

WEST WEALD AREA MEETING



THE HANDBOOK - 2021 edition

Right Ordering – Business Practice within West Weald Area Quaker Meeting

Quaker faith & practice 10.04

The life of a religious society consists in something more than the body of principles it professes and the outer garments of organisation which it wears. These things have their own importance: they embody the society to the world, and protect it from the chance and change of circumstance; but the springs of life lie deeper, and often escape recognition. They are to be found in the vital union of the members of the society with God and with one another, a union which allows the free flowing through the society of the spiritual life which is its strength.

William Charles Braithwaite, 1905

Section	Page
1. About the Handbook	1-1
1.1 Introduction	1-1
1.2 List of Handbook Holders	1-1
1.3 Revision of Handbook	1-1
2. Governing Document	2-1
3. Area Meeting Organisation	3-1
3.1 Organisation Chart	3-1
3.2 Function of Area Meeting	3-2
3.3 Email communication within the Area Meeting	3-3
4. Area Meeting Officers and Administrative posts	4-1
4.1 Appointment of Officers and Administrative posts.....	4-1
4.2 Role of Area Meeting Clerk	4-2
4.3 Role of Assistant Area Meeting Clerk	4-3
4.4 Role of Membership Clerk	4-4
4.5 Role of Area Meeting Treasurer	4-5
4.6 Role of Independent Examiner	4-6
4.7 Role of Contact List Compiler.....	4-7
4.8 Role of Area Meeting Fellowship Group	4-8
4.9 Role of Organiser of Area Meeting Children’s Birthday Cards.....	4-8
4.10 Role of Handbook Keeper.....	4-9
4.11 Role of Data Control Manager	4-10
5. Area Business Meeting.....	5-1
5.1 Schedule of dates and venues	5-1
5.2 Year Plan	5-1
5.3 Timetable for Annual Report and Accounts	5-2
5.4 Annual Quota for Local Meetings	5-2
6. Area Meeting Membership	6-1
6.1 Applications for Membership.....	6-1
6.2 Advice to Friends appointed as Visitors	6-2
6.3 Transfer of Membership	6-3
6.3.1 Procedure for Transfer Out of West Weald Area Meeting	6-4
6.3.2 Procedure for Transfer In to West Weald Area Meeting	6-4
6.4 Resignation/termination of Membership	6-5
6.5 Tabular Statement	6-6
7. Area Meeting Administration	7-1
7.1 Procedure for Area Business Meeting agenda.....	7-1
7.2 Procedure for Area Business Meeting Minutes	7-1
7.3 Procedure for Filing, Indexing and Referencing Minutes.....	7-2
7.4 Procedure for Correspondence	7-2
7.5 Procedure for Conference booking and follow up.	7-3
7.6 Local Meeting Annual Report	7-3
7.7 Expenses – conferences, meetings and committees.....	7-4
7.8 Bursary assistance	7-5
8. Shared responsibilities with local meetings: Memoranda of Understanding.....	8-1
9. Elders and Overseers	9-1
9.1 Function and term of office.....	9-1
9.2 Role of Elder.....	9-2
9.3 Role of Overseer	9-3
9.4 Role of Link Friend	9-4
9.5 Role of Convenor(s) Area Meeting Elders and Overseers	9-5
9.6 Membership Business for Overseers	9-6
9.7 Appointment of Elders and Overseers	9-8
10. Area Meeting Nominations Committee	10-1
10.1 Function and Term of Office	10-1
10.2 The Nominations Process	10-2
10.3 Appointment of Committee.....	10-2
10.4 Role of Committee Member	10-3
10.5 Role of Convenor of Area Meeting Nominations Committee.....	10-4

11. Trustees.....	11-1
11.1 Role of Area Meeting Trustees	11-1
11.2 Membership	11-1
11.3 Role of Clerk of Area Meeting Trustees.....	11-2
12. Keeper of Records.....	12-1
13. Representatives to Meeting for Sufferings.....	13-1
14. Representatives to Quaker and other bodies	14-1
14.1 Current appointments.....	14-1
14.2 Role of Area Meeting Representatives to Quaker Life Rep Council.....	14-1
14.3 Role of Representative to Regional Meeting Arrangements Committee	14-2
14.4 Role of CYP Work Advocate (CYPWA).....	14-3
14.5 Role of Representatives to William Penn School Governing Body	14-4
14.6 Role of Representatives to Quaker School General Meetings	14-5
15. Marriages.....	15-1
15.1 Administration	15-1
15.2 Registering Officer - Responsibilities and Term of Office.....	15-1
16. Deaths	16-1
16.1 Role of Friends responsible for funerals.....	16-1
16.2 Procedure for the notification and recording of a death	16-1
16.3 Burials in Area Meeting Burial Grounds	16-2
16.4 Procedure for Burial/Scattering of ashes in Area Meeting Burial Grounds.....	16-3
16.5 Gravestones in Area Meeting Burial Grounds	16-3
16.6 Memorial Services	16-4
16.7 Deaths: Drawing up a Testimony for a deceased Friend	16-5
17. Safeguarding our Children, Young People and Vulnerable Adults from Harm. 17-1	
17.1 Safeguarding Coordinator	17-1
17.2 Role of Safeguarding Coordinator (and Deputy - if appointed)	17-2
17.3 Code of good practice for Volunteers with children’s meetings	17-3
17.4 Procedure: Disclosure and Barring Service (DBS) Checks	17-5
18. Appendix 1: Lists which need annual updating. 18-6	
18.1 Dates and venues for Area Business Meetings and Fellowship Days in 2021.....	18-6
18.2 Friends serving as Area Meeting Officers and in administrative posts during 2021	18-6
18.3 Area Business Meeting Agenda and Minutes circulation lists 2021.....	18-2
18.4 Friends serving on Area Meeting Nominations Committee during 2021.....	18-2
18.5 Elders and Overseers serving during 2021	18-2
18.6 Serving Trustees in 2021	18-3
18.7 Representatives on other bodies	18-3
18.8 Friend responsible for issuing Order for Burial forms.....	18-3
18.9 Friends serving in Local Meetings in 2021	18-4
18.10 West Weald Finance Timetable	18-4
18.11 Annual Quota for Local Meetings.....	18-5
19. Appendix 2: Documents	19-1
19.1 West Weald Area Meeting Trustees Terms of Reference	19-1
19.2 Memoranda of Understanding	19-6
19.3 Reserves Policy.....	19-8
19.4 Process For Appointing Wardens	19-9
19.5 Division Of Payment For Works Done At Local Meeting Premises	19-11
19.6 Advisory Committee on property. Guidelines on projects.....	19-12
19.7 Listed Buildings and when and how to apply for Listed Building Consent.	19-13
19.8 Listed Building Curtilage	19-14
19.9 Listed Buildings: - DOs and DON'Ts.....	19-15
19.10 Friends Southern Summer Events (FSSE): application process and applying for bursaries	19-16
19.11 Junior Yearly Meeting nomination, appointment and payment process	19-17
19.12 Health and Safety Policy Statement.....	19-18
19.13 Fundraising Policy	19-19
19.14 Fundraising - General advice and recommendations	19-20
20. Appendix 3: Forms	20-1
20.1 Local Meeting Financial Management Return.....	20-1
20.2 Young Friend Bursary Claim	20-2

Right Ordering - Business practice within West Weald Area Meeting	Jan 2021
20.3 Request for Bursary Funding	20-3
20.4 General Expense Claim	20-4
20.5 LM Compliance Questionnaire for Trustees' Annual Report.....	20-5
20.6 West Weald Quaker Area Meeting data consent form	20-7
21. Appendix 4: Text of the Governing Document	21-1
22. Index by PAGE NUMBER	22-1

Note that throughout this document:

'**Area Meeting**' (with capital letters) denotes the body West Weald Area Meeting
'**Area Business Meeting**' denotes a Meeting for Worship for Business at Area Meeting level
'**area meeting**' (without capitals) denotes the gathering of Friends from the Area Meeting for a Meeting for Worship for Business with an accompanying Fellowship Session.

NB. The date at the top right-hand corner of each page is the date at which it was last revised.

1. About the Handbook

1.1 Introduction

This Handbook is intended as a practical tool for Friends involved in running West Weald Area Meeting. It is adapted from *Right Ordering* produced in 2000 by Luton and Leighton Monthly Meeting and we are grateful for their initiative.

It was adapted for West Weald Area Meeting by the Handbook Group appointed by Minute 08/17(d) in March 2008. Area Meeting has appointed a Handbook Keeper who has the responsibility of keeping it up to date. It is meant to be a living document – not a record of how things were done when it was compiled.

The Handbook Keeper should be advised of any inaccuracies that Friends identify.

The format is loose leaf to enable pages to be removed and replaced with new pages as they are issued and to allow for new pages, or sections, to be added as required. Also pages may be removed temporarily for photocopying by, for example, a Nominations Committee so that they can pass on a copy of a particular Job Description to a potential nominee. There are also some Forms, Expense Claims for example, which may be photocopied.

Paper copies of the Handbook will be held by a limited number of Friends (see 1.2) to ensure that corrections, additions and amendments are added to every copy in a uniform manner. Those Friends who prefer may hold the Handbook as a PDF on their computer.

Holders of the Handbook should ensure that the new Contents List and associated new pages are inserted, and the old ones destroyed, immediately upon receipt. Holders of the PDF version will be issued with a new PDF.

When a holder is released from service the updated copy should be passed on to their successor.

1.2 List of Handbook Holders

- 1.** Area Meeting Clerk.
- 2.** Clerk to the Trustees of Area Meeting
- 3.** Convenor of Area Meeting Nominations Committee
- 4.** Copy for each Local Meeting

The Handbook is available online at www.dorkingquakers.org

Revision of Handbook

- Editorial control of the Handbook lies with the Area Meeting Clerk.
- Maintenance of the master copy is undertaken by the appointed Handbook Keeper.
- Suggestions for changes or corrections should be made in writing. A photocopy of the relevant page should be amended in a contrasting colour before submission to the Handbook Keeper.
- Changes should normally be agreed by the relevant committee before submission.
- The annual revision will take place in January and be issued as soon as possible.
- Serious errors or omissions will be corrected as soon as the deficiency is notified.
- Each issued amendment or addition will be accompanied by an updated Contents List bearing the Revision Date.
- Each page is dated to indicate the date on which it was last updated.

2. Governing Document

The Governing Document of West Weald Area Meeting was accepted by ABM Minute 08/100 on 8th November 2008. This legal document is registered with the Charity Commission and defines our status as a Registered Charity Number 1134523 (Registered in February 2010)

Clause 13. Trustees, paragraph iv), which covers the terms of service of Trustees was amended in April 2011 by Area Meeting Minute 11/18.

Clause 10. Meetings for Church Affairs, paragraph v) added November 2020 by Area Meeting Minute 20/31.

As stated in Clause 1 of this Governing Document: *West Weald Area Meeting and its property shall be administered and managed in accordance with the provisions in this governing document. Further guidance is contained in the Book of Christian Discipline of the Religious Society of Friends (Quakers) in Britain.* The latest edition of this book is available on the Yearly Meeting website at www.quaker.org.uk/qfp

Frequent reference will be made in this handbook to the text of the Governing Document. Such references will be in italics and followed by (GD 2008 + relevant clause number).

Copies of the Governing Document are held by:

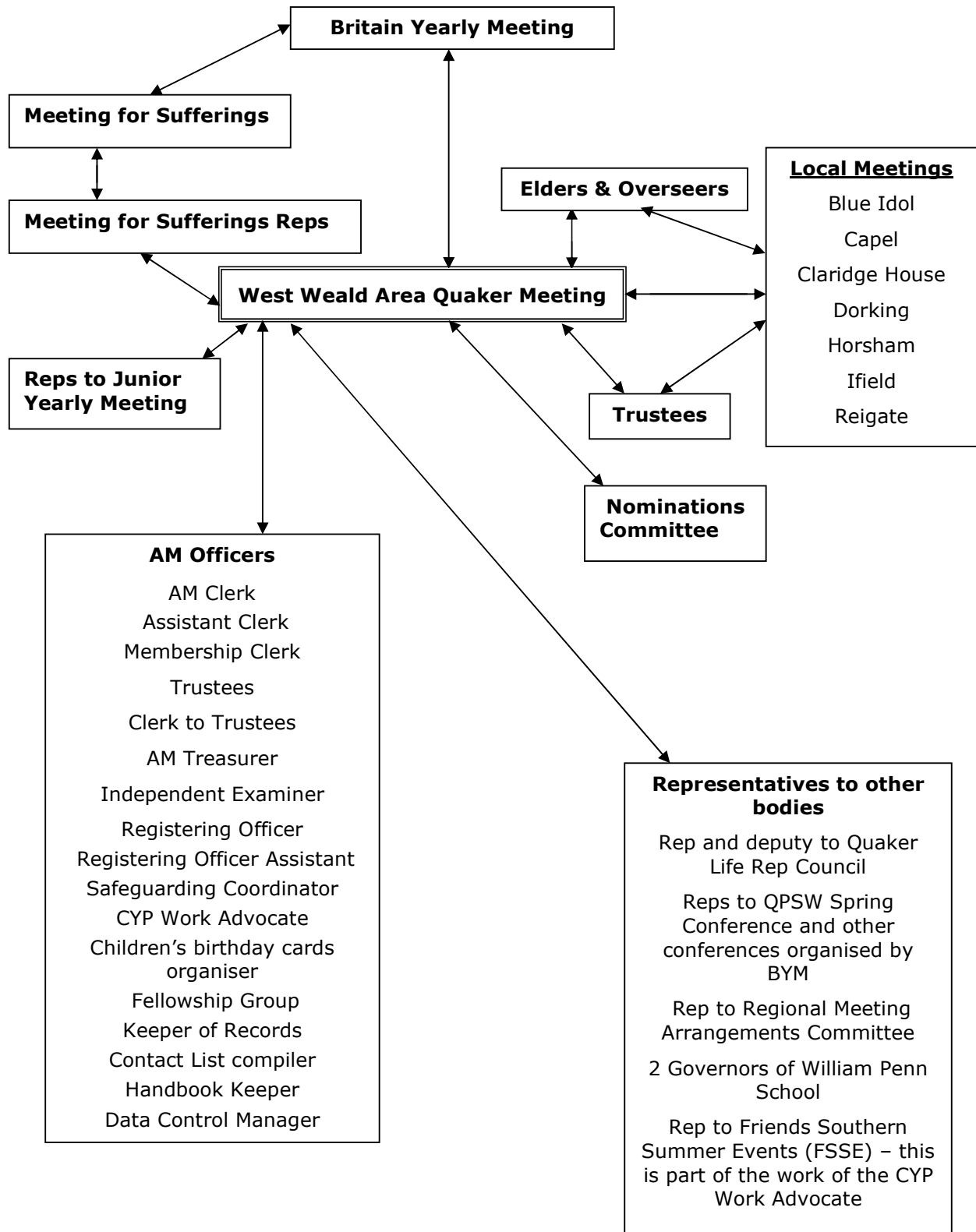
Area Meeting Clerk
Clerk to the Trustees of Area Meeting
Individual Trustees
Clerks of each constituent Local Meeting

Any amendments to the governing document *shall be agreed by West Weald Area Meeting in session and recorded by minute of the area meeting.* (GD 2008. Clause 7(i)) The Charity Commission must then be informed of the amendment.

The complete text of the Governing Document can be found in Appendix 4 (Section 21)

3. Area Meeting Organisation

3.1 Organisation Chart



3. Area Meeting Organisation and Function

3.2 Function of Area Meeting

Area Meeting for Worship for Business (often shortened to Area Business Meeting or ABM) is the primary meeting for church affairs in Britain Yearly Meeting. Area Meetings should provide members with a balance between worship, learning and social life. This Area Meeting aims to achieve this balance by arranging fellowship sessions alongside the Business sessions. Local Meetings also arrange additional fellowship events open to all members of Area Meeting.

Meetings for church affairs, in which the Religious Society conducts its business, are meetings for worship based on silence, carrying the expectation that God's guidance can be discerned if members are truly listening together and to each other. The unity that is sought depends on the willingness of all to seek the truth in each other's utterances. There is no voting in the meetings, because the Religious Society believes that this would emphasise the divisions between differing views and inhibit the process of seeking to know the right way forward, the will of God as expressed in the sense of the meeting. (GD 2008 Clause 10)

The sessions of area meeting are open to all members of the Area Meeting. (GD 2008 Clause 10(ii)), but Attenders should ask the permission of the Clerk to attend the Meeting for Worship for Business part of the day.

Membership

The Membership of anyone in West Weald Area Meeting begins when a record to this effect is made in the Minutes of West Weald Area Meeting. (GD 2008 Clause 8(i))

Meetings

The dates, times and venues for Area Business Meeting for the following year are agreed annually (see 5.1). The Clerk may arrange for a Special Area Meeting.

Functions

Keeping the following matters under regular review:

- the right and regular holding of meetings for worship in its constituent Local Meetings
- the right ordering of meetings for church affairs within Local Meetings
- the discharge by Local Meetings of their duties
- the appointment and service of Elders and Overseers
- the level of pastoral care in the Area Meeting
- the use of *Advices & queries*
- the maintenance and revision of its official register of members
- the revision of the printed list of members and attenders (the Contact List)
- the preparation of the annual Tabular Statement
- the arrangements for notifying changes of address and transfers of Membership
- the proper custody of records
- the care of trust property
- the stewardship of financial resources
- the supervision and recording of Marriages according to Friends' usage
- the provision of advice on Funerals
- the supervision and recording of Burials
- the maintenance of libraries in constituent meetings

Recording any change in status of constituent meetings or transfer to another Area Meeting.

Responsibility for Membership matters.

Nominating Friends to serve on Meeting for Sufferings.

Preparing testimonies concerning the life and service of deceased Friends.

The business and activities of the Area Meeting shall at all times be conducted in accordance with the provisions of the current edition of the Book of Christian Discipline. (GD 2008 Clause 10(iii))

Quaker Faith & Practice Reference Chapter 4 in 5th edition - online at <http://qfp.quaker.org.uk>

3. Area Meeting Organisation and Function

3.3 Email communication within the Area Meeting

Communications for the attention of the AM Clerk should be sent to westwealdquakers@gmail.com. These will be dealt with appropriately.

Reports from Reps attending conferences and Meeting for Sufferings etc., Local Meeting Annual Reports, and any other items intended to be circulated with the **area meeting 'Papers in Advance'**, should also be sent to westwealdquakers@gmail.com. These will be circulated to the Area Meeting Google Group on west-weald-quakers@googlegroups.com, as and when they arrive, as there is such a long gap between area meetings. When papers in advance are sent out just before the area meeting, any sent earlier will be listed and Friends encouraged to ask for a second copy if needed.

BCCing

In November 2013 Area Meeting agreed that in future personal communications within Area Meeting, the blind copying function will not be used. However, when sending to a large emailing list, such as when sending out Papers in Advance to all members on email, 'BCCing' is a sensible option.

Reminder from Trustees

All negotiations, instructions and communications with our advisors, contractors, local authorities, banks and insurers, who are appointed, engaged or under contract to West Weald, must be conducted through the Clerk to Trustees, except where formal arrangements to delegate the Trustees' authority have been made, and, even then, the Clerk to Trustees must be kept fully informed and copied into all correspondence.

4. Area Meeting Officers and Administrative posts

4.1 Appointment of Officers and Administrative posts

The Governing Document has the following references to the appointment of officials of the Area Meeting.

The Area Meeting shall appoint a Clerk, Assistant Clerk, Treasurer, Registering Officer and Nominations Committee who shall be members of the Religious Society. The appointments shall be made for a fixed term, generally not more than three years. Only in exceptional circumstances shall an appointee remain continuously in post for more than six years. (Clause 12 (i) and (ii))

It shall be the duty of the area meeting in session to appoint an auditor or independent examiner of the Area Meeting accounts. (Clause 10(iv))

West Weald Area Meeting shall maintain an official register of members and shall appoint a suitable member to have care of it. (Clause 8(ii))

The Area Meeting shall appoint Friends, normally from its own Membership, to act as a body of Trustees ordinarily containing not fewer than five or more than fifteen persons. (Clause 13(i))

In 2009 Area Meeting decided instead of a Treasurer to appoint a Bookkeeper and a Finance Advisory Officer and Trustees appointed a Finance Sub-committee, renamed a Finance Committee in 2012 to oversee their work (Area Meeting Minute 09/86(i)). However, in 2016 we have reverted to having an AM Treasurer and the Finance Sub-committee has been laid down. (AM Minute 16.10 (c))

In 2012 Area Meeting agreed to appoint a Clerking Team in place of a Clerk and Assistant Clerk (Area Meeting Minute 12/42) – members of this team to share the responsibilities previously undertaken by the Area Meeting Clerk but, due to lack of Friends willing and able to serve, in 2016 we have returned to having an AM Clerk and Assistant.

It was agreed in 2014 that the nomination and appointment of **Elders and Overseers** (see 9.7) and of **Area Meeting Nominations Committee** (see 10.3) should be done by Local Meetings. The process for appointment of **Trustees** was also simplified – see 11.2

Area Meeting appoints an Independent Examiner annually to examine the accounts of the previous year (see 4.6). Since 2012 Area Meeting has employed a Professional Accountant to consolidate Area Meeting Accounts. This Accountant also acts as Independent Examiner.

For details of other appointments see sections 10.1 and 10.2 on Area Meeting Nominations Committee.

- For outline of the roles and the terms of service for the various appointments see 4.2 to 4.10 and other sections indicated.
- For lists of those serving in the current year see Appendix 18.2

Quaker Faith & Practice references

Paragraphs 4.04 - 4.06 in 5th edition - online at <http://qfp.quaker.org.uk>

4. Area Meeting Officers and Administrative posts

4.2 Role of Area Meeting Clerk

In 2013 and 2014 the Area Meeting experimented with a Clerking Team who shared the responsibilities of the Clerk, however in 2015 we reverted to having an AM Clerk as our Nominations Committee was unable to find Friends willing to serve on a Clerking Team. In 2016 we have also appointed an Assistant Clerk (see 4.3)

The Clerk of the meeting bears the final responsibility for preparing the business, conducting the meeting and drafting the Minutes of the meeting. Minutes are drafted by the Clerk during the course of the meeting, but the final decision about whether the minute represents the sense of the meeting is the responsibility of the meeting itself, not of the Clerk. (GD 2008 Clause 10, second paragraph)

In addition to the preparation and conduct of the business meeting the Clerk is responsible for the general administration of the Area Meeting - ensuring that agreed Minutes are followed up, that tasks undertaken are carried out, that enquiries are dealt with, and that the Meeting as an organisation is functioning satisfactorily. .

A Membership Clerk assists the Clerk (see 4.4).

Specific Duties of an Area Meeting Clerk

- Receiving and prioritising Minutes and correspondence.
- Consulting as appropriate, with other Area Meeting Officers, Elders & Overseers, Local Meeting Clerks, Convenors of Committees and individual Friends.
- Preparing and sending out agenda for the Business Meetings. (see 7.1)
- Presiding at the table at the Area Business Meeting.
- Preparing Minutes and sending copies to all appropriate Area Meeting Friends on email, reminding Local Meeting Clerks to arrange for distribution to Friends not on email (see 7.2)
- Indexing Minutes and filing together with relevant back-up papers. (see 7.3)
- Ensuring that correspondence relating to the meeting is dispatched. (see 7.4)
- Ensuring that Minutes and other records are held in safekeeping. (see 7.3)
- Ensuring that future area meetings, including Fellowship Sessions, are properly planned and arrangements are in place for them.
- Ensuring nominations processes for Elders and Overseers, Trustees, Area Meeting Nominations Committee and Area Meeting Clerk are functioning adequately.

Essential Requirements

Have some experience of Quaker business method and the organization of the Society.
Be on the telephone and preferably email.

Desirable Requirements

Be members of the Religious Society of Friends.
To have keyboard skills.
To have access to the Internet and the use of a computer for word-processing.

Approximate Time Commitment

Attendance at Area Business Meeting (currently 6 per year)
Pre-meeting administration: three days per area meeting
Post-meeting administration: three days per area meeting

Term of Service

Appointed for 1 year but normally serves for 3 years

Quaker Faith & Practice References

Paragraphs 3.12 - 3.20; 3.24 (i) in 5th edition - online at <http://qfp.quaker.org.uk>

4. Area Meeting Officers and Administrative posts

4.3 Role of Assistant Area Meeting Clerk

The Assistant Clerk has responsibility for assisting the Area Meeting Clerk by carrying out certain tasks, which have been delegated to him/her. These may vary from time to time as agreed.

Specific Duties

- Assisting at the table at Area Business Meeting as required.
- Assisting in preparation of the agenda for Area Business Meeting.
- Deputising for the Clerk as necessary
- Carrying out pre - and post - Area Business Meeting administrative tasks delegated by the Clerk.

Essential Requirements

Be a member of the Religious Society of Friends
Have experience of Quaker business method and the organisation of the Society
Have the aptitude to co-operate and co-ordinate with the Area Meeting Clerk
To be on the telephone and preferably email

Desirable Requirements

To have keyboard skills
To have use of a computer and access to the Internet

Time Commitment

Attendance at Area Business Meeting as often as possible
Attendance at other meetings on an ad hoc basis, as necessary
Pre - meeting administration; half a day per month in aggregate
Post - meeting administration; maybe an odd hour occasionally

Term of Service

1 year from 1st January but usually serve for 3 years at least.

Quaker Faith & Practice References

Paragraphs 3.12 - 3.20; 3.24 (i) in 5th edition - online at <http://qfp.quaker.org.uk>

4. Area Meeting Officers and Administrative posts

4.4 Role of Membership Clerk

West Weald Area Meeting shall maintain an official register of members and shall appoint a suitable member to have care of it. No alteration shall be made to the register save in accordance with decisions minuted by West Weald Area Meeting. (GD 2008 Clause 8(ii))

The Membership Clerk has responsibility for ensuring that the Membership records of the Area Meeting are kept up to date on a regular basis. It is helpful to attend Area Business Meeting regularly and important to ensure that all documents relating to Transfers and new Membership are in order.

