

QUAKERS IN SCOTLAND TRUSTEES

Registered SCIO SC054060

Meeting held online on 31st August 2026, 7:00 – 9:34 pm

MINUTES

Present:

Martin Burnell, Malcolm Crosby, Kate Gulliver (treasurer), Peter Hancock, Michael Hutchinson (clerk), Susan Mitchell, Neil Turner, Piers Voysey, Sue Walton, Robin Waterston (assistant to clerk).

The meeting began with a period of open worship.

26/08/01 Agenda

We accept the agenda, as adjusted in this meeting. No conflicts of interest have been raised.

26/08/02 Update

We have spent time updating each other on our current situations.

26/08/03 Appointments and Report from Nominations Committee

We receive a report to Trustees from QiS Nominations Committee.

Nominations Committee inform us that Pam Brunt (St Andrews Meeting) wishes to be released from QiS Property Committee.

We agree to this and thank our Friend for her service.

Nominations Committee brings the following nomination:

QiS PROPERTY COMMITTEE

Alice Curteis (St Andrews Meeting) to serve from appointment to 30 June 2029.

Our Friend being willing, we appoint her accordingly.

Finn Taylor, of Dunblane Meeting, was appointed second assistant clerk for Quakers in Scotland on 22nd August. He is willing to act ex-officio as QiS assistant clerk on QiS Trustees and will be recorded as such at QiS on 19th September.

26/08/04 Clerk to QiS Trustees from 1st January 2027

We have had an initial consideration on how we fill the position of clerk to Trustees from 1 January 2027. Some options for filling the clerk role are in Paper A. We note that the

potential for increased administrative support may be crucial in finding a Friend to serve. We will bring the problem of finding a clerk to Quakers in Scotland in session on 19th September. The clerk will arrange for a discussion meeting on the issue for trustees wishing to look further at the potential options available.

26/08/05 Quakers in Scotland held 22nd August 2026

We have discussed some aspects of the meeting.

We note that Peter Hancock was appointed as an assistant treasurer to serve until the end of 2027.

26/08/06 Financial Report

Kate Gulliver has spoken to a Financial Report (Papers Bi and Bii, supplemented by revised versions or additions sent to us). All papers are filed with the minutes. These update us on financial movements since the report on the second quarter, and include a summary of the movement of funds within the central bank account, a revised budget as of 31st August and the cash book as of 30th August. For the budget, a higher income contribution, up to £48,000, has been adjusted, together with a greater allocation for room hire. Individual support through QiS itself has been taken out.

We are grateful to receive an interim payment from the estate of John Melling to the amount of £81,000, without restriction on its use.

Our current financial status remains healthy with contributions to QiS keeping in line with the budget, as is spending.

We note from the reports from Britain Yearly Meeting in session that individual contributions to it are down on previous years, and our Treasurer raised this situation at Quakers in Scotland in session. Finance Committee are examining this matter in order that we can respond appropriately.

We agreed between meetings to beginning an ongoing commitment with Mindful Business Services for 5 hours per month regular book keeping, and to book an additional 10 hour project to cover the additional work required for incorporating the Dundee Friends Property Trust requirements, at a cost of £480.

Our insurance contract came up for renewal on the 29th August and we agreed between meetings to facilitate this. We have paper Biii giving the detail of the quotation and discussed some aspects by email, and we have had opportunity to read through the detailed quotation and proposed cover. The main quotation has now been paid but some extras are to be decided.

We wish to take up the introductory offer for a Health & Safety Click so as have access to the support and templates offered. We will review this after a year, and ask Piers Voysey, as lead trustee for Health & Safety, to advise us.

We await a Cyber Insurance quote, and will decide on this by email.

Sue Walton will act as a back-up finance signatory, releasing Brian Ashley.

QiS minute 25/11/17 (Trustees report and 2026 budget) asked 'Trustees to facilitate a review of all grants and donations for 2026 for a future QiS meeting'. The clerk and assistant will contact all link appointees and committees to check the status of grants and donations, for a report to QiS with the 2027 budget.

