

# Wardens (et al) Talking notes (ongoing)



An ongoing record of the notes taken at online Wardens (et al) Talking meetings during the coronavirus (Covid-19) outbreak in 2020/21.

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## Archive of notes

- [Notes from discussions in 2020](#)

## Contact details

Oliver Waterhouse

[oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk) | [www.quaker.org.uk/employers](http://www.quaker.org.uk/employers) | [020 7663 1007](tel:02076631007)

## 21 December 2021

It was really lovely to see all those who could join for the final Wardens (et al) Talking session of the year on **Tuesday, 21 December 2021**. There were 17 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The Quaker coronavirus webpage, [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus), has just been updated with the changes that have been announced in Wales and Scotland. I will be keeping a look out over Christmas for any further changes that will affect the usual activities of Quaker communities. If there is anything that will restrict gatherings in person for worship or that will make a significant change to Quaker communities before BYMs offices re-open in January I will make sure that the webpage is updated.

Staff won't be accessing emails in the way they would usually but there will be monitoring of social media channels and of course if there is anything urgent you can contact [supportmeetings@quaker.org.uk](mailto:supportmeetings@quaker.org.uk) which will be checked sporadically.

The next meeting will take place on **Tuesday, 11 January, 10.00am**. The joining details for the meeting are below:

- Topic: Wardens (et al) Talking
- Time: 11 January 2022 10.00AM
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) (updated on 23 December 2021)
- [Giving to non-Quaker organisations](#)
- [Meeting House Handbook template](#)

### Topics

#### How to prepare for a new year?

##### *Getting in touch with Hirers*

- Thanking them for their business.
- With details of changes to terms and conditions.
- With a reminder of changes to hire costs.
- With details of any maintenance that they will need to be aware of when they return.

##### *Changes to charges*

- In line with inflation (some annually, some tri-annually).
- Give 3 months' notice if possible.
- Who's responsible for deciding the increase?
  - Premises committee
  - Trustees
  - LM

- Warden or worker might remind of the need but should not make the decision.
- Discounts: be aware that discounts to non-Quaker charities will be considered a donation. See [Quaker Stewardship Committee's \(QSC\) paper on giving to non-Quaker organisations](#).

#### *Internal communications*

- Issue bookkeeper with credit notes from any cancellations
- Are there new Quaker role-holders in the meeting that need inducting?
- Read Wendrie's blog: [starting out fine, finishing well](#).
- Has the [Meeting House Handbook](#) been updated?
- Has the CRM or customer database been updated and contacts removed that are no longer in use?
- Go through the previous year's calendar and update with anything that can be directly transferred.
- Update emergency contacts list and make sure everyone who might need it knows where it is kept (physically or virtually).
- Ensure that there is adequate cover for workers so they are able to have a break from their workplace.

#### *General maintenance*

- Deep clean of the building.
- Change the codes of any external doors (if relevant).
- Track down key-holder list and audit.
- Check all meters and record figures. If you can measure usage while the building is unoccupied to get a baseline measure of energy use.
- Get flowers to welcome hirers when they return in January.

Most importantly of all. Have a really restful break over the festive period and enjoy the time with family and friends and stay safe.

## 30 November 2021

Here are the notes from the Wardens (et al) Talking session on **Tuesday, 30 November 2021**. There were 18 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Tuesday, 21 December, 2.00pm**. The joining details for the meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 21 December 2021 2.00PM
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) (updated on 12 August 2021)
- [www.tvlicensing.co.uk/check-if-you-need-one/business-and-organisations](http://www.tvlicensing.co.uk/check-if-you-need-one/business-and-organisations)

### Topics

#### Changes brought about by the Omicron variant

The legal changes in England have not changed anything that Quaker communities are required to do by law for their usual activities. There was a conversation about whether we should change our advice and guidance for users of Quaker premises.

- We may want to ask people (re-introduce or strengthen current messaging) to wear face coverings in public areas of buildings and advise their use in places that people congregate.
- Groups can choose what to do when they are within the space but managers could strengthen recommendations for:
  - Face-coverings
  - Social distancing
  - Ventilation
  - Cleaning
- **In worship:** think about all of the above especially if habits have started to lapse as time has passed.
- Are there in-person worship options that are inclusive of those who wish to be more cautious?
- **Air Quality:** The CO2 level gives an indication of how static the air is in a space. If you are measuring CO2 you may need to ventilate more if levels rise above about 800ppm.

#### Where to advertise for a new employee or volunteer

Before advertising you will need to think about the type of work that your meeting requires and if that suggests what candidates will need. This may also suggest how local they will need to be to the work location. Most employment won't require a Quaker but will likely need someone who shares Quaker values. You might think about:

- Advertising in the Friend.
- A notice pinned to the (external and obvious to passers-by) meeting house notice board.
- A local town or parish magazine.
- A local voluntary organisation or similar for Third Sector paid opportunities.
- Think about when to advertise as the time of year can make a big difference.

### **Google Maps listings**

It is worth having a look on Google Maps to see if your meeting is listed to make sure that:

- There is anything there (places aren't automatically listed).
- The information is correct.
- The 'Pin' is located correctly.
- Photos and other aids to access are available.

Sometimes Google gets things wrong and it isn't always straight forward to correct them. Anyone can suggest a change to a listing so even if it was once correct it may not be now. You may need to get in touch with Google directly if you can't correct the listing yourself.

### **Do meetings need a TV license?**

See the [TV licensing guidelines for organisations](#) to find out if your meeting needs to purchase a TV license. Very few meetings will need to purchase a TV license. You will (and you may also need a broadcast license) if any employees / volunteers are going to watch or stream TV while at work using AM/LM devices. Personal use on personal devices is covered within an individual's personal TV license.

If you are concerned about your wifi being used to stream or download you can block BBC and other terrestrial channels from being accessed.

The exceptions clearly state that if devices that are plugged into the mains can receive TV and / or iPlayer, it **does not mean** that you automatically require a TV license.

If you have questions please get in touch, [oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk), 020 7663 1007.

### **Finding cover when an employee or volunteer is on leave**

Meetings (or those who engage or manage employees or volunteers) are responsible for finding cover when their employee is absent from work. This includes holidays, sickness, time owed in lieu (TOIL) and any other agreed time that the worker is not expected to be at work.

- Workers may be involved in helping to make arrangements for their cover but this should happen in time they are due to be working.
- Residential workers should not be required to give up their living space to accommodate someone temporarily (though they might make a personal arrangement if they wish to and are allowed within their occupancy / tenancy agreement).

## 10 November 2021

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 10 November 2021**. There were 18 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Tuesday, 30 November, 10.30am**. The joining details for the meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 30 November 2021 10.30AM
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) (updated on 12 August 2021)
- [Quaker faith & practice 14.27, use of premises](#)

### Topics

#### Blended meetings (worship and business)

We held a really useful discussion based around headings that were used by one local meeting to evaluate blended gatherings in their community.

*How connected do we feel with each other?*

- Technology does make a difference and the connection is different to being in person
- It helps if people know each other and have done things together in person before being connected online only
- When blending is there a way to avoid the in-person group 'dominating' discussions?
  - Helps to have one person as a 'bridge' between the online and in-person groups
  - Having people managing the in-person spaces and the tech spaces to make sure that there is inclusion
- Blended wedding (or other event) really helped to have various people in person and online to help manage the space and the tech
- There is a difference between blending for MfW and holding meetings with discussion
- Hard when people who are at the in-person meeting can't be seen on camera, often in-person but off camera

*Have you been able to hear everything?*

- One meeting did some extensive walking around in the meeting space talking to sound-test the system to find out where can be heard and where can't
- Professional advice may really help with sound in a meeting space

- Different voices can make a huge difference, not always about volume, practice helps
- Tried several different audio systems to try to get the system right, find the right range of mics etc for the space
- Noise cancelling 5m+ might be helpful while keeping windows open for ventilation, especially if meeting space is on a busy road or other noisy area
- Try different things as small changes can make big differences
- Connecting to the Loop system can work well if it is possible to connect
- Some cameras come with a mic which might be enough
- Including a TV or old large screen makes a big difference to the experience
- Blend on alternate weeks, accepted that mixing online and in-person chat is not easy

*What technical difficulties have you encountered?*

- Mainly sound
- External microphone
- Quakers? Technology?
- Where to install the kit in a G2 listed building?
- How to buy, source etc.
- Broadband width. Not good enough signal even in some big cities! Mifi might be enough
  - Other devices use data in the background so might ask people to turn phones off to reduce wifi use that is not required
  - Use an Ethernet cable if possible as this will reduce wifi slowness
- Accidental damage!
- Watch this for some light relief <https://www.youtube.com/watch?v=a0P5ysZbwL4>

*Have people found the screen distracting when centering down?*

- Some don't like the tech and there are some who would like to have separate in-person and online worship
- Some people have changed where they sit to avoid the screen
- Some anti-zoomers just won't have it at all
- Many used to it now and don't find any distraction
- What is the root of objection?
  - Being able to see the screen and being distracted by it?
  - Being on the camera and visible to everyone joining worship?
- Helpful to have a Zoom entrance in a waiting room with someone managing that space
- Sometimes the behaviour of people at home (online) is quite different to that of people in-person at a Quaker meeting
  - Think carefully about online guidelines and communicate them clearly before people join
- What support can be given to elders to help them offer advice and guidance to those supporting Quaker online spaces

- Lovely to be able to see and hear people who are at home who may not be able to come to worship in person at all
- Have to think about using technology as an accessibility criteria
  - An example was given making a direct comparison with an access ramp into a building. If we are going to make an effort to help people join worship physically we also need to make an equivalent effort to help people join worship virtually

### **Hallmaster booking calendar**

This topic came from a concern over using the visible online calendar feature that is offered by Hallmaster.

