

GENERAL MEETING FOR SCOTLAND TRUSTEES

Minutes of the meeting held 21st May 2019 in Edinburgh

Present: Martin Burnell (Clerk), Nigel Dower, Michael Hutchinson, Derek McLean (from 12 noon), Jacqueline Noltingk

Prevented: Catherine Brown

1. Welcome

After a brief period of worship, the Clerk has welcomed Trustees to Edinburgh.

2. Annual report and accounts for 2018

The independent examiner has raised no points on the accounts for 2018 agreed at our last meeting. Various minor amendments and corrections, agreed at our last meeting, have been incorporated. The apparent discrepancies between the 2017 and 2018 figures have been resolved. Our Clerk has now signed the annual report and accounts which will be presented to General Meeting on 8th June 2019

[Redacted sentence].

[3. Redacted]

4. GDPR and Book of Members Update

Work on producing the new Book of Members is nearing completion.

5. Electronic Data Security.

Jacqueline Noltingk has drafted a statement of good practice in consultation with David Sterrat and Martin Burnell. We accept the general principles in this, although it may be unrealistic to ask for encryption except in limited circumstances, such as for Treasurers. We feel that there needs to be a simpler version for general distribution to Friends with the longer version being issued to those holding substantial amounts of confidential information.

We also feel there needs to be a broader introduction covering care in handling confidential information and how all records are kept. We ask Martin and Jacqueline to revise the document which we will consider further at our next meeting. We see a need for ongoing support to Friends on computing and data security.

6. ACTS and the Scottish Christian Forum

Our Clerk sent a letter on 26th April to the Chair of ACTS Trustees setting out our position as agreed at the last meeting. The wording of this was agreed with the GM Clerk following

a meeting with the GM Clerk, Assistant Clerk and Huw Lloyd-Richards, our representative on ACTS. Huw has subsequently resigned from his role on ACTS and his position is being covered by the GM Clerk, Assistant Clerk and Clerk to Trustees pending a new appointment.

No response has yet been received from the Chair of ACTS Trustees to the letter. Our Clerk will be attending the ACTS Members Meeting on 12th June.

7. Evaluation of the Parliamentary Advocacy Project

Six bids have been received by BYM from consultants invited to tender for the evaluation of the project. Martin Pippard from the PEWG is working with staff at Friends House and will be involved in the selection of the successful bid.

8. Possibility of seeking Scottish Charitable Incorporated Organisation status

We have considered this and feel the disadvantages outweigh any advantages.

To encourage Friends to consider trusteeship, we will advise Nominations Committee that potential trustees would be welcome to attend one of our meetings. We also agree to arrange a joint meeting of treasurers and trustees within General Meeting to discuss issues of common interest.

9. Review of Insurance

Our Treasurer has circulated the existing insurance policy provided by Methodist Insurance. We agree to reformulate the risks for which we need cover and to approach our existing broker and Edwards Insurance Brokers seeking competitive quotes.

10. GM Safeguarding Policy and Procedures

We see an immediate need to make factual updates to the GM Safeguarding Policy. Our Clerk will do this and circulate to GM trustees before placing on the GM website and informing Clerks to AM Trustees.

The Simpler Meetings Project is aiming to produce a new model Safeguarding Policy and we will reconsider our policy once that is available.

The detailed procedure document also requires revision. We will check if BYM intends to produce a new model and if not, our Clerk will work on this with the Safeguarding Coordinator.

We agree it would be beneficial to hold membership of ThirtyOne:Eight at GM level for all Scottish Meetings and agree the Clerk should pursue this with BYM and the Area Meetings. We also think it would be a better system for disclosure requests to be processed through Volunteer Scotland rather than DDC and will continue discussion with Friends House on this.

11. Minutes of PEWG held on 26th March

We note the minutes of the Parliamentary Engagement Working Group held on 26th March.

12. Dates of future meetings

Tuesday 22nd October in Glasgow (already agreed) and Tuesday 25th February 2020 in Edinburgh.

Martin Burnell
Clerk.