

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

LEICESTER AREA QUAKER MEETING

GOVERNANCE DOCUMENTS

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DOCUMENT 1.

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

LEICESTER AREA QUAKER MEETING

GOVERNING DOCUMENT

Adopted on theday of 20 ... by Minute of Leicester Area Quaker Meeting.

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 primary 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 Leicester Area Meeting of the Religious Society of Friends (Quakers) in Britain [referred to below as Leicester Area Quaker Meeting or the Area Meeting] formerly known as Leicester Monthly 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, 2005) [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

Leicester 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.

2. Name

The name of the charitable body constituted by this document is Leicester Area Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as Leicester Area Quaker Meeting).

3. Object

The object of Leicester 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 Leicester Area Quaker Meeting and beyond.

4. Administration

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

5. Application of the Income, Funds, Assets and Property

Within Leicester 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 Leicester 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 Leicester Area Quaker Meeting or beyond have adopted or agreed to support;
- v) providing for the pastoral care of individual Friends 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 Leicester Area Quaker Meeting and contributing to the support of Britain Yearly Meeting.

6. Dissolution

If at a meeting of Leicester 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 Leicester 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 Leicester Area Quaker Meeting begins when a record to this effect is made in the minutes of Leicester Area Quaker Meeting.
- ii) Leicester 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 Leicester 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 Leicester 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 the appeals process of Britain Yearly Meeting.

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 all present 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. The clerk drafts minutes 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) Leicester 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.

11. Constituent Meetings

- i) Leicester Area Quaker Meeting includes all constituent local meetings contained within its area, as listed below:
 - Leicester Local Quaker Meeting
 - Loughborough Local Quaker Meeting
 - Oakham Quaker Meeting
 - Rugby Local Meeting
- 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, assistant 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 a representative of for each Local 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 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 cannot then be reappointed as a trustee of that Area Meeting until three years have elapsed after the end of the last period of service in that capacity.

14. Eligibility, disqualification and removal of Trustees

A Friend 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 the Religious Society;
- 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 the appeals process of Britain Yearly Meeting.

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:

- 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 Leicester 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 Leicester 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.
- ii) Any trustee for the time being, who possesses specialist skills or knowledge, may charge and be paid reasonable fees for business done by him or her or their 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 their own instruction or remuneration, or that of their 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.
- 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 Leicester 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 Leicester Area Quaker Meeting (including the constituent Local Meetings) 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.

The trustees shall submit an appropriate annual return to the Charity Commission in compliance with current legislation.

20. Income and Expenditure

- i) The money of Leicester Area Quaker Meeting shall be safeguarded by depositing in a bank account or in an investment using guidance from the Treasurers' Handbook. Any bank account or investment shall be held in the name of Leicester Area Quaker Meeting 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 Leicester Area Quaker Meeting shall be applied only in furthering the object of Leicester 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 Leicester Area Quaker Meeting to be held in the name of Friends Trust 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.

22. Adoption

Signed: Clerk of Leicester Area Quaker Meeting

and one of the following:

- Assistant Clerk of Leicester Area Quaker Meeting
- Clerk of Trustees of Leicester Area Quaker Meeting
- Treasurer of Leicester Area Quaker Meeting

Document 1. Issue 2, July 2008

DOCUMENT 2.

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

LEICESTER AREA QUAKER MEETING

TERMS OF REFERENCE FOR TRUSTEES

1. General remit

- 1.1 To act as managing trustees of Leicester Area Quaker Meeting, having the duties and responsibilities of property owners, and taking general oversight of and giving support to the Area Meeting. The role of the trustees is to ensure compliance with the discernment of the Area Meeting, and with the obligations of the Area Meeting under charities and other legislation.
- 1.2 The Area Meeting is registered as a charity and the trustees have an attendant responsibility in law to the Charity Commissioners.

2. Membership

- 2.1 The following shall be appointed as trustees of the Area Meeting:

A representative for each Local Meeting within the Area Meeting
The assistant clerk of Area Meeting (*ex officio*)
The treasurer of Area Meeting (*ex officio*)
The assistant treasurer of Area Meeting (*ex officio*)
Two or more other members of the Area Meeting

In attendance at trustees' meetings by invitation:

The clerk of Area Meeting

- 2.2 Those appointed to represent constituent meetings take a dual role, acting both as members of the Area Meeting and as representatives of the trustees' activities to their local meetings.
- 2.3 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 un-discharged 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.
- 2.4 Friends or attenders who are not trustees of the Area Meeting may be invited to specific meetings to contribute to consideration of a particular matter. However, any trustee or invitee shall withdraw from a meeting if his or her own employment or remuneration is under consideration by the trustees.