- Meetings (AM's) should have a privacy policy that has detail about information sharing and how contact details etc. are used across the AM.
- What are the security issues about making details of groups available online?
  - GDPR (if personal details)
  - Making anonymous groups known about
  - Possibility of an individual known to attend being tracked/stalked
- Conversation with each hirer should be a good first step to managing concerns
- Each booking can have a different level of security within Hallmaster allowing:
  - Anonymity
  - Partial information
  - Full information

### **Due diligence**

A question relating to a hire group arose, the following was shared.

- Use [Of&p 14.27, use of premises](#) to help share Quaker values and what is expected of hirers
- Having a clause in your T&Cs helps: xx meeting reserves the right to conduct A proposed booking may be refused if:
  - I. The aims or policies of the Hirer or Guests are in serious conflict with Quaker principles
  - II. The Hirer or Guests have been linked to violence or incitement to hatred or violence
  - III. Misbehaviour has occurred during a previous hiring or at another Quaker property
  - IV. The Hirer persistently breaches xxx AM hiring conditions
  - V. A contravention of Fire or Health and Safety regulations may reasonably be anticipated.
- All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.
- No smoking, alcohol, gambling (including raffles) or drugs are permitted anywhere on the Premises.



## 19 October 2021

Here are the notes from the Wardens (et al) Talking session on **Tuesday, 19 October 2021**. There were 17 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 10 November, 2pm**. The joining details for the meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 10 October 2021 2PM
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) (updated on 12 August 2021)
- [www.quaker.org.uk/property](http://www.quaker.org.uk/property) (Meeting House Handbook Template)

### Topics

#### Relaxing of covid restriction for room hire

- Communal areas remain the responsibility of building managers.
- Hirers are responsible for protecting those in their group and can make decisions on masks, distancing, ventilation, once they are within the space they have hired.
- Provide hirers with recommendations and cleaning products so they can clean touch-points etc. if they wish to.
- We still need to have a risk assessments and they should be updated with any changes, recommendations to hirers.

#### Kitchens (repeated from 2 September)

- Can you restrict the number of people in the space?
- Can hirer groups have a nominated kitchen person?
- If more than one group is in the building could hirer groups have an agreed time that their group uses the kitchen?
- Is a sign on the door enough to manage the flow of people?
- If users are allowed to use crockery etc. will there be a policy on washing? To wash or not to wash? Does this create an unreasonable amount of work for building managers and/or staff?
- Remove extra crockery so that there is only a small amount able to be used.
- If there is budget, purchase white, wide, easy-to-clean crockery.
- Is the kitchen known to be a social space? Even if there are rules in place would it be difficult to manage the number of users or flow of people?
- Is the kitchen ventilated?
- Has the kitchen closure made anything easier, safer? Is there anything that you could change to help keep some of the benefit?
- Can your meeting hold trials to see if there is a better way than was in place before the pandemic?

### **What are we doing about ventilation?**

- We should still try to keep spaces ventilated but this does allow heat to escape.
- Advise building users to dress appropriately and bring an extra jumper, coat or blanket. Careful communication with building hirers and users.
- Can the MH provide blankets? If they are provided can they be rotated?

### **Fire safety training**

There was a conversation raised about whether there are suitable online fire safety training courses available and the cost of them. These are some of the responses.

- A risk assessment should be carried out. There is a template in the [Meeting House Handbook Template](#) which can be downloaded from, [www.quaker.org.uk/property](http://www.quaker.org.uk/property).
- The local fire brigade can be consulted for advice.
- There are various levels of training available, in-person, face-to-face online and e-learning.
- Check with insurers what is required for your cover.

### **Health & Safety obligations**

- A risk assessment is required, a template of which is available in the [Meeting House Handbook](#).
- AM trustees may be able to offer guidance on carrying out a risk assessment.
- Responsibility may be delegated by trustees that they have responsibility for. It may state in the MoU (Memorandum of Understanding) who should carry it out.
- Review periods would usually be each year. But if an incident happens review afterwards.

### **Public access defibrillators**

- Can be obtained in partnership with the local ambulance service or other organisation.
- Cost might be for a set number of years and include servicing and maintenance.
- Are available for use by the services around in the area.
- Suggestion that there is not a cod to access the equipment as this can slow down using the device.
- Annual training is provided for people at the MH to use the equipment.
- Need to be aware of anyone on the community with a DNR (Do Not Resuscitate).

## 14 September 2021

Here are the notes from the Wardens (et al) Talking session on **Tuesday, 14 September 2021**. There were 15 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 6 October, 2pm**. The session will have a theme of Local Development Work. The joining details for the meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 6 October 2021 2PM
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTONline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) (updated on 12 August 2021)
- [Quaker faith & practice 14.27, use of premises](#)
- 

### Topics

#### Refusing a hirer

We hear a story from a meeting who refused a hirer which sparked a conversation about why this might happen, how it can be done and how to avoid getting in the situation in the first place.

- Ensure that your lettings policy and terms of hire are up-to-date and include things such as:
  - Organisation details (occasionally individuals will make enquiries and not be clear they are asking on behalf of an organisation)
  - Details about Quaker values and that hirers values must be in sympathy with them. See [Quaker faith & practice 14.27, use of premises](#).
  - Any specific groups or activities that are not allowed to take place.
- Pay attention to staff and volunteers, you have a duty to keep them safe.
- Ensure that due diligence is carried out on new hirers. This might mean that you build in a delay between an enquiry and the first time the hirer can use the space to allow time for following up references or doing any research needed.
- Make sure that you have a signed agreement with the hirer.
- Don't be afraid to say no if you don't feel comfortable with a group or the way they are behaving.
- If you need support ask premises/wardenship committee or AM trustees.
- As a worker you might use a phrase such as 'Management has made this decision' to help avoid confrontation and distance yourself from decision-making.

#### Ideas to raise the profile of Friends in the locality

- There was a talk on this at a past wardenship conference. See this [Dropbox file shared by Wendrie for some information from that event](#).

- Are there hooks that events can be hung on? A centenary or something of public interest that the local Press might be interested in?
- Can you join in with other events? Open houses, church, garden?
- Some meetings have peace gardens or have been able to get involved with secret garden events in their town.
- Could your meeting hold a performance that could be publicised locally?
- Are there network locally that you can link in with. Example was local, voluntary, refugee, food bank network groups. The MH could get onto a list of approved hire places for groups in the network.
- Are there creative events in the locality that your meeting house could host or join in with?

### **Has area meeting made changes to Covid guidance?**

Many local meetings are starting to relax their expectations of their hirers. Some of the changes include:

- Not requiring hirers to use face-coverings except in communal spaces
- Raising the capacity within each space available to hire
- If a larger space had been offered, trying to get hirers back into the space they may have had before the pandemic. If your building needs to earn more you may need to think about this soon to boost income.
- Allowing use of kitchens with some boundaries.

One area meetings trustees use the following phrase which feels quite helpful:

*Trustees take the view that all building users need clear advice on what is expected of them. All hirers should be aware of that advice so that they can make decisions based upon their risk appetite.*

## 2 September 2021

Here are the notes from the Wardens (et al) Talking session on **Thursday, 2 September 2021**. There were 14 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Tuesday, 14 September 2021 time tbc**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 14 September 2021 time tbc
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) (updated on 12 August 2021)
- [www.quaker.org.uk/outreach](http://www.quaker.org.uk/outreach)

### Topics

#### Should building users be double vaccinated?

There was a very strong feeling from everyone present that we should not be asking any building users or staff to be double vaccinated! Here are some views and queries.

- As some people are not able to be vaccinated for medical reasons this is discrimination on health and/or disability grounds.
- Vaccination does not prevent people becoming infected or transmitting the virus.
- Who and how would this be managed? By the venue managers or hirers? What about anonymous groups?
- What other mitigations might be considered to avoid a policy of this kind?
- Careful assessment of risk should mean this is not necessary.
- Produce guidance for hirers about expectations in any communal areas of premises.

#### Lateral flow testing

A helpful conversation took place about lateral flow testing and whether it is helpful.

- Didn't think this is a good this to expect hirers to do.
- Who would manage it and how? Building managers or hirers?
- Hirers may choose to ask their participants to do if they wish to.
- Might be a helpful reassurance if a large group event is taking place.
- Doesn't identify the presence of the virus so not very accurate but is one of a range of tools.

#### Are there steps that can be taken to make 'in-person' area meeting safer?

- Use blending if it is possible as numbers may still be limited for a while.
- Try to avoid excluding people who either can't fit into the 'in-person' space or are not yet ready to.

- AM tends to be longer with more talking so may need to think about other mitigations such as mask wearing, distancing.
- Can you use representatives from each LM (in-person or online)
- Might different patterns be used to help people feel they can connect?
- Virtual meetings can include individuals and/or groups of people who are in the same location.

### **Sanitary bins**

Main points were as follows:

- Having a specialist service for this helps to protect staff.
- Be aware that some providers Terms and Conditions of Service are not all that friendly, particularly in relation to rolling the contract over at the end of the initial period.

### **Kitchens (from last time with updates)**

- Can you restrict the number of people in the space?
- Can hirer groups have a nominated kitchen person?
- If more than one group is in the building could hirer groups have an agreed time that their group uses the kitchen?
- Is a sign on the door enough to manage the flow of people.
- If users are allowed to use crockery etc. will there be a policy on washing? To wash or not to wash? Does this create an unreasonable amount of work for building managers and/or staff?
- Remove extra crockery so that there is only a small amount able to be used.
- If there is budget, purchase white, wide, easy-to-clean crockery.
- Is the kitchen known to be a social space? Even if there are rules in place would it be difficult to manage the number of users or flow of people?
- Is the kitchen ventilated?
- Has the kitchen closure made anything easier, safer? Is there anything that you could change to help keep some of the benefit?
- Can your meeting hold a series of tests to see if there is a better way than was in place before the pandemic?

### **Losing worshippers online and in-person**

- Reassure worshippers that there is more space and that they will be able to be fitted in safely when they arrive?
- Blending every week may stop some people from attending. Is there a pattern of blended and separate (online and in-person) worship that can help?
- This may not be a new problem but may have been exacerbated by the pandemic.
- What are the outreach opportunities?
- Are there other events (Quaker or non-Quaker) that the building can be used for that will help people find out about Quakers?

### **Quaker Week**

There is not going to be an official Quaker Week in 2021. The information on the outreach webpage has been updated and has links to resources and support for outreach, [www.quaker.org.uk/outreach](http://www.quaker.org.uk/outreach).

## 11 August 2021

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 11 August 2021**. There were 21 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Thursday, 2 September 2021 at 10.30am**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 2 September 2021 10.30AM
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) (updated on 12 August 2021)
- UK wide: [Health & Safety Executive: Keeping workplaces safe as most coronavirus \(COVID-19\) restrictions are removed](#)
- [Checklist for building managers and users to identify and mitigate risks](#)
- <https://www.hallmaster.co.uk/>

### Topics

#### AM Trustees role in covid situation (duty of care)

With building users returning trustees have responsibilities even though the legislation around coronavirus is reducing.

- To workers, employed or volunteers, to provide a healthy and safe environment for them to work in.
- To hirers of their premises, by having a clear set of guidelines and expectations for using the building safely.
- By providing a checklist or other guidelines to help groups manage any risks to their participants of the group and staff managing the premises.
- By encouraging conversations with building managers that help to keep the most vulnerable people using the premises as safe as possible.

There has been anecdotal feedback from some hirers that they are grateful that Quaker premises are opening cautiously and taking care of their building users. See the [template checklist](#) provided by one area meeting.

#### Managing cleaning when there are not resident staff available

- Think about room use and rotating rooms use if possible
- Will there be more than one hirer between times that cleaning staff are available?
- Provide building users with a caddy containing:
  - Cleaning products
  - Cleaning instructions (laminated?)
  - Alcohol (or other) wipes
  - Hand sanitizer gel

- Tissues
- Anecdotal feedback is that hirers have welcomed having cleaning products available and often use them to clean on arrival as well as before departure.
- Quality of cleaning may vary but hirers have the option to clean touchpoints etc. if they feel they need to.

### **Hallmaster**

Wendrie Heyward has set up 2 sessions to discuss [Hallmaster](#). The details are below. It is the same topic being discussed on two occasions:

*To join the Wednesday, 18 August 18.00-19.00:*

- <https://us02web.zoom.us/j/84432227222?pwd=bHpsTk40MndYd2toN0haczhMMORHUT09>
- Meeting ID: 844 3222 7222
- Passcode: 956157

*To join on Thursday, 19 August 14.30-15.30:*

- <https://us02web.zoom.us/j/89693313069?pwd=c3dXY3dza2h4MVdpMVhIUmkvajBrZz09>
- Meeting ID: 896 9331 3069
- Passcode: 517184

If you have any specific questions, or would like to give a brief (couple of minutes) description of how you use Hallmaster please email Wendrie on [Wendrie@MindfulBusinessServices.com](mailto:Wendrie@MindfulBusinessServices.com).

### **Changing terms and conditions going forward**

- For the time being many are retaining a Covid T&C supplement.
- Terms should be reviewed each year to ensure they are fit for purpose.
- In time the covid supplement will be reduced or absorbed into the regular terms but in no hurry.
- May need to think about some health and safety issues regarding disease transmission in future terms and conditions.

### **Kitchens, when can they re-open?**

We need to start to think about how we can manage spaces within our buildings. Some meetings have already allowed kitchens to be used and others are more cautious. Here are some things to help considerations.

- Can you restrict the number of people in the space?
- Can hirer groups have a nominated kitchen person?
- If more than one group is in the building could hirer groups have an agreed time that their group uses the kitchen?
- Is a sign on the door enough to manage the flow of people.
- If users are allowed to use crockery etc. will there be a policy on washing? To wash or not to wash? Does this create an unreasonable amount of work for building managers and/or staff?
- Is the kitchen known to be a social space? Even if there are rules in place would it be difficult to manage the number of users or flow of people?



- Is the kitchen ventilated?
- Has the kitchen closure made anything easier, safer? Is there anything that you could change to help keep some of the benefit?
- Can your meeting hold a series of tests to see if there is a better way than was in place before the pandemic?

### **Some job opportunities**

**Hammersmith Meeting House - Development Manager.** Hammersmith Quaker Meeting House is looking for a Development Manager to develop the hiring potential for the new Hammersmith Meeting House, which has been built to the highest sustainable specification. The post holder will develop and implement a business and hirings plan, and will manage the day to day hirings, and supervision of the building. In addition, they will liaise with the specialist maintenance contractor on maintenance issues. The post is for 25 hours a week, spread evenly during the day from Monday to Friday. The post is for 12 months, and the salary is £27,000 pa (£19,286 pro rata). This post could be an employed person, or offered on contract on similar terms. **Closing date: 23 August 2021.** Interviews on zoom. Further details from [hammersmithquakerjobs@gmail.com](mailto:hammersmithquakerjobs@gmail.com)

**Westminster Meeting House - live in co-resident volunteer.** Giving up to 20 hours activity each week, and sharing a second floor flat (no lift) penthouse flat close to Covent Garden with one other volunteer. You would be arranging visits, chairs, or calling a plumber when needed. The Meeting House is foremost a place of worship, but a host of groups use the premises. Membership of the Society of Friends is not a requirement. Download the job spec at [westminsterquakers.org.uk](http://westminsterquakers.org.uk). **Closing date 31 August 2021.**

### **Some future topics**

- Responding to the YM themes
- Blended meeting
- Ideas for raising the profile of Friends in the locality
- Losing worshippers (in person and online)

## 21 July 2021

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 21 July 2021**. There were 24 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 11 August 2021 at 2.30pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 11 August 2021 2.30PM
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTONline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus)
- [Health and safety executive: advice on keeping employees Covid-19 safe as restrictions are removed](#)

### Topics

Our discussion today was around the changes that have taken place across Britain relaxing the coronavirus rules. All participants were from Quaker communities in England and so that was the focus of the topic this time.

The [Quaker coronavirus webpage](#) has been updated with details of the changes across all of Britain. We worked through the following questions

#### **Are we obliged to provide a covid secure venue for a) Quakers and b) Hirers?**

- Yes, for the following reasons:
- We should try to make our premises as available to our whole communities as possible and help the most vulnerable or fearful to feel safe even if they choose to stay away.
- If we have workers (employees or volunteers) we have a health and safety duty of care towards them.
- Many of our hirers appreciate the care that we offer as a venue.

#### **Do hirers need to show us their risk assessment – do they have to have one?**

- Hirers should still be carrying out risk assessments, as should we as venue managers.
- Trustees and managers can work out what is right in terms of asking for sight of risk assessments now.
- There is less legal risk now on trustees but we still have a duty of care of staff and building users.

#### **How close can we sit in a circle?**

- This can be agreed locally and will be part of the risk assessment carried out between trustees and managers.

- Capacities may need to be reviewed regularly over the coming months
- Local decisions may also be based on local information such as infection rates.