Finance Committee will be reviewing the 2027 budget timetable and report to us.

26/08/07 Trustees Annual Report and Accounts (TARA) for 2025

Further to minute 26/07/05, the 2025 report and accounts are ready for signing, having been approved by our examiner. Minor corrections and one change of wording to the report have been added.

We now approve the 2025 Annual Report and Accounts and authorise the clerk of Trustees to sign this on our behalf, forwarding them to OSCR (the Office of the Scottish Charity Regulator), and to Quakers in Scotland.

26/08/08 Dundee Friends Property Trust

Further to minute 26/07/06, Robin Waterston has updated us on the final stages of the laying down of Dundee Friends Property Trust and transferring its assets to Quakers in Scotland.

The transfer of staff, Vix Hobba, the Administrator, was accomplished effective 1st July 2026 and Bill Edgar of Dundee meeting is the line manager. He is bringing details of the management of the Administrator to Employment Committee on 11th September. Our Treasurer has reported on some initial administrative problems with HMRC, but these have been sorted out.

The Disposition document (Paper D) has now been signed by Dundee Friends Property Trust (DFPT) trustees, and we await confirmation from our lawyers that this has been done, and for our clerk then to sign it on our behalf. DFPT will then apply to OSCR for dissolution of the charity.

We delegate to Employment Committee the decision on a request from Bill Edgar that an honorarium to be given for .. extra administrative work for the transfer.

26/08/09 Senior Administrator for Quakers in Scotland

Further to minute 26/07/09, we receive a trial template document for a potential senior administrator post (paper E) to initiate discussion on what it is we would require in such a post, and the implications for cost and for QiS structures and administration.

We have had an initial consideration of the document and made some suggestions on aspects of the job description. The paper has allowed us to home in on what would be required for a senior post for Quakers in Scotland. We would see the post as being part time, perhaps for two days a week, working with the current administrator. Distinctions between higher and lower level responsibilities listed in the job description require clarity. The level of salary to be set requires comparative study so it relates to the level of responsibility. The role can be seen as a prime support for Trustees, to whom the post holder should report.

We ask Finance Committee to advise us on the level of affordability and sustainability for such a post as they prepare the 2027 budget.

We ask Employment Committee to take initial comments from us on board and develop the proposal on these lines and bring it back to us.

The clerk will ask appropriate recent and current office holders what administrative support might have helped them in role.

26/08/10 Safeguarding Report

Further to minute 26/07/11, Sue Walton has reported on the meeting, called by Madeleine Harding, for safeguarding coordinators, where it was agreed that there was a need for training and awareness raising for all Quakers in Scotland Friends in relation to safeguarding. This is in hand. There is also need to incorporate a formal return on safeguarding responsibilities made annually by Local Meetings.

We note that Quakers in Scotland appointed Gill Reid (Ayrshire Meeting) as QiS Safeguarding Coordinator to serve 1 January 2027 – 31 December 2029.

26/08/11 SESAM project proposals

Further to minute 26/07/12. Quakers in Scotland in session on 22nd August approved participation in the South East Scotland Area Meeting's Quakers and slavery project (research on our Quaker ancestors' involvement in the enslavement of Africans and the trade of goods produced by enslaved people – Paper F).

The contribution to the funding from QiS will be £10,000, which matches that from SESAM. The treasurer and trustees present were content with this.

The other invitation from SESAM had been to join in a project for a Children & Young People's Development Worker, but nothing came to the QiS meeting on 22nd August. Our minute 26/07/12 refers.

26/08/12 Reporting from Local Meetings to Quakers in Scotland.

We have reviewed the situation on Local Meetings, within Quakers in Scotland as an Area Meeting, accepting the Memorandum of Understanding (MOUs) and what returns need to come to allow Trustees to compile the annual governance return to Britain Yearly Meeting. Robin Waterston will draft an initial proforma for use for the latter.

26/08/13 Future meeting dates.

We have Monday 26th October at 7pm fixed as our next meeting. The clerk will circulate dates for a meeting in early December.

Michael J. Hutchinson, clerk