- 2.5 Appointments as trustee, including the appointment of the clerk to the trustees, will be made by Area Meeting in session.
- 2.6 Appointments will normally be for three years, with possibility of reappointment for up to three periods of service.
- 2.7 Trustees shall make proper provision for ensuring continuity in their work by a planned retirement rota and by arranging training for new trustees.

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 Area Meeting clerks and treasurers), and will be subject to appointment directly by the Area Meeting. The clerk may be any of the trustees as listed above.
- 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 twice 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 of Area Meeting and copied to constituent meetings. They may be made available to Friends either through their representatives among the trustees or by request to the clerk.
- 3.5 The clerk of the trustees will report annually on the business of the trustees to Area Meeting in session, or more frequently if requested to do so.
- 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 The prime function of the trustees is to take overall responsibility for the day-to-day administration of the assets and legal obligations 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.
- 4.2 *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 proper financial reports and accounts are presented to Area Meeting in session on an annual basis.

- 4.2.3 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.
- 4.3 *Property:*
 - 4.3.1 Ensuring that responsibility is being exercised for the upkeep and maintenance of all buildings owned by the Area Meeting.
 - 4.3.2 Monitoring policies and rates in respect of tenancies, lettings or hiring of rooms.
 - 4.3.3 Ensuring that appropriate valuation of all property has been obtained for insurance and other purposes.
 - 4.3.4 Advising Area Meeting about the purchase, use and disposal of property, or about 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 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 and that these have been implemented by the Local Meetings as required.

5. Authority

5.1 Finance:

On behalf of Area Meeting the trustees;

- 5.1.1 shall authorise the opening and closing of bank accounts, or similar, associated with the activities of the Area and Local Meetings and ensure that proper and appropriate signatories are in place.
- 5.1.2 shall authorise any investment of the funds of Area Meeting giving due consideration to environmental and ethical concerns in all aspects.
- 5.1.3 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.
- 5.1.4 may authorise expenditure on anything that is consistent with the charitable purposes of the Area Meeting.
- 5.1.5 may authorise the treasurer to borrow money on behalf of the Area Meeting, and subsequently to repay such loans.

5.2 Employment:

- 5.2.1 The trustees may delegate responsibility for all aspects of the employment of individuals by the Area Meeting to an Area Meeting Staffing Committee if this becomes necessary, including their terms and conditions of employment and their supervision and oversight, as long as any major change in staffing structure or of conditions of service is approved by the trustees. The trustees shall be responsible for recommending 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 may authorise the treasurer and the employed staff of the Area Meeting to let out the Area Meeting's property and hire out rooms to external bodies, employing appropriate rates, when specific tenancy agreements are to apply.
- 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 at least an annual report from each of the Premises Committees, or equivalent in order to ensure that buildings within the ownership of the Area Meeting and managed by the Local Meeting 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 committees charged with maintenance and running any properties that are owned by the Area Meeting and shall ensure that appropriate reports are received and considered covering premises, staffing and finance.
- 6.2 The trustees may make recommendations to Area Meeting for laying down of committees for special purposes or for establishing new ones.

7. Date and approval of these terms of reference

- 7.1 These terms of reference were presented in outline to Leicester Area Quaker Meeting at a Meeting for Church Affairs held on(Minute ...). Following a period of consultation they have been agreed at a Area Meeting held on

TERMS OF REFERENCE FOR TRUSTEES

Appendix to Document 2.

A1. Training

No age limits or formal education qualification apply for trustees and prospective trustees.

The education and experience needed is that, in the view of Leicester Area Quaker Meeting, of 'a prudent citizen'.

It is hoped that newly appointed trustees will prepare for their responsibilities by reading:

- The 'Handbook for Trustees of Quaker meetings'
- The 'Governing Document'
- This 'Terms of Reference'
- The 'Memorandum of Understanding between Local Meetings and the Area Meeting'
- The 'Roles and Responsibilities of Officers'.

and by discussing these as necessary with other trustees. The objective is to avoid the need for explanations during meetings of the trustees.

An appointee may apply to the Area Meeting to be allowed to attend a suitable training course at the expense of the Area Meeting.

A2 Disclosure of Interests

Each appointee shall complete a 'Declaration of Eligibility' and a 'Disclosure of Trustee Interests' form as below. The Area Meeting shall review each such completed form and decide if any conflicts of interest exist and may decide any special terms and conditions that are appropriate.