#### **Are we going to make masks mandatory for MfW?**

- This is a decision that can be made locally and may be dependent upon what is also asked of other building users. Try to keep rules consistent for all building users at least in communal areas.
- Could masks be removed for giving ministry initially?
- We should be aware of the Government's encouragement to continue wearing masks in enclosed spaces or when mixing with people that we don't usually come into contact with.

#### **Do the Special Conditions of Hire still apply?**

- See above, these are local decisions and will be dependent upon many local factors as well as following the Government's suggestions.

#### **Do we and Hirers still have to sanitise touch points?**

- We still expect that any areas that are touched regularly but multiple people will require regular cleaning.
- Other cleaning levels will depend on local factors such as:
  - Building use
  - Time between user groups
  - Building capacity and others

#### **Should we re-open kitchens to hirers?**

Ideas to aid the consideration of opening the kitchen for Quakers or hirers.

- How can the number of people be minimised in the space?
- If crockery used how might it be cleaned after use?
- Could a phased return to use be practical?
- How regularly might use of the space be reviewed?
- Who needs to be involved in making decisions?
- Could access be delayed until the impact of 'opening up' becomes clearer?

#### **Are we all feeling over-stretched?**

*Decision-making:*

- Do our meetings have agile enough mechanisms for making decisions quickly?
- Are there things that can be learned from the first lockdown when decisions were needed to be made quickly?
- Are we going to keep using the technology that has helped us meet regularly when we have needed to?
- Does your meeting have an agreed between meetings decision process?

*Care for ourselves and others:*

- Are there adequate support structures in place for those who work on our behalf?
- When working simply, is there a risk that the support structures are removed?
- Are too many Friends holding/being asked to hold more roles that they can manage?

## 7 July 2021 – Simpler Meetings

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 7 July 2021**. There were 19 people present during the meeting. This session was to look at simplification and what affect that might have on Quaker workers. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 21 July 2021 at 2.00pm** and will be a session on simpler meetings. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 7 July 2021 2.30PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus)
- [www.quaker.org.uk/simpler](http://www.quaker.org.uk/simpler)
- [Quaker process: Threshing](#)

### Simpler meetings

In this session 4 questions were asked of those taking part. The notes make up a summary of the responses from various parts of Britain Yearly Meeting.

#### 1) What, if any, simplification measures are being considered in your local, area or region?

- Simplifying finances across AM.
- Reducing the number of roles required at local and area meeting levels.
- Trustees working together across more than one AM.
- AM considering splitting as it is too large.
- Consolidating committees in local meeting.
- Transferring some roles and work to paid staff or contractors.
- Using professional services such as payroll, accounts examiner, lettings agents.
- Employment structure.

#### 2) Who is working on these changes and how are they being managed within or across the area or region?

- Local meeting, area meeting, AM trustees.
- Make sure that trustees are involved from the start and can join up change process across AM.
- Setting up a group to think about how things can be simplified.
- Workers are involved in shaping in some regions.

#### 3) What effect do you think that simpler meetings will have on the role or work you do in your Quaker community?

- More might fall on workers shoulders if there are fewer Quaker roles.

- Simpler clearer systems that make working across AM's easier.
- Responsibility for aspects of work may need to shift to ensure that Quaker communities are fulfilling their responsibilities to those using Quaker premises.

**4) Is there anything linked to simplifying that you would like to suggest to or ask of those supporting your work in your community (Trustees/premises/wardenship committee)?**

- Remember the structures that support workers. Taking too much away may mean that workers don't have the support they need in place.
- Need to think carefully about the purpose of making any changes. Define the purpose carefully before taking action.
- Is there anything that might be lost if we simplify too much? Example of outreach was given as an area of Quaker work that might get lost in simplification.
- Are Quaker processes being used to help explore simplification? Could a [Threshing Meeting](#) be used as a tried and tested Quaker process to bring our ideas and help prepare for decisions?
- Remember that service comes in a variety of forms and we serve in the way that our gifts best suit.
- Not all workers have a close link to AM trustees and may not feel included in decisions that affect them or their work.
- Residential workers might feel in a precarious position if there are changes to building use being discussed.

## 23 June 2021

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 23 June 2021**. There were 18 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 7 July 2021 at 2.30pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 7 July 2021 2.30PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus)
- [Quaker meeting house handbook template \(Word\)](#)
- [Woodbrooke guide to online worship and meetings \(PDF\)](#)
- [Blended worship tech and stories of Friends \(Word\)](#)

### Topics

#### **Building users who push boundaries**

*Example: a regular hirer uses the building but does not clear up adequately before they leave*

- Take time each hire period to go through the terms of hire in person to ensure understanding and to give an opportunity for questions.
- Covid can provide a good reason to review terms with hirers to ensure that they understand them.
- Make terms of hire easily available online and in the building.
- Be present at key times during the group's first few sessions to ensure that they know what is expected of them.
- Use 'The management have asked that...' as a way for workers to keep a distance from organisational policy.
- Put a poster with a welcome message in a prominent position in each room. Include specific terms of hire in large clear text, such as 'No eating or drinking in this room'.

*Example: Quakers mingling before and after worship and not following covid safety agreement*

- A few minutes may be okay, but people should be willing to move on quickly if too many are beginning to gather.
- Regular reminder by email a day or so before worship to help individuals know what is expected of them.
- A reminder each week by the clerk or whoever gives notices after worship.
- Workers can sometimes feel it is their responsibility and are unsupported. Could they have an ally who can help support them when giving unpopular messages.

- Point out that the meeting has agreed to a covid risk assessment and has made a promise to AM trustees who are liable.

#### **New hirers wanting slots that have previously been booked long-term**

- If communication has been good, previous hirers should have had enough time to decide whether they still wish for a room booking to be held. There may come a time when they need to pay for the space if it is required by another hirer.
- Suggestion from Wendrie: Regular (monthly/quarterly etc.) hirers can have one evening in one or more rooms blocked as available. This isn't then hired out except for these, or an ad hoc or very short term hirer.

#### **Future of blended meetings for worship**

- Looks as though online worship whether blended or separate from in-person worship will be needed for some time yet.
- Keep blended as simple as possible bearing in mind the requirements of the community. A laptop with additional speaker and mic may be adequate.
- Consider all options available:
  - Blended always
  - Some blended
  - None blended
- If the community begins to split between online and in-person consider ways and times that the community can come together. Is it reasonable that the only way for the community to come together is in-person? Online? Is there a balance that can be found?
- If blended is to stay then investing in the tech will be necessary. This will also have benefits for hirers wishing to use these services.
- For communities, think carefully about pros and cons from a wide range of perspectives to avoid making decisions that exclude people.

#### **Some future topics**

- Covid: transition once restrictions are lifted
- Covid: how things are changing in areas where rates are rising
- Businesses that hire space, do they need a license (did I get this right?)
- Hallmaster (separate session)
- Simpler meetings, effect for and on workers (7 July)

## 8 June 2021

Here are the notes from the Wardens (et al) Talking session on **Tuesday, 8 June 2021**. There were 15 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 23 June 2021 at 2.00pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 23 June 2021 2.00PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [www.quaker.org.uk/employers](http://www.quaker.org.uk/employers)
- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus)
- [England: Covid hospitality guidance](#)
- [Scotland: Guidance for the hospitality sector](#)
- [Wales hospitality guidance](#)
- [Quaker meeting house handbook template \(Word\)](#)

### Topics

#### Employment session on 27 May

Wendy Blake-Ranken joined us last time to talk us through key information for employers and answered some questions. The session was recorded and will be kept until the end of June. If you would like to see the video of the session please contact [oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk). The film will not be publicly available anywhere but the link to it can be shared before it is deleted.

#### Other churches are having coffee mornings, can we?

The answer to this will differ depending on where you are in the UK and how you can arrange the space in your premises. See the details below and find out more on the [Quaker coronavirus webpage](#):

- England, Yes! Hospitality spaces within a place of worship, such as cafés, are permitted to open both inside and outside and managers should follow [covid hospitality guidance for England](#).
- Scotland, Yes! [Guidance for the hospitality sector in Scotland](#) should be followed, in relation to both hospitality offered after (or before) congregational worship.
- Wales, No! Hospitality should not be offered before or after worship unless there is a permanent café or servery at the venue that can be set up in a covid-secure way. Follow the [current hospitality guidance for Wales](#) if you plan to offer refreshments.



### **Risk assessments, should we still be doing them?**

- Covid risk assessments should still be updated as changes to legal and suggested guidelines change.
- Changes may not be required as frequently as they were at the beginning of the pandemic.
- Measures such as mask wearing, hand washing/sanitizing, distancing may be reasonably required even after they are no longer a legal requirement.
- It is simpler for all building users to adhere to measures rather than having different rules for different groups.
- A checklist may be appropriate once legal restrictions reduce, an example from Notts & Derby AM is attached or contact [oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk) if you are reading this as a document.
- All buildings should have a general risk assessment in place. You can find a template in the [Meeting House Handbook document](#).

