

Quaker governance update

Quaker Life Network newsletter

Issue 6: Spring 2024



1. Welcome to Quaker governance update

Welcome to the Spring 2024 edition of Quaker governance update for Quaker trustees, treasurers and other Friends involved in Quaker governance.

If you have questions about any of the items in the newsletter or about any other governance or finance related issue please get in touch with Quaker Life, supportmeetings@quaker.org.uk.



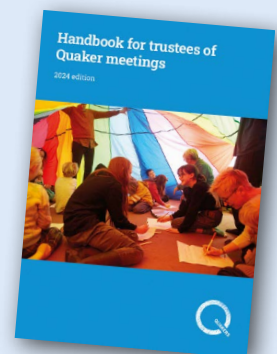
2. Quaker Governance support and guidance

2.1 Trustee Handbook

The newly revised Quaker Trustee Handbook is now available and can be accessed from the Quaker website, www.quaker.org.uk/trustees.

It is currently available as an electronic document only. We heard the feedback from trustees at the last online discussion meeting and are looking into the cost and possibility of a small print run to give Friends the opportunity to have a paper copy. Once we know what is possible, we will communicate this via the trustees e-group.

If you are a Clerk to Trustees and are not connected via the e-group, please contact supportmeetings@quaker.org.uk for information on how to subscribe.



2.2 Trustee Annual Report and Accounts (TARA) – checklists produced by BYM

BYM has produced the checklists for annual reporting for the financial year 2023. The new checklists are available on the trustees' page of the Quaker website, www.quaker.org.uk/trustees. They can also be downloaded directly below.

- [Checklist for England and Wales](#)
- [Checklist for Scotland](#)



Abbreviations: CC – Charity Commission; CLAS – Churches' Legislation Advisory Service; BYM – Britain Yearly Meeting; LM – local meeting; AM – area meeting; ACAT – Association of Church Accountants and Treasurers; OSCR – The Office of the Scottish Charity Regulator; QSC – Quaker Stewardship Committee; YMG – Yearly Meeting Gathering; QLCC – Quaker Life Central Committee

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2.3 Charities Act 2022 – Guidance notes updates



Source CLAS, England & Wales

A reminder that the Charity Commission has updated its various guidance notes to reflect the changes in the law introduced by the Charities Act 2022 – for which see, www.gov.uk/guidance/charities-act-2022-guidance-for-charities.

2.4 BYM block membership of the Association of Church Accountants and Treasurers (ACAT)



ACAT has been providing training and support to church treasurers since 1995 when a change in the law required accounts to be prepared to a much higher standard. ACAT provides this training and support in the form of training courses which take place online and at various locations around the country, a regularly updated handbook, regular e-newsletters and an advice line, www.acat.uk.com.

BYM pays for a Block Membership which allows one local and one area meeting treasurer access to ACAT's resources and support. For details on accessing the membership please contact Quaker Life, supportmeetings@quaker.org.uk.

2.5 Low Pay Commission consultation 2024



On 2 April, the Low Pay Commission opened a public consultation into the minimum wage for 2025 and beyond. If you would like to take part in the consultation please visit, www.gov.uk/government/consultations/low-pay-commission-consultation-2024. It closes on 7 June 2024.

2.6 Changes to regulations on waste disposal



Wales, source Cytûn

There are various changes in Wales on the disposal of waste including:

- use of single use plastics,
- prohibition of incineration of waste,
- disposal of food waste into the sewer,
- waste separation requirements.

These changes affect churches and other public bodies. For full guidance from Cytûn see the briefing on its website, www.cytun.co.uk/en/new-environmental-regulations-in-wales-a-note-for-churches.

2.7 JustMoney Movement

Are you part of a local or area meeting that is seeking to align its financial decisions with Quaker values? Perhaps you've been exploring ways to build a more just and peaceful world through where you spend, bank or invest – by switching to a greener bank, investing in climate solutions or developing ethical purchasing policies? The JustMoney Movement is keen to hear from you. They are gathering case studies of faith organisations acting justly with money and are developing training for church/charity treasurers looking to 'green' their finances.



