

QUAKERS IN SCOTLAND TRUSTEES

Registered SCIO SC054060

Meeting held online on 13th July 2026, 7:00 – 9:15 pm

MINUTES

Present:

Martin Burnell, Kate Gulliver (treasurer), Peter Hancock, Michael Hutchinson (clerk), Neil Turner, Sue Walton, Robin Waterston (assistant to clerk).

Prevented: Malcolm Crosby, Susan Mitchell, Piers Voysey.

The meeting began with a period of open worship.

26/07/01 Agenda

We accept the proposed agenda for this meeting.

26/07/02 Appointments and Report from Nominations Committee

CLERK TO QIS TRUSTEES

By minute 2026/06/06, Quakers in Scotland in session reappointed Michael Hutchinson to serve as clerk to Trustees until 31 December 2026.

We receive a report to Trustees from QiS Nominations Committee, who wish to nominate the following:

QIS EMPLOYMENT COMMITTEE

Bill Edgar (Dundee Meeting) to serve 13 July 2026 to 30 June 2029

Cathy Smith (Ayrshire Meeting) to serve 13 July 2026 to 30 June 2029

Our Friends being willing, we appoint them accordingly.

We thank our clerk for continuing his service.

26/07/03 Update

We have spent time updating each other on our current situations. We also thought about the position of Quakers in Scotland in relation to South East Scotland Area Meeting and will seek opportunities for engagement with them.

26/07/04 Financial Report

Kate Gulliver has spoken to the second quarter Financial Report (Papers Aa, Ab and Ac) which will form the basis of a report to Quakers in Scotland for its meeting on 22nd August.

Progress on the 2025 annual report and accounts is included the report but is minuted separately.

Kate reports that she is still working with Emma Milton, bookkeeper of Mindful Business Services Ltd, to establish relevant reporting templates and confirm end of year figures for 2025/opening balance figures for 2026. Kate suggests that we need another 10-hour project block to complete this work and then move into a 5 hour/month ongoing agreement which ensures Emma and manage and maintain Xero, whilst the Treasurer still handles the weekly payments and sends Emma the information. We agree to this.

Kate has also spoken to the papers on the current Fund Balances and progress with the 2026 budget. Local Meeting fund balances seem to be in balance, taking into account special circumstances like the move from Glasgow Meeting House. We have heard to day that Aberdeen Local Meeting will be using the QiS bank account.

For Quakers in Scotland itself, the fund balances are currently:

The funds are now distributed between:

Triodos Deposit account (2.43% interest) - long term funds

Bank of Scotland Instant Access account (0.6% interest) - medium term funds

Bank of Scotland current account (monthly charge £10) - 2 months expenditure

Cooperative bank current account contributions and collections passed on each month

Finance Committee meets next on 21st July.

Fund balances as at 30th June 2026

	£	Bank of Scotland Current account	Bank of Scotland Instant Access	Triodos Savings account
General	104,465.68	14,599.17	79,589.37	10,277.14
West Coast Friends Gathering	67.86	67.86		
Family weekend	376.00	376.00		
Pluscarden	432.00	432.00		
Designated funds				
Building Development fund (including sale balance)	394,718.04			394,718.04
Spiritual Nuture, Community & Witness fund	60,120.74	1,978.35	58,142.39	
Penny Selbie fund	25,620.65	1,558.97	24,061.68	
Disability fund	740.00			740.00
LM funds	127,674.45	17,674.45	50,000.00	60,000.00
Restricted funds				
North Scotland Quaker Trust	94,510.15	245.33		94,264.82
Britain Yearly Meeting grant	5,889.27	5,889.27		
BYM funds	0.00			
	£814,614.84	42,821.40	211,793.44	560,000.00

For the QiS 2026 budget, total income is already £79, 129, compared to a budget figure of £75,000 for the year. However, we note this level is influenced by legacies received that

amount to £26,272 and that contributions and donations from Friends are currently at £33,025 compared the annual budget level of £48,000.

Expenditure for QiS has currently reached £37,283 against the annual budget figure of £75,615 and seems generally on track.

We authorise the Treasurer to send a second quarter report to Quakers in Scotland meeting on 22nd August. A reminder the Friends on giving for QiS work will be included.

We thank our Treasurer and the Finance Committee for their careful stewardship, which has involved considerable time and effort over this period of the setting up of Quakers in Scotland.

26/07/05 Trustees Annual Report and Accounts (TARA) for 2025

Further to minute 26/04/03, Kate Gulliver has spoken to the corrected draft of the Trustees Annual Report and Accounts (TARA) for 2025 (Paper B). Some further amendments are required to the accounts.

Further to our minute 26/04/13, the draft accounts were forwarded to our examiner, Wylie & Bisset LLP, Chartered Accountants, for checking and this is due to be completed by mid-August.

The QiS clerks agree that the 19th September meeting of Quakers in Scotland be used as an Annual General Meeting to receive the TARA. We will need to meet again before this in order to accept and sign them before they can go to Quakers in Scotland in session and be submitted to OSCR and Britain Yearly Meeting.

26/07/06 Dundee Friends Property Trust

Further to minute 26/04/08, Robin Waterston and Martin Burnell have reported on the continued process of preparing for the laying down of Dundee Friends Property Trust and transferring its assets to Quakers in Scotland. At our last meeting we agreed to pause the transfer process until “until assured that building management and employment of staff are properly and sustainably managed”. Our lawyers were informed. Since then, Robin has worked with Dundee Friends who now will take online management of their Administrator through Bill Edgar and have taken appropriate steps for managing the building. We have as a result instructed our lawyers that the transfer process can continue.

Martin Burnell and Kate Gulliver are working on the TUPE issues for the transfer of the Administrator, Vix Hobba. The change of employer date was effective from 1 July 2026.

Further details are noted in minute 2026/06 – 04 of Employment Committee.

The proposed day of the winding up of the Trust and the transfer of assets to Quakers in Scotland is now expected to be at the end of August.

We thank Martin Burnell and Robin Waterston for managing the transfer, working with Dundee Friends.

26/07/07 Property Committee & Property Matters

We receive the minutes of Property Committee held 7th July (**PAPER C**), which includes Property reports, Maintenance and repair schedules, Risk assessments, Letting Policies and Properties' insurance. We are pleased to learn of the Committees' progress with these matters.

We note that Property Committee feels it would be useful to have someone from Glasgow Local Meeting join the Property Committee as QiS will be supporting with any insurance requirements and co-ordinating policies such as letting agreements. We agree that as an LM managing a building, they should have a representative on Property Committee.

We note the Committees' concern on maintaining consistent lettings policies in Meeting properties and encourage the continued examination of appropriate procedures to be in place.

Further to Trustees minute 26/04/14 we await an update in due course on the preparation for the Aberdeen meeting house quinquennial review.

Property Committee meets next on Tuesday 6th October.

26/07/08 Employment Committee & Employment Matters

The minutes of Employment Committee held 12th June (Paper D), will be circulated. We note the six-monthly review of the Administrator through the QiS clerks has taken place. We will consider separately the preliminary work on a proposed Senior Administrator for Quakers in Scotland.

Cathy Smith, now appointed to the Committee, attended on 12th June by invitation, and will form a direct link with Finance Committee. We encourage Employment Committee to action the review of employment policies.

Employment Committee next meets on Friday 11th September.

26/07/09 Senior Administrator for Quakers in Scotland

We receive minute 2026/06 – 06 of Employment Committee held 12th June, which reads: “Trustees may need in the future to prepare information to inform any decision regarding employing a senior administrator to assist the running of Quakers in Scotland, including supporting the clerks and Trustees. Such a job should not duplicate existing roles, such as the Local Development Worker. Zoe Prosser has found a variety of comparative job descriptions to aid us.... These documents remain with us for reference as required.” The job descriptions are collected as Papers E and are also in the Trustees Workspace current meeting folder. Other examples have been added by individual trustees.

We have considered the options for taking this matter forward as soon as possible. Our clerk will prepare an initial draft job description for a single topic meeting.

26/07/10 Digital Technology Task Group

We receive a report from our clerk on progress with setting up the Digital Technology Task Group (Paper F). The working brief for the group is attached to the report.

The Foundation Trustees agreed to set up a Digital Technology Task Group and the current Trustees have defined the group and its immediate tasks. These are complicated by the existing reliance on South East Scotland AM which operates digital technology on our behalf.

The working group for the Task Group is attached to the report as an appendix.

A full meeting of the DTTG has been delayed difficulties in getting everyone together. An initial meeting with the Trustee clerk, Peter Hancock as a Trustee and the Administrator, Jane Booth, was held anyway on 3rd June 2026. Subsequently the Trustee clerk met with David Sterratt, manager of SESAM (and hence QiS) digital technology systems, on 26th June.

There is now some progress, with David Sterratt intimating he would lead the Group. In the meantime, Trustees are asked if we should delay publication of the next Book of Meetings and Attenders, due in 2027, a year to allow capabilities to be met. This might also give time for membership issues between QiS and SESAM to be sorted out. We therefore recommend to Quakers in Scotland that we delay the publication of the next Book of Members & Attenders, due in 2027, until we have a suitable database, appropriate permissions from Friends and clarity as to the position of South East Scotland Area Meeting in relation to QiS.

26/07/11 Safeguarding Report

Sue Walton has given an oral report on her Safeguarding brief. There are many Friends within QiS as an Area Meeting who had PVGs* issued under their old Area Meetings and who now need to add Quakers in Scotland to their existing registration in order to continue in their roles working with children. This is a relatively straightforward process and Volunteer Scotland Disclosure Services (VSDS) are dealing with applications very promptly. Jane Booth has circulated to all Local Meetings involved a request for affected Friends to undertake this update. An updated chart of those having done so is in the Trustees Workspace in the Safeguarding folder (Paper G).

Sue will be attending a meeting, called by Madeleine Harding, for all safeguarding coordinators.

We thank Sue for her work as Safeguarding Lead for Trustees.

* In Scotland, PVG stands for the Protecting Vulnerable Groups scheme. It is a mandatory membership and background check system managed by Disclosure Scotland designed to ensure that individuals working or volunteering with children or protected adults are safe to do so.

26/07/12 SESAM project proposals

South East Scotland Area Meeting has invited Quakers in Scotland to participate in two of their projects:

- a. Quakers and slavery project. (Paper Ha)
- b. Children & Young People's Development Worker. (Paper Hb)

QiS will consider its response to these on 22nd August. Zoe Prosser has been asked to report on these proposals then, but Trustees can assist by giving guidance on the funding implications for these projects.

We also have Paper Hc as a report on a meeting of the clerk and others with Mark Ballard, the SESAM contact for the CYP Development Worker Project, on 6th July, together with background correspondence.

Local Meetings within Quakers in Scotland as an Area Meeting have been asked to minute their responses to the request to participate in these projects.

Joining in with the Quakers and slavery project might require funding from QiS of £5,000. If Friends wish to take part, this sum could come from general funds.

Joining in with the CYP Development Worker Project might require funding from QiS of some £40,000 for one year's contribution. We do not have free funds to meet such

expenditure at this point, and have other priorities that may require financial commitment.

26/07/13 Progress with Links with Local Meetings and use of MOUs.

Trustees have continued to work with Local Meetings over their links and the Memoranda of Understanding (MOUs). Few signed copies of the MOUs or minutes have been received and the clerk will follow this up with those LMs who have yet to make a formal response. The current situation is given in Paper I.

26/07/14 Elders & Pastoral Care

The clerk attended two meetings for QiS elders and pastoral carers on 29th April and liaised with them on MOUs and Trustees role with Local Meetings. Little response was made to sharing the information, other than some not knowing who their link trustee was.

26/07/15 Future meeting dates.

The clerk will circulate trustees with suggestions for future dates of meetings. We require one meeting by the end of August to approve and sign the 2025 Annual Report and Accounts.

Michael J. Hutchinson
Clerk