A3 Rotation of Appointments

The trustees shall arrange a retirement rota to ensure continuity of knowledge and experience among the trustees.

LEICESTER AREA QUAKER MEETING
DISCLOSURE OF TRUSTEE INTERESTS

Guidance notes are provided on page 24 of the Handbook for Trustees.

Name	Disclosed information
Occupation	
Paid employment	
Self employment	
Directorships or disqualification to hold directorships	
Significant Shareholdings	
Elected offices	
Other trusteeships or management roles in charitable or voluntary bodies	
Public appointments	
Membership of professional bodies	
Spouse/ partner/ family	

Signed: Date:

Accepted by Area Meeting: Signed: Date:

Each newly appointed trustee shall sign a declaration of eligibility to serve as a trustee as follows:

LEICESTER AREA QUAKER MEETING

Declaration of eligibility to serve as a trustee of Leicester Area Quaker Meeting

Having been appointed to serve as a trustee of Leicester Area Quaker Meeting at a meeting held on (date), I declare my acceptance of this position and my willingness to act. I declare that there is no reason disqualifying me from acting a trustee by virtue of Section 72 of the Charities Act 1993.

Signed: Date:

Name (printed):

Document 2. Issue 2. July 2008

DOCUMENT 3.

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

LEICESTER AREA QUAKER MEETING

MEMORANDUM OF UNDERSTANDING BETWEEN LOCAL MEETINGS AND THE AREA MEETING

It is necessary that the local meetings within Leicester Area Quaker Meeting use the following guidelines in order that the trustees can discharge their duties in a unified manner in each case. The suggested roles of the officers and committees are described in Document 4 of this series of governance documents.

The Local Meetings are responsible for:

1. Deciding, and agreeing with the trustees, the bank accounts that may be required and managing these as follows:
 - 1.1 All monies received should be banked to the accounts
 - 1.2 There shall be two or more signatories to each account.
 - 1.3 Any cheque above a limit to be set from time to time by the trustees, or any direct debit or other transfer instruction, shall be signed by any two signatories.
 - 1.4 The persons signing a cheque or transfer instruction should be recorded on the voucher authorising the payment.
 - 1.5 No commitments should be entered into unless funds are available.
- 2 Appointing named individuals to be responsible for Health and Safety Requirements and Child Protection procedures, notifying the trustees of the appointments made. (It may be appropriate for one Friend to take on such responsibility for another meeting, as well as his/her own).
- 3 Informing the trustees that appropriate insurance cover is in place and of any insurance claim, should there be any damage, loss or injury that justifies a claim.
- 4 Making claims through the Gift Aid scheme, as and when appropriate.
- 5 Ensuring that financial reserves are kept at an appropriate level: they should be sufficient to meet current and periodic expenditure without recourse to borrowing, while also ensuring that funds are employed for the purposes for which they were given.

- 6 Sending to the trustees annually, within two months of the end of the year:
 - 6.1 A report of significant matters which should be included in the trustees' annual report;
 - 6.2 A statement showing which of the duties listed in '*Quaker faith & practice*' Section 4.38 have been carried out;
 - 6.3 Sufficient information as the trustees may require to enable the accounts of the local meeting to be included within the overall accounts of the Area Meeting.

Document 3. Issue 2. July 2008.

DOCUMENT 4

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

LEICESTER AREA QUAKER MEETING

ROLES AND RESPONSIBILITIES OF OFFICERS

1. Introduction

This document records the responsibilities of the various officers and committees within the Leicester Area Quaker Meeting and its constituent Local Meetings. The trustees will rely on this, and any amendments from time to time, as their justification that satisfactory arrangements are in place to manage the affairs of the Leicester Area Quaker Meeting and its constituent Local Meetings.

In all cases, within the lists of responsibilities below, the word 'monitoring' or equivalent, must imply 'doing something about' any unsatisfactory situation and taking appropriate action.

The lists of responsibilities are not definitive and should not be allowed to restrict responses to new or changing circumstances. Definitive guidance to the conduct of the activities concerned is given in Chapter 4 of '*Quaker faith & practice*' and the guidance given there should be read in conjunction with this document. Area Meeting and the trustees must be kept informed of any new or changing circumstances.

2. Responsibilities on behalf of Local Meetings

2.1 The Clerk as Convener of the Meeting for Church Affairs

- 2.1.1 Co-ordination of the nurture of the spiritual and pastoral life of the meeting including children, eldership, oversight and outreach
- 2.1.2 Co-ordination of arrangements for the daily life of the meeting, the use of its premises and co-operation with other bodies and persons
- 2.1.3 Encourage participation in the Area Meeting for Church Affairs and the submission of annual reports concerning the life of the meeting, the condition of the property and the accounts of all financial transactions
- 2.1.4 Ensure the management of the affairs of the Local Meeting including the appointment of clerk, treasurer and trustee representative and the continuity of these.
- 2.1.5 The appointment and management of any staff
- 2.1.6 Establishment and maintenance of current records.

2.2 Treasurer

- 2.2.1 The Treasurer shall take guidance from the 'Treasurer's Handbook'.

- 2.2.2 The collection of funds and the payment of all bills associated with the activities of the local meeting
- 2.2.2 The establishment and monitoring of budgets and financial reserves. The need for advice or funds for exceptional items of income or expenditure should be discussed with the Area Meeting
- 2.2.3 The preparation and examination or auditing of accounts
- 2.2.4 The arrangements are made for insurance of the property, contents and other liabilities. Any significant change from established practice should first be discussed with the Area Meeting and the trustees.

2.3 Premises Committee (or other formal arrangement)

Named individuals, appointed by a minute of the Local Meeting, may perform any of the functions detailed below. The scope of activities may be varied to include liaison with other bodies that use or manage parts of the premises in such a way as to reflect the current situation at individual Local Meetings.

- 2.3.1 Management of the premises used by the Local Meeting including routine repairs, cyclic repairs, renewals, maintenance, heating, cleaning etc.
- 2.3.2 Maintaining an up to date analysis of fire and Health & Safety hazards, including changes to these, and the maintenance of compliance with current legislation
- 2.3.3 Co-ordination with and reporting to the trustees.

3. Responsibilities on behalf of the Area Meeting

3.1 Clerk as Convener of the Meeting for Church Affairs

- 3.1.1 Consideration of the spiritual and pastoral life of the Area Meeting
- 3.1.2 Consideration of the need for any outreach work
- 3.1.3 Membership matters and records associated with these
- 3.1.4 The establishment of a Nominations Committee and the appointment of clerks (i.e. including deputies), treasurers, trustees and other representatives
- 3.1.5 Receiving and considering annual and other reports from Local Meetings and other representatives and making appropriate responses to these
- 3.1.6 Receiving and considering reports from the Trustees and making appropriate responses to these
- 3.1.7 Receiving and considering minutes, or contributions from representatives, concerning spiritual and political matters
- 3.1.8 Authorising changes to the investment of the funds of the Area Meeting
- 3.1.9 Establishment and maintenance of current records as defined separately.

3.2 Area Meeting Treasurer

- 3.2.1 The Treasurer shall take guidance from the Treasurer's Handbook
- 3.2.2 Preparing and maintaining accounts
- 3.2.3 Consolidating Area and Local Meeting accounts
- 3.2.4 Arranging the preparation and auditing of Area Meeting accounts and the submission of these as necessary

- 3.2.5 Managing bank accounts, cash and investments and any tax returns etc associated with these.
- 3.2.6 Receiving income and paying bills.

4. Responsibilities on behalf of the Trustees

4.1 Clerk as Convenor of the Meetings of Trustees

- 4.1.1 Monitoring the operation of the Area Meeting and its constituent Local Meetings within the Governing Document
- 4.1.2 Monitoring the implications of Area Meeting decisions
- 4.1.3 Monitoring compliance with local and national legislation within the Area Meeting and its constituent Local Meetings
- 4.1.4 Ensuring awareness of changes to legislation affecting the properties managed by the constituent Local Meetings
- 4.1.4 Co-ordinating with Friends Trust Ltd concerning any matter involving the title of the properties used by the constituent Local Meetings
- 4.1.5 Reviewing and considering the appropriateness of insurance, fire and safety risk management for the constituent Local Meetings
- 4.1.6 Ensuring appropriate indemnity insurance is maintained for the trustees
- 4.1.7 Advising on investments of funds
- 4.1.8 Advising on the prudent level of cash reserves
- 4.1.9 Co-ordinating with the Quaker Stewardship Committee and submitting an Annual Report to the Area Meeting and the Charity Commission
- 4.1.10 Establishment and maintenance of current records.

4.2 Property

- 4.2.1 Initiating, receiving and considering annual and five-yearly reports from the local meetings concerning the state of the property and making appropriate responses to these
- 4.2.2 Approving plans for changes and refurbishment of Meeting Houses or other property and ensuring compliance with current regulations.

