

Charity Registration No. 1134526

**IPSWICH & DISS AREA QUAKER MEETING
TRUSTEES' REPORT AND EXAMINED ACCOUNTS**

FOR THE YEAR ENDED 31 DECEMBER 2019

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

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IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
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LEGAL AND ADMINISTRATIVE

Trustees: Rachel Bach
David Coutts (joined 17 March 2019)
Elaine Green, Clerk
Helen Kennedy (joined 1 January, resigned 20 July 2019)
Jen Larner (joined 1 January 2019)
Lucy Pollard
Hillary Stringer (joined 1 January, resigned 20 July 2019)
Nicholas Wright, Treasurer

Charity number: 1134526

Registered address: Quaker Meeting House
St Johns Street
Bury St Edmunds
IP33 1SJ

Accountant and Independent Examiner: David Stephens
13 Newlands Road
Tunbridge Wells, Kent
TN4 9AS

Solicitor: Kerseys Solicitors
32 Lloyds Avenue
Ipswich, Suffolk
IP1 3HD

Holding Trustee of Property: Friends Trusts Limited
Friends House
173 Euston Road
London
NW1 2BJ

Principal Advisors: Rathbone Greenbank Investments
10 Queen Square
Bristol
BS1 4NT

Clark & Simpson Estate Agents
Well Close Square,
Framlingham, Suffolk
IP13 9DU

TRUSTEES' REPORT

The trustees present a consolidated report and accounts for the year ended 31 December 2019.

The accounts comply with the charity's governing document; have been prepared under the historical cost convention, with the exception of investments, which are included at market value, and are in accordance with applicable accounting standards and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

1 STRUCTURE, GOVERNANCE AND MANAGEMENT

Ipswich & Diss Area Quaker Meeting is part of the Religious Society of Friends (Quakers) in Britain and is a registered charity that is administered and managed in accordance with the Charity Commission Scheme that was adopted on 29 May 2012 and updated on 7 October 2014. The scheme covers the constituent parts of Ipswich & Diss Area Quaker Meeting, which include:

- Local Meetings at Bury St Edmunds, Diss, Felixstowe, Ipswich, Leiston and Woodbridge.
- Ipswich and Diss Area Meeting Property Charity, which manages the Area Meeting's four Meeting Houses in Ipswich, Diss, Bury St. Edmunds and Leiston; Burial Grounds in Bredfield, Needham Market, Woodbridge, Diss, Bury St. Edmunds and Leiston; a private house in Diss which is rented out and a warden's flat within Ipswich Meeting House. The Holding Trustee for these properties is Friends Trusts Limited.
- Agnes Moss Bequest Trust, which is a restricted fund for the use of Diss Local Meeting and consists of 21 St Nicholas Street, Diss, IP22 4LB. The Holding Trustee for this endowed property is Friends Trusts Limited.
- Richard Waynforth Trust, which is a permanent endowment for the relief in need of members and attenders of Ipswich & Diss Area Meeting and, from 7 October 2014, members and attenders of Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting.

The trustees who served during 2019 are listed on page 3. The Area Meeting appoints new trustees from its 160 members. All trustees receive induction training.

2 PUBLIC BENEFIT, OBJECTIVES AND CHARITABLE ACTIVITIES

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to guidance published by the Charity Commission on public benefit when reviewing our aims and objectives and in planning our charitable activities.

2.1 General Statement of Public Benefit

Meetings for Worship are held every Sunday at each of our six Local Meetings. Some Meetings for Worship are also held midweek. All these are open to the public and provide opportunities for worship and spiritual growth. Meetings for Worship are also held in prisons, but these are not open to the public.

The Area Meeting continues to support the vital work of other local, national and international charities through monthly special collections of funds and fundraising events. Chaplaincy support is provided locally to two prisons, a hospital and a university. We run and/or support various activities to promote inter-faith understanding, peace, social justice and equality. All of these activities are our way of putting our faith into action to make a positive impact on the lives of people within both our local and global communities. See Section 2.4 for more details.

Our four Meeting Houses are available for lettings to community groups, other charities and businesses undertaking charitable activities. As well, 21 St Nicholas Street, Diss, is let to a collective of local craftspeople. This provides a public service by contributing to community cohesion and encouraging the growth of creative businesses.

2.2 Objectives

2.2.1 Ipswich & Diss Area Quaker Meeting and the Local Meetings

The charitable objectives of Ipswich & Diss Area Meeting and its Local Meetings are to support “the furtherance of the religious and other charitable purposes of the Religious Society of Friends (Quakers) in the area of Ipswich and Diss meeting and beyond.”

2.2.2 Ipswich and Diss Area Meeting Property Charity

The charitable objectives of the Ipswich & Diss Area Meeting Property Charity are to support the “meeting houses and burial grounds of the Religious Society of Friends or for such other charitable purposes of the Society as the Ipswich and Diss Area Meeting may direct and the trustees may think suitable: provided that the trustees may allow persons who are not members of the Society to use the meeting houses and premises and the remains of persons who were not members of the Society to be buried in the burial grounds.”

2.2.3 The Agnes Moss Bequest Trust

The charitable objectives of the Agnes Moss Bequest Trust state that “the income arising from the property or from proceeds of sale of the property are to be applied for such purpose or object (within the legal definition of a charitable purpose or object) as the Area Meeting shall direct.” The property referred to is 21 St Nicholas Street in Diss. The Area Meeting has directed that the trust is to be used 1) by Area Meeting for administration of the trust and for property maintenance and repairs of 21 St Nicholas Street and 2) by Diss Local Meeting for general purposes and property maintenance and repairs of Diss Meeting House, its burial ground and the warden’s house.

