



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Staffordshire Area Quaker Meeting **Period start date** 1st January 2022
To 31st December 2022 **Period end date**

Charity name: Staffordshire Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain

Charity registration number: 1192134

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The furtherance of the general religious and charitable purposes of the Religious Society of Friends in Britain in Staffordshire and beyond.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	• Strengthening the life and witness of the Area Meeting and spreading the message of Quakers. • Undertaking Quaker service for the relief of suffering at home and abroad. • Funding the concerns that Staffordshire Quaker meetings have adopted or agreed to support. • Agreed to support Sanctuary seekers and prison visiting. • Providing pastoral care for members and attenders. • Maintaining and developing our Staffordshire Quaker Meeting Houses, meeting the costs of Meeting House maintenance from Area Funds via Trustees when requested. • Administering and maintaining the organisation of Staffordshire Area Meeting, as shown in the accounts are the Area Meeting contributions from Local Meetings. • Also included are conference & travel costs for individuals attending approved courses or central Quaker committee
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are fully conversant with the Charity Commission's guidance on the requirement to report on the public benefit derived from operating as a charity and consider that such benefit arises from all the activities of Staffordshire Area Quaker meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grants are made to members/attenders of the Meeting attendance at approved educational and training needs, support for voluntary activities e.g. prison chaplains and for the relief of need (not covered by statutory bodies).
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Staffordshire Area Quaker Meeting and its constituent local Meetings is a volunteer led organisation who provide the office holders and carry out administrative functions
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Staffordshire Area Meeting comprises of 7 local meetings (LMs) across the county; with one meeting in the county town and another in the counties' cathedral city with its historical connections with George Fox (founder of Quakerism). During the year there was continued recovery from the Covid pandemic, with all Local Meetings returning to face to face Meetings for Worship, with 4 Meetings providing online facilities for Friends unable to attend in person. Also, Community Groups were able to resume activities at our Meeting Houses. Letting's fees are charged at a <i>not-for-profit rate</i>, enabling many small community groups to meet, who would otherwise find accommodation difficult to obtain. This letting income also enables Quaker Meeting Houses to continue in operation. Area Meeting met seven times in 2022, augmented by quarterly publication of The Staffordshire Quaker. Staffordshire Quakers continue to be

