

Quakers in Scotland Foundation Trustees

Meeting held online on 15th October 2025 at 7.00 pm

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

Prevented: Peter Hancock

25/10/01 Opening Worship

We began with a period of worship.

25/10/02 Welcome, gathering, and draft agenda

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

25/10/03 Google workspace update

We note that email addresses for QiS role holders have been set up, using the quaker.scot domain name.

We recognise our current need for an online workspace and ask David Somervell to help us develop our use of Google Workspace, working collaboratively with SESAM.

25/10/04 Treasurer's Report

The treasurer's report covering financial matters since our last meeting, and updated draft Terms of Reference for the Finance Committee, have been circulated in advance of this meeting. Kate has introduced these items.

Treasurer's Report

We have been updated on contributions to QiS, QiS bank accounts, and access to them. We note that the Bank of Scotland account is now open and functional.

The Finance Committee is going through the process of setting up QiS as an employer, and part of this process involves registering QiS with a pension provider. We have been asked to choose a provider and have decided on NEST, as the company appears to be more ethical.

We agree that the Finance Committee can move forward with the accountancy package offered by Valueadd Business Solutions and accept their quote, subject to a satisfactory reference.

Our attention has been drawn to information for trustees available through BYM's membership of the Association of Church Accountants and Treasurers. Kate has signed up to receive this and we add Bronwen Currie as the second recipient.

Terms of Reference for QiS Finance Committee

We have received the updated draft Terms of Reference for the Finance Committee. We accept them, with the noted minor amendment to section 4.6, and the addition of a paragraph on funding.

We thank Kate and the Finance Committee for their work.

25/10/05 QiS policy documents

Further to minute 25/09/11, BYM staff have been consulted and it would seem that neither the Charity Commission nor OSCR have a list of policies which charities must have in place. BYM staff advise that in accordance with good practice we should have the following policies:

- Safeguarding (essential)
- Data protection, including a privacy statement
- Up-to-date employment policies, covering:
 - Equality, diversity and inclusion
 - Grievance and disciplinary issues
 - Sickness and other absences
 - Whistleblowing
 - Bullying and harassment
 - Pay
- Health and Safety
- Finance
- Reserves - simple statement
- Investment - simple statement
- Social media

We have discussed additional policies we might need and have identified a Risk Management Policy and Register, an easily understood Complaints Policy with a conflict resolution approach, and a Property Care and Maintenance Policy. Not required but useful, would be an Archiving Policy and a Grant Making policy. We understand that there is no pressure from the charity regulator to have all policies in place right away.

We are grateful to Neil Turner and Pam Brunt for sending the appended table and checklist, based on the BYM trustees handbook - Appendix 2, and for completing it for us, noting existing policies held by area meeting and GMS trustees, and where responsibility for updating them rests from now on. They also collected the existing policies, into files available on Dropbox. We note that the following GMS policies have been transferred to QiS, and at the appropriate time we will review them: Scottish Safeguarding model policy 2023; Data protection policy; Archiving policy 2010 (revised 2025). Where there is no existing up-to-date policy, we might find it useful to consult BYM guidance on and templates for drafting a suitable policy. The Scottish Council for Voluntary Organisations also has guidance on creating these policies, available to SCVO members.

Our next step is to set up a task group to allocate responsibility for policy management.

We note with concern that there are Scottish Quaker roles which need to be better supported and we will return to our consideration of this.

25/10/06 Update on AMs joining QiS

We note that Meeting for Sufferings has given permission to WSAM, ESAM, and NSAM to lay themselves down and join QiS. (MfS 25/10/09)

WSAM has agreed a formal minute to lay itself down on 8th November 2025.

25/10/07 Update on TUPE transfers of AM employees

Brian has informed us that he is liaising with Kate Philbrick (WSAM Trustees) in preparations for the TUPE transfer of WSAM employees to QiS. There are 4 roles to transfer: a Centre Coordinator (10 hours per week + overtime); a Cleaner (7.5 hours per week - position currently vacant); and 3 Depute Wardens on zero hours contracts. He is confident that the transfers are manageable, but we have been made aware of the following issues:

Planned sale of the Quaker property in Glasgow and a move to rented premises.

WSAM have yet to decide the employee resources that will be needed once in new premises. We understand that some lettings, administration and cleaning are likely, and there is a desire also to keep existing employees on, at least for the time being.

Harmonising documents and policies

In the next year or so, there will be a need to harmonise job descriptions, contracts, HR policies and procedures, as well as the pension and payroll matters that are currently being pursued by the QiS Treasurer.

We are grateful to Brain for continuing with this work.

25/10/08 QiS Property Committee

We have identified an urgent need to set up a Property Committee and ask Quakers in Scotland to do this.

We ask Kate and Chris to prepare draft Terms of Reference for this committee, based on the Terms of Reference for the BYM Finance and Property Committee, and the existing draft QiS General Memorandum of Understanding.

We send this minute to Quakers in Scotland.

25/10/09 QiS Solicitor update

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

Draft Transfer Agreements for ESAM, WSAM, and NSAM, were checked by the trustees of these area meetings and the lawyer will shortly send the final version of these documents for signing by trustees.

We note that NSAM will use the QiS solicitors for transfer of their property to QiS.

WSAM has put the Quaker property in Glasgow up for sale, and there is a potential buyer. We are advised by our lawyer that it would be desirable to transfer ownership of this property

to QiS before the sale and as soon as possible. We ask our lawyer to proceed now with the transfer of ownership of this property at 38 Elmbank Crescent, Glasgow G2 4PS, to QiS.

We agree to ask Hilary Patrick to continue working with the QiS solicitor on matters concerning the sale of the property, on our behalf after the property transfer to QiS.

25/10/10 QiS membership matters

Further to QiS minute 25/09/08, QiS clerks emailed the clerks of the area meetings transferring to QiS to ask that those Friends in membership who have not yet joined QiS be contacted individually to discuss the implications of this. For convenience, they were sent the list of those Friends who have already joined QiS, with names listed under their local meeting, and local meetings grouped under area meetings.

The date on which area meetings lay themselves down and transfer their Quaker responsibilities to QiS needs to be the date of the next meeting of QiS, so that there is always a Quaker body holding membership. North, East, and West Scotland Area Meetings will lay themselves down on 8th November 2025. Any member of a Quaker meeting transferring to QiS, who has not joined QiS by this date will lose their Quaker membership, and will need to re-apply.

We thank Elizabeth for updating AM clerks on who needs to be chased up, so that as many members as possible are caught before the 8th November deadline for ESAM, WSAM and NSAM. Our clerks will contact our administrator and work out how to take this forward quickly.

Closing minute

We close with worship, planning to meet again by Zoom at 7.00 pm on 9th November, should nothing occur to prevent.

Elizabeth Allen and Adwoa Burnley

Co-clerks to QiS Foundation Trustees