

**At a meeting of Warwick Friends held at the Quaker Centre
on March 11th 2018**

Present: 13 Friends were present for our meeting, starting at 12 noon.

Minute 18/8 We appoint Edward Creasy as acting assistant clerk for the duration of this meeting.

Minute 18/9 *Advices & Queries* No 28 was read aloud during worship last week, on 4th March 2018 and No 14 this week, 11th March, 2018

Minute 18/10 Past and future area meetings

The last area meeting was held on January 27th at Bull Street FMH at 2pm. Dave Rawcliffe reported back to us on Sunday February 4th. There was no area meeting during February.

We have already appointed Helen Pemberton to represent us at area meeting to be held at Coventry FMH on Saturday 17th March at 2pm and have asked her to report back to us as soon as possible after the meeting.

Minute 18/11 Minute to record Notice of Intention to marry of Ruth Gaston and Edward Caborn

We record that a meeting for worship for the solemnization of the marriage of Ruth Gaston and Edward Caborn has been appointed to be held at Warwick FMH on Saturday 7th July 2018 and due notice has been given in meeting today, 11th March 2018

Minute 18/12 Memorial Minutes for Grace Stamper and George Timlin

We ask Elders to approach appropriate friends to prepare memorial minutes for our late Friends Grace Stamper and George Timlin..

Minute 18/13 Further Nominations

The name of Paula Button was brought to us by Nominations Committee to serve on the Library Committee. This name was acceptable to us and we appoint our Friend accordingly.

Minute 18/14 Treasurer's Annual Report

We received the 2017 accounts and her report from our treasurer which are filed with these minutes.

We noted that there was a surplus of (£13,450) at the end of the year. However expenditure is likely to rise in 2018 to cover repair and maintenance to our Meeting House (which we have budgeted for) and income may drop temporarily as our tenants in the flat are likely to leave.

We noted the accounts have been examined by our Examiner, Anne Ullathorne. The accounts are approved and we ask the Treasurer to submit them to Area Meeting.

We agreed to revise our Reserves Policy. We aim to hold £17,000 in our CAF Gold account by way of reserves to cover 6 months expenditure (£12,000) and emergency repairs (£5,000). We authorise the Treasurer to transfer sufficient to the CAF Gold account to reach a balance of £10,000 as soon as possible. We will review the position at the end of the next financial year but hope we can transfer a further £7,000 then to achieve the full reserve.

We heard that the Garden Committee is in the process of applying to Area Meeting's Building Fund for financial help with the next phase of development. We suggest to Premises and Finance Committee that they might want to consider doing the same for the Children's Room. We thank Marilyn Biles, Alan Sanger, Paul Rutter and Sarah Thompson for their work on our behalf.

Minute 18/15 Expenses for Visiting Groups

We approved the sum of £150 which our treasurer will send to Multi-Story Theatre Company as a contribution to their expenses in putting on their excellent version of 'Pericles' at the meeting house.

We are happy to have a standing policy such that Quaker groups who come to perform or minister in other ways, and groups doing likewise in line with Quaker testimonies and paid at least their expenses.

Minute 18/16 Overseers' Report and revised Terms of Reference

We received the Overseers' Report and revised Terms of Reference (filed with these minutes) and thank them very much for their demanding work on our behalf.

Minute 18/17 Advice re management of emails and current address list - Web Manager

Friends have been extremely exercised in this matter.

We note that there have been a number times recently when Friends who have asked to be removed from our emailing list have still received circulars from meeting, though the people circulated had been removed from the Clerk's mailing list.

It will always be possible to do this from an old copy of our paper directory which we agree should be updated and held by both the creator of the list and the Clerk.

But in order to:

- ensure that everyone who should receive a mailing gets it
- ensure that people who have asked to be removed from the list are not sent material.
- help us to comply with our legal obligations under the Data Protection Act

We ask:

- all Friends who wish to circulate information to the Meeting, or a part of the Meeting, to send it to the Clerks or the Friendly Link editor as appropriate for onward transmission.
- all Friends to note that if they are emailing to more than one person they should normally use bcc (not cc). People's email addresses are part of their personal information and should not be disclosed without their consent.
- our Data Protection Officer to write this in the introduction to the directory.
- our Website Manager to write an article for the Link and the website to explain this.

We also ask our web-manager to help Helen Pemberton in the setting up of a Gmail account so that she can access and manage the Gmail current list.

We ask the Clerk to bring the matter of communication by email to sub-groups (eg. Welcomers) to a future Business Meeting.

We ask the compiler of the paper current list, which includes details of Friends not on email, to ensure that the Clerk has an up-to-date copy at all times. We also ask her to remove children's birth dates from the list.

We ask the Clerk to bring the matter of how we manage sending birthday cards to children to a future BM.

This minute is continued until decisions are made.

Minute 18/18 Cafe Committee Report

We received the report of the Cafe Committee (filed with these minutes) and thank Marilyn Biles for compiling it. We note her offer to forward her comprehensive review of the cafe (November 2017) to interested Friends and draw the offer to their attention. We also publicise her request for any useful contacts for the distribution of cafe food vouchers.

We note that Marilyn Biles will resign from the Cafe Committee in 2019. We take this matter very seriously and draw attention to what a demanding role she has undertaken as Convenor and ask Nominations Committee to begin the discernment process to replace Marilyn on the committee. We continue to be grateful to her and the rest of the cafe committee for their sterling work and we recognise the benefits of the cafe to the wider community.

God willing we shall meet again on Sunday April 8th commencing 12 noon after Meeting for Worship, with agenda items and papers to the clerk by Thursday 29th March.

Meg Harper, clerk

Edward Creasy, acting assistant clerk

Continuing Minutes

Existing

13/37: WQM Members and Attenders List

14/03 (part) Review of Meeting List (see also 13/37 above)

16/28 (part): Fund-raising committee – annual report – re. use of contribution schedule

18/17: Advice re emails etc