

FRIENDS SOUTHERN SUMMER EVENTS

ANNUAL REPRESENTATIVE COUNCIL 2007

held at **Hampstead Friends Meeting House, Heath Street, London**
on **Saturday 24th November 2007 at 2.00 pm.**

Minutes

Present: Imran Tyabji (clerk), David Holtam, Oliver Waterhouse, Celia Waterhouse, Alan Pearmain, Keith Walton, Becky Moylett, Peter Przlecki-Bruce, Jo Rado, Phillippa Stanger, Pierre Jeanmaire, Mike Stanger, Damian Gilbert, Patrick Fopma, Naomi Alderson, Lily Myall, Lorna Parkes, Sara Chitseko, James Barnard, Kathy Gibbs, Anna Trethewey

Apologies received from: Emily Parker, Kate Sender, Ed Duggan, Kati Toplek, Steff Aquarone, Helen Simmonds, Bryony Rowntree, Paul Levy, Simon Best, Milly Gibbs, Alison Tyabji, Conan McKenzie, Ruth Jesson-Smith, Heather Thorpe-Tracey, Sally Markwell

ARC 2007/1 Opening Worship

We have opened our meeting with a period of silent worship and heard *Advices and Queries* 3

ARC 2007/2 Minutes of Annual Representative Council 2006

We have received the minutes of the 2006 Annual Representative Council. Matters arising: Further to ARC Minute 2006/5 a new name for Summer School – no further suggestions have been received. We agree to retain the name of ‘Summer School’. Further to ARC Minute 2006/7 a) Nominations policy for FSSE, this policy has been in operation as a working draft for a year and has been reviewed by the FSSE Joint Management Committee. We now approve this as a formal policy of FSSE.

ARC 2007/3 Epistle and Report from Senior Conference

We have received the epistle and coordinators’ report of Senior Conference. We have heard that the successful theme ‘Entering Imaginatively: Our Own Faith and Others’ provoked strong spiritual reflection. We have heard about moving ministry from young people during the event reflecting on their 8 years of Summer School and Senior Conference.

ARC 2007/4 Epistle and Report from Summer School

We have heard the epistle and received the coordinators’ report from Summer School. We have heard from young people that Summer School provided a strong grounding for all the other events that had happened during the intervening year.

ARC 2007/5 Matter referred by Summer School Business Meeting

We have received minute 5 of the Summer School Business Meeting concerning the possibility of an extra FSSE event (to be held at Christmas or Easter) and asking ARC to consider the age range and groupings of the two events. We have also received Minute MC 2007/3 of FSSE Joint Management Committee, and think that an additional event is beyond our current capacity and the current age groupings are appropriate. We have heard of young people organising their own reunions and suggest that young people could arrange to meet others on the day of the Summer School planning meeting. We have heard that the proposed constitution (to be discussed under

agenda item 6) allows for FSSE to put on additional events in the future. We have suggested distributing the young peoples' event calendar from Friends House so that participants at Summer School and Senior Conference can coordinate attending other events together. We have heard about a convergence of national events for young Friends in 2009, which may render it worthwhile for FSSE, in conjunction with young Quakers and the Children and Young Peoples' Section at Friends House, to think about ensuring that there are sufficiently diverse events for young Friends. Young Friends are able to give their views on Quaker events on Yqspace.org, and we would like to incorporate their views in thinking about the future work of FSSE.

ARC 2007/6 Senior Conference Arrangements Committee

We note that the following Friends have been appointed to serve as the Senior Conference Arrangements Committee for 2008:

Clerks - Will Rowland & Ruth Jesson-Smith

Elders - Chris Ebdon & Imogen Garnett

Overseers - Jack Tatham & Hannah Evans

Base Group Facilitator Coordinators - Becky Moylett & Octavia Austin

Entertainments Coordinators - Bridie Martin-West & Atticus Harris

We recognise and appreciate the contribution that the Arrangements Committee makes to FSSE through the organisation and running of Senior Conference and wish them well in their work for the coming year.

We send this minute to the arrangements committee and ask our Assistant Clerk to write to the Clerks of Senior Conference to send our good wishes.