		involved in work supporting sanctuary seekers, Lichfield meeting has supported an annual picnic for Women with Hope in August and supporting “Warm Place” initiative for people in need over the winter months. Wolverhampton Meeting continues to support local sanctuary seekers, in conjunction with Wolverhampton City of Sanctuary. These include holiday and day trip arrangements, benefiting between 200 to 250 people. Stafford Meeting held an open day in October. Leek, Stoke, Stone and Uttoxeter Meetings have concentrated on in Meeting activities. All Meetings have concentrated on pastoral work following the Covid pandemic.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The objectives as set out in paragraph 3 of the CIO constitution were met.
Performance of fundraising activities against objectives set	Para 1.41	With the reopening of Meeting Houses following the pandemic, there has been a gradual increase in lettings income during 2022.
Investment performance against objectives	Para 1.41	In 2019 £160,000 was invested, managed by Rathbone Green Bank on behalf of the Area Meeting to provide regular dividends in the medium term through Ethical investments. As of 31 st December 2022, a fund value of £164,823 reflecting market turbulence during the year. The risk level was set to level 3 to cover inflation.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity is solvent, with £76,393 (£62,137 in restricted funds) in liquid funds and £164,823 in investments as of the 31 st December 2022 as detailed in the accounts. Staffordshire Area Meeting Houses are insured for £4,121,523.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The main financial risk against which reserves are held involves the upkeep and maintenance of Meeting Houses, especially as 3 of them are listed buildings. This has been covered through the review and simplification of funds held in the Staffordshire Area Meeting Charities Account (completed 18/03/2021). Specific funds for property maintenance and Relief in Need have been set up.
Amount of reserves held	Para 1.22	Formal amount of reserves held by Area Meeting are £3,194, with a general fund of £11,061. There is a restricted property fund for the maintenance of buildings of £45,673.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns regarding the charity as an ongoing concern as of the 31st December 2022. However, with a declining and ageing membership and difficulties in finding people to fill posts, there is an ongoing wide-ranging review of the future of Staffordshire Area Quaker Meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal sources of funds are from, • Member contributions • Lettings income from the Meeting Houses. • Dividends on investments
Investment policy and objectives including any social investment policy adopted	Para 1.46	The investment policy is to maintain sufficient capital and income from ethical sources to maintain the objectives of the Charity.
A description of the principal risks facing the charity	Para 1.46	The principal risks facing the charity are: • A reducing and aging congregation, leading to difficulties in filling positions to maintaining the running and achieving the objectives of the charity. • The maintenance of Meeting Houses, particularly those which are listed buildings.
Other		Trustees met online 5 times in 2022, covering the following; • Safeguarding policy and procedures were extensively reviewed and adopted. • Safeguarding training rolled out across the Area Meeting • Safer recruitment procedures for office holders across the Area Meeting adopted. • Stoke-on-Trent Meeting finances reviewed (because of Covid lettings reductions) and a one-off grant made. • Received report of independent Health & safety review for Wolverhampton Meeting. • Resolved Wolverhampton Meeting Warden tax liabilities with HMRC. • GDPR policy and associated documents reviewed and adopted. • Conclusion of the Banking Ombudsman complaint against the Co-operative Bank.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO constitution of the 18 th October 2020. The Staffordshire Area Quaker Meeting Charities 18 th March 2021.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated by Nominations Committee of Staffordshire Area Quaker Meeting, subject to formal vetting procedures and ratified by Staffordshire Area Quaker Meeting in session at an area meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Newly appointed Trustees are encouraged and supported to participate in formal training provided by Woodbrooke Quaker College in Birmingham (now online)
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Staffordshire Area Quaker Meeting is part of Britain Yearly Quaker Meeting of the Religious Society of Friends (Quakers). Staffordshire Area Meeting is made of seven local Quaker Meetings in Staffordshire and is the representative body that holds legal powers (Buildings, finance, employment, legal compliance etc.). Day to day activities and management are delivered by the local Quaker Meetings. Friends Trust Ltd, 173 Euston Road, London NW1 2BJ in the Holding Trustee for land and Meeting Houses held by the Charity. Friends Trust Ltd are the holding Trustees.
Relationship with any related parties	Para 1.51	Not applicable
Other		

Reference and Administrative details

Charity name	Staffordshire Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Other name the charity uses	Staffordshire Area Quaker meeting (SAQM)
Registered charity number	1192134
Charity's principal address	Friends Meeting House, 8B Summerfield Road, Wolverhampton, Wolverhampton WV1 4PR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Richard Ashwell	Area Trustee		Staffordshire Area Quaker meeting
2	Bryan Cleary	Area Trustee		Staffordshire Area Quaker meeting
3	Berry Dicker	Area Trustee Safeguarding lead		Staffordshire Area Quaker meeting Staffordshire Area Quaker meeting
4	Jonathan Heal	Area Trustee		Staffordshire Area Quaker meeting
5	Stephen Langford	Clerk to Trustees Health & Safety Lead		Staffordshire Area Quaker meeting
6	Peter Moore	Area Trustee		Staffordshire Area Quaker meeting
7	Nigel Peckett	Area Trustee		Staffordshire Area Quaker meeting

Corporate trustees – names of the directors at the date the report was approved – **not applicable.**

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Friends Trust Ltd, Friends House, 173 Euston Road, London, NW1 2BJ, Charity Commission Number: 237698		

Funds held as custodian trustees on behalf of others – not applicable.