### **Use of the kitchen (notes copied from 13 May discussion)**

- In England it may be best to wait until Step 4 (no earlier than 21 June) to offer wide use of kitchens.
- Could making kitchens available be delayed further until 1 July to allow time for any preparation or changes?
- Will there be additional cleaning requirements when the kitchen is available for use again?
- Re-look at risk assessment and update or create if it has not been carried out.
- Can groups have sole use (may apply to permanent users of the building)?
- Will people's behaviour need to change? How can the kitchen be managed to avoid it being a gathering hub?
- Can refreshments be set up in a different location using disposable or personal vessels? Individual cartons of juice etc?
- Will people pay attention to signage or assume they are excluded?
- The rules should be the same for Quakers as for hirers. How can this be ensured?

### **Maintaining gardens and other outdoor spaces**

- Pay for a professional gardener for some or all jobs.
- Quaker working party, 1 day every now and again.
- Local volunteer services may be able to send a gang of people to do tidying up.
- Local community centres can sometimes match people who don't have a garden with places that need help to maintain theirs.
- Local refugee charities may want to find activities for their users. If produce is grown it could be shared with workers and their families.
- Meetings may need to shed the idea that members and attenders should do all of the gardening and volunteering.
- Learning organisation that may be able to use the land to enable learning (special needs etc.).
- Forest School groups can use some of the space, but you may need to think about the effect that snacks or birdfeeders can have on vermin levels.
- There is a security to having a maintained garden.

## **Split worship**

- Keep trying to get the format right so that those who have been able to attend online can continue to attend.
- Not every meeting needs to be blended, perhaps every other or one in three might be a better pattern.
- Experiment with times and days to see which times work best for people. Sunday morning may not be the best time for everyone.
- Now that we are emerging from restrictions can attenders be surveyed to discover what their needs are? Work and life patterns may change as people return to more normal routines.
- Try to find what the default time for online and in-person worship is. Can this be framed in a way that looks for the positive aspects of making changes? What might be gained by making adjustments? What might be lost? Does it feel a reasonable balance?

## 13 May 2021

Here are the notes from the Wardens (et al) Talking session on **Thursday, 13 May 2021**. There were 28 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Thursday, 27 May 2021 at 2.30pm** and will be a session on employment. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 27 May 2021 2.30PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus)
- [England: Emerging from nationwide restrictions \(updated with a summary of changes from 17 May\)](#)
- [Scotland: Summary, links to guidance and changes from 17 May](#)
- [Wales: Alert levels – All of Wales is at Alert Level 3, see what you can do now](#)
- [Christian Copyright Licensing International \(CCLI\)](#)
- [PPL PRS broadcasting license](#)
- [UK wide: Do I need a license for music entertainment?](#)
- [TV Licensing for businesses and organisations](#)

### Topics

#### Changes from 17 May 2021

##### *Support groups*

- In England up to 30 people will be able to attend support groups.
- They will still need to socially distance so the number able to attend will depend upon the number the venue can hold.

##### *Funerals*

- In England the restriction on the number of people able to attend a funeral will be lifted.
- Indoor funerals will still need to be covid-secure and social distancing maintained so the number will be limited to the safe capacity of the venue.

#### Opening up kitchen facilities

- In England it may be best to wait until Step 4 (no earlier than 21 June) to offer wide use of kitchens.
- Could making kitchens available be delayed further until 1 July to allow time for any preparation or changes?
- Will there be additional cleaning requirements when the kitchen is available for use again?
- Re-look at risk assessment and update or create if it has not been carried out.

- Can groups have sole use (may apply to permanent users of the building)?
- Will people's behaviour need to change? How can the kitchen be managed to avoid it being a gathering hub?
- Can refreshments be set up in a different location using disposable or personal vessels? Individual cartons of juice etc?
- Will people pay attention to signage or assume they are excluded?
- The rules should be the same for Quakers as for hirers. How can this be ensured?

#### **What might help to re-start activities once restrictions have been completely removed?**

- Try not to assume that we will be going back to what 'normal' was before the pandemic.
- Find out how people feel about re-starting activities and being together in-person again.
- Think about making timely changes, don't assume that because things can happen, they need to.
- What about blended worship? What will happen to Friends who have been able to join worship because of the pandemic. How can we keep the things that have been life-giving?
- Review and update risk assessments and procedures.
- Involve all those people who need to be involved; workers, managers, local committees, AM trustees.
- Will additional resource, such as for cleaning, still be required?
- Plan any changes.

#### **Music license for a meeting house**

There are licenses for entertainment, broadcasting and for copyright of music. It is important that when thinking about applying to decide which is the right one for your meeting's needs.

- [Christian Copyright Licensing International \(CCLI\)](#) provide a license for churches that will cover you based on the size of 'congregation'. They offer annual licenses or one-off event licenses. Licenses are distributed nationally and cover copying and printing of music and recording services for people who cannot attend in person.
- [PPL PRS Music Licenses](#) are for the broadcasting of music to customers or employees through radio, TV or other digital devices or by live performance.
- [Entertainment licenses](#) are to stage a performance of live music or the playing of recorded music in certain situations. These licenses are distributed by application to your local Council.

#### **Does my meeting need a TV license?**

See the [TV licensing guidelines for organisations](#) to find out if your meeting needs to purchase a TV license. Very few meetings will need to purchase a TV license.

The exceptions clearly state that even if devices plugged into the mains can receive TV and/ or iPlayer, it **does not mean** that you automatically require a TV license.

If you have questions please get in touch, [oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk), 020 7663 1007.

## 27 April 2021

Here are the notes from the Wardens (et al) Talking session on **Tuesday, 27 April 2021**. There were 31 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Thursday, 13 May 2021 at 2.00pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 13 May 2021 2.00PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus)
- [Film 1 Opening Up Where we are; how do we open up and keep the good stuff?](#)
- [Film 2 Opening Up Opening the meeting place; the practicalities](#)
- [Film 3 - The way forward; journeying and worshipping together](#)
- [Protect Duty consultation](#)
- [UK wide: Roadmap to emerging from nationwide restrictions](#)

### Topics

#### Keys and keypads

Systems for Meeting Houses where there is not someone on site all the time. Some suggestions.

- Keypads seems to be the most popular choice as they are simple to install and the combination can be changed easily. Some can have more than one combination allowing meeting users to have a code that is changed less frequently than one for other users.
- Keysafe is an option but does not stop the use of keys and is only useful if it is not only used as a backup.
- Avoid physical keys! No duplicates even if security keys are used and the cutting of new ones is restricted.
- Have a regular pattern of changing codes and a known method of receiving/finding out the code when it has been changed.
- If the amount of traffic in the building is high, consider electronic card access options.

#### Room hire

From a question about how long it is reasonable to hold a room letting for a group that can't return to face-to-face hire yet.

- Try to manage lettings on a term-by-term basis to fill any gaps.
- Rooms being held could be offered on a short-term only basis.

- If there are other groups waiting it may be important to think about income, particularly at a time when income has been so affected.

The conversation moved to questions about rates and donating space

- How does your meeting manage different room hire rates?
  - On an ad-hoc basis?
  - Different rates for different types of organisation?
    - business
    - charity
    - Quaker group
  - Different rate depending on the time of day (but the same rate to anyone who books at that time)?
  - Other
  - ?
- Ad-hoc discounting should be avoided because each discount is a donation to the organisation that is hiring the room.
- Any rooms that are given away or that are offered a discount outside of an agreed strategy need to be minuted decisions by Local Business Meeting.
- If you are not sure, work out how much income is being given away by donating rooms.

#### **Local Development Workers videos on re-opening**

- [Film 1 Opening Up Where we are; how do we open up and keep the good stuff?](#)
- [Film 2 Opening Up Opening the meeting place; the practicalities](#)
- [Film 3 - The way forward; journeying and worshipping together](#)

#### **Climate charge levy**

Has your meeting been told by Ecotricity that you will be charged a climate change levy? It is worth following up with Ecotricity if you are in this position as it appears the charge should not be made to charities.

Contact: [oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk) if you think your meeting might need more information on this.

#### **Protect Duty consultation**

BYM has been invited to take part in the [Government's Protect Duty consultation](#). BYM will be doing this on behalf of Quakers in Britain.

#### **Holding a memorial meeting**

Rules are changing around how many people can attend events and activities. The best advice is to keep an eye on what is changing on 17 May and 21 June (earliest dates) in the [Government Roadmap to coming out of lockdown](#).

If Friends wish to hold an event in person it may be best to hold off until we reach step 4, no earlier than 21 June. The signals are at present that the dates in the Roadmap are being kept to so all being well in-person gatherings should be able to take place after this time. There may still be some mitigation (such as face-coverings). The Government(s) will let us know what will still needs to be in place in each part of the UK.



## 15 April 2021

Here are the notes from the Wardens (et al) Talking session on **Thursday, 15 April 2021**. There were 31 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Tuesday, 27 April 2021 at 2.30pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 27 April 2021 2.30PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [England: NHS test and trace](#). See guidance for [Wales: Test, Trace, Protect](#) and [Scotland: Test and Protect](#)
- [England: Safe use of places of worship during the pandemic \(updated 12 April\)](#)
- [Scotland: Safe use of places of worship during the pandemic \(updated 9 April\)](#)
- [Wales: Reopening places of worship during the pandemic \(updated 5 March\)](#)
- [England: Safe use of multi-purpose community facilities \(updated 12 April\)](#)
- [Scotland: Safe use of multi-purpose community facilities \(updated 22 Dec 2020\)](#)
- [Wales: Safe use of multi-purpose community centres \(updated 23 Nov 2020\)](#)
- [Blended worship stories and equipment](#)
- [www.quaker.org.uk/coronavirus](http://www.quaker.org.uk/coronavirus) Topics

### Test and trace (England)

We have spotted a change to the NHS test and trace rules in England requiring venues to collect the details of all venue users. Previously groups hiring were responsible for collecting the details of their group and only the group leaders name was required by the venue.

- Scanning the NHS test and trace QR code is acceptable as a way of gathering venue user details.
- Group leaders can gather the information if a copy is shared with the venue.
- Groups can gather details and give to venues in a sealed and dated envelope which can be destroyed if not needed.
- If venue's are not permanently staffed user groups must be able to leave the details somewhere secure for the venue to collect at a later time.

12 Steps and other support groups may have advice about how to handle 'anonymous' participation and gather the details that we need to enable contact tracing.

### Outdoor worship, face coverings and rule of 6?

Places of worship are now able to open in all parts of the UK. The guidance for each region is linked at the top of this document.



- There is some confusion in the guidance for England as it now suggests that when outside worshippers need to be in groups of 6 or two households. I am taking this up with the Government officials and will report back when I have clarity.
- Face coverings are not required for worshipping outdoors.
- Anyone not in the same household needs to socially distance according to the rules of their part of the UK.

### **Use of the meeting house for adult art classes (or similar)**

See the guidance linked above for all parts of the UK on how multi use community centres can open and the groups and activities that can be hosted.

A question arose in England about whether an adult art class can re-start.

- This may not be possible as a support group as its primary activity is not supporting the participants, although this may be a positive outcome of the group.
- Currently only early years education is permitted (before the Step 3 changes no sooner than 17 May).

If there are questions about any activity local Councils offer helpful advice and guidance. Makes sure that premises committees, building managers and AM trustees agree on how to proceed.

### **Managing the number of people attending support groups**

- Some groups, even 'anonymous' ones, are using advance bookings.
- A quota on the door so that once capacity is reached new arrivals don't enter the building.
- Can additional spaces be provided in the building?

### **Kitchens**

- Currently advice is that kitchens are not used.
- They might require careful cleaning if crockery, cutlery is used.
- They might be a space where social distancing is not possible to be maintained.
- Cupboards can be taped off to avoid use of any shared resources.

Some groups (as sole users) may have a specific agreement in place to access the kitchen under very strict rules: 1 person only, providing own flasks or other receptacles.

## 23 March 2021

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 23 March 2021**. There were 22 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Thursday, 15 April 2021 at 2.00pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 15 April 2021 2.00PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTONline

### Links or attachments

- UK wide: [Roadmap to re-opening Britain on 2021 summary](#) (not entirely clear how this covers all of the UK as it seems very England centric)
- Updated worship guidance: [England \(26 March\)](#), [Scotland \(24 March\)](#), [Wales \(5 March\)](#)
- BYM, March 2021: [Thoughts on whether to re-start in-person worship](#)
- [England: Re-opening businesses and venues \(22 March\)](#)
- [Scotland: Timetable for easing lockdown restrictions \(19 March\)](#)
- [Wales: coronavirus information and guidance](#) (no separate timetable given)
- [UK: Coronavirus data](#)
- [Health & Safety Executive: Ventilation and air conditioning during Covid-19](#). See also guidance on ventilation in [England](#) and [Scotland](#).

### Topics

#### Room hire agreements (t&c)

How can we ensure that all hirers have signed an agreement? Can we dismiss hirers who won't sign?

- There should be an agreement for any group that hires rooms. The level of complexity will depend upon what is being offered and the expectations of the hirer and the management of the building.
- If there are hirers who have not signed a hire agreement this may be a good time to issue a copy and ask them to sign.
- If hirers won't return a signed agreement then you may choose not to let them have use of the space.
- This is a good time to update your hire agreement to cover any changes that need to be made.

#### Government roadmap and what might be able to happen on certain dates?

When can we begin to have some fellowship and what will it look like?

- Guidance on safe worship has been updated in [England](#), [Scotland](#) and [Wales](#).

- If the [Government Roadmap for reducing the restrictions](#) is on target, from 29 March groups of 6 will be able to meet outside again.
- The summary document and updated worship guidance refers to the *Rule of 6*. It appears that *Rule of 6* will be as it was in September of 2020. There is no mention of returning to tiers.
- See the [updated worship guidance for SCOTLAND](#) reflecting the ruling on enforced closure of places of worship in Scotland.
- See BYM's documents giving [thoughts on whether to re-start in-person worship](#).
- There is [guidance for England on re-opening businesses and venues](#) linking to the roadmap. The [multi-purpose community facility guidance](#) has not been updated since January 2021.
- Data:
  - If your meeting and trustees would like to use data to help decide about re-opening look at the [Government UK coronavirus data](#).
  - Check your local Council for data specific to your region.
- Keep an eye on other local activity to see what other similar organisations are doing.

### **Ventilation and ventilating rooms (indoor spaces to stop the spread of Covid)**

See the advice linked above for advice from the Health and Safety Executive (HSE) on ventilation during the covid pandemic. There is advice for the parts of the UK that have separate advice. Things we considered are:

- Allowing enough time for airflow to naturally ventilate.
- It was suggested that a room with windows wide open will completely change air in 15 minutes. Consider the size of windows, how wide they open etc. Leave for an hour or more to be certain.
- Make sure that any mechanical airflow systems are operational.

### **Books, leaflets and shared resources**

As there is now much less focus on transmission of the virus through contact with surfaces, can we start to share resources again?

- Continue to keep a quarantine box for any items that are used by more than one person regularly such as: Q&A, advices and queries, copies of the Bible etc.
- Are there simple steps that help avoid the need to share resources?
- What is available online?
- Can a system be put into place to enable use of the meeting library?

## 10 March 2021

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 10 March 2021**. There were 15 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Tuesday, 23 March 2021 at 2.30pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 23 March 2021 2.30PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [UK wide: pay and holiday entitlement during the coronavirus pandemic](#)
- [UK wide: ACAS advice on annual leave during coronavirus](#)
- [Quaker faith & practice 14.27: use of premises](#)
- [Quaker employers' resources and template documents](#)
- [UK wide: Coronavirus Business Financial Support guide](#)
- [Survey of small meetings](#)
- [Survey of meeting without a meeting house](#)

### Topics

#### Quaker meetings project

The Quaker meetings project was talked about last week. The project offers a map of Quaker meetings across the UK and a template website package for meetings. The link to the website does not have the contact details to find out about the website template. Please email, [hello@quakermeeting.org](mailto:hello@quakermeeting.org), to find out how your meeting could use the website template.

#### What to do with accommodation if residential wardens are no longer required

- Rent property at commercial or 'fair' rate
- Employ a property management company to oversee letting
- Could the building be re-purposed for Quaker or other community activity?
- Is there a different way of managing the property and lettings that means the property can still be part of the meeting's management?
- Long-term let such as a nursery? Could this let also take on building management?
- Involve the Quaker community in decisions to ensure that the needs of the community (now and in the future) are considered and met.
- Ensure that if a 'Quaker project' is taken on this is planned and future-proofed. Review periods are essential and management of the project agreed with AM trustees.

### **Is annual leave affected by furlough?**

See the [Government](#) and [Acas](#) guidance linked above.

### **Encouraging groups back to use our buildings**

We might want to think about some of the following

- Whether there are groups that might choose our building because they are not yet able to use buildings they usually use.
- Advertise if tech such as broadband has been improved as this might encourage new hirers.
- Can we maximise on groups or individuals who may be wanting to avoid more online meetings?
- Are their groups that meet for worship or community activities that may be looking for new premises
- Are there other ways that our building or grounds could be used that we can make the most of now?

*Also think about*

- How long might you hold a booking slot after groups can meet in person again?
- What do you need to communicate to hirers to ensure they know how your building will be operating and when they need to be in touch with you about their space?

### **Doing due diligence on new hirers**

We heard about an organisation that had enquired about room hire. Initially it all looked good but further enquiry and research was enough to refuse a booking.

- Do make sure that you carry out due diligence on new requests for hire even though we are at a time when we need to find new business.
- If you are unsure it is better to buy time than accept a booking that may not fit with Quaker values.
- See [Qf&p 14.27 for uses of Quaker premises](#).
- If you need advice or think that you may have made a booking that you need to re-think get in touch with:
  - Your AM trustees and LM management group
  - BYM Media Officer, Anne Van Staveren, [annev@quaker.org.uk](mailto:annev@quaker.org.uk), 020 7663 1048, 07958009703

### **Employers resources**

The Quaker employers' resources will be updated in early April with the annual updates. Visit [www.quaker.org.uk/employers](http://www.quaker.org.uk/employers) for the resource and template documents and guidance.

