

Report form for Local Meetings

Completion of this report enables the trustees to complete the annual report sent to the charity commission which is due in April each year. The period reported on should be the last calendar year. Please fill out this form and send it to Area Meeting trustees in February of each year.

Reporting year for this report:

Name of Local Meeting:

Number of members and attenders of Local Meeting:

Number of those who are members:

Safeguarding

1. Over the last year have you held children's meetings
Regularly Occasionally Never

2. How many people in the meeting hold current DBS checks?

3. Has there been any training on safeguarding? At minimum the Safeguarding officers (or LM clerk if no officer) should read through the AM Safeguarding policy each year.

Data Protection

Is the up to date version of the Data Consent form in use?

Maintenance, Health and Safety

Date of last quinquennial review:

Date of last fire check:

Date of last premises health and safety check:

If any significant findings for any of these, have they been reported to the Trustees?

Trustees can store any digital risk assessments on their Google Drive. If you would find this useful, please send the documents to the clerk of trustees.

Risk assessments (etc) sent to trustees:

Date of last review of LM Burial Ground policy (Bentham and Airton only):

Employees and Resident Friends

List all employees and Resident Friends and date of their last reviews.

Room Hire

Date of last review of the LM room hire policy:

Statement on sustainability

In the annual report, trustees must make a statement on sustainability. Please list here anything relevant to your Local Meeting. This can be anything related to the environment or climate change, including anything from discussions, activism, to building works.

Any other comments, or any feedback on the Area Meeting policies?

Please include here any feedback to the trustees on the policies, or add any other notes that you would like included in the annual report to the charity commission that are not included in your life of the meeting report.

Form completed by:

Date: