

# PLEASE DO NOT COMPLETE AND RETURN THIS QUESTION SET

## Area Meeting Governance Annual Return

Reporting year 2024/25



BYM staff collect this information on behalf of Quaker Life Central Committee and Meeting for Sufferings. These committees are asked to report to Yearly Meeting annually on governance compliance throughout the Society of Friends in Britain. The information you share with us through this form will be viewed in full by staff to determine where additional support may be needed, and will be viewed in aggregate, with personal details removed, by QLCC and Meeting for Sufferings. Personal details will only be shared in accordance with the BYM Data Policy, which is available from [dataprotection@quaker.org.uk](mailto:dataprotection@quaker.org.uk)

Area		Question	Response
Basic information and regulatory compliance	1	Name of Area Meeting	Free text, short
	2	Clerk of Trustees name	Free text, short
	3	Clerk of Trustees contact details	Free text, short
	4	Treasurer name	Free text, short
	5	Treasurer contact details	Free text, short
	6	Has your Area Meeting had individuals in the roles of Clerk of Trustees, Treasurer and Safeguarding Co-ordinator throughout your most recent financial year? If not, what arrangements have been put in place to hold the work associated with these roles?	Free text, long
	7	Charity Registration number (if registered) <i>This question is only required for charities registered with the charity regulator for their country.</i>	Free text, short
	8	AM financial period (e.g January to December)	Short text
	9	Date that your most recent TARA was submitted to Charity Commission / OSCR on <i>This question is only required for charities registered with the charity regulator for their country.</i>	Date / not relevant Change to date field
	10	Was this within the required timeframe for your regulator? <i>This question is only required for charities registered with the charity regulator for their country.</i>	Yes / no / not relevant
	11	If required, have you submitted your TARA and completed a confirmation statement with Companies House?	Yes / no / not relevant
	12	Most recent TARA shared with Quaker Life via <a href="mailto:Supportmeetings@quaker.org.uk">Supportmeetings@quaker.org.uk</a> on date	Date Change to date field
	13	Are your lists of Trustees up to date on your regulator's websites (Charity Commission or OSCR, Companies House)	Yes / no / not relevant
Safeguarding	14	Safeguarding Co-ordinator name	Free text, short
	15	Safeguarding Co-ordinator Contact details	Free text, short
	16	Deputy SGC (if relevant)	Free text, short
	17	Is the AM registered with a safeguarding advisory agency such as 31:8?	Yes / no
	18	If yes, name of agency	Drop-down

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			31:8 Volunteer Scotland Other
	19	Has all necessary role-holder safeguarding training been undertaken or scheduled? If not, please set out measures to be taken to address this.	Free text, long
	20	Does the AM have any contracts in place with any individuals, to ensure the safety of all?	Yes / no
	21	If yes – please provide details of the number of contracts but <b>do not include any names or other personal details</b> . E.g. <i>one contract with registered sex offender in place since [date]</i> .	Free text, long
	22	Have there been any safeguarding issues or concerns within the AM over the last 12 months?	Yes / no
	23	If yes, did you contact the BYM Safeguarding Officer to discuss each of these?	Free text, long
	24	If yes, did you contact a specialist safeguarding advisory service to discuss these?	Yes / no
	25	If you dealt with any issues or concerns which the BYM Safeguarding Officer is not aware of, please provide outline details here, <b>please do not add personal details</b> . The Safeguarding Officer may contact your Safeguarding coordinator to request further details.	Free text, long
Annual sustainability reporting	27	As per the request from Meeting for Sufferings (July 2018, Minute 17), BYM asks each area meeting to provide a statement on its activities and progress in becoming a low carbon community, and what future action is planned. We would like to move towards aligning with progress meetings are making on becoming more sustainable as members of <a href="#">EcoChurch</a> . Please put in details of progress made by any LMs and their award level (Bronze, Silver, Gold).	
Policies and Risk Management	28	Please let us know which of the following policies your AM has in place, and when these were last reviewed by trustees or the wider Area Meeting:  Safeguarding Data Protection Code of conduct (employees and volunteers) Health & Safety Fire Safety Investment Policy (if relevant) Complaints Procedure Hirings and Lettings	Each option to have a yes / no option, then a date / N/A option  Selected add Carried out at LM option
	29	Does your Area Meeting regularly consider its key risks, and manage these through a risk register or similar system?	Yes / no
Record Keeping	30	Are Trustees content that the Area Meeting is keeping records of necessary matters (Trustees and Area Meeting business meeting minutes and burials, records of property and investments held) securely?	Yes / no
	31	If no, please outline your concerns about record keeping in your Area Meeting	Free text - long
Serious Incidents / Notifiable Events	32	Has your Area Meeting experienced any incidents which were reportable to either the Charity Commission or OSCR which you haven't told us about elsewhere in this form in the last 12 months?	Yes / no
	33	If yes, did Trustees inform a staff member at BYM about this at the time?	Yes/ no
	34	If BYM staff are not already aware of this, please give us outline details of this serious incident or notifiable event, and a suitable contact email address	Free text – long
Additional information	35	Additional information	Free text - long