

GENERAL MEETING FOR SCOTLAND TRUSTEES

Minutes – Monday 8 May 2023 by zoom

Present – Robin Waterston (Clerk), Andrew Blackadder, Katrina McCrea, Malcolm Crosby

In attendance for items 1 and 2 – Nigel Dower

1. Annual Report and Accounts 2022

Nigel Dower has presented the draft annual report and accounts for 2022. We note they have been examined and signed by Gordon McKay. We approve these with some corrections, and agree to an ex gratia payment of £100 to Gordon McKay. Nigel will arrange with OSCR for the reporting officer to be changed to Katrina.

Nigel will send the signed examiner's report to Katrina in hard copy, and electronic versions of the finalised report and accounts to all of us.

Our Clerk will sign the documents on behalf of Trustees.

Katrina will send the signed documents to OSCR and Robin will forward the report and accounts (without signatures) to the GM Clerk.

They will be presented by Katrina, whom failing Robin, to GM on 10 June.

We thank Nigel for his diligent service over the last 6 years.

2. Changes of signatories

Nigel has reported that there have been significant delays in concluding the changes of signatories process. The objective is to get Katrina, Robin and Andrew recognised for online banking operations.

Triodos – Katrina and Andrew have not yet been recognised as signatories, but Robin has. Nigel will pursue the matter further with Triodos.

Coop – Nigel organised physical bank documents to be circulated and signed by Margaret Mortimer, Katrina, Robin and Andrew. All of this was eventually done, and the documents posted to the Coop bank. There has been silence from them since. Katrina will pursue the matter with them. She is already in their records.

3. Safeguarding update

Robin has reported that the minor changes agreed at our meeting on 13 March were made and the final document placed on the GM website. It is also now available on the BYM website. The documents have been sent to Area Meetings for consideration and adoption.

4. Safeguarding Training

Madeleine Harding, the GM safeguarding coordinator, has been considering the training needs arising from the policies. She thinks that induction training for the various posts can be organised at AM level, with some guidance centrally. She is giving thought to how such guidance could be provided, possibly by a script, or a zoom recording.

We also note that OSCR have arranged an informative webinar designed for training of Trustees. This is available free online at

<https://www.oscr.org.uk/news/video-safeguarding-webinar>

Madeleine has been in contact with 31:8 who can provide basic training for those working on a regular basis with children and young people. They can tailor the details to be specific to Scotland. It would be online for up to 40 people, at a cost of £675. She believes that although it seems quite expensive, it would be worth it. She enquires whether GM would fund this. She is hoping that the course might be

scheduled in September or October. Madeleine herself will attend a leaders/safeguarding coordinators training from 31:8 in June.

We have considered this request and support it. Madeleine hopes to book dates with 31:8 quickly. In the light of this, Robin will request authorisation from the GM Clerk for this expenditure, using between-meetings procedure.

5. Parliamentary Engagement Officer post

Robin has reported that he was a member of an interviewing panel for this post in March. It was an interesting and informative occasion. An appointment has been made, but not yet publicly announced. The start date is likely to be in July.

There was an informal conversation about the Scottish contribution to the cost of the post. A further conversation is expected to take place later in the year.

6. Administrator post

It is a responsibility of Trustees to arrange a triennial review of the Administrator post, to cover terms of employment, salary, and health and safety. (The GM Clerk is her line manager and meets with her regularly on priorities and work arrangements.)

Robin met with Sue today for this purpose and has reported briefly on the meeting. A written report will follow.

Sue's payroll is organised through SESAM, and her salary is increased each year according to a formula relating to living wage changes. She also receives a "working from home allowance" to cover a contribution to phone/broadband contract and energy costs. At the moment this is £15/month. We agree that this should also be subject to annual increment on the same basis as the salary. (Action – Katrina to liaise with SESAM treasurer).

7. Insurance Policy

Robin and Katrina have been reviewing our policy. Robin has summarised the existing cover. It is not well suited to our needs and should be reviewed before the renewal date in July. It was agreed that Robin would contact both the current provider (Methodist Insurance) and Congregational Insurance to ascertain what each can offer. We authorise Robin and Katrina to use whichever company offers the most suitable policy, which should include Trustee indemnity but not property damage and theft. (If GM equipment is lost or damaged, we would replace it.)

8. Options for Scotland 2

The group have published their recommendations, which are currently under consideration by AMs. It will be a major item of business for GM in June.

9. Dates of future meetings

To consider Scottish funding for the PEO post during 2024 - **Tues 12 Sept** at 7 pm
To consider draft budget proposals for 2024 – **Tues 17 Oct** at 7 pm.

Robin Waterston, Clerk