



**THE RELIGIOUS SOCIETY OF FRIENDS
(Quakers) IN BRITAIN**

**THE SOUTHERN MARCHES AREA QUAKER MEETING
CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL**

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Registered charity number: 1134528

The object of Southern Marches 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 Southern Marches Area Quaker Meeting and beyond.

Memorandum of Understanding

(QF&P 4.34 Each local meeting should agree with its area meeting the duties and responsibilities which the local meeting undertakes on behalf of the area meeting. This agreement should be formally recorded as part of a memorandum of understanding. The local meeting should report regularly, as required, to its 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 above, 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.)

Working Relationships between Trustees, Area Meeting and Local Meetings

This preamble to the Southern Marches Area Meeting/Cyfarfod Crynwyr Rhanbarthy Gororau Deheuol Memorandum of Understanding (MOU) sets out the basis of the relationship between:

- Southern Marches Area Quaker Meeting/ Cyfarfod Crynwyr Rhanbarthy Gororau Deheuol (SMAQM)
- Southern Marches Area Quaker Meeting Trustees (Trustees)
- The eight Local Meetings which are within the Area Meeting.

Trustees are appointed by SMAQM on the advice of its Nominations Committee and in consultation with the Clerk of Trustees. They act as Trustees of the Charity. The governing document of SMAQM sets out how the Charity and its assets shall be administered and managed.

The Area Meeting in this context is the formal proceedings with the minutes agreed at the time at Area Meeting in session. It will also encompass the officers of SMAQM acting in accordance with their delegated authority.

Local Meetings are the eight Quaker Meetings which are within Southern Marches Area Quaker Meeting, namely Abergavenny, Almeley Wootton, Brecon, Clun Valley, Hereford, Llandrindod, Ludlow and Ross-on-Wye. In like manner, this document refers to their formal business proceedings and the actions of their appointed officers.

There is a separate MOU to guide the relationship between The Pales, SMAQM and the Trustees.

Trustee Responsibilities

Trustees are required to take active responsibility for the business affairs of the membership body, being the Area Meeting including its constituent meetings. 'Business affairs' in this context means the way in which our assets are managed and used and the future of the Area Meeting assured. 'Our assets' means the assets of all the Local Meeting and Area Meeting combined including our financial assets, our Meeting Houses, other properties including land and Burial Grounds.

Trustees are required to ensure that:

- a. Properties are retained and properly maintained
- b. financial procedures are appropriate and legally compliant and funds put to proper use
- c. potential risks are identified, evaluated and managed (including risks to the reputation of the Area Meeting)
- d. employment law (including pensions) is observed

Trustees must be satisfied with the way in which Area Meeting and Local Meetings are managing their business activities.

Communication

Trustees are to receive copies of all the Area Meeting minutes and relevant minutes of any premises, finance and children's committees together with any relevant attachments.

A named Trustee, preferably from each Local Meeting acts as the principal channel of communication between their meeting and the Trustee body. Where a LM does not have a trustee the Trustees will aim to nominate a link trustee from amongst their number. The link trustee will receive LM business meeting minutes. Relevant minutes from LMs are circulated to Trustees.

Relevant minutes of the Trustee meetings are circulated to Local Meeting Clerks who ensure that any required actions are carried out and that relevant information is passed to the officers of their Meetings.

Trustees will share any proposed action for consideration by both Area and Local Meetings.

To aid communication, the Clerk of Trustees attends the clerks meeting held as part of the agenda planning process for Area Meeting.

The table which follows sets out the division of responsibility between the three parties and the various actions which they are required to take.

Division of responsibilities

	Subject	Lead	Trustees	AM	LM
1	Safeguarding <i>Policy updated January 2019 (Linda Green) Safeguarding Officer: Linda Murray-Hale</i>	Trustees	Agree and review safeguarding policy and all procedures to include Britain Yearly Meeting (BYM) policy. Identify lead trustee	Appoint Area Meeting safeguarding officer and deputy	Comply with the Area Meeting policy. Establish a safeguarding committee and appoint a safeguarding coordinator. The committee to meet at least once a year. Safeguarding to be a standing agenda item on Elders & Overseers/Pastoral Care Group meetings
2	Risks	Trustees	Responsible for the identification and management of risks. Trustees will maintain and share a composite register of the risks identified by Local Meetings. Draw the attention of Area and Local Meetings to any issues needing further consideration, and advise on any changes required. Ensure that the reputation of Quakers throughout the AM is maintained.	Assist Trustees in compiling the risk register with respect to matters dealt with at Area Meeting level.	Undertake a regular review of their approach to risk management, drawing on the experience of other Meetings as appropriate. The risk register will specify measures in place to minimise the risk of occurrence and the impact of each risk, and will identify the person or group(s) expected to be particularly aware of each risk. To review the local schedules of risks at 2-yearly intervals and share this with Trustees. Report to Trustees any matter which might impact on the reputation of Quakers.

