

**BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS  
(QUAKERS)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

# BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

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## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2019

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**Trustees**

Susana Askew \* (from 1 January 2019)  
Kit Fotheringham \*  
Geraldyn Meehan \*  
Marcus Millington \*  
Colin Milsom \*  
Cathy Nile \* (Chair)  
Stephen Petter \*  
David Roberts \* (from 1 January 2019)  
Jeffrey Smith \*  
Tim Southall \* (from 1 January 2019)  
Paul Whitehouse \* (AM Treasurer)  
\* In office at the time of this report

#### **Nominee for Land**

Friends Trust Limited, 173-177 Euston Road, London, NW1 2BJ

#### **Website**

<https://www.bristolquakers.org.uk>

#### **Charity registered number**

1175435

#### **Principal office**

Quaker Meeting House  
300 Gloucester Road  
Bristol  
BS7 8PD

#### **Clerk to Area Meeting**

Barney Smith (to 31 December 2019)  
Richard Drake (from 1 January 2020)

#### **Independent auditors**

Bishop Fleming LLP  
Chartered Accountants  
16 Queen Square  
Bristol  
BS1 4NT

#### **Investment Managers**

Rathbone Investment Management Ltd, 10 Queen Square, Bristol, BS1 4NT

#### **Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, ME19 4JQ  
Triodos Bank, Deanery Road, Bristol, BS1 5AS

# BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

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The Trustees present their annual report together with the audited financial statements of the Bristol Area Meeting of the Religious Society of Friends (Quakers) for the year 1 January 2019 to 31 December 2019.

### 1. LEGAL AND ADMINISTRATIVE DETAILS

#### 1.1 Status and Objectives

Bristol Area Quaker Meeting is one of around 70 Meetings which make up The Religious Society of Friends (Quakers) in Britain, also known as Britain Yearly Meeting (BYM). It was registered (number 1175435) as a Charitable Incorporated Organisation (CIO) on 30 October 2017.

The Bristol Area Quaker Meeting Charities (number 249725), were registered together on 25 July 2012 under a Charity Commission Scheme which rationalised and renamed several of the former charities, and updated their objects. All the assets of that charity were transferred to this charity on 1 January 2018, and it, together with the eleven linked charities were removed from the register in December 2018.

#### 1.2 Object

The object of Bristol Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Bristol Area Meeting and beyond.

#### 1.3 Trustees

Up to 15 trustees are appointed by Bristol Area Meeting (AM) in Session, on the advice of the AM Nominations Committee. They hold office for a term of three years and may be reappointed for a second term. Area Meeting in Session also appoints the Clerk to the Trustees and the Treasurer, who is ex-officio a trustee.

#### 1.4 Activities

The principal activity of the Area Quaker Meeting is the holding of Meetings for Worship in the constituent Local Meetings: Bedminster, Central Bristol, Frenchay, Horfield, Portishead, Redland and Thornbury. Philanthropic activity is mainly through the Weekly Committee which provides financial support to needy Quakers and in some cases those outside the Society. Some Local Meetings conduct collections to make donations to a range of causes. All members of the Area Meeting are entitled to take part in Meetings for Church Affairs which inter alia appoint the Trustees.

#### 1.5 Membership

| Local Meeting   | Members 2018 | Members 2019 | Attendees 2019 |
|-----------------|--------------|--------------|----------------|
| Bedminster      | 29           | 28           | 20             |
| Central         | 24           | 25           | 16             |
| Frenchay        | 34           | 36           | 18             |
| Horfield        | 36           | 35           | 26             |
| Portishead      | 14           | 14           | 4              |
| Redland         | 103          | 109          | 80             |
| Thornbury       | 27           | 22           | 3              |
| <b>TOTAL AM</b> | <b>267</b>   | <b>269</b>   | <b>167</b>     |

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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(CONTINUED)

## 2. TRUSTEES' REPORT

### 2.1 Introduction

2.1.1 This is the Annual Report for Bristol Area Quaker Meeting for the period from 1 January to 31 December 2019.

#### 2.1.2 Local Meetings

The Area Meeting comprises seven Local Meetings of which six occupy their own Meeting Houses, while Thornbury meets in rented premises:

**Bedminster Quaker Meeting House**, Wedmore Vale, BS3 5HX;

**Central Bristol Quaker Meeting House**, Champion Square, BS2 9DB

**Frenchay Quaker Meeting House** (and attached Warden's Cottage), Beckspool Road, BS16 1NT

**Horfield Quaker Meeting House**, 300 Gloucester Road, BS7 8PD

**Portishead Quaker Meeting House**, 11 St Mary's Road, BS20 6QP

**Redland Friends Meeting House** (and adjacent Warden's house), 126 Hampton Road, BS6 6JE

**Thornbury Quaker Meeting**, The Chantry, Castle Street, BS35 1HB

#### 2.1.3 Burial Grounds

Two Meeting Houses, Frenchay and Portishead have burial grounds attached. In addition the Area Meeting owns two freestanding burial grounds:

**Kings Weston Burial Ground**, Kings Weston Lane, Bristol, BS11 0QT

**Hazel Burial Ground**, Hazel Lane, Old Down, Bristol, BS35 3QP

#### 2.1.4 Governance

Meetings for church affairs, in which the Religious Society conducts its business, are meetings for worship based on silence, carrying the expectation that God's guidance can be discerned if members are truly listening together and to each other. The unity that is sought depends on the willingness of all to seek the truth in each other's utterances. There is no voting in the meetings, because the Society believes that this would emphasise the divisions between differing views and inhibit the process of seeking to know the right way forward, the will of God as expressed in the sense of the meeting.

The clerk of the meeting bears the final responsibility for preparing the business, conducting the meeting and drafting the minutes of the meeting. Minutes are drafted and read out by the clerk during the course of the meeting, but the final decision about whether a minute represents the sense of the meeting is the responsibility of the meeting itself, not of the clerk.

The Area Meeting in session, open to all members of the Area Meeting is held about 10 times each year. The day to day administration of the Area Meeting's affairs are conducted by a body of Trustees, consisting of up to 15 Friends appointed by the Area Meeting.

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**(CONTINUED)**

**2.2 General Matters**

**2.2.1 Purpose as set out in Governing Document**

The object of Bristol 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 Bristol Area Meeting and beyond.

**2.2.2 Statement of Public Benefit**

The Trustees have had regard to the Charity Commission's guidance on public benefit. The principal public benefit is that at least weekly each of our six Meeting Houses (and our meeting at Thornbury) are open to the public for divine Worship. Our Meeting Houses are also made available to suitable local community and interest groups and charities at a reduced rate where the purpose of the user is in line with our purposes. Our Meetings and their members and attenders are supported by the Area Meeting as they engage in a number of community activities.

**2.2.3 Financial Review and Reserves Policy**

During the year the charity received income of £323,203 and incurred expenditure of £324,267 a surplus of £100,997 for the year, after the £102,061 investment gain. At 31 December 2019 the charity held restricted reserves of £41,414 and unrestricted reserves of £829,266. These figures do not include the charity's property, shown in the accounts as £6,648,882.

The Trustees Reserves Policy is to hold three months general expenditure (£68,000) plus five years expenditure for property maintenance (£260,000), a total of £328,000. The surplus reserves of £501,266 will be spent down over the next five years in accordance with a plan currently being prepared for approval by Area Meeting in Session.

**2.2.4 Summary of main achievements**

Our numbers of members and attenders have held up well. Our local meetings are vibrant and spiritual communities which enable and encourage spiritual growth and enrichment, and which also encourage and foster many activities and concerns which benefit many people. The building of the extension and improvement work at Central Bristol Meeting House to provide improved facilities for overnight guests has taken place. The Memorandum of Understanding between Local Meetings, Area Meeting and Trustees sets out the relationship between all three with regard to their responsibilities as set out in Quaker Faith and Practice. After a long period of discussion between all three groups, the updated memorandum was finally agreed. More details of these and our other activities are contained in the following reports.

**2.2.5 Sustainability**

The Property Health and Safety Committee continues to ensure that our meeting houses are used as sustainably as possible and to make plans for further improvements in this respect. Full information is contained in the reports below. During the year the Sustainability Group was laid down. One of our two Area Meeting Conferences was on the subject of "A Quaker Perspective on Climate Change".

**2.2.6 Risk Assessment and Management**

Risk management is incidental to careful management of our affairs, notably finance, property, employment, provision for children and young people, data protection and safeguarding. Our policies on these are reviewed regularly and it is an area of governance which requires constant attention. We have reminded Friends involved in organising activities and events of the importance of carrying out risk assessments in advance.

**2.2.7 Serious Incidents**

There are no serious incidents to report.

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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#### 2.3 Reports of Trustees' Committees

##### 2.3.1 Trustees

There are 10 Trustees out of a permitted maximum of 15. Trustees are responsible for the practical aspects of our Meetings such as buildings, finances, and employees. The work is done through three major committees, Property Health and Safety, Employment and Wellbeing, and Finance. Each committee is made up of at least two trustees, together with several non-trustee members. Weekly Committee is a very ancient committee which has funds for those in need

##### 2.3.2 Safeguarding

The Area Meeting takes its responsibility for safeguarding everyone in the meeting, including children and vulnerable adults, very seriously. Safeguarding coordinators are appointed who are available for advice and assistance should occasion arise. The coordinators report to the Employment & Wellbeing Committee, and in 2019 it facilitated a short training session for Trustees. Trustees review the safeguarding policy and the safeguarding policy summary annually.

The past year has seen a number of developments in the way safeguarding is managed across Bristol Area Meeting; namely, a new coordinator came into post, a series of workshops by coordinators at all Local Meetings was begun, efforts were made to standardise DBS verification across the six local meetings, closer liaison with Quaker youth activities was initiated, and a habit of regular quarterly meetings for coordinators was developed.

A poster displayed in every Meeting House gives the telephone number and email address of the Safeguarding Coordinators and a copy of the safeguarding policy is kept in every Meeting House. The new pocket size Area Meeting Safeguarding Guide was welcomed by Friends.

During the year safeguarding co-ordinators ran a workshop at Bedminster LM to launch the guide and a useful training session was held after at Redland LM after which the Guide was widely distributed.

##### 2.3.3 Employment and Wellbeing Committee

The Employment and Wellbeing Committee met on six occasions in 2019, including two meetings with our Wardens. During the year the IT resources provided to our Wardens were upgraded, and work was undertaken to implement Hallmaster, an on-line system, which provides information to potential hirers regarding the availability of our Meeting Houses.

We remain committed to ensuring that every employee benefits from an annual review, in which the matters discussed are taken into account in our discernment. We have worked jointly with Property and Health & Safety Committee to consider lone working issues, and this work will continue in 2020.

We are fortunate to have very committed employees, and Committee members, which allows us to share ideas and work well together.

##### 2.3.4 Finance Committee

We continue to advance the Simpler Meetings agenda, as recommended by the Recording Clerk. During the year, Bedminster Local Meeting, Frenchay Local Meeting and Portishead Local Meeting consolidated their banking arrangements with accounts managed by the Area Meeting. Redland Local Meeting has agreed to do likewise, which will take effect in 2020. We started to consider pooling the income and expenditure relating to our places of worship across the Area Meeting.

One of the banking providers to Bristol Area Meeting, CAFBank, uses the branch network of HSBC for cash deposits. The AM Treasurer wrote to CAFBank to express the concerns of the Area Meeting about HSBC's lending practices and to question the suitability of CAF Bank's partnership with HSBC. We hope to engage in constructive dialogue to share our witness against the arms trade and investment in fossil fuels.

We have supported initiatives to raise awareness of investment policies which contribute to environmental sustainability and social solidarity. The Office of the Scottish Charity Regulator (OSCR) says that charities are prohibited from making investments contrary to their objects. Bristol Area Meeting is part of a coalition of charities seeking a declaration from the Charity Commission of England and Wales in line with OSCR's ruling.

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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#### (CONTINUED)

The Committee met with the auditor to review the 2018 financial statements. We continue to monitor the size of our reserves and welcome proposals for putting them to good use.

The Clerk of the Committee presented a report to Area Meeting which explained the use of restricted funds to support current and future activities of the Area Meeting and Britain Yearly Meeting. In 2019, we recommended that the remainder of the Not Necessarily Friends fund be spent on the Night Shelter 365 capital project. Trustees also made a substantial grant to the Engaging Young Adult Quakers project, which is administered by Britain Yearly Meeting.

Other grants were made by Trustees in accordance with the recommendations of the Finance Committee. These two grant recipients further our corporate testimony and witness to peace; Holocaust Memorial Day Bristol Civic Commemoration and Mayors for Peace Bristol City Hall Exhibition.

#### **2.3.5 Property, Health and Safety Committee**

At Bedminster the Meeting House was re-configured to create suitable accommodation for Soundwell Music Therapy Trust and the existing solar array was upgraded and an inverter fitted at cost £3,100. Frenchay LM commissioned an energy consultant to identify most cost-effective sustainability measures and plans to install solar PV panels. Horfield LM has fitted a new gas central heating boiler at cost of £4,000, undertaken emergency electrical works and has drawn up proposals for a new shower room and cleaning store at a cost of £9,500.

Redland LM has installed new fire doors and is investigating proposals to install triple glazed windows on south elevation. Central Bristol LM are installing a PV solar array, inverter and storage battery at a cost of £15,318. Portishead LM have installed new electrical space heating and other electrical works at cost of £5,000 and will be shortly installing a PV solar array at cost of £4,000. The programme of masonry works at Kings Weston and Hazel Burial Grounds is now largely complete at a cost of £10,000.

#### **2.3.6 Weekly Committee**

Weekly Committee is a very old committee established many years ago, so called because it was established to give financial help to those who did not have a weekly wage. It comprises a representative from each local meeting and also three trustees. Some funds are long standing restricted funds, given many years ago for specific purposes, and there is also some money given more recently. Requests for funds are channelled through overseers, who pass the request on to Weekly Committee for their discernment.

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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(CONTINUED)

### 3. REPORTS OF AREA MEETING COMMITTEES, GROUPS, REPRESENTATIVES AND APPOINTEES

#### 3.1 Area Meeting Appointments

##### 3.1.1 Area Meeting in Session

Area Meeting met 9 times with an average attendance of 27. Two of these occasions were also day conferences, the subjects being Heard or Hurt, and a Quaker Perspective on Climate Change.

##### 3.1.2 Area Meeting Overseers

Overseers from each local meeting have been appointed. They have met altogether as Area Meeting overseers, but most of their work in carrying out their duties as laid down in Quaker Faith and Practice is done at local meeting level.

##### 3.1.3 Area Meeting Elders

Elders met four times during the year and once together with Area Meeting Overseers. They organised an Area Meeting study day (Hurt or Heard - how we hear each other when we disagree) and an all Area Meeting Worship in June at Frenchay Meeting House. They also organised a training day for Elders and Overseers using Woodbrooke on the Road on the meaning of the spiritual life of our worshipping community and how we monitor and nurture it. Elders at Bedminster organised a Kindlers day on Ministry. They have supported and reviewed worship in local and area meetings and at Avenue House.

They have been consulted by Clerks of Area Meeting and Trustees on various matters. They have liaised with those involved with our children and young people on how to make them central in our community. They have supported consideration of sustainability and non binary gender issues at local meeting level.

##### 3.1.4 Area Meeting Nominations Committee

Nominations Committee is responsible for discerning the names of people suitable and willing to undertake the various responsibilities and tasks needed to enable our charity to worship and witness in the community. In the past year the committee has been blessed with a strong and stable membership. Whilst it can sometimes be difficult to find appropriate people to serve in some roles, we have worked with trustees to redefine the roles to suit them to the changing legal and social frameworks of society.

A key feature of the past year has been the redefining of the assistant treasurer, web and newsletter roles and changes to our arrangements for caring for our burial grounds to fit the changes in society and the way we operate. This enables us to use new skills and release people for other service. We maintain a task description book describing all the volunteer roles at Area Meeting level. As a society we rely on volunteers for much of our work, which allows them to provide service and offers opportunities for personal and spiritual growth. In a society that relies upon volunteers for service we are pleased that we are sending more young friends and attenders to events nationally. Our task is to continue to increase the diversity of those who are willing to serve in such roles, so that all groups are more diverse and more representative of the society.

##### 3.1.5 Conflict Resolution Group

The group started the year with three new members saying goodbye and thank you to their predecessors. Of necessity the group's discernment is confidential. It held four routine meetings and one emergency meeting at the request of a local meeting. It maintained input to two local meetings with significant conflicts and considered requests for input on two other issues. It maintained vigilance for potential for conflict and intervened to mitigate these with regard to two issues. It has attended to its role in fostering the conditions in which peace can thrive. It works largely through quiet unannounced interventions.

##### 3.1.6 Custodian of Burial Grounds

Major maintenance and clearance has continued at the Hazel Burial Ground as burials no longer take place at Kings Weston Burial Ground. The maintenance of this ground has continued by one Friend during the year, and is slowly becoming a haven frequented by a great deal of flora and fauna. There has been one scattering of ashes during the year at the Hazel Burial Ground.

##### 3.1.7 Custodian of Records

Records have continued to be collected from our Local Meetings and Area Meeting, the Area Meeting being the

## **BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019**

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#### **(CONTINUED)**

largest deposit during the year. All of these records are a valuable insight into the life and times of all our Meetings, which at times may seem mundane, but to future generations will provide a unique insight into the life and times of the Quaker community here in Bristol, indeed as do the old Redland records which are housed in Bristol Archives, with some printed material housed in the Area Meeting Library in Redland Meeting House.

It again has proved how useful it is that the Area Meeting maintains and brings together our Records, for during the year with the aid of past material it was possible to assist in bringing together information on Public Liability Insurance for the Area Meeting over the previous years going back to the 1960's. As well as assisting our own Society, the Records have assisted London researchers in their endeavours, with two items which were out of the normal. Firstly, a request for assistance over a local Quaker's business involvement in his ownership of two furnaces in the state of Virginia U.S.A. in 1737, which was later prohibited by Act of Parliament in 1950.

Secondly nearer home, we received a request for help over a Quaker who farmed at Stanton Drew, Somerset in or around the 1920's, and was involved in the endeavour to remove the Standing Stone Circle. Again our records were able to identify this Friend who was involved with the Courts on various other matters.. This left a paper trail which the Custodian was able to pass on. The Custodian has had regular contact with the Area Meeting Library Committee, working closely with them on matters of mutual interest.

#### **3.1.8 Children and Young People's Advocate**

The Children and Young People's Advocate attended the CYP Work Advocate conference in November 2018, was appointed in January 2019 and met the outgoing advocate. Children, young people, their families and Meetings were provided with information about national and regional events, and facilitated links locally. In October 2019 BYM's CYP Training Team came to train Friends from Bristol and beyond on how to hold children's meeting; more than 20 Friends attended. Thornbury Meeting was supported in its DBS process.

Advocacy work for young people (11-18yrs) has been greatly helped by the Quaker Life Youth Work Project. The need was discerned for effective cross-generational work within and between Meetings, involving those beyond the already interested parties. The youth work project has highlighted how isolated a child or young person, or parent, may feel in a local meeting. It is hoped that the project will act as a catalyst for change, allowing the building of an area-wide all age community, enabling children, young people and their families to grow as equal Friends in all meetings.

#### **3.1.9 Funeral Advisors**

The Area Meeting has funeral advisors appointed by each local meeting, who take on the responsibility for funerals as prescribed in Quaker Faith and Practice.

#### **3.1.10 Library Committee**

In 2019 The Bristol Area Meeting Library spent £155 on book repairs and £131 on new books. On 11th May 2019 the Quaker Family History Society (QFHS) held a full day meeting in the AM Library. The Committee helped with finding local Quaker speakers for the day and QFHS also had a talk by the AM Librarian about the AM Library and records. This was followed by free time to explore the library. There were about 25 to 30 people there from around the country. The day went well with many showing great interest in both the history of Quakers in Bristol as well as the AM Library. QFHS gave the library a £30.00 donation in appreciation for of this.

The AM library holds some CD recordings of various Friends speaking of their Quaker lives. Data protection regulations were checked and it was established that consent was obtained when the recordings were made. Accessing these recordings on modern computers in order to make them available to modern researchers has proved too difficult so are copies are now in the Bristol Records Office for others to follow up.

There has been discussion with the Bristol Records Society regarding the possible publication of Russell Mortimer's next volume of Bristol Men's Meeting Minutes. These discussions are ongoing. Cataloguing new books, both bought and donated, continues, as well as hoping to soon finish getting rid of unwanted books. Quarterly meetings with the AM Librarian, LM Librarians and the AM Custodian of Records continue, to provide mutual support and allow the exchange of information and ideas.

## **BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019**

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#### **(CONTINUED)**

##### **3.1.11 Newsletter Editor**

The editorial team hope that the new Area Meeting newsletter, offering a new electronic format and renewed sense of purpose, will reach every Member and Attender in Bristol Area Meeting every month. We want to enable everyone to feel part of the Area Meeting and the wider body of Quakers, as well as their Local Meeting.

To achieve this, we hope to pack each issue with interesting and informative reports on Friends' participation in conferences, projects, protests and other actions, together with news of future events both in Bristol and beyond. The newsletter will also include information about the agenda for Area Meeting, together with everything you need to prepare for full participation whether or not you are able to attend.

Data Protection Regulations mean that anyone can unsubscribe from this newsletter at any time, but we hope every Friend will be glad to receive regular news and updates from the Society to which they belong. Most Friends will receive the newsletter by email, so that we can link it more effectively to our website, but paper copies are available from Local Meeting clerks.

Friends are invited to contact the editor with any news they would like published in the newsletter. The newsletter is not the place for individual opinion pieces or concerns: these are best raised with Local Meeting in the first instance. Contributions should be succinct (some may be up to 500 words, most considerably shorter) and should have a clear Quaker connection. The hope is that pictures will be included in the future.

##### **3.1.12 Registering Officer**

In April this year the Registering Officer attended new Registering Officer training, and the Registering Officers Conference, at Woodbrooke. On 8th June 2019 the first wedding since the appointment of the Registering Officer in July 2018, took place at Frenchay Meeting House. Prior to that all the necessary forms were completed and forwarded, the couple were helped to prepare for the wedding itself, and our local Elders, Overseers and Area Meeting community were able to assist and support the event. Regular records to both the civil authorities (quarterly) and to Britain Yearly Meeting (annually) were submitted.

Enquiries were received about two weddings for 2020, one to take place in Bristol and one elsewhere, so liaison took place with the Registering Officer in the other Area Meeting as well as with the couple, to ensure a careful handover at the appropriate stage. Initial advice and ongoing support and assistance was provided to the two couples, noting that three of the four people wished to come into membership during the preparation period, and a Meeting for Clearness was arranged to take place early in 2020. The marriage registers and certificates continue to be held in the same safe fireproof storage at a local parish church (St Peter's, Henleaze).

##### **3.1.13 Website Editor**

Our website has been revamped, has a new and more secure platform, has been made fit for purpose, and now has an editor. Local meetings are now able to add to their pages if they wish, and it is hoped that the calendars become more significant and reliable.

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**(CONTINUED)**

**3.2 Representation on Quaker Bodies**

**3.2.1 Claverham Meeting House**

Claverham Meeting House was built in 1729 on the site of an earlier meeting house and is a Grade II\* listed building. However it fell into disuse in 1868 when the arrival of the railway prompted the building of another meeting house in nearby Yatton. Renovations took place in 1999 and 2000 so it now has modern facilities. A meeting for worship takes place once a month and the meeting house is used for about 112 days a year, for workshops, holidays and retreats. It is now owned by an independent Trust and the day to day running is undertaken by a Management Committee. Bristol Area Quaker Meeting has representation on both these bodies.

**3.2.2 Meeting for Sufferings**

Meeting for Sufferings (MfS) is a visionary body, steering the overall direction of Britain Yearly Meeting rather than the day to day management of the work of the Society. It is a body of representatives entrusted with the care of the business of Yearly Meeting through the year. It determines the priorities and direction of Yearly Meeting in the Long-Term Framework, and plays a vital role in fostering communication and in reviewing and testing concerns referred to it by Area Meetings. It guides the work of Britain Yearly Meeting trustees. The task of the representative is to ensure two-way communication between Area Meeting and Meeting for Sufferings and to participate in the discernment at Meeting for Sufferings.

Meetings are held four times a year. In 2019 AM's representative attended three MfS, in February, April and December, all held at Friends House in London. Three young people were accompanied by the representative to the December meeting so that they could attend the Young People's Participation day alongside MfS's regular business. The alternate representative attended the residential weekend at Woodbrooke in October.

Amongst other matters, and apart from regular business and receiving reports, MfS has discussed assisted dying, the post-truth world, the terms of reference for the Sustainability Monitoring Group, diversity and inclusion in our Meetings and the Vibrancy Project. Several matters were referred to Area Meetings for further discernment, and reports on each Meeting for Sufferings were published in the Area Meeting newsletter. Bristol AM's Minute calling for support for the Stop Ecocide campaign, which was sent to MfS at the end of 2019, was on the agenda for MfS in April 2020.

**3.2.3 Quaker Life Representative Council**

Quaker Life Representative Council (QLRC) provides a two-way channel of communication between Quaker Life staff in London and Friends in their meetings. The main purposes are educational, inspirational and consultative. Every Area Meeting in Britain sends a Representative to twice-annual meetings, where they are able to engage with the latest developments amongst Friends across the nation.

In 2019 both of the Council meetings were held at Woodbrooke Quaker Study Centre in Birmingham. The theme for the year was Building Inclusive Communities. At the April Council Representatives explored the question How diverse is the Religious Society of Friends in terms of race, gender, age, class and education? In October the focus turned to mental health. At this event AM's Representative facilitated a well-attended workshop through which he shared the key lessons learned through the experience of coordinating Horfield Friends Café during its first twelve months of operation. He has subsequently been appointed to the Planning Group for the two Council meetings that will be held in 2020.

**3.2.4 Quaker Life Youth Worker Support Group**

Bristol Area Meeting together with two other adjoining area meetings is one of two national pilot projects managed by Quaker Life to test out the effectiveness of employing a youth worker to encourage the participation of 10-18 year olds in Quaker activities.

The youth worker took up appointment in February 2019, across the three Area Meetings comprising the project. She chose to work thirty hours a week, which provided an opportunity to employ another worker for five hours per week. This appointee subsequently resigned after three months and funds are held by Quaker Life for future use. The Local Support Group met in a variety of formats three times across the three Area Meetings, and the local support contacts for the project attended the National Reference Group for the national pilot.

## **BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019**

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#### **(CONTINUED)**

The youth worker worked to build relationships with young people in Bristol and wider areas, setting up a monthly Young Friends Friday group across meeting houses. A residential weekend was held on the theme of Sanctuary, and the art work produced was shared Local Meetings. Events have included a theatre trip, support for a Bristol Amnes-tea, and the provision of Christmas presents for distribution to prisoners' children. A summer events programmes was less successful, with most events being cancelled because young people were absent.

Quaker Any Questions attracted Friends to meet and question the Recording Clerk and local Friends in a panel that included young people. A training day attended by twenty Friends held in the Autumn encouraged and equipped several Bristol Friends to be involved in inter-generational projects including work on climate justice. Several young Friends attended Friends House where two of them introduced youth climate activists including Greta Thunberg and Caroline Lucas.

Building relationships between young people across Bristol Area Meeting is an essential focus for the work, as is linking local people with national opportunities. There remain significant challenges. Families live very busy lives, and many have only one Quaker parent, resulting in competing priorities for time. The project covers a wide and diverse geographical locality, and links within and between Area Meetings are not well developed. Much has been learnt on the journey through this pilot project.

#### **3.2.5 Quaker Committee for Christian and Interfaith Relations (QCCIR)**

The QCCIR correspondent for Bristol Area Quaker Meeting attended the joint Quaker Committee for Christian and Inter-Faith Relations (QCCIR) and Woodbrooke Conference from 8th -10th March 2019. Building on the theme of The Changing Faces of Faith first discussed at the conference on 2018, the subject matter in 2019 was Inspiration and Practice: the spiritual grounding of our ecumenical and interfaith work. It was an opportunity to discuss what spirituality means to us, and how we may understand and appreciate the spirituality and practices of other religious groups through the lens of Quaker work and worship, this garnering a deeper understanding of how we can build and learn from our inter-faith relationships.

#### **3.2.6 Sibford General Meeting**

15th June 2019 saw the representative arrive at Sibford School campus in the heart of the Cotswold countryside. How good it was to arrive and not be met with fences and gates, but with two young people in high visibility jackets welcoming warmly our arrival, giving clear directions as to where to park the car, but more importantly, the toilets, then tea and coffee. And where registration and name badges were to be found. This set the scene for the whole day.

The morning was given over to seeing the school in session, for every department was open with scholars to welcome and talk you through what they were doing in class, and what they hoped to achieve, and explain how this might happen. In the Biology laboratory there was a dissection taking place of pigs trotters, whilst in the Horticultural Department, plants and propagation and all sorts of gardening were taking place, with young people so keen that we should see everything. All the usual school subjects were in full swing as one moved from class to class, being offered at each stage a pupil to guide and advise.

After a substantial lunch provided by the school, which offered the opportunity to talk with Representative Friends from other Area Meetings from across the country, it was on into the General Meeting. There was a short Meeting for Worship, and then reports from the Clerk of the School Committee, and the School Treasurer, then the Head's Report, so uplifting, full of enthusiasm for his School, his pupils and his Staff. They all appeared so keen to teach or to learn that one came away infected by this rich environment, based on our Quaker testimonies of each person unique, each respected, loved and wanted, which buoyed your representative for the long drive home.

#### **3.2.7 West of England Friends Housing Society (WEFHS)**

As many Friends know, WEFHS consists of a 30 bed care home at Avenue House and 18 independent flats in Kirwin and Lansdowne Houses close by. The Society is a Community Benefit Society registered with the Financial Conduct Authority and overseen by a Board of Management. One third of the Board are members or attenders of Bristol Quakers. The present chair is Tim Wye.

Avenue House provides a much needed home for a number of people who have arrived at a point in their lives when living in a small community is preferable or necessary to living in their own home. A staff group under the

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manager, Caroline Cooper, is employed to care for and look after all the residents. The quality of care and support is monitored by the national agency the Care Quality Commission (CQC). It is an aim of the Board to maintain a high standard of care, health and hygiene throughout the home. This would not be possible without a dedicated team of staff who take a great pride in what they do and how they do it. To this end much effort is spent in ensuring that staff are appropriately inducted and trained for the tasks they undertake.

The life of residents in Avenue House is governed as much by what they want to do themselves each day as it is by the daily rhythm of the home. There is a regular programme of events and activities provided and also prompted by residents' suggestions; these include poetry sessions provided by volunteers, creative art, music in various forms, in-chair exercises, pamper sessions, talks about a variety of subjects including small zoo animals and more. A group of volunteers provides a weekly shop where residents can purchase much-needed items such as biscuits, sweets, toothpaste etc. On Sundays a half hour Quaker Meeting for Worship is held supported by local Meetings as is a monthly Friday afternoon Meeting. These are important occasions for all residents and help to ensure a Quaker ethos is part of the life of Avenue House.

Maintaining the physical structure of the buildings is as important as maintaining the care of the residents. During 2019 considerable maintenance was carried out to stonework on the three buildings. Following consultation plans are being created to change the front entrance to the building, bringing in more light and making the front hall where residents like to sit more appropriate. We are always interested in Friends becoming new Board members; medical or building/architectural skills and experience are particularly welcome. If you would like to know more about Avenue House and its work, or are interested in volunteering in any capacity, including as a Board member please get in touch with Michael Tuckwell (01275 373062).

#### **3.2.8 Young Friends General Meeting (YFGM)**

The representative attended Young Friends General Meeting in February 2019 and took part in the majority of the sessions for business. The business amongst other things related to the appointment of an accountant for YFGM and the response to Quaker Life's statement on gender critical ideas and groups.

### **3.3 Representation on Other Bodies**

#### **3.3.1 Churches Together for a Greater Bristol**

In 2019 our representative commenced service as the AM representative to CTGB, and as such is automatically a member of its Enabling Group which serves as its executive committee. It is not an easy task for a Quaker as the other members of the Group are very much Christian in a manner unlike our liberal Quaker approach, for instance continually breaking into spontaneous prayer.

CTGB is part of Churches Together in England (CTE), which is well supported by BYM. Since it was re-formed in the 1990s, CTE has included a wide range of churches including Roman Catholics and the Salvation Army. The constitution of CTE includes a clause (which they display prominently on their home page) pointing out Quakers' different, non-credal, approach and our representative has sought to ensure it appears in the constitution of CTGB which is currently being revised. CTE advocates that Churches Together groups encourage, coordinate and facilitate activism rather than undertaking it themselves.

The great number of projects which CTGB supports is impressive. These include accommodating homeless people, serving thousands of meals to school children during holidays, supporting chaplains in prisons, hospitals and universities, mental health issues and opposing racism. Currently there is a well-funded project to involve and support the black-led churches. CTGB is also keen on mission. Although unlike his predecessor, the representative has not made a major contribution to CTGB (other than perhaps over their constitution), the presence of a Quaker is useful and is valued by other members of the Enabling Group, if only because Quakers are the only members not being paid to serve on the Group.

#### **3.3.2 Prison Chaplaincy**

HMP Eastwood Park is a women's prison so it houses all categories of prisoner from those who are sentenced for a few weeks for shoplifting to those who have been convicted of the most serious offences. However the differences are not apparent. Prison is a great leveller and the chaplaincy team and many of the officers try not to consult the notes unnecessarily.

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This year, the Chaplain has continued to spend one day a week working with the chaplaincy team. The multi-faith chaplains are very collegiate and we all contribute to the statutory work no matter what our faith background. All new inductions are seen by one of the chaplains as a kind of welcome and pastoral check in. This may sound strange but it is important that the newcomers realise the Chaplains are there to support all of them at this difficult part of their lives and chaplaincy is not only there to run services/ceremonies/prayers for the religious. Chaplains also go to see people who are at risk of self harm and those who as a result of an internal adjudication, are not allowed to associate.

Chaplains wear a badge with just the word Chaplain on it. If a woman asks the Quaker Chaplain what she believes she will talk explicitly about her Quaker faith and sometimes this has led to having 1-1 meetings for worship in a cell. However, the majority of the women register as non-religious and yet there is frequently a yearning for something spiritual. This is when Quaker language is wonderfully accessible. Everyone can relate to light, a seed, the four pillars of peace, simplicity, truth and equality. Chaplains offer candle lightings for bereavements, anniversaries or sad moments. Here again a simple Quaker prayer often speaks loudly to those outside of or disillusioned with religious tradition.

It has been lovely to participate in a prayer and some silence with my Friday team before the day begins. Rarely are religious differences discussed. There is a togetherness in the desire to bring to the women some of the hope the Chaplains share with each other. Often that just means being alongside.

Half of the Chaplain's time has been taken with running the prison visitor scheme. Prisoners are often many miles from their families and friends and many are street homeless with no close connections. Any of the women can request a prison visitor and we now have twenty seven Prison Visitors, many visiting two women. Quarterly meetings are held with speakers, workshops for difficult situations and support each other in discussion and shared food.

The Chaplain has sometimes felt overwhelmed by the lives and grim histories of the women there. Even more difficult has been working within the restrictions of a prison regime. Sometimes walking to the gate at the beginning of the day, the Chaplain has felt unable to carry on but it has led to her learning to let go and feel a palpable sense of not having to do this alone, of being a channel for the light of the spirit. In a place which can feel very dark, the Chaplain has also experienced wonderful kindness and laughter between prisoners, between staff and, most winningly, between prisoners and officers.

The Chaplain is most grateful for having had this opportunity to practise Quaker ministry and learning so much about the resilience and strength of humans even in the darkness of imprisonment.

#### **3.3.3 Thought for the Day**

BBC Radio Bristol's weekday Breakfast Show includes a daily two minute Thought for the Day in which individuals from a variety of faith backgrounds reflect on spiritual aspects of news items included in that morning's broadcast. One member of this AM has been offering his thoughts occasionally since 2005. The topics he considered during 2019 included the part played by unpaid carers in making our society work, positive changes in attitudes towards recycling, the importance of recognising the contribution of Black people to British History and Quaker attitudes to Christmas.

#### **3.3.4 University Chaplaincy, University of the West of England (UWE)**

The multi-faith Chaplaincy at UWE offers students and staff places for prayer and worship, space for private reflection, opportunities to meet others, and advice on spiritual and ethical concerns. The representative on the Chaplaincy team visits the University every week during term time, where he leads a small group in silent worship. He has also taken part in meetings of the University's Faith Advisory Board and volunteered at a faith and spirituality stand at the Fresher's Fair held in September.

#### **3.3.5 University Chaplaincy, University of Bristol**

The Multifaith Chaplaincy at the University of Bristol welcomes all staff and students at the university, regardless of their beliefs. In this spirit, our faith representative invites everyone to explore Quaker spirituality, whether from a religious or non-theist background. Silent worship is held weekly throughout the year. Once a month, the group joins with others in ecumenical prayer. Regular worshippers can keep in touch at other times via a shared email group, which is a valuable means of maintaining fellowship. During the year, the representative attended a

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Chaplain's retreat at Woodbrooke. This was an opportunity to learn about sharing Quakerly stillness and simplicity in a busy, complex world.

**3.4 Activities and Projects**

**3.4.1 Camp**

This year as usual the Area Meeting Camp took place for a week in August, this year at a seaside site in Dorset. About seventy people attended of all ages, and we spent the week living as a community, the main activities being talking, cooking, eating, playing, walking, swimming in the sea, and enjoying the outdoors. All went well until the final evening when very high winds took its toll on some of the tents – but nevertheless plans are afoot for next year.

**3.4.2 Horfield Memory Cafe**

Aware of the growing problem of isolation and loneliness in society, especially amongst older people, a social café was established at Horfield on Friday afternoons, with the aim of building stronger and more direct connections with people who live in that part of Bristol. The preparation for and initial six months' operation of the project were supported by a grant of £4,000 from the Retreat York Benevolent Fund.

A team of volunteers have been recruited from throughout the Area Meeting. Their training and induction has included dementia awareness sessions. Their role is to welcome visitors, prepare and serve refreshments and join in the afternoon's activities. These activities include quizzes, gentle exercise, music, poetry, story-telling and talks on specific subjects relevant to the people who come to the café. The café has been successful in attracting a core group of local people who attend regularly and who gain real benefits from the chance to meet and make friends.

The Retreat York Benevolent Fund grant required the identification of a set of Top Tips for other Meetings considering providing a similar service. These formed the basis for workshops delivered by the Café Coordinator at the October Quaker Life Representative Council and at the national Quaker Mental Health Forum. The hope is that other Quaker Meetings in Britain may choose to follow this example.

**3.4.3 Night Shelter 365 (NS365)**

NS365 is the 365 days a year Night Shelter at Central Bristol Meeting House, run by Caring in Bristol. This year has seen the extension and improvement work substantially completed, which provides much better facilities for the overnight guests in terms of showers, washing machines and improved kitchen facilities. The guests are very appreciative of this. There still remains to be done some snagging items, the building of the garden room and the improvement to the rear garden and front forecourt and this will be done as soon as possible. This has been a very large project which has been taxing in terms of management but it is an achievement of which to be proud.

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#### **4 REPORTS OF LOCAL MEETINGS**

##### **4.1 General**

The provision of public worship is the principal purpose of a Quaker Meeting, and all seven Local Meetings hold worship, based on silent waiting for the leadings of the Spirit, regularly every Sunday morning.

The centrality of the life of our Meeting lies in the meeting for worship held each Sunday.

Ministry is often given in the deep gathered silence which is usually present in our Meetings for Worship.

Some meetings also hold a short midweek meeting for worship and one holds an early meeting followed by breakfast every two weeks. Friends also support the weekly meeting on Sunday mornings and on a Friday afternoon once a month at Avenue House, the Quaker residential community for the elderly in Cotham. All but one of our local meetings hold children's classes, although not all hold them every week. Meetings vary in their arrangements for the regular reading from Advices & Queries.

There has been an encouraging number of convincements (acceptances into membership) and transfers in from other areas.

Each of our local meetings reports annually to Area Meeting and the reports are also printed in our Area Meeting Newsletter. They are all worthy of a further read, and so at the risk of making this report too long, all seven reports are set out in full, as witness to the full and varied life of our local meetings, which are the beating heart of Bristol Area Quaker Meeting.

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#### 4.2 Bedminster Quaker Local Meeting

Overall, Bedminster Meeting seems to be healthy, as a community and in the expanded use of our premises. We have put some structures in place which are helping with this growth. However, in 2019 we struggled to fill some roles.

**Life of the Meeting:** Throughout the year, Bedminster Meeting has met regularly on Sunday mornings including all-age worship on three occasions. We held eleven business meetings. We have an active children's meeting with planned activities twice a month; and a young people's group that continues to meet once a month for an evening with shared food, discussion and activities. In 2019, a wide spectrum of newcomers has joined us, some new to Quakers and some from other meetings. In October, we were delighted to welcome Miranda Cole into membership.

Each month, parts of Quaker Faith & Practice have been read during our Sunday worship. We have arranged talks and discussions after meeting on fourth Sundays; and we have offered our Introducing Quakers sessions on third Sundays. In the spring, a number of Friends met to discuss the book Quaker Renewal.

We continue to have shared lunches on one or two Sundays each month and we have worked together on gardening and decorating tasks. In the summer, we had an outing to Chew Valley Lake and in December enjoyed home-grown entertainment at our annual social event. We continue to publish Bedminster News, our bi-monthly internal newsletter, and keep Friends in touch by email news in between.

Our Elders and Overseers have again worked hard on our behalf, though we have had difficulty finding enough Friends to fill these and some other roles. Where possible, we have tried to share responsibilities more widely in the meeting. Some Bedminster Friends have been in poor health and the Meeting has worked together to give support.

Many Bedminster Friends also held Area Meeting and national Quaker responsibilities. In July, we hosted Area Meeting and a Kindlers Workshop on Vocal Ministry.

**Outreach:** We have regular diary items in the local free newspaper South Bristol Voice with short accompanying articles in two editions. We also publicised the meeting house on Diverse Doors weekend in February, though had very few visitors on the day. Our annual table at the Victoria Park Festival led to a steady stream of useful conversations.

**Premises:** We have refurbished the office space, and created new cupboard space for the meeting and for hirers. After much negotiation, we agreed long-term contracts with Soundwell Music Therapy Trust first for use of the storage room and then a second for use of the office. Overall there has been an increase in hiring of the premises. In response to this we have started benefiting from the paid services of a bookings administrator and a more streamlined bookings system.

**Finances and donations:** We find it useful to split our accounts between property activities and meeting activities, and in both areas our 2019 expenditure has approximately balanced income. During the year, we switched to using the Area Meeting bank account and services of the AM Treasurer team for our transactions. In addition to organising our contributions to Quaker funds, we have collected around £1,500 on Sundays for good causes, and children's meeting held a Fairtrade stall. We collected food and other goods for Bristol Refugee Rights.

Sustainability continues to be a theme at Bedminster. Options have been explored for making more of our solar PV panels and a thermal survey of the building has been carried out. Our gardens and woodland are managed with wildlife in mind. In November, all Friends in the meeting were invited by our young Friends to a conversation, the first of several opportunities to share our feelings and personal actions around the climate and ecological crises. These discussions led to setting up a small sustainability planning group. We now have a box of reading materials on sustainability topics that continues to be made available every Sunday, and more activities are intended.

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#### 4.3 Central Bristol Local Quaker Meeting

We continue to seek the light as a small but vibrant Meeting and, due to our location, try to be a beacon of Quaker presence in the city centre welcoming those of all faiths and none. We are well served by our Wardens- Charles and Faustina, and try to live adventurously in welcoming others into our space.

Worshipping Community: Our Meeting for Worship on Sundays tends to be attended by between 18 and 25 people, and our smaller and slightly shorter Wednesday early evening Meeting by 6-8 people. We continue to have a couple of children of members of the meeting present on third Sundays when we have our planned Children's Meeting and also our monthly Shared Lunch.

We have been pleased to welcome visitors from a number of other Meetings, both members and attenders within the UK and from further afield, and people interested in finding out more about Friends as a worshipping community. We have also seen a gradual and pleasing number of people return and have become a little younger on average- although we are also individually all older!

**Outreach and Inreach:** Some Friends have continued to work on building the life of the Meeting, running discussion groups and linking up to make connections and reflect on issues of importance. A number of Friends serve on various committees and in roles for Area Meeting or at other levels while others serve in other ways. The Meeting House continues to be extensively used by all sorts of groups, many of which have a community well-being purpose and some which are more commercial. We continue to try to balance making the building available to serve our testimonies and charitable purposes and offset some of the costs of this to aid sustainability.

**The Big Change:** Central Bristol has worked in partnership with two local charities: Caring in Bristol (CiB) and Feed the Homeless (FTH) for the last three years, and the Meeting House is used as an all year overnight shelter for up to eighteen overnight sleepers managed by CiB, and as a base for loading trollies to feed the homeless on the streets twice a week by FTH.

This year, thanks to the great generosity of many donors, some wonderful sponsors, other Local Meetings, together with the efforts of many Friends, saw the creation of new facilities to support AM's work to alleviate homelessness locally.

An extension to the Meeting House has turned a former fire escape passageway, and part of the front car park into useable space, creating stores for bedding, furniture and catering supplies, a catering quality galley kitchen, showers, and a mini-laundry space as well as a Warden's Office to increase capacity at the Meeting House for overnight sleepers and to enhance facilities for the guests. The next phase of the building work to create a small group/counselling room that the NHS touring doctor could also use with the Homeless is also in development.

Being a building site for much of the year presented a number of challenges for Friends, Wardens and Meeting House users, but we stayed open and the Night Shelter operated during the entire process. Area Meeting, Trustees, and those involved with the building – and its Friends and supporters from the wider community were generous in their willingness to accept changed circumstances while the new facilities were put in place, and demonstrated great compassion and empathy, aligning entirely with the value of adding the new elements. It was a demanding but deeply moving year.

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#### 4.4 Frenchay Local Quaker Meeting

Meeting for Worship has been held weekly, with an average attendance of 22 per meeting, consisting of 11 Friends, 7 attenders, 2 children and 2 visitors. A concurrent Children's Meeting has been held twice a month except in school holidays. There are regularly 5 children, who also like to help with refreshments, including occasional cooking, and they have helped with the garden, weeding, planting and sweeping leaves. Seven Friends have enhanced DBD certificates and work with the children.

We have had 4 or 5 new attenders and welcomed long-term attenders, Jonathan Haggett and Frith Trezevant, into membership, and Julia Kemp transferring in. Overseers and Elders held a supper and informal question time for newcomers at a Friend's house. Sadly our well-known Friend Ann Lester died in May, and several Friends have become too frail to attend Meeting. We were delighted to host Jonathan and Monica's wedding in June, and attend the reception and music-making on the common and in the village hall.

Extracts from Quaker Faith and Practice have been read every month. A Local meeting for Business has been held every month except August. Our monthly discussion group finished Harvey Gillman's book Words in July and decided to move onto Sustainability later in the year, varying the times to maximise the chance of a wider group of people coming. We had a shared lunch most months and a women's supper was arranged every two months.

On the 4th Sundays Elders arranged a short Meeting for Learning after Meeting with a talk on a Quaker subject and opportunity for questions. This has improved our understanding of the less obvious Quaker work. We continued to have bi-monthly collections for charities, alternating Quaker and non-Quaker ones. We also kept up our collection of food, toiletries and other things as required, for Refugee Rights to distribute.

**Social Gatherings:** Our New Year party had to be postponed owing to bad weather and was eventually held in August, when Roger Angerson took about 20 Friends on a walk pointing out the many Quaker historic connections in Frenchay, followed by games in the garden and tea. In March Donald Fairgrieve gave Frenchay and some Area Meeting Friends an interesting talk on the composer Edward Elgar.

Seven Frenchay Friends, together with four Bedminster Friends, visited the 1652 Country from 29th April to 3rd May, organised by Roger. They found it an inspiring visit and enjoyed the mix of Friends from other meetings both here and in Cumbria. Visits included meetings for Worship in Brigflatts and Swarthmoor meeting houses; Fir Bank Fell and Fox's Pulpit; The Quaker Tapestry; Sunbrick Burial Ground and Swarthmoor Hall. It was found to be informative and enlightening on the beginning of Quakerism.

**Hirings and Outreach:** We continue to have a variety of regular hirers and some one-off events. We held a much appreciated tea for a local Contact the Elderly group in September with music provided by Jenny Griffin and her quartet. We opened as usual for a Sunday afternoon Heritage Open Day but for the first time no-one came, probably owing to a change in organising body and poor advertising of religious buildings. Our most effective outreach event was the Frenchay Flower Show. About 5,000 attended the event on the common opposite and many came into the meeting house for the flower arrangements, photography exhibition, model railway and to see the garden.

**Maintenance and Surveys:** We purchased new seat pads which make sitting on the benches more comfortable and we hope they may last as long as the old ones. Volunteers gave the panelling a spring clean. The upright gravestones were re-seated as they had begun to fall over, and a new pond was made in the extended garden with a gate for children's safety, and a new hedge planted.

In August we had a major survey with a view to reducing our building's carbon footprint, and arranged for a further one on its heat loss. When we know what we are allowed to do on our listed building, we can plan the work and decide what parameters to measure over time. We have begun our discussion meetings on sustainability with a brainstorming session.

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#### 4.5 Horfield Local Quaker Meeting

Meeting for Worship at Horfield has been held every Sunday through the year. We have welcomed visitors from other Quaker meetings as well as enquirers coming to their first Quaker Meeting for Worship.

We hold our Local Meeting for Church Affairs on the first Sunday of the month. Shared lunch, often with a talk or discussion, is on the second Sunday, and Afterword, when discussion and reflection on ministry can take place, is on the third Sunday. Coffee and tea are served after every Meeting, providing further informal opportunities for discussion and getting to know one another.

Nurturing the Spiritual life of the Meeting: Elders have regularly read from Advices and Queries towards the beginning of Meeting for Worship, to encourage reflection and possible further ministry. Elders have set up a new series of informal evening gatherings, at which someone in the meeting describes his or her personal spiritual life journey, with opportunities for questions and discussion.

Our Eldership team has met regularly throughout the year, and there have also been two joint meetings between Elders and Overseers. Horfield Quakers have taken part in Meetings for Worship at Avenue House Care Home, and Friends have also helped to run the shop there.

However, there has been considerable turnover in our Eldership and Oversight teams during the year. Two Elders stood down in June and fortunately Area Meeting was able to appoint two replacements quickly. One of our serving Elders reached the end of her six-year period of service and we also lost the services of two Overseers. As a result, we end 2019 with only three Elders and one Overseer.

Social events during the year included a walk through bluebell woods to Wells, a visit to an exhibition of exquisite botanical paintings, some of which were by an attendee at our meeting, lunches in local cafes and trips to see plays.

**Children:** Children's Meeting takes place on the second and fourth Sundays of each month. Two of the themes have been:

- The lives of well known Quakers. This included the creation of a board game based on questions about Quakerism and famous Quakers such as John Woolman and Elizabeth Fry.
- Things that make us happy. The children made posters about all the things they are thankful for.

The Portal Youth Theatre, made up of children and young people known to Horfield and other local Quaker meetings and their friends, has continued to thrive. During 2019 they devised and performed three plays in a day as well as the now-traditional alternative nativity play.

**Local Outreach:** The Meeting House continued to serve the local area by being hired by community groups on most days. On two occasions in the run up to Remembrance Sunday we offered white peace poppies to passers-by on Gloucester Road.

**Meetings for Church Affairs:** Local Meetings for Church Affairs were held every month except April, August and December. We have continued the practice of the Elder on duty taking responsibility for supporting the right holding of local business meetings, and our business meetings continue to be well supported and well disciplined. We sent representatives to all the Area Meetings held in 2019, and other Horfield Friends were encouraged to attend.

**Finances:** Our Treasurer reported on Horfield meetings's finances to the meeting for Church Affairs twice during the year, in February and September. Economic austerity and uncertainty reduced our income from hiring rooms. However, we were still able to make some small improvements to the Meeting House during 2019, and also to contribute £7,000 towards the NS365 project at Central Bristol Meeting House.

**Our Witness to Sustainability:** Following Bristol Area Meeting's day conference on climate emergency in October, we met to identify further ways of deepening our witness to sustainability. Amongst the suggestions

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were to:

- examine our personal investment and pension arrangements in relation to fossil fuels and other major sources of pollution;
- look critically at the foods we eat to arrive at a more environmentally-friendly diet;
- share our individual actions through a notice board in our Meeting House;
- support the Extinction Rebellion movement; and
- ensure an all-age approach through contact with Young Friends.

We see these suggestions as part of an on-going project for our meeting.

#### **Deaths of Friends in 2019**

Towards the end of the year we were saddened by the deaths of two long-standing Friends. John Max Greenwood died on 12 October aged 87. He was living in Avenue House having recently returned to Bristol. His burial took place at Memorial Woodlands, near Thornbury, on 5 November with a Memorial Meeting held at our Meeting House on 1 December. Max served the Society in many capacities, including six years as Clerk to Horfield Meeting. We collaborated with Devizes Local Meeting to produce a Memorial Minute, agreed at our first Local Meeting for Church affairs in 2020.

Margaret Hodson died on 25 December aged 89. Her funeral at South Bristol Cemetery was held on 28 January 2020. Margaret championed many causes led by her Quaker faith. In particular she campaigned for nuclear disarmament and for the abolition of torture.

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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#### 4.6 Portishead Local Quaker Meeting

Meetings for Worship were held on every Sunday in 2019. There were two evening Meetings for Worship held in the home of a Friend. We continue to use Advices and Queries on an ad hoc basis and have regular readings from Quaker Faith and Practice. Afterword is invited at each Meeting even if no spoken ministry has been shared.

We had six bi-monthly Meetings for Worship for Church Affairs this year. There were some shared lunches. We held a few study sessions of Quaker Faith and Practice earlier in the year and sessions were hosted by Friends in their homes. During the second half of the year we focused on Sustainability.

Our Knit for Peace group continues and again we sent off two parcels of knitted items this year for distribution in war affected areas of the world. We continue to support the Julian Trust Night Shelter by sending clothing and toiletries, especially at Christmas time.

Our Clerk represents us at the Churches Together Portishead Group (CTP). Our Clerk took part in some Christmas Assemblies at Gordano School led by the CTP and also in the Make a Lunch initiative which deals with Food Poverty. Some Friends attended Tent Theology events organised by CTP. We supported the setting up of Fairtrade Portishead and two local Friends serve on the steering group. We further support this initiative by allowing use of our Hall for their meetings. We send representatives to QPSW group and Area Meeting Archive and Library Committee when we can. We have supported the planning of two events (in Portishead and Pill) to mark Holocaust Memorial Day 2020. At an individual level many local Friends are involved in a range of Community activities and groups.

We held two Sustainability conversations after Meeting for Worship (24th November and 8th December 2019) where we considered what personal and community actions we could take. We have set aside part of the burial ground for Rewilding as per the Blue Heart Campaign. Area Meeting has approved the installation of Solar PV Panels to the roof of our Hall and these are to be arranged to serve both buildings. We continue to use eco-friendly cleaning products. We are pleased with the new and efficient electric heating system that was installed in the Meeting House and Hall earlier in the year.

We were pleased to welcome some new attenders to Meeting for Worship. Two long term attenders moved out of the area and are greatly missed. We note with sadness that Greg Latham died on 16th of December. His funeral took place on January 9th 2020 at Westerleigh Crematorium. Later, Greg's wife Chris and his family, as well as Friends and colleagues shared memories about Greg. We heard about his achievements as a skilled Woodcarver. We remember with gratitude how he used his skills and craftsmanship voluntarily in and around the Meeting House when needed. A remarkable man!

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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(CONTINUED)

#### 4.7 Redland Local Quaker Meeting

Regular provision of public worship: Meetings for worship were held every Sunday at 11am and on the first and third Sundays of each month at 8.30am. The 11am Meeting included a linked Children's Meeting, except during the Summer holiday period. Elders with Oversight and the Children's and Young People's team worked closely together and three All-Age Worship Meetings, led by the children, were highlights of our worshipping year. As well as drawing different generations together, the Meeting has provided some age-differentiated activities, including a creche for under-fives, teenager sessions and monthly social lunches for Young Adult Friends. Our aim has been to welcome everyone into our Quaker worship, including parents and children. We have also helped to support worship at Avenue House and at the University of Bristol's Multi-Faith Chaplaincy.

Other regular activities of the Meeting: Seven Sharing Circles have a particular responsibility for pastoral care within the Meeting. Each has at least one Elder with Oversight. Activities have included social gatherings in members' homes and caring for each other at an individual level, as well as service on the weekly tea/coffee rota. Shared lunches on the second Sunday of each month draw Friends together from across the Meeting. Monthly Meetings for Learning have addressed a wide range of issues in the hour before Sunday worship, and monthly Singing before Worship has also opened our hearts and minds.

Study Groups this year included a Quaker Poetry Group and a Becoming Friends course for new attenders and other Friends wishing to explore their faith more deeply. Quaker Film Club met ten times at Redland Meeting House in 2019, enjoying a wide variety of films followed by shared meals and stimulating discussions.

Children's activities during 2019 have benefited from the arrival of the regional youth work project worker, as well as from the talents and energy of Redland parents. Off-site activities included visits by some young people to Friends House as well as local expeditions to Claverham and to Amberley. The theme of fairness was explored by Quaker children during the autumn and in December they helped to organise an Amnesty International card-writing session, with home-made bunting and plenty of cake.

**Representation on Quaker and other bodies:** During 2019 Redland Friends have continued to play a major role in the worshipping life and the business of Bristol Area Meeting. We contributed to two Area Meeting day conferences and helped to organise the 2019 Quaker Peace Lecture. Our Local Meeting benefits greatly from the knowledge and understanding which this service brings. Redland Friends have also served on national and international Quaker committees and projects.

The Meeting assists the work of Avenue House and is an active member of Churches Together in Clifton, Cotham and Redland. We are well-represented within local environmental groups, with two Extinction Rebellion affinity groups rooted in our Meeting, and have supported Cotham and Redland Welcome in preparing for the local resettlement of a Syrian refugee family.

**Membership and Attendance:** At the end of 2019 we had 105 members. Our Friends Mary Friend and Brian Hawkins died during 2019. We were pleased to welcome Lee Cottier and the Guillaud family into membership. Attendance at 11am Meeting for Worship has varied between 40-60, including many visitors from other Meetings and local enquirers. Attendance at our monthly Meetings for Business has usually been 20-25 Friends.

We would like to find ways of involving a larger proportion of our membership in collective discernment and practical decision-making. During this year important financial decisions have been made, including agreement to centralise our book-keeping and to pool a major part of our budget at Area Meeting level. These matters have received careful attention from those Friends who attended Business Meetings, and relevant issues have been more widely shared through Newsletters and the circulation of Local Meeting minutes.

**Significant events during the year:** In January Woodbrooke-on-the-Road organised a second learning session for Redland's Elders with Oversight. In May the Quaker Family History Society met at Redland, with major input from Redland speakers. In September we hosted a weekend residential visit from the Quaker World Relations Committee, including a shared supper and an open meeting on international Quakerism. Speakers included Benard Agona, leader of Turning the Tide peace work in East Africa.

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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#### (CONTINUED)

Earlier in the year a Friends's extended visit to Rwanda provided an excellent learning opportunity for Redland Meeting. We were also fortunate to receive visits from Zakhele, a lively South African performance group, and from John Muhanji, another distinguished Kenyan Quaker. Building relationships with children within our Meetings was the theme of a BYM workshop at Redland in October.

**Reaching out to the surrounding community:** In December 2018 Redland Meeting discerned future directions for the development of our Meeting and our Meeting House. During 2019 we have endeavoured to act on these priorities. Our warden has helped us to expand the wide range of socially useful groups which use space at our Meeting House, and we have shared this information within our Meeting. We have also refined our policy on supporting particular groups closely aligned to our Quaker purposes. Our Meeting has organised or hosted a number of events which opened up our Meeting House to members of the public. Extinction Rebellion organised a public lecture and nonviolent direct action training at the Meeting House, as well as a fund-raising ceilidh.

Discussion of the situation in Israel/Palestine continued through a five-week Kairos course, and also through two events exploring Jewish perspectives in greater depth. We were pleased to be joined by members of local synagogues at a film-show and discussion led by speakers from Salaam/Shalom, and at an evening of personal reflection led by a Jewish Quaker supporter of Palestinian human rights. Members of our Meeting continue to be closely involved in Bristol's annual Holocaust Memorial Commemoration.

As a Sanctuary Meeting, we continue to support refugees in various ways and have decided to hold an annual Sanctuary Everywhere gathering at Redland Meeting House. We also made a collective decision to lay a white poppy wreath at Bristol cenotaph, and achieved this in November 2019 after interesting discussions with organisers of the civic ceremony. Our Meeting has made financial decisions which reflect our Quaker commitment to healing the world. We donated £10,000 to the redevelopment of Central Bristol Meeting House as a night-shelter for homeless people, and £5,000 to the national Quaker refugee programme, Sanctuary Everywhere. An Appeal every Sunday gave Friends the opportunity to learn about and support local, national and international work to make the world a better place.

**Actions on sustainability:** Redland Meeting House has worked over the years to reduce its carbon footprint, including the installation of solar panels and good roof insulation. In October 2019 we decided to get quotations for installing double or triple glazing for the side windows. This would be a major expense.

During 2019 Redland Meeting has developed an ongoing conversation about our personal and communal responses to environmental crisis. Hopes and fears have been powerfully expressed in ministry during Meeting for Worship, as well as through Meetings for Learning and participation in the October AM day conference on Quaker responses to climate crisis. We have used talking walls to broaden the Meeting's involvement. Climate crisis has been a deep concern for some of the Redland children, and has been explored through youth work project activities as well as through Children's Meeting and a Friends House visit to hear and meet Greta Thunberg.

## **BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019**

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**(CONTINUED)**

#### **4.8 Thornbury Local Quaker Meeting**

Thornbury Meeting continues to meet at The Chantry every Sunday morning with attendances of some 15 to 20 Friends. We are a small but friendly and supportive group. We have had a year of varied experiences. We were saddened to lose one of our much loved members, Ben Barman, but happy to have two attenders apply for membership.

We had two outreach events during the year. We printed some leaflets and distributed them to all the new houses in Thornbury, but were disappointed that there was no immediate response. But, secondly, we advertised a special meeting for worship on a Sunday morning. We gave an explanation of the manner of Quaker worship, which was followed by a period of stillness for half an hour. Three Friends then spoke of how and why they came to Friends. We were delighted to have eight enquirers, of whom three have become regular attenders.

We have a regular monthly shared lunch and a three-weekly midweek meeting at a member's home, both of which help to enrich our life together. A house group was held during the summer months studying Quaker Faith and Practice.

Advices and Queries are frequently used during meeting for worship, and we usually pause afterwards for Afterword and Concerns. We are members of Thornbury Churches Together.

We encourage the committee of The Chantry in its efforts to reduce its carbon footprint, and we endeavour to support our town in its work towards sustainability. We are conscious of our own use of non-renewable resources.

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

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#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**Cathy Nile (Clerk)**

Date: 2 July 2020

## **BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

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#### **OPINION**

We have audited the financial statements of Bristol Area Meeting of the Religious Society of Friends (Quakers) (the 'charity') for the year ended 31 December 2019 which comprise the Statement of financial activities, the balance sheet, the statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### **BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **CONCLUSIONS RELATING TO GOING CONCERN**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) (CONTINUED)**

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#### **OTHER INFORMATION**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

#### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) (CONTINUED)**

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**AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditors' report.

**USE OF OUR REPORT**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



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**Bishop Fleming LLP**  
Chartered Accountants  
Statutory Auditors  
16 Queen Square  
Bristol  
BS1 4NT

Date: 17/7/2020

Bishop Fleming LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

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BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2019

|                                    | Note | Unrestricted funds<br>Year ended<br>31 December<br>2019<br>£ | Restricted funds<br>Year ended<br>31 December<br>2019<br>£ | Endowment funds<br>Year ended<br>31 December<br>2019<br>£ | Total funds<br>Year ended<br>31 December<br>2019<br>£ | Total funds<br>Period ended<br>31 December<br>2018<br>£ |
|------------------------------------|------|--|--|---|---|---|
| <b>INCOME AND ENDOWMENTS FROM:</b> |      |  |  |   |   |   |
| Donations and legacies             | 3    | 54,441   | 113,695  | -   | 168,136   | 7,635,415   |
| Charitable activities:             |      |  |  |   |   |   |
| Quaker camp                        |      | 5,389  | -  | -   | 5,389   | 6,358   |
| Friendship weekend                 |      | 4,242  | -  | -   | 4,242   | 7,833   |
| Other charitable activities        |      | 394  | -  | -   | 394   | 63  |
| Letting income                     |      | 118,782  | -  | -   | 118,782   | 121,292   |
| Investments                        | 4    | 12,524   | 5,450  | -   | 17,974  | 13,732  |
| Other income                       | 5    | 8,286  | -  | -   | 8,286   | 8,656   |
| <b>TOTAL INCOME AND ENDOWMENTS</b> |      | <b>204,058</b>   | <b>119,145</b>   | <b>-</b>  | <b>323,203</b>  | <b>7,793,349</b>  |
| <b>EXPENDITURE ON:</b>             |      |  |  |   |   |   |
| Raising funds:                     |      |  |  |   |   |   |
| Investment management              |      | 339  | -  | 3,658   | 3,997   | 3,177   |
| Other raising funds                |      | -  | -  | -   | -   | 131   |
| Charitable activities              |      | 303,112  | 17,158   | -   | 320,270   | 295,580   |
| <b>TOTAL EXPENDITURE</b>           |      | <b>303,451</b>   | <b>17,158</b>  | <b>3,658</b>  | <b>324,267</b>  | <b>298,888</b>  |
| Net gains/(losses) on investments  |      | 7,124  | -  | 94,937  | 102,061   | (35,624)  |
| <b>NET (EXPENDITURE)/INCOME</b>    |      | <b>(92,269)</b>  | <b>101,987</b>   | <b>91,279</b>   | <b>100,997</b>  | <b>7,458,837</b>  |
| Transfers between funds            | 15   | (35,000)   | 75,239   | (40,239)  | -   | -   |
| <b>NET MOVEMENT IN FUNDS</b>       |      | <b>(127,269)</b>   | <b>177,226</b>   | <b>51,040</b>   | <b>100,997</b>  | <b>7,458,837</b>  |

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

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|                                    | <b>Unrestricted<br/>funds</b>              | <b>Restricted<br/>funds</b>                | <b>Endowment<br/>funds</b>                 | <b>Total<br/>funds</b>                     | <b>Total<br/>funds</b>                       |
|------------------------------------|--|--|--|--|--|
|                                    | <b>Year ended<br/>31 December<br/>2019</b> | <b>Year ended<br/>31 December<br/>2019</b> | <b>Year ended<br/>31 December<br/>2019</b> | <b>Year ended<br/>31 December<br/>2019</b> | <b>Period ended<br/>31 December<br/>2018</b> |
|                                    | <b>£</b>                                   | <b>£</b>                                   | <b>£</b>                                   | <b>£</b>                                   | <b>£</b>                                     |
| <b>RECONCILIATION OF FUNDS:</b>    |  |  |  |  |  |
| Total funds brought forward        | <b>419,902</b>                             | <b>116,962</b>                             | <b>6,921,973</b>                           | <b>7,458,837</b>                           | -  |
| Net movement in funds              | <b>(127,269)</b>                           | <b>177,226</b>                             | <b>51,040</b>                              | <b>100,997</b>                             | 7,458,837                                    |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <b>292,633</b>                             | <b>294,188</b>                             | <b>6,973,013</b>                           | <b>7,559,834</b>                           | <b>7,458,837</b>                             |

The notes on pages 32 to 49 form part of these financial statements.

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

BALANCE SHEET  
AS AT 31 DECEMBER 2019

|  | Note | 2019<br>£               | 2018<br>£               |
|--|------|-------------------------|-------------------------|
| <b>FIXED ASSETS</b>                            |      |                         |                         |
| Tangible assets                                | 10   | 6,688,588               | 6,349,761               |
| Investments                                    | 11   | 685,597                 | 637,065                 |
|  |      | <u>7,374,185</u>        | <u>6,986,826</u>        |
| <b>CURRENT ASSETS</b>                          |      |                         |                         |
| Debtors  | 12   | 10,546                  | 5,448                   |
| Cash at bank and in hand                       |      | 294,418                 | 497,028                 |
|  |      | <u>304,964</u>          | <u>502,476</u>          |
| Creditors: amounts falling due within one year | 13   | (119,315)               | (30,465)                |
|  |      | <u>185,649</u>          | <u>472,011</u>          |
| <b>NET CURRENT ASSETS</b>                      |      |                         | 472,011                 |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>   |      | <u>7,559,834</u>        | <u>7,458,837</u>        |
| <b>TOTAL NET ASSETS</b>                        |      | <u><u>7,559,834</u></u> | <u><u>7,458,837</u></u> |
| <b>CHARITY FUNDS</b>                           |      |                         |                         |
| Endowment funds                                | 15   | 6,973,013               | 6,921,973               |
| Restricted funds                               | 15   | 294,188                 | 116,962                 |
| Unrestricted funds                             | 15   | 292,633                 | 419,902                 |
|  |      | <u>7,559,834</u>        | <u>7,458,837</u>        |
| <b>TOTAL FUNDS</b>                             |      | <u><u>7,559,834</u></u> | <u><u>7,458,837</u></u> |

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Catherine M Nile*

Cathy Nile (Clerk)

*Paul Whitehouse*

Paul Whitehouse (AM Treasurer)

Date: 2 July 2020

The notes on pages 32 to 49 form part of these financial statements.

## **BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019**

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#### **1. GENERAL INFORMATION**

Bristol Area Meeting of the Religious Society of Friends (Quakers) is a charitable incorporated organisation registered on 30 October 2017. The registered office is Quaker Meeting House, 300 Gloucester Road, Horfield, Bristol, BS7 8PD.

#### **2. ACCOUNTING POLICIES**

##### **2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity has elected to apply all amendments to FRS 102, as set out in the Financial Reporting Council's triennial review published in December 2017, and included in Update Bulletin 2 to the Charities SORP (FRS 102), prior to mandatory adoption for accounting periods beginning on or after 1 January 2019.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Bristol Area Meeting of the Religious Society of Friends (Quakers) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### **2.2 CONSOLIDATION**

The financial statements have been prepared in accordance with a Uniting Direction issued by the Charity Commission dated 25 July 2012. The Commissioners directed that the charities named in the Trustees' Report shall be treated as forming part of the charity called The Bristol Area Quaker Meeting Charities for the purposes of Part 4 and Part 8 of the Charities Act 2011. As noted above, The Bristol Area Quaker Meeting Charities transferred all assets and liabilities to this charity and the Uniting Direction was amended to refer to this charity instead.

All the named charities were laid down in the course of the current period or the last period of The Bristol Area Quaker Meeting Charities and became endowments and/or restricted funds within the main charity. They are aggregated in the Statement of Financial Activities and on the face of the Balance Sheet, with note 16 detailing individual fund balances and analysing the assets and liabilities between each fund.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2. ACCOUNTING POLICIES (continued)**

**2.3 GOING CONCERN**

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The Trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

The Trustees continue to monitor the impact that Covid-19 is having on operations and are taking actions to minimise their effect on the long-term reserves of the charity. Under all the scenarios reviewed, the charity has sufficient reserves to enable it to continue as a going concern for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**2.4 INCOME**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

**Lettings**

Income from lettings is accounted for on a receivable basis.

**Voluntary income**

Donations, grants and legacies are accounted for when receivable by the Charity. Legacies are regarded as receivable when an amount due has been confirmed in writing by the executor.

**Endowment fund income**

Endowment fund income is either restricted or unrestricted.

**Other income**

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.5 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefits to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

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**2. ACCOUNTING POLICIES (continued)**

**2.5 EXPENDITURE (CONTINUED)**

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

**2.6 INTEREST RECEIVABLE**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

The Freehold Properties carried in the accounts consist of Meeting Houses and Burial Grounds and the title deeds are held in the name of Friends Trust Limited. These properties have been transferred from another charity as outlined in Note 2.1. Historical costs were not known and the carrying values were based on reinstatement values for insurance purposes which were considered to represent deemed cost.

Other tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

|           |   |                         |
|-----------|---|-------------------------|
| Equipment | - | 20% straight line basis |
|-----------|---|-------------------------|

No depreciation is provided on freehold properties on the basis that this is immaterial due to the high residual value of the properties, as they are maintained in a continual state of repair.

**2.8 INVESTMENTS**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the statement of financial activities.

**2.9 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2. ACCOUNTING POLICIES (continued)**

**2.10 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.11 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

**2.12 FINANCIAL INSTRUMENTS**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.13 PENSIONS**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.14 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

3. INCOME FROM DONATIONS AND LEGACIES

|            | Unrestricted funds<br>Year ended<br>31<br>December<br>2019<br>£ | Restricted funds<br>Year ended<br>31<br>December<br>2019<br>£ | Endowment funds<br>Year ended<br>31<br>December<br>2019<br>£ | Total funds<br>Year ended<br>31<br>December<br>2019<br>£ | Total funds<br>Period ended<br>31<br>December<br>2018<br>£ |
|------------|---|---|--|--|--|
| Donations  | 54,441  | 113,695   | -  | <b>168,136</b>   | 7,615,415  |
| Legacies   | -   | -   | -  | -  | 20,000   |
|            | <u>54,441</u>   | <u>113,695</u>  | <u>-</u>   | <u><b>168,136</b></u>                                    | <u>7,635,415</u>   |
| TOTAL 2018 | <u>549,614</u>  | <u>132,260</u>  | <u>6,953,541</u>   | <u>7,635,415</u>   |  |

4. INVESTMENT INCOME

|                         | Unrestricted funds<br>Year ended<br>31<br>December<br>2019<br>£ | Restricted funds<br>Year ended<br>31<br>December<br>2019<br>£ | Total funds<br>Year ended<br>31<br>December<br>2019<br>£ | Total funds<br>Period ended<br>31<br>December<br>2018<br>£ |
|-------------------------|---|---|--|--|
| Income from investments |   | 11,249  | <b>16,202</b>  | 12,817   |
| Bank interest           |   | 1,275   | <b>1,772</b>   | 915  |
|                         |   | <u>12,524</u>   | <u><b>17,974</b></u>                                     | <u>13,732</u>  |
| TOTAL 2018              |   | <u>10,470</u>   | <u>13,732</u>  |  |

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

5. OTHER INCOMING RESOURCES

|                  | Unrestricted<br>funds<br>Year ended<br>31<br>December<br>2019<br>£ | Total<br>funds<br>Year ended<br>31<br>December<br>2019<br>£ | Total<br>funds<br>Period ended<br>31<br>December<br>2018<br>£ |
|------------------|--|---|---|
| Feed-In Tariff   | 8,286  | <b>8,286</b>  | 4,296   |
| Insurance claims | -  | -   | 4,360   |
|                  | <u>8,286</u>   | <u><b>8,286</b></u>   | <u>8,656</u>  |
| TOTAL 2018       | <u>8,656</u>   | <u><b>8,656</b></u>   |   |

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

|                   | Activities<br>undertaken<br>directly<br>Year ended<br>31<br>December<br>2019<br>£ | Grant<br>funding of<br>activities<br>Year ended<br>31<br>December<br>2019<br>£ | Total<br>funds<br>Year ended<br>31<br>December<br>2019<br>£ | Total<br>funds<br>Period ended<br>31<br>December<br>2018<br>£ |
|-------------------|---|--|---|---|
| Quaker activities | <u>310,419</u>  | <u>9,851</u>   | <u><b>320,270</b></u>                                       | <u>295,580</u>  |
| TOTAL 2018        | <u>290,572</u>  | <u>5,008</u>   | <u>295,580</u>  |   |

**BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**Analysis of direct costs**

|                                    | <b>Total<br/>funds<br/>Year ended<br/>31<br/>December<br/>2019<br/>£</b> | <b>Total<br/>funds<br/>Period ended<br/>31<br/>December<br/>2018<br/>£</b> |
|------------------------------------|--|--|
| Staff costs                        | <b>81,850</b>  | 78,915   |
| Advertising/promotional            | <b>1,445</b>   | 1,537  |
| Bank charges                       | <b>310</b>   | 257  |
| Cleaning                           | <b>424</b>   | 3,874  |
| Construction costs                 | <b>1,230</b>   | 11,529   |
| Energy                             | <b>13,394</b>  | 18,907   |
| Gardening                          | <b>3,068</b>   | 1,812  |
| Hospitality                        | <b>11,859</b>  | 635  |
| Insurances                         | <b>7,758</b>   | 6,761  |
| Interest payable                   | -  | 1  |
| Ministry/library                   | <b>8,568</b>   | 17,615   |
| Other meetings donations           | <b>13,050</b>  | 1,875  |
| Other professional services        | <b>7,971</b>   | 10,451   |
| Property improvements/maintenance  | <b>102,145</b>   | 103,782  |
| Staff housing costs                | <b>5,834</b>   | 5,853  |
| Waste disposal, water and sewerage | <b>3,781</b>   | 3,704  |
| Youth worker                       | <b>7,171</b>   | 617  |
| Disposal proceeds                  | -  | (300)  |
| Rent                               | <b>2,070</b>   | 1,231  |
| Depreciation                       | <b>9,993</b>   | 265  |
| Office and other costs             | <b>19,498</b>  | 12,251   |
| Audit and accounting fees          | <b>9,000</b>   | 9,000  |
|                                    | <b>310,419</b>   | 290,572  |

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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#### 7. AUDITORS' REMUNERATION

|   | Year ended<br>31<br>December<br>2019<br>£ | Period ended<br>31<br>December<br>2018<br>£ |
|---|---|---|
| Fees payable to the charity's auditor for the audit of the charity's annual accounts  | 5,000                                     | 5,000                                       |
| Fees payable to the charity's auditor in respect of:<br>Accounts preparation services | 4,000                                     | 4,000                                       |
|   | <u>          </u>                         | <u>          </u>                           |

#### 8. STAFF COSTS

|  | Year ended<br>31<br>December<br>2019<br>£ | Period ended<br>31<br>December<br>2018<br>£ |
|--|---|---|
| Wages and salaries                                   | 78,929                                    | 76,182                                      |
| Contribution to defined contribution pension schemes | 2,921                                     | 2,733                                       |
|  | <u>          </u>                         | <u>          </u>                           |
|  | <u>81,850</u>                             | <u>78,915</u>                               |

The average number of persons employed by the charity during the year was as 9 (2018: 9) and the average monthly number of employees expressed as full time equivalents was 3 (2018: 3).

No employee received remuneration amounting to more than £60,000 in either year.

#### 9. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2018 - £NIL).

During the year ended 31 December 2019, expenses totalling £3,159 were reimbursed or paid directly to 6 Trustees (2018 - £298 to 6 Trustees).

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

10. TANGIBLE FIXED ASSETS

|                       | Freehold<br>property<br>£ | Property<br>improvements<br>£ | Equipment<br>£ | Total<br>£       |
|-----------------------|---------------------------|-------------------------------|----------------|------------------|
| <b>COST</b>           |                           |                               |                |                  |
| At 1 January 2019     | 6,348,702                 | -                             | 1,324          | 6,350,026        |
| Additions             | -                         | 300,180                       | 48,640         | 348,820          |
| At 31 December 2019   | <u>6,348,702</u>          | <u>300,180</u>                | <u>49,964</u>  | <u>6,698,846</u> |
| <b>DEPRECIATION</b>   |                           |                               |                |                  |
| At 1 January 2019     | -                         | -                             | 265            | 265              |
| Charge for the year   | -                         | -                             | 9,993          | 9,993            |
| At 31 December 2019   | <u>-</u>                  | <u>-</u>                      | <u>10,258</u>  | <u>10,258</u>    |
| <b>NET BOOK VALUE</b> |                           |                               |                |                  |
| At 31 December 2019   | <u>6,348,702</u>          | <u>300,180</u>                | <u>39,706</u>  | <u>6,688,588</u> |
| At 31 December 2018   | <u>6,348,702</u>          | <u>-</u>                      | <u>1,059</u>   | <u>6,349,761</u> |

11. FIXED ASSET INVESTMENTS

|                            | Listed<br>investments<br>£ | Unlisted<br>investments<br>£ | Other<br>investments<br>£ | Total<br>£     |
|----------------------------|----------------------------|------------------------------|---------------------------|----------------|
| <b>VALUATION</b>           |                            |                              |                           |                |
| At 1 January 2019          | 579,445                    | 20,000                       | 37,620                    | 637,065        |
| Additions                  | 42,501                     | -                            | -                         | 42,501         |
| Disposals                  | (75,325)                   | -                            | -                         | (75,325)       |
| Revaluations               | 93,810                     | -                            | -                         | 93,810         |
| Cash movements             | -                          | -                            | (12,454)                  | (12,454)       |
| <b>AT 31 DECEMBER 2019</b> | <u>640,431</u>             | <u>20,000</u>                | <u>25,166</u>             | <u>685,597</u> |
| <b>NET BOOK VALUE</b>      |                            |                              |                           |                |
| <b>AT 31 DECEMBER 2019</b> | <u>640,431</u>             | <u>20,000</u>                | <u>25,166</u>             | <u>685,597</u> |
| <i>AT 31 DECEMBER 2018</i> | <u>579,445</u>             | <u>20,000</u>                | <u>37,620</u>             | <u>637,065</u> |

**BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**12. DEBTORS**

|               | <b>2019</b>   | 2018  |
|---------------|---------------|-------|
|               | £             | £     |
| Other debtors | <b>10,546</b> | 5,448 |

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                    | <b>2019</b>    | 2018   |
|------------------------------------|----------------|--------|
|                                    | £              | £      |
| Other loans                        | <b>63,000</b>  | -      |
| Other taxation and social security | <b>1,886</b>   | 960    |
| Pension fund loan payable          | <b>494</b>     | 403    |
| Other creditors                    | <b>44,935</b>  | 20,102 |
| Accruals and deferred income       | <b>9,000</b>   | 9,000  |
|                                    | <b>119,315</b> | 30,465 |

**14. FINANCIAL INSTRUMENTS**

|  | <b>2019</b>    | 2018    |
|--|----------------|---------|
|  | £              | £       |
| <b>FINANCIAL ASSETS</b>  |                |         |
| Financial assets measured at fair value through income and expenditure | <b>587,065</b> | 637,065 |

Financial assets measured at fair value through income and expenditure comprise of investments.

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

|                                 | Balance at 1<br>January<br>2019<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Gains/<br>(Losses)<br>£ | Balance at<br>31<br>December<br>2019<br>£ |
|---------------------------------|--------------------------------------|----------------|------------------|--------------------------|-------------------------|---|
| <b>UNRESTRICTED FUNDS</b>       |                                      |                |                  |                          |                         |   |
| <b>DESIGNATED FUNDS</b>         |                                      |                |                  |                          |                         |   |
| Bedminster LM                   | 15,433                               | 13,844         | (9,427)          | (14,746)                 | -                       | 5,104                                     |
| Camp                            | 6,062                                | 5,389          | (5,017)          | -                        | -                       | 6,434                                     |
| Camp Bursaries                  | 490                                  | 18             | -                | -                        | -                       | 508                                       |
| Central LM                      | 15,263                               | 43,192         | (31,819)         | (14,884)                 | -                       | 11,752                                    |
| Frenchay LM                     | 107,199                              | 24,032         | (30,656)         | (23,492)                 | -                       | 77,083                                    |
| Horfield LM                     | 50,639                               | 35,098         | (25,422)         | (21,440)                 | -                       | 38,875                                    |
| Nash Legacy                     | 2,000                                | -              | -                | -                        | -                       | 2,000                                     |
| Portishead LM                   | 9,262                                | 4,475          | (2,710)          | (2,771)                  | -                       | 8,256                                     |
| Redland LM                      | 136,686                              | 48,454         | (53,086)         | (25,481)                 | -                       | 106,573                                   |
| Repairs Fund                    | -                                    | 249            | -                | -                        | -                       | 249                                       |
| Thornbury LM                    | 2,268                                | 1,887          | (1,820)          | (480)                    | -                       | 1,855                                     |
| Somerset charities              | 13,724                               | -              | (61)             | -                        | 1,279                   | 14,942                                    |
| NS365 (fixed asset)             | -                                    | -              | -                | 37,880                   | -                       | 37,880                                    |
|                                 | <b>359,026</b>                       | <b>176,638</b> | <b>(160,018)</b> | <b>(65,414)</b>          | <b>1,279</b>            | <b>311,511</b>                            |
| <b>GENERAL FUNDS</b>            |                                      |                |                  |                          |                         |   |
| General Funds - all funds       | <b>60,876</b>                        | <b>27,420</b>  | <b>(143,433)</b> | <b>30,414</b>            | <b>5,845</b>            | <b>(18,878)</b>                           |
| <b>TOTAL UNRESTRICTED FUNDS</b> | <b>419,902</b>                       | <b>204,058</b> | <b>(303,451)</b> | <b>(35,000)</b>          | <b>7,124</b>            | <b>292,633</b>                            |
| <b>ENDOWMENT FUNDS</b>          |                                      |                |                  |                          |                         |   |
| BQ Loan Funds                   | 2,000                                | -              | -                | -                        | -                       | 2,000                                     |
| Friends Relief Fund             | 31,331                               | -              | (203)            | -                        | 5,317                   | 36,445                                    |
| Women's Fund                    | 49,329                               | -              | (320)            | -                        | 8,371                   | 57,380                                    |
| Not Necessarily Friends         | 25,622                               | -              | (166)            | (29,221)                 | 4,348                   | 583                                       |

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

15. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - CURRENT YEAR (continued)

|                           | Balance at 1<br>January<br>2019<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>in/out<br>£ | Gains/<br>(Losses)<br>£ | Balance at<br>31<br>December<br>2019<br>£ |
|---------------------------|--------------------------------------|-------------|------------------|--------------------------|-------------------------|---|
| General Repairs<br>Fund   | 9,887                                | -           | (64)             | -                        | 1,678                   | 11,501                                    |
| Friends School<br>Charity | 9,454                                | -           | (61)             | (10,765)                 | 1,604                   | 232                                       |
| Bristol Education<br>Fund | 3,087                                | -           | (20)             | (253)                    | 524                     | 3,338                                     |
| Somerset<br>Charities     | 28,249                               | -           | (133)            | -                        | 2,786                   | 30,902                                    |
| Long term<br>investments  | 414,312                              | -           | (2,691)          | -                        | 70,309                  | 481,930                                   |
| Land and<br>buildings     | 6,348,702                            | -           | -                | -                        | -                       | 6,348,702                                 |
|                           | <b>6,921,973</b>                     | <b>-</b>    | <b>(3,658)</b>   | <b>(40,239)</b>          | <b>94,937</b>           | <b>6,973,013</b>                          |

**RESTRICTED  
FUNDS**

|                                  |        |       |          |          |   |        |
|----------------------------------|--------|-------|----------|----------|---|--------|
| Bristol Education<br>Fund        | (331)  | 78    | -        | 253      | - | -      |
| Friends Relief<br>Fund           | 584    | 789   | -        | -        | - | 1,373  |
| Friends School<br>Charity        | 4,739  | 191   | (10,000) | 10,765   | - | 5,695  |
| Horfield Memory<br>Cafe          | 2,505  | 681   | (2,733)  | -        | - | 453    |
| Library                          | 3,290  | 30    | (131)    | -        | - | 3,189  |
| Not Necessarily<br>Friends       | 793    | 519   | -        | (977)    | - | 335    |
| Central<br>Refurbishment<br>Fund | 97,412 | -     | (934)    | (76,478) | - | 20,000 |
| Somerset<br>Charities<br>Income  | -      | 2,133 | (510)    | -        | - | 1,623  |
| Weekly<br>Committee              | 6,122  | 1,983 | (2,850)  | -        | - | 5,255  |
| Women's Fund                     | 1,345  | 1,243 | -        | -        | - | 2,588  |
| Young Friend's<br>Fund           | 503    | -     | -        | -        | - | 503    |
| Holocaust PD                     | -      | 400   | -        | -        | - | 400    |

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

15. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - CURRENT YEAR (continued)

|                           | Balance at 1<br>January<br>2019<br>£ | Income<br>£           | Expenditure<br>£        | Transfers<br>in/out<br>£ | Gains/<br>(Losses)<br>£ | Balance at<br>31<br>December<br>2019<br>£ |
|---------------------------|--------------------------------------|-----------------------|-------------------------|--------------------------|-------------------------|---|
| NS365 (fixed<br>asset)    | -                                    | 111,098               | -                       | 141,676                  | -                       | 252,774                                   |
|                           | <u>116,962</u>                       | <u>119,145</u>        | <u>(17,158)</u>         | <u>75,239</u>            | <u>-</u>                | <u>294,188</u>                            |
| <b>TOTAL OF<br/>FUNDS</b> | <u><u>7,458,837</u></u>              | <u><u>323,203</u></u> | <u><u>(324,267)</u></u> | <u><u>-</u></u>          | <u><u>102,061</u></u>   | <u><u>7,559,834</u></u>                   |

**BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**15. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR**

|                                 | Income<br>£      | Expenditure<br>£ | Transfers<br>in/out<br>£ | Gains/<br>(Losses)<br>£ | Balance at<br>31<br>December<br>2018<br>£ |
|---------------------------------|------------------|------------------|--------------------------|-------------------------|---|
| <b>UNRESTRICTED FUNDS</b>       |                  |                  |                          |                         |   |
| <b>DESIGNATED FUNDS</b>         |                  |                  |                          |                         |   |
| Bedminster LM                   | 20,203           | (4,770)          | -                        | -                       | 15,433                                    |
| Camp                            | 11,112           | (5,050)          | -                        | -                       | 6,062                                     |
| Camp Bursaries                  | 590              | (100)            | -                        | -                       | 490                                       |
| Central LM                      | 56,594           | (41,331)         | -                        | -                       | 15,263                                    |
| Frenchay LM                     | 131,599          | (24,400)         | -                        | -                       | 107,199                                   |
| Horfield LM                     | 73,211           | (22,572)         | -                        | -                       | 50,639                                    |
| Nash Legacy                     | 2,000            | -                | -                        | -                       | 2,000                                     |
| Portishead LM                   | 14,249           | (4,987)          | -                        | -                       | 9,262                                     |
| Redland LM                      | 189,485          | (52,799)         | -                        | -                       | 136,686                                   |
| Repairs Fund                    | 38,706           | -                | (38,706)                 | -                       | -   |
| Thornbury LM                    | 3,774            | (1,506)          | -                        | -                       | 2,268                                     |
| Somerset charities              | 15,084           | (1,360)          | -                        | -                       | 13,724                                    |
|                                 | <u>556,607</u>   | <u>(158,875)</u> | <u>(38,706)</u>          | <u>-</u>                | <u>359,026</u>                            |
| <b>GENERAL FUNDS</b>            |                  |                  |                          |                         |   |
| General Funds - all funds       | 147,679          | (118,654)        | 37,932                   | (6,081)                 | 60,876                                    |
|                                 | <u>147,679</u>   | <u>(118,654)</u> | <u>37,932</u>            | <u>(6,081)</u>          | <u>60,876</u>                             |
| <b>TOTAL UNRESTRICTED FUNDS</b> | <u>704,286</u>   | <u>(277,529)</u> | <u>(774)</u>             | <u>(6,081)</u>          | <u>419,902</u>                            |
| <b>ENDOWMENT FUNDS</b>          |                  |                  |                          |                         |   |
| BQ Loan Funds                   | 2,000            | -                | -                        | -                       | 2,000                                     |
| Friends Relief Fund             | 33,151           | (161)            | 45                       | (1,704)                 | 31,331                                    |
| Women's Fund                    | 52,197           | (254)            | 70                       | (2,684)                 | 49,329                                    |
| Not Necessarily Friends         | 27,111           | (132)            | 37                       | (1,394)                 | 25,622                                    |
| General Repairs Fund            | 10,462           | (51)             | 14                       | (538)                   | 9,887                                     |
| Friends School Charity          | 10,004           | (49)             | 13                       | (514)                   | 9,454                                     |
| Bristol Education Fund          | 3,267            | (16)             | 4                        | (168)                   | 3,087                                     |
| Somerset Charities              | 28,249           | -                | -                        | -                       | 28,249                                    |
| Long term investments           | 438,398          | (2,136)          | 591                      | (22,541)                | 414,312                                   |
| Land and buildings              | 6,348,702        | -                | -                        | -                       | 6,348,702                                 |
|                                 | <u>6,953,541</u> | <u>(2,799)</u>   | <u>774</u>               | <u>(29,543)</u>         | <u>6,921,973</u>                          |

**BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**15. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR (CONTINUED)**

|                            | Income<br>£      | Expenditure<br>£ | Transfers<br>in/out<br>£ | Gains/<br>(Losses)<br>£ | Balance at<br>31<br>December<br>2018<br>£ |
|----------------------------|------------------|------------------|--------------------------|-------------------------|---|
| <b>RESTRICTED FUNDS</b>    |                  |                  |                          |                         |   |
| Bristol Education Fund     | 186              | (517)            | -                        | -                       | (331)                                     |
| Friends Relief Fund        | 1,184            | (600)            | -                        | -                       | 584                                       |
| Friends School Charity     | 4,739            | -                | -                        | -                       | 4,739                                     |
| Horfield Memory Cafe       | 4,417            | (1,912)          | -                        | -                       | 2,505                                     |
| Library                    | 3,782            | (492)            | -                        | -                       | 3,290                                     |
| Not Necessarily Friends    | 976              | (183)            | -                        | -                       | 793                                       |
| Central Refurbishment Fund | 111,278          | (13,866)         | -                        | -                       | 97,412                                    |
| Weekly Committee           | 6,879            | (757)            | -                        | -                       | 6,122                                     |
| Women's Fund               | 1,578            | (233)            | -                        | -                       | 1,345                                     |
| Young Friend's Fund        | 503              | -                | -                        | -                       | 503                                       |
|                            | <u>135,522</u>   | <u>(18,560)</u>  | <u>-</u>                 | <u>-</u>                | <u>116,962</u>                            |
| <b>TOTAL OF FUNDS</b>      | <u>7,793,349</u> | <u>(298,888)</u> | <u>-</u>                 | <u>(35,624)</u>         | <u>7,458,837</u>                          |

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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#### 15. STATEMENT OF FUNDS (CONTINUED)

##### DESIGNATED FUNDS

Designated funds represent amounts set aside for specific purposes, principally for repairs and maintenance of buildings. Also included in designated funds are funds for the specific Local Meetings.

The transfers relate to funds transferred between individual area bank accounts.

##### ENDOWMENT AND RESTRICTED FUNDS

The charity has the following restricted and endowment funds:

- Bristol Quakers (BQ) Loan Funds - to make loans to Friends in need, giving preference to loans for furthering their careers
- Friends Relief Fund - to assist needy Friends
- Women's Fund - to assist needy women Friends
- Not Necessarily Friends - to assist needy persons, not necessarily Friends
- General Repairs - for the upkeep and maintenance of the properties, including burial grounds
- Friends School Charity - for the education of Friends' children
- Bristol Education Fund - the education of needy Friends or those connected with the Society and their children
- Library - for the upkeep of old Quaker books
- Young Friend's Fund - to assist the children of Friends (who are below 25 years of age) at the start of their careers.
- Central Refurbishment Fund - donations received towards planned refurbishment of the Central Meeting House.
- Somerset Charities - for the relief of poverty and other charitable purposes such as education or apprenticeship.
- Holocaust Memorial day - to use for memorial day activities.
- Long term investments - to hold on permanent endowment for general charitable purposes
- Land and buildings - all property is shown as held on permanent endowment for general charitable purposes, although Bedminster, Central Bristol, Horfield and Redland Meeting Houses are in fact unrestricted freehold property. They appear to have been wrongly classified by the Charity Commission in the 2012 Scheme. The Commission will be approached to rectify this before the end of 2020.
- NS365 (fixed asset) - an extension to the Central Meeting House in order to provide better facilities for users of Caring in Bristol's Shelter 365 project.

BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

16. SUMMARY OF FUNDS

SUMMARY OF FUNDS - CURRENT YEAR

|                  | Balance at 1<br>January<br>2019<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Gains/<br>(Losses)<br>£ | Balance at<br>31<br>December<br>2019<br>£ |
|------------------|--------------------------------------|----------------|------------------|--------------------------|-------------------------|---|
| Designated funds | 359,026                              | 176,638        | (160,018)        | (65,414)                 | 1,279                   | 311,511                                   |
| General funds    | 60,876                               | 27,420         | (143,433)        | 30,414                   | 5,845                   | (18,878)                                  |
| Endowment funds  | 6,921,973                            | -              | (3,658)          | (40,239)                 | 94,937                  | 6,973,013                                 |
| Restricted funds | 116,962                              | 119,145        | (17,158)         | 75,239                   | -                       | 294,188                                   |
|                  | <u>7,458,837</u>                     | <u>323,203</u> | <u>(324,267)</u> | <u>-</u>                 | <u>102,061</u>          | <u>7,559,834</u>                          |

SUMMARY OF FUNDS - PRIOR YEAR

|                  | Income<br>£      | Expenditure<br>£ | Transfers<br>in/out<br>£ | Gains/<br>(Losses)<br>£ | Balance at<br>31<br>December<br>2018<br>£ |
|------------------|------------------|------------------|--------------------------|-------------------------|---|
| Designated funds | 556,607          | (158,875)        | (38,706)                 | -                       | 359,026                                   |
| General funds    | 147,679          | (118,654)        | 37,932                   | (6,081)                 | 60,876                                    |
| Endowment funds  | 6,953,541        | (2,799)          | 774                      | (29,543)                | 6,921,973                                 |
| Restricted funds | 135,522          | (18,560)         | -                        | -                       | 116,962                                   |
|                  | <u>7,793,349</u> | <u>(298,888)</u> | <u>-</u>                 | <u>(35,624)</u>         | <u>7,458,837</u>                          |

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

|                               | Unrestricted<br>funds<br>2019<br>£ | Restricted<br>funds<br>2019<br>£ | Endowment<br>funds<br>2019<br>£ | Total<br>funds<br>2019<br>£ |
|-------------------------------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|
| Tangible fixed assets         | 87,112                             | 252,774                          | 6,348,702                       | 6,688,588                   |
| Fixed asset investments       | 103,480                            | -                                | 582,117                         | 685,597                     |
| Current assets                | 221,356                            | 41,414                           | 42,194                          | 304,964                     |
| Creditors due within one year | (119,315)                          | -                                | -                               | (119,315)                   |
| <b>TOTAL</b>                  | <u>292,633</u>                     | <u>294,188</u>                   | <u>6,973,013</u>                | <u>7,559,834</u>            |

## BRISTOL AREA MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

#### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

##### ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

|                               | Unrestricted<br>funds<br>2018<br>£ | Restricted<br>funds<br>2018<br>£ | Endowment<br>funds<br>2018<br>£ | Total<br>funds<br>2018<br>£ |
|-------------------------------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|
| Tangible fixed assets         | 1,059                              | -                                | 6,348,702                       | 6,349,761                   |
| Fixed asset investments       | 65,794                             | -                                | 571,271                         | 637,065                     |
| Current assets                | 383,514                            | 116,962                          | 2,000                           | 502,476                     |
| Creditors due within one year | (30,465)                           | -                                | -                               | (30,465)                    |
| <b>TOTAL</b>                  | <b>419,902</b>                     | <b>116,962</b>                   | <b>6,921,973</b>                | <b>7,458,837</b>            |

#### 18. PENSION COMMITMENTS

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £3,127 (2018: £2,733), of which £494 (2018: £403) were payable to the fund at the balance sheet date and are included in creditors.

#### 19. RELATED PARTY TRANSACTIONS

In the previous accounting period the charity accepted a donation of £7,452,574 from another charity, The Bristol Area Quaker Meeting Charities (BAQM). This represented all the assets and liabilities of BAQM at 31 December 2017, which then ceased to operate. Many of the trustees of the charity were also trustees of BAQM at the time.

The funds transferred from BAQM consisted of £6,953,541 Endowment funds, £11,940 Restricted funds and £487,093 Unrestricted funds.

#### 20. POST BALANCE SHEET EVENTS

The Trustees estimate that Covid-19 and the associated measures designed to combat its spread may have a material effect on the charity's operations and financial performance for the 2020 financial year. While the estimated reduction in Hiring Income will be £78,000 there will be a concomitant cost reduction of more than £45,000. The Trustees are monitoring the situation closely and taking actions required to minimise the effect so that the charity can emerge from the global crisis as effectively as possible.