	01 01 2026 until 30 06 2026
Susan Mitchell (Dunblane Meeting)	01 01 2026 until 31 12 2026
Neil Turner (South Edinburgh LM)	01 01 2026 until 31 12 2027
Piers Voysey (Forres LM)	01 01 2026 until 31 12 2028
Susan Walton (Forres LM)	01 01 2026 until 31 12 2028
Robin Waterston (St Andrews LM)	01 01 2026 until 31 12 2027
Treasurer & ex-officio trustee: Kate Gulliver	07 06 2025 until 31 12 2027

QiS Foundation Trustees as at 31 December 2025

Elizabeth Allen – co-clerk	30 11 2024 until 31 12 2025
Adwoa Burnley - co-clerk	30 11 2024 until 31 12 2025
Brian Ashley (Shetland LM)	30 11 2024 until 31 12 2025
Peter Hancock (Dunblane LM)	20 09 2025 until 31 12 2027
*Chris Holmes (Ayrshire LM)	30 11 2024 until 31 12 2025
David Somervell (South Edinburgh LM)	30 11 2024 until 31 12 2025
Neil Turner (South Edinburgh LM)	01 01 2026 until 31 12 2027
Treasurer & ex-officio trustees: Kate Gulliver	07 06 2025 until 31 12 2027
Ex-officio GMS/QiS Assistant Clerk: Susan Mitchell	to the end of 2025
Lesley Richards (Worcester & Shropshire AM), convenor of the Quakers in Scotland Co-ordinating Group, in attendance.	

26/01/01 Opening Worship

During our opening worship, part of section 8.23 of *Quaker faith & practice* was read, reminding us that the order we seek in our Quaker structures must reflect the life of the Spirit.

26/01/02 Handover meeting

We meet as current appointed trustees together with, by invitation, those Foundation Trustees now retired, to ensure a fit handover. We agree the proposed agenda, and worked through that, including:

1. Introductions and background. Experience of Foundation Trustees.
2. Resources: Website, Google Workspace, access to papers, training, OSCR, BYM, SCVO (the Scottish Council for Voluntary Organisations). See also the paper from Elizabeth Allen on basic information as a reference for trustees (*QIS Foundation Clerks' Handover January 2026*).
The next Woodbrooke training course for Trustees is on 25 April.
3. Ways of working: meetings, between meetings, individual trustee responsibilities for areas of work, trustee committees, expenses.
4. Achievements: setting up Quakers in Scotland, laying down 3 AMs, finance, insurance, legal framework, work with OSCR (Office of the Scottish Charity Regulator, policies and processes, employment of staff, setting standards of trusteeship.
5. Ongoing work. The December trustee minutes give a good summary of current, ongoing and upcoming work. We will be briefed on what we need to know now. Some work, is dependent on QIS Nominations Committee finding Friends to serve (eg Property and Employment Committees).
6. Roles & committee service for individual trustees in the current trustee body: an initial consideration.

26/01/03 Business for Quakers in Scotland in February

Quakers in Scotland meets online on 7th February, but most required business will be taken at the hybrid meeting scheduled for 28th February. Business will include the updated budget, with donations and affiliations to other bodies,

26/01/04 Draft Annual Report and Accounts for 2025

A draft annual report document has been circulated in advance (*QIS Foundation Trustees Report 2025 DRAFT 1.docx*). This year will be unusual in that the dissolved area meetings will still have their own reports, and the General Meeting for Scotland and Quakers in Scotland ones will not include them. We will use the draft circulated, once checked, as a basis for the 2025 report and Elizabeth Allen will take this forward. We will undertake a wider, more comprehensive annual report and accounts for 2026.

26/01/05 Foundation Trustees

We express our grateful thanks to the work of the Foundation Trustees in ensuring that Quakers in Scotland was set up and run in right order, preparing the ground for its establishment during 2025. In this they drew on the extensive preparatory work of the

Co-ordinating Group and also worked with OSCR in drawing up the governing document and seeing to other constitutional business. Britain Yearly Meeting staff also gave helpful advice. Some Foundation Trustees remain with us for continuity and we wish the retiring members well in leaving us. We thank the Foundation Trustees co-clerks, Elizabeth Allen and Adwoa Burnley for their careful stewardship.

We release retiring trustees at this point.

26/01/06 Dates for upcoming meetings

We agree to meet online as follows:

Monday 9th February 2026 at 19:30.

Monday 9th March 2026 at 19:30.

26/01/07 St Andrews LM and QiS bank account

Kate Gulliver reports that the treasurer of St Andrews Local Meeting has requested view access only access to the QiS Bank of Scotland bank account. They no longer have their own bank account but wish to be able to view and check deposits from hirers of the meeting house. We agree to this and ask Kate to make the necessary arrangements.

26/01/08 Interim allocations of responsibility

Peter Hancock will attend, with Kate Gulliver, Finance Committee on Tuesday 20th January.

Sue Walton will take interim responsibility on Safeguarding policy.

Piers Voysey will take interim responsibility on Health & Safety policy.

We will return to responsibilities of individual trustees at our next meeting.

Michael Hutchinson

Clerk

ADDITIONAL NOTES

The link to the Governing Document has been circulated.

The clerk will compile a calendar of QiS committee and other meetings relevant to us.

Kate Gulliver has updated us on the list of donations and affiliations.

Neil Turner has posted:

Links to more information about being a trustee or Quaker trustee, and training.

- OSCR: <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees>
- BYM: <https://www.quaker.org.uk/communities/quaker-processes/trustees> (not concise, but useful - TRUSTEE HANDBOOK can be downloaded from here)

- Woodbrooke - next course is in April. Fees claimable <https://www.woodbrooke.org.uk/courses/quaker-trusteeship-in-a-nutshell-2/>

Other pending business which will come to our February Meeting:

Update on the sale of Glasgow Meeting House;

Updated Pastoral care paper (re safeguarding) from the Co-ordinating group;

Scottish Government Marriage consultation regulations (deadline April);

Request for QiS to recognise Light Groups