Specific Duties

- Receiving Transfers of Certificates In and requests for Certificates Out and informing the Area Meeting Clerk of their receipt.
- Dealing with the Certificates as appropriate (see 6.3).
- Receive applications for membership. Inform Clerk. Contact overseers of relevant Local Meeting, ensure visitors are nominated and pass these names to Clerk for appointment at next ABM.
- If no objections are raised by ABM, confirm with relevant overseers that the visit can go ahead.
- Receive reports of visits and ensure these go on the agenda of the next ABM
- Processing paperwork for new Members – writing a letter welcoming them into the Area Meeting and asking if they would like a free sub to 8 issues of The Friend. If so sending the relevant form to The Friend. Ensuring that the new member receives a copy of Quaker Faith & Practice or other relevant book of their choice if they already have a copy of Quaker Faith & Practice. (See 6.1).
- Keeping the relevant files up to date.
- Regular contact with the Constituent Meetings regarding Membership issues.
- Annually prepare the Tabular Statement as required by BYM (see 6.5).
- Report on the Tabular Statement to Area Meeting at the beginning of each year.
- Ensure Friends House are aware of changes in the Area Meeting membership.

Essential Requirements

Be a member of the Religious Society of Friends.

Have experience of Quaker business method and the organisation of the Society.

Enjoy keeping records and have clear thinking.

To be on the telephone.

To be supportive of Overseers in relation to Membership issues and available for advice.

Desirable Requirements

To have keyboard skills.

To have access to the Internet and the use of a computer for word-processing.

To have domestic space sufficient for holding records and files.

Time Commitment

Attendance at Area Business Meeting.

1 to 2 hours per month processing transfers, updating files and so on.

Term of Service 1 year from 1st January but usually serve for 3 years at least.

Quaker Faith & Practice Reference

Chapter 11 in 5th edition - online at <http://qfp.quaker.org.uk>)

4. Area Meeting Officers and Administrative posts

4.5 Role of Area Meeting Treasurer

In 2016 the Area Meeting Bookkeeper and Finance Advisory Officer were replaced by an Area Meeting Treasurer who took over both their roles.

AM Treasurer is responsible for day-to-day management of Area Meeting Central fund finances, for keeping Area Meeting Trustees' informed of the financial situation and alerting them to potential problems, and for preparation of consolidated year end accounts using outside professional services.

The primary source of reference for Quaker treasurers on legal and financial matters is the ACAT (Association of Church Accountants and Treasurers) handbook – see www.acat.uk.com. The Quaker treasurers' guidance sheets offer supplementary guidance in conjunction with the ACAT handbook – see [Treasurers' guidance sheets \(PDF - updated Nov 2019\)](#)

Specific Duties

- Holds cheque and paying-in books, and building society account books
- Keeps computerised accounts up-to-date by entering all transactions promptly
- Reconciles accounts with the bank statement every month and arranges for these to be validated by a Trustee
- Receives and deals with incoming cheques and banks them promptly
- Pays properly authorised invoices, noting that cheques over £500 must be countersigned by an authorised Trustee
- Provides regular reports to Trustees' Meetings and any information requested by Trustees
- With information supplied by Treasurers of Local Meetings prepares the Annual Accounts in the appropriate format required by the Charity Commission for consolidation and examination by the Accountant
- Provides the financial and any other relevant information for incorporation into the Trustees' Annual Report
- Assists Trustees with preparation of budgets for our Area Quaker Meeting Central Funds.
- Advises Trustees on the relevance of communications from the Charity Commission, Friends House, and any other appropriate body.
- Advises Trustees on the probable impact of current and impending legislation, and the current economic situation
- Advises Trustees on improvements that could be made to financial administration matters.

Essential Requirements

- An interest in and a knowledge of the financial structure of the Society of Friends and the West Weald Area Quaker Meeting
- To have a computer and be competent with word processing and the operation of spreadsheets and dedicated accountancy software
- The ability to keep up-to-date on all financial matters affecting the Society and ability to communicate this information to others

Desirable Requirements

- Be a member of the Religious Society of Friends
- To have attended a Treasurers course before or shortly after undertaking the role.

Time Commitment

- Attendance at Trustee meetings when required
- 2 – 3 hours a week writing cheques and dealing with correspondence and queries
- The job is to some extent seasonal. With busier times leading up to the presentation of the Budget and draft Statement of Financial Activities for the previous year in late January.

Term of Service

One year from 1st January, but usually for three years at least

Quaker Faith & Practice references Chapters 14 and 15 in 5th edition - <http://qfp.quaker.org.uk>

4. Area Meeting Officers and Administrative posts

4.6 Role of Independent Examiner

It shall be the duty of the area meeting in session to appoint an auditor or independent examiner of the area meeting accounts. (GD 2008 Clause 10(iv))

In 2009 the Area Meeting decided to employ a Professional Accountant to carry out the consolidation of the Area Meeting Accounts. This Accountant will also carry out an Independent Examination. (Area Meeting Minute 09/13(d))

Specific Duties

- The Examiner carries out a statutory function within the Charities Act 1993. This lays down that where the charity turnover is less than £250,000 a year the annual accounts do not require a professional audit, but they must be “examined”.
- Examination involves a review of the accounting records kept and a comparison of the accounts presented with those records. It involves a review of the accounts and consideration of any unusual items or disclosures identified. Verification and vouching procedures are only necessary where any doubts arise from these reviews
- In West Weald Area Meeting, each constituent meeting prepares separate accounts, which are examined by an independent person. These local meeting examiners prepare a report on the accounts, which are then passed to a Professional Accountant via the Trustees Finance Sub-committee for consolidation.
- The Professional Accountant also acts as an Independent Examiner, by carrying out an examination of the full accounts and preparing a written report thereon. In carrying out his or her work, the Independent Examiner must decide how much he or she can rely on the work already done by the examiners of the constituent meetings in order to do the examination of the consolidated accounts. (Guidance notes regarding independent examinations are given in Chapter 7 of the Treasurer’s Handbook available online at <http://www.quaker.org.uk/treasurers-handbook>).

Essential Requirements

- Membership of the Society of Friends is not necessary, though some knowledge of how it functions is desirable
- Professional qualification is not necessary but competence with figures and accounts procedures is.
- The examiner must not be a Trustee or anyone else closely involved in the administration of Area Meeting.

Desirable Requirements

The examiner need not be connected with West Weald Area Meeting and indeed an examiner from another Area Meeting is a welcome option.

Time Commitment

2 or 3 days a year, probably in May/June

Term of Service

Annual appointment as examiner for the accounting period to 31st December.

Quaker References

See relevant section in [Treasurers' guidance sheets \(PDF - updated Nov 2019\)](#)

4. Area Meeting Officers and Administrative posts

4.7 Role of Contact List Compiler

The Contact List Compiler has responsibility for ensuring that the Area Meeting Contact List is kept up to date and a new edition produced every year. They need to ensure that sufficient copies are produced by contacting Local Meeting Clerks and asking how many they require for their Meeting. The compiler needs to keep up to date with the requirements of the Data Protection Act and include a relevant passage in the Contact List booklet showing that the Act has been complied with.

Specific Duties

- Receiving changes, which affect the List.
- Processing those changes regularly.
- Ensuring that all new Attenders added to the list have given, preferably written, agreement for their details to be included.
- Advise Local Meetings on how to comply with the Data Protection Act, particularly by ensuring that the Contact List is not left lying around the Meeting House.
- Send out each Local Meeting's portion of the List for them to update and return to the Compiler by a specific date in January each year.
- Keep these records in a safe manner and ensure that unwanted records are shredded.
- Every year in January prepare the List for photocopying or printing, arrange for photocopying or printing and distribute the new Lists to the Local Meetings.
- Issue password protected electronic lists to those members with e-mail who request one.

Essential Requirements

Be a member of the Religious Society of Friends.
Have good knowledge of the Area Meeting and those who appear in the List.
Enjoy keeping records and have clear thinking.
To be on the telephone.
To be prepared to help people with their difficulties.
To have access to the Internet and the use of a computer for word-processing.

Time Commitment

About 1 to 2 weeks work each year to prepare the new edition.

Term of Service

1 year from 1st January but usually serve for 3 years at least.

Quaker Faith & Practice references

Paragraph 4.45 in 5th edition - online at <http://qfp.quaker.org.uk>

4. Area Meeting Officers and Administrative posts

4.8 Role of Area Meeting Fellowship Group

A group promoting fellowship within the Area Meeting was re-established in 2015. Its role is to organise, or assist if necessary the host Local Meeting to organise, a Fellowship session alongside Area Business Meetings. Also to arrange other events that will help build up the Area Meeting Community. The group issues an occasional newsletter, which is circulated throughout the AM by email and via LM Clerks to those not on email. They work almost completely by email.

Membership of this group is open to anyone who would like to help promote fellowship within the Area Meeting.

4.9 Role of Organiser of Area Meeting Children's Birthday Cards

The Friend appointed to this role maintains an up-to-date list of contact details and birth dates of children associated with the Area Meeting and sends each of them a birthday card on behalf of the Area Meeting until they reach 16 years of age. When a child reaches 16 the organiser should notify the appropriate Local Meeting Overseers so that they can arrange for the Young Friend to receive a copy of Quaker Faith & Practice or other appropriate book.

Specific duties

- Keeping the list of children's details up-to-date
- Buying appropriate birthday cards, preferably supporting suitable charities or Quaker work
- Sending out the cards at the appropriate time

Essential requirements

Be a member or Attender of the Society
Like and understand children
Be organised

Time commitment

A few hours each month

Term of Service

One year from 01 January but usually serve as long as they wish to perform this service.

4. Area Meeting Officers and Administrative posts

4.10 Role of Handbook Keeper

The Handbook Keeper has the job of keeping the Area Meeting's Handbook on procedures up-to-date. The handbook is in the form of a loose-leaf file headed THE HANDBOOK: *Right ordering – Business practice within West Weald Area Meeting* and is also available in electronic form.

Specific Duties

- Annually in January to update Section 18 - Appendix 1: Lists which need annual updating
- Also in January to make any minor amendments suggested during the previous year to the text of the Handbook.
- When the annual revision is complete to amend if necessary the contents list and index, date the changed contents list and put the date against any changed section and make paper copies of all new pages for all the handbook holders and email the entire new edition to all those holding electronic copies.
- To receive from the Area Meeting Clerk information on any major changes in procedure that have been agreed by minute and to amend the relevant pages (including if necessary, the contents page and index) appropriately, checking the text with the Clerk and any group affected by the change. To circulate these pages as for the annual revision.

Essential requirements

- To have a computer and be on email
- Excellent word processing skills and familiarity with email
- Good language skills and an ability to express things concisely
- Familiarity with Area Meeting procedures

Time Commitment

- 4 or 5 days in January every year
- probably a day or so occasionally throughout the year

Term of Service

One year from 01 January but usually serve as long as they wish to perform this service

4. Area Meeting Officers and Administrative posts

4.11 Role of Data Control Manager

The Data Control Manager needs to be aware of the ways in which the Area Meeting collects and uses personal data and of any changes in the law that affect these activities. Within the Area Meeting that will concern mainly the Contact List and anything which Overseers might note down in the course of their duties.

The Manager receives an invoice for an annual fee from the Information Commissioner's Office, to be registered as Data Controller for West Weald Area Quaker Meeting, and passes this on to the AM Treasurer for payment.

NB: The new General Data Protection Regulation (GDPR) superseded the Data Protection Act 1998 and set out the requirements for how organisations should handle personal data from 25 May 2018. West Weald Area Meeting has devised a form which is being used to collect personal details in such a way that the Contact List compiler will be able to produce the 2019 AM Contact List in keeping with the new regulations (see 20.6)

Specific Duties

- To ensure that the way that the personal data for the Contact List is being collected is in compliance with the latest regulations.
- Annually in January to check that Local Meetings are handling personal data correctly – this includes keeping any copies of the contact list out of the public eye and ensuring that old copies are shredded rather than discarded whole.
- Annually to remind Overseers of the need to protect or if appropriate destroy, personal data they may have noted down in the course of their duties.

Essential requirements

- To have a computer and be on email
- Familiarity with Area Meeting procedures

Time Commitment

- 1 or 2 days in January every year

Appointment

Appointed annually by Trustees.

Term of Service

One year from 01 March but usually serve as long as they wish to perform this service.

5.1 Schedule of dates and venues

West Weald Area Meeting shall meet at such frequency, times and places as the meeting itself shall direct. The Clerk may arrange for a special area meeting to be held if necessary. (GD 2008 Clause 10(i))

In 2013 we agreed to reduce further the number of Area Business Meetings to four (Area Meeting Minute 13/23), and to encourage Local Meetings to arrange occasions to build fellowship and encourage learning and spiritual growth. The experiment of holding Area Business Meetings on a Sunday after Meeting for Worship at the host Local Meeting was not very successful, as numbers attending did not increase and many Friends did not wish to abandon their local Meeting for Worship. It was agreed that in 2014 we would ask the host Local Meeting to decide which day, Saturday or Sunday, best suited them. It proved to be difficult to complete all the necessary business in just 4 short ABMs so in 2015 we decided to revert to 5 meetings a year and in 2016 to 6 meetings a year.

Prior to November Area Business Meeting the AM Clerk drafts a list of dates and venues for next year's Area Business Meetings and sends it out with the November area meeting agenda asking Local Meetings to check whether they can host area meeting on the suggested date(s) including organising a Fellowship session for part of the day with the assistance of the Fellowship Group if required.

The list for the current year is shown in Appendix 1 (18.1)

5.2 Year Plan

The annual cycle of business in the Area Meeting means certain items appear annually on the Area Business Meeting agenda. The plan to fit them into the planned number of Area Business Meetings is as follows:

January ABM	Tabular Statement Marriage Register Handbook/contact List updates
March ABM	Trustees' Annual Report for previous year
May ABM	
July ABM	Trustees' Annual Report and Accounts for previous year Safety in Meetings and data protection update if needed
September ABM	Initiate Nominations for AM service in following year
November ABM	Appointment of Friends to AM service for following year Dates/venues for next years Area Business Meetings Area Meeting Budget for following year

5. Area Business Meeting

5.3 Timetable for Annual Report and Accounts

The Trustees shall ensure that an annual report and statement of accounts for West Weald Area Meeting (including the meetings it contains) is prepared in compliance with current charities legislation.

The report and statement of accounts must be presented to area meeting in session for consideration and acceptance, not later than eight months after the end of the financial year. (GD 2008 Clause 19 (i) and (ii))

The timetable for the current year can be found at 0

5.4 Annual Quota for Local Meetings

The Area Meeting Annual Quota is the amount to be paid to Area Meeting funds by each Local Meeting, per head of active members (i.e. those who take part in Meeting's activities and/or contribute financially) and per head of financially contributing attenders in the Local Meeting.

Prior to their final meeting of the year the Trustees will discuss and recommend the value of the Area Meeting Quota due from Local Meetings in the following year. When approved by Area Business Meeting the value will be communicated to Local Meeting Treasurers by the Area Meeting Treasurer.

The Value for the current year can be found at 18.11

6. Area Meeting Membership

6.1 Applications for Membership

The Area Meeting booklet *Thinking about Membership*, as revised by our Membership Group in March 2012, is intended for Attenders who have begun to wonder what Membership of the Religious Society of Friends (Quakers) is all about. Copies are available from the Area Meeting Membership Clerk.

It starts with a very brief guide to the structure of the Religious Society of Friends, followed by an outline of the benefits and responsibilities of Membership, then a description of the procedures our Area Meeting has agreed as acceptable ways of applying for Membership. There is a section on Child Membership and finally a list of recommended reading.

The agreed procedures for applying for Membership are:

Procedure A - The traditional route to Membership

- The Attender applies in writing to the Area Meeting Membership Clerk.
- The Membership Clerk informs the relevant Local Meeting Overseers.
- The Overseers discuss the application and inform the Membership Clerk if they think it appropriate.
- If the local Overseers are unable to support the application of a long-standing Attender for personal reasons the case should be considered by Elders and Overseers according to Area Meeting Minute 08/16(b)
- If the Local Meeting Overseers support the application they bring forward a name of a suitable visitor from the Local Meeting.
- The suggested visitor, in conjunction with Overseers, decides on a name of a possible second visitor from another Local Meeting and sees if this Friend would be willing. The Membership Clerk is informed of the suggested visitors.
- The Membership Clerk consults the Clerk and if no concerns are raised the Membership Clerk gives the go ahead for the visit to proceed.
- The appointed visitors agree with the applicant a convenient date for the visit (see 6.2 re the visit).
- After the visit the visitors agree a report and check with the applicant that they have correctly reported the content of their discussions.
- The visitors send a copy of the report to the Membership Clerk, who puts the matter on the agenda of the next Area Business Meeting.
- At the Area Business Meeting the report is read preferably by one of the visitors and Friends present may ask questions thought necessary before the result of the Membership application is agreed.
- After hearing the report, it is decided whether to record the applicant as a Member or, very occasionally, to advise the applicant to wait a while until they know the Society better.
- If the application is successful, a Friend of the appropriate Local Meeting is appointed to welcome the new member. Area Meeting Membership Clerk writes a welcoming letter on behalf of Area Meeting, arranges for them to receive 8 free issues of *The Friend* if they wish to do so using the voucher provided, arranges for them to receive a copy of *Quaker Faith & Practice* or, if they already have one, an alternative appropriate book of their choice (paid for out of Area Meeting funds) together with a signed book label commemorating the start of their Membership.
- If the application is unsuccessful the Membership Clerk writes a letter to the applicant advising them of the outcome and the reason for it.

Procedure B Non-traditional routes to Membership

If the traditional route doesn't seem right for the Attender thinking about Membership the booklet *Thinking about Membership* outlines other options open in this Area Meeting. However in practice these other options have rarely been chosen.

6. Area Meeting Membership

6.2 Advice to Friends appointed as Visitors

The visit to those seeking Membership by Procedure A (6.1)

The visit is not an examination of the applicant's theology or life-style! Friends have no creeds, and there is great diversity of beliefs amongst Members. Many people have some association with the Society because they share its social and political concerns but Membership implies a unity with the religious heart of the Society, meeting for worship, and those who have not yet found attending this meeting an important part of their lives are probably not yet ready for Membership.

The visit ensures the applicant has a real understanding of the nature of the Society, its demands and its problems. Attenders sometimes have an exaggerated view of the merits of Members of the Society. They need to know our weaknesses as well as our strengths if they are not to become disillusioned. Applicants often feel a bit worried about the visit, but after the event most Friends look back on it as a valuable and memorable experience.

THE VISIT - Detailed advice to Visitors

Those appointed as Visitors will find it useful to read the following practical notes.

- Visitors should liaise over the arrangements for the visit and agree time and place with the applicant. The visit will normally take place in the applicant's home but the home of one of the visitors or the Meeting House may be a more convenient setting.
- Before the visit the visitors should plan how they will conduct the visit and how they will share discussion of the points raised.
- Following the visit a written report by the visitors and the Applicant must be prepared for Area Meeting to consider. This should be signed by the visitors and the Applicant.
- The report should contain nothing of a confidential nature unless the applicant has specifically agreed to it. Where necessary Friends can ask visitors for clarification.
- **The checklist below may prove helpful in preparing the report – but should not be used as a questionnaire** for the applicant.
- The report should not contain a recommendation for acceptance or rejection.
- It is helpful if at least one of the visitors attends the Area Business Meeting at which the report will be considered, to answer any questions that may arise.

REPORT to Area Meeting - Checklist for points to cover - not to be used as a questionnaire for the visit.

- Does the applicant have an understanding of Quaker Faith & Practice?
- Is there an understanding of our form of worship and its suitability for the applicant's needs?
- Is there an understanding of the need to share in pastoral responsibility?
- Is the applicant in accord with Quaker testimonies?
- Will the applicant attend, with some regularity, Meeting for Worship and Meetings for Church Affairs?
- Is the applicant aware of the financial commitments of Membership?
- Is the applicant informed of the organisation of the Society?
- Is the applicant warned of the possible disappointment in us?
- The story of the applicant's spiritual journey and something of their personal interests would be of great help to Area Meeting.
- It is customary to give new members a presentation copy of Quaker Faith & Practice. It will be helpful to know if the applicant already has a copy.

Informing Friends House

The Membership Clerk should inform the Database Team in Quaker Communications and services of the new member on updates@quaker.org.uk.

6. Area Meeting Membership

6.3 Transfer of Membership

- The procedure is usually initiated by the Friend wishing to transfer who may approach the Area Meeting Clerk, Membership Clerk, or Overseer of either Area Meeting.
- If no request is received within three months of the Friend leaving an Area Meeting area the procedure may be initiated by Area Meeting.
- Within West Weald Area Meeting the administration of Transfers of Membership into, and out of, Area Meeting is handled by the Membership Clerk.
- Standard forms for initiating and accepting transfers and for confirmation of acceptance are available from The Recording Clerk at Friends House or can be downloaded from <http://quaker.org.uk/membership> and should be used for all transfers.

The process of Transfer In or Transfer Out is illustrated on the following flow charts.

- Membership is not transferred out until the Certificate of Transfer has been accepted by the new Area Meeting and confirmation of that acceptance received by West Weald Area Meeting. This confirmation should be minuted by the Area Meeting Clerk.
- The Membership Clerk should inform the Database Team in Quaker Communications and services on updates@quaker.org.uk when the membership transfer is completed.

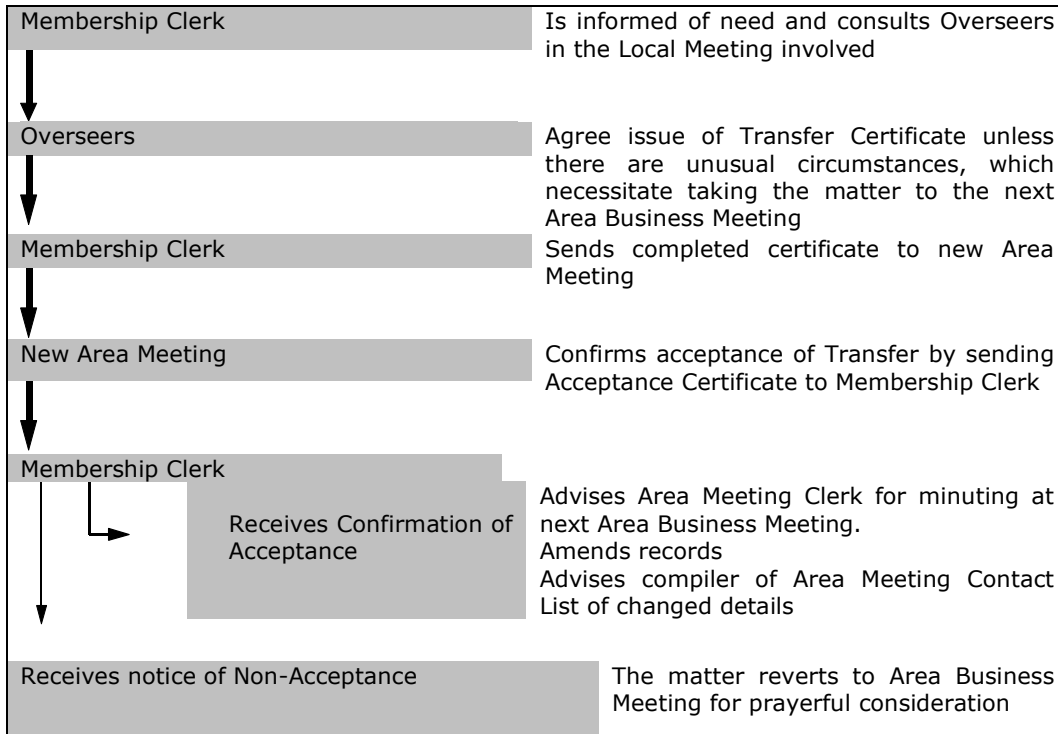
Quaker Faith & Practice Reference

Transfer of Membership is dealt with in Chapter 11, sections 19 to 26 in the 5th edition. This edition is available online at <http://qfp.quaker.org.uk>

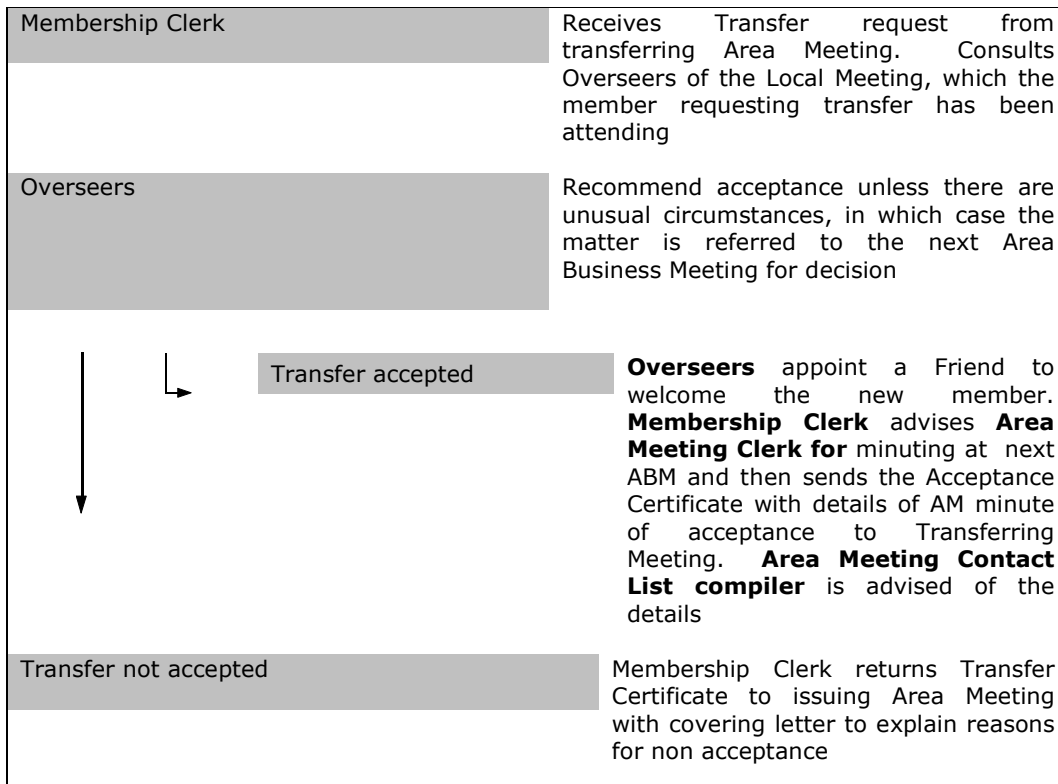
Transfers of Membership will not always be straightforward administrative matters and Friends involved in transfers are encouraged to read these sections of QF&P.

