

Cumberland Area Quaker Meeting

Minutes of the Meeting of the Managing Trustees

held at 1330 on Monday 5th June 2017

at Keswick Meeting House

Present: Christopher Thomas (Treasurer), Catherine Thomas, Ian Watson, Trevor Green, Kath Worrall, Tim Pickles, David Day, Colin Smith (Clerk)

Prevented: Anne Simpson.

Minute 1. A short Meeting for Worship was held.

Minute 2. A draft agenda had been circulated prior to the meeting. This was accepted.

Minute 3. Finance:

- (a) The Treasurer informed the meeting that the CAQM 2016 accounts were well in hand and that they should be available by the end of July.
- (b) 2016 accounts examiner – following Kath Worrall and the Treasurer's enquiries to two firms of accounts they recommended the appointment of David Allen Accountancy to carry out this task. This was accepted and we agree to put this recommendation to the next Area Meeting. We thank Kath Worrall and the Treasurer for their work on this matter.
- (c) Bank accounts/investments – The Treasurer had prepared and circulated a table of recommendations prior to the meeting. A copy of these are attached to these minutes. Three additions were agreed: Clause 3, the balance of CAF Current account funds to be transferred to the North Quakers main account: Clause 5, to appoint Tim Pickles and Ian Watson as additional signatories: Clause 6, signatories as per Cumberland Area Quaker meeting main account. With these additions, the Treasurer's recommendations were accepted.
- (d) Doris Liversidge Bequest: Following consultation with Keswick Local Meeting it was agreed to transfer £20,000.00p from the DLB fund to the CAQM Premises Fund.
- (e) Trustees agreed to meet the Pardshaw Meeting House maintenance expenses (up to £2,000.00p per annum) for the foreseeable future. This to be reviewed as appropriate.

Minute 4. CAQM Trustees 2016 Report:

- (a) The Clerk reported that he had distributed and had returned proformas from all the Local Meetings together with short reports on their activities. All were satisfactory.
- (b) The Clerk had collated the information from (a) together with brief reports from the Safeguarding team, the Custodian of Records, and the Tickles Trust and produced a draft report which had been circulated prior to the meeting. A number of modifications were suggested by Trustees. The Clerk was asked to produce a revised draft for consideration at the next Trustees meeting.
- (c) QSC TARA proforma; Ian Watson had commenced filling in this proforma which will be completed when the finalised CAQM 2016 Trustees Report was available.

- Minute 5. Kath Worrall's report following her attendance at the Woodbrooke Trustees Training Course, 28th-30th April 2017, had been circulated prior to the Meeting. Kath related that some Area Meetings prepared shortened Annual Reports for distribution to their Members and Attenders. This was felt to be a good idea and would be considered at a later Trustees meeting. We thank Kath for her attendance and report.
- Minute 6. Ian Watson's report following his attendance at the Annual Conference for Treasurers held at Friends House on the 13th May 2016 had been circulated prior to the meeting. He highlighted the idea of a 'Retention Schedule'. We thank Ian for his attendance and report.
- Minute 7. Premises:
- (a) Pardshaw and Cockermouth Quinquennial Inspections: There has been no progress by Day Cummings to carry out these inspections. We agree that if there is no progress by the 30th June 2017 the Clerk will seek another company to carry out the work.
 - (b) Future of Pardshaw: Following minute 17/13 of CAQM Area Meeting held on the 8th April 2017 the Clerk reported that he had not received any communications on the matter. It was agreed we would proceed as per minute 7 of our meeting held on the 27th March 2017. Our priority will be to have the Quinquennial Report completed. Tim Pickles agreed to seek an Estate Agents evaluation of the premises 'as found'.
- Minute 8. Safeguarding: The Safeguarding Team had requested a nominated trustee 'link person'. It was agreed the Clerk should fulfil this role.
- Minute 9. Tickell's Charity: The 2016 Annual balance sheet had been received. It was noted there had been 13 beneficiaries.
- Minute 10. The Clerk tabled proposed signs to be erected at Beckfoot, Allonby, Newby and Broughton unattached burial grounds. These were approved. The Clerk was authorised to arrange manufacture of the signs.
- Minute 11. Trustees authorised Kath Worrall to arrange and attend a meeting with Chris Gregory and Helen Griffiths at Friends House to help progress the setting up of a new Charity Commission Scheme.
- Minute 12. Date and time of next meeting:

1330 MONDAY 11th SEPTEMBER 2017 at KESWICK MEETING HOUSE

Colin Smith, Clerk