### **Insurance and loss of income grants**

Some Friends are looking to claim for their loss of income over the last year. If you are insured with Congregational this appears possible and it may also be possible to explore simpler ways of making the claim than the standard claim form suggests. Enquire with Congregational about less complex methods of claiming.

Covid Grants can that are still available are at, <https://www.gov.uk/business-coronavirus-support-finder>.

### **Simpler meetings Quaker Life and Woodbrooke courses**

Book online at [www.woodbrooke.org.uk/simpler](http://www.woodbrooke.org.uk/simpler)

- You can dip into the Simpler Meetings Series on different days, times and months.
- Please fill in the surveys giving ideas [from small meetings](#) and [meetings without a meeting house](#)

## 25 February 2021

Here are the notes from the Wardens (et al) Talking session on **Thursday, 25 February 2021**. There were 21 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 10 March 2021 at 2.30pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 10 March 2021 2.30PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [Template document: Meeting House Handbook](#), also available online at [www.quaker.org.uk/property](http://www.quaker.org.uk/property)
- [UK wide: Coronavirus Business Financial Support guide](#)
- [Subscribe to Quake!](#)

### Topics

#### How can we be a bit more visible in the community?

- Using the internet more to promote the meeting house, improve our LM's website
- [Quaker website project](#), is a website template that Quaker meetings can use. There is a basic cost which can be expanded for more complex needs. It offers a uniform look and feel to all Quaker websites.
- Research your local online community sites to find ones that are well used and can point people to your meeting's online presence.
- Update or research national online presence on websites such as: [Facebook](#), [Twitter](#), [Instagram](#), [Eventbrite](#), [Meet-up \(for MfW\)](#), [Nextdoor.co.uk](#), [Calder World of Travel](#), [Arch Street Quaker Meeting Project](#). My Events(?) website was also mentioned but I could not find the online link, can someone share?
- Could you hold an event in the community, when restrictions allow, such as a Peace Walk?
- Might you be able to set up a 'Friends of...' scheme to ask for help from the community to maintain parts of buildings or groups, eg. historic burial ground?

#### Maintaining a maintenance list

- See the [template meeting house \(MHH\) handbook](#) document as a starting point.
- There was mention of Hot Work and whether there is a policy on this if required. It is not mentioned in the MHH template document.
- Check first aid boxes regularly. Bandages and other items can go out of date and need replacing.

## Loss of income insurance claim

- Some AM's are looking into making loss of income claims now that it is possible to do so.
- It may be quite a complicated process as you may be required to provide details on a monthly basis to qualify.
- Decisions about rewards are made locally.
- It is likely to make a difference whether you have been forced to close by the Government measures or have decided to.
- There are also some [loss of income grants](#) available, some are provided nationally and distributed locally. All details are available on the Government website.

## Re-opening, will it be simple?

We are waiting for any updates to the guidance on re-opening. A simplified summary from the Government can be found below.

| STEP 1<br>8 March<br>29 March   | STEP 2<br>No earlier than 12 April<br>At least 5 weeks after Step 1  | STEP 3<br>No earlier than 17 May<br>At least 5 weeks after Step 2  | STEP 4<br>No earlier than 21 June<br>At least 5 weeks after Step 3<br>All subject to review                                     |
|---|--|--|---|
| <b>EDUCATION</b><br><b>8 MARCH</b> <ul style="list-style-type: none"> <li>• Schools and colleges open for all students</li> <li>• Practical Higher Education courses</li> </ul>   | <b>EDUCATION</b> <ul style="list-style-type: none"> <li>• As previous step</li> </ul>  | <b>EDUCATION</b> <ul style="list-style-type: none"> <li>• As previous step</li> </ul>  | <b>EDUCATION</b> <ul style="list-style-type: none"> <li>• As previous step</li> </ul>   |
| <b>SOCIAL CONTACT</b><br><b>8 MARCH</b> <ul style="list-style-type: none"> <li>• Exercise and recreation outdoors with household or one other person</li> <li>• Household only indoors</li> </ul> <b>29 MARCH</b> <ul style="list-style-type: none"> <li>• Rule of 6 or two households outdoors</li> <li>• Household only indoors</li> </ul>  | <b>SOCIAL CONTACT</b> <ul style="list-style-type: none"> <li>• Rule of 6 or two households outdoors</li> <li>• Household only indoors</li> </ul>   | <b>SOCIAL CONTACT</b> <ul style="list-style-type: none"> <li>• Maximum 30 people outdoors</li> <li>• Rule of 6 or two households indoors (subject to review)</li> </ul>  | <b>SOCIAL CONTACT</b> <ul style="list-style-type: none"> <li>• No legal limit</li> </ul>  |
| <b>BUSINESS &amp; ACTIVITIES</b><br><b>8 MARCH</b> <ul style="list-style-type: none"> <li>• Wraparound care, including sport, for all children</li> </ul> <b>29 MARCH</b> <ul style="list-style-type: none"> <li>• Organised outdoor sport (children and adults)</li> <li>• Outdoor sport and leisure facilities</li> <li>• All outdoor children's activities</li> <li>• Outdoor parent &amp; child group (up to 15 parents)</li> </ul> | <b>BUSINESS &amp; ACTIVITIES</b> <ul style="list-style-type: none"> <li>• All retail</li> <li>• Personal care</li> <li>• Libraries &amp; community centres</li> <li>• Most outdoor attractions</li> <li>• Indoor leisure inc. gyms (individual use only)</li> <li>• Self-contained accommodation</li> <li>• All children's activities</li> <li>• Outdoor hospitality</li> <li>• Indoor parent &amp; child groups (up to 15 parents)</li> </ul> | <b>BUSINESS &amp; ACTIVITIES</b> <ul style="list-style-type: none"> <li>• Indoor hospitality</li> <li>• Indoor entertainment and attractions</li> <li>• Organised indoor sport (adult)</li> <li>• Remaining accommodation</li> <li>• Remaining outdoor entertainment (including performances)</li> </ul> | <b>BUSINESS &amp; ACTIVITIES</b> <ul style="list-style-type: none"> <li>• Remaining businesses, including nightclubs</li> </ul> |
| <b>TRAVEL</b><br><b>8 MARCH</b> <ul style="list-style-type: none"> <li>• Stay at home</li> <li>• No holidays</li> </ul> <b>29 MARCH</b> <ul style="list-style-type: none"> <li>• Minimise travel</li> <li>• No holidays</li> </ul>  | <b>TRAVEL</b> <ul style="list-style-type: none"> <li>• Domestic overnight stays (household only)</li> <li>• No international holidays</li> </ul>   | <b>TRAVEL</b> <ul style="list-style-type: none"> <li>• Domestic overnight stays</li> <li>• International travel (subject to review)</li> </ul>   | <b>TRAVEL</b> <ul style="list-style-type: none"> <li>• Domestic overnight stays</li> <li>• International travel</li> </ul>      |
| <b>EVENTS</b> <ul style="list-style-type: none"> <li>• Funerals (30)</li> <li>• Weddings and wakes (6)</li> </ul>   | <b>EVENTS</b> <ul style="list-style-type: none"> <li>• Funerals (30)</li> <li>• Weddings, wakes, receptions (15)</li> <li>• Event pilots</li> </ul>  | <b>EVENTS</b> <ul style="list-style-type: none"> <li>• Most significant life events (30)</li> <li>• Indoor events: 1,000 or 50%</li> <li>• Outdoor seated events: 10,000 or 25%</li> <li>• Outdoor other events: 4,000 or 50%</li> </ul>   | <b>EVENTS</b> <ul style="list-style-type: none"> <li>• No legal limit on life events</li> <li>• Larger events</li> </ul>        |

Quaker Life will be putting updated information in Quake! over the next few weeks giving advice and guidance for Quakers. [Subscribe to Quake!](#)



## 9 February 2021

Here are the notes from the Wardens (et al) Talking session on **Tuesday, 9 February 2021**. There were 16 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Tuesday, 25 February 2021 at 2pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 25 February 2021 2PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WToonline

### Links or attachments

- [Zoom auto captioning and transcript guidance](#)
- [Tech kit for blended worship, document with experience from meetings](#)

### Topics

#### Letting car parking spaces

We have started talking about how we might use our all of our resources to generate income. One way might be to let parking spaces that are otherwise unoccupied for the rest of the week. Here are some ideas and tips:

- It is good to have an agreement in writing, but this does not need to be a formal contract.
- Payment could be as an informal donation to the meeting or by set amount each parking period or on a weekly basis. You can find out local rates by asking what similar organisations nearby charge.
- If you know that your Quaker community will need the spaces at any time, for instance when there is worship taking place, ensure that these are excluded from the agreed times.
- If you are in an area where parking is in demand you may need to think about how you can ensure that the space is available for anyone you have an agreement with. Do you need an entry system to stop others parking?

