

(AM = Area Meeting, LM = Local Meeting, LMFC = LM Finance Committee)

ANNEX
Memorandum of Understanding between Southern East Anglia Quaker Meeting (Area Meeting) and Local Meetings
 (covering some but not all subjects)

Subject	Overall Responsibility	Other Roles & Responsibilities
I. Finance		
Bank Accounts	AM Trustees and AM Treasurer	Signatories are appointed by Trustees, in line with existing procedures, and confirmed by AM each year on presentation of the Annual Accounts. Managed at Area level by AM Treasurer. AM authorises LM accounts to be managed by LM Treasurer, who is accountable to AM Treasurer & Trustees.
Distributing Schedules & Collecting Contributions	AM Trustees	AM Treasurer delegates this to the Assistant AM Treasurer.
AM Grants	Area Meeting	1. Grants from unspecified scheduled giving – on recommendation of Trustees. 2. Grants to other organisations – to be agreed by AM. 3. Grants available to Friends/Attendees - to be agreed by AM Elders & Overseers and/or LM Clerks/Treasurers and approved by Trustees where necessary.
Investments	AM Trustees	Trustees may delegate management of investments in accordance with AM policy to professional advisers who will be expected to make regular reports to AM Trustees. From time to time Trustees in collaboration with AM will review policy on investments. LMs may ask AM to invest LM funds. LM in collaboration with Trustees to decide investment policy for these LM funds.

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Reserves	AM Trustees	From time to time Trustees in collaboration with AM will review reserves policy. With agreement of trustees, sufficient funds are held by LM to meet unexpected financial and social needs. These funds are managed by LM finance committee.
Accounting Records and Annual Accounts	AM Trustees and AM Treasurer are accountable to Charity Commission for all the accounts of Area and Local Meetings	AM Treasurer maintains AM accounts, reports to Trustees, and prepares annual accounts. Under delegated authority from AM Treasurer, LM Treasurer maintains records and prepares annual LM accounts. AM Treasurer consolidates all AM/LM accounts for approval by Trustees. On recommendation from Trustees, AM appoints Accountants to examine and/or audit the annual accounts, as required by Charity Commission.
Annual Budget for LM	AM Trustees and AM Treasurer	This is set annually by LM Finance Committee (LMFC) on behalf of LM and agreed by AM Treasurer and Trustees in order to maintain buildings and facilities in good order.
Long-term Planning and Major Capital Expenditure by LM		LMFC will make Trustees aware of LM aspirations and long-term planning. Any major capital expenditure envisaged will be referred to Trustees to take into account in their own financial planning.
LM Request for Funding and Shortfalls		Initially a LM committee or body should approach LMFC. If funding needs cannot be met at LM level, the request should be referred by LM to AM and, if need be, to Trustees.

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II. Premises		
Warden	AM	Day to day management: LM deals with Warden’s duties on authority of AM, and pays salary and expenses from LM funds. See also Section IV Legal / Employment Issues.
Hirings	LM	Hiring policy and charging rates are set by the LM. Warden manages all hirings, including booking, billing and general organising, and reports to LM.
Minor Building Works	Overall responsibility lies with AM	AM delegates routine management to LM. A budget for this is set by LM, and will include items such as: Overheads for Warden’s Flat Heat/Light/Water Maintenance and Decorations Cleaning and gardening Bills paid and managed by LM Treasurer, with support where necessary from AM.
Major Building Works, inc Professional Fees	AM in consultation with AM Trustees.	LM in consultation with AM Trustees. NB: LM may have a statutory role as “construction client” under health & safety legislation in respect of certain building work.
Insurance for Buildings, Contents, External Works. Also Employers and Public Liability Insurances	AM Trustees	LM to advise AM Treasurer at the earliest opportunity of any claims or any changes that might affect the risk.
Burial Grounds	AM Trustees	Historic records of burial grounds maintained by AM Trustees, in conjunction with AM Archivist. Records of new burials to be passed to AM Archivist by LM Funeral Arrangements Committee.

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Quinquennial Review	AM Trustees responsible for arranging every five years	AM pays professional survey costs. LM to respond to the recommendations of the survey report in consultation with AM Trustees. Financial implications of work required to be considered by LM and AM.
III. Governance		
“Governance relates to the general running of the charity, providing the infrastructure which allows the charity to operate and to generate the information required for public accountability. It includes the strategic planning processes that contribute to future development of the charity.”	AM Trustees (in line with Charity Commission SORP booklet B3 subsection 210)	Governance will normally include both direct and related activities. Direct activities will include such items as internal and external audit, legal advice for trustees and meeting constitutional and statutory requirements. There may be related activities to support the governance activities (as distinct from supporting its charitable or income generation activities).
IV. Legal		
Health and Safety – including: Fire Safety Annual Servicing/inspection of Gas, Heating and Electrical Equipment Food	AM Trustees hold ultimate responsibility	Some, or all of these tasks may be delegated by Trustees to the LM, acting through its Premises Committee and other committees as appropriate. An Accident Book will be kept up to date by the LM.
Data Protection	AM Trustees hold ultimate responsibility	AM responsible for appointing a Data Controller. Until this appointment is made, AM Clerk has agreed to monitor data control. For more detail, see Information Commissioner’s Office website.

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Compliance	AM Trustees	Trustees to ensure that appropriate returns are made to the Charity Commission or other government offices. Trustees to ensure that appropriate insurance policies are in place. Trustees to ensure that regular overview is taken of any risks to which the AM may be exposed. Trustees to work with AM and its committees to ensure that the AM has updated policies in relation to all legal requirements, including (but not limited to) health and safety, conditions of employment, child protection (see section below), data protection (see section above) and environmental care.
Safeguarding Children and Vulnerable Adults	AM Trustees	Function is delegated by Trustees to AM who in turn appoint a person to have oversight of whole AM. Roles from then seem unclear, inc role of LM Children’s Committee. [This is an area where Trustees would welcome clarification.]
Employment Issues	AM Trustees hold ultimate responsibility for contracts and for ensuring that employed staff are properly overseen and supported in their work	AM Clerk signs Contracts of Employment for AM as the employer. Issues may arise from this, such as Warnings, Dismissal, Redundancy, Pension and sick pay entitlements, personal injury claims, etc.
V. Quaker Work		
Meeting for Worship and Business Meetings	AM responsibility	AM keeps records of all activities, based on reports from LM. LM makes all physical arrangements by ensuring that the building is open, safe, etc. Role of Elders is to maintain the Quaker style of meeting for worship and the Quaker business method.

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Eldership and Oversight	AM responsibility	AM appoints Elders and Oversees who have duties to perform in relation to the LM.
Nominations	AM responsible for AM appointments, LM responsible for LM appointments.	Both AM and LM are served by Nominations Committees.
Correspondents	AM/LM responsible	Appointments via AM/LM Nominations Committee.
Miscellaneous Jobs	AM/LM responsible	Appointments via AM/LM Nominations Committee.
Library	LM responsible	Via LM Library Committee.
Catering Committee	LM responsible	Via LM Catering Committee.
Preserving Records and Archival Material	AM Trustees are ultimately responsible	Function is discharged via the AM Archivist.
Marriages	AM	LM function, in conjunction with AM Registering Officer. For detail, see <i>Quaker Faith & Practice</i> ch.16.
Funeral Arrangements	AM responsible	AM responsibility discharged through LM. All arrangements made via the LM Funeral Arrangements Committee. See <i>Quaker Faith & Practice</i> ch.17 for detail.
Representatives to other bodies or events	AM/LM responsible	Appointments via AM/LM Nominations Committee. AM/LM to agree on payment of expenses.
Charitable activities, such as: Belsey Bridge residential Peace Lectures Newsletter	Overall responsibility lies with AM.	These may be organised on a LM basis or by AM as a whole.