

**THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN - BOURNEMOUTH COASTAL AREA
QUAKER MEETING**

REGISTERED CHARITY NO 1134540

RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2018

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN - BOURNEMOUTH COASTAL AREA QUAKER MEETING

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INDEX

	Page
Trustees' Annual Report	1 - 8
Report of the Independent Examiner	9
Receipts and Payments	10
Statement of Assets and Liabilities	11
Notes to the Accounts	12-13

BOURNEMOUTH COASTAL AREA QUAKER MEETING

Charity number 1134540

Trustees' Annual Report, 1st January to 31st December 2018

Legal and Administrative information.

Constituent Meetings.

The Area Meeting comprises six local Meetings: - Bournemouth and Fordingbridge, Lymington, New Milton, Poole, Swanage and Wimborne.

Of these Bournemouth, New Milton and Poole have Meeting Houses. Bournemouth Meeting House is known to all as the Friends Meeting House Their addresses are: -

Friends Meeting House, 16, Wharncliffe Road, Boscombe, Bournemouth BH5 1AH

Quaker Meeting House, 30, Whitefield Road, New Milton, Hants BH25 6DF

Quaker Meeting House, 52, Wimborne Road, Poole, Dorset BH15 2BY

Of our smaller Local Meetings, Fordingbridge is linked with Bournemouth, Swanage with Poole.

Officers of the Area Meeting – 2018.

Clerk: Tom Sanders (P&S)

Assistant Clerks: Clerks and Correspondents of Local Meetings -
Marguerite Willcox (L), Brenda Heales (NM), Jenny Tipping (B&F),
Jeremy Deane (P&S), Jane Schwarz (W), Jeff Hunter (W).

Treasurer: Anthony Woolhouse (NM)

Registering Officer for Marriages: Penny Estall (P&S)

Trustees

Trustees who served during 2018 are:

Jeni Bremner (L)

Anna Clements (P)

Jeremy Deane (P)

Peter Estall (P)

Michael Ryan (B)

Brian Tripp (B)

Michael Tyler (New Milton)

Ex officio: Anthony Woolhouse (New Milton, Treasurer).

Trustees serving at the date of signing of this report: Jeni Bremner, Anna Clements, Jeremy Deane (Clerk), Brian Tripp.

Bankers:

CafBank Ltd, Kings Hill, West Malling, Kent ME9 4TA,

Co-operative Bank, 1, Ballon Street, Manchester M60 4EP

Custodian Trustee:

Friends Trusts Ltd, Friends House, 173, Euston Road, London NW1 2BJ

Registered Charity 237698

Independent Examiners:

Michelle Love, PKF Francis Clark, Towngate House, 2 – 8 Parkstone Road, Poole, Dorset, BH15 2PW

Structure, Governance and Management

Bournemouth Coastal Area Meeting is a charity established for the advancement of religious understanding and practice such as derive from or bear witness to the principles and practices of the Religious Society of Friends (Quakers).

The principal activity is the holding of Meetings for Worship in the constituent local Meetings of Bournemouth, Fordingbridge, Lymington, New Milton, Poole, Swanage and Wimborne.

The affairs of the Area Meeting are governed by '*Quaker faith & practice*', the Book of Discipline of Britain Yearly Meeting of the Religious Society of Friends.

Bournemouth Coastal Area Quaker Meeting has overall responsibility for the spiritual, pastoral and financial affairs of the seven constituent local meetings.

The separate accounts of the constituent local meetings are consolidated into the examined accounts of the Area Meeting that are attached to this Trustees' Annual Report.

The members of the Area Meeting, 166 as at 31st December 2018, are all those persons whose names are for the time being recorded in its official register.

The Governing Document was adopted by Area Meeting in session on 20/7/2008 (minute 7).

Trustees are appointed by the Area Meeting in accordance with this governing document. All trustees have signed a Declaration of Eligibility to serve as a trustee.

Training of trustees, when required, is provided at courses provided by the Woodbrooke Quaker Study Centre in Birmingham.

The aim of the Trustees is to support the principal activities of the Area Meeting.

Public Benefit Statement

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

We use our resources to deepen and share our spiritual experience and to support acts of witness that arise from our faith. Our local meetings for worship are open to all. We have no tests of belief; membership of our Society is open to anyone who is sincerely seeking truth. Our Meeting Houses are used by a wide variety of community groups.

Objectives and Activities

The object of the Area Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain, in the area of Bournemouth Coastal Area Meeting and beyond. The principal activity is the holding of meetings for worship in the constituent local Meetings.

The Area Meeting, which meets six times per year, is the primary meeting for church affairs in the Bournemouth Coastal Area. Its role is to develop and maintain a community of Friends, a family of local meetings who gather for worship and spiritual enrichment. It strives to provide a balance between worship, mutual support, administration, learning, deliberation, social life and building up the spiritual life of its members.

The Area Meeting acts as a facilitator and co-ordinator, ensuring that the constituent local meetings have access to opportunities for fellowship, spiritual development, and spiritual and pastoral care, including the care of children and young people, it also provides support through the shared testing of concerns.

In order to provide the required support to local meetings, the Area Meeting arranges for (as required)

- Meetings for Elders, Overseers, Clerks and Treasurers
- A weekend residential gathering approximately every other year
- Representatives to attend Meeting for Sufferings (the executive body of Britain Yearly Meeting of the Society of Friends between Yearly Meetings) and the Representative Councils of Britain Yearly Meeting.
- Attendance at the General Meetings of some Quaker Schools in Southern England
- Training courses and conferences for those undertaking responsibilities in their Meetings
- Assistance with the maintenance of property owned by the Area Meeting.

The Area Meeting is also jointly responsible with Hampshire and the Islands Area Quaker Meeting for the Hampshire, South East Dorset and Islands Regional Quaker Gathering, which meets twice each year.

Strengthening the life and witness of our Quaker Meetings.

It is our Meetings for Worship that lie at the heart of our Quakerism.

- Meetings for Worship have been held each Sunday morning in Bournemouth, Lymington, New Milton, Poole, and Wimborne.
- Meetings for Worship in Swanage have been held on two Sundays in each month.
- Meetings for Worship have been held in Fordingbridge three times a month.
- Some of our Local Meetings have held midweek Meetings for Worship.
- Poole and New Milton Meetings held Meetings for Worship for Healing.
- Bournemouth, Poole and Lymington hold Children's Meetings as required.

All our Meetings have held study and discussion groups on a wide range of subjects. Libraries in our Meetings have provided both a resource not only learning and deepening our faith, but also a means of introducing and explaining Quakerism to newcomers.

Spreading the message of Quakers and developing the thought and practice of our Religious Society.

In addition to the activities mentioned in the previous section, four of our Local Meetings produce regular newsletters and, in addition, we have a thrice-yearly Area Meeting Newsletter 'News and Views'. We also have an Area Meeting website that links with Local Meeting websites.

Posters with information about Quaker interests and activities are displayed at our Meeting Houses and have led to many of those using our buildings becoming interested in sharing our worship.

There has been a diverse range of Outreach activities across the area. All our Meetings are involved with interdenominational and interfaith groups. Examples of this work include:

- Bournemouth Friends have representatives on Boscombe Churches Together and on Faithlinks, a local multi-faith organisation. They are involved in a project to support rough sleepers and have hosted a tea for the isolated elderly. A special exhibition of poppies in various hues was presented to mark the 100th anniversary of Armistice Day.
- Swanage Meeting remains part of Swanage Churches Together and is as active as its small membership allows. Friends participated in a Remembrance 1918 event.
- Members of Poole Meeting led the lunchtime ecumenical service at The Spire, run by Poole Methodists, once a quarter. They continue to play an active part in Chaplaincy work at Poole Hospital. A Social Action Fund was set up in order to divert designated donations, approximately £1200, to local, Non-Quaker charities.
- Wimborne and Poole Meetings continue their commitment as Sanctuary Meetings. There is a Quaker-led Refugee Action Group in Wimborne. Poole Meeting has committed funds to the Safe Haven Project that has, at the time of writing this report, purchased a house to accommodate a refugee family.
- Swanage Friends brought a Concern about the future of NHS provision, both local and national, to Poole & Swanage Meeting for Worship for Business. This was adopted as a Concern of both Local Meetings and, after a lengthy process of learning and discernment, adopted as a Concern of the Area Meeting and forwarded to Meeting for Sufferings in London for possible circulation to Britain Yearly Meeting as a whole.
- New Milton Meeting helped organise a Quaker presence at BourneFree, Bournemouth's Pride and Equality event, in July;
- Another member of New Milton Meeting wrote an article on Julian of Norwich for the local newspaper;
- The Area Meeting's budget for those members attending courses and conferences run by Quakers was increased and fully used;
- Three Friends from across the Area Meeting are part of the 'Kindlers', an experimental group working to rekindle the power of Quaker worship by renewing and deepening our spiritual practices in Britain Yearly Meeting;
- Two Members from Poole and one from Wimborne are part of the Chaplaincy team at Poole Hospital; one Member from Bournemouth is part of the Chaplaincy and End of Life Team at Bournemouth Hospital;

- The Area Meeting is represented on the Bournemouth Universities Free Church Chaplaincy steering group;
- Three of our Members are involved in the administration of Friends' Fellowship of Healing;
- A Member of Wimborne Meeting has been a Quaker Prison Chaplain on the Isle of Wight;
- Three of our Meetings place advertisements in local post offices, stores or newspapers;
- One of our Members sponsors local choral societies in testimony to the spiritual experience that such music sometimes engenders.

Undertaking Quaker Service for the Relief of Suffering at home and abroad.

A number of meetings are making regular collections for their local Food Bank. Meetings are working with other groups to provide refugees locally with housing and ongoing support.

Poole and Wimborne Meetings continue their work as Sanctuary Meetings, committing to doing all they can to assist in welcoming and supporting refugees.

Service given by Meetings or members individually include:

- Helping with food banks, basics bank, food runs, rough sleepers;
- Contributions towards the purchase of a Safe Haven house for refugees;
- Collecting blankets and clothing for a local group to take to refugees in Calais;
- Participating in an International Women's Conversation Group;
- Maintaining commitment to B-CARS (Bournemouth Christians Against Rough Sleeping) and the YMCA, providing funding for a bed via Bournemouth Meeting's monthly frugal lunch, and collecting warm clothing and toiletries;
- Serving as community mediators and trustees with New Forest Mediation;
- Participation in 'Circles of Support and Accountability for Sex Offenders';
- Provision of Christmas parcels and presents for families known to Poole Social Services.

Witness in the world.

In addition to the above,

- Poole and Swanage Friends have continued to be active in raising awareness of and expressing concern about NHS plans for Dorset in general and Poole Hospital in particular;
- A Lymington Friend serves on the board of New Forest Quaker Care Home Ltd, New Milton.

Funding the concerns that Quaker Meetings, both in the area of Bournemouth Coastal Meeting or beyond, have adopted or agreed to support.

Local Meetings have supported many local, national and international charities by holding collections locally or by donating to Quaker organisations. They also continue to support Britain Yearly Meeting and Area Meeting through their financial contributions.

Local Meetings agree annual lists of charities to be supported from Sunday collections. Causes supported also include giving to appeals from other Meeting Houses.

Providing for the pastoral care of individual members and attenders including assistance to those in need and for education.

Our Local Meetings provide pastoral care for their members and attenders either through appointed Overseers or by a system of group care.

Those meetings with children and young people provide encouragement and financial support for them to attend Quaker events.

On being joined by a young family for Sunday worship, Lymington Meeting has ensured DBS checking of a number of members and provided a regular monthly Children's Meeting.

Poole Meeting provides a 'scribe' each Sunday to assist a profoundly deaf Friend.

Financial support is also available for adults to attend courses at Woodbrooke or other Quaker centres.

Maintaining and developing Quaker Meeting Houses as places for public worship and from which to carry out our witness into the world.

The best way to care for and use our premises has continued to challenge us over the past year.

Work in response to the quinquennial surveys, some of it extensive, has been a major feature in relation to our three Meeting Houses. This is listed in Appendix A.

We remain aware of the need to increase lettings of our premises in order to raise the income to pay for them.

The flat at Poole Meeting House continues to be let at a rent that takes into account local commercial prices.

Administering and maintaining the organisation of Bournemouth Coastal Area Meeting and contributing to the support of Britain Yearly Meeting.

Area Meetings were held 6 times during the year and were attended by representatives from all our local Meetings.

Quaker appointments are normally for a three-year term.

The Area Meeting agrees a representative and an alternate to Meeting for Sufferings and to Quaker Life Representative Council.

Trustees have met four times during the year. Minutes are circulated to Local Meetings and a summary appended to Area Meeting agendas.

Trustees have continued the process of reviewing and improving key policy documents. A list of these is attached in Appendix B.

Documents revised or in process of revision in 2018: Safeguarding, Data Protection.

We treat the safeguarding of children as a priority and have a responsible Trustee and Officer who ensure that all procedures are in place. Records of our safeguarding work are securely kept. A confidential file is maintained by the lead Trustee.

Appendix A

Works carried out to Meeting Houses in response to 2017 Quinquennial Surveys

Bournemouth

- Step ladder to roof repaired,
- Replacement water heater in disabled toilet,
- Replaced kitchen flooring,
- Shed and garage roofs recovered,
- Improved fire escape route from warden's flat,
- Repairs to tank room in warden's flat,
- Renewed steps from warden's flat to flat roof,
- Repairs to flat roofs of main buildings,
- Redecoration of social room.

Poole

- Hallway: gutted and replastered; ceiling replaced and insulated; factors contributing to damp eliminated; energy efficient light fittings installed,
- Childrens' Room: complete renovation, including installation of heat recovery vent,
- Dilapidated fence and gate at the back of the garden replaced,
- Central heating radiators replaced with high-efficiency units.

New Milton

- Surveys, extensive investigations and preparatory work for stabilisation of the building (scheduled for 2019),
- Improvements to heating system,
- New kitchen water heater to eliminate legionella risk.

Appendix B

Current Trustees' Policy documents

- Archiving/Secure Storage
- Equal Opportunity
- Health and Safety
- Employment (incl. Grievance)
- Property (incl. Insurance and hiring of rooms)
- Sustainability
- Finance management
- Grant-making
- Investment
- Reserves
- Safeguarding (child and adult)
- Disability/Equality
- Data Protection

Appendix C

Sustainability 2018

One of our Meeting Houses has a solar panel installation.

Another is thinking about it.

A third has modernised its heating system and installed an active heat recovery vent to reduce condensation.

All three Meeting Houses use a green energy supplier and take all reasonable steps to reduce energy usage.

We accept that there is some way yet to go in reducing the carbon footprint of our buildings.

Signed for and on behalf of the Trustees' on 17 October 2019

Jeremy Deane – Clerk to the Trustees'

Independent examiner's report to the trustees of The Religious Society of Friends (Quakers) in Britain - Bournemouth Coastal Area Quaker Meeting

I report to the trustees on my examination of the accounts of the Bournemouth Coastal Area Quaker Meeting (the Charity) for the year ended 31 December 2018.

Responsibilities and basis of report

As trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Michelle Love FCCA
A Director of PKF Francis Clark
Chartered Accountants
Towngate House
2 – 8 Parkstone Road
Poole
Dorset
BH15 2PW

Date: 22 October 2019

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN - BOURNEMOUTH COASTAL AREA QUAKER MEETING
RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Note	£	£	£	£
Receipts				
Voluntary income	51,818	-	51,818	51,118
Income from activities to generate funds	34,775	-	34,775	32,499
Investment Income	9,557	-	9,557	8,802
Income from Quaker activities	-	-	-	-
Other income	8,286	-	8,286	8,810
Legacies	10,000	-	10,000	-
Quota & Insurance from Areas	13,601	-	13,601	-
Total Receipts	128,037	-	128,037	101,229
Payments				
Contributions and grants	31,204	-	31,204	27,014
Costs of generating funds	1,460	-	1,460	1,788
Costs of Quaker activities	15,505	-	15,505	23,254
Support costs	63,748	131	63,879	51,502
Payments to Area	7,609	-	7,609	2,025
Governance costs	5,825	-	5,825	3,193
Total Payments	125,351	131	125,482	108,776
Net incoming resources before transfers	2,686	(131)	2,555	(7,547)
Acting as agent IN	5,288	-	5,288	14,795
Acting as agent OUT	(5,452)	-	(5,452)	(7,819)
Net movement in cash funds	2,522	(131)	2,391	(571)
Cash funds last year end	324,682	8,055	332,737	333,308
Cash funds this year end	327,204	7,924	335,128	332,737

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN - BOURNEMOUTH COASTAL AREA QUAKER MEETING
Statement of Assets and Liabilities
at 31 December 2018

	Note	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
Cash funds:					
Short term deposits		144,210	-	144,210	146,213
Cash at bank and in hand		182,994	7,924	190,918	186,524
Total cash funds	2	327,204	7,924	335,128	332,737
Investment Assets					
Unit trusts or collective Investments	4	44,531	-	44,531	49,595
Total Assets		371,735	7,924	379,659	382,332

Signed on behalf of all the board by:

Signed on behalf of all the board by:

Print name	Date
Anthony Woolhouse	17/10/2019
Jeremy Deane	17/10/2019

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN - BOURNEMOUTH COASTAL AREA QUAKER MEETING
Notes to the Receipts and Payments Accounts
Year Ended 31 December 2018

1 Analysis of support costs:

	Wimborne LM £	Poole & Swanage LM £	Lymington LM £	Bournemouth & Fordingbridge LM £	Area Meeting £	New Milton LM £	Total 2018 £	Total 2017 £
Salaries, NI, pensions	-	-	-	14,826	-	-	14,826	14,606
Rent	1,312	380	1,680	-	-	-	3,372	1,585
Utilities	-	731	-	6,927	-	1,181	8,839	7,251
Cleaning	-	1,348	-	3,423	-	926	5,697	5,296
Sundry	-	-	-	-	-	-	-	613
Insurance	22	602	-	-	-	-	624	-
Garden	-	728	-	1,188	-	-	1,916	1,451
Repairs and renewals	-	15,808	-	6,940	-	3,201	25,949	17,091
Furniture and equipment	15	253	-	1,162	-	-	1,430	2,377
Capital Items	-	-	-	-	-	-	-	290
Other support costs	-	60	-	351	120	168	699	360
Surveys, Professional fees	-	414	-	113	-	-	527	582
	1,349	20,324	1,680	34,930	120	5,476	63,879	51,502

2 Analysis of cash funds:

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018	Total 2017
Balance 1 January 2018	159,506	165,176	8,055	332,737	333,308
Receipts	117,194	10,843	-	128,037	101,229
Payments	(124,674)	(677)	(131)	(125,482)	(108,776)
Transfers	6,095	(6,095)	-	-	-
Acting as agent IN	5,288	-	-	5,288	14,795
Acting as agent OUT	(5,452)	-	-	(5,452)	(7,819)
Balance 31 December 2018	157,957	169,247	7,924	335,128	332,737
		Note 4	Note 5		

3 Investments

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2018	Total 2017
Equity and Income funds	44,531	-	-	44,531	49,595
		Note 4	Note 5		

4 Analysis of designated funds:

	Bournemouth LM Sustainability	Reserve Funds	Quinquennial Property Survey	Swanage Legacy	Poole Legacy	Total 2018	Total 2017
Balance 1 January 2018	130,176	35,000	-	-	-	165,176	172,694
Receipts	664	179	-	5,000	5,000	10,843	-
Payments	(677)	-	-	-	-	(677)	(7,518)
Transfers between funds	213	(7,908)	1,600	-	-	(6,095)	-
Balance 31 December 2018	130,376	27,271	1,600	5,000	5,000	169,247	165,176

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN - BOURNEMOUTH COASTAL AREA QUAKER MEETING
Notes to the Receipts and Payments Accounts - Continued
Year Ended 31 December 2018

5 Analysis of restricted funds:

	Constance Waller Fund	Endowment Samuel White Fund	White & Nickleson Fund	Total 2018	Total 2017
Balance 1 January 2018	4,194	3,219	642	8,055	8,861
Receipts	-	-	-	-	-
Payments	(69)	(52)	(10)	(131)	(806)
Balance 31 December 2018	4,125	3,167	632	7,924	8,055

The Samuel White Fund was set up in 1795 with a capital of £300. Its income can be used for the purpose of the relief of Poole Quakers.

The White and Nickleson Fund was set up in 1774 with a capital of £400. Its income can be used for the purpose of the upkeep of Poole Meeting House and the relief of Poole Quakers.

The Constance Waller Fund was set up in 1954 with a capital of £1000. Its income can be used for the purpose of the upkeep of Bournemouth Meeting House and the relief of Poole Quakers.

6 Analysis of cash funds by area:

	Wimborne LM	Poole & Swanage LM	Lyminster LM	Bournemouth LM	New Milton LM	Bournemouth Area	Total 2018	Total 2017
Opening balance 1 January	2,169	45,223	3,533	80,191	27,611	174,010	332,737	333,308
Movement during the year	(116)	(398)	820	(2,001)	3,588	498	2,391	(571)
Closing balance 31 December	2,053	44,825	4,353	78,190	31,199	174,508	335,128	332,737

7 Properties - Area Meeting Houses

The Area Meeting has three meeting houses. These are Bournemouth, Poole and New Milton. The value of these meeting houses is excluded from the accounts as the cost of obtaining professional valuations is not justified for the charity.