ARC 2007/7 Treasurer's Report and Accounts

We have heard a report from our Treasurer, Alan Pearmain, who has also presented the accounts for the year ending 30 September 2007. We note that Senior Conference student fee income was about £3500 higher than last year due to a larger number of participants and the overall surplus from the event was £1992.27. Summer School's financial performance was very similar to 2006. We note that on the overall Statement of Financial Activities for FSSE we have turned a £2700 deficit in 2006 to a £2600 surplus in 2007. We have asked how many fee payments for this year are outstanding and in the absence of the Bookings Secretaries we are not sure of exact numbers but believe the number to be low (2 or 3 for Senior Conference). We thank both Bookings Secretaries for their excellent work this year.

We approve the accounts subject to examination and subsequent acceptance by the Trustees and attach them to these minutes. We accept the nomination of Daniel Grew as independent examiner for 3 years.

We agree to set the fees for both events next year at £305.

Further to Minute ARC 2006/6 we have heard about the work of Finance Committee this year. We are pleased to hear about the recruitment of Hannah Roscoe as Bookkeeper. We agree that the Finance Committee should continue its work, with the addition of the bookkeeper ex officio.

We thank Hannah Roscoe and Alan Pearmain for their work during 2007.

ARC 2007/8 Report by the working group on governance and charitable status

We have received a report from the FSSE working group on governance following minute 2007/8 of FSSE Joint Management Committee.

Following advice from Quaker Stewardship Committee the working group on governance is recommending that FSSE register as a charity. We agree to this recommendation and ask the Working Group on Governance to move forward with the process of registering as a charity as soon as possible

We have considered the proposed constitution for FSSE and heard that FSSE should become explicitly a membership organisation. We have been advised of the steps we need to take to reconstitute ourselves in right ordering. We are keen to involve young people as far as is possible and practicable in the Governance of FSSE and the working group have tried to incorporate this into the constitution. We intend to retain the practice of inviting Summer School and Senior Conference to send young people as representatives of the events to the FSSE AGM. We have discussed the possibility of introducing a quorum for members' meetings and agree that we will not write a quorum into the constitution but will remain consistent with the practice of Area Meetings.

We approve this constitution in the form it has been presented to the meeting and propose that it be adopted at the first AGM at the end of this meeting.

We propose the appointment of the following to serve as Trustees of FSSE:

- 1) Imran Tyabji (FSSE Clerk)
- 2) Alan Pearmain (FSSE Treasurer)
- 3) Phillippa Stanger
- 4) Keith Walton
- 5) Simon Best (FSSE Assistant Clerk)
- 6) Beth Rigby (subject to consent)
- 7) Rosamund McCarthy (subject to consent)
- 8) Richard Clunes (subject to consent)
- 9) Jo Rado (subject to consent)

We agree that the initial members of FSSE shall be:

- 1) the trustees who are present: Imran Tyabji, Alan Pearmain, Phillippa Stanger and Keith Walton;
- 2) the post-holders who are present: Kathy Gibbs, Oliver Waterhouse, and David Holtam
- 3) Pierre Jeanmaire (for a period of 3 years)

We recommend that the post-holders of the reconstituted FSSE be the same as the post holders currently.

Consistent with the adoption of the new constitution, Friends Southern Summer Events Annual Representative Council will be laid down. In its place there will be an Annual General Meeting (AGM). We approve this and give notice of the first FSSE AGM to follow this meeting.

We propose that Summer School and Senior Conference should be designated, on a rolling basis, for the purpose of Clause 10(iii) of the Constitution, so that all adult volunteers will qualify for membership of FSSE.

We propose that the Assistant Clerk of FSSE should be appointed, ex officio, to maintain an official register of members in accordance with Clause 11(vii) of the Constitution.

We confirm that FSSE's financial year is from 1 October in each year until 30 September in the following year.

We confirm that the Area Quaker Meetings which are to be members of FSSE (with their consent) are those to be agreed in the members meeting following this ARC.

ARC 2007/9 Appointments

The FSSE Joint Management Committee has forwarded us the following names for appointment to serve in the following roles for the periods specified. We thank those Friends released for their service.

| Role | Released | Appointed | From | Until |
|--|-------------------|---|-------------|--------------|
| Senior Conference Joint Coordinator | Keith Walton | Steffan Aquarone | AGM 2007 | AGM 2008 |
| Summer School Joint Event Coordinator | Kathy Gibbs | Reappointed | AGM 2007 | AGM 2008 |
| Summer School Joint Planning Coordinator | Oliver Waterhouse | Reappointed | AGM 2007 | AGM 2009 |
| Summer School Joint Planning Coordinator | Bryony Rowntree | Milly Gibbs and Anna Trethewey (shared appointment) | AGM 2007 | AGM 2008 |
| FSSE Website Coordinator | Michael Wood | reappointed | AGM 2007 | AGM 2009 |
| Bookkeeper | | Hannah Roscoe | AGM 2007 | AGM 2008 |
| Finance Assistant | | Ruth Harrison | AGM 2007 | AGM 2010 |
| Finance Committee | | Philippa Stanger Keith Walton | AGM 2007 | AGM 2008 |
| Child Protection Independent Person | | Emma Rigby (stc) or Anna Barlow (stc) or Janet Trethewey (stc) or Yvonne Rigby (stc) and Richard Clunes (stc) | AGM 2007 | AGM 2008 |
| Monthly Meeting representatives on FSSE Joint Management Committee | | Jo Rado Philippa Stanger Alison Tyabji Celia Waterhouse | AGM 2007 | AGM 2008 |

We have discussed the possibility of having a child protection coordinator within each staff team on the two events and leave this to the Event Coordinators to arrange.

ARC 2007/10 Honoraria

We agree that honoraria will be offered in 2008 as follows:

FSSE Assistant Clerk £150

FSSE Treasurer £100

FSSE Bookeeper £100

Senior Conference Joint Coordinators (two) £150 each

Summer School Joint Event Coordinators (two) £100 each

Summer School Joint Planning Coordinators (two) £100 each (Milly Gibbs and Anna Trethewey will share a single honorarium).

ARC 2007/11 Matters referred by FSSE Joint Management Committee

We have received the minutes of the meeting of the FSSE Joint Management Committee held 28th October 2007.

a) Arrangements for events in 2008

The FSSE Joint Management Committee (Minute MC 2007/4) recommends to us that the events next year take place as follows:

Summer School 2008 take place at Friends School Saffron Walden 16th – 23rd August with the theme of 'Love and Peace in Different Cultures'

Senior Conference take place at Sibford School 16th – 23rd August 2008 with the theme of 'Winners and Losers?' (linked to Advices & Queries 38).

We approve these arrangements and wish those organising the events well in all their work.

b) Child Protection Policy

We have been presented with a proposed Child Protection Policy in accordance with minute ARC 06/11 (c). We agree to adopt this as a provisional FSSE policy until the AGM 2008 and review it at that meeting. We note that any representatives who would like to read the Child Protection Policy can obtain a copy from the Assistant Clerk and pass comments to Oliver Waterhouse.

c) CRB Processes

We have received Minute 2007/13 of FSSE Joint Management Committee concerning procedures for obtaining Criminal Records Bureau disclosures for volunteers working on FSSE events, as follows:

MC 2007/13 CRB processes

We have reminded ourselves of our responsibility to ensure safe recruitment of all volunteers working at our events. This responsibility falls to Management Committee as de-facto trustees of FSSE. We confirm that we require all volunteers to have current valid Criminal Bureau Disclosure certificates which confirm that they are suitable to serve in the role.

We agree that it is preferable that volunteers should have a valid CRB disclosure certificate verified by someone from within FSSE.

Where this is not possible we will accept disclosure certificates where we are able to confirm the identity of the person holding the disclosure and have seen the original verifiers letter or have had confirmation from the countersignatory that there is no information that would prevent the person serving in that role. We ask our Assistant Clerk to take responsibility for this.

We confirm that we still require two references and for all new staff to undergo a probationary period of one event.

We send this minute to ARC and ask them to confirm this as official policy for the recruitment of volunteers

We will review this following the passage into law of the Safeguarding Vulnerable Groups Bill which is due in Autumn 2008.

We approve this as the official policy of FSSE and propose that the Management Committee should review it as necessary.

ARC 2007/12 Date and Venue for Annual General Meeting 2008

We hope that next year's Annual General Meeting of FSSE will take place at Friends House on Saturday 15th November 2008.

ARC 2007/13 Closing ARC

We agree to lay down the Annual Representative Council as previously constituted, and to convene the first Annual General Meeting (AGM) of the reconstituted FSSE.