

# Policies and Procedures relating to the conduct of our local meetings

## Craven and Keighley Area Meeting

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## Foreword

The working relationship between Area Meetings and their appointed Trustees is still developing, but in Craven and Keighley Area Meeting we understand that Trustees are appointed by Area Meeting to be the servants of the Meeting; to provide help and advice to Area and Local Meetings on good practice; and to create governance tools just once which can then be used many times. Trustees are servants, not masters. This is emphasised in QF&P 15.03 “The law may assume that authority for determining action passes to the trustees and the meeting may choose to do this. However, under Gospel Order, the ultimate authority will still lie with the gathered meeting.”

Many Friends had to wrestle with their consciences when Britain Yearly Meeting debated and then decided in 2009 to register as a charity and, in so doing, drop the 350-year tradition of the individual responsibility of all Members in favour of the benefits of charity law and consequent trustee responsibility for governance. The work of long-standing Finance and Property Committees of Area Meetings were subsumed into Trustees.

Area Meeting delegates to Trustees the responsibility for ensuring that our Meetings have the necessary tools to comply with relevant laws and best practice. Both Area Meeting and Trustees, in turn, expect that these policies will be used appropriately by our Meetings. Trustees recognise that small Meetings do not have the capacity for excessive administration, nor do they necessarily face the range of issues which present in larger Meetings. Overviews of policies are provided at the start of most policies so that the applicability of each policy can be quickly determined. If Meetings have difficulties in understanding or complying they are asked to contact the Clerk to Trustees so that help can be provided, either by assisting with how a policy should be treated in the meeting or by providing a Friend to actively assist the meeting in complying with the policy. Whilst “We are all called to participate in building a responsible and caring community” (QF&P 15.02) it is important that Trustees make clear the legal responsibilities they bear on behalf of Area Meeting; and the consequent responsibilities of Local and Area Meetings to put into practice these policies so that together we discharge our responsibilities. The language used seeks clarity; words such as ‘should’, ‘will’ and ‘must’ are used not as instructions from Trustees but to make clear to readers what is required for compliance.

Adopted by Craven & Keighley Area Meeting on ..... minute .....

Signed:

.....  
Clerk, Area Meeting Trustees

.....  
Clerk, Area Meeting

## Trustee and Area Meeting duties

The duties of Trustees are set out by the Charity Commission at:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc-3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In order to fulfil their duties, Area Meeting Trustees need confidence that all Local Meetings (LMs) have appropriate policies and procedures in place. To this end, each LM will review compliance with the policies and report to the Area Meeting and Trustees annually. A simple form indicating the required information is included at the end of these policies which should be sent to the Clerks of Area Meeting and Trustees by the start of March each year (reporting on the previous calendar year).

Most AM policies are generic and may be further refined by Local Meetings. Each of our Local Meetings should have policies and procedures which fit their circumstances, enabling them to manage property, resources and activities. While it is appropriate for Trustees to support Meetings to follow good practice, and in some instances to propose model policies, it is for Local Meetings to discern their own way forward, while remaining consistent with the Area Meeting policies.

The Area Meeting Trustees and the Area Meeting Clerk should retain up to date copies of AM policies and procedure statements. These will be held digitally and made accessible to all..

Area Meeting will appoint a Data Protection Officer (DPO), who will check the lawful compliance of personal data held by LMs and AM. Area Meeting will also appoint a Safeguarding Officer who will support LMs and liaise with Trustees.

Trustees suggest that, for the three larger meetings at least, their respective Premises Committees (PCs) might be the appropriate body to monitor the policies and procedures, reporting to and involving their local meetings as appropriate. LMs are responsible for updating their own policies and procedures, in particular those related to room hire, burial grounds and resident friends. For these three areas, the AM Trustees offer only broad policy statements.

LMs will naturally retain up-to-date copies of their own policies. If an LM is happy to share its policies, AM will retain digital versions and make them accessible.