2.2.4 The Richard Waynforth Trust

The charitable objectives of the Richard Waynforth Trust are to provide “relief in need for members and attenders of the Area Meeting” through grant making. This relief includes paying for household bills, transport to and from Meetings for Worship, essential home refurbishment, household items and electrical appliances, mobility aids, training to get back to work, emergency travel, respite care and home help. The trust also finances attendance at Britain Yearly Meeting, Junior Yearly Meeting and Yearly Meeting Gathering for members and attenders who would otherwise find it financially difficult to attend. On 7 October 2014, the Charity Commission issued a revised scheme that extends the Trust’s area of benefit to include members and attenders of Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting.

2.3 Activities in Relation to the Charity’s Objectives

Ipswich & Diss Area Quaker Meeting performs the following activities in relation to its objectives:

- Arranging and holding public meetings for worship, open to all, in its constituent Local Meetings in Bury St Edmunds, Diss, Felixstowe, Ipswich, Leiston and Woodbridge.
- Holding Area Meetings, using the Quaker business method, at regular intervals in January, March, May, July, September and November each year.
- Taking responsibility for membership of the Area Meeting and hence of the Religious Society of Friends (Quakers) in Britain and maintaining a register of the Area Meeting’s members and attenders.
- Ensuring that all Local Meetings report regularly on their activities and that Local Meeting treasurers and Local Meeting premises committees meet together at least annually.
- Appointing clerks, a treasurer, registering officers, a nominations committee, elders, and pastoral care team co-ordinators.
- Consolidating accounts of its constituent Local Meetings and linked charities.
- Maintaining links with other churches and local faith groups.
- Maintaining links with the Religious Society of Friends (Quakers) in Britain, also known as Britain Yearly Meeting, and Friends Trusts Ltd, which is the trust corporation for the Religious Society of Friends in Great Britain.
- Taking responsibility for the preservation of Area Meeting and Local Meeting records.

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- Managing the charity's income and expenditure to meet the proper costs of administering the charity and managing its cash and non-cash assets in keeping with the charity's ethical investment policy.
- Ensuring ongoing repairs and maintenance are carried out for the Meeting Houses, the wardens' flat and the private house.
- Ensuring the Meeting Houses, the wardens' flat and the private house comply with current Health and Safety Regulations, Fire Safety Regulations and other relevant government regulations.
- Ensuring compliance to safeguarding, equal opportunities and data protection legislation.
- Providing adequate Public Liability Insurance for the Local Meetings and Buildings and Contents Insurance coverage for the Meeting Houses and buildings insurance for the wardens' house and flat.
- Commissioning quinquennial and tree surveys and carrying out the recommended actions for the Meeting Houses and their adjacent burial grounds.
- Inspecting the burial grounds at Bredfield, Needham Market and Woodbridge and taking remedial actions, where required.
- Ensuring compliance to employment regulations and monitoring wardenship and employment matters, including pensions and the Living Wage, at Ipswich, Bury St Edmunds and Diss Meeting Houses.
- Overseeing all building renovations and new development undertaken at the Meeting Houses and the private house.
- Selling, leasing or disposing of all or any part of the charity's property that is not required to be retained to achieve its objectives.
- Co-operating with other charities, voluntary bodies and statutory authorities as required.
- Making relief-in-need grants to provide or pay for goods, services and/or training for members and attenders of Ipswich & Diss Area Meeting, Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting.

2.4 Charitable Activities for Public Benefit

This section sets out the charitable activities for public benefit as a local church within a national framework. The format adopted reflects the strategic aims of Britain Yearly Meeting, the national body.

2.4.1 Meeting for Worship is the bedrock of living as a Quaker

We own four Meeting Houses in the Area and two other local meetings worship in hired premises. In addition to Sunday Meetings for Worship which take place in our six locations, several Local Meetings have held weekday Meetings for Worship, sometimes in the private homes of their worshippers. Regular Meetings are held at the homes of those Friends in Diss and Leiston Meetings who are unable to travel to Meetings for Worship.

At Ipswich Meeting, an ably led Friday evening bible study group has this year examined the gospel of John, the so-called Quaker gospel. Concern for the planet led to two themed Meetings for Worship devoted to the Spring and Autumn equinox. Both were very successful and involved the children of the Meeting. In this past year, Ipswich Meeting has seen a strengthening of our sense of being an open and united community with lively conversations over tea and coffee after meeting and monthly shared lunches. Perhaps another sign of this openness has been the welcoming a little dog into Meeting for Worship.

Numbers at Sunday Meeting for Worship at Woodbridge have remained steady, and a small group met at Seckford Almshouses for a meeting on Tuesday afternoons twice a month. During 2019, they introduced a short period at the end of regular worship in which Friends mention the names of people they particularly wish to hold in the Light, and also things for which they wish to give thanks. Because this practice seemed to work well and to fulfil a need, the practice of 'Afterword' was dropped.

On the first Sunday of the month, Leiston and Diss Friends each hold a convivial shared lunch after their regular Meetings for Worship. Leiston Quakers, every few months, have taken a turn to lead a short ecