

QUAKERS IN SCOTLAND TRUSTEES

Registered SCIO SC054060

Meeting held online on 30th March 2026, 7:00 – 8:56 pm

MINUTES

Present:

Martin Burnell, Malcolm Crosby, Kate Gulliver (treasurer), Michael Hutchinson (clerk), Piers Voysey, Sue Walton, Robin Waterston.

Prevented: Peter Hancock, Susan Mitchell, Neil Turner.

The meeting began with a period of open worship.

26/03/19 Agenda

We accept the proposed agenda for this meeting.

26/03/20 Quakers in Scotland held 28th February 2026

Some trustees were able to attend Quakers in Scotland in session online on Saturday 28th March. The clerk gave an oral summary of what trustees were doing. Sue Walton answered a query from a Friend about the status of safeguarding guidance and policy.

26/03/21 Nominations Committee

No nominations have been received from QiS Nominations Committee. Employment Committee remains below optimum number. No progress is known on the Trustee clerkship from July.

We appoint Robin Waterston to act as an assistant to the clerk until the end of June 2026.

26/03/22 Update

We have spent a short time updating each other on our current situations.

26/03/23 linking with Local Meetings.

We have reviewed progress with linking with Local Meetings and agreeing the General Memorandum of Understanding with them. We have discussed the nature and purpose of the MOU, and how to approach LMs. The clerk will circulate a draft letter for use in introducing the matter to LMs. We can refer to chapter 4 of *Quaker faith & practice* for guidance. We agree that smaller local meetings (often termed ‘worshipping groups’) that are unable to carry out all the LM responsibilities and cooperate with another local meeting should be included within the larger meeting’s MOU. We have considered the use of Property MOUs, and the link trustee should include these with the General MOU where an LM has property.

26/03/24 Trustee work plan for 2026

Further to minute 26/03/06, we return to a consideration of an annual work plan to document our trustee responsibilities. Neil Turner has referred us to the WSAM schedule (Paper Ai) and suggested a simpler version (Paper Aii) for us as potential models. Robin Waterston has offered to rationalise these and produce a new version suited to us and will place it on the workspace for comment so we can approve it at our next meeting.

26/03/25 Bodies Quakers in Scotland has or requires to join

We agree to record bodies and organisations QiS / QiS Trustees have joined or require to join, and ask the clerk to make a table for reference, including contact and reference details.

Neil Turner has signed Quakers in Scotland up with the Information Commissioner's Office (ICO). This requires an annual check.

26/03/26 South East Scotland Area Meeting

Minutes 26/02/06 and 26/03/07 refer. We have reviewed the table (Paper B) for opportunities to engage with South East Scotland AM trustees and others over opportunities to align policies and procedures. We ask the Committees and groups to take forward items indicated as delegated to them, with remaining items to be taken by the clerk.

The matter as to whether we have the capacity to produce the 2027 Book of Members and Attenders with the present database has been raised, and we ask the Digital Technology Task Group to report on this to our next meeting.

26/03/27 Disposition – St Andrews

We received on 12th March 2026, the Disposition by East Scotland Area Meeting in favour of Quakers in Scotland regarding St Andrews Quaker Meeting House, 2 Howard Place KY16 9HL. Registration continues.

26/03/28 Treasurer's Report

Kate Gulliver has spoken to a tabled Treasurer's report and budget review, updating us on ongoing work and has answered questions.

26/03/29 The 2025 Trustees Annual Report and Accounts

Further to minute 26/03/12, we note that the QiS Clerk is not taking business for the QiS meeting at Glasgow on 6th June, so we will plan for the 2025 TARA to be received at QiS for 22nd August. Wylie & Bisset LLP, Chartered Accountants, have agreed to take us on to check the 2025 accounts. Some further details require attention before the accounts can be finalised.

26/03/30 Property Committee & Property Matter

We receive the notes of Property Committee held 3rd March and Piers Voysey has reported on progress.

Negotiations continue on the date for the sale of Glasgow Meeting House

Dundee Friends will be considering their future as a Meeting at their LM in May. Options are in briefing papers placed in the Trustees' Workspace Property Folder under Dundee.

26/03/31 Employment Committee & Employment Matters

We receive the minutes of Employment Committee held 20th March. The current Dundee Friends Property Trust Administrator, Marion Sharkey, retires at the end of this month and her replacement, Vix Hobba, is already in post. The TUPE process for her can now start.

26/03/32 Membership

Further to minute 26/03/15, we are asked to give advice to the QiS clerk on the recording of members not transferring to Quakers in Scotland from the three former area meetings. We receive paper C that gives the background. We note that very few members remain to transfer or otherwise indicate how they see their future membership status. We suggest that QiS in session records those who are no longer members, whilst holding back the very few whose position remains to be resolved.

26/03/33 Policies and procedure

Further to minute 26/03/14, we receive Paper D, an updated table listing policies and procedures we should check annually. We thank Neil Turner for his preliminary work to gather policies inherited from General Meeting and Scottish area meetings.

We thank Sue Walton for her work to adapt and update the Safeguarding guidance, policies and procedures, to be found in the Workspace Policies & Procedures folder (Safeguarding sub-folder).

We approve the following policies and procedures:

QiS Safeguarding Guidance (the clerk to sign)

Safeguarding policy

Disclosure code of practice

Disclosure - secure handling

Disclosure – convictions

Disclosure -recruiting

Disclosure – tracking

Disclosure – barring & under consideration

Volunteers code of practice

Referrals policy & guidance

Sue is writing to all local meetings to explain the guidance and procedure and offering to discuss these with them.

We delegate the updating of other inherited policies or providing policies, as indicated in the Paper D, to committees and task group.

Of remaining items, we prioritise the Risk Register and the clerk will bring this to us at our next meeting.

We ask the clerk and Neil Turner to work on archiving and secure storage policies and procedures.

26/03/34 Scottish Government consultation on marriage regulations

Further to minute 26/03/16, submission to the Scottish Government consultation on marriage regulations/family law has now been made.

26/03/35 Light Groups – request for recognition

We receive Paper E, via the QiS clerk, from Enid Harding of the former East of Scotland Area Light Group, which now calls itself The First Sunday Light Group, Scotland. The Light Group requests recognition by Quakers in Scotland and permission to have space on the QiS website. We note that there are three other Experiment with Light groups aligned with former area meetings and local meetings.

The recognition of Quaker groups outwith the formal structures is reserved formally with Britain Yearly Meeting, which has recognised the Experiment with Light Network. It is not appropriate to repeat this separately in Scotland. Contact details for Light Groups in Scotland can be placed on the website. The clerk will write to Enid.

26/03/36 Future meeting dates

We agree to change the next meeting date from Monday 20th April 2026 to Monday 27th April, at 7:00 pm.

We agree to meet also on Monday 15th June at 7:30 pm.

Michael J. Hutchinson
Clerk

Draft email for sending to Local Meetings re MOUs and introducing link trustees. Amend to suit.

Quakers in Scotland have approved the Memorandum of Understanding (MOU) between it and its local meetings. I attach the MOU (*and Property MOU if relevant*), the introduction to which explains its purpose and remit. You will be familiar with MOUs as West Scotland AM carried out the same process.

Quakers in Scotland Trustees appoint a link trustee for each local meeting within QiS as an area meeting. I am the link trustee for xxxxx Local Meeting, to be available to you not just for the MOU but for any matter requiring contact with trustees.

I am happy to work with the Local Meeting to go through the MOU and help prepare draft minutes indicating any variation in the terms of the MOU.

Do give me a ring (landline is best) to talk this through.