# Trustees' Code of Conduct

Last updated	11 March 2019
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*We hold our meetings of trustees in the spirit of worship and in dependence on the guidance of God. We do not seek majority decisions or even consensus. We wait patiently for divine guidance as our experience is that the right way will open and we will be led into unity.*  
(adapted from Advices and Queries 14)

The activities and powers of trustees are set out in our governing document adopted on 22nd April 2012 by Craven and Keighley Area Meeting. In carrying them out the trustees agree to follow the principles below:

- To act in the best interests of the Area Meeting as a whole – considering what is best for the Area Meeting and its beneficiaries and avoiding bringing it into disrepute.
- To manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest and not gaining materially or financially unless specifically authorised to do so.
- To respect confidentiality – including understanding what confidentiality means in practice for the Area Meeting, its trustees and the members and attenders of the Area Meeting.
- To have a sound and up-to-date knowledge and understanding of the Area Meeting and its environment
- To attend meetings and other appointments or give apologies
- To prepare fully for meetings – reading papers, querying unclear or difficult things and thinking through issues in advance.
- To make decisions according to the Quaker Business Method, standing by them and not acting individually unless specifically authorised to do so.
- To engage in respectful discussion – contributing positively, listening carefully, challenging sensitively and avoiding conflict; respecting diversity, different roles and boundaries, and avoiding giving offence.

# Safeguarding and Welfare Policy Overview

Last updated	11 March 2019
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## Definitions

A **child** is defined as any person under the age of 18 years. A **vulnerable adult** is a person aged 18 years or over, who is in receipt of, or may be in need of, community care services, by reason of mental or other disability, age or illness, and who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation (from BYM definition)

The care of children and vulnerable adults is an essential part of our responsibilities.

*“Rejoice in the presence of children and young people in your meeting and recognise the gifts they bring. Remember that the meeting as a whole shares responsibility of every child in its care.” Advices & Queries 19*

*“Enter with tender sympathy into the joys and sorrows of each other’s lives.” Advices & Queries 18*

Area Meeting (AM) will appoint a Safeguarding Coordinator whose role it will be to support LM representatives in understanding the policy and carrying out their responsibilities within it. In the case of small meetings without any individual with DBS clearance they can request assistance from the AM Coordinator but the only children’s work they do should have parents present throughout. Everyone in the meeting must be aware of this and abide by this requirement. AM, through the Safeguarding Coordinator, will annually review the procedures for ensuring the safety of children and vulnerable adults to ensure they are being appropriately followed.

Each of our Local Meetings (LMs) has been given a copy of a detailed safeguarding policy and we expect that each LM will appoint

- a person responsible for the safeguarding of children in the meeting who has DBS clearance
- a person responsible for the safeguarding of vulnerable adults in the meeting.

These Members or Attenders should become familiar with that detailed Safeguarding policy.

Each LM should consider their activities in relation to safeguarding annually and record that in their annual 'Life of the Meeting' report to AM.

### At a minimum each LM must:

- Ensure that any event with children attending has, throughout, the parents of children in attendance OR is overseen by a responsible Member or Attender who has DBS clearance.
- Be aware, as part of the LM's oversight responsibilities, of vulnerable adults in the meeting and have two persons in the meeting together review their welfare at least annually, and refer to that in the 'Life of the Meeting' report.

*“We are all to watch over one another for good and to be mutually interested one for another, being united as lively stones in the spiritual building of which the Lord Jesus Christ is the chief corner-stone.” Quaker Faith and Practice 12.18*

# Data Protection Policy

Last updated	11 March 2019
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## Overview

Area and Local Meetings hold personal information. This policy sets out the main points of the legislation and how Meetings should gather, store, use and dispose of this information.

## Definitions

<b>The AM</b>	Craven and Keighley Area Quaker Meeting (Charity No. 1184894)
<b>GDPR</b>	means the General Data Protection Regulation, as implemented in the 2018 UK Data Protection Act.
<b>Responsible Person</b>	<b>Data Protection Officer (DPO)</b>
<b>Register of Data</b>	means a register of all data systems in which personal data is processed by the AM and LMs.

## Principles

The AM is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against

accidental loss, destruction or damage, using appropriate technical or organisational measures.”

## Specifics

### General provisions

- a. This policy applies to all personal data processed by the AM.
- b. The DPO shall take responsibility for the AM’s ongoing compliance with this policy.
- c. This policy shall be reviewed every three years.

### Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the AM shall maintain a Register of Data. This will include the data held by each Local Meeting as well as that held by Area Meeting.
- b. The Register of Data shall be reviewed every three years.
- c. Individuals have the right to access their personal data and any such requests made to the AM shall be dealt with in a timely manner.

### Lawful purposes

- a. All data processed by the AM must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- b. The AM shall note the appropriate lawful basis in the Register of Data.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept by the Responsible Person.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the AM’s systems.