6. Area Meeting Membership

6.3.1 Procedure for Transfer Out of West Weald Area Meeting



6.3.2 Procedure for Transfer In to West Weald Area Meeting



6. Area Meeting Membership

6.4 Resignation/termination of Membership

The Membership of anyone shall cease when a record to this effect is made in the Minutes of West Weald Area Meeting.

If a member is dissatisfied with a final decision of the area meeting affecting her or him, the member may appeal in writing against the decision in accordance with Britain Yearly Meeting's appeals process. (GD 2008 Clause 9(i) and (ii))

Resignation

- The member wishing to resign should write to the Area Meeting Membership Clerk.
- *This step may result from discussions between the member and Overseers where the member appears no longer to have a meaningful relationship with the society.*
- On receipt of a resignation letter the Membership Clerk informs the Convenor of Overseers for the Member's Local Meeting.
- The Convenor advises the Membership Clerk if it is appropriate for Area Meeting to appoint visitors in accordance with Quaker Faith & Practice 11.30
- The Membership Clerk places the letter of resignation together with the advice of the local Overseers before the next Area Business Meeting.
- Depending on the advice of Overseers Area Meeting will either
 - (a) agree to accept the resignation forthwith or
 - (b) appoint two Friends to visit with the member.
- Membership Clerk writes to the Friend concerned advising of Area Meeting's decision.

If resignation is accepted the letter should uphold the member's past commitment to the society and leave the way open for a return to Membership in the future.

- Where visitors are appointed the Membership Clerk should write confirming their appointment and the arrangements for reporting back to Area Business Meeting.
- Visitors should endeavour to make early arrangements for the visit.
- *The nature of the visit should be to ascertain that the resignation decision has been reached after careful consideration and that there is no scope for further reflection. It is not the purpose of the visit to pressurise the resigning member into withdrawing their resignation against their better judgement.*
- Where it seems appropriate to give time for further reflection the member should be asked to write to the Area Meeting Membership Clerk withdrawing the resignation letter. The visitors should however make clear that if after reflection the member decides that he/she should resign a further letter to that effect should be sent to the Area Meeting Membership Clerk and the resignation will then proceed without further ado.
- After the visit the visitors send a written report to the Membership Clerk, who will place this before the next Area Business Meeting (with the withdrawal letter if appropriate).
- Area Business Meeting will minute either a withdrawal of the resignation or an acceptance as appropriate in the circumstances.

The Area Meeting Membership Clerk writes to the member confirming the decision of the Area Meeting (see # above), thanks the visitors for their service and notifies the compiler of the Area Meeting Contact List and the local Convenor of Overseers.

The Membership Clerk must inform the Database Team in Quaker Communications and services on updates@quaker.org.uk of any membership changes.

Termination

Quaker Faith & Practice 11.28 - 11.34 in 5th edition - online at <http://qfp.quaker.org.uk>
Paragraph 11.30 sets out three grounds under which Area Meeting may take the initiative to terminate a Membership and gives guidance as to how the process should be carried out. The detail of the procedure will depend on the circumstances of the case and should the need arise then the general guidance in Quaker Faith & Practice should be followed. Elders should take the lead in determining the process to be followed in each case.

6. Area Meeting Membership

6.5 Tabular Statement

- The Tabular Statement is an annual census of the composition of Britain Yearly Meeting.
- The process of completing the Tabular Statement is started by the issue from the Recording Clerks office of the Tabular Statement form.
- In West Weald Area Meeting this is passed to the Membership Clerk for attention.
- The Membership Clerk will complete the form.
- Such items as cannot be readily answered by information available will be referred by the Membership Clerk to the Convenor of Oversight for the appropriate Meeting.
- One copy of the completed Tabular Statement is sent by the Membership Clerk to the Recording Clerk's office in January, after signing by the Area Meeting Clerk. The other copy is filed by the Membership Clerk. The completion and return of the Tabular Statement is recorded by minute.
- The Membership Clerk summarises significant Membership information as revealed by the Tabular Statement in a report to the ABM.

7. Area Meeting Administration

7.1 Procedure for Area Business Meeting agenda.

- Business carried forward to a future meeting is recorded in a *Future Meetings* file.
- Minutes from Local Meetings, correspondence and other new business is placed in the *Next Area Business Meeting* file.
- The Clerk prepares a provisional agenda and checks this with the Assistant Clerk..
- At least 1 week before area meeting, the agenda and associated papers are sent by the AM Clerk or Assistant Clerk to all appropriate Area Meeting Friends on email, reminding Local Meeting Clerks to arrange for distribution to Friends not on email.
- The Clerk of the Meeting where area meeting is to be held is reminded to arrange for an appropriate reading from Quaker Faith & Practice during the period of worship and, if appropriate, to present their report on the past 12 months of their Meeting's life.
- About 2 days before the meeting the AM Clerk undertakes a final review of the agenda and checks out any outstanding matters.
- The agenda could be written out on a large sheet of paper (e.g. back of old wallpaper) to display at the meeting.
- Notices – any not already received by LM Clerks are listed in 'Information for Local Meetings' and a copy prepared for each Local Meeting.

7.2 Procedure for Area Business Meeting Minutes

- The AM Clerk prepares draft Minutes a day or so before the area meeting.
- The draft minutes are filed in the *Next Area Business Meeting* file, together with the agenda, annotated agenda and list of Friends appointed to attend. Back up papers in respect of each minute are also placed in the appropriate section, ready for reference at the meeting if needed.
- Minutes are numbered consecutively by year e.g. 08/23 (Minute 23 of 2008).
- In the course of the meeting Minutes are recorded as appropriate. **See Quaker Faith & Practice chapter 3 paragraphs 14 -15.**
- The AM Clerk types the Minutes and one copy is made on special archive paper for filing in the main minute book.
- The Minutes will be circulated in the same way as the agenda. They are to be accompanied by a list of associated papers for Clerks to display appropriately, so that any interested Friends can request a copy (preferably electronic) from the Clerk. (Area Meeting minute 09/69)
- The AM Clerk is responsible for ensuring that the minute book is kept safely.

7. Area Meeting Administration

7.3 Procedure for Filing, Indexing and Referencing Minutes

- The Minutes are indexed in the main minute book, preferably monthly.
- Pocket files are included next to the Minutes in the main minute book for documents relating to the Minutes.
- These back-up documents are annotated with the minute number to which they relate. They are filed in Minute number order

The Clerk retains Minutes for as long as they are useful for reference and then passes them to the Keeper of Records. When Minutes are passed to the Keeper of Records a minute of record should be made by the Area Meeting Clerk. The Keeper of Records files them in the cabinet at Dorking Meeting House where they are kept for 30 years. After this time they are taken to the Surrey History Centre at 130 Goldsworth Road, Woking, Surrey GU21 1ND where they are stored in Box Number 6189 labelled 'Dorking & Horsham Monthly Meeting of the Religious Society of Friends (Quakers) and predecessors. Records from 1650.'

7.4 Procedure for Correspondence

- Correspondence relating to Area Business Meeting is dealt with by the Clerk. Correspondence relating to Membership is dealt with by the Membership Clerk and relating to the Safeguarding policy by the Safeguarding Co-ordinator or deputy. **Note** that all communications with advisors, contractors, local authorities, banks and insurers, who are appointed, engaged or under contract to West Weald, must be conducted through the Clerk to Trustees, except where formal arrangements to delegate the Trustees' authority have been made, and that, even then, the Clerk to Trustees must be kept fully informed and copied into all correspondence.
- The Clerk deals appropriately with all incoming correspondence received through westwealdquakers@gmail.com. It is good practice to answer all incoming correspondence as it arrives or as soon as practical.
- Requests for nominations to, for example, QPSW Spring Conference or ad hoc conferences organised by Woodbrooke or Quaker Life, are given or sent to the convenor of Area Meeting Nominations Committee. However request for nominations to JYM is sent to the CYP Work Advocate (see 19.11).
- Correspondence, post Area Business Meeting: the Clerk and Membership Clerk ensure that the following correspondence is dealt with by letter or email:
 - * to Membership visitors appointed - relevant minute and handbook page on visits.
 - * to new members (see 4.4)
 - * to Friends giving reports - thank you plus copy of relevant minute
 - * to Friends released from service - thank you
 - * Appointment letters to new officers and committee members, ensuring a copy of relevant page(s) from the Handbook is sent by the Handbook Keeper
 - * Letter to Recording Clerk on appointment of a new Registering Officer
 - * Letter to Recording Clerks office on nomination of a rep to Meeting for Sufferings
 - * Appointment of new Elders and Overseers notified to updates@quaker.org.uk
 - * Other letters under Area Meeting Instruction
 - * After November ABM, the Clerk prepares and circulates to Area Meeting email list, details of all Area Meeting appointments for following year, asking Local Meeting Clerks to ensure copies are available to Friends not on email
- Hard copies are kept for all outgoing correspondence relating to the business of the area meeting.

Copies of correspondence between officers of the Area Meeting, which are often in the form of email messages, are not usually retained.

7. Area Meeting Administration

7.5 Procedure for Conference booking and follow up.

When Area Meeting has minuted the appointment of a representative to attend a conference they ensure the following actions are taken:

- The representative is contacted advising of the appointment, the dates and place of the event, also the expectation that they should write a short report for area meeting.
- The conference booking form is completed and sent to the Area Meeting Treasurer with a request for a cheque for the fee to be enclosed.
- The conference date and when a report is expected is noted in the diary.
- About two weeks prior to the conference the representative is contacted to confirm that arrangements are in place and that they are prepared to provide the report for Area Meeting.
- After the conference the representative is contacted to confirm attendance for a minute of record to be made.
- If possible a written report is submitted.

On receipt of the written report the Clerk depending on the subject, the degree of wider interest, and the report itself decides;

- (a) To invite the representative to present the report at a future Area Business Meeting or
- (b) To reproduce in a limited edition and make available to Local Meetings, or Committees or interested individual members as may be appropriate.

All reports should be filed in the back-up plastic file, indexed to link with the appointing minute.

7.6 Local Meeting Annual Report

Local Meetings now produce 2 annual reports:

- an informal one on the life and activities of the meeting over the previous 12 months. This is presented at the Area Business Meeting, which the Local Meeting is hosting or at the meeting nearest to 12 months from their last report.
- a formal one needed for Trustees Annual Report and Accounts, which is compiled by the Trustee associated with the Local Meeting or by the Local Meeting Clerk. See *Compliance Questionnaire for Trustees' Annual Report* (Appendix 3. 20.5), which should be completed annually and sent by the end of January to the Clerk of Trustees (see 5.3).

7. Area Meeting Administration

7.7 Expenses – conferences, meetings and committees

The General Principle

Any Friend (or attender) appointed by Area Business Meeting to an office or to represent the Area Meeting at a conference or meeting should expect to have all out of pocket expenses reimbursed by Area Meeting. Some Friends may feel that they would like to consider such costs their contribution to the Meeting and not submit a claim. This is not always a good idea since Area Meeting does not build up a picture of the true costs of its administration and also a culture of not claiming expenses can be inhibiting for those Friends of more limited means. Rather than not claim expenses it is preferable to make a claim and then make a donation of the money.

Procedure for claiming conference or similar expenses

- Fees for an event are usually paid in advance by the Area Meeting at the time of appointment and booking. Where for some reason the fees are not paid at this stage it may be necessary for the Friend appointed to attend the event to pay these direct. This expense may be claimed at the time of booking or if preferred to wait until the costs of travel etc. are known.
- Travel expenses may be either the full rail or coach fare together with any associated bus fare incurred in getting to or from the main terminals. Sometimes a taxi may be necessary and in such circumstances the taxi fare may also be reimbursed.
- Where it is found more convenient to travel by car then a contribution towards the petrol costs may be claimed at a rate of 25p per mile (minute 08/033) but the use of public transport is recommended wherever possible.
- Requests for expenses should be sent direct to the Area Meeting Treasurer. The claim may be in the form of a letter setting out the details and enclosing details or an expenses claim form (Appendix 3 – 20.4) if preferred may be used instead. Any receipts or vouchers should be attached.
- On receipt of an expenses claim the Treasurer will draw a cheque and forward to the Friend concerned as soon as practical.

Procedure for claiming committee expenses

- Members appointed to serve on Area Meeting Committees may claim travelling expenses on the same basis as Friends appointed to attend conferences.
- Clerks and convenors of committees should maintain their own record of out of pocket expenses incurred on behalf of the committee. These might include: postage, telephone, stationery, photocopies, books or other incidentals.
- Receipts and vouchers for expenditure incurred should be retained where possible and attached to the claim.
- Where costs cannot be determined exactly such as telephone charges or computer incidentals then a 'best estimate' is acceptable. Clerks or convenors who make a large volume of telephone calls on behalf of their committee may like to consider using the Barclaycard or similar supplementary telephone service which will provide a separate itemised bill.

Where a particularly large expense is incurred then it may be reclaimed straight away or if necessary a cheque in advance requested. In normal circumstances expenses should be reclaimed once a month or quarter or annually as most convenient.

7. Area Meeting Administration

7.8 Bursary assistance

The General Principle

Area Meeting would not wish any member or attender to be prevented from participating in a Quaker activity on grounds of cost. For this reason an Area Meeting bursary fund is available to assist with all or part of the cost dependent upon individual circumstances. Bursary funds are held by the Area Meeting Treasurer but controlled by Overseers. Some local meetings also have bursary funds and access to these is also through local Overseers.

Some Quaker Activities for which Area Meeting Bursary help may be available.

Residential Yearly Meeting
Summer Gathering
Woodbrooke courses and conferences (NB Woodbrooke also has a bursary fund)
Woodbrooke on the Road events
Courses at Charney Manor, Swarthmore Hall or Claridge House
Central Committee sponsored conferences
Summer Family Camp
Junior Gathering and Senior Conference for Young Friends (this is a special case - see 19.10)

Quaker Schools

It has not been the custom for this Area Meeting to provide direct bursary help to assist the children of members attending one of the Quaker boarding schools. The schools have bursary funds for this purpose.

Procedure for applying for a bursary

- Direct application may be made to Woodbrooke, and the Quaker Schools for bursaries they offer. In all other cases the need for a bursary should first be discussed with a local Overseer.
- The local Overseer will check with the local convenor of Overseers and the Local Meeting Treasurer to see how much is currently available in local funds. Depending upon the level of help needed local Overseers may need to seek additional help from the Area Meeting Fund.
- Where it is anticipated that bursary help may be needed enquiry should be initiated in good time.
- Overseers are encouraged as part of their on-going responsibilities to anticipate those occasions where the offer of a bursary may be just what is needed to encourage a member (or attender) to take part in a Quaker event that would uphold that individual's spiritual growth.

As soon as **Overseers** have agreed the bursary, they should, if the LM is providing the bursary, write a note to the LM treasurer with details of the event, the Friend attending and the amount needed. If AM is providing the bursary an Overseer should complete the appropriate claim form – see 20.3 – and send to the AM Treasurer as indicated on the form. See 19.10 for the special case of bursaries for Young Friends attending Friends Southern Summer Events (**Senior Conference and Junior Gathering**).

8. Shared responsibilities with local meetings: Memoranda of Understanding.

While Local Meetings have considerable freedom to run their Meetings in a way acceptable to their members it is important to note that all property and money is officially owned by the Area Meeting. The Area Meeting is the charitable unit and therefore has to ensure its Local Meetings are aware of, and acting in accordance with, certain duties and responsibilities.

Blue Idol, Capel, Dorking, Horsham, Ifield and Reigate Local Meetings have agreed with Area Meeting the duties and responsibilities, which they undertake on behalf of the Area Meeting, by Area Meeting Minute 08/19 in March 2008. This agreement is formally recorded as a **memorandum of understanding**. This is a working document, which may be subject to changes as a result of experience in using it. Copies are held by Local Meeting Clerks.

Relevant text from Minute 08/19:

Su Johnston has outlined for us the present form of the Memorandum of Understanding based on the responses from Local Meetings to the draft Memorandum initially circulated to Local Meetings in September 2007 and to the amended version circulated in February 2008. With some agreed modifications we accept the Memorandum of Understanding as a working document, which may be subject to changes as a result of experience in using it. Copies will be sent to all Local Meeting Clerks and one placed on file. It is noted that some of the paragraphs will be specific to each Local Meeting and clearly identified as such. Local Meeting Clerks should send Minutes to the Clerk of Trustees to record such specific differences. We note that Claridge House Meeting is a special case.

Claridge House Local Meeting is a special case as it has no funds, handles no money and has rent-free use of a room in Claridge House to hold its Meetings, so the Memorandum of Understanding agreed with the other Local Meetings is not applicable.

The Memorandum outlines the Local Meetings' responsibilities for:

- Handling money, cheques and bank accounts
- Health and Safety requirements
- Data Protection procedures
- Child and Vulnerable adult protection checks
- Appointing an independent examiner
- Dealing with insurance claims
- Policy on Financial Reserves (see Appendix 2 (19.3))
- Returning necessary data for inclusion in Area Meeting Annual Report and Accounts.
- Use of Property – tenancies, lettings, employment of wardens
- Redecoration and Maintenance of property including Meeting Houses, gardens, Burial Grounds and attached residential property such as warden's accommodation.

The Local Meeting should report regularly, as required, to the Area Meeting on the discharge of these responsibilities. In the case of smaller Meetings, which are not able to carry forward all the responsibilities listed, the recorded agreement should make clear the work that they are able to do themselves and what is done in co-operation with another local meeting.

The current Memorandum is to be found in Appendix 2 (19.2) with references to where associated documents and forms are to be found.

9. Elders and Overseers

9.1 Function and term of office

Function

The Area Meeting Elders and Overseers Group collectively nurture the spiritual and community life of the Area Meeting including its constituent local meetings. Members try to meet as a group at least twice a year.

Responsibilities

The group has the following role:

- To emphasise the Area Meeting responsibility for Eldership and Oversight, nurturing the spiritual and community life of the local meetings
- To provide a forum for the exchange of ideas, sharing of problems and information, and ensuring that timely action can be taken if conflict resolution is necessary
- To exercise a limited training function
- To promote special events such as Woodbrooke on the Road
- To give corporate guidance on matters of special concern
- To uphold the smaller meetings
- To sustain the spiritual life of children's committees and nourish the community of young Friends and their parents in the Area Meeting

Officers

The group appoints from within its Membership a Friend to act as convenor. This may be a group convenor or a convenor for Overseers and a convenor for Elders.

Each local meeting will have its own convenors for Elders and for Overseers (but not for Link Friends if this arrangement has been adopted).

Members

The group consists of the Elders, Overseers and Link Friends as appointed by Area Meeting.

The numbers of Elders and Overseers to be appointed when existing appointees reach the end of their three-year period of service may vary from one year to another depending on local needs. Every meeting will have a small group fulfilling both Eldership and Oversight functions. It is necessary to be flexible in adopting a system of oversight according to a Local Meeting's capabilities.

The Elders and Overseers are to be appointed to serve for a period of three years in a rolling programme, to ensure continuity where possible. It is however necessary to be flexible in adopting the system of rolling appointments, according to each Local Meeting's capabilities. The triennium 2006-2008 was the last for which Elders and Overseers were appointed en bloc for a three-year term.

Accountability

Elders and Overseers are appointed by Local Meetings but are responsible to Area Meeting (see 9.7)

Quaker Faith & Practice and other References

Quaker Faith & Practice 5th Edition 12.05-12.19 Eldership and Oversight (online at qfp.quaker.org.uk/chapter/12/)

Quaker Life publishes a series of Eldership & Oversight handbooks:

Funerals and Memorial Meetings	Conflict in Meetings
Quality and Depth of Worship and Ministry	Committed Relationships
Pastoral Care of Children and Young People	Moving into Membership
This is Who I Am: Listening with Older Friends	Patterns of Eldership and Oversight

9. Elders and Overseers

9.2 Role of Elder

Elders have a particular responsibility for the spiritual life of the Society and their particular meeting. They will be concerned to encourage the right holding of meetings for worship and for church affairs. From time to time they may promote special events such as Woodbrooke-on-the-Road or similar gatherings intended to encourage spiritual growth.

Specific Duties

- As described in QF&P (see below)

Essential Requirements

- To be a Member of the Society of Friends
- To attend Meeting for Worship regularly
- To be well grounded in their knowledge of Quaker history and with a good understanding of *Quaker Faith & Practice*
- To attend meetings of Elders and joint meetings of Elders and Overseers held locally and by the Area Meeting.

Desirable Requirements

- To have a deep knowledge of the local Meeting and its members
- To be on the telephone.

Time Commitment

This time commitment does not necessarily have to be met by every Elder, but needs to be met as far as possible by a Local Meeting's Elders as a group.

- Two hours per Sunday for Meeting for Worship
- Two hours every other month (or as locally arranged) for Elders meetings
- Two hours every four months (or as locally arranged) for Elders and Overseers meetings
- Two hours per month for PM
- At least two mornings/afternoons per year for Area Meeting Elders and Overseers meetings
- Time on an ad hoc basis for conversations and meeting with individuals in the Meeting Community.

Term of Service

3 years

Expenses

Those undertaking this service may recover travelling and other expenses in accordance with the procedure in 7.7

Quaker Faith & Practice References

5th edition - online at <http://qfp.quaker.org.uk> - see Index and the whole document in general and:

10	In particular
12.10-11	In particular
12.12	List of responsibilities
12.20 - 12.27	Other worship groups

9. Elders and Overseers

9.3 Role of Overseer

Overseers focus on the practical aspects of pastoral care within the Meeting Community, having regard for individual needs (such as visiting the housebound or providing friendship links for new attenders). The Meeting Community encompasses visitors, enquirers, Friends and Attenders, adults and children. Overseers should be aware that there is a network outside their own meeting from which they can gain support. Overseers should know their limits (i.e. we are not social workers) and should know where to go for 'professional help'.

Specific Duties

- As described in QF&P (see below). The responsibility for much routine Membership business falls to local Overseers; for convenience this is summarised in 9.6.
- Overseers authorise bursary payments for Quaker activities (7.8)

Essential Requirements

To be a Member of the Society of Friends

- To attend Meeting for Worship regularly
- To attend meetings of Overseers and joint meetings of Elders and Overseers held locally and by the Area Meeting

Desirable Requirements

- To have developed some knowledge of the local Meeting and its networks.
- To be on the telephone.

Time Commitment

This time commitment does not necessarily have to be met by every Overseer, but needs to be met as far as possible by a Local Meeting's Overseers as a group.

- Two hours per Sunday for Meeting for Worship
- Two hours every other month (or as locally arranged) for Overseers meetings
- Two hours every four months (or as locally arranged) for joint Elders and Overseers meetings
- Two hours per month for PM
- At least two mornings/afternoons per year for Area Meeting Elders and Overseers meetings
- Time on an ad hoc basis for conversations and meeting with individuals in the Meeting Community

Term of Service

3 years

Expenses

Those undertaking this service may recover travelling and other expenses in accordance with the procedure in 7.7

Quaker Faith & Practice References

5th edition – see index and:

- | | |
|-------------|----------------------------|
| 12.10-11 | In general |
| 11.23 | Transfer of Membership. |
| 11.28-11.34 | Termination of Membership. |
| 12.13 | List of responsibilities |

9. Elders and Overseers

9.4 Role of Link Friend

Some local meetings have chosen to have Link Friends rather than Overseers to focus on pastoral care within the meeting. It may be that they have found the traditional role of Overseers doesn't fit in with the way their members care for and network with one another. Individual Link Friends take responsibility for maintaining contact with a particular group in the local meeting.

Link Friends may include long-standing attenders. Many prefer not to be drawn into Area Meeting business, but the procedure for appointing them is the same as that for Area Meeting Elders and Overseers.

Specific Duties

- As agreed jointly by the Link Friends, having due regard to the sections of QF&P concerned with oversight (see references on previous page). The responsibility for much routine Membership business will fall to Link Friends; for convenience this is summarised in 9.6.
- To have responsibility of care for a specific group of members of the Meeting Community, e.g. defined by geographical location or age.
- To be part of a telephone tree
- Link Friends authorise bursary payments for Quaker activities (7.8)

Essential Requirements

- To attend Meeting for Worship regularly
- To attend meetings of Link Friends
- To be on the telephone.

Desirable Requirements

- To have developed some knowledge of the local Meeting and its networks.
- To attend joint meetings of Elders and Link Friends held locally and to attend joint meetings of Elders and Overseers held by the Area Meeting

Time Commitment

- Two hours per Sunday for Meeting for Worship
- As locally arranged for meetings of Link Friends
- At least two mornings/afternoons per year for Area Meeting Es and Os meetings
- Time on an ad hoc basis for conversations and meeting with individuals in the Meeting Community

Term of Service

Up to 3 years

Expenses

Those undertaking this service may recover travelling and other expenses in accordance with the procedure in 7.7

9. Elders and Overseers

9.5 Role of Convenor(s) Area Meeting Elders and Overseers

The convenors of Area Meeting Elders and Overseers have a key role in being the central link for all Elders and Overseers in the Area Meeting and exercise on behalf of the Area Meeting those responsibilities set out in QF&P 12.06. Between meetings of the Elders and Overseers group the Convenors are the central point of reference for all Elders and Overseers business within the Area Meeting.

Specific Duties

- Prepare the agenda for the Elders and Overseers group meeting
- Clerk the meetings of Elders and Overseers
- Administer such matters as the Elders and Overseers group wish to conduct corporately
- Between meetings of the Elders and Overseers group provide a central reference source in the Area Meeting on matters within the remit of Elders and Overseers

Essential Requirements

In addition to the requirements for being an Elder or Overseer – see 9.2/9.3

- To attend Area Business Meeting regularly
- To be a good communicator and meeting facilitator

Desirable Requirements

In addition to the requirements for being an Elder or Overseer – see 9.2/9.3

- To have access to a computer
- To have access to suitable transport

Time Commitment

In addition to the commitment of being an Elder or Overseer - see 9.2/9.3

- Time on an ad hoc basis for liaison by telephone with Area Meeting officers and local Elders and Overseers
- Time on an ad hoc basis for administrative work in connection with the work of the Area Meeting Elders and Overseers group

Term of Service

1 year

Appointment

Following the Area Business meeting, when the list of Elders and Overseers appointed by Local Meetings is minuted, the outgoing convenor of Elders and Overseers will be asked to arrange a meeting for the new Elders and Overseers to decide amongst themselves who will act as convenor for the next year. When the convenor is agreed they should inform the AM Clerk so the information can be included in the details sent to Friends House for the new Book of Meetings.

Expenses

Those undertaking this service may recover travelling and other expenses in accordance with the procedure in 7.7

Quaker Faith & Practice References

Paragraph 12.06 in 5th edition - online at <http://qfp.quaker.org.uk>

9. Elders and Overseers

9.6 Membership Business for Overseers

This section is intended to cover all matters in which local Overseers need to take some action, often in liaison with the Area Meeting Membership Clerk. References to relevant paragraphs in 'Quaker Faith & Practice' and to other Sections of this Handbook are given.

Births

The birth of a baby to any member of the Area Meeting is to be notified to the Membership Clerk and to the Organiser of Area Meeting's Children's Birthday Cards (the 'Card Organiser') as soon as possible, giving date of birth and infant's full name.

If the parents wish a child to be admitted into Membership (now rare), they should both state in a letter of application, to the Area Meeting Membership Clerk, their intention of bringing the child up as a Friend. If the parents first discuss the application with their local Overseers, the letter could go with the written recommendation of local Overseers. Area Meeting may appoint visitors to the parents before coming to a decision, if felt appropriate.

Removal of Members out of the Area Meeting Area and Transfer of Membership

When Friends move out of our Area Meeting area, local Overseers should immediately send change of address notices (forms available from the Recording Clerk's office, see 6.3) to the Clerk of the Area Meeting into whose area the Friend has moved. A copy should be sent to the Membership Clerk at the same time. In addition, an accompanying letter giving further introduction can be a great help to the receiving Friends. If children are involved the Card Organiser should also be informed and Overseers should advise on whether birthday cards should still be sent from our Area Meeting.

There may be good reasons for a Friend to not transfer Membership immediately, but until that time our local Overseers must keep in touch, continuing to encourage an application for transfer.

The Friend concerned asks the Clerk of either Area Meeting to arrange for the transfer of Membership. The transfer is complete only when our receipt of the Certificate of Acceptance from the new Area Meeting is minuted at an Area Business Meeting

Removals into our Area

The Membership Clerk will inform local Overseers of changes of address and certificates for transfer of Membership received for Friends coming to live in their area. It is good for Overseers to pay a welcoming visit as quickly as possible. Where transfer of Membership is involved, the Membership Clerk may consult local Overseers' before asking the Area Meeting to minute acceptance of the certificate. (QF&P 11.26)

If there are children in the family and they attend the local meeting then the Card Organiser should be informed so they can be added to the birthday card list

Transfer Within the Area Meeting

A member may ask to be attached to a different Local Meeting within the Area Meeting. The member should inform the Overseers of both Local Meetings.

Local Change of Address or other contact details

Overseers should inform the Membership Clerk, the Area Meeting Contact List Compiler, and the Card Organiser if children are involved.

Deaths

Overseers should ensure that the death of a member or regular Attender in a Local Meeting is reported as soon as possible by the Local Meeting Clerk to the Area Meeting Clerk and other Local Meeting Clerks in the Area Meeting. The Clerk should also report the death of a member in writing to Area Meeting Membership Clerk, giving full name, date of death, and, if possible, the date and place of Burial or cremation. (QF&P 11.41)

9. Elders and Overseers

9.6 Membership Business for Overseers (continued)

Applications for Membership

These should be addressed, by the applicant, to Area Meeting Membership Clerk, who will acknowledge the application, and consult local Overseers. Overseers are asked to help Area Meeting with general background information and to suggest the name of a Friend from their Local Meeting who might be appointed by the Area Meeting as one of the visitors (if the traditional route to Membership is chosen) (6.1). It is our practice to treat married couples' joint applications separately.

Termination of Membership

This may be (6.4):

- at the member's request. Letters of resignation should be sent to Area Meeting Membership Clerk. It is helpful to have the advice of Overseers when the matter comes before Area Meeting.
- on the initiative of Area Meeting. Proceedings to terminate Membership in the case of missing and inactive, disinterested Friends begins with local Overseers. In the case of missing Friends action cannot be taken until three years have elapsed without any known address for the member, and after all reasonable steps have been taken to locate them. When a Friend is so removed from the life of the Society that their Membership might be better terminated it is for local Overseers to bring the matter to Area Meeting. They will do this only after having made every attempt to visit the Friend to clarify the Friend's situation and their thoughts and feelings about Membership. In the case of a Friend living away from our Area Meeting area, local Overseers in their area may be approached to speak to them.

Sixteenth Birthdays

When a child in their meeting is approaching 16 years of age the Card Organiser checks that Local Meeting Overseers are aware, so that they can arrange for a copy of Quaker Faith & Practice, or other appropriate book, to be presented to the young person on or near their birthday.

A letter should be sent to the young person, with their birthday card from the Local Meeting, affirming their contribution to the meeting, wishing them well, explaining Membership and/or offering to chat with them about any questions they may have about Quakers and Membership. Children who are birthright members should have their Membership options explained to them.

Lists

Area Meeting Contact List

Overseers of each Local Meeting should send an updated list of their members and attenders annually to the list compiler. Attenders should be asked if they wish to be included in printed lists of members. The membership clerk informs Friends House of any changes to the list so the central database is kept up-to-date (4.4).

Lists of Local Meeting Members, Attenders and Children

Overseers must keep lists of members, attenders and children associated with their meeting. These are needed for the Tabular Statement at the end of every year, and should be sent to the Membership Clerk when requested.

When a child reaches the age of sixteen they will appear on the list as an attender if they attend at least occasionally and wish to be included, or as a member if they are a birthright member.

Data Protection Act

Overseers should ensure that lists of information about people, especially children, are handled in compliance with the Data Protection Act. These lists should not be available to the general public.

9. Elders and Overseers

9.7 Appointment of Elders and Overseers

- Eldership & oversight are covered in Chapter 12 of Quaker Faith & Practice (4th and 5th Editions)
- The process of appointing Elders and Overseers is an Area Meeting duty. In 2015 we passed the responsibility to Local Meetings. Elders and Overseers (or Link Friends) are now appointed by Local Meetings, usually for a period of three years, by the procedure outlined below.
- It is helpful if three-year terms are overlapping so that there is always present a Friend experienced in the role.
- The duties of Eldership and Oversight can be quite time-consuming and it is recommended that no Friend be asked to serve for more than two consecutive three-year terms.
- If a serving Elder, Overseer or Link Friend needs to resign from the role then the Area Meeting Clerk should be informed, as they are required to update the records at Friends House. The Clerk will encourage the relevant Local Meeting Nominations Committee to find a replacement.
- It is the responsibility of the Area Meeting Clerk to ensure that the serving Elders and Overseers appoint convenor/convenors who will organise 1 or 2 meetings a year of the Elders and Overseers on an Area Meeting basis.

Reference

This procedure for appointment of Elders and Overseers is sanctioned and approved by Area Business Meeting Minute 14/02 (09/03/2014)

Procedure

September	Area Meeting Clerk	Prompts Local Meeting Nominations Committees to start procedure.
October/ November	Local Meeting Nominations Committees	Draw up list of provisional Elders and Overseers/Link Friends by the normal nominations process and offers them to the LM at a PM for appointment.
November	LM PMS	Appoint Elders and Overseers and/or Link Friends and inform Area Meeting Clerk of the names.
November/December	Area Meeting Clerk	Minutes appointments. Thanks retiring Friends and ensures Handbook Keeper sends newly appointed Friends copies of the relevant pages from the AM Handbook. Encourages appointment of a convenor to organise 1 or 2 meetings a year on an AM basis. Ensures all AM Friends are aware of these appointments (see final item of 4 th bullet point in 7.4)
December/January	Area Meeting Clerk	Sends list of Elders, Overseers and Link Friends serving for the coming year, to updates@quaker.org.uk .

10. Area Meeting Nominations Committee

10.1 Function and Term of Office

Area Meeting Nominations Committee has the critical role of finding suitable Members and attenders to undertake various tasks needed within Area Meeting or its committees, as follows (the number in brackets is the Handbook section where details about each role may be found):

Annually to serve from January 1st:

Area Meeting Clerk (4.2), Assistant Clerk (4.3), Membership Clerk (4.4), Treasurer (4.5), CYP Work Advocate (14.4), Registering Officer Assistant (15.2)

The following administrative posts are also renewed annually but the Friend appointed usually serves for as long as they wish. Area Meeting Nominations Committee should check annually that the Friend is happy to continue the service:

Contact List Compiler (4.7), AM Handbook Keeper (4.10), Keeper of Records (12), Organiser of Area Meeting's Children's Birthday Cards (4.9), AM Friends on warden interviews (19.4)

Triennially:

Governors of William Penn School (14.5), Registering Officer (15.2), Rep and alternate to Meeting for Sufferings (13), Rep and deputy to Quaker Life Rep Council (14.2), Rep to Regional Meeting Arrangements Committee (14.3), Safeguarding Coordinator (0).

Ad Hoc: e.g. Reps to special conferences organised by BYM including the Rep(s) to QPSW Annual Spring Conference, Reps to Quaker Schools General Councils (14.6).

Note that Rep(s) to Junior Yearly Meeting are to be sought by the CYP Work Advocate (see 19.11) and, since changes made at the beginning of 2014, Area Meeting Nominations Committee is no longer involved in the nomination of Elders and Overseers (9.7) or Trustees (11.2)

Note also that since November 2014 the two Friends to check the annual return of the marriage register are to be appointed by the Local Meeting of the Registering Officer.

Nominations are sent to the AM Clerk who will deal with them appropriately.

The Nominations Committee should bear in mind the value of Friends going on training courses for service they undertake for the Area Meeting. In some cases this might be facilitated by making the appointment well ahead of the date service should commence.

Membership of Committee

The committee consists of ideally six members each from a different Local Meeting but if necessary more than one member from the larger Local Meetings (Area Meeting Minute 09/86(a)). Members serve for three years with two retiring by rotation each year. Period of service is from 1st January to 31st December. For current Membership see Appendix 1 (18.4).

Meetings of the Committee

Normally the committee meets when necessary and at least once in every calendar year.

Officers

At the first meeting each year the committee appoints one of its members to be convenor for the coming year. This is usually one of the longest serving members of the committee.

Expenses

Reasonable travel and out of pocket expenses may be claimed from Area Meeting (see 7.7)

Quaker Faith & Practice references

Paragraphs 3.22 – 3.25 in 5th edition - online at <http://qfp.quaker.org.uk>

10. Area Meeting Nominations Committee

10.2 The Nominations Process

- The Area Meeting Nominations Committee works in close collaboration with Local Meeting Nominations Committees, usually through the convenor of the local Nominations Committee see 18.9.
- The committee should prayerfully consider the requirements of each particular service and endeavour to agree a shortlist of possible candidates, taking into account the advice of local Nominations Committees.
- Where time permits, the first approach to a candidate with regard to a service should be in writing, to avoid, as far as possible, any sense of pressurisation.
- Care should be taken to ensure that the candidate fully understands the service which they are being invited to give. A copy of the relevant pages from the Area Meeting Handbook should be given that describe the work or function of the relevant post or committee.
- The candidate should understand that the actual appointment is the prerogative of the Area Business Meeting in session and that Nominations Committee is simply the vehicle for bringing forward names for consideration.

10.3 Appointment of Committee

- In September, the AM Clerk prompts Nominations Committees, of those Local Meetings whose members are in their final year of service, to find names of Friends to serve on Area Meeting Nominations Committee for the following year, or preferably for the next three years. The nominated Friends are to be appointed by the Local Meeting, and the Area Meeting Clerk informed of the names.
- The new committee members take office on 1st January or as soon as possible thereafter.

10. Area Meeting Nominations Committee

10.4 Role of Committee Member

Summary

Plays an active role within the committee in helping to identify suitable individuals and agreeing their nomination by the committee. Makes approaches to identified individuals and solicits their agreement to their names going forward for appointment.

Essential Requirements

- To have a broad knowledge of the Area Meeting and its Membership.
- To have a good knowledge of the members in own meeting, their aptitudes, interests and probable availability for service.
- On the telephone
- Confidentiality
- Diplomacy

Desirable Requirements

- access to internet
- team worker

Time Commitment

Committee meetings (see 10.1) and time spent communicating, usually by telephone, with potential nominees.

Term of Service

Three years commencing 1st January.

Expenses

Reasonable travel and out of pocket expenses may be claimed from Area Meeting (see 7.7)

Quaker Faith & Practice References

Paragraphs 3.22 – 3.25 in 5th edition - online at <http://qfp.quaker.org.uk>

10. Area Meeting Nominations Committee

10.5 Role of Convenor of Area Meeting Nominations Committee

Summary

To call together the Area Meeting Nominations Committee, Clerk its meetings, coordinate the asking of Friends to serve and to communicate with the Area Meeting Clerk.

Specific Duties

- Draw up the agenda for the meetings
- Keep the records of the Committee, its Minutes, correspondence and information on who has been asked to do what and the outcome
- Ensure clarity as to who is to do the asking of Friends to serve and send out Minutes of meeting quickly.
- Receive the Minutes of Area Business Meeting and ensure the committee takes action and responds
- Collate the work of the committee to ensure that Area Meeting Clerk receives nominations in time for the sending out of Area Business Meeting agenda
- Assist the committee in sensitive and discerning practices in a framework of Quaker Worship for business decisions
- Expected to attend Area Business Meeting if there are nominations on the agenda or arrange for another member of the committee to attend
- Facilitate induction of new member of the committee who usually starts in January.

Essential Requirements

- Good knowledge of a wide range of members and attenders across the Area Meeting
- Good understanding of many of the roles for which we nominate
- Ability to point committee to where to find out about roles
- Availability for communication - at least a phone
- Willingness to organise material, deadlines and agenda to keep track of progress
- Familiarity with Quaker Faith & Practice procedural and business chapters

Desirable Requirements

- Communication by email can be very helpful
- Access to computer and photocopier or willingness to spend the time on envelopes, longhand letters, finding people at home on phone etc
- Answerphone so messages can be left.

Time Commitment

- Attendance at Area Business Meeting as required
- Meeting with the committee possibly several times a year, up to 2 hours at a time at a location to minimise travel
- Possibly 2 to 3 hours between meetings on administration - Minutes, letters, phone calls

Expenses

Reasonable travel and out of pocket expenses may be claimed from Area Meeting (see 7.7)

Term of Service

Service on the committee is normally three years starting in January. The convenor is appointed by the committee usually at the start of their 3rd year.

Quaker Faith & Practice References

Chapters 3 and 4, especially 3.21 Convenors and 3.22 - 25 Nominations in 5th edition - online at <http://qfp.quaker.org.uk>

11. Trustees

11.1 Role of Area Meeting Trustees

The role of Area Meeting Trustees is detailed in their terms of reference see Appendix 2 19.1

Essential Requirements

- Be a member of the Religious Society of Friends.
- Have good background experience of Quaker business method
- To be available to attend Trustees' meetings at least four times a year, and more frequently if required.

Desirable Requirements

- To be a regular attender at Area Business Meeting
- To have access to email.
- A background in property management or upkeep, finance or employment.

Time Commitment

Attendance at Trustees' Meetings (currently bi-monthly) plus time supervising ongoing projects at their Local Meeting or projects to which they have been assigned oversight.

Term of Service

Appointments are for three years. A trustee can generally be reappointed on no more than two occasions to give an unbroken term of service not exceeding nine years. That person can then normally only be reappointed as a trustee of the Area Meeting when three years have elapsed after the end of the last period of service in that capacity.

Quaker Faith & Practice References

5th edition Chapters 14 and 15. Note these chapters have been substantially revised since the 4th edition. The 5th edition is available online at <http://qfp.quaker.org.uk>

11.2 Membership

Up to 15 Trustees who together provide an appropriate range of experience and expertise with, as far as possible, representation from each of the Local Meetings. For more detail see Terms of Reference at Appendix 2 19.1 and for list of serving Trustees see Appendix 1 18.6.

Procedure for appointment (approved at ABM on 09/03/14 Minute 14/02)

Appointments of Trustees and of Clerk to Trustees, are made by Area Meeting in session.

LM Nominations Committee will be aware when the term of office of the Trustee based in their LM is coming to an end. If appropriate the serving Trustee should be asked whether they are willing to serve a further three-year term. If this is not appropriate or they are not willing, the Local Meeting Nominations Committee in consultation with Clerk of Trustees find a new member to serve. When a willing Friend is found the name is given to the AM Clerk to take to Area Business Meeting for approval. In the case of unattached Trustees, the Clerk of Trustees informs all LMs of the need for a replacement, about four months before the date when the service of a Trustee is due to end.

Appointment of Clerk to Trustees The Clerk may be any of the Trustees apart from an ex officio member. Normally the Trustees will recommend to Area Meeting, via the Clerk, one of their number to serve as Clerk and this will be taken to Area Business Meeting for approval. The Clerk will be appointed for a three-year period.

11. Trustees

11.3 Role of Clerk of Area Meeting Trustees

Job Summary

To convene and Clerk the Trustees' meetings, producing and circulating the Minutes, oversee all work being done by or on behalf of Trustees and communicate with the Area Meeting Clerk to ensure adequate reports are given by the Trustees to Area Business Meeting.

Specific Duties

- To arrange regular meetings of the Trustees and ensure all those eligible to attend are informed in good time.
- To invite to Trustees' meetings members from a specific Local Meeting if it is felt the views of local Friends should be heard on agenda items relating to this Local Meeting.
- To ensure the Quaker Business method is properly followed and Minutes produced at the meeting are circulated to all Trustees and to Area Meeting Clerk and Local Meeting Clerks
- To ensure that Trustees representing Local Meetings are communicating well with members of their Local Meeting and giving copies of the Minutes to any interested members.
- To produce reports on the Trustees' work for presentation at Area Business Meeting as often as required by the Area Meeting – at least annually.
- To bring a draft Budget to Area Meeting for approval not later than the first Area Meeting of the year, setting out the expenditure expected for the calendar year.

Essential Requirements

- Be a member of the Religious Society of Friends.
- Have good background experience of Quaker business method
- To be available to attend regular Trustees' meetings and Area Business Meetings.

Desirable Requirements

- To be a regular attender at Area Business Meeting
- To have access to email.
- A background in property management or upkeep, finance or employment.

Time Commitment

Attendance at Trustees' Meetings (currently bi-monthly) plus time between meetings ensuring any ongoing projects are proceeding satisfactorily. Attendance at Area Business Meeting to present reports and answer any questions.

Term of Service

Appointments are for three years, with possibility of reappointment for up to three consecutive periods of service.

Expenses

Reasonable travel and out of pocket expenses may be claimed from Area Meeting (see 7.7)

Quaker Faith & Practice References

As for Trustees and see 5th edition 3.12 – 3.20 for general advice on Clerkship.

12. Keeper of Records

The Keeper of Records advises the Area Meeting and their constituent meetings how their records should be created, indexed and held securely, and then transferred for custody to Dorking Meeting House for thirty years and later to Surrey History Centre.

Specific Duties

- Keep under review the Area Meeting policy on the Right Keeping of Records.
- Draw attention to relevant advice from the Library Committee at Friends House
- Recommend suitable materials to limit deterioration of records whether held in written, reprographic or photographic form
- Hold records in safe custody before timely transfer to Surrey History Centre
- Monitor the deposit of completed PM or Area Meeting minute books and other records at Surrey History Centre
- Maintain a full list of Area Meeting records held at Surrey History Centre and any records known to be held elsewhere
- Ensure that the records of any local meeting, which has been laid down are collected together and deposited safely.
- Inform the Library Committee at Friends House of any change in the place at which records are deposited
- If so requested, to advise people regarding applications for access to records whether held locally or with the custodial office
- Advise on selection, retention or disposal of past records

Essential Requirements

- Be a member of the Religious Society of Friends
- Have an interest in archives and record keeping.
- Familiarity with the structure of the Area Meeting.
- Familiarity with Quaker Faith & Practice 4.39 – 4.44
- Familiarity with Friends House Library Committee publications concerning records.

Accountability

The Keeper of Records reports to Area Meeting as requested by Area Meeting or Keeper of Records.

Expenses

Some postage, stationery, photocopying and archive materials are needed, but these costs may be reclaimed from the Area Meeting (7.7).

Term of Service

One year from 1st January

Quaker Faith & Practice References:

Chapter 4.39 – 4.44 in 5th edition - online at <http://qfp.quaker.org.uk>

Other References

Your Meeting Records, 2nd Edition (a Friends House Library publication)

Records Currently Held

- Surrey History Centre, Surrey County Council, 130 Goldsworth Road, Woking, Surrey, GU21 1ND, Telephone 01483 594594, stored under code 9090, West Weald Area Monthly Meeting of The Religious Society of Friends (Quakers): Records of Predecessor Bodies including Dorking and Horsham Monthly Meeting and of constituent Preparative Meetings, 1861-2006.
- Dorking Friends Meeting House. Various records in locked cabinet, key held by Keeper of Records.

13. Representatives to Meeting for Sufferings

Function

Meeting for Sufferings is the standing representative body responsible for the general care of matters affecting Britain Yearly Meeting. West Weald Area Meeting is entitled to nominate two members to be appointed by Britain Yearly Meeting. One member will be the representative and the other, the 'alternate', attends only if the rep is unable to go. This restriction was introduced in 2011 to limit the size of Meeting for Sufferings in session.

The representatives engage in the governance of Britain Yearly Meeting and act as a two-way communicating link between Area Meeting and Britain Yearly Meeting. **Names of those currently serving** can be found in Appendix 1 (18.7)

Specific Duties

- The rep or the alternate attends meetings of Meeting for Sufferings
- Engage in decision making and accountability process
- May hold an office or be a member of Meeting for Sufferings Committee
- Speak in support of Minutes sent to Meeting for Sufferings by Area Meeting
- Report to next Area Business Meeting after attending Meeting for Sufferings

Essential Requirements

- Be a member of The Society of Friends
- Be well grounded in The Society of Friends and the Area Meeting
- Have the ability to assimilate large volumes of information.
- Have the ability to work as part of a problem-solving group.

Desirable Requirements

- Have the use of a computer and access to the Internet
- The ability to make succinct presentations

Time Commitment

- Whole day Saturday attendance at Meeting for Sufferings five times in each year.
- Attendance at Area Meeting (to give report) and Preparative Meeting on a regular basis.
- Attendance at Britain Yearly Meeting whenever possible.

Term of Service

3 years from the appointing Yearly Meeting but representatives normally serve for 6 years on a rolling basis i.e. new representative starts after the other has served 3 years.

Expenses

The representative may claim reasonable travelling expenses from Yearly Meeting funds

Quaker Faith & Practice References

Chapters 7 and 8; especially 7.06, 7.07 in 5th edition - online at <http://qfp.quaker.org.uk>

The nominations and appointment process

September/October Recording Clerk calls for nominations in a letter to the Area Meeting Clerk who alerts Area Meeting Nominations Committee.

November Nominations Committee brings names to Area Business Meeting for approval – normally the rep who has served for 1 triennium and a new name to replace the rep who has served for 2 triennia.

December Nominations Committee convenor returns the names to the recording Clerk

At the next Yearly Meeting, usually in May, the appointments are made and the new representatives attend the next Meeting for Sufferings.

14. Representatives to Quaker and other bodies

14.1 Current appointments

West Weald Area Meeting currently appoints representatives to the following bodies: Quaker Life Rep Council, Regional Meeting Arrangements Committee, Friends Southern Summer Events (a role filled by the CYP Advocate), and the Governing Body of William Penn School.

14.2 Role of Area Meeting Representatives to Quaker Life Rep Council

Job Summary

Area Meeting appoints a representative and deputy to attend Quaker Life Rep Council. This meets for two residential weekends a year. It is a forum for sharing and developing information, ideas and concerns. It is a valuable interface between Friends and the support provided nationally by Quaker Life. An increasingly important part of these weekends is *News from Meetings*. This session brings together, for information, mutual learning and reflection, the work and witness of Area Meetings and their constituent meetings throughout BYM.

Quaker Life works to strengthen and sustain the fabric of Quaker life within our Yearly Meeting. It currently focuses its work in six main areas: Faith and practice; Diversity & inclusion; Children & young people; Meeting house staff; Outreach; Pastoral care. Previously, its work was carried out by separate committees responsible for specific areas of work. Its new way of working recognizes the overlapping nature of many of the issues and the need to address them in an integrated way. Quaker Life Central Committee is now responsible for discerning, prioritising and co-ordinating all the work, which is carried out by staff, supported by working groups and by Friends drawn from the new Quaker Life Network.

Specific Duties

- Attend (or arrange for deputy to attend) meetings of the Rep Council.
- Bring to the Rep Council news of activities or needs at local level
- Keep the Local Meetings informed about work undertaken by Quaker Life
- Make regular reports to the Area Business Meeting, or in special interest groups.

Essential Requirements

- Have good background experience of Quaker business method
- Be a good listener and reporter.
- To be available to attend whole weekend meetings.

Desirable Requirements

- To be a regular attender at Area Business Meeting
- To have access to Internet and use of a computer for word-processing.

Time Commitment

- Attendance at Area Business Meeting
- Two residential weekends each year

Expenses

Reasonable travel and out of pocket expenses may be claimed from Area Meeting (see 7.7)

Term of Service

Three years from 1st January

Quaker Faith & Practice References

Paragraphs 4.17 and 8.08 - 8.10 in 5th edition - online at <http://qfp.quaker.org.uk>

14. Representatives to Quaker and other bodies

14.3 Role of Representative to Regional Meeting Arrangements Committee

Summary

The Committee is responsible for upholding the Sussex and Surrey Regional Meeting and arranging its programme. Its Membership consists of representatives from each of the constituent Area Quaker Meetings: Surrey & Hampshire Border; Sussex East; Sussex West; West Weald.

The rep has the dual role of engaging in the work of the committee and also of acting as a conduit for the two-way flow of information between Regional Meeting and Area Meeting. The Friend currently serving is listed in Appendix 1 (18.7). From 2012 the rep will also serve as a trustee of the Regional Meeting.

Specific Duties

- Engage in the work of the committee
- Possibly undertake a specialist role with the committee
- Make presentations on behalf of Regional Meeting when required.

Essential Requirements

- To be a well grounded member of the Society
- To have an aptitude for committee work

Desirable Requirements

- Experience of Regional Meeting
- Regular participation in Area Meeting
- Car driver/access to car for venues difficult to reach by public transport.

Time Commitment

Meetings take place at different venues across the Regional Meeting area and a degree of travel will be involved.

Regional Meeting is held in four venues each year and arrangements Committee meets early before the open regional Meeting.

Term of Service

Appointments are made by Area Meeting for a period of three years; the triennium commencing on 1 January.

Appointments when confirmed are notified to the Clerk of Regional Meeting.

Expenses

Reasonable expenses for travelling or out of pocket expenses are claimable from Regional Meeting funds

Quaker Faith & Practice References

Paragraph 5.01 in 5th edition - online at <http://qfp.quaker.org.uk>

14. Representatives to Quaker and other bodies

14.4 Role of CYP Work Advocate (CYPWA)

This Friend is the contact person for Children and Young People section (CYP) at Friends House, who organise Junior Yearly Meeting (JYM) and for Friends Southern Summer Events (FSSE) who organise Junior Gathering (previously Summer School) and Senior Conference.

Summary

The CYPWA is the key person to coordinate the process whereby Young Friends in the Area Meeting attend JYM, Junior Gathering and Senior Conference. See Appendix 2 - 19.10 and 19.11 for details of the processes. Young people who attend FSSE events are choosing to go themselves and, if they would like financial assistance, they need to apply for a bursary via their Local Meeting Overseers/Link Friends. However as the Area Meeting nominate those who attend JYM their fees are automatically paid like those of other Reps to Quaker conferences.

Specific Duties

- Become fully informed of the work of FSSE and JYM.
- Be the point of contact for information from FSSE and CYP for JYM
- To initiate and follow through the processes outlined in 19.10 and 19.11 and to check at key times that they are proceeding as necessary
- To ensure that parents/young people wishing to attend FSSE events are aware of the bursary fund and suggest they ask a Local Meeting Overseer/Link Friend to complete the appropriate request forms (see Appendix 3 – 20.2)
- To encourage young people attending events, especially JYM, to report back to AM
- To attend the FSSE AGM (usually in London on a November Saturday afternoon)

Essential Requirements

- DBS cleared see 0
- Self motivator
- Good understanding of how to contact the young people in the area meeting
- Affinity with young people and their development
- On the telephone and on the internet

Time Commitment

- No regular meetings are involved.
- As a 'communications person' anticipate time receiving and making phone calls, receiving mail and distributing information.
- One afternoon for the FSSE AGM

Term of Service

Appointment is by Area Meeting for a period of one year. The appointment is notified by the Clerk of Area Meeting to CYP and FSSE

Expenses

Reasonable travelling or out-of-pocket expenses may be claimed from the Area Meeting (see 7.7)

Quaker Faith & Practice References

Paragraphs 1.02.19; 2.74-76; 21.01-02; 22.63; 22.71; 23.71-85 in 5th edn – online at <http://qfp.quaker.org.uk>

14. Representatives to Quaker and other bodies

14.5 Role of Representatives to William Penn School Governing Body

Summary

Area Meeting appoints two Friends to serve as Quaker Foundation Governors on the Governing Body of William Penn Primary School, Coolham, West Sussex.

The Governing Body's responsibility is to work in partnership with the Headteacher to promote the continuous improvement of the school so that its pupils achieve the best possible outcomes. The Governing Body plays an important part in raising school standards through its three core functions:

- ensuring clarity of vision, ethos and strategic direction
- holding the Headteacher to account for the educational performance of the organisation and its pupils, and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent

Commitment

During the annual School Improvement Planning Day, Governors collaborate with the Headteacher and staff to agree the aims and objectives for the school and to set the actions and targets for achieving them. Throughout the year they monitor and evaluate the progress the school is making and act as a source of challenge and support to the Headteacher.

Most Governors have responsibility for a particular area, for example Health & Safety, Safeguarding or the provision for children with Special Educational Needs. Governors bring a range of experience and skills to the table and are provided with training and guidance to develop their roles.

To fulfil their commitment, Governors are required to attend two meetings per term as well as the School Improvement Planning Day and at least one monitoring visit each academic year. They are encouraged to attend school functions such as assemblies and concerts and to be on hand to talk to parents at events such as Parent Consultation evenings.

Requirements

- to be a well-grounded member of the Society of Friends
- to be willing and able to articulate Quaker attitudes and beliefs
- to have a keen mind and a desire to ask challenging questions in the interest of improving the educational experience of children
- to be able to travel to and from the school

Term of service

Appointments are made by Area Meeting for a period of three years.

Expenses

Reasonable expenses for travelling or out of pocket expenses are claimable from Area Meeting funds (see 7.7).

Quaker Faith & Practice references

Paragraphs 23.71 to 23.85 5th edition - online at <http://qfp.quaker.org.uk>

14. Representatives to Quaker and other bodies

14.6 Role of Representatives to Quaker School General Meetings

Summary

To represent the Area Meeting at General Meetings of Quaker Schools and report back so that Friends are kept aware of how our Quaker Schools are functioning.

In the past we have appointed representatives to attend the General Meetings of Ackworth School in Yorkshire, Leighton Park School near Reading and Sibford School, near Banbury, Oxfordshire. The reps have usually been old scholars of the school or have offspring currently or recently attending the schools. We have decided that the cost of sending a rep to Ackworth is prohibitive (Minute 09/13(g)).

The Area Meeting Clerk receives notification of the schools' General Meetings and informs Area Meeting Nominations Committee that a representative is requested or asks at Area Meeting and in notices for a volunteer.

Specific Duties

- To attend the General Meeting of the school you are appointed to attend
- To report back at the next suitable Area Business Meeting to give Friends a 'flavour' of the school.

Essential Requirements

- To have an interest in the school and in education in general
- To be able to extract the interesting and salient points from the meeting to feed back to Friends

Time Commitment

One day for attending the general meeting and half a day for attendance at an Area Business Meeting to report back.

Term of service

An ad hoc appointment for the meeting but Leighton Park School prefers a Rep to be appointed for a triennium so in this case the appointment would be for 3 years from date of appointment.

Expenses

Travel expenses may be claimed from Area Meeting (see 7.7).

Quaker Faith & Practice References

Paragraphs 23.71 to 23.85 in 5th edition - online at <http://qfp.quaker.org.uk>

15. Marriages

15.1 Administration

Quaker Marriage procedures are covered in Chapter 16 of Quaker Faith & Practice. They are not susceptible to change at Area Meeting level, however it was thought to be useful to include an understanding of the duties and responsibilities of the Area Meeting Registering Officer.

The Area Meeting Clerk should inform the Recording Clerk when the Area Meeting appoints a new Registering Officer (QF&P 4.10(o) and 16.15).

The central administration is carried out by the Britain Yearly Meeting Assistant Recording Clerk, who is the contact for advice and will supply copies of the necessary forms.

15.2 Registering Officer - Responsibilities and Term of Office

Summary

The Registering Officer is appointed by the Area Meeting to meet with couples contemplating a Quaker Marriage and, if appropriate, to arrange and register the Marriage in accordance with Chapter 16 of Quaker Faith & Practice. In addition the Registering Officer maintains the records of Quaker Marriages for the West Weald Area Meeting and for the State.

An Assistant Registering Officer supports the Registering Officer. (Note: The Registering Officer is appointed by Area Meeting and approved by the Superintendent Registrar and is normally a three year appointment. Assistant Registering Officer, however, is an optional appointment, so need not be for three years.)

Specific Duties

- Meet with couples contemplating Marriage as soon as possible after receiving the request and on a number of occasions after that in an atmosphere of worship and sharing
- Arrange meetings for Clearness where appropriate
- Ensure that couples are free to marry and are in unity with the religious nature and witness of a Quaker Marriage
- Provide couples with clear information about the process and procedure and discuss with them their and others' responsibilities with regard to the arrangements
- Liaise with the Clerk of Area Meeting and Elders and Overseers of the meeting/s concerned
- Ensure that notices are given on the prescribed paperwork at the appropriate times to the sponsors (if relevant), the Clerk of Area Meeting and the Clerk of the Local Meeting/s
- Cross check details received from the Superintendent Registrar; also details on the Quaker Certificate
- Request Area Meeting to agree the date and time for the Meeting for Worship for the Marriage and appoint some Friends to attend
- Make practical arrangements for the Meeting for Worship for the Marriage in conjunction with the Elders of the Local Meeting and in consultation with the couple
- Complete the Registers on the day of the Marriage and provide Marriage Certificates
- Introduce oneself and have ongoing liaison with the local Superintendent Registrar
- Make an annual return to Britain Yearly Meeting and quarterly returns to the Superintendent Registrar
- Arrange for two Area Meeting Friends to check the annual return of the Marriage register. Minute 14/37 of Area Business Meeting held 16/11/2014 approved a system whereby the Local Meeting of the Registering Officer is asked to appoint these two Friends.

(continued on next page)

15. Marriages

15.2 Registering Officer - Responsibilities and Term of Office (continued)

Essential Requirements

- Be a member of the Religious Society of Friends
- Be accepted (via BYM) by the Registrar General as Registering Officer for the Area Meeting
- Have knowledge of Chapter 16 Quaker Faith & Practice
- Have good interpersonal skills
- Have good organisational and time management skills
- Ability to give time and take action when required
- Keep the Marriage Registers in a secure place
- Be accessible by telephone
- Have legible handwriting

Desirable Requirements

- Be a car driver and have use of a car
- Have keyboard skills
- Have e-mail and a word processing facility
- Keep the Marriage Registers in a fire proof place

Time Commitment

- Flexibility – arranging a Marriage may incur anything from 8 to 10 hours to perhaps 30+ hours
- Make quarterly returns to the Superintendent Register – on average, 10 Minutes each return
- Attend Area Meeting where possible when matters relating to forthcoming Marriages are presented
- Attend occasional Registering Officers' Conferences organised by BYM

Expenses

Reasonable travel and out of pocket expenses may be claimed from Area Meeting (see 7.7)

Term of Service

3 years commencing on 1st January

Quaker Faith & Practice References

Chapter 16; 1.02, 1.03, 1.23 to 1.25; 4.40; 12.12f; 12.22-12.25; 22.33-22.50 in 5th edition - online at <http://qfp.quaker.org.uk>

16. Deaths

16.1 Role of Friends responsible for funerals

Summary

Area Meeting is responsible for ensuring that there are adequate arrangements in all Local Meetings for advice to be available on the holding of meetings for worship and on other matters in connection with funerals. Current Friends responsible for funeral arrangements in each Local Meeting are listed in the West Weald Area Meeting Contact List, which is updated annually.

Specific Responsibilities of those responsible for funeral arrangements

- Consulting with the relatives of the deceased and ascertaining their wishes with respect to a Quaker funeral and possibly at a later stage, a Memorial Meeting.
- Liaising with Elders, who have the particular responsibility for the right holding of the meeting for worship.
- Informing promptly appropriate Friends in the Area Meeting and Clerks of the constituent meetings in order to ensure an adequate Quaker presence.
- Making whatever practical arrangements are needed for the meeting for worship, seating, door keeping, refreshments, and provision of information about Quaker funerals for the benefit of anyone unfamiliar with Quaker practice.
- Liaising as necessary with undertakers, funeral directors, crematoria etc.
- Notifying the Area Meeting Clerk of the death, details of the deceased and arrangements for the funeral and Memorial Meeting as appropriate.

Term of Office

- Local Meetings have their own arrangements regarding appointment of Friends responsible for funeral arrangements and their terms of office.

Quaker Faith & Practice References

Chapter 17 in 5th edition - online at <http://qfp.quaker.org.uk>

16.2 Procedure for the notification and recording of a death

- The death of a member should first be notified to the convenor of Overseers or one of the Friends responsible for funerals within the deceased's local meeting.
- Whoever receives the notification should immediately advise the other Overseers and the Clerk of the meeting.
- As soon as arrangements for the funeral are known, this information should be communicated by the convenor of Overseers to the other constituent meetings within the Area Meeting.
- The convenor of Overseers should also inform the Area Meeting Clerk and the Membership Clerk.
- The Area Meeting Clerk will bring the matter to the next Area Business Meeting and a minute of record will be made.

It is usual to remember the deceased Friend during the opening period of worship, which precedes the meeting for worship for business.

16. Deaths

16.3 Burials in Area Meeting Burial Grounds

The Burial Grounds at Blue Idol, Capel and Reigate are available for Burials.

Procedure

If a member of one of our Local Meetings decides that when they die they would like to be buried in one of our Area Meeting Burial Grounds, then they should contact the Clerk of the Local Meeting, where the chosen Burial Ground is situated, to reserve a place. The Local Meeting Clerk should check with the Local Meeting that they are happy with this. If permission is not granted then the applicant may appeal to the Area Meeting, or if there are any doubts in the Local Meeting about the suitability of the request, or a request is made by a non-member or member of another Area Meeting, then the permission of Area Meeting must also be obtained. The Area Meeting Clerk should bring the request to the next appropriate business meeting. Permission, whoever it is given by, should be in writing. It is helpful if Friends reserve a place in their chosen Burial Ground in this way, well in advance, to save last minute anxiety for their f/Friends and relatives.

When the death of a member of our Area Meeting occurs and the family and/or the Meeting concerned decide at the time of the death that they would like a Burial in a Quaker Burial Ground, then the permission of the Local Meeting where the chosen Burial Ground is situated must be obtained as before. Again if there are any doubts about the suitability of the request, or a request is made by a non-member or member of another Area Meeting, then the permission of Area Meeting must also be obtained. In this situation any 2 of the Area Meeting Clerk, Clerk to the Area Meeting Trustees and Convenors of Area Meeting Elders and Overseers are charged with granting permission on behalf of Area Meeting. If possible the Area Meeting Clerk on receiving the request should inform all Local Meeting Clerks.

If permission is granted, then an *Order for Burial* form – see <http://www.quaker.org.uk/documents/order-for-burial-form> - must be obtained by the Friend responsible for issuing them (see 18.8). The form will be passed to the Friend organising the funeral. Local arrangements through an undertaker will have to be made for the digging of the grave, reference first having been made to plans showing previous graves. Reigate, Capel and Blue Idol Local Meetings hold copies of the plans relating to their Burial Grounds

Once interment has taken place the *Order for Burial* form is signed by a person present and it is then sent to the Area Meeting Clerk so that a minute may be recorded at the following Area Business Meeting. The order form is endorsed by the Area Meeting Clerk and returned to the Friend responsible for issuing *Order for Burial* forms to be attached to the stub of the original Burial Order Book. If the deceased was the member of another Area Meeting the Area Meeting Membership Clerk will inform the Clerk of that Area Meeting.

Quaker Faith & Practice References

Paragraphs 17.11 - 17.13 and 14.31 – 14.35 in 5th edition - online at <http://qfp.quaker.org.uk>

16. Deaths

16.4 Procedure for Burial/Scattering of ashes in Area Meeting Burial Grounds

The Burial of ashes is treated in the same manner as an interment of the deceased, but may also take place in the closed Burial Ground at Ifield.

Scattering of ashes follows the same administrative process except that no grave space is required and may take place in any of our Area Meeting Burial Grounds or Meeting House gardens subject to the approval of the Local Meeting at the time. The scattering of ashes is to be recorded on a Burial Order form following the procedure as for burials. If ashes are scattered in a burial ground the record should be accompanied by the Certificate of Cremation.

16.5 Gravestones in Area Meeting Burial Grounds

Quaker Faith & Practice gives the following advice about gravestones in 15.20:

Friends are left at liberty to adopt the use of plain gravestones in any Burial Grounds; it being distinctly understood that in all cases they are to be erected under the direction of the Monthly Meeting; so that in each particular Burial Ground, such uniformity is preserved in respect of the materials, size, form and wording of the stones, as well as in the mode of placing them, as may effectively guard against any distinction being made in that place between the rich and the poor.

Any new gravestone must be of the same simple shape and style of wording as that adopted on the gravestones already in place in the particular Burial Ground. The stone used for the gravestone must similarly match those in place, in type and finish.

The wording on the stone will record the name and dates of birth and death of the deceased, and is to be carved in a plain typeface, and is to be unfinished or painted black.

In nearly all our available Burial Grounds it is not practicable to site the stone on the grave, and the stone is sited alongside the existing stones, as far as possible in a place acceptable to the Area Meeting, local Friends and the representatives of the deceased wishing to erect the stone.

The Friends responsible for funerals in each Meeting should consult with the Clerk to Area Meeting Managing Trustees to obtain authority to erect a gravestone and approval of the proposed design and site.

Quaker Faith & Practice Reference

Paragraph 14.34 in 5th edition - online at <http://qfp.quaker.org.uk>

16. Deaths

16.6 Memorial Services

Purpose

The holding of a Memorial Meeting for worship provides a better opportunity than is usually available at a cremation or Burial to give thanks for the life of a deceased Friend. It also enables a wider circle to participate than can be accommodated at a crematorium or where funerals are a family only affair.

Process

- A Memorial Meeting may be requested by relatives of the deceased or by the meeting.
- The Funeral Committee in conjunction with Elders will be responsible for making the necessary arrangements for the conduct of the Memorial Meeting.
- One or two of those responsible should ascertain the wishes of the family and, if they are not Friends, ensure that our method of worship is understood. Any special requirements, such as the playing of music or participation of children should be established and a suitable programme worked out.
- When the preferred date and time are known the premises should be booked. Normally the Memorial Meeting will be held at the meeting house but if the number expected to attend cannot be accommodated; it may be necessary to make arrangements with another place of worship or local hall. If outside premises have to be used it is important to arrange seating layout to make provision for the family and for the Elders conducting the meeting.
- The Clerk of Area Meeting and the Convenor of Area Meeting Elders should be notified of the date, time, and place of the Memorial Meeting, immediately that the details have been confirmed.
- At the start of the meeting there should be a brief explanation of the nature of Quaker worship and about the conduct and expected duration of the meeting. This should include an invitation to all present to give vocal ministry if moved to do so.
- A Friend (together with a member of the family if desired) should greet people as they arrive, ensure they are familiar with the premises and offer a leaflet explaining Quaker worship and arrangements for the Memorial Meeting. Friends should be encouraged to go in promptly in order to 'settle' the meeting. It may also be helpful to remind those attending to switch off mobile 'phones and digital watches.
- Most often there will be refreshments available after the Memorial Meeting. If these are at the meeting house the Meeting or the family or a combination of both may provide them. In any event this will need to be part of the planning process and should be established by Elders when the premises are booked.

Quaker Faith & Practice Reference

Paragraph 17.10 in 5th edition - online at <http://qfp.quaker.org.uk>

16. Deaths

16.7 Deaths: Drawing up a Testimony for a deceased Friend

Purpose

Quaker Faith & Practice 4.27 sets out clearly the purpose of drawing up Testimonies to the Grace of God in the Life of a deceased Friend.

Procedure

- The process is initiated at a Preparative Meeting; usually the deceased Friend's meeting but it could, where appropriate be another Local Meeting. In certain circumstances Area Meeting Elders may initiate it. If the concern is raised spontaneously at Area Business Meeting it should be remitted to the relevant constituent meeting for further advice before proceeding further.
- If the Local Meeting unites in the concern a minute is sent to the Area Meeting Clerk asking for a Testimony to be drawn up.
- Area Meeting Clerk places the request on the agenda for the earliest practical Area Meeting. Area Business Meeting considers the request and if united with the concern, Minutes this fact and asks the most appropriate Local Meeting to bring in the names of two suitable Friends for Area Meeting to consider charging with the task of drawing up the testimony. The Friends so suggested do not necessarily have to be from that Local Meeting.
- If the suggested names of Friends to draw up the testimony are satisfactory to Area Meeting a minute is made appointing them to this task and asking that the document when complete is brought to Area Meeting at some future date. It is not usual to set a time limit but the Area Meeting Clerk will monitor the process discreetly from a distance.
- Where the deceased Friend belonged to more than one meeting during their lifetime it may be appropriate for more than one Area Meeting to contribute to the document. See QF&P 4.30
- Whilst it is not strictly necessary for the Testimony to be taken to PM prior to it being brought to Area Business Meeting it is desirable for the final draft to be shared with the deceased's own local meeting.
- When ready the Testimony is brought before Area Business Meeting where it is read. A minute is made recording the meeting's approval and authorising the serving Clerk to sign it on behalf of the Area Meeting. If it is felt that the Testimony is of wider interest the Clerk maybe instructed to forward the document to (a) The Clerk of Regional Meeting and (b) The Recording Clerk of Britain Yearly Meeting.
- It would be unusual but not impossible for the Area Meeting to refer the document back for further work.
- The Recording Clerk's Office generally likes to be provided with a photograph of the deceased Friend if one is readily obtainable.
- The process concludes with the Area Meeting Clerk forwarding the completed Testimony (and photograph) to the Recording Clerk and Testimony only to the Clerk of Regional Meeting.

Quaker Faith & Practice References

Paragraphs 4.27 – 4.30; Chapter 18; also 19.39, 21.50, 22.23, 22.40, 23.07, 23.34, 23.51, 23.58-60 for examples of Testimonies in 5th edition - online at <http://qfp.quaker.org.uk>

17. Safeguarding our Children, Young People and Vulnerable Adults from Harm

17.1 Safeguarding Coordinator

<https://groups.quaker.org.uk/groups/safe/> has a lot of information about safeguarding in a Quaker context.

If you have any problems, then contact our appointed AM Safeguarding Coordinator – see table below. If they are unavailable, try one of the other contacts listed.

Post	Name	Phone No.	Email
Area Safeguarding Co-ordinator	Jennifer Pearce	07738 394 461	jennifer@jenniferpearce.com
Deputy Safeguarding Coordinator	Christine Knott	07508 948 532	christineannknott@gmail.com
BYM Safeguarding Officer	Yvonne Brown	0207 663 1156	safe@quaker.org.uk
Surrey Multi Agency Safeguarding Hub		0300 470 9100 or 01483 517 898 (outside working hours - 8 am to 5 pm (4 pm on Sat and Sun))	mash@surreycc.gov.uk
West Sussex Multi Agency Safeguarding Hub		01403 229 900 or 0330 222 6664 (outside working hours)	MASH@westsussex.gov.uk

If you are involved with children’s meeting, see 17.3 Code of good practice for Volunteers with children’s meetings and 17.4 Procedure: Disclosure and Barring Service (DBS) Checks

17. Safeguarding our Children, Young People and Vulnerable Adults from Harm

17.2 Role of Safeguarding Coordinator (and Deputy - if appointed)

Summary

The Safeguarding Coordinator is responsible for ensuring that the Area Meeting Policy is adhered to and that it is renewed annually. If appointed the Deputy is to be available to take on the role of the Coordinator if necessary and to undertake any aspect of the work as agreed with the Coordinator.

Specific Duties

- Ensuring the annual review of the Area Meeting Policy on the Safeguarding of Children, Young Children and Vulnerable Adults takes place by alerting the Clerk to the Trustees and the Area Meeting Clerk to put the item on the agenda for May, or if this is inconvenient, April or June, Area Business Meeting.
- Receiving updates from Thirtyone:eight and alerting the Clerk to the Trustees and Area Meeting Clerk if any changes in policy are needed immediately or at the annual review.
- Ensuring that a register is kept in each Local Meeting of Friends who have a valid *Disclosure and Barring Service (DBS)* clearance for working with children, Young People or Vulnerable adults in Quaker Meetings and that renewals are obtained when necessary (see 0).
- Following the agreed procedure for responding to concerns or allegations of abuse (see **Error! Reference source not found.**)
- Promoting the code of good practice for volunteers (see 17.2)

Essential Requirements

- Concern for the welfare of Children, Young People, and Vulnerable Adults.
- To be on the telephone and have access to email.
- To be able to scan quite large documents that come from CCPAS or other appropriate sources and extract the parts relevant to the West Weald Area.
- To understand and be able to keep confidentiality.

Desirable requirements

- Good communication skills
- Able to be tactful and diplomatic.

Time commitment

This may be considerable in the unlikely event of an allegation being made. Otherwise, a few hours or so each month keeping up-to-date with appropriate literature. Preparing a report to give to Area Business Meeting at the annual review and attending the Meeting in April, May or June to give the report.

Period of Service

The Co-ordinator to be appointed for 3 years. Ideally there will be a Co-ordinator and a Deputy with a rolling system whereby, for continuity, the Deputy is in place for a year after the appointment of a new Co-ordinator. (At the time of writing we do not have a Deputy.)

Expenses

Reasonable expenses for travelling or out of pocket expenses may be claimed from Area Meeting funds (see 7.7).

Quaker Faith and Practice and other BYM References:

Paragraph 4.14 in 5th edition - online at <http://qfp.quaker.org.uk> and *Safeguarding Support for Quaker Meetings which is a comprehensive guide found at <https://groups.quaker.org.uk/groups/safe/>*

17. Safeguarding our Children, Young People and Vulnerable Adults from Harm

17.3 Code of good practice for Volunteers with children's meetings

It is important that you:

- Treat everyone with respect
- Respect a young person's right to privacy
- Plan activities which involve more than one other person being present, or at least within sight or hearing of others
- Encourage young people and adults to feel caring enough to point out attitudes or behaviour they are not comfortable with
- Remember that your actions might be misinterpreted, no matter how well intentioned
- Recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse
- Remember that hugging, touching or making personal remarks depends on the intent and emotional state of each, and on what each person considers safe boundaries.

It is important that you do not:

- Allow yourself to be drawn into attention seeking behaviour, e.g. tantrums
- Have physical or verbal contact that might be considered suggestive
- Play excessively rough physical contact games with young people
- Jump to conclusions without checking facts
- Exaggerate or trivialise child abuse issues
- Show favouritism to any individual, or make suggestive remarks or gestures
- Rely on your good name to protect you, or to think 'it could never happen to me'
- Permit abusive activities (initiation ceremonies, ridiculing, bullying.)

Guidelines for Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character and prepares for life.

- Seek wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **Never** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, **never** in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, calling each other names, respect for property. Make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows that each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.

17. Safeguarding our Children, Young People and Vulnerable Adults from Harm

17.4 Code of good practice for Volunteers (page 2 of 2)

- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), or, after consultation with others and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from others.

How to respond to a child wanting to talk about abuse

General points:

Above everything else listen, listen, listen - using 'active listening' with children and allowing time for them to express themselves

Show acceptance of what the child says (however unlikely the story may sound)

Keep calm, look at the child directly, be honest

Tell the child you will need to let someone else know - don't promise confidentiality

Even when a child has broken a rule, they are not to blame for the abuse

Be aware that the child may have been threatened or bribed not to tell

Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

As soon as possible write down what has been shared.

Helpful responses:

You have done the right thing in telling

That must have been really hard

I am glad you have told me

It's not your fault

I will help you

Don't say:

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

Never make false promises

Never make statements such as "I am shocked, don't tell anyone else"

Concluding:

Again reassure the child that they were right to tell you and show acceptance

Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Children's Social Services/Police/NSPCC

Consider your own feelings and seek pastoral support if needed

Making Notes:

Make notes as soon as possible, preferably within one hour of the child talking to you.

Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity).

Record dates and times of these events and when you made the record.

Keep all hand-written notes, even if subsequently typed. Such records should be kept for at least two years in the nominated secure place.

17. Safeguarding our Children, Young People and Vulnerable Adults from Harm

17.4 Procedure: Disclosure and Barring Service (DBS) Checks

- 1 Clearance from the Disclosure and Barring Service (DBS) must be obtained by any volunteer who works with Children, Young People and Vulnerable Adults in Quaker Meetings in West Weald Area Meeting. DBS checks replaced Criminal Record Bureau (CRB) checks from 1 December 2012. Checks are valid for three years from issue.**
- 2 The Area Meeting will work towards ensuring that everyone who works with Children, Young People and Vulnerable Adults has DBS clearance.
- 3 Currently volunteers working with children in West Weald are not required to provide references in support of good character. This is however a point of good practice which was recommended by the Churches' Agency for Safeguarding (CAS).
- 4 CAS has closed down and in Jan 2018 BYM appointed a new organisation - **DDC (Due Diligence Checking)** - to administer our DBS/PVG checks.
- 5 Unless there is an alternative person who has been delegated authority by a Local Meeting, the Clerk for each Local Meeting is responsible for managing the process of verifying, for each application, all documentation required for DBS clearance. The Clerk (or designated person) should keep a Register of all volunteers for whom DBS clearance has been given including the date of issue, in each case. Where there is a Children's Committee to organise the programme for the Children's Meetings, the Clerk must ensure that the Children's Committee is kept informed of the updated Register.
- 6 The DDC will alert Quaker Life should a disclosure relating to a specific application indicate that a risk assessment is required. In such an instance, the BYM Safeguarding Officer will contact the applicant requesting information about the disclosure. The Area Safeguarding Co-ordinator and the Clerk of Trustees will be kept informed of the applicant's response and any subsequent contacts. The verifier, referred to in section 5 above, will be informed at such time as an applicant is cleared or is to be subject to restrictions.
- 7 Disclosure information must be stored in a secure, lockable, non-portable cabinet with access strictly limited to those who are entitled to see it as part of their duties. A record should be kept of all those to whom disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 8 Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- 9 Once a recruitment (or other relevant) decision has been made, disclosure information should not be kept for any longer than is absolutely necessary – generally for a maximum of six months, to allow for the consideration and resolution of any disputes or complaints.
- 10 Once the retention period has lapsed, disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, disclosure information must not be kept in an insecure receptacle (e.g. waste bin or sack). No copies of the disclosure information may be retained in any form, except a record can be kept of the date of the disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

18. Appendix 1: Lists which need annual updating.

18.1 Dates and venues for Area Business Meetings and Fellowship Days in 2021

At least the first two Meetings will be held on Zoom. The 'host' LM will present its annual report and provide the reading and Elder on duty. Fellowship sessions will not be possible on Zoom although Friends may be able to socialise in breakout rooms after the Business Meeting. If we are able to meet face-to-face later in the year, then Fellowship sessions will be arranged if appropriate.

Area Business Meetings

Sat Jan 16	Ifield	Sat July 10	Blue Idol
Sun March 14	Horsham	Sun Sept 12	Reigate
Sat May 8	Capel	Sat Nov 13	Dorking

Fellowship Days

Leith Hill Walk will be organised if the pandemic allows.

18.2 Friends serving as Area Meeting Officers and in administrative posts during 2021

OFFICE	NAME	APPOINTING MINUTE (Service began)	SERVICE ENDS
Clerk	John Manfield	20/24 (Jan 2021)	31/12/21
Assistant Clerk	Anne Brewer	20/28 (May 2016)	31/12/21
Membership Clerk	Colin Brewer	20/28 (Jan 2009)	31/12/22
Treasurer	Rosemary Elias	19/43 (Mar 2016)	31/12/22
Registering Officer	Rosemary Elias	19/43 (Jan 2010)	31/12/22
Assistant Registering Officer	Jan Elias	19/43 (Jan 2010)	31/12/22
Safeguarding Coordinator	Jennifer Pearce	19/43 (Jan 2019)	31/12/22
Assistant Safeguarding Coordinator	Christine Knott	20/11 (Mar 2020)	31/12/22
Convenors of Elders and Overseers		Variable as arranged by Es and Os	
Keeper of Records			
Contact List Compiler	Colin Brewer	19/43 (Nov 2016)	31/12/22
Children's Birthday Cards	Ruth Chick	19/43 (Sep 1998)	31/12/22
Handbook Keeper	Anne Brewer	20/28 (May 2016)	31/12/23
CYP work advocate	Gayle Banks	20/28 (Sept 2019)	31/12/22
Fellowship Group	Anne Brewer (C) Roger Baker Sarah Freeman Audrey Garnett Katy Nunn Jo Hills Kersti Wagstaff	15/35 (Jan 2015) 15/35 (Apr 2015) 15/35 (Jan 2015) 16/24 (Jul 2016) 16/24 (Jul 2016)	

18. Appendix 1: Lists needing annual updating

18.3 Area Business Meeting Agenda and Minutes circulation lists 2021

A copy of the Agenda, Papers in Advance and the Minutes will be sent by email to all Area Meeting members on the West Weald AM Google Group and Clerks of Local Meetings will be asked to ensure that all members not on email also receive copies.

18.4 Friends serving on Area Meeting Nominations Committee during 2021

Name	Meeting	Appointing Minute	Term End
Roger Baker	Ifield	15/35	30/12/21
Susan Richardson	Blue Idol		30/12/21
Audrey Garnett	Capel		30/12/21

18.5 Elders and Overseers serving during 2021

Service Name
Ends

BLUE IDOL

Elders

31/12/21 Liz Harries
31/12/22 Eva Wrenwood

Overseers

31/12/21 Sara Procter
28/02/23 Diana Elliott

CAPEL

Elders

31/12/21 Norman Myall
31/12/21 Audrey Garnett

Overseers

31/12/21 Maggie Toogood

CLARIDGE HOUSE

None appointed. Clerks act as Elders.
Mutual Oversight.

DORKING

Elders

31/12/21 Anne Brewer
31/12/21 Sarah Freeman

Overseers

31/12/21 Jan Elias
31/12/21 Alison Carlier
31/12/21 Betty Chamberlain

Service Name
Ends

HORSHAM

Pastoral Care Committee

Convenor: Ruth Audus

IFIELD

Elders

31/12/21 Roger Baker

Overseers

31/12/21 Patricia Entwistle

REIGATE

Elders

31/12/22 Mariu Hurriaga
31/12/22 John Manfield

Link Friends

31/12/22 Cay Ward
31/12/22 Ann Dale

18.6 Serving Trustees in 2021

Clerk: T. Roger S. Wilson

NAME	MEETING	APPOINTING MINUTE	
T. Roger S. Wilson	Blue Idol	14/11	7 year term ends 31/12/21
Kersti Wagstaff	Blue Idol	14/11	7 year term ends 31/12/21
Jonathan Myall	Capel	19/43	5 year term ends 31/12/21
Helen Whittington		19/43	3 year term ends 30/09/22 ??
Rosemary Elias	Dorking	19/43	3 year term ends 31/12/22
Audrey Garnett	Capel	20/11	2 year term ends 30/09/22

18.7 Representatives on other bodies

	NAME	Appointing Minute (Service began)	Service ends
Meeting for Sufferings	Rosemary Elias	18/34	31/06/21
Rep on Quaker Life Rep Council.	Jacinta White	19/43	31/12/22
Rep on Regional Meeting Arrangement Committee	Roger Baker	20/11 (01/04 20)	31/12/22
Governors of William Penn School	Jennifer Pearce Mariu Hurriaga	20/17 (01/09/20) 21/02 (01/04/21)	31/08/23 31/08/24
Friends Southern Summer Events			

18.8 Friend responsible for issuing Order for Burial forms

Capel and Dorking:	Dorking Elders
Reigate:	Reigate Elders
Blue Idol:	Kim Hope
Ifield:	Roger Baker
Horsham:	None in use.

18. Appendix 1: Lists needing annual updating**18.9 Friends serving in Local Meetings in 2021**

	Blue Idol	Capel	Claridge House	Dorking	Horsham	Ifield	Reigate
Clerk	Kersti Wagstaff	David Arnold	Co-Clerks Tony Franklin, Lesley Evans	Rota	Jacinta White	Roger Baker	Jo Hills (Shared responsibility)
Assistant Clerk	Mike Vaughan			Katy Nunn Lucy Barford	Ruth Chick, Maggie Weir-Wilson		John Manfield Raymond Dill Mariu Hurriaga Terry Browning
Treasurer	John Cole	Michael Brewer		Rosemary Elias	John Tranter To 30/06/21	Barbara Kershaw	Simon Talbot
Premises Comm. Convenor	Charles Harries	Jonathan Myall		Rachel Hope	Martin Chick	Barbara Kershaw	Raymond Dill

18.10 West Weald Finance Timetable

	Local Meetings (LMs) (& Area Meeting (AM))	Clerk to Trustees & Trustees	AM Treasurer
November	Prepare LM Budget for following year Prepare LM Maintenance budget for next five years for Treasurer	Approve budget and reserve and LM quota for following year	Prepares AM budget and fixes reserve Informs LM treasurers of quota for following year
December		Minute complete details of insurance policy and other changes in previous year Clerk sends out compliance questionnaires to LMs (20.5)	
31 Dec	Accounts closed off		
January	LMs complete Compliance Questionnaires for Clerk to Trustees	Approve Insurance quote and check for changes and SmartWater applications with LMs Clerk confirms situation to Insurance Company Clerk prepares draft Annual Report and circulates to Trustees for comments	Produce AM SORP return for Trustees and end-of-year valuations of AM assets Prepare cheques for renewal of AM Insurance
February	LMs send unexamined accounts to Treasurer	Circulate unexamined AM SORP with minutes	Treasurer to receive Trustees' final Report

Continued on next page

18. Appendix 1: Lists needing annual updating

West Weald Finance Timetable (continued)

March	LMs send examined accounts to Treasurer	Approve Trustees' Annual Report	Deal with queries and problems in preparation of accounts
April			Treasurer sends AM and LM accounts to accountant for consolidation
May		Clerk to Trustees sends Treasurer complete set of Trustees' minutes for previous year	
June		Trustees examine draft accounts and raise queries	Treasurer deals with queries on accounts and prepares final draft for Trustees' acceptance
July		Trustees approve Final accounts	Prepare half year SORP & investment figures and review budget
Mid July	Annual Report & Accounts approved by Area Meeting	Clerk sends copies of WW Report & Accounts to BYM Recording Clerk Clerk sends electronic copy to Charity Commission and updates WWAQM entry on their website	
Sept		Trustees consider half year figures	
Oct			

Renewal and termination dates

C.F.H.A. Main Lease expires 24/03/2069 Renewal and rent review due 25/03/2022
 R.H.A. Lease expires 06/04 2082 No reviews.
 R.H.A (supp) Lease Expires 06/04/2082 Review 06/04/2022 (every 5 years)
 B.I. EE (formerly Orange Mast) lease expires May 2018 With solicitor
 B.I. Upper Knocksop Field lease expires 15/10/2019???? April 2025?
 W.W. Insurance current discount agreement with Methodist Insurance Co. ends January 2021?

Dates of Quinquennial Inspections and periodic electrical inspections

	Last	Next due	Architect
Ifield	2020	2025?	
Blue Idol	2020	2025	Hanslip & Co Ltd
Capel	2017	2022	
Horsham	2017	2022	
Dorking	2016	2021	
Reigate	2015	2021	

NB We have a very beneficial price contract with Hanslip & Co ltd (formerly HMDW) – prices fixed 2010 all to include cottages and outbuildings.

18.11 Annual Quota for Local Meetings

The LM Quota in 2021 will be £85 per head as defined in 5.4.

19. Appendix 2: Documents

19.1 West Weald Area Meeting Trustees Terms of Reference

1. General remit

- 1.1 To act as managing trustees of West Weald Area Meeting (AM), having the duties and responsibilities of property owners, and taking general oversight of all business affairs, including finance, property, and employment of staff, of the Area Meeting. The role of the trustees in these matters is to ensure compliance with the terms of AM's Governing Document, the discernment of the Area Meeting, and the Charities Acts and other legislation. (For convenience, the relevant provisions of the Charities Act and our Governing Document are appended).
- 1.2 To ensure that our buildings are properly maintained and so retain their value; and that our assets produce a proper rate of return consistent with our aims as set out in the Governing Document.
- 1.3 To ensure that West Weald Area Meeting, being a registered charity number 1134523, complies with charity law and the requirements of the Charity Commission.
- 1.4 To ensure that the Charity complies with all other legislation and regulations affecting the activities of the charity. Such laws and regulations include (but are not limited to) housing, employment, disability, discrimination and equal opportunities, health and safety, and data protection
- 1.5 To act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.
- 1.6 To ensure that all documents and minutes are in safekeeping and are handed over in good order to their successors (deeds of properties being held by Friends Trusts Ltd).

2. Membership

- 2.1 Up to 15 trustees shall be appointed from members of the Area Meeting, who together provide an appropriate range of experience and expertise with, as far as possible, representation from all Local Meetings. A quorum shall consist of not less than half the appointed number of trustees. The clerk and/or assistant clerk of Area Meeting may be in attendance.
- 2.2 Those representing constituent meetings take a dual role, both acting as trustees and communicating the trustees' activities to their local meetings. They should ensure that Friends in their Local Meeting, who wish to do so, receive copies of the trustees' Minutes.
- 2.3 Appropriate members of a Local Meeting should be invited to attend a trustees meeting at which important matters relating to their Local Meeting are under discussion.
- 2.4 No person may act as a trustee if he or she is legally disqualified from acting as a charity trustee under the law (i.e. a person who has been convicted of an offence involving dishonesty or someone who is an undischarged bankrupt). No person who is employed by the Area Meeting may act as a trustee, except that a person who is employed for the time being under a professional contract may continue to act as a trustee, but only as indicated below.
- 2.5 Friends who are not trustees of the Area Meeting, or attenders, may be invited to specific meetings to contribute to consideration of a particular matter. However, any trustee shall withdraw from a meeting if his or her own employment or remuneration is under consideration by the trustees or there is any other conflict of interest.
- 2.6 Appointments as trustee, including the appointment of the clerk to the trustees, will be made by Area Meeting in session.

(continued...)

19. Appendix 2: Documents

19.1 West Weald Area Meeting Trustees Terms of Reference (page 2 of 5)

2.7 Appointments will normally be for three years. A trustee can generally be reappointed on no more than two occasions to give an unbroken term of service not exceeding nine years. That person can then normally only be reappointed as a trustee of the Area Meeting when three years have elapsed after the end of the last period of service in that capacity.

3. Conduct of meetings

3.1 The clerk of the trustees will be regarded as one of the officers of the Area Meeting (in the same way as the AM's clerks and treasurers), and will be subject to appointment directly by the AM. The clerk may be any of the trustees as listed above, apart from an *ex officio* member.

3.2 All meetings will be conducted using the practice of Quaker meetings for church affairs, with the clerk taking responsibility for preparing minutes during the meetings.

3.3 Meetings will be held at least four times each year, and more frequently when business requires this. The clerk is responsible for arranging the meetings and ensuring that trustees are given due notice of them.

3.4 Minutes of meetings should be sent to the clerk and assistant clerk of Area Meeting and copied to constituent meetings. They may be made available to Friends through their representative among the trustees.

3.5 The clerk of the trustees will report annually on the business of the trustees to Area Meeting in session, or more frequently as needed.

3.6 Trustees should be aware of their general duties and liabilities. They should also be aware of the requirement to declare conflicts of interest whenever these arise.

4. Trustees' functions**4.1 General:**

4.1.1 The prime function of the trustees is to take overall responsibility for the day-to-day administration of the assets of the Area Meeting. This responsibility is discharged through ensuring that individuals are appointed to undertake specified tasks, that these individuals have received any training required for this work, and that the required tasks are being undertaken satisfactorily.

4.1.2 Care must be taken to ensure that all Local Meetings, particularly those that do not have a trustee, are kept informed about the work of trustees. The Clerks of all Local Meetings will receive copies of the trustees' Minutes and will be consulted on any matters relating to their meeting. So that trustees may have a clear understanding of what is happening in each meeting, it is also essential that the Clerk to trustees receives copies of the Minutes of Preparative Meetings, and Premises and Finance Committee meetings.

4.2 Finance:

4.2.1 Oversight of the accounting function of the treasurers within the Area Meeting, including budgeting, preparation of annual accounts, audit or examination, and conduct of the financial affairs of the Area Meeting and of its constituent meetings.

4.2.2 Ensuring that adequate reserves are maintained by the Area Meeting to meet the cost of emergencies, and that the Area Meeting has an agreed policy with regard to financial reserves.

(continued...)

19. Appendix 2: Documents

19.1 West Weald Area Meeting Trustees Terms of Reference (page 3 of 5)

4.3 Property:

- 4.3.1 Ensuring that responsibility is being exercised for the upkeep and maintenance of all buildings, burial grounds, and other land managed by the Area Meeting.
- 4.3.2 Monitoring policies and rates in respect of tenancies, lettings, and room hirings.
- 4.3.3 Ensuring that appropriate valuation of all property has been obtained for insurance and other purposes.
- 4.3.4 Advising Area Meeting on the purchase, use and disposal of property, or on the implications for the Area Meeting of the receipt of property as a gift.

4.4 Risk management and legal compliance:

- 4.4.1 Ensuring that appropriate returns are made to the Charity Commission or other government offices.
- 4.4.2 Ensuring that appropriate insurance policies are in place.
- 4.4.3 Ensuring that regular overview is taken of any risks to which the Area Meeting may be exposed.
- 4.4.4 Working with Area Meeting officers and Area and Local Meeting committees to ensure that the Area Meeting has updated policies in relation to all legal requirements, including (but not limited to) health and safety, conditions of employment, child protection, data protection and environmental care.

5. Authority

5.1 Finance:

- 5.1.1 The trustees shall authorise the treasurer to open and close bank and building society accounts in the name of the Area Meeting, including ensuring that proper and appropriate signatories are in place. They shall authorise any other investment of the Area Meeting's funds.
- 5.1.2 The trustees may undertake fundraising on behalf of the Area Meeting, or on behalf of a constituent part of the Area Meeting, delegating this function to fundraising groups as appropriate.
- 5.1.3 The trustees may authorise expenditure on anything that is consistent with the charitable purposes of the Area Meeting.
- 5.1.4 The trustees may authorise the treasurer to borrow money on behalf of the Area Meeting, and subsequently to repay such loans.
- 5.1.5 Not later than the first Area Meeting of each calendar year the Trustees shall bring a draft Budget to Area Meeting in session proposing expenditure and setting out the expected income for that year. Once approved by Area Meeting, this will constitute authority to the Area Meeting Treasurer to make the expenditure defined in the Budget. One or more revised Budgets may be brought to Area Meeting in session for approval during the year if needed. In the event that an emergency requires an urgent decision to make expenditure not so authorised, the Clerk to Trustees acting with the Clerk to Area Meeting shall be empowered to authorise the Treasurer to make such emergency expenditure, always provided that (a) all Trustees who can be reached should be so informed and (b) that conformation should be obtained from Area Meeting in session at the first opportunity thereafter.

(continued ...)

19. Appendix 2: Documents

19.1 West Weald Area Meeting Trustees Terms of Reference (page 4 of 5)

5.2 Employment

- 5.2.1 The trustees have ultimate responsibility for the Area Meeting's functions as employers. The terms and conditions of employment of Wardens, and their supervision and oversight, are to be mutually agreed between AM Trustees and constituent meetings. The Trustees shall be responsible for recommending the employment of individuals by the AM and the employment of other staff on a consultative basis, including, when appropriate, members of the Area Meeting.
- 5.2.2 Note that all appointments to Area Meeting offices, as employees, as auditors or as independent consultants, are formally made by the Area Meeting, even if authority for making recommendations for such appointment has been delegated to the trustees, or to another of the Area Meeting's committees.

5.3 Property:

- 5.3.1 The trustees shall authorise the Finance and Property committees of the constituent meetings to let out the Area Meeting's property and hire out rooms to external bodies, employing appropriate rates.
- 5.3.2 The trustees shall take an overview of the way in which all the Area Meeting's property is utilised, consulting Area Meeting before any significant change of use is allowed.
- 5.3.3 The trustees shall ensure that an agreement is drawn up that specifies the authority and responsibility of each constituent meeting with regard to the premises that it occupies. This agreement will cover items such as regular inspection of the fabric, maintenance and utilities contracts, the limits of allowed expenditure, and insurance.
- 5.3.4 The trustees will formally receive the minutes of each meeting of the Premises Committees of constituent meetings, in order to ensure that buildings within its ownership are being repaired and maintained.
- 5.3.5 The trustees shall ensure that due consideration is given to environmental and ethical concerns in all aspects of management of the Area Meeting's property.
- 5.3.6 The trustees shall ensure that the Area Meeting's legal obligations with regard to property are being fulfilled, seeking professional advice on this when appropriate, and that good practice is followed in terms of tendering and letting contracts for major work.

6. Reporting

- 6.1 The trustees shall take general oversight of the work of constituent meetings' committees charged with maintenance and running any properties that are managed by the Area Meeting, receiving their minutes for scrutiny. These include (where appropriate):
 - The Premises Committee of each constituent meeting;
 - Area Meeting Staffing Committee;
 - Area Meeting Finance Committee (for oversight of the treasurers' functions).
- 6.2 The trustees shall make recommendations to Area Meeting for laying down such committees or for establishing new ones.

(continued ...)

19. Appendix 2: Documents

19.1 West Weald Area Meeting Trustees Terms of Reference (page 5 of 5)

7. Date and approval of these terms of reference

These terms of reference are a revised version of those agreed by the then Dorking & Horsham Monthly Meeting on 16th September 2007 (Minute 07/55). They take account of the change in name to West Weald Area Meeting agreed 8th December 2007 and changes in the sections headed general remit, membership and finance. These revised terms of reference were agreed at an Area Meeting held 12th March 2011 (Minute 11/10(d)) and later changes at an Area Meeting held 12th March 2017 (Minute 17/12(b)).

Appendices

Appendix 1 – from the Charities Act (summarised in “The Essential Trustee”, by the Charity Commission.)

Trustees must ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

Appendix 2 - from the Governing Document

Object

The object of West Weald Area Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of West Weald Area Meeting and beyond.

Application of the Income and Property

Within West Weald Area Meeting, income and property are used to further the area meeting’s object by work such as:

- i) strengthening the life and witness of Quaker meetings both in the area of West Weald Area Meeting and beyond;
- ii) spreading the message of Quakers and interpreting and developing the thought and practice of the Religious Society;
- iii) undertaking Quaker service for the relief of suffering at home and abroad;
- iv) funding the concerns that Quaker meetings in the area of West Weald Area Meeting or beyond have adopted or agreed to support;
- v) providing for the pastoral care of individual members and Attenders including assistance to those in need and for education;
- vi) maintaining and developing Quaker meeting houses as places for public worship and from which to carry our witness into the world;
- vii) administering and maintaining the organisation of West Weald Area Meeting and contributing to the support of Britain Yearly Meeting.

19. Appendix 2: Documents

19.2 Memoranda of Understanding

Memorandum of Understanding agreed with Blue Idol, Capel, Dorking, Horsham, Ifield and Reigate Local Meetings.

It is agreed that the Local Meetings will undertake the following:

Part 1. Finances

1a Setting out, and agreeing with the Trustees, the bank accounts that may be required. See *Financial Management Return* (Appendix 3 – 20.1).

- 1a (i) All monies received should be banked to the accounts except for small amounts needed for petty cash. A minute on the Local Meeting's policy on petty cash will be made and appended to this document.
- 1a (ii) A minute stating the limit for payments needing only one signature will be made by each Local Meeting Clerk, and is appended to this document.
- 1a (iii) The persons signing a cheque should be recorded on the voucher authorising the payment.
- 1a (iv) No commitment should be entered into unless funds are available.

1b Health and Safety requirements will be the responsibility of the Premises and Finance committees of each Local Meeting, who must appoint a named Health and Safety person. Premises and Finance committees will be kept advised and informed by Trustees.

Data Protection procedures will be annually checked by Local Meeting Clerks, prompted by Area Meeting Clerk.

Child and Vulnerable Adults Protection checks are the responsibility of Local Meeting Clerks, who act as verifiers where appropriate.

1c Appointing an independent examiner or auditor to verify the annual accounts.

1d Informing the Trustees of any insurance claims, should there be any damage or loss, which justifies a claim, noting that there, may be an excess applying to the policy.

1e Ensuring that local financial reserves are kept at an appropriate level in line with the declared policy on reserves: they should be sufficient to meet running expenditure without having recourse to borrowing, while ensuring that funds are employed for the purposes for which they were given. (*See Reserves Policy Appendix 2 – 19.3*)

1f Sending to the Trustees annually, by the end of March

- 1f (i) A report of significant matters, which should be included in the Trustees' Annual Report and Accounts.
- 1f (ii) A statement, in response to Trustees' questionnaire, showing which of the duties listed in Quaker Faith & Practice 4.33 have been carried out. This is to be sent to Area Meeting Clerk and passed to Clerk of Trustees for inclusion in their Annual Report and Accounts (issued in June each year) for the previous calendar year. (*See Overseeing the life and practice of Local Meetings Appendix 3*)
(Note from Handbook Keeper: This questionnaire has been replaced by *LM Compliance Questionnaire for Trustees' Annual Report* (Appendix 3. 20.5))
- 1f (iii) Sufficient information as the Trustees may require, to enable the accounts of the local meeting to be included within the accounts of the Area Meeting.

1g Sending to the Trustees annually, by the end of February:

- A Budget for the current year
 - A five year plan of expenditure
 - Unexamined accounts for previous year
- (See 5.3)

19. Appendix 2: Documents

19.2 Memoranda of Understanding (page 2 of 2)

Part 2. Use of property

2a Acting as representatives for Area Meeting, choosing tenants or residents for short, medium or long-term leases, deciding the terms on which they occupy rooms or accommodation; arrange lettings or hirings for the day or evening. The forms of agreement used, both for policies and rates, should be those that have been agreed with the Trustees, who need to have a copy on file.

