

GENERAL MEETING FOR SCOTLAND TRUSTEES

Minutes of the meeting held 24th October 2017 in Edinburgh

Present: Catherine Brown, Martin Burnell (Clerk), Nigel Dower, Michael Hutchinson, Derek McLean, Jacqueline Noltingk.

Prevented: none

1. Budget for 2018

Nigel Dower, Treasurer, has prepared a draft budget for 2018. It follows the pattern of expenditure in previous years with the exception of the additional contribution towards the Parliamentary Engagement Officer post funded from the Jenny Auld legacy.

We now expect to receive this legacy in the amount of approximately £24,000 within the next few weeks. We agree this should be shown under a separate heading in the budget. General Meeting has committed £12,000 of the legacy to the Parliamentary Advocacy Project, but has still to decide on use of the remainder.

We agree the proposed list of donations subject to the donation to the Northern Friends Youth Event Trust being increased to £2000. We agree reports on the activities of these bodies may be made either in the *Scottish Friend* or to GM in session at the discretion of the GM Clerk.

We approve the draft budget, subject to some minor changes, and ask Nigel to introduce it at the General Meeting to be held on 18th November 2017. He will circulate the revised version to Trustees before sending the papers to the GM Clerk.

We note that General Meeting has appointed Paul Kenny to act as external examiner for the 2017 accounts.

2. BYM Annual Grant

Britain Yearly Meeting has again requested information as to the use that General Meeting makes of the annual grant from BYM. Our Treasurer prepared in September a report for BYM on similar lines to the report submitted the previous year. We thank him for letting us have a copy of this paper.

3. Administrator's Salary

We note that our administrator's salary was increased as from 1st May 2017 in line with our policy on annual review.

4. New Regulations on Data Protection

We have received guidance from Friends House on new regulations regarding Data Protection which will come into force in May 2018. We note that GM maintains the data protection registration for all Quaker meetings in Scotland, although much personal data is held at AM or LM level.

We agree that procedures will need to be examined in the light of the new regulations, and that it would be beneficial for GM to issue guidance and standard documentation for all Meetings in Scotland to follow. We accept the offer of SESAM Trustees to do some preliminary work on this for us. We have had a general discussion on the issues involved.

5. Safeguarding Policy

The GM Safeguarding Policy requires AM Trustees to seek an annual report from their Safeguarding Co-ordinator on the operation of the safeguarding arrangements and to pass these to GM Trustees. GM Trustees asked to be notified immediately of any cases arising. Reports were received in 2016 and AM Trustees have been recently reminded of the need to submit reports.

6. Revised Memorandum of Understanding between GM and BYM

Jane Dawson has prepared an updated draft of the existing MoU in relation to the agreed three year extension to the Parliamentary Advocacy Project. After some discussion and amendment, we are content with the latest draft, subject to the preamble being expanded to indicate clearly the timeframe of the agreement and the fact that Appendix 2 will be updated as necessary. We authorise our Clerk to sign the document on our behalf.

We note that there is to be an introductory session in January 2018 with the consultants appointed by BYM to develop an assessment methodology to which we have been invited to send representatives. A similar invitation has gone to the Parliamentary Engagement Working Group and to the GM Clerk. We agree that Martin Burnell and Jacqueline Noltingk should represent us subject to their availability on the date to be agreed.

7. Revised GM Committee Structure

We note that GM on 10th June agreed changes to the previous structure of Function Groups and new titles for working groups. We reiterate Trustees' Policy of seeking annual reports on the operation of GM working groups.

8. Reimbursement of Expenses

We have discussed the principles governing reimbursement of travel expenses to those holding GM appointments. We agree that even if people travel by car, reimbursement will normally be at public transport rates. Attendance at General Meeting itself will only be reimbursed by General Meeting where the circumstances justify this.

9. Dates of future meetings

Tuesday 6th February 2018 in Glasgow and Tuesday 15th May 2018 in Edinburgh.

Martin Burnell
Clerk