### Data minimisation

- a. The AM shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

### Accuracy

- a. The AM shall take reasonable steps to ensure personal data is accurate and kept up to date.

### Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the AM shall put in place an archiving policy for each area in which personal data is processed and review this process every three years.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

## Security

- a. The AM shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to Friends who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

## Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the AM shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the Information Commissioner's Office.

[The Data Consent form for use in all LMs can be found here](#)

# Maintenance, Health and Safety, and Risk Assessment (including Fire)

Last updated	5 July 2020
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## Overview

This policy applies to Craven and Keighley Area Meeting premises used by the meetings and the public and to Meeting activities outside the premises. Craven and Keighley Area Meeting contains premises used by the meetings and the public. Thus, robust, relevant policies and procedures for building maintenance, health and safety; and risk assessments at these premises are important.

## Maintenance

LMs are expected to commission and keep up to date with quinquennial reviews and report any significant findings to the Trustees.

## Health and Safety Policy

We have a responsibility for the safety of all people who use our premises and facilities. Every one of us is involved in this, trying to keep ourselves and those around us safe, but a particular responsibility lies with those involved in the upkeep and usage of our premises.

LMs are asked to commission and carry out routine Risk Assessments of their premises and activities. Reassessments should be made on an annual basis. Risk assessments should also be carried out for external activities for which LM are responsible, and in the case of any significant change of the premises, or change of use of the premises (for example, outdoor Meetings for Worship).

Trustees bear the legal responsibility for Health and Safety (H&S) at LMs and so have a responsibility to ensure that there is adequate thought and preparation on H&S issues and that appropriate measures are in place throughout the Area Meeting. At the same time, we all benefit from the shared experiences of others. To this end, LM are requested to upload their latest risk assessments to a common online repository that is accessible to all meetings (most likely through the LM clerk).

## Health and Safety Process

Checks should mainly be carried out by those most involved with the preparation, upkeep and use of premises. These will include premises committees, resident friends, paid or voluntary workers, activity organisers or anyone else deemed to have a significant role.

Where appropriate, those who use the premises and take part in activities should also be consulted.

## Risk Assessment

The basic process of Risk Assessment is as follows (from the HSE website):

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

H&S issues at each LM should be addressed by a process of Risk Assessment to identify and mitigate hazards. It should also be decided how often each potential hazard needs to be checked. An example Risk Assessment is available (file: "[H&S Risk Assessment Example](#)", or request from Trustees). LM may find this is a useful starting point for their own risk assessments, although it is not exhaustive and the unique features of the different Meeting Houses, premises and community are not represented.

Each LM should establish whether further information or training is required to improve confidence and facility in using the Risk Assessment process. It is expected that LM premises committees, where they exist, will oversee this process. If required, assistance can be sought from the wider AM via the Trustees. However the process should not be regarded as a specialist role but an exercise of improving awareness and taking common sense measures and be carried out by those involved in and with oversight of premises and maintenance tasks.

Appropriate Risk Assessments should be carried out before Meeting events which are arranged outside our own premises.

## Reporting

LMs should report to Trustees if and when any issue related to H & S arises or is discovered, which is thought to be significantly serious and/or out of the ordinary. The Clerk of Trustees should be notified by email or, if it is particularly urgent, by phone. In the Clerk's absence, another Trustee should be notified.

# Employment, and the Appointment of Wardens or Voluntary Resident Friends

Last updated	11 March 2019
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## Overview

QF&P 13.34 *The aim of wardenship is to provide a warm and welcoming atmosphere within the meeting house, to create conditions conducive to worship and to offer a service to the community. Wardenship should be seen as an integrated part of Quaker life and worship, and a responsibility which is shared by the whole meeting. There are unique opportunities for outreach. Many demands are made of wardens who are regularly available; these range from requests for financial and practical support to appeals from those with deep emotional, social or spiritual needs. Wardens acquire a fund of knowledge about the meeting and its place in the neighbourhood and can often help the meeting with initiatives in outreach.*

## Appointment of Wardens or Resident Friends

Responsibility for the appointment of Resident Friends is delegated by Area Meeting to each Local Meeting. It is recommended that advice be sought from Friends House concerning the terms and conditions of appointment. It may be appropriate for any panel considering the appointment of Resident Friends to include a Trustee or an Area Meeting Friend appointed to support Resident Friends.

The appointment of a Resident Friend or Friends needs to distinguish clearly whether this is paid employment, for which tax and social insurance liabilities are due, or whether this is the appointment of a volunteer, who may only be asked for a limited number of hours of unpaid work each week in exchange for rent-free accommodation.

In either instance, a written statement is required covering the general responsibilities and the specific duties of the position, the hours of employment, provision for leaves of absence, reimbursement of expenses, to whom the Resident Friend is accountable, whether the appointment is for a fixed term or is open-ended, provision for an annual review of the appointment, and provisions for terminating the appointment by either party.

## Tenancy Agreement

A Tenancy Agreement is an essential, legally enforceable document. Advice on its formulation may be obtained from Friends House. It will state who may occupy the premises, for how long, under what conditions, and what activities may or may not be conducted therein. It will detail the financial and other responsibilities of the Resident Friends(s) and of the Local Meeting with respect to the tenancy; it may restrict the occupants from

redecorating or altering the residence without prior permission from the Local Meeting. A signed and dated copy of this agreement should be filed with the Clerk of Trustees.

## Ongoing support of resident friends

The Local Meetings should review annually the terms and conditions of Resident Friends' appointment and their welfare. Dated copies of this statement should be signed by the appointee(s) and by a representative of the Local Meeting. Whether for a voluntary Resident Friend or a paid Warden, a means should be agreed from the outset of how the appointment may be ended by either party, should changing circumstances make this desirable.

## Room Hire Policy

Last updated	11 March 2019
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Circumstances are individual to the Local Meetings so each Meeting should develop its own policy which states clearly to whom rooms may be hired, what activities may or may not be conducted on their premises, and what charges will be made.

### **From quaker.org.uk - Giving to non-Quaker charities, March 2018:**

It needs to be recognised that, in charging some users at a lower rate than others, we are in practice making a donation (the difference between a normal charge, and the preferential charge) to a non-Quaker organisation. In these cases such donations need to be handled in the same way as donations of money, i.e. the arrangement for a preferential room hire rate needs to be recorded in a minute, and preferably as an adopted concern. However, some flexibility in setting hire charges may be both necessary and desirable. It may sometimes be felt appropriate to charge a lower rate than normal so that a socially useful project with poor funding can use the premises when they would otherwise remain empty.

# Burial Grounds

Last updated	11 March 2019
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It is essential that the Meetings with burial grounds have policies concerning burials, interments of ashes and the erection of grave markers and memorial stones. These policies should be submitted to and accepted by Area Meeting and Trustees. The timescale of revision of the policy may be best fixed by the LM, but this information should be passed to the Clerks of AM and Trustees for their records. Copies of these policies should also be kept by the Clerk of Area Meeting Elders and Overseers and by the Friend responsible for keeping a record of deaths.

[See QF&P 17.11 to 17.13]

# Energy and Resource Conservation – Sustainability

Last updated	11 March 2019
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Our testimony to simplicity and sustainability springs from our faith:

*We do not own the world, and its riches are not ours to dispose of at will. Show a loving consideration for all creatures, and seek to maintain the beauty and variety of the world. Work to ensure that our increasing power over nature is used responsibly, with reverence for life. Rejoice in the splendour of God's continuing creation. Advices & Queries 42.*

All of our Meetings are aware of the need to be conservative in the use of natural resources, but are hampered by the practicalities of their situations, including the infrequency or absence of public transport and the listed status of four of our meeting houses.

The most obvious significant actions which can be taken for the premises themselves is for them to be used for as many hours a week as are conveniently possible, to have sufficient loft insulation, draft-proofing and careful control of heating. We will seek sustainability in food and other materials and services we purchase. In our capital expenditure and in the day-to-day activities in our Meeting Houses we will work towards reducing and eliminating the generation of carbon dioxide and other pollutants. Where this is not currently feasible our Meetings are asked to consider offset measures.

## Risk Policy (financial)

Last updated	11 March 2019
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### Policy statement

Trustees acknowledge their responsibility for the financial risks that the Area Meeting is exposed to.

Trustees have identified the following key financial risks.

- Loss of capacity of the AM Treasurer or Local Meeting Treasurers to effectively manage their funds.
- Loss of investment assets due to poor performance of investment managers or unforeseen/severe investment conditions.
- Lack of sufficient funds to enable the Area Meeting and its constituent local meetings to function.
- Lack of sufficient reserves.
- Failure to maintain adequate insurance.
- External or internal fraud.
- IT systems failure.

Key financial risks identified to date are in the attached register together with their impact and mitigating actions.

Major risks and their control system are reviewed by a nominated trustee annually and presented to a full trustees meeting annually.

### Insurance

Area Meeting Trustees must be sure that each of our Local Meetings maintains adequate, up-to-date Building and Public Liability Insurance and that all premises are well and safely maintained to our insurers' satisfaction. Our current practice is that the AM trustees have responsibility for the insurance, which is in the name of the AM, and is initially paid by the AM, who then bill the LMs. Local Meetings are advised to assure themselves that anyone working on their premises can do so safely and that they are insured to do so.

### Policy Register

Last updated	11 March 2019
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<b>Category - Finance</b>
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<i>Risk</i>	<i>Impact</i>	<i>Likelihood</i>	<i>Controls: what is in place to mitigate the risks</i>	<i>Net risk (after mitigation)</i>	<i>Further action to be taken to decrease the risk</i>
Loss of capacity of Trustee treasurer reduces effective management of funds.	High	Low	Finance records kept in accessible formats so that other people could take over role. 2 other trustees are signatories on all bank accounts. Key documents and minutes kept as hard copy.	Medium	Financial management process to be written down including key dates and expenses.
Loss of investment assets due to poor performance of investment managers or unforeseen/severe investment conditions	High	Low	Experienced investment managers in reputable firm. Regular review by nominated trustee contact and reporting to Trustees. Risk appetite reviewed by trustees.	Low	
Lack of sufficient funds to enable Area Meeting to function	Low	Low	Budgeted activity is decided according to AM Funds.	Low	Current budget accessible and comprehensible
Lack of reserves	Low	Low	All reserves monitored annually through annual accounts process. Clear reserves policies for both AM and LM funds	Low	
Loss of capacity of Local Meeting treasurers to manage their funds effectively.	High	Medium	Local meeting treasurers supported by AM treasurer and collaborative approach through treasurers meetings. Annual examination of accounts undertaken according to BYM requirements.		Produce template set of financial management procedures for LM funds. Encourage LM Treasurers to use BYM training opportunities
Lack of sufficient funds to enable Local Meetings to function	Low	Low	Reserves policy encourages LM to keep an operational reserve and regular business meetings and oversight of AM able to manage this risk.		
Fraud - external	Low	Low	All bank accounts held in reputable banks and all anti-fraud policies and procedures followed. Internet banking undertaken after careful consideration.		
Fraud - internal	Low	Low	Dual signatories on all accounts. Safeguards for internet banking. Regular examination of accounts.		
IT systems failure	Medium	Medium	All accounts kept on home computers	Medium	Introduce a standard back-up system for all cashbooks and

					annual accounts.
Insurance not maintained	Low	Low	AM insures all its buildings via a broker with Congregational and General Insurance. Quinquennial surveys carried out on all Meeting Houses	Low	

## Financial Reserves Policy Craven and Keighley Area Meeting

Last updated	December 2018
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Craven and Keighley Area Meeting is the legally-recognised owner of all property and financial assets held by our constituent Local Meetings. Acting through its Trustees, the Area Meeting is legally responsible for its properties, debts and assets. Management of these is delegated by the Area Meeting to each of our Local Meetings, with guidance and oversight from the Area Meeting Trustees.

Trustees recommend that each Local Meeting sets aside from the monies that it raises two reserve funds: a property reserve and an operating reserve.

### Property Reserve

The purpose of the property reserve is to ensure that all property is well maintained, that unexpected repair needs are met when they arise, and that a portion of large repair or refurbishment bills can be met from each Local Meeting's own resources. Local Meetings are advised to set aside as a buildings' reserve between 1% and 3% of the insured value of their property. It is accepted that this sum will vary as it is spent and replenished, and according to the circumstances of each Local Meeting.

### Operating Reserve

The purpose of the operating reserve is to ensure that, should it have a major reduction of income, each Local Meeting will remain viable. Trustees therefore recommend that each Local Meeting aims to retain an operating reserve equivalent to 6 months operating costs on the basis of an average of the previous three years. This will allow for fluctuations in the use of the building. This operating reserve is in addition to the sum set aside as a buildings reserve.

### Calf Cop Trust Fund

Use of the Calf Cop Trust Fund income is governed by the terms of the endowment. Funds resulting from their investment that are not needed to support Quaker work in the Bentham area may be spent on other Quaker purposes in the Craven and Keighley Area Meeting.