

**At a meeting of Warwick Friends held at the Quaker Centre
on Sunday 7th October 2018**

Present: 12 Friends were present for our meeting, starting at 12 noon.

Minute 18/58 *Advices & Queries* No 33 was read aloud during worship today, October 7th.

Minute 18/59 Past and future area meetings

Area meeting was held on Sept 8th at Northfield FMH on Thursday July 19th from 6pm to 9pm. Paula Button reported back to us the following Sunday

We appoint Gill Smith to represent us at Bull St FMH on Sat 20th October. We ask her to report back to us as soon as possible after the meeting.

Minute 18/60 Nomination of Dave Rawcliffe as Data Protection Officer

We heard an explanation of the role of DPO and the tasks that would be undertaken, in line with AM Minute 2018/53 and AM Trustees Minute 2018/26.

We upheld the nomination of Dave Rawcliffe for this role, until the end of 2018. We release Paul Rutter from this appointment and thank him for his efforts on our behalf.

Minute 18/61 Update on the Southern Marches Post-truth World Concern

Gill Smith is arranging a meeting for Friends to explore this topic. Despite the short deadline for submission of Local Meeting responses to Area Meeting, this meeting has decided it would be appropriate to bring details of Warwick Meeting's discernment to the next Business Meeting in November. We ask the Clerk to communicate this to Area Meeting.

Minute 18/62 Garden Opening Times

We thank the Garden Committee for discussing this matter further with our Warden as requested by Minute 18/53.

As Clerks, we feel there remains some uncertainty about the conclusions of the Garden Committee's Minute (filed with these minutes) and ask them to discuss it with him again, bringing their conclusions to a future Business Meeting.

We note that there is a concern about what will be written on the signage and ask the Garden Committee to discuss this with Premises and Finance Committee.

We also note remaining concerns about the specific opening hours, the responsibilities of the meeting and whether the garden is to be open on Bank Holidays. We need to achieve a workable open garden policy which reflects these concerns.

We also draw the attention of Premises and Finance Committee and the Garden Committee to the new Health and Safety Policy 2018 which has many relevant sections, especially about managing risk for lone workers. (The Clerks hold a copy.)

Minute 18/63 New Structure for Notice Giving after Meetings for Worship

Our Clerking team suggested that we adopt a new structure for notice giving. We agreed that the Clerking team would still prepare notices and read them on the first Sunday of the month, when

Business Meeting is taking place. The Duty Elder would read them on all other Sundays.

This would have the advantage of introducing Elders to the Meeting and would relieve pressure on the Clerking Team. The Clerking Team want it be known, however, that they are very grateful to those people who have been willing to read the notices when both the Clerk and the Assistant Clerk have been unavailable.

Minute 18/64 GDPR - the distribution and management of the address list

Dave Rawcliffe explained that the only personal information we can now hold centrally without consent is names, membership/attender status, membership of which local meeting and safeguarding information if relevant. This is Area Meeting policy.

We ask the Clerk and Friendly Link Editor to issue reminders to Friends to complete and return the consent forms.

We regret any loss that this will entail but understand the importance of following the law and Area Meeting Policies.

Minute 18/65 Concern re financial collections

Our Clerking Team brought us a concern about financial collections.

They feel uncomfortable with announcing on a weekly basis, during notices, that 'at present we are collecting for Quaker Funds'.

Our Clerks will discuss ways suggested to make the notice about giving clearer and more specific and will take input from this from our treasurer.

We ask Friends to give this matter their consideration for discussion at a future Business Meeting.

The Clerks will seek information about any change in the level of our giving since our current policy was implemented, from our treasurer.

God willing we shall meet again on Sunday November 4th commencing 12 noon after Meeting for Worship, with agenda items and papers to the clerk by Thursday 25th October.

Meg Harper, clerk

Diana Biddlestone, assistant clerk

Continuing Minutes

Existing

13/37: WQM Members and Attenders List

14/03 (part) Review of Meeting List (see also 13/37 above)

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

18/17: Advice re management of emails and current address list