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

--	--

Position (eg Secretary,
Chair, etc)

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Date

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Staffordshire Area Meeting 2022 Accounts
Charity number CIO 1192134

Income and expenditure for year end 31 Dec 2022		2022	2021
Cash books opening balances.	Triodos	58638.89 ✓	59593.82
	Reliance	22010.05 ✓	16654.66
		80648.94	76248.48

INCOME

Rathbone dividends	2310.58 ✓	1724.56
Area meeting transfers.	2140.00	1990.00
Donations/sales	0.00	92.00
Interest Triodos bank.	267.09	53.76
Insurance contribution.	0.00	200.00
Fund recovery	0.00	5000.00
	4717.67	9060.32

EXPENDITURE

Peacemakers donation.	500.00	500.00
Exam accounts.	500.00	500.00
Bank charges	70.70.	53.30
Committees/conference.	235.00	66.99
Support costs.	133.77	50.75
Supplies/printing	234.00	95.01
Outreach	0.00	63.81
Fees	0.00	3330.0
Payment to Stoke	4000.00 ✓	
Building work	3300.00 ✓	
	8973.47	4659.86

Cash books at 31 Dec 2022	76393.14.	80648.94
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Represented by :	Triodos.	57916.56 ✓	58638.89
	Reliance.	18476.58 ✓	22010.05

£ 76,393.14 ✓

BANK FUNDS

General Fund in Reliance Bank.	11061.06	14594.53
Educational Fund in Reliance Bank	2273.74	2273.74
Reserve Fund in Reliance Bank	3194.42 ✓	3194.42
Quaker prison Chaplain Fund in Reliance bank	1947.36	1947.36
Property Fund in Triodos Bank	45673.55 } ✓	46395.88
Relief in Need Fund in Triodos bank	12243.01 }	12243.01

Staffordshire Area Meeting

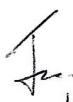
Investment Funds Rathbone Greenbank	2022	2021
Opening value at start of year	195,203.04.	178,580.00
Valuation at end of year	164,823.90.	195,203.04

Meeting House insurance valuation

Leek	813,445	753,434
Stafford	695,081	643,935
Stoke	788,722	731,081
Uttoxeter	407,319	377,392
Wolverhampton	1,416,956	1,313,382

Notes

1. Rathbone investment estimated annual income = £2605 (yield-1.58%)
2. There are six designated funds , two are restricted (Relief in need and Property) held in the Triodos bank; the four other funds are in the Reliance bank.
3. Meeting house insurance is paid by the Local meeting.


23/1/23

Independent Examiner's Statement

This independent examiner's report template (SORP FRS 102) was taken from HM Government's website on 01-12-2022:
<https://www.gov.uk/government/publications/independent-examiners-report-template-sorp-frs-102>

NB: The wording given below should always be used by the independent examiner. It supersedes earlier versions.

	CHARITY COMMISSION FOR ENGLAND AND WALES	Independent examiner's report on the accounts				
Section A Independent Examiner's Report						
Report to the trustees/directors/ members of	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%; padding: 5px;"> Charity Name STAFFORDSHIRE AREA </td> <td style="width: 40%; padding: 5px;"> Quaker Meeting </td> </tr> </table>		Charity Name STAFFORDSHIRE AREA	Quaker Meeting		
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On accounts for the year ended	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%; padding: 5px;"> Dec 31 2022 </td> <td style="width: 40%; padding: 5px;"> </td> </tr> </table>		Dec 31 2022			
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Set out on pages	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%; padding: 5px;"> 1 - 2 </td> <td style="width: 40%; padding: 5px;"> (remember to include the page numbers of additional sheets) </td> </tr> </table>		1 - 2	(remember to include the page numbers of additional sheets)		
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Responsibilities and basis of report	I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/12/2022. As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).					
Independent examiner's statement	[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable. I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that: • accounting records were not kept in accordance with section 386 of the Companies Act 2006; or • the accounts do not accord with such records; or • the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or • the accounts have not been prepared in accordance with the Charities SORP (FRS102).					