Contact rosie.venner@justmoney.org.uk if you have a story to share or would be interested in providing feedback on the training from a Quaker perspective. For individuals wishing to switch to a greener bank, do consider joining the Big Bank Switch (<https://justmoney.org.uk/the-big-bank-switch>) – an ecumenical campaign equipping people to switch en-masse to fossil fuel free banks.

2.8 Employment changes, UK wide



Employers resource update and a summary of changes in 2024

The Quaker employers' resources have been updated and are now on the website, www.quaker.org.uk/employers. It comes with a set of template documents which are intended to be used at area meeting level for employment and volunteering across Quaker charities. Remember that all local employees are ultimately employees of the Quaker charity, usually an area meeting, that the local meeting is within. Here is a list of the changes in 2024 which you will need to be aware of. The details of each can be found within the resource.

Date of change	Headline information
1 January 2024	Accrual of leave carried over under emergency Covid provisions where it was unreasonable to take it will cease. All leave carried over under these provisions must be taken by 31 March 2024. The remaining rules on holiday carry-over continue.
1 January 2024	Confirmation of the definition of a week's pay for holiday pay calculations.
22 January 2024	The civil penalty when an employer is found to have employed foreign workers unlawfully, increased.
1 April 2024	The National Living Wage and National Minimum Wage rates rise as follows: <ul style="list-style-type: none"> ■ The National Living Wage for people aged 21 or older will increase from £10.42 to £11.44 per hour. ■ The National Minimum Wage for workers aged 18–20 will increase from £7.49 to £8.60 per hour. ■ The young workers rate for workers aged 16–17 will increase from £5.28 to £6.40 per hour.
1 April 2024	A major change on calculating irregular hours or part year workers holiday pay came into effect.
6 April 2024	From this date the right to request flexible working will be a 'day one' right, rather than a right gained after 26 weeks' employment.
6 April 2024	Unpaid carer's leave of one week in a rolling 12 month period will be available to eligible employees who care for dependants with 'long term needs', from the first day of their employment.
April 2024	The new rate for statutory leave and pay, including statutory shared parental, maternity, adoption, paternity and parental bereavement pay is proposed to rise to £184.03.
April 2024	The new rate for statutory sick pay is £116.75.
6 April 2024	Redundancy protection for pregnancy and maternity will be extended from when pregnancy is first disclosed, to 18 months after birth.
September 2024 (expected)	There will be a new statutory right for workers (including agency and zero-hours workers) and employees to request a more predictable working pattern.
October 2024 (expected)	An amendment to the Equality Act 2010 Act and relevant secondary legislation is expected to come into force, introducing a new proactive duty for employers to take 'reasonable steps' to prevent sexual harassment of their employees.
April 2025	Employees will receive a day-one right to 12 weeks of leave if their child is receiving neonatal care.

3. Events and training opportunities

3.1 Woodbrooke Needs You!

At Woodbrooke, we greatly appreciate the deep well of expertise and commitment offered by Associate Tutors on our roleholder courses. In order to continue to develop our programme of learning opportunities across all key Quaker roles, we need more enthusiastic and experienced roleholders to join the team. Please get in touch if you feel you may have gifts to give in this respect. We are seeking to develop and diversify our Associate Tutor pool so would especially like to hear from Friends who feel that they can bring a new perspective to our training.

Contact: learning@woodbrooke.org.uk



Treasurership in a nutshell

Saturday 1 June 2024, 10:00-16:00 (UK time), online

Are you a new or less experienced Quaker Trustee? Join us to explore your role with a focus on its spiritual underpinning and trustee responsibilities and relationships. You will gain confidence and understanding in your role through accessible information and interactive learning.



This online day course is led by two tutors with extensive experience of Quaker Trusteeship in a variety of contexts and roles.

www.woodbrooke.org.uk/courses/trusteeship-in-a-nutshell

4. Grants and financial help



4.1 Hope Grants

These are small grants to improve the quality of life of Quaker members and attenders who are unemployed or unable to make a living wage. Friends in financial need can apply for a grant of up to £750 towards items or activities that will improve their quality of life. More information and the application form are available from our website: www.quaker.org.uk/hopegrants.

4.2 Pastoral Care Grants

These grants supplement funds available to pastoral care role-holders locally and can be used in situations of hardship and suffering through old age, or to support women Friends in need. Please contact the Grants Programme Officer (grants@quaker.org.uk, 020 7663 1053) for further information and an application form.