2b Acting as representatives for Area Meeting on the employment of resident Wardens, and employing such staff as may be necessary, whether cleaners, gardeners, etc. The contract of employment should be in a form agreed by Trustees who will need to ensure that legal requirements are met; for example, minimum wage legislation, holiday arrangements, Discipline and Grievance agreements and pension provision. The Local Meeting should arrange to deduct tax, national insurance etc. where appropriate. (See agreed *Warden appointment process* (Appendix 2 – 19.4) and Area Meeting minute 07/18)

2c Arrange for, and meet the cost of, redecoration, upkeep and maintenance in respect of rooms used by the meeting and its tenants/Warden. Also likewise to cover the cost of upkeep of any Burial Grounds, land, or other property allocated to the use of the Local Meeting.

If the cost cannot be met from Local Meeting funds, application should be made to Area Meeting. See *Division of payment for works done at Local Meeting premises* (Appendix 2 – 19.5) and Guidelines for Trustees and Meetings (March 2008) (Appendix 2 - 19.6)

A minute, recording what Local Meeting Friends require of their Local Meeting Treasurers and Premises and Finance committees in respect of how many quotations are needed for what level of expenditure, will be sent by each Local Meeting to Trustees and be appended to this document. *

2d Acting as representative for the Area Meeting, where appropriate, pay the outgoings for and receive the income from those parts of the premises which are not directly related to the normal activities of the meeting: e.g. adjacent property which may be let for residential or business use. " Outgoings" here means all repairs and the appropriate proportion of the cost of insurance.

2e Exercise a "watchdog" role in keeping a close eye on the internal, external and structural state of the buildings and alert the Trustees when maintenance or remedial work is needed, preferably in time for inclusion in the next Budget. Exercise a similar role on any maintenance and utilities contracts, and on insurance cover.

2f Take the initiative in suggesting improvements or alterations to meeting houses and other properties, which we manage. Note that a local meeting must seek approval from the Trustees before putting works in hand, whether or not the local meeting is to pay for the work.

2g Formally send the Clerk of Trustees a copy of the Minutes of each meeting of the Premises and Finance committees (in whatever form these committees are organised). See Area Meeting minute 06/30b and Trustees minute 06/41.

* The Minute on the number of quotations needed for a specific job will be appended to each Local Meeting's copy of the Memorandum along with copies of each of the appendices.

19. Appendix 2: Documents

19.3 Reserves Policy

From Charity Commission document 'Charity reserves: building resilience' (CC19) paragraph 3.1:

"Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes."

We have considered the unrestricted funds we require.

- Building maintenance costs: We have had recent heavy expenditure on two of our oldest buildings, The Blue Idol and Ifield Meeting Houses, and we have a programme of Quinquennial Inspections and so do not expect to have significant unexpected costs arising in the near future. It is recognised that the recent work costing in excess of £500,000 incurred at the Blue Idol was not identified at the regular Quinquennial Inspection. We consider it would accordingly be prudent to set aside £100,000 for future building maintenance so that work is not delayed by the time taken to raise funds
- Projects: We do not currently have unfinished projects that need a reserve to cover costs.
- Annual expenditure: We have decided it would be prudent to set aside 50% of our expenditure across the Area Meeting which for 2016 was £71,592.
- Closure costs: As these could be met by the sale of the Local Meeting closing, and the costs of closure of the Area Meeting itself are likely to be minimal, we do not set funds aside for these costs.

In accordance with the above policy we consider that an Unrestricted Reserve at 31 December 2017 of £175,000 would be prudent. As our present reserves are below this figure we will attempt to bring our reserves up to this figure as soon as possible.

Dated 6 September 2018

19. Appendix 2: Documents

19.4 Process For Appointing Wardens

Wardens are employed by the Trustees on behalf of Area Meeting. Trustees are responsible for ensuring that employment contracts and tenancy agreements meet the needs of the Local Meeting concerned; that they conform to the conditions imposed by all current statutory regulations on employment, housing and fire regulations; and that they meet the requirements set by the Charity Commissioners and imposed by the Charities Acts.

As these complex statutory requirements change all the time and Trustees must comply, they will need to continue to consult the appropriate bodies at Friends House and the Area Meeting's legal advisors.

In order that the process of appointing a warden can proceed smoothly and swiftly the following steps should be followed: -

1. Area Meeting, through its Nominations Committee, maintains a list of three members to take part in the interviewing process.
2. Clerk of Local Meeting notifies the Trustees as soon as there is likely to be a Wardenship vacancy.
3. Local Meeting meets to discern whether or not they wish to fill the vacancy. If they do, they prepare for Trustees a detailed job description, including requirements particular to their needs a person specification and possible CBR clearance, together with an estimate of working hours needed.
4. Trustees will then inform the Local Meeting of the current terms and conditions, including fire safety regulations, in which it is legally possible to fill the vacancy.
5. If the position is to be residential, a full review of the accommodation is made by Local Meeting and arrangements are made to bring it up to a lettable standard if such are required. If the appointment is not to be a residential then the process described in Item 6 can be omitted.
6. Local Meeting arranges for:
 - a. a complete inventory of the contents;
 - b. PAT testing of electrical equipment
 - c. Cleaning to a professional level
 - d. an energy efficiency certificate
7. Local Meeting prepares an advertisement for Trustees' approval.
8. Anyone who is related to or otherwise connected to any applicant or who is prejudiced in any way must declare this and withdraw completely from all or any involvement in the process of selection or appointment at any stage of the process.
9. Local Meeting advertises, receives replies and prepares shortlist. LM acknowledges replies and offers all applicants an equal chance to inspect accommodation and to discuss the job description.
10. Local Meeting sets up first interview between applicants, Local Meeting representative, an appointed Trustee, and Area Meeting appointed Friend.

It is essential that the interviewing panel is familiar with all the various employment acts, including those relating to Equal Opportunities and Disability.
11. The interview panel makes its decision and Local Meeting informs Trustees who make a formal offer and, when this is accepted, inform all applicants of the outcome.
12. If no decision is reached the position is re-advertised and the process recommences.

19. Appendix 2: Documents

13. Trustees will seek advice from solicitors and will prepare the necessary documents:

- a. Tenancy agreement + inventory;
- b. Employment contract + job description;
- c. Grievance, disciplinary procedures and disciplinary rules;
- d. Data Protection policy

14. On completion of the process, three copies of all the necessary documents are signed by the Clerk of Trustees and the new Warden – one copy being retained by the Clerk, one by the Warden and one by the Local Meeting.

15. Clerk to Trustees issues the new employee with the West Weald Staff Handbook.

16. No residence may be established until the tenancy documents have been signed.

(N.B. Regular six monthly inspections of residential accommodation will be included in future warden contracts)

19.4a Process for the Termination of warden employment

1. Before a Warden ceases employment the Local Meeting will:

- a) Consult Trustees who will seek advice to ensure that all severance payments are made according to current legislation

If the position is residential, before the property is vacated, the Local Meeting will:-

- b) check the inventory of contents and make reasonable arrangements with the Warden to rectify losses
- c) inspect the property. If the premises are in an unsatisfactory condition not judged to be due to reasonable wear and tear, they will arrange for the Warden to rectify the deficiencies so that no unreasonable cost falls to the Local Meeting.

Approved by Trustees 6.4.2013

BK

19. Appendix 2: Documents

19.5 Division Of Payment For Works Done At Local Meeting Premises

This paper hopes to be helpful in bringing together the various Minutes that have been made in this area. Trustees hope that the notes below still preserve flexibility for each Local Meeting.

PREMISES AND FINANCE COMMITTEES' MINUTES

It has been agreed that a copy of these is to be sent to Clerk of Trustees. They will minute proposed expenditure; quotations for the work; proposal as to payment; and agreement of Local Meeting Friends. Trustees will therefore know what projects (works) are proposed, with no further work from P and F committee members.

WHO PAYS HOW MUCH FOR WHAT?

- Each Local Meeting has different amounts of cash available.
- Where possible, the Local Meeting will pay for routine maintenance and upkeep of their own premises, including grounds and Burial Grounds.
- Where this is not possible, Local Meetings should consider paying half the cost, and ask Area Meeting Friends, after discernment, to instruct the Area Meeting Treasurer to pay the other half.
- Where there are no funds, the Local Meeting should minute a request for a grant or loan from Area Meeting funds.
- Area Meeting Friends in session will consider the request, and instruct the Area Meeting Treasurer.

DEVELOPMENT WORKS

- New building, or major works of conversion or refurbishment, will usually be funded by Area Meeting.
- Premises and Finance committees will usually, together with Local Meeting Friends, arrive at a plan, with approximate costs and timing of the work, to bring to Trustees and Area Meeting.
- Trustees may also suggest developments and options for Area Meeting and Local Meeting Friends to consider.
- Development works need long-term planning, especially because of disruption and finance, so proposals for the long-term should, where possible, appear in the 5 year plan.
- Area Meeting Friends in session will discern what projects are to be carried out.
- See the attached "Advisory Committee on property Guidelines for Trustees and Meetings" (received March 2008) included with these papers).

12/07

On applying for money for works at Local Meeting premises (for clarification of the pathway mentioned in the Who Pays for What paper)

1. Local Meeting Premises and Finance committee identifies work that needs doing and gets quotations.
2. These quotations, with the Premises committee's suggestion as to choice, are passed to Trustees and to Local PM for their discernment.
3. Local Meeting Clerk sends Trustees the PM's minute of discernment.
4. A member of the Local Meeting, who is able to speak to the matter, brings it to Area Business Meeting (ABM) requesting funds, whether loan or grant, with any input or recommendation from Trustees and Area Meeting Finance Advisory Officer.
5. ABM considers the request in session, and instructs the Trustees and Area Meeting Treasurer to make the payment to the contractors concerned, upon receipt of a note of satisfaction from Local Meeting.

04/08

19. Appendix 2: Documents**19.6 Advisory Committee on property. Guidelines on projects.****Projects fall into two main categories:**

1. **Major** - any works requiring planning permission, new buildings, Listed Building consent (see Appendix 2 - 19.7 for When and how to apply for Listed Building Consent), structural alterations and/or subsidence. These may be relatively expensive or not but they have in common the need for professional advice. First look around the Meeting(s) and see if that is available locally. Secondly ask the Advisory committee for guidance and do this early. Lastly choose wisely in order to try and obtain the best result.
2. **Minor** or predominately Maintenance.

Major

- Consider all aspects of the project, including finding a suitable site if necessary; capital assets and/ or fundraising; carefully decide on the immediate needs then try and decide longer term probabilities.
- Prepare a detailed and considered brief for professionals to understand these factors. It is always wise to discuss this as widely as possible.
- Interview Architects and/or surveyors who you feel from preliminary discussions have a sympathetic understanding of your needs.
- At a very early stage establish fees and terms of engagement to establish exactly what service is being offered and relate and discuss that to your requirements. (For instance you may need a Structural Engineer, and/or other consultants and it may be helpful to establish whether the Architect has working relationships in these areas.)
- Prepare a presentation to Area Meeting in sufficient detail for an outline approval to be given.
- Architects and Surveyors will offer feasibility studies for you to consider normally for a fee, which they will quote (for some schemes that initial fee may be zero).
- Appoint Friends from within the Local Meeting and/or Area Meeting to accept the responsibility of seeing the project through. For major projects it would need to include expertise from within the Construction Industry. If this is not available locally it may well be necessary to buy this expertise in as a 'Project Manager' or 'client Representative' i.e. independent of the construction team and whose primary responsibility is to get the best possible result for the Society.
- Pre-Planning is very worthwhile. It is also quite acceptable to ask for referees and examples of work to view for those you are considering employing.

At this juncture you will have decided a number of matters including appointing some of the professionals you will need. If you know the appointed Architect or Surveyor the level of trust will be more easily established. If you are appointing a complete stranger then it is important to establish the right lines of communication at an early stage (see Appendix 2 - 19.9 for further guidance). Make sure Minutes are kept of every meeting (and agreed), determine a programme for all aspects of the work, this can be amended and honed as various stages are reached. For very tricky works consider a critical path programme so that everything from appointments to planning and difficult materials are slotted in to make progress more efficient and cost effective. The very last problems you need are delays, amendments and additional works these cost a disproportionate amount of money and are hard to control.

Minor

- For minor works many of the above stages are also applicable but in moderation. To undertake this responsibility property committees need to make themselves familiar with a whole raft of regulations, for instance gas, electricity and legal. The current Care of Meeting Houses book and the Friends House website are very helpful.
- We would add another special 'advantage' to seek. Establish a special relationship with a local Builder and./or tradesmen whom you can trust to look after the society's and the Meeting's interests.
- If the Meeting can build up a relationship with a reputable Contractor, for most of these minor works that trust can be extended enabling work to proceed quickly and with confidence. Often it is better to trust someone you know rather than to seek the cheapest quote.
- Finally be prepared in this case to supply a detailed specification or "list" of the work to be done so that quotes from 2 or 3 Contractors can be effectively compared.

19. Appendix 2: Documents**19.7 Listed Buildings and when and how to apply for Listed Building Consent.**

What does it mean?	English Heritage list a very small percentage of buildings in England with special historic or architectural interest. Copies of listing are available from Local Authority. Grants may be available from various bodies; alterations can qualify for reduced VAT (further information on VAT available from H.M. Revenue & Customs)
What does it cover?	Listed status covers a whole building, inside and out and may even include gates and walls. See Appendix 2 - 19.8
What can be done?	There are no overall rules about what can be done to a listed building but consent is needed for anything that might risk taking away what makes the building special. IT IS ALWAYS ESSENTIAL TO TAKE THE ADVICE OF THE CONSERVATION OFFICER OF YOUR LOCAL AUTHORITY AT THE EARLIEST POSSIBLE OPPORTUNITY
How do we apply for Listed Building Consent?	Check with Conservation Officer if you need to apply. Get an outline of what might be acceptable. Forms and guidance notes are available from Local Authority. There is no charge for a LBC.
No application is needed!!	MAKE SURE YOU GET THIS DECISION IN WRITING!
What is needed for an application?	"A Charter for English Heritage" gives advice on what to provide as does the form itself, but detailed drawings, an O.S. location map, photographs, and an accompanying statement to justify and detail the work, will probably be among the documents required.
What happens next?	The Local Authority will acknowledge the application. A public notice must be displayed outside the premises inviting comment and objections for at least two weeks. Details of the application and comments and objections can be checked on the LA website.
How long will it take?	A decision can be expected in 8 -10 weeks. English Heritage may be involved to provide LA with expert advice.
What happens if consent is refused?	There are six months in which to appeal. Or you can modify the plans on the written advice provided and re-apply.
What happens if alterations are made without consent?	Carrying out unauthorised works to a listed building is a criminal offence and owners can be prosecuted. Before that stage is reached, a planning authority can insist that all work undertaken without consent is reversed. Listed building consent can be applied for retrospectively but runs the risk of being rejected for reasons that could have been easily resolved at an early stage.
What information, advice or help is available?	Your Local Authority and English Heritage staff in the regional office are very helpful. English Heritage (S.E. Region) Eastgate Court, 195 – 205 High Street, Guildford, GU1 3EH. 01483 252000. Some L.A.s provide pre-planning application consultations. More information can be gained from the websites of English Heritage and Department of Culture Media and Sport. (www.english-heritage.org.uk)
When you get permission	It may be "with conditions" which must be complied with.

(West Weald Area Meeting Trustees 03/05/09)

19. Appendix 2: Documents

19.8 Listed Building Curtilage

Extract from Planning (Listed buildings and conservation areas) Act 1990:

(5) In this Act "listed building" means a building which is for the time being included in a list compiled or approved by the Secretary of State under this section; and for the purposes of this Act—

(a) any object or structure fixed to the building;

(b) any object or structure within the curtilage of the building which, although not fixed to the building, forms part of the land and has done so since before 1st July 1948, shall be treated as part of the building."

Main points of case law:

- Age of curtilage building and historic development of the site
- Use and ownership
- Site boundaries, walls etc
- List description (but usually outbuildings are not mentioned, so do not be fooled)

Common examples:

- Listed farmhouse – barns and other outbuildings may also be listed
- Listed Manor/country houses – outbuildings e.g. Gatehouses, garden walls, lodges, kennels(!) also listed
- Listed school – gates, garden walls, other classrooms, boarding houses etc

English Heritage must be consulted all applications affecting grade I & II listed buildings, including those within the curtilage (they take the same grade).*

Catherine Jeater 9th Feb 2011

19. Appendix 2: Documents

19.9 Listed Buildings: - DOs and DON'Ts

If you employ an architect or a surveyor to manage your work he will apply for the Listed Building Consent and engage suitable and qualified contractors to carry out the work. He will supervise the contractors and he will ensure the work is done properly.

However, before you engage an architect or surveyor YOU should ensure that he is the right person for you:

- a) Check he is listed on the appropriate professional register as being competent to work with listed buildings
- b) Ask your Diocesan Authority for their list of approved architects and surveyors
- c) Ask the advice of the local English Heritage office
- d) Check the architect/surveyor's c.v. to see if he has been engaged on similar work to yours
- e) Check and approve his charges and find out how much supervision he will provide
- f) Arrange for him to supply you with regular reports and costings.
- g) Remember YOU are the customer.

If you decide not to employ an architect or surveyor but to engage the builder yourself:

- a) Obtain the agreed number of quotations according to the cost of the work
- b) If you are employing a limited company, use the Companies House website to check their status
- c) Check the builder's website – and related websites - often you will find revealing comments from customers
- d) Check that the builder is competent to work on listed buildings and knows what is permitted (i.e. what materials can be used and what methods of work are acceptable for your particular building)
- e) Do not merely accept the builder's word that his firm is competent and experienced in working on listed buildings; do not accept any claims he makes on his letterhead; ask him to provide details of recent work and to give you references
- f) Take up his references
- g) Insist on having details of his insurance cover (if his work is rejected by the Conservation Officer you may have to sue him to get him to put it right!) Remember too that the Conservation Officer is likely to check the work when it has been completed.
- h) Make sure that your builder observes any conditions imposed by the LBC.
- i) Remember YOU are the customer and YOU are responsible for the work your builder does.

REMEMBER TOO THAT YOU MUST HAVE THE PRIOR APPROVAL OF TRUSTEES BEFORE EMBARKING ON ANY WORK TO YOUR MEETING HOUSE. This applies whether or not you are seeking financial assistance from Area Meeting.

(West Weald Area Meeting Trustees 03/05/09)

19. Appendix 2: Documents

19.10 Friends Southern Summer Events (FSSE): application process and applying for bursaries

1. Young people who attend the FSSE events make the choice to go themselves. The CYP Work Advocate (CYPWA) serves as AM FSSE rep. (See Appendix 1-18.2 for the current Area Meeting CYPWA/rep). Early in the year the CYPWA either receives details from organisers of Junior Gathering (previously Summer School) and Senior Conference or checks on the website, www.fsse.org.uk, for updates. Then sends emails to families of Young People of the appropriate age to see who would like to attend FSSE events and suggests they request 'Information Packs' from the FSSE website.
2. The application forms can be completed on the website by parents or Young People, usually by mid-March. FSSE prefer communication to be online but will use the postal service if requested. Once the place is confirmed by FSSE the applicant should inform the CYPWA/rep that they have a place. A deposit may be requested at this stage.
3. Full payment is usually due by 30 June. No-one will be prevented from attending FSSE events by difficulty with payment. Full or partial bursaries are available from Local Meeting and Area Meeting each contributing 50% (Area Meeting minute 08/31 in part).
4. If a bursary is needed the parent or applicant can contact a Local Meeting Overseer/Link Friend who will authorise the payment by signing Bursary Forms (See Appendix 3 – 20.2) requesting cheques from both the Local Treasurer and the Area Treasurer payable to "Friends Southern Summer Events" with the name of the applicant on the reverse. The cost is shared between the Local and Area Treasurer each paying 50%. The Local Meeting may want to minute their agreement to the expenditure.
5. The Local Meeting Treasurer contacts the Area Meeting Treasurer confirming that the application is proceeding and that the final payment should now be made. The cheques should all have the applicant's name on the reverse and be sent to the parent/applicant for forwarding to the FSSE bookings secretary. If not being paid by the parents it is easiest if the deposit is paid by the Local Meeting Treasurer and the final contributions to the bursary adjusted appropriately. The parents usually pay the transport costs.
6. The organisers state that parents are responsible for the full payment of fees by the requested date (usually July 1st). Invoices will NOT be sent either to parents or the Meeting Treasurers providing bursaries.

19. Appendix 2: Documents

19.11 Junior Yearly Meeting nomination, appointment and payment process

1. Normally in September or October the CYP Work Advocate (CYPWA) receives a pack of JYM Nomination papers from CYP in Friends House via the Area Meeting Clerk. The CYPWA serves as the 'Named Contact Person' (NCP) for JYM. See Appendix 1 – 18.2 for the current CYPWA. There are usually two "Guaranteed" places for each area meeting and up to four "Additional" or reserve places. The number of places varies each year.
2. The NCP contacts Young Friends in the AM of the right age group to see if they would like to be nominated to represent AM at JYM. At the same time sending information about JYM and explaining that as representatives nominees will need to be available to report back to ABM either personally or in writing.
3. The Nomination Papers include specific instructions for the NCP to follow regarding prioritising allocation of Young Friends to available "Guaranteed" and "Additional" places. The NCP gives the names of Young Friends wishing to be nominated to Area Meeting Nominations Convenor, who checks with the Nominations Committee for their approval and agreement to pay the costs. It is usual for the costs of nominated representatives to be paid by Area Meeting and it is suggested that Area Meeting offer to pay the cost of travel to JYM for their nominees. The selected names are passed to the Area Meeting Clerk.
4. At the next ABM the Clerk minutes those nominated to attend and confirms that AM is willing to pay the fees for those selected to attend by the Nominations Committee.
5. The Area Meeting Clerk sends the selected names to the NCP who completes the nominations form and sends it to the relevant person in CYP at Friends House.
6. The NCP is informed by CYP who of the nominees have been selected for "Guaranteed" or "Additional" places. Sometimes information about "Additional" places is received later; though usually places are confirmed for all Young Friends selected.
7. Prior to the event CYP at Friends House request fees from the AM Treasurer.

19. Appendix 2: Documents

19.12 Health and Safety Policy Statement

In concern for the well-being of everyone West Weald Area Quaker Meeting and its constituent Local Meetings will take all steps in their power to: -

- Ensure internally and externally that our buildings and equipment are in a safe condition
- Act responsibly towards all employees and ensure their safety and that of visitors, contractors and members of the general public.
- Comply with current Health and Safety legislation
- Carry out annual Health and Safety risk assessments and ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented by suitably qualified workmen
- Devise, maintain and regularly test emergency evacuation procedures and provide all users with advice on emergency procedures
- Provide opportunities for training in avoiding hazards
- Enter into service contracts, or otherwise ensure, that all gas and electrical installations and appliances are examined and maintained on an annual basis by suitably qualified workmen or other such period that is considered desirable or required by law.
- Comply with food hygiene regulations
- Keep all equipment stored safely and securely
- Ensure that all cleaning liquids, aerosols, polishes and pesticides are securely locked away when not in use.
- Maintain suitable first aid kits and formal accident books and ensure that prominent notices are displayed indicating where these may be found.
- Ensure that the Employer's Liability Insurance Certificate is prominently displayed

(West Weald Area Meeting Trustees 3.9.2011)

19. Appendix 2: Documents

19.13 Fundraising Policy

Fundraising activities must be open, legal and fair, honest, accountable and transparent.

Trustees carry the ultimate responsibility for all fundraising activities and **must** ensure that West Weald Area Quaker Meeting complies with the Charity legislation and other laws relating to all aspects of fundraising carried on in their name or in the name of their constituent meetings. For each separate appeal, therefore, Trustees **must** be appraised of and approve fundraising methods, the costs involved, financial risks, how the money raised is managed and spent, and a procedure for dealing with complaints.

Any contract entered into in relation to a Fundraising Appeal **must** be signed by the Clerk to Trustees.

Trustees may appoint or delegate authority to individuals, or to Local Meetings, to raise funds. This delegation of responsibility **must** be minuted by Trustees and approved and minuted by Area Meeting. Those authorised to act for the Trustees of West Weald **must** report at each and every Meeting of Trustees.

All funds raised **must** be paid into the central account of West Weald Area Quaker Meeting or into a special account set up for that sole purpose before deduction of any expenses.

A separate account **must** be maintained to show:-

- a) All expenses incurred in fund raising i.e. postage, printing etc., and all receipts must be retained.
- b) All professional fees incurred before the appeal, in preparation for the appeal, and during the work,
- c) All fees paid to contractors, VAT and retentions being shown separately .
- d) All income whether in the form of grants, donations or other deposit including any recovery of Value Added Tax or recovery of tax through Gift Aid
- e) The account must be subject to audit/examination

Appeals **must** have a start and end date.

Appeal literature **must** bear the name and charity registration number of West Weald Area Quaker Meeting and be carefully worded to show the aims of the appeal accurately. Appeals should also be worded to avoid legal problems and difficulties, if fundraising is unsuccessful, or too successful, for the designated purpose.

e.g. "We are raising funds for the [repair of our roof]. However, if for any unforeseen reason we are unable to raise sufficient money, or if there are surplus funds left over, we will use the donations for [general repairs] [improvements to our toilets etc.]"

Fundraising Methods If WW Friends use some other fundraising procedures they should be aware that in addition to the Charity Acts, other legislation applies to appeals using broadcasting, direct mail, door to door collections, online, school, and telephone and public fundraising events and raffles.

Full information can be found on www.charitycommission.gov.uk and on www.institute-of-fundraising.org.uk

N.B. The use of **must** is used when there is a specific legal or regulatory requirement affecting trustees and the charity. "Should" is used to indicate minimum good practice.

(West Weald Area Quaker Meeting Trustees 22.10.2011 rev. 16/02/2015)

19. Appendix 2: Documents

19.14 Fundraising - General advice and recommendations

Please note that it takes time to get responses. Organisations that provide large sums of money need to be convinced that their investment is used and cared for properly. They are also very helpful to grant seekers.

Fundraising Organisations (including Friends' Meeting House Fund and other Quaker charities) are often charities or trusts and are very careful about the distributions of their funds. Their conditions have to be met and undertakings given before they are able to make grants. Conditions often change from one application period to the next. You are advised to check websites and to read all the guidance information first to see if your appeal meets their aims. You will then be in a position to emphasise relevant aspects of your application and supply all the information required.

