

# Meeting House Matters notes (ongoing)

An ongoing record of the notes taken at online Meeting House Matters meetings.

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## About these notes

The notes in this document were taken during a Meeting House Matters discussion. They are taken by those present and shared to try to help us all get a flavour of the conversations that took place. There is a small amount of editing to get them into this form for the follow-up notes. They may not be entirely accurate but serve as close a record of what was shared during the time together.

There may be times when the views expressed are of individual's and not quite the same as the view of Quakers in Britain.

Please get in touch with us if there is anything that has been shared that you think should be edited or removed.

## In person events in 2025

- Winchester LM on Thursday, 1 May
- Cardiff LM on Thursday, 12 June
- Darlington LM on Tuesday, 21 October

## Booking form for in person events

- <https://forms.quaker.org.uk/mhm-25/>

### Contact details

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## 12 February 2025 – Thinking about Meeting House Matters events in 2025

This week's meeting was a chance to look at the programme of Meeting House Matters across 2025. The theme for the events in 2025 is going to be:

*What is in the toolbox for supporting the running of Quaker premises and Quaker Workers?*

We will explore this theme throughout the year. It will include many if not all the following parts throughout 2025. Once a final plan for the year has been put together it will be shared so you know what will happen at each session.

- Bringing in a professional Manager
- What are the key policies that are needed in place?
- Exploring the relationship between trustees, AM and workers
- Sharing documents online
- You are here → Structure of BYM and how workers fit within it
- All meetings need → Some meetings need → exploration on the support that keeps meetings running
- Employer / employee – what support is available?

All meeting will be at the following times in 2025:

- Thursday, 1 May 2025, Winchester
- Thursday, 12 June 2025, Cardiff
- Wednesday, 20 August, online
- Tuesday, 21 October 2025, Darlington
- Tuesday, 16 December, online

Each of the in person meetings will have a blended session during the afternoon for everyone to join.

And as there has been there will be notes to follow-up from every session held.

### Notes from 12 February

#### Other things that we might include as part of the plan for 2025

- Not having a warden and how can we cope?
  - Interaction with hirers when we are not present.
- Outsourcing, now having problems with that meeting. What is dropping between the cracks?
- Practical things, a this is how you do it guide on:
  - Installing public wifi
  - Setting up access and calendar systems
- How to find new hirers, where might we look?
  - Example, banking hubs: <https://www.cashaccess.co.uk/hubs/>
- Line management / task management and how to set up? Professional V volunteer management options.

- A crash course in Quaker structures and Quaker governance.
- Support on employing people – could there be a central HR consultant?
- Fewer Quakers mean there is a blurring of the line between service and staff (conversation).
- Property strategy – checklists.
  - Disposal of premises, helping with decision-making.
- Use of premises by people other than the Quaker community.
- Spreadsheet that calculates staff holiday and TOIL.
- Using AI, what can we use it for? Is it safe to use?

## **Signposting to support from BYM**

### **Property**

Property pages of the Quaker website, [www.quaker.org.uk/property](http://www.quaker.org.uk/property). These pages include:

- Property Guidance Sheets: <https://www.quaker.org.uk/documents/property-guidance-sheets-2019>
- Meeting House Handbook Template: <https://www.quaker.org.uk/documents/meeting-house-handbook-template>

Ideas on grants for property.

Sustainability and buildings advice.

Contact property support: [propertysupport@quaker.org.uk](mailto:propertysupport@quaker.org.uk)

### **Employment**

Employers and volunteer support is on the website, [www.quaker.org.uk/employers](http://www.quaker.org.uk/employers). These pages include:

- Employers resources (updated annually): <https://www.quaker.org.uk/documents/er-quaker-employers-resource-2018>

A suite of template documents and guidance for Quaker meetings looking to engage workers on a paid or voluntary basis.

Contact: [supportmeetings@quaker.org.uk](mailto:supportmeetings@quaker.org.uk)

### **Money**

Advice and support for treasurers, [www.quaker.org.uk/treasurers](http://www.quaker.org.uk/treasurers). On this page:

- Treasurers Guidance Sheets: <https://www.quaker.org.uk/documents/treasurers-guidance-sheets-nov2019>

Find further advice and support for treasurers on managing Quaker finances and contributions.

### **Quaker charities (usually AMs)**

Support for trustees on the running of Quaker charities, [www.quaker.org.uk/trustees](http://www.quaker.org.uk/trustees).

- Trustee handbook (2024 edition): <https://www.quaker.org.uk/documents/quaker-trustee-handbook>

Many other example and template policies and guidance given in advice for running Quaker charities.

### **Data safety**

Information and support for managing data safety in your LM and AM, [www.quaker.org.uk/datasafety](http://www.quaker.org.uk/datasafety).

- Data protection handbook: <https://www.quaker.org.uk/documents/data-protection-handbook-for-meetings-2019>

Other guidance and support for Quaker good practice in data handling and management.

### **Safeguarding**

Advice and support for Quakers on safeguarding, [www.quaker.org.uk/safeguarding](http://www.quaker.org.uk/safeguarding).

- Model safeguarding policy for AMs: <https://www.quaker.org.uk/documents/model-safeguarding-policy-for-area-meetings>

Other pages to support good practice, DBS and PVG checking.

Contact: [safe@quaker.org.uk](mailto:safe@quaker.org.uk).