This is a really good way that we can supplement lost income from letting our buildings. If your meeting house is in an area where there may be demand it could pose a very good opportunity.

#### Meeting house security

some suggestion in good security practice for a semi-rural meeting house that is not staffed.

- Avoid sharing keys as these can get lost easily or be duplicated. It is easy to lose track of how many sets have been made.
- If possible have a code-lock fitted. Change the code regularly and an agreed process by which hirers can follow if they arrive and the code has been changed.

- Write the details of any process into the hirer information that is shared with all hirers annually.
- If the meeting house has historically had an 'open door' policy this should be reviewed at regular intervals to ensure that building security is maintained.
- Check with the building insurers and area meeting trustees to see whether they have any specific requirements about building security.

### **Getting our meetings' ready to operate after the pandemic**

Some questions that arose from our conversation

- How can we work with Quaker communities that have various ideas about emerging from the pandemic?
- What can we do to keep it as simple as possible rather than looking for additional problems?
- Can we help those who oversee our buildings to view them as community resources as well as our places of worship?
- Are there ways that we can re-purpose our buildings temporarily or permanently instead of operating them in the same way that we did pre-pandemic?

A reminder from last week to send out a questionnaire to hirers. This is an opportunity to be in touch and could ask about their intention in the next six months or so rather than specifics that may not yet be known.

Re. film made by one meeting: To be shared as soon as possible but not yet available.

We heard about Matt's role as a Resources Manager employed at AM level.

### **Covid annual report**

Reporting to the Charities Commission as part of the Trustees annual report and accounts. Some ideas:

- Include an introductory cover page with details of Covid and the effect it has had across our worship and business. Helpful for archivists and historians in future.
- Review how we have provided public benefit as this is part of our charitable objectives. This may be different than in previous years and may include things in addition to providing public worship.
- Balance of health and safety to public benefit may have shifted and good to indicate the difference.

### **Zoom captioning**

We tested out Zoom captioning during the meeting. It worked well for the most part mainly getting names or unusual words incorrect. It is a good option if it is not possible to provide professional transcription. We were using [Zoom which has captioning guidance](#).

A question arose about data safety as participant can save the transcript. The ability to save the transcript can be turned off and we suggest doing this.

### **Tech kit for blended worship**

We had a conversation about the OWL Pro webcam as one meeting is looking to use this. See [BYM's advice and Friends' experience of blended worship tech](#).

## 27 January 2021

Here are the notes from the Wardens (et al) Talking session on **Wednesday, 27 January 2021**. There were 24 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Tuesday, 9 February 2021 at 2.30pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 9 February 2021 2.30PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [UK wide: Coronavirus Business Financial Support guide](#)
- Quaker grants: [www.quaker.org.uk/grants](http://www.quaker.org.uk/grants)
- England: [guidance on the safe use of multi-purpose community facilities](#)
- Scotland: [guidance on 1:1 support or support groups](#)
- Wales: [Level 4 coronavirus guidance](#)

### Topics

#### Communication with hirers

What to do when hirers request a booking slot to be held but don't know when they will be able to return to the meet in person.

#### *Problems*

- As building managers, the uncertainty of when the building might re-open.
- Hirers may now be asking for money being held to be returned.
- Many groups are now saying that they may not return at all, even after the vaccine rollout is complete.
- Where might 'new' hirers come from in the future?

#### *Some possible solutions*

- Hirer survey, asking hirers:
  - if they hope to come back?
  - if they would be willing to have a different time?
  - communicating any changes?
- Time to rethink lettings policy, types of use, users etc.
- Could the building (and grounds) be used in a different way to generate income?

#### Grants

See the link to the [Coronavirus Business Financial Support guide](#). Below is information about the grants that are available from BYM.

Information about BYM grants can be found on the Quaker website [www.quaker.org.uk/grants](http://www.quaker.org.uk/grants). You can contact Ann Pfeiffer, BYM's Grants Officer, to ask for guidance: [grants@quaker.org.uk](mailto:grants@quaker.org.uk).

### **Support groups**

Groups such as AA and other anonymous groups can meet in person, please check the guidelines for your part of the UK. The links to various guidance in parts of the UK is above and it is worth having a read of what is possible where you are.

- Not all groups have returned, some are still meeting online.
- Should we offer concessions to support groups bearing in mind that part of the ethos of many 12 Steps groups is to be able to support themselves?
- Could additional rooms be offered if a group has more people than are allowed to meet?
- Should make sure that if buildings are being opened for any group that the cost of opening (heat, light, wages etc.) is all covered by the hire charge.

### **Vaccination centres**

We had a brief chat about expressing interest in Quaker meetings offering to be vaccination centres.

- May be most suited to the biggest buildings but in more isolated areas smaller buildings may also be used.
- The national contact, [leicia.feare@nhs.net](mailto:leicia.feare@nhs.net), may be worth contacting as you are then given a local contact to be in touch with.
- Need to have 3 distinct areas with a one-way system in and out of the building.
- Parking is necessary but this does not need to be a car-park if street or other free parking is available.

## 14 January 2021

Here are the notes from the Wardens (et al) Talking session on **Thursday, 14 January 2021**. There were 27 people present during the meeting. There is a new set of notes beginning in 2021 attached to this message.

The next meeting will take place on **Wednesday, 27 January 2021 at 2.00pm**. The joining details for that meeting are below:

- Topic: Wardens (et al) Talking weekly
- Time: 27 January 2021 2PM London
- Join Zoom Meeting, <https://quaker.zoom.us/j/626289766>
- Meeting ID: 626 289 766
- Password: WTonline

### Links or attachments

- [UK wide: Coronavirus Business Financial Support guide](#)
- [England: Public Health England – cleaning in non-healthcare settings](#), No obvious alternative for Scotland and Wales.
- [England: Guidance for safely opening places of worship](#)
- [Scotland: Guidance for safely opening places of worship](#)
- [Wales: Guidance for safely opening places of worship](#)
- [Quaker guide to setting up online worship and detailed guides to using Zoom](#)

### Topics

#### Loss of income grants

There are still some grants available to support businesses. You can find details of what might be available nationally at, [Coronavirus Business Financial Support guide](#). There are also grants that can be applied for locally. Search your local authority website in the Coronavirus updates section. Some meetings and Quaker businesses have applied for up to £10,000 and received grants.

We talked about whether it is right to apply for this funding when other charities and organisations may need the funding more. The funding level will be available to all who apply so asking for support will not deprive other organisations from receiving the support as well. If Quaker meetings and businesses are suffering losses and need support they should apply.

#### Cleaning

Following a request from a Friend on managing cleaning when there may be a time when there is more than one group in a space in a day:

- Spread out groups as much as possible for as long as possible. If your meeting room can't manage to have more than one hirer per day only offer one booking.
- Allow some extra time for each booking and provide some cleaning materials. You can reasonably ask groups to carry out some cleaning within the space they are using.

- Be aware of any areas that are communal and assess which are the most common touch-points. These may need specific attention.
- Update your terms of hire to include any expectation that you have of the hirer, and what they can expect of you in return.
- Think about the number of users of your building and what cleaning is appropriate and proportional for its use.
- Can you rotate chairs or other furnishings to allow time in quarantine before being used again?
- Work with your premises committee and AM trustee body to agree what is best for your premises. You won't necessarily be able to do the same as other meetings in your area.
- If it is not safe to open the meeting house then don't open!

**JUST BECAUSE YOU CAN OPEN IT DOES NOT MEAN THAT YOU SHOULD OPEN!**

### **Opening for worship**

See above all of the links to worship in each part of the UK.

- It is possible to meet for worship in some parts of the UK.
- BYM is discouraging meetings from meeting in-person for worship.
- If your meeting is to open then you will need to think carefully how you are going to manage people being together.
- Risk assessments should be reviewed prior to opening to ensure that current guidelines relating to the emergence of new variants of the virus are being adhered to.
- Trustees may have to have the final word if there is a disagreement about opening as they are holding responsibility for activities across area meetings.
- See the [Quaker guide to setting up online worship and detailed guides to using Zoom](#) for help including those who may have difficulties with using technology to join virtual gatherings.

### **Future of the Quaker community and meeting house**

Here are a few ideas that we discussed to increase use of our buildings while the country is emerging from the pandemic.

- If your meeting has invested in technology for holding blended worship, can you offer the space as a studio for online learning to be delivered from? You may be able to charge the same as you would for the space and include the tech in the cost instead of charging in addition.
- Are there other local organisations that you could partner with? Schools or colleges, funeral directors, community groups?
- Can you set up an online mood board or notice board for your meeting using software such as <https://padlet.com/>?
- What about online discussions?
- Could you hold an area meeting for worship on a regular basis.

If you have ideas that could be helpful to others please send to [oliverw@quaker.org.uk](mailto:oliverw@quaker.org.uk) or circulate via the wardenship or property advice e-groups.