

Proposed Single Charity

A draft memorandum of understanding (MOU) describing who does what, the Charitable Incorporated Organisation (CIO), Area Meetings (AMs), Local Meetings (LMs) or Crynwyr Cymru - Quakers in Wales (CCQW). The MOU will be revised as situations and circumstances change.

Stewardship involves prayer, and it involves thought, and it involves applying what emerges from the two. As individuals our particular talents may lead us to greater emphasis on one of those two elements, but they can never be wholly divided within any of us, and as a community we need to be faithful to all three: prayer, thought and application.

Christine Davis QF&P 15.01

This MOU seeks to provide clarity about

- Who does what particularly in areas of overlapping responsibility
- What should be reported to whom
- Legal responsibilities of the CIO trustees and where these are delegated to the AMs, LMs and CCQW

Local Meetings, this document refers almost entirely to their formal business proceedings and the actions of those Friends appointed to specific roles. (Note QF&P 4.32 regarding their relationship with their AM)

Area Meetings, this document refers almost entirely to their formal business proceedings with their Quaker minutes and the actions of those Friends appointed to specific roles.

Crynwyr Cymru - Quakers in Wales this document refers to their formal business proceedings with their Quaker minutes and the actions of those Friends appointed to specific roles.

The AMs and CCQW are the constituent bodies of the Charitable Incorporated Organisation (CIO).

Proposed CIO refers to the single charity which is described in its governing document. Every member of one of constituent AMs or CCQW is a member of the CIO. The members appoint and oversee the work of its trustees.

Trustees are the trustees appointed by members of the CIO and work in accordance with its governing document which sets out how the charity and its assets are to be administered and managed.

Trustees are required to take responsibility for the affairs of the membership body in relation to:

- a) Ensuring that its financial procedures are appropriate and its funds are put to proper use
- b) The maintenance and management of properties
- c) Ensuring that potential risks, including reputational risks are identified, evaluated and managed
- d) Compliance with legal requirements pertaining to charitable bodies including such matters as employment, safeguarding, health and safety. This includes compliance with the charities act 2011 and the regulations of the Charities Commission.

Trustees will act independently in these areas of responsibility, but on any major issue impacting on the life of an LM, AM or CCQW will consult with them.

Communication

It is the responsibility of the CIO and its trustees to report to the constituent bodies and its membership as laid down in the constitution and to establish, maintain and publicise the communication channels by which Local Meetings and the constituent bodies can raise matters with the CIO.

- (a) Informal communication between LM, AM, CCQW and CIO role holders is important but formal matters should be dealt with by exchange of minute.
- (b) For each LM there will be a named CIO link trustee.
- (c) The main point of contact between an LM and the CIO will either be:
the named CIO trustee for the LM, though LMs are able to approach any trustee as appropriate, or
through a person employed by the trustees to receive the initial contacts.

Any formal matters should be dealt with by means of a minute from the LM or AM to the Trustees of the CIO, or vice versa.

- (d) Minutes of Trustee meetings will be sent to the AM and CCQW clerks for information and are publicly available on the CIO website.
- (e) AM and CCQW minutes will be sent to the CIO clerk of trustees for information.

The table which follows sets out the delegation and division of responsibility and the various actions that are required. A separate part of this MOU gives more detail of the relationship between the LMs and the trustees in relation to property so the table only contains a very brief outline.

	Local Meeting	Area Meeting	CCQW	CIO / trustee
Quaker Work				
Meeting for Worship	Makes all the arrangements. Reports as required to AM	Receives report of the spiritual life of the LM		
Membership	Encourages attenders to consider membership at an appropriate time	Accepts Friends into membership, minutes deaths, terminations and arranges for transfers to and from another AM		
Eldership and pastoral care	Recommends appropriate processes for its Friends	Appoints Elders and Pastoral Care Friends. Holds periodic meetings of Friends appointed and receives reports from them	May arrange joint training	
Children in meeting (for safeguarding see legal)	Makes suitable arrangements for the nurture of children	May appoint a support group to work with them	May arrange occasional events for children and young Friends across all the AMs May coordinate support for advocates	
Library	Arranges for the purchase of materials and encourages their use			
Outreach	Makes the presence of Friends known in their local community	Arranges occasional meetings for enquirers	Arranges events and material about Quakers in Wales in both languages working with BYM staff	