	Subject	Lead	Trustees	AM	LM
3.	Data Protection <i>Policy reviewed and agreed March 2018</i> <i>(Chris Robertson)</i>	Trustees	Circulate a pro forma annually for Local Meetings to complete confirming compliance with the Data Protection Act (DPA). Ensure electronic and paper records of personal details are securely stored with restricted access as appropriate.	AM officers must ensure compliance with the DPA. Appoint a Data Protection Officer	Clerks to complete the annual return questions (Appendix 1) and submit to AM responsible person Ensure that all members and attenders are aware of their responsibility with regard to the storing and disposal of the 'List of Friends'
4	Insurance <i>Trustee portfolio: Penny Harding</i>	Trustees	Property, public liability and employment liability insurance will be through a group policy taken out and kept under review by the lead trustee. Identify lead trustee.		AM treasurer will seek reimbursement of the costs of insurance from LM treasurers as appropriate. Any claims to be reported to the lead Trustee before notifying Brokers. Local Meetings will then communicate directly with the Brokers and Loss Adjuster, in consultation with the lead Trustee.
5a	Finance: Management and accounts <i>AM Treasurer acts as lead (Jan Shivel)</i> <i>Policy agreed 2019</i>	Trustees	Establish procedures for the safe and efficient handling of our money and accounts. Ensure all our accounts are prepared and submitted so as to comply with external requirements. Suggest ways in which accounts can be kept to minimise accountancy fees. Review the appointment of examiners and receive their report. Manage the AM accounts Agree annual budget and receive regular financial reports. Submit the Annual Report to the Charity Commission.	Agree the appointment of examiners. Agree the Annual Report.	Keep local accounts in a form recommended by Trustees, submit them to AM treasurer in an agreed format and in a timely manner as required for consolidation. To include 'acting as agent' funds. Comply with the cheque signing requirements. LM accounts presented to the local meeting in such a way that LM takes responsibility for financial matters including appeals. The financial year runs from 1st January to 31 st December.

	Subject	Lead	Trustees	AM	LM
5b	Finance: Contributions	LM	Set an AM quota for costs assumed by the AM (capitation)		Appoint a treasurer and ensure that Friends and Attenders are aware of our need for contributions. LMs must ensure that money so donated is allocated as indicated by the donors.
5c	Finance: Reserves <i>Policy due</i>	Trustees	Establish and review a reserves policy for AM and LMs.		Operate a local reserves policy in accordance with Trustee requirements allowing for anticipated building projects.
5d	Finance: Investments <i>Investment Policy</i>	Trustees	Ensure that all investments made by AM and LMs comply with the policy on ethical investment. (see appendix 2)		Advise the AM treasurer of any pending investment decisions (especially any decision which means the money is tied up for a period of time) and obtain consent from Trustees for sums over 20% of the LM's annual budget.
6a	Property: Maintenance <i>Policy agreed January 2017 (Jane Turnbull, John York Skinner, Bridget Cherry)</i>	Trustees	Maintain a property register. Ensure that all property is kept in good order and that adequate financial provision is made for the future maintenance of that property. Ensure that quinquennial inspections are carried out on all our buildings. Carry responsibility for all acquisition and disposal of property. Identify funds in annual budget for any anticipated major building works. Identify at least two lead Trustees.		Keep LM property clean and maintained. Accumulate a building reserve to cover all reasonable future expenditure. Inform AM and Trustees of any major planned expenditure. Complete annual building check and Annual Energy Survey. Commission a quinquennial inspection of their meeting house, inform Trustees of outcome and take whatever remedial action is required. (see Property Policy)

	Subject	Lead	Trustees	AM	LM
6b	Property: Equipment	LMs			Keep an up to date list of electrical equipment and ensure that PAT testing is carried out every two years Review the annual insurance premium for 'contents'. Ensure fire equipment is appropriately maintained and test
6c	Property: Hire of Premises <i>Policy April 2016</i>	Trustees	Approve Hiring policy and negotiate with LM where appropriate addenda are required.		Comply with AM Hiring policy and identify addenda required for specific circumstances relevant to LM.
6d	Property Burial Grounds.	Trustees	To ensure that our burial grounds are properly maintained. Identify lead Trustee	Membership Clerk to authorise the use of our burial grounds (QF&P 17.11)	Where a Local meeting has the care of a specific burial ground, to ensure that it is maintained and used correctly and to record such use including the location of burials. Appoint a local Friend to be responsible for this.
7	Employment	Trustees	Ensure that all our employees are treated fairly in accordance with our Statement of Intent (see appendix3) and within the law. SMAQM is a living wage employer.		Appointments (joint responsibility with AM Trustees). Local implementation of policy Local procedures Day-to-day management and oversight

	Subject	Lead	Trustees	AM	LM
7	Employment <i>Equal Opportunities Policy reviewed and agreed January 2017</i>	Trustees	Ensure that all our employees are treated fairly in accordance with our Statement of Intent (see appendix 3) and within the law. SMAQM is a living wage employer.		Appointments (joint responsibility with AM Trustees). Local implementation of policy Local procedures Day-to-day management and oversight
8	Records <i>Archive Policy agreed January 2019 (Roy Payne)</i>	ALL	Ensure that all legally important documents are kept safe and accessible.	Appoint an AM archivist. Keep AM records to the standard set out in the Archive Policy.	Keep local records as required by the Archive Policy.
9	Membership (Membership Clerk Rowan Lewis)	AM guided by LMs	Keep an up to date list of all members of the AM.	Deal with membership matters including granting membership, transfers in and out, resignations, terminations and other membership matters as listed in QF&P Appoint a Membership Clerk to oversee all matters pertaining to membership.	Encourage the progress of Attenders towards membership.

	Subject	Lead	Trustees	AM	LM
10	Appointments	AM	Appoint Trustees Nominations Group to appoint Trustee sub-committees and ad hoc groups.	Appoint a Nominations Committee and appoint all AM office holders including Trustees.	Nominate representatives to AM Nominations. Appoint a local nominations committee to make local appointments.
11	Meetings for Church Affairs	AM	Trustees must meet at least twice a year and make their minutes available to constituent Meetings.	Hold sufficient AMs each year to conduct business affairs in right ordering and ensure the coherence of the AM as a spiritually mindful community.	Keep LM minutes in line with the Archive Policy. Forward relevant minutes to Clerk of AM and/or Trustees.
12	Eldership and Oversight(E&O) (Clerk of E & O Jeff Beatty)	AM/LMs		Whilst most Eldership and Oversight is conducted at local level, AM will provide opportunities for Elders and Overseers to liaise with each other. AM E & Os to provide support to LMs when requested.	Bring forward names to AM for their own E & Os/Pastoral Care Group. Ensure that effective oversight and eldership is being practised in the Meeting as laid down in QF&P.
13.	Low Carbon Commitment	ALL	Report annually on progress regarding our low carbon commitment		Include in annual report an update on progress regarding our low carbon commitment

Appendices.

Appendix 1:

Data protection checklist

1. Have you taken reasonable steps to ensure that all Friends (members and attenders) in the area meeting, including local meetings, are aware of SMAQM Data Protection Policy and its implications? **Yes/no**

2. Have you obtained the explicit permission for the listing and using of personal data of individuals not in membership and from the parents or guardians of children and young people under the age of 18? **Yes/no**

3. Are all the Friends who keep and use information on members keeping it in accordance with SMAQM Data Protection Policy? **Yes/no**

If you have answered NO to any of the prior questions, please use this space to explain

4 (a) During the past twelve months did anyone ask to see their personal records? **Yes/no**

(b) If **yes**, did you give access?

(c) If you refused, please explain why you did not give access:

Signature:

Name of Clerk completing this form:

Date:

Appendix 2: ETHICAL CRITERIA FOR SMAQM INVESTMENTS

Seek to invest in Funds that make the basis on which they select companies transparent, and which look for companies:

- i. With declared policies for minimising waste, for recycling and protection of the environment and, where relevant, for the development of new technologies so as to reduce the demands made on scarce natural resources.
- ii. That have a Code of Practice for their business affairs, anti-discriminatory and fair employment policies and effective controls to avoid corruption

Seek to avoid Funds investing in companies with an involvement in:

- i. Manufacture or sale of weapons
- ii. Provision of nuclear power
- iii. Production of tobacco or alcohol
- iv. Gambling
- v. Production of pornography or materials promoting violence
- vi. Production of cosmetics tested on animals
- vii. Extraction of minerals and hydrocarbons (e.g. fossil fuels) without strict and effective environmental safeguards
- viii. Manufacturing in countries where there are human rights abuses, or where children are exploited, unless the company applies adequate safeguards in respect of its activities

Applying these criteria all Funds in which SMAQM and its constituent meetings might invest, should seek for the best match within a balanced portfolio of investments

Appendix 3: Equal Opportunities and Diversity Policy

Statement of Intent

Southern Marches Area Meeting aims to create a culture that respects and values each others' differences. We regard these differences as an asset to our work and integral to our Quaker beliefs.

We all have a responsibility to embrace and support this culture and must continue to challenge behaviour and attitudes that prevent us from achieving this.

Using fair and objective employment practices, our aim is to ensure that:

- all employees, potential employees, volunteers and contractors are treated fairly and with respect at all stages of their work;
- all employees have the right to work free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on sex, trans-gender status, marital status, race, disability, age, religious belief or sexuality;
- all employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.

Responsibilities:

- Every member of staff, volunteer and contractor is responsible for behaving without discrimination towards others.
- SMAQM seeks to provide the opportunity for all Friends, employees and volunteers to develop their individual talents and undertakes that merit and job performance alone will be used in employment related decisions.
- SMAQM will aim to provide a working environment which will enable Friends, employees, volunteers and contractors to fulfil their personal potential. SMAQM accepts that such an environment cannot be created or maintained if Friends are subject to harassment, victimisation or bullying.
- Provision is made for the investigation of formal grievances and disciplinary offences related to equal treatment.

Implementation and Monitoring of this Policy

SMAQM Trustees are responsible for implementing and monitoring this policy in conjunction with Area and Local Meetings.