5. Giving and Donations

5.1 Protecting charitable donations from fraud



The Fundraising Regulator, the Charity Commission for England and Wales and Action Fraud have launched a campaign to help protect charitable donations from fraud.

- **Check charity registration:** Verify the charity's name and registration number on the Charity Register at www.gov.uk/checkcharity. Most charities with an annual income of £5,000 or more must be registered.
- **Ensure authenticity:** Make sure the charity is genuine before providing any financial information.
- **Be cautious online:** Exercise caution when responding to emails or clicking on links within them, as these could lead to phishing attempts or fraudulent websites.
- **Research the charity:** Before donating, research the charity online to understand how they use their funds and what their mission is.
- **Look for the Fundraising Badge:** Seek out the Fundraising Badge, which indicates that the charity is registered with the Fundraising Regulator. You can also check the Fundraising Regulator's Directory to see if the charity has committed to fundraising in line with the Code of Fundraising Practice.
- **Verify face-to-face fundraisers:** If approached by a face-to-face fundraiser, ensure they have a license from the relevant authority. Never feel pressured into donating immediately; ask for more information and consider donating later.

By following these guidelines, individuals can help ensure that their donations reach legitimate charities and are used effectively to support important causes.

5.2 Gift Aid



BYM has advice and guidance on Gift Aid for Quaker Meetings. There are a few key documents on the BYM website to help treasurers set up and manage Gift Aid.

Visit, www.quaker.org.uk/treasurers and see below for direct links.

Information sheets on Gift Aid for treasurers

- [How Gift Aid works \(PDF\) – updated 2024](#)
- [Advice for local meetings on special collections and Gift Aid \(PDF\) – updated 2018](#)

A cautionary tale

Edward Dunstan, Lancaster LM treasurers says:

“I submitted Lancaster Meeting's Gift Aid claim earlier this year [2023], having forgotten that the bank details HMRC held were for an account we had closed. HMRC advised me to submit a [ChV1 form to change the bank details](#) – but this was refused as the name on our new account, Lancaster Quaker Meeting, was different from the name they had on record – Lancaster Preparative Meeting of the Religious Society of Friends. It seems that though the name of the accounts had been successfully changed with the bank, HMRC had not been informed, and of course they require that the name of the account and the charity match. Unfortunately, it has not been possible to find a minute or other record confirming the change of name, and so our Gift Aid claim remains in abeyance until we can produce evidence to satisfy them.

Moral: ensure that changes of name are properly minuted and reported to HMRC on a ChV1 form, with supporting evidence, if you want your Gift Aid!”

Britain Yearly Meeting

Contributions update

Spring 2024



Faith Will

Faith Will is back again in 2024! Led by Christian Aid, this partnership will see churches and Quaker meetings across the UK coming together to encourage members of their faith community to consider leaving a gift in their Will to their faith and to Christian Aid.

We'll be sending more info out in the next couple of months which will explain how you can sign up to receive more information, including a Quaker specific pack of activities for your meeting.

If you have any questions or would like more info before then, please email contributions@quaker.org.uk.



Dip in the level of giving to BYM

Many of you know Maisa Monteiro, our Individual Giving and Membership Fundraiser (member of the BYM Fundraising Team), who works with treasurers and collectors to provide the information you need to encourage contributions. She has started reaching out to treasurers individually from Area Meetings whose contribution to BYM is significantly below the £240 guideline amount so she can better understand their challenges and offer our support.

For instance, she can deliver workshops on Meeting for Learning about BYM to help Friends in your meetings understand more about Yearly Meeting and why their support matters. We're also collating feedback which might point to common underlying reasons why some meetings are struggling to reach near the guideline amount.

We are aware that if meetings are struggling to raise contributions for BYM work, they also might need help finding funds for AM work as well, and we want to support treasurers and collectors in raising funds for the vital work of and within area meetings.

If you would like more information about this, email Maísa directly or via contributions@quaker.org.uk.



Meet the Fundraising Team

The BYM fundraising team are here to help Friends and others who want to help support Quaker work. If you have any enquires, please send them an email at contributions@quaker.org.uk.

They will be running the BYM stall at Summer Yearly Meeting for the whole five days – please drop by if you will be there.