4.3 Records

- 4.3.1 Safeguarding the historical records of the Area Meeting
- 4.3.2 Supervising the maintenance of current records.

Document 4. Issue 2. July 2008

Commentary

This section is to try to remind us why we changed something or why we did not change it!

General 1. We may need a list of the things that trustees “shall authorise” and a list of ‘Annual Questions’ to ensure that trustees have not overlooked anything.

General 2. 3rd July 2008. Some very minor clarifications were included in issue 1e – July 2008 – from a document issued from Friends House entitled ‘X Area Quaker Meeting – Governing Document – Differences of the final version from the 5ix07 draft and reasons for them’. This document was advised to us in the April 08 AM Mailing from the BYM website. It was in pdf format and has been converted to ‘Word’ and added to this document for completeness.

General 3. 7th July 2008. The word ‘member’ had been used in several places. The term ‘Friend’ is a ‘definition’ made on the first page proper of Document 1 and uses the word ‘member’ within the definition. Instead of the word ‘member’ the word ‘Friend’ is now used P3 5 v) and P6 14, the words ‘all present’ on P5 10 and the words ‘named individuals’ on P19 2.

Doc 1, Clause 5. 14th June 2008. We discussed whether this clause permitted us to use the assets to hire out rooms for non-Quaker activities such as Yoga. The consensus was that hiring rooms for such activities was within the ‘strengthening of the life and witness ... in the area of the Leicester AM and beyond’ in 5 i). The suggested additional clause ‘Premises may be let to other organisations as approved by the Local Meeting concerned.’ was not introduced.

Doc 1, Clause 15 xvi) 14th June 2008. We discussed if the trustees needed a power to intervene in ‘agreed programmes of work’ but decided against.

Doc 1, Clause 21, 14th June 2008. Friends House has advised that “savings accounts are to be treated as cash deposits”.

Doc 2, Clause 5.1.2, 14th June 2008. The extension “ ... giving due consideration ...” was added for consistency with clause 5.3.5.

Doc 2, Clause 5.3.1, 14th June 2008. Agreed that the ‘specimen’ from Friends House is not good. Better to split 5.3.1 into two parts – one about letting and one about hiring. Alternative 5.3.1 drafted (but not used) “5.3.1a The trustees shall ensure that any lettings or tenancy agreements are drawn up with due care.” However, decided not to change anything.

Doc 2, Clause 5.3.3, 14th June 2008. Agreed that this does not need to be split into two with an additional clause “The trustees shall authorise Local Meetings to manage the property and assets in the care of the Local Meeting in the name of the trustees.”¹⁶

Doc 2, Clause 5.3.4, 14th June 2008. We didn’t like the words “will formally receive ...” as they don’t mean a lot – but decided that within Friends we did not need any greater finesse to the words.

Doc 3, 14th June 2008. Decided against a suggestion from consultation that the Memo of Understanding has a part 2 of what the Area Meeting undertakes to do on its part. This is covered within the ‘Duties’ in Doc 4. In particular a suggestion “The Area Meeting is responsible for ... the use of Area Meeting investments and funds for emergency repairs and development of Meeting Houses.” is covered by Doc 3 clause 4.2.3.

**X Area Quaker Meeting
Governing Document
Differences of the final version from the 5ix07 draft and reasons for them**

This document was distributed in the April 08 AM Mailing on the BYM Website – copied 3rd July 2008 in pdf format and converted to ‘Word’ format.

Difference	Reason
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. <i>It is referred to below as the Religious Society.</i>	This clarifies the reference.
Definitions 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. <i>It is referred to below as Britain Yearly Meeting.</i>	This clarifies the reference.
9. Termination of Membership ii) If a member is dissatisfied with a final decision of the area meeting affecting her or him, the member may appeal in writing <i>against the decision in accordance with Britain Yearly Meeting's appeals process.</i>	This allows for changes in the way that appeals are treated within Britain Yearly Meeting.
14. Eligibility, disqualification and removal of Trustees A member who is appointed to act as a trustee may hold office <i>until</i> he or she ... 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 <i>accordance with Britain Yearly Meeting's appeal process.</i>	The word 'until' defines the time at which trusteeship ceases more precisely than 'unless'. This allows for changes in the way that appeals are treated within Britain Yearly Meeting.
16. Trustees not to be personally interested 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 <i>her or</i> his firm ...	This matches the inclusive language of the previous pronouns.
20. Income and Expenditure i) The <i>money</i> of X Area Meeting shall be safeguarded by depositing in a bank account.	'Funds' may include property and investments; only the money is appropriately banked.

The changes are in green and in italics.