Witness	Encourages witness and involvement in groups working locally on matters of Quaker interest.	Encourages witness and involvement in groups working on matters of Quaker interest its area. Receives reports of the activities of LMs	Organises involvement with witness within Wales including arranging for Quaker views to be presented to the Senedd Working with Cytun and other relevant public bodies and voluntary bodies in Wales	
Environment	Considers the environmental impact of their activities including that of any meeting house or other property.	Considers the environmental impact of their activities	Organises involvement with witness at a national level	Takes account of the environmental impact in any discernment about property and policies
	Local Meeting	Area Meeting	CCQW	CIO / trustee
Meeting for church affairs	Using Quaker business method, holds a meeting for church affairs as required	Using Quaker business method, holds regular meetings to discharge its responsibilities and consider the spiritual nurture of its members and other matters of Quaker interest	Using Quaker business method, holds regular meetings to discharge its responsibilities initiate action, agree statements and consider the spiritual nurture of its members and other matters of Quaker interest	Using Quaker business method, holds regular meetings to discharge its responsibilities
Membership list	Reports any changes to AM co-ordinator and checks the list annually	Appoints Friends to maintain a list of members and complete the tabular statement	Maintains a list of CCQW members who are not members of one of the constituent AMs	
Archives	Follow CIO policy	Follow CIO policy	Follow CIO policy	Agrees policy on archives. Ensures records are kept in accordance to policy
Communication	Communicate with AM and CIO as required	Liaise with CCQW and CIO as asked Provide information to BYM as required by QF&P	Liaise with AMs and CIO as required Provide information to BYM as required by QF&P	Communicate with membership, report to BYM and Charity Commission as required

Representation	To AM	To Meeting for Sufferings and CCQW	To Meeting for Sufferings and other bodies as required including YM agenda committee, QCCIR and Quaker Life	
Nominations	Uses safer appointments process where appropriate			
	Finds Friends to undertake the tasks required for LM Contributes to AM nominations process	Finds Friends to undertake the tasks required for AM Contributes to CIO nominations process	Finds Friends to undertake the tasks required for CCQW Contributes to CIO nominations process	Ensure there are sufficient trustees appointed to fulfil its purposes. May co-opt Friends who have been nominated to serve but not yet appointed by the CIO If there are insufficient trustees and none are nominated, may co-opt appropriate Friends to serve until the next meeting of the CIO
Finance	Local Meeting	Area Meeting	CCQW	CIO / trustee
Bank accounts	Can hold bank accounts with appropriate security	Can hold bank accounts with appropriate security	Can hold bank accounts with appropriate security	Hold bank accounts with appropriate security
Delegated finances	All expenditure must reflect the charitable objectives of the CIO. Trustees may set appropriate limits on expenditure.	All expenditure must reflect the charitable objectives of the CIO. Trustees may set appropriate limits on expenditure.	Funds include those for work delegated by BYM All expenditure must reflect the charitable objectives of the CIO. Trustees may set appropriate limits on expenditure.	Trustees may set appropriate limits on expenditure for LMs, AMs and CCQW Receive some funds from BYM for work delegated to CCQW
Investments	Consult with CIO trustees on investment of general, designated, restricted and endowment funds	Consult with CIO trustees on investment of general, designated, restricted and endowment funds	Consult with CIO trustees on investment of general, designated, restricted and endowment funds	Regularly review and monitor investments across whole CIO taking ethical considerations into account

Reserves	Hold sufficient funds for the LMs activities	Holds sufficient within their account for the AMs activities	Holds sufficient within their account for the activities of CCQW	Holds sufficient funds to underpin Quaker activity in the constituent meetings. Reflect on the reserves policy and the level of reserves held by each LM, AM and CCQW
Income	Distribute information to encourage Friends to contribute to the LM and to BYM funds in line with their personal circumstances	To agree the level of contribution required and distribute this information to LMs	To agree the level of contribution required from AMs May also include sales of books, residential events bookings	To agree the level of contribution required from AMs Apply for and receive grants from bodies such as BYM, CADW etc
Accounts	Ensure accounts are kept, are shared with the LM and sent to the trustees with relevant paperwork for auditing Accounts will be recorded on an online accounts package (currently recommended Xero)	Ensure accounts are kept, are shared with the AM and sent to the trustees with relevant paperwork for auditing. Accounts will be recorded on an online accounts package (currently recommended Xero)	Ensure accounts are kept, are shared with CCQW and sent to the trustees with relevant paperwork for auditing. Accounts will be recorded on an online accounts package (currently recommended Xero)	Accounts are consolidated and audited. Annual report and accounts presented to the members and forwarded to BYM and charity commission

	Local Meeting	Area Meeting	CCQW	CIO / trustee
Budgets	Prepare, agree and monitor an annual budget for LM	Prepare, agree and monitor an annual budget for AM	Prepare, agree and monitor an annual budget for CCQW	Prepare, agree and monitor annual budgets
Insurance				Purchase insurance to cover all aspects of Quaker work of its constituent bodies
Property	See more detailed property MOU			
Day to day management of meetinghouses	Manage day to day cleaning and letting			
Employment of staff	Day to day management of cleaners, wardens etc			Legal responsibility for employment, trustees clerk signs all legal documents
Major works buying or disposing of property	Discernment of best way forward in liaison with trustees	Discernment of best way forward in liaison with trustees and LM		Discernment of best way forward in liaison with LM and AM involved
Maintenance	Manage day to day maintenance. Respond to quinquennial survey in liaison with trustees			Organise quinquennial survey of all property. Liaise with LM about implementing recommendations.
Burial grounds	Day to day management of nearby burial grounds as agreed with trustees.			Provide budget for and ensure it is inspected annually
Legal				
Health and safety, risk assessment	Be aware of these issues in relation to any LM activity. Follow CIO policy	Be aware of these issues in relation to any AM activity. Follow CIO policy	Be aware of these issues in relation to any CCQW activity. Follow CIO policy	Keep policy under review, ensure constituent bodies are complying Review, update and report on risk register annually

Safeguarding	Appoint officers to work with CIO officers and report incidents to them immediately Report annually to CIO	Appoint officers to work with CIO officers and report incidents to them immediately Report annually to CIO	Appoint officers to work with CIO officers and report incidents to them immediately	Keep policy under review, ensure constituent bodies are complying, appoint officers to work with LMs, AMs and CCQW, reports annually to BYM officer
	Local Meeting	Area Meeting	CCQW	CIO / trustee
Data Protection	Follow policy, report to AM as required	Appoint a Friend to ensure policy is implemented, report to CIO as required	Follow policy, report to CIO as required	Keep policy under review, report to BYM as required
Employment	Agree with CIO what staff should be employed Recruit suitable staff with appropriate induction and training Responsible for day-to-day line management	Agree with CIO where staff should be employed Recruit suitable staff with appropriate induction and training Responsible for day-to-day line management	Agree with CIO where staff should be employed Recruit suitable staff with appropriate induction and training Responsible for day-to-day line management	Agree to employment of staff, deal with all legal aspects including data protection. Clerk of trustees signs all contracts as the CIO is the employer for all staff
Legal advice				Seek legal advice as necessary

Alteration

The terms of this Memorandum may be altered at any time by mutual agreement in the form of Minutes of the constituent bodies and the CIO Trustees respectively.

Signed on behalf of the proposed CIO for Wales and the Marches

..... (Clerk of Trustees) Date.....

Signed on behalf of Constituent body

..... (Clerk) Date.....