



# Sending minutes to Yearly Meeting

Agenda Planning Committee (APC) is the new committee which will work with Yearly Meeting clerks to set the Yearly Meeting agendas.

Part of the role of APC will be to receive and consider minutes sent in by meetings like yours.

Not all minutes received by APC will be taken forward to the Yearly Meeting agenda. For example: some minutes will need further testing (perhaps by the meeting that sent them or by a committee); some minutes will be most suitable for sharing with other meetings to see if there is parallel discernment happening that could help to take the matter forward; some minutes will not need any further discernment at all but could be shared for information.

Meetings are invited to consider the following before submitting a minute to APC:

1. Do you have as full a picture of the situation as possible?
2. What background information will be needed to help Friends understand the issue?
3. Do you know who else is working on this, whether they are Quakers or not? What can you learn from their experience? Have you discussed the matter with Quakers in Britain staff?
4. What makes this a Quaker concern? You may feel it is inherently Quaker, but can you explain how?
5. Is there any urgency or time constraint? - you may know (for example) that a scheduled meeting will soon be discussing the same issue, or about forthcoming legislation. This may be a current issue in the public domain that demands immediate attention: if so, it's worth considering what Friends' particular engagement with the issue should be.
6. What are the implications of your minute? Do you understand what will be involved in taking this forward?

If your meeting has agreed a minute and has agreed that it should be sent to APC, please ensure that you:

1. Send in the full text of the relevant minute, and any relevant previous minutes or helpful background documents
2. Include a clear ask of APC – is this minute being shared for further discernment by the Yearly Meeting; simply to share news of, or invite support for existing work; to encourage Quakers to take action locally, or for another reason?
3. Include any details of work relating to the minute which has already been done by the sending group
4. Explain who to contact from the sending meeting or group and include their contact details to enable follow up communication

Please send your minute to [ymagenda@quaker.org.uk](mailto:ymagenda@quaker.org.uk)

Quakers in Britain staff will log receipt of your minute and will contact you to let you know when you can expect a substantive response. At that stage they might send follow-up questions by email or arrange a call to make sure they are clear about what your meeting thinks should happen with the minute, and to request any necessary additional information.

**Quakers in Britain** | [www.quaker.org.uk](http://www.quaker.org.uk)

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The minute will then be shared with APC for its discernment. If APC needs more information or discerns that the matter is not ready for discernment by the Yearly Meeting at this point then someone will contact you to discuss the next steps. If APC discerns that the minute should be added to a future Yearly Meeting agenda then someone will contact you to discuss whether and how your meeting might help with introducing it.

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