

These terms of reference are to be read in conjunction with the governing document. Where there is apparent conflict the governing document has precedence.

Definitions: Throughout this document, the term 'Member' (i.e. with initial capital) is used to indicate someone in membership of West Wiltshire and East Somerset Area Meeting (WWESAM) and therefore of Britain Yearly Meeting (BYM), and 'Attender' someone who attends a local meeting but is not in membership. [*Text in square brackets is not part of the Terms, but an attempt to assist in their interpretation.*]

1. General remit

- 1.1. To act as trustees of West Wiltshire and East Somerset Area Quaker Meeting (hereinafter referred to as the Area Meeting or AM) in accordance with the governing document of the AM.
- 1.2. The AM is a charity and the trustees have attendant responsibilities in law as "managing trustees" of the charity.
- 1.3. Meetings of trustees are also referred to as meetings of the Finance and Property (F & P) Committee.

2. Membership

- 2.1. The trustees of the Area Meeting shall as far as practicable include:
 - 2.1.1. One member from each local meeting (LM) in the Area Meeting
 - 2.1.2. The treasurer or book-keeper of AM (ex officio)
 - 2.1.3. Two or more other members of the AM
- 2.2. Trustees from constituent meetings take a dual role, both acting as members of the Area Meeting and enabled to represent the trustees' activities to their local meetings.
- 2.3. Members or Attenders who are not trustees of the Area Meeting may be invited to specific meetings to contribute to consideration of a particular matter.

3. Deputies

- 3.1. AM shall also appoint a Member or Attender of each local meeting to attend meetings of the F & P Committee if that Local Meeting's representative is

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prevented from attending. [*Should representation from a meeting be lacking for any reason, then representation from that meeting should be achieved through co-option prior to each Committee meeting.*] Similarly the Assistant Clerk of Area Meeting may deputise for the Clerk of Area Meeting and the Assistant Treasurer for Area Meeting Treasurer.

- 3.2. None of the foregoing become Managing Trustees.

4. Conduct of meetings

- 4.1. Meetings should be held using the Quaker business method with minutes drawn up and approved at the time. Copies of the minutes of meetings should then be sent to the correspondence clerk of Area Meeting with recommendations as to those parts to be drawn to the particular attention of the AM. Copies should also be sent to constituent meetings. They may be made available to Friends either through their representatives among the trustees or by request to the clerk.
- 4.2. Trustees should be aware of their general duties and liabilities. They are encouraged to undertake appropriate training to ensure this. They should also be aware of the requirement to declare conflicts of interest whenever these arise.

5. Trustees' functions and authority

- 5.1.1. The prime function of the trustees is to take overall responsibility for the day-to-day administration of the money and property of the Area Meeting. This responsibility is discharged through ensuring that individuals are appointed to undertake specified tasks, that these individuals have received any training required for this work, and that the required tasks are being undertaken satisfactorily.
- 5.1.2. In addition, it is a function of trustees to consider the direction and strategic plans for the Area Meeting in matters of administration of money and property, and to present these to the Area Meeting body for consideration.

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5.2. Finance

- 5.2.1. The responsibility and powers of the trustees with respect to finance are as set out in the governing document. In particular, trustees are responsible for:
- 5.2.2. Oversight of the accounting function of the treasurers within the AM, including budgeting, preparation of annual accounts, audit or independent examination, and conduct of the financial affairs of the Area Meeting and of its constituent meetings
- 5.2.3. Ensuring that adequate reserves are maintained by the Area Meeting to meet the cost of emergencies, and that the Area Meeting has an agreed policy with regard to financial reserves.

5.3. Property

- 5.3.1. The Custodian Trustee for the Area Meeting is Friends Trusts Ltd. As the legally registered owner of Area Meeting property, it must be involved in the acquisition and disposal of that property.
- 5.3.2. Trustees are responsible for:
- 5.3.3. Ensuring that responsibility is being exercised for the upkeep and maintenance of all buildings owned by the Area Meeting.
- 5.3.4. Monitoring policies and rates in respect of tenancies, lettings or room hirings.
- 5.3.5. Ensuring that appropriate valuation of all property has been obtained for insurance and other purposes.
- 5.3.6. Advising Area Meeting about the purchase, use and disposal of property, or about the implications for the Area Meeting of the receipt of property as a gift.
- 5.3.7. For these purposes, surveys of AM properties are to be arranged so that each is surveyed at least on a five-yearly (quinquennial) basis.
- 5.3.8. The trustees shall take an overview of the way in which all of the Area Meeting's property is used, consulting Area Meeting before any significant change of use is allowed.
- 5.3.9. The trustees shall ensure that an agreement is drawn up that specifies the authority and responsibility of each constituent meeting with

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regard to the premises that it occupies. This agreement will cover items such as regular inspection of the fabric, maintenance and utilities contracts, the limits of allowed expenditure and the hiring out of rooms to external bodies.

- 5.3.10. The trustees will take general oversight of the work of the premises committees of constituent meetings and formally receive the minutes of each meeting of such committees in order to ensure that buildings owned by the AM are being repaired and maintained.
- 5.3.11. The trustees shall ensure that due consideration is given to environmental and ethical concerns in all aspects of management of the Area Meeting's property.
- 5.3.12. The trustees shall ensure that the Area Meeting's legal obligations with regard to property are being fulfilled, seeking professional advice on this when appropriate, and that good practice is followed in terms of tendering and letting contracts for major work.

5.4. Employment

- 5.4.1. Trustees are the employers of those working for the Area Meeting, and are responsible for all aspects of the employment of individuals by the Area Meeting, including the terms and conditions of employment and the supervision and oversight of employees. Any change in staffing structure or of conditions of service must have the prior approval of the trustees.
- 5.4.2. The trustees are responsible for recommending the employment of other staff on a consultative basis, including, when appropriate, members of the Area Meeting.

5.5. Risk management and legal compliance

- 5.5.1. Trustees are responsible for:
- 5.5.2. Ensuring that appropriate returns are made to the Charity Commission or other government offices.
- 5.5.3. Ensuring that appropriate insurance policies are in place.
- 5.5.4. Ensuring that regular overview is taken of any risks to which the Area Meeting may be exposed.

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- 5.5.5. Working with the Area Meeting and its committees to ensure that the Area Meeting has updated policies in relation to all legal requirements, including (but not limited to) health and safety, conditions of employment, child protection, data protection and environmental care.

5.6. Co-ordinating AM activities between formal meetings of the Area Meeting

- 5.6.1. Trustees are responsible for ensuring that any business, such as the appointment of representatives, is covered between the four formal meetings of Area Meeting each year, and advising AM of all action taken.

6. Date and approval of these terms of reference

These terms of reference were presented in outline to West Wiltshire and East Somerset Area Meeting at a meeting for church affairs held on (Minute). Following a period of consultation they have been agreed at an Area Meeting held on

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