The conditions frequently require grants to be matched by other funders and work to be completed in a set time. (Other likely conditions include publicity, regular maintenance programmes and reports, progress reports at set intervals, inspection of the completed work, and support for their charity, such as an annual donation for a set number of years, or individual memberships).

Appeals in the Friend & Friends' Quarterly

The Friend carries inserts for appeals for Meeting Houses four times a year. Arrangements can be made for the inserts to be printed by the magazine's printers at a reasonable cost, and help with the layout can sometimes be given. It is also worth considering whether an appeal can be inserted in the Clerks' mailing. Donations received by this means are often small but every penny counts and Friends should consider how best to acknowledge these donations, sent, as they often are, with letters of love, advice and encouragement. Careful records of donors must be kept as they will be required for examination or audit.

Gift Aid

Claiming Gift Aid can add up to a considerable amount of money to your appeal funds. You should list the names of individual donors, dates and the amounts eligible for Gift Aid on the HM Revenue & Customs form and submit them on line or by post. (Keep a copy of the list and all the gift aid forms in case of queries). HMRC now assume that all small donations are made by taxpayers, so will allow Gift Aid to be claimed on collections made for a for a specific purpose at a named locations such as "at Ifield Meeting House".

Data Protection legislation It is important to maintain confidentiality when recording gifts from individual donors.

Listed Places of Worship Scheme - VAT

If yours is a listed building, you can reclaim the VAT on repairs, restoration work and on some alterations (such as the installation of toilets, fire prevention methods and heating). You should submit a claim for reimbursement of the 20% VAT you will pay to your builders and contractors, and for reimbursement of all the professional charges that directly relate to the work. Although it is advisable to submit claims for large scale works regularly as the Government has imposed a monthly limit, smaller claims can be grouped together to reach the lower limit. Please read the guidance notes carefully. The guidance notes and the claim forms can be downloaded from the LPWS (Listed Places of Worship Scheme) website (and must be submitted by post). Claims must be supported by invoices dated within twelve months of the date of the claim. Postal applications, with original invoices should be sent by recorded delivery. (Keep photocopies for your accounts and so that you can deal with queries, or replace anything lost in the post).

NB. Be sure that your Guidance Notes and your claim forms are up-to-date - the Government changes the legislation from time to time.

(West Weald Area Quaker Meeting Trustees 22.10.2011 revised to meet current regulations 16.2.2015)

20. Appendix 3: Forms

20.1 Local Meeting Financial Management Return

Meeting:

Treasurer's name:

1 Treasurer's Handbook

1.1 Who holds the Meeting's copy?

--

2 Bank Account(s)

2.1 In which bank(s) are the Meeting's funds held?

--

2.2 What are the name, number and sort code of the current account (s)?

--

2.3 What other types of account are held? (Deposit/ notice account)

--

2.4 Are any Meeting funds held elsewhere? Please specify.

--

3 Operation of Bank Accounts

3.1 Who – names/offices held - are mandated to sign cheques/withdraw funds?

--

3.2 How many signatures are required?

--

3.3 Must the Treasurer always sign?

--

3.4 What limits are there on the discretion of signatories to make transactions?

--

4 Nonproperty Investments (other than bank accounts)

4.1 If the Meeting holds other investments (shares, unit trusts, OEICs) please list them.

--

5 Tax Efficiency

5.1 Do you claim tax refunds on Gift Aid donations? If so, please give your Inland Revenue reference number.

--

20. Appendix 3: Forms

20.2 Young Friend Bursary Claim

WEST WEALD AREA QUAKER MEETING

Young Friend Bursary Claim

To: **Area Meeting Treasurer**, Rosemary Elias
22 Rose Hill, Dorking, RH4 2EA
Rosemaryelias1@gmail.com

From: Elder / Overseer / Link Friend: Local Meeting:

Brief description of Claim:

Amount Requested from Area Meeting: £.....

Cheque payable to *Friends Southern Summer Events*, with applicant’s name on reverse, to be sent by:

(date*) to the applicant / parents:

WEST WEALD AREA QUAKER MEETING

Young Friend Bursary Claim

To: **Local Meeting Treasurer**

From: Elder/Overseer/Link Friend:Local Meeting:

Brief description of Claim:

Amount Requested from Local Meeting: £.....

Cheque payable to *Friends Southern Summer Events*, with applicant’s name on reverse, to be sent by:

(date*) to the applicant / parents:

* The dates need to allow time for parent / applicant to get cheques to FSSE by 30th June

20. Appendix 3: Forms

20.3 Request for Bursary Funding

**WEST WEALD AREA QUAKER MEETING
Overseers'/Link Friends' Request for Bursary Funding**

To: **Area Meeting Treasurer**, Rosemary Elias
22 Rose Hill, Dorking RH4 2EA
Rosemaryelias1@gmail.com

From: Elder/Overseer/Link Friend of Local Meeting

Brief description of Funding:

Amount Requested:

Cheque payable to:

Signed: (Overseer/Link Friend)

20. Appendix 3: Forms

20.4 General Expense Claim

**WEST WEALD AREA QUAKER MEETING
General Expense Claim**

To: **Area Meeting Treasurer**, Rosemary Elias,
22 Rose Hill, Dorking RH4 2EA
rosemaryelias1@gmail.com

From:

Brief description of Claim:

Amount Requested:

Cheque payable to:

Signed:

20. Appendix 3: Forms

20.5 LM Compliance Questionnaire for Trustees' Annual Report

From..... Local Meeting

- 1.** Are you aware of your responsibilities for compliance with statutory legislation for:
 - a)** Data protection (see guidance in front of contact list)?
 - b)** CRB and safeguarding?
 - c)** Health & Safety?

- 2.** Does your Meeting:-
 - a) Display Fire notices?
 - b) Test and record the testing of your Fire Alarm system?
 - c) Ensure that all Fire exits are kept clear at all times?
 - d) Make all hirers aware of appropriate action in the event of fire?
 - e) Do you suggest that your hirers conduct their own fire drills?

- 3.** Does your Meeting:
 - a) Display the current Employers' Liability certificate?
 - b) Display the Smartwater Insurance Notice outside your premises?
 - c) Advise your hirers to carry appropriate insurance?
 - d) Ensure that your Accident Book is always readily available?
 - e) Check and re-equip your first Aid Box regularly?

- 4.** Has your Meeting:-
 - a) Appointed a Safety Officer?
 - b) Does he or she review the Accident Book regularly?
 - c) Are regular Safety inspections carried out?

- 5.** Is your Meeting fully and properly informed about the financial position of:
 - a) Your own meeting
 - b) West Weald Area Quaker Meeting?
 - c) BYM Yearly Meeting?
 - d) Is the information provided in a form that is readily understood?

- 6.** Does your Meeting have
 - a) An agreed maintenance programme?
 - b) Do you keep it up-to-date with a full record of all details of the work carried out and the contractors involved?

- 7.** Are all your minute books, and all other records, kept secure, and kept up to date and made available when required?

- 8.** Do you keep on the premises:
 - a)** A copy of your Quinquennial Report?
 - b)** Your Periodic Electrical Inspection Report?
 - c)** Your Asbestos Report?

(Continued overleaf)

20. Appendix 3: Forms

20.6 LM Compliance Questionnaire for Trustees Annual Report (continued)

- 9.** Do you make available to Friends and attenders the minutes of-
- a) Area Business Meeting?
 - b) Your Preparative Meeting?
 - c) Trustees Meetings?
 - d) Your Premises & Finance Meetings?

10.How often to you hold Premises & Finance Committee Meetings?

20. Appendix 3: Forms

20.6 West Weald Quaker Area Meeting data consent form

The new General Data Protection Regulations, which come into force in May 2018, will require that the Area Meeting (AM) (including its constituent Local Meetings) will have to meet certain conditions in order to hold each Friend's personal information. If the AM does not have explicit permission, it will not be permitted to hold this data and (among other things) this means that the Friend's name will not appear in the AM Contact List in 2019 and beyond.

The procedure for giving the AM permission involves the completion of a single page form for each adult, which also explains the use which the AM will make of the information, the limits to that use, and the way in which permission can be withdrawn or modified if Friends should wish. There is a second form for an adult to complete if they wish the AM to hold data on their children (see 18.2)

It is not possible to reproduce the form in this handbook but copies may be obtained from the AM Membership Clerk (for name of current role holder see 18.2).

Amended Version 16/11/2020

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

WEST WEALD AREA QUAKER MEETING

GOVERNING DOCUMENT

Adopted on the 8th day of November 2008 by Minute 08/100 of West Weald Area Quaker Meeting. Clause 13. Trustees iv) amended April 2011 by Area Meeting Minute 11/18. Clause 10. Meetings for Church Affairs v) added November 2020 by Area Meeting Minute 20/31.

Definitions

- i) The Religious Society of Friends (Quakers) in Britain refers to the church in Britain, the Channel Islands and the Isle of Man, in its entirety, including all its local meetings for worship and its constituent meetings for church affairs, as well as all their work. It is referred to below as the Religious Society.
- ii) Britain Yearly Meeting of the Religious Society of Friends (Quakers) refers to the centrally held and managed policy, property, employment and work of the Religious Society. It is referred to below as Britain Yearly Meeting.
- iii) Meeting for Sufferings is the standing representative body entrusted with the general care of matters affecting the Religious Society of Friends (Quakers) in Britain.
- iv) Area Meetings are the main local meetings for church affairs. They are the level of the Religious Society at which individual membership is held. Each Area Meeting is a separate charitable entity and may be registered as such with the Charity Commission.
- v) The charity constituted by this document is West Weald Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain. It is referred to below as West Weald Area Quaker Meeting or the Area Meeting.
- vi) The current edition of the Book of Christian Discipline of the Religious Society of Friends (Quakers) in Britain is *Quaker faith & practice* (London, 2008) as amended from time to time by Britain Yearly Meeting. It is referred to below as the Book of Christian Discipline.
- vii) The term Friend refers to a member of the Religious Society.
- viii) The term Attender refers to a person who is not a member of the Religious Society but who regularly attends its meetings for worship.

1. Governing Document

West Weald Area Quaker Meeting and its property shall be administered and managed in accordance with the provisions in this governing document. Further guidance is contained in the Book of Christian Discipline of the Religious Society of Friends (Quakers) in Britain.

2. Name

The name of the charitable body constituted by this document is West Weald Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as West Weald Area Quaker Meeting), and formerly known as Dorking & Horsham Monthly Meeting.

3. Object

The object of West Weald Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of West Weald Area Quaker Meeting and beyond.

4. Administration

Subject to the matters set out below the property of West Weald Area Quaker Meeting shall be administered in accordance with this governing document by the trustees constituted by Clause 13.

21. Appendix 4: Text of the Governing Document

5. Application of Income and Property

Within West Weald Area Quaker Meeting, income and property are used to further the Area Meeting's object by work such as:

- i) strengthening the life and witness of Quaker meetings both in the area of West Weald Area Quaker Meeting and beyond;
- ii) spreading the message of Quakers and interpreting and developing the thought and practice of the Religious Society;
- iii) undertaking Quaker service for the relief of suffering at home and abroad;
- iv) funding the concerns that Quaker meetings in the area of West Weald Area Quaker Meeting or beyond have adopted or agreed to support;
- v) providing for the pastoral care of individual Members and Attenders including assistance to those in need and for education;
- vi) maintaining and developing Quaker meeting houses as places for public worship and from which to carry our witness into the world;
- vii) administering and maintaining the organisation of West Weald Area Quaker Meeting and contributing to the support of Britain Yearly Meeting.

6. Dissolution

If at a meeting of West Weald Area Quaker Meeting the members decide that it is necessary or advisable to dissolve the Area Meeting or to amalgamate with another Area Meeting and this is agreed by Meeting for Sufferings, the trustees shall have the power to realise any assets held by or on behalf of the Area Meeting. Any assets remaining after the satisfaction of any proper debts and liabilities shall, with the agreement of Meeting for Sufferings, be given or transferred to another Area Meeting, to Britain Yearly Meeting, or to some other charitable institution or institutions having objects similar to that of the Area Meeting, and failing that for such other charitable purpose as Britain Yearly Meeting shall direct.

7. Amendments

- i) Amendments to this governing document shall be agreed by West Weald Area Quaker Meeting in session and recorded by minute of the Area Meeting.
- ii) No amendment may be made that affects the object of the Area Meeting (Clause 3) or the benefits to trustees (Clause 16) without the prior written consent of the Charity Commission, nor may the charitable status of the Area Meeting be affected.

8. Membership

- i) The membership of anyone in West Weald Area Quaker Meeting begins when a record to this effect is made in the minutes of West Weald Area Quaker Meeting.
- ii) West Weald Area Quaker Meeting shall maintain an official register of members and shall appoint a suitable member to have care of it. No alteration shall be made to the register save in accordance with decisions minuted by West Weald Area Quaker Meeting.

9. Termination of Membership

- i) The membership of anyone shall cease when a record to this effect is made in the minutes of West Weald Area Quaker Meeting.
- ii) If a member is dissatisfied with a final decision of the Area Meeting affecting her or him, the member may appeal in writing against the decision in accordance with Britain Yearly Meetings' appeals process.

10. Meetings for Church Affairs

Meetings for church affairs, in which the Religious Society conducts its business, are meetings for worship based on silence, carrying the expectation that God's guidance can be discerned if members are truly listening together and to each other. The unity that is sought depends on the willingness of all to seek the truth in each other's utterances. There is no voting in the meetings, because the Religious Society believes that this would emphasise the divisions

between differing views and inhibit the process of seeking to know the right way forward, the will of God as expressed in the sense of the meeting.

The clerk of the meeting bears the final responsibility for preparing the business, conducting the meeting and drafting the minutes of the meeting. Minutes are drafted by the clerk during the course of the meeting, but the final decision about whether the minute represents the sense of the meeting is the responsibility of the meeting itself, not of the clerk.

- i) West Weald Area Quaker Meeting shall meet at such frequency, times and places as the meeting itself shall direct. The clerk may arrange for a special Area Meeting to be held if necessary.
- ii) The sessions of Area Meeting are open to all members of the Area Meeting.
- iii) The business and activities of the Area Meeting shall at all times be conducted in accordance with the provisions of the current edition of the Book of Christian Discipline.
- iv) It shall be the duty of the Area Meeting in session to appoint an auditor or independent examiner of the Area Meeting accounts.
- v) Although face to face meetings are preferable, attendance at Meetings for Worship and Meetings for Business at Area Meeting, Local Meetings or any other meeting for the conduct of church affairs within the Area Meeting may for effective management include attendance by some or all of the participants by telephone or electronic online communications such as Zoom. This procedure may from time to time be mandated by public health regulations or may be useful for instance in reducing the amount of travel undertaken for meetings. However, it should be borne in mind that not all Friends and Attenders have access to suitable facilities, and such Friends may need additional support if such online attendance is used.

11. Constituent Meetings

- i) West Weald Area Quaker Meeting includes all constituent local meetings contained within its area, as listed in the accompanying schedule.
- ii) Arrangements for the establishment, running or dissolution of such constituent meetings shall be in accordance with the Book of Christian Discipline.

12. Appointments

- i) The Area Meeting shall appoint a clerk, assistant clerk, treasurer, registering officer and nominations committee who shall be members of the Religious Society.
- ii) The appointments shall be made for a fixed term, generally not more than three years. Only in exceptional circumstances shall an appointee remain continuously in post for more than six years.

13. Trustees

- i) The Area Meeting shall appoint Friends, normally from its own membership, to act as a body of trustees ordinarily containing not fewer than five or more than fifteen persons.
- ii) The trustees shall, so far as practicable, include the Area Meeting treasurer and representatives of each meeting contained within the Area Meeting, but not the clerk of the Area Meeting, nor any employee of the Area Meeting.
- iii) One trustee, but not the Area Meeting treasurer, shall be appointed by Area Meeting in session to act as clerk to the trustees.
- iv) The appointments shall be reviewed at intervals not exceeding three years. A trustee can generally be reappointed on no more than two occasions to give an unbroken term of service as a trustee of the Area Meeting not exceeding nine years. That person can then normally only be reappointed as a trustee of the Area Meeting when three years have elapsed after the end of the last period of service in that capacity.

14. Eligibility, disqualification and removal of Trustees

A member who is appointed to act as a trustee may hold office until he or she

- i) notifies to the clerk of the Area Meeting a wish to be released from service as a trustee;
- ii) ceases to be a member of West Weald Area Quaker Meeting;

21. Appendix 4: Text of the Governing Document

- iii) is determined by the Area Meeting to no longer be a fit or suitable person to carry out the duties of a trustee;
- iv) is believed by the Area Meeting to have become incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- v) comes to the end of his or her term of service.

Removal of a trustee under the terms of (iii) or (iv) above shall require a decision of the Area Meeting. An individual trustee may make an appeal against such a decision in accordance with Britain Yearly Meetings' appeals process.

Members of the Religious Society who are legally ineligible to act or who are disqualified from acting as trustees shall not be able so to act nor continue so to act.

Release of a trustee from office shall be recorded by minute of the Area Meeting.

15 Powers of Trustees

The Trustees shall have the following powers, in exercise of which they shall at all times be guided by the Book of Christian Discipline of the Religious Society of Friends (Quakers) in Britain:

- i) To raise funds from contributions; from legacies; from grants and other sources outside the Area Meeting; from investments and the use of assets; and from the sale of goods or services provided in furtherance of the Area Meeting's object;
- ii) To buy, lease or acquire property, and to sell, grant a lease or dispose of property, subject to the terms of Clause 17 (vii) below;
- iii) To borrow money and to give security for loans (but only in accordance with the restrictions imposed by the Charities Act 1993 as amended from time to time);
- iv) To set aside income as a reserve;
- v) To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society;
- vi) To co-operate with other charities or to enter into partnerships;
- vii) To establish or support trusts or institutions formed for charitable purposes within West Weald Area Quaker Meeting's object;
- viii) To employ staff;
- ix) To pay pensions;
- x) To obtain and pay for goods and services;
- xi) To reimburse reasonable expenses, including those of the trustees, incurred when acting on behalf of West Weald Area Quaker Meeting.
- xii) To open and operate bank accounts;
- xiii) To effect insurance;
- xiv) To insure themselves against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be in breach of trust or breach of duty;
- xv) To delegate their powers or functions as set out in Clause 18, below;
- xvi) To establish committees or working groups for carrying out agreed programmes of work;
- xvii) To authorise any of the Area Meeting's constituent meetings or committees to open a bank account and to appoint signatories; such action to be recorded by minute of the constituent meeting or committee and reported without delay to the trustees;
- xviii) To do any other lawful thing that is necessary or desirable for the achievement of the object of the Area Meeting.

16. Trustees not to be personally interested

- i) Subject to the provisions of sub-clause (ii) of this clause, and subject to sub-clause 15 (xiv), no trustee shall acquire any interest in property belonging to the Area Meeting (otherwise than as a trustee) or receive remuneration or be interested (otherwise than as a trustee) in any contract entered into by the trustees.

21. Appendix 4: Text of the Governing Document

- ii) Any trustee for the time being, who possesses specialist skills or knowledge, may charge and be paid reasonable fees for business done by her or him or her or his firm when instructed by the other trustees to act on behalf of the Area Meeting, provided that at no time shall a majority of the trustees benefit under this provision, and that a trustee shall withdraw from any meeting at which her or his own instruction or remuneration, or that of her or his firm, is under discussion.

17. Meetings and proceedings of the trustees

- i) Trustees shall conduct their meetings according to the Quaker business method as described in the Book of Christian Discipline.
- ii) The trustees shall hold at least two meetings each year. A special meeting of the trustees may be called at any time by the clerk to the trustees or by any two trustees upon not less than four days' notice being given to the other trustees of the matters to be discussed. This period of notice may be waived with the consent of all trustees who are reasonably contactable. In a case of extreme urgency trustees may confer and reach a decision by means other than physically assembling.
- iii) If the clerk to the trustees is absent from any meeting, the trustees present shall choose one of their number to be clerk at that meeting before any business is transacted.
- iv) An effective working strength of the trustee body, normally represented by at least half of the trustees for the time being, should be present for decisions to be made in right ordering.
- v) Minutes are to be made in the meeting and accepted and signed in accordance with Quaker business method as set out in the Book of Christian Discipline. The trustees shall keep minutes of the proceedings at meetings of the trustees and of any sub-committee.
- vi) The trustees may from time to time make and alter arrangements for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this governing document.
- vii) The trustees shall report to West Weald Area Quaker Meeting at least once a year. They shall also refer to the Area Meeting in session any major decisions such as those involving the acquisition, disposal or major alteration of land or buildings.

18. Power of Trustees to delegate

- i) The trustees may delegate any of their powers or functions to a committee including two or more trustees but the terms of any such delegation must be recorded by minute.
- ii) The trustees may impose conditions when delegating, including the conditions that:
 - a) the relevant powers are to be exercised exclusively by the committee to which they are delegated;
 - b) no expenditure may be incurred except in accordance with a budget previously agreed with the trustees.
- iii) The trustees may revoke or alter a delegation.
- iv) All acts and proceedings of any such committee must be fully and promptly reported to the trustees.

19. Annual Report and Accounts

- i) The trustees shall ensure that an annual report and statement of accounts for West Weald Area Quaker Meeting (including the meetings it contains) is prepared in compliance with current charities legislation.
- ii) The report and statement of accounts must be presented to Area Meeting in session for consideration and acceptance, not later than eight months after the end of the financial year.
- iii) The trustees shall submit an appropriate annual return to the Charity Commission in compliance with current legislation.

21. Appendix 4: Text of the Governing Document

20. Income and Expenditure

- i) The money of West Weald Area Quaker Meeting shall be safeguarded by depositing in a bank account. The bank account or accounts shall be held in the name of West Weald Area Quaker Meeting of the Religious Society of Friends or in the name of any of the meetings or committees contained within the Area Meeting and not in the name of any individual.
- ii) The funds belonging to West Weald Area Quaker Meeting shall be applied only in furthering the object of West Weald Area Quaker Meeting as defined in Clause 3, above.

21. Property and investments

- i) Ordinarily the trustees shall cause the title of all real property and investments held by or in trust for West Weald Area Quaker Meeting to be held in the name of Friends Trusts Limited as custodian trustee.
- ii) If the trustees decide to use a separate nominee to hold investments, they must apply to the Charity Commission for an Order discharging Friends Trusts Limited from its custodian trusteeship and vesting all land in Friends Trusts Limited as the nominee while granting it the same level of protection as it would enjoy under the provisions of Section 4(2) of the Public Trustee Act 1906, as if it were acting as custodian trustee
- iii) It is the responsibility of trustees to insure all property, including buildings and contents, for replacement values which shall be reviewed regularly. It is also the trustees' responsibility to maintain in force all appropriate liability insurances, including employer's, occupier's and public liability.

Signed:Clerk of West Weald Area Quaker Meeting

and one of the following:

..... Assistant Clerk of West Weald Area Quaker Meeting

..... Clerk of Trustees of West Weald Area Quaker Meeting

..... Treasurer of West Weald Area Quaker Meeting

Schedule of Constituent Local Meetings

Schedule amended 11th day of July 2009 by Area Meeting Minute 09/53 (Status of Claridge House Local Meeting and 17th day of March 2013 by Area Meeting Minute 13/08 (Closure of Oxted Local Meeting)

BLUE IDOL	The Blue Idol, Coolham, Horsham RH13 8QP
CAPEL	144, The Street, Capel RH5 5EN
*CLARIDGE HOUSE	c/o Claridge House, Dormans Road, Lingfield RH7 6QH
DORKING	Butter Hill, South Street, Dorking RH4 2LE
HORSHAM	Worthing Road, Horsham RH12 1SL
IFIELD	5, Langley Lane, Ifield, Crawley RH11 0NB
REIGATE	Reigate Road, Reigate RH2 0QT

* Claridge House LM meets at Claridge House which is a property not owned by the Area Meeting and for which it has no responsibility. Claridge House LM also has no financial activities and so does not produce annual accounts.

22. Index by PAGE NUMBER

A

Annual Quota	5-4, 18-11
Annual Report and Accounts	5-1, 5-2, 7-3, 8-1, 19-6
Area Meeting Clerking Team	4-2

B

Birth	9-6
Burial Order Book	16-2, 18-3
Burials	16-2
Bursary	7-5, 9-3, 9-4, 20-3

C

Children's Birthday Cards	4-8, 9-6, 10-1, 18-1
Contact List	3-2, 4-7, 6-4, 6-5, 9-6, 9-7, 10-1, 16-1, 18-1

D

Data Protection	4-7, 5-1, 8-1, 9-7, 19-3, 19-6, 19-10, 19-20
Data Protection policy	19-10
Death	9-6, 16-1, 16-2

E

Elder	6-5, 9-1, 9-2, 9-8, 15-1, 16-1, 16-4, 16-5
Expenses	7-4, 20-4

F

Friends Southern Summer Events	7-5, 14-1, 18-3, 19-16
Fundraising	19-19, 19-20
Funeral	16-1

G

Governing Document	2-1, 21-1
Gravestones	16-3

H

Handbook Keeper	1-1, 4-9, 4-10, 10-1, 18-1
Health and Safety Policy	19-18

I

Independent Examiner	4-1, 4-6, 8-1, 19-6
----------------------	---------------------

J

Junior Yearly Meeting	19-17
-----------------------	-------

K

Keeper of Records 7-2, 12-1, 18-1

L

Listed Building 19-12, 19-14

Listed Buildings 19-13, 19-15

M

Meeting for Sufferings 3-2, 13-1, 18-3

Membership 3-2, 4-4, 6-1, 6-2, 6-3, 6-5, 9-3, 9-4, 9-6, 9-7

Membership Clerk 4-4, 6-1, 6-3, 6-4, 6-6, 9-6, 9-7, 16-1, 18-1

Memorial Meeting 16-4

O

Overseer 6-1, 6-5, 7-5, 9-1, 9-3, 9-6, 9-7, 9-8

R

Registering Officer 4-1, 15-1, 15-2, 18-1

Resignation 6-5, 9-7

S

Safeguarding Coordinator 7-2, 17-2, 18-1

Scattering of ashes 16-3

Senior Conference 7-5

Special Area Business Meeting 3-2

T

Tabular Statement 3-2, 4-4, 5-1, 6-6, 9-7

Transfer of Membership 3-2, 4-4, 6-3, 6-4, 9-6

W

Warden 19-9, 19-10