

Quakers in Scotland Foundation Trustees

Meeting held online on 10th December 2025 at 8.00 pm

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

Prevented: Chris Holmes, Susan Mitchell

Visitors: Malcolm Crosby, Neil Turner, Piers Voysey and Robin Waterston

25/12/01 Opening Worship

We began with a period of worship.

25/12/02 Welcome, gathering, and draft agenda

We welcome Peter who has joined us for the first time, and the new trustees who will start their service in January. To help us gather, we participated in a short group sharing exercise, after which we agreed the agenda.

25/12/03 Update on business arising at the previous meeting

Setting up generic email addresses and use of Google workspace

We are grateful to David Sterratt for providing us with an information sheet on the use of Google Workspace.

We ask our clerks to contact David Sterratt regarding his offer to create quaker.scot email addresses for all who require them, including LM clerks, and its implications for the workload.

QiS data storage and use

Susan has sent us information about ChurchSuite and David Somervell has suggested we look at [iKnow Church](#) which has provision for donations and for safeguarding.

We are still waiting for a response from the BYM Information Governance Manager on the most appropriate system for QiS data storage and use.

We will ask the QiS Administrator for a report of what she thinks is needed and what she recommends, with costs.

QiS Membership matters

Following the laying down of ESAM, NSAM and WSAM and transfer of their Quaker responsibilities to QiS on 8th November, each of the 55 members of these area meetings who had not joined QiS, and whose Quaker membership had consequently expired on that date was contacted, and almost all of them will join QiS be re-admitted into Quaker membership at the QiS meeting on 15th December.

AM Transfers to QiS

The process of winding up the charities of ESAM, NSAM and WSAM is ongoing. Trustees of WSAM have had their service extended into the new year to allow them to complete the WSAM transfer, including sale of the property at 38 Elmbank Crescent.

25/12/04 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 and informed us that the accounting software packages are nearly set up.

Bank Accounts

We note that the total funds in the bank accounts currently amount to over £350,000.

The Finance Committee recommends opening a 90 day Triodos savings account to hold £200,000, as long-term reserves. We agree to this.

Signatories to the bank accounts need to be changed: a replacement for Brian Ashley is needed from 1 January; the second assistant treasurer needs to be added when they are appointed.

We ask Peter Hancock to serve as a signatory to the QiS bank accounts.

Debit Card

We have been asked to consent to opening an Equals Business Account, which will allow us to issue debit cards, as appropriate. The cost is currently £250 per annum, with a one-off fee of £10 per debit card issued.

We give our approval for this.

Bequests

We record that QiS is to receive a bequest from John Melling, and a bequest for £25,921.57 from the estate of Peter Christy, Ayrshire Local Meeting.

We thank Kate and the Finance Committee for their work.

25/12/05 Legal Matters

Further to minutes 25/08/08, 25/09/04, 25/09/09, 25/10/09, and 25/11/09 we have have been updated on the ongoing legal work in preparation for the transfers.

Elizabeth and Kate met with the solicitor for a catch-up conversation, on 13th November.

NSAM

As new leases for letting the property at 100 Crown Street, Aberdeen were required before the property was transferred to QiS, QiS Trustees agreed to co-sign the lease, along with NSAM Trustees.

The disposition for transfer of NSAM property is ready for signing and NSAM Trustees have arranged to do this.

ESAM

We received and agreed a letter of engagement and quote from the solicitors for transfer of the property at 2 Howard Place, St Andrews.

The disposition for transfer has been prepared and is in the course of being signed.

WSAM

The disposition transferring ownership of 38 Elmbank Crescent, Glasgow from WSAM to QiS has been signed and is with the solicitor. The solicitor will register the transfer once a new Oversailing Licence for the crane that goes over the building has been signed by QiS. This document has been prepared and will be signed soon.

25/12/06 Employment matters

TUPE Transfers

Brian has updated us on the status of the transfer of employees of Quaker charities to QiS. It is as follows:

1. Neither North Scotland Area Meeting nor East Scotland Area Meeting have employees.
2. General Meeting for Scotland. The TUPE transfer of one employee is complete.
3. West Scotland Area Meeting. No employees will transfer to QiS. The five existing employees have been given notice of redundancy to take effect on 31 December 2025. When Glasgow Local Meeting is ready to move to their new permanent premises and have clarified their future staffing needs, a recruitment process will be required which the proposed QiS Employment Committee will need to support.
4. Dundee Friends Property Trust. The existing employee is about to retire. DFPT is recruiting a replacement using the QiS terms of employment, which will be completed early in 2026. Once DFPT is ready to lay itself down the employee will need to be transferred to QiS under TUPE arrangements.
5. South East Scotland Area Meeting. Until SESAM has decided whether and, if so, when it wishes to join QiS, no steps have been taken regarding TUPE transfer.

Once set up, the QiS Employment Committee will take on the role of guiding QiS through any future TUPE transfer process. A handover pack of information and records has been prepared.

We are grateful to Brian for this work, which he has carried out meticulously.

QiS Administrator's six-monthly review

We record that this took place on 27th October 2025 and was carried out by the current QiS clerks, Michael Hutchinson and Susan Mitchell, along with the incoming QiS clerks, Adwoa Burnley and Pleasaunce Perry. We have received a copy of the review.

25/12/07 Terms of Reference for QiS Committees

We have been sent draft Terms of Reference for the QiS Employment Committee, and revised Terms of Reference for QiS Trustees, Property Committee and Finance Committee for checking and agreement. In advance of this meeting, we have offered our comments and suggested amendments. We now consider each of these documents.

ToRs for QiS Employment Committee

We have amended the draft Terms of Reference and we approve the amended version.

ToRs for QiS Trustees

We approve the Terms of Reference for QiS Trustees.

ToRs for QiS Property Committee

We have amended the Terms of Reference for the Property Committee and we approve the amended version.

ToRs for QiS Finance Committee

We have amended the Terms of Reference for the Finance Committee and we approve the amended version.

We thank Kate for her work on these documents.

25/12/08 Memorandum of Understanding with Britain Yearly Meeting

We have received an email from the BYM Deputy Recording Clerk asking if QiS Trustees would be willing to sign the MoU with BYM. A copy of this document has been circulated in advance of this meeting.

We agree to sign the MoU with BYM.

25/12/09 QiS Memoranda of Understanding

We have had an initial discussion on changes needed to the General Memoranda of Understanding. We will return to this matter.

25/12/10 BYM annual returns 2025

BYM Governance Annual Return

Elizabeth contacted the Quaker Life Team Leader, Local and Area Governance to ask advice on what was required of QiS this year, and received the following reply, which states that QiS does not need to make a 2025 return :

"My suggestion is that each of the individual charities but not QiS sends in a return for the current period. The window for sending this closes on 31 January 2026."

The advice for next year is:

*"Next time the return window is open **1 September 2026 to 31 January 2027**, and returns should only be sent from the charities that are in operation. I understand that it might mean that there are some discrepancies with the financial reporting but we know the charities are in a period of transition and recognise there may be some understandable inconsistencies."*

BYM Tabular Statement return 2025

A similar enquiry was made to the BYM staff member dealing with this Tabular Statement, and we have been told that Michael Hutchinson, as QiS Clerk, has offered to collate the returns from ESAM, NSAM, and WSAM and use this information, to complete the 2025 return for QiS.

25/12/11 QiS Trustees Annual Report and Accounts 2025 for OSCR

We are required to submit this to OSCR within 9 months of the end of our financial year, which is 31 December 2025.

We ask our clerks to prepare a draft of the Trustees Annual Report and to pass the draft to the new trustee body.

25/12/12 Other business

Contract for Children's Worker for West Coast Gathering 13 - 15 March, 2026

This evening, we have been sent a copy of a draft contract for services of a children's worker from 1 February to 31 March 2026, and asked to agree it. We need time to consider the document, and will share our comments on it by email. We will make a between-meetings decision about the contract by 24th December. We understand that the post will be advertised in January.

Closing minute

We close with worship.

It is for the new trustee body to set future dates for QiS Trustee Meetings.

Elizabeth Allen and Adwoa Burnley Co-clerks to QiS Foundation Trustees