

Quakers in Scotland Foundation Trustees

Meeting held online on 15th September 2025 at 7.00 pm

Present: Elizabeth Allen, Brian Ashley, Adwoa Burnley, Kate Gulliver, Susan Mitchell, David Somervell, and in attendance, Lesley Richards (Convenor QiSCG) David Sterratt (until minute 3)

Prevented: Chris Holmes

25/09/01 Opening Worship

We gathered together in worship.

25/09/02 Welcome and gathering

We welcome David Sterratt to our meeting, he will be with us for the first item on our agenda. We each shared , following this we agreed the agenda for this evening.

25/09/03 Domain Name

We are grateful for David Sterratt's work and guidance on this issue. We are grateful for Brian's careful research and dissemination of this piece of our work.

To inform our discernment of this matter, David has joined us tonight.

To operate efficiently QiS needs a domain name and to agree how to file, store and share digital information. Together these will give us a consistent, manageable and recognisable digital presence (web site, emails); easy access to and sharing of documents/files; and smooth transitions as Friends take up and are laid down from QiS roles.

South East Scotland Area Meeting Trustees have considered their needs at some length and reached a firm conclusion that using quaker.scot as a domain name and Google Workspace is the best solution available for SESAM on grounds of cost and ease of use/management. They are getting on with that to save their own costs and support the staff who work for them.

SESAM has offered to share the quaker.scot domain name and Google Workspace with Quakers in Scotland. We thank them and accept their offer, with gratitude for all the work involved in setting this up. We will start to use the domain name from now on. We will set up a small group to help us develop our use of the Google Workspace, working collaboratively with SESAM. We will return to this item shortly and ask David Sterratt to keep in touch with the clerks to QiS Trustees.

25/09/04 Update from our Treasurer

Kate has updated us on where we are with bank accounts, insurance, accountancy services tender, trustees induction and documents and legal fees

Bank accounts

The Cooperative Bank account - is open and accessible and Bronwen Currie is now a signatory

Bank of Scotland account - we are waiting to hear from the Bank of Scotland.

Insurance

Insurance with Congregational in place as of 1st September. This is basic trustee indemnity and Public Liability cover, for Nil premium. As others join QiS their policies will be cancelled and added to QiS insurance, at which point a premium will become due. In effect the original policy will be cancelled and a revised policy put in place. It is advised that the date of effect will be the time at which everything has been transferred to QiS and OSCR informed and agreed, not the date of a decision in a meeting. This ensures everything is covered until everything has been transferred, which is particularly relevant for AMs and DFPT to ensure property is covered.

Nichola Morton, our account handler, is checking the details of the AMs and DFPT to ensure there can be a smooth change over.

Accountancy services tender

The documents were agreed between meetings and sent to the agreed firms. Only two responses so far. One decline - due to no capacity to take on new clients. One fully committed until the end 2026, but would be willing to offer support and guidance getting set up and could take on the role in the future if we decided we wanted them and have a better understanding of what is needed.

We agree that our treasurers purchase 2 accountancy packages as they see fit.

Trustees 'induction and documents

Kate and Susan need to sign Trustee Declarations of Eligibility, suggested draft attached, adapted from the trustee declaration of eligibility on the OSCR website. We are happy with this suggestion.

Legal fees

We have received a further indication from the solicitor around likely fees for the work to transfer AMs. He proposes a fee of £750 plus VAT for each AM transfer agreement, unless there are peculiar assets or higher value contracts needing specific work. There will be the cost of preparing and registering a disposition of property with the Land Register for Scotland £500 plus VAT, and outlay for the dues of registration in the Land Register.

Kate has registered QIS as an employer with the HMRC,

We thank Kate for all this work.

25/09/05 Update on TUPE/ GM Administrator employment

Brian has updated us on this.

We agree to adopt the revised 'terms of employment '(which includes the job description) for the QiS Administrator. They are attached to these minutes. We note that:

- The date from which our administrator continuous service will be deemed to have started should remain at when she started with GMS (2023) and not reset to when QiS begins.
- Job description item 4: added reference to 'intermediate meetings.'
- Item 5: Added item about maintaining the accurate record of Members of QiS (as an AM)

We are grateful to Brain for all this work and are grateful that he is able to continue to track the progress of this transfer and keep communicating with our administrator over this.

25/09/06 Applications for membership of QiS

To date, the General Meeting for Scotland Administrator, Jane Booth, has received applications for membership of Quaker in Scotland from 429 Friends already in membership of the Religious Society of Friends, and has passed these names to us. We joyfully accept the Friends listed into membership of QiS, and we ask our clerks to write a welcome email. We ask the GM administrator to enter their names in the electronic list of QiS members, and to send the clerks' email to our new members.

25/09/07 Update on GMS Transfer

Further to QiS minutes 25/05/01, 25/06/05, 25/07/03, 25/07/04, 25/08/04 and 25/09/01 we note the following updates:

- To date, 648 Friends have completed data consent forms, to transfer their data from GMS to QiS.
- The final draft of the Transfer Agreement has been sent to GMS and QiS trustees. All current GMS Trustees and two named QiS Trustees (Elizabeth Allen and Kate Gulliver) require to sign it on or before 20 September.

QiS Clerks

Adwoa has updated us on a meeting of GMS clerks, who will serve as clerks of QiS until the end on 2025, and incoming QiS clerks, from 2026. They considered how to help with this process of change, to keep momentum going, and encourage enthusiasm.

GMS Pre-meeting on 18 September

A pre-meeting will be held as preparation for the GMS transfer on 20th September. Adwoa will be called to speak and will mention the 'house move /boxes' analogy to enable Friends to envisage the next steps.

25/09/08 Dundee Friends Property Trust and AMs joining QiS, updates

Further to QiS minutes 25/05/01, 25/06/04, 25/07/02 and 25/08/07, we note that OSCR has given NSAM permission to dissolve the charity, and that ESAM, WSAM and NSAM have informed MfS of their intention to lay themselves down and join QiS.

DFPT have revised their transfer timescale and now aim to transfer in the new year.

We are mindful that some Friends in membership who belong to area meetings transferring to QiS have not transferred their membership to QiS. We think it would be helpful to contact these Friends individually to discuss the implications of this. We ask our clerks to raise this issue with the area meeting clerks, asking them to ensure the Friends concerned are contacted.

25/09/09 QiS Solicitor update

Further to minutes 25/08/08 and 25/09/04, we have have been updated on the ongoing legal work in preparation for the transfers.

We agree that it is now timely to address the legal aspects of the transfer of those area meetings, ready to enter this process. We ask our lawyer to draft Transfer Agreements for ESAM, WSAM, and NSAM. We note that ESAM have instructed their solicitor to handle conveyancing their property. WSAM will use the QiS solicitors.

25/09/10 Dates of future meetings

We have amended the dates of our future meetings as follows:

15/10/25 at 7pm, 9/11/25 at 7pm and 10/12/25 at **8pm**

25/09/11 QiS Trustee Portfolios

David Somervell has suggested we consider identifying specific portfolios for each trustees eg Health & Safety, Safeguarding.

We ask David Somervell to be the QiS Safeguarding lead. We recognise that appointing a Health and Safety lead is urgent and we will return to this at our next meeting.

We ask Lesley to contact Sarah Donaldson for a list of our statutory requirements.

25/09/12 Other Business

Our Quakers in Scotland Development Worker has asked us to consider how she might support QiS Trustees and if a bespoke training session might be useful. We are grateful to Zoe for this offer and will discuss it further with new QiS trustees.

Closing minute

We close with worship, planning to meet again by Zoom at 7.00 pm on 15th October, should nothing occur to prevent.

Elizabeth Allen and Adwoa Burnley

Co-clerks to QiS Foundation Trustees