

**At a meeting of Warwick Friends held at the Quaker Centre
on Sunday 7th July 2019**

Present: 12 Friends were present at the start of our meeting, 12 noon and Rob Hooper acted as the duty Elder.

Minute 19/41 We appoint John Sheldon and Ali Jeffery to act as clerk and assistant clerk respectively for the duration of today's meeting.

Minute 19/42 *Advices & Queries* No 12 was read aloud during worship today.

Minute 19/43 Past and future area meetings

Dave Rawcliffe represented us at Stourbridge FMH on Sat 15th June and reported back to us on the following Sunday. We appoint

Ali Jeffery and Helen Pemberton to represent us at Warwick on Thursday 18th July at 6pm and ask for one of them to report back to us the following Sunday.

Minute 19/44 Laying down of Eldership - notification to Warwick Meeting

We record that Rob Hooper would like to lay down the role of Elder at the end of this year. Our Clerk has notified Area Meeting and we ask our nominations committee to consider who might act as an Elder instead of Rob for the remainder of the triennium to December 2020.

Minute 19/45 Treasurer's Half-Yearly Report

We have received and accept our Treasurer's half-yearly budget report, filed with these minutes. With regard to the legacies mentioned in the report, we note the suggestion that we may consider how these are used at, or following, our meeting in September when we consider where the meeting will be in five years' time.

We thank our Treasurer for her work on our behalf.

Minute 19/46 Report from Nominations Committee

We have received the report of our Nominations Committee, filed with these minutes. We are pleased to hear that our new process for nominations appeared to work well in January. We note the committee's suggestion about reducing the number of reports and are pleased to discuss this at today's Business Meeting. We have discussed the value of having a permanent assistant clerk in place to support the clerk throughout the year and ask our nominations committee to seek a Friend for this role as soon as is practicable. We have also considered the importance of succession planning, especially for the roles of Clerk, Treasurer and convener of Property & Finance Committee, and encourage our Nominations Committee to think about this beyond the appointments for the next calendar year. We thank the committee for their work on our behalf.

Minute 19/47 Suggestion from Nominations Committee to reduce number of reports.

We discussed the suggestion of the Nominations Committee to make roles simpler by reducing the number of reports required by our Business Meetings.

We have considered this matter and feel that, in general, there should be no requirement on committees or sole role holders to report regularly to the business meeting. Instead, if there is life in the work being done, then engagement with the business meeting will be natural and as needed. An annual check-in with the business meeting from each committee (without a written report) might be a helpful way to promote this further. However, we do feel that there is a need to receive regular reports from the treasurer, convenor of Property and Finance Committee and Elders.

Minute 19/48 Birthday Cards for Children and Young People

For some time we have discontinued our practice of sending birthday cards to children and young people in our meeting, partly because Nominations Committee has had difficulty in finding a role-holder and partly because we no longer hold a list of children and young people, due to the difficulties this presents around safeguarding and the constraints of GDPR, as interpreted by our Area Meeting's IT and Communications Committees. Some of our number are saddened by this.

Our Clerk has asked for comments on this matter (filed with these minutes).

We were much exercised in this matter but we feel that there is great benefit in sending out birthday cards: it has the possibility of enabling children and young people to feel loved and integral to the life of our meeting. We recognise that we need to be within the law and transparent in what we do so we ask Elders, meeting Information Manager, and Safeguarding Co-ordinators to consider the practical ways forward on this which will enable us, once again, to write birthday cards for those children and young people who would like to receive them.

God willing we shall meet again on Sunday 1st September commencing 12 noon after Meeting for Worship, with agenda items and papers to the clerk by Thursday 22nd August.

John Sheldon, clerk this time.

Continuing Minutes

Existing

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

18/62: Wording for Garden Sign

19/28: (part) TOR representative to Churches Together in Warwick.