

Quakers in Scotland Foundation Trustees

Meeting held online on 9th November 2025 at 7.00 pm

Present: Elizabeth Allen, Brian Ashley, Adwoa Burnley, Kate Gulliver, Susan Mitchell, David Somervell, and in attendance, Lesley Richards (Convenor QiSCG)

Prevented: Chris Holmes, Peter Hancock

25/11/01 Opening Worship

We began with a period of worship.

25/11/02 Welcome, gathering, and draft agenda

To help us gather, we participated in a short group sharing exercise, after which we agreed the agenda.

25/11/03 Use of Google workspace update

David Somervell has updated us on the Google workspace. Clear folders will be established for the various committees, and these will be accessible to each member of the committee for the duration of their service. For QiS Trustees, the folder will include minutes, papers, and relevant policies, and it will also be used for archived documents.

An information sheet about the workspace and how to use it would be helpful.

We ask David Sterratt and Jonathan Riddle to act as workspace administrators and to work with David Somervell on its development for QiS use.

25/11/04 Treasurer's Report

The treasurer's report covering financial matters since our last meeting was circulated in advance of this meeting. Kate has introduced it.

We note that an application for registration with HMRC has been submitted.

Bank accounts

Current cash in bank:

Bank of Scotland - £48680.33, of which £536 is LM funds

Co-op Bank - £4937, QiS and LM funds combined

Further funds will be transferred to QiS this month.

We have considered savings account options and we agree to open a Bank of Scotland savings account now and a Triodos ethical savings account, when the time is right.

QiS Interim Budget 2026

The QiS Finance Committee accepted the draft QiS Interim Budget 2026 at their meeting on 22nd October and it was sent to QiS Trustees. Between meetings, trustees agreed the

draft interim budget, with some minor amendments. The amended QiS Interim Budget was circulated in advance of the meeting of QiS on 8th November 2025 and accepted with a few further amendments by members of QiS.

Donations and affiliations to other organisations

We authorise Kate to arrange for QiS to join SCVO and 31/8, the organisation which provides safeguarding information and guidance.

On 8th November, QiS in session asked trustees to review the list of donations and affiliations to other organisations. We have done this and agree the current list, but are mindful that in the past this task was done by General Meeting for Scotland in session, and representatives were appointed to act as links with these organisations on behalf of GMS. We ask QiS to continue to use this GMS practice.

We thank Kate and the Finance Committee for their work.

25/11/05 QiS data storage and use

We have considered QiS current data storage and use.

We have received guidance from the BYM Information Governance Manager on our use and storage of data, including during the period when Scottish Quaker charities and laying themselves down and transitioning to QiS.

We understand that establishing a new QiS database is considerable work and we will do what is necessary to enable the QiS Administrator to do this.

We are aware that this might be an appropriate time to invest in a new data solution. We ask Elizabeth to seek advice from BYM staff, in the first instance, on the most appropriate system for QiS use.

We ask our clerks to explore the best way for QiS to contact Friends in South East Scotland Area Meeting.

25/11/06 Update on AMs joining QiS, including membership

On 8th November 2025 East Scotland Area Meeting, North Scotland Area Meeting, and West Scotland Area Meeting laid themselves down and transferred their area meeting responsibilities as stated in *Quaker faith & practice*, to Quaker in Scotland. The closing minutes for each of these area meetings were received and recorded by QiS.

These area meeting charities are in the process of being dissolved.

Further to minute 25/10/10, a list of Members of the three transferring area meetings, who have not yet joined QiS, was prepared by our QiS Administrator. Using this list, the area meetings contacted the Friends listed. As of 8th November, 55 members of these area meetings have not joined QiS, and as the Quaker body holding their membership has laid itself down, their membership has expired. We will contact them explaining the situation and how to join QiS.

25/11/07 Update on TUPE transfers of AM employees

Brian has updated us on the TUPE transfers of staff. The transfer of General Meeting for Scotland Administrator was completed on 21st September.

Further to minute 25/10/07, Brian's paper detailing the situation and possible options for longer-term harmonisation of Terms of Employment for all future QiS employees was circulated in advance of this meeting, and we have discussed it. QiS Trustees agree that it will seek to apply the following general principles to the terms of employment for its employees:

1. Basic pay: to link all pay rates to the Scottish Living Wage or an agreed % above the SLW
2. Application of pay awards: to apply increase in SLW pay from 1st November
3. Working from Home Allowance: to include paying this to any employees that we require to work from home, but not to those who request to work from home for their own convenience
4. Pension provider: already agreed to be NEST
5. Pension contributions: that the employer contribution will be 5% and the employee contribution will be 5%
6. Annual leave: to be 6 weeks per annum pro rata including public holidays

We have looked at the implications from the move of Glasgow FMH premises and agreed the following interim arrangements required:

1. Ask Glasgow LM Property Management Committee to identify their interim staffing needs (for the period between vacating 38, Elmbank Crescent and entering the Unitarian Church) as a matter of urgency, and to consider their staffing needs once in the Unitarian Church, as soon as possible.
2. Inform any employees who Glasgow LM have identified as not required after vacating 38, Elmbank Crescent that their roles will be laid off pending a staffing review to be carried out in 2026.
3. Negotiate appropriate terms of employment with any employees who Glasgow LM have identified as required after vacating 38, Elmbank Crescent pending the staffing review.

We are grateful to Brian for continuing with this work.

25/11/08 QiS employment matters

Kate has brought some employment matters for us to consider: the setting up of an Employment Committee, and for that committee to review QiS employment needs.

We agree to establish a QiS employment committee. Consideration needs to be given to terms of reference for an employment committee and we ask Lesley to source terms of reference from Central England Area Meeting for their Employment Committee. We also ask Lesley to source the same from BYM.

One of the first jobs of this Employment Committee will be to assess the staff needs of QiS at their earliest opportunity.

25/11/09 QiS Solicitor update

Further to minutes 25/08/08, 25/09/04, 25/09/09, and 25/10/09 we have have been updated on the ongoing legal work in preparation for the transfers.

Transfer Agreements for ESAM, WSAM, and NSAM have been signed by the AM trustees and, on behalf of QiS trustees, Elizabeth Allen and Kate Gulliver.

Sale of the property at 38 Elmbank Crescent, Glasgow G2 4PS - update

We agree the solicitors' terms of engagement for the sale of the property at 38 Elmbank Crescent, Glasgow G2 4PS, which were sent to trustees in advance of this meeting.

We have been updated us on the sale, and note that:

- The agreed entry date is 31 January, 2026.
- The disposition for the transfer of the property to QiS has been prepared for signing by WSAM Trustees.

25/11/10 Other business

We accepted 2 additional items of business:

New QiS Trustees

We invite the new QiS Trustees to our next meeting, on 10th December, and we will set up an induction meeting for them in the new year.

Memorandum of Understanding with BYM

We will receive the MOU with BYM at our next meeting.

Closing minute

We close with worship, planning to meet again by Zoom at 8.00 pm on 10th December, should nothing occur to prevent.

Elizabeth Allen and Adwoa Burnley

Co-clerks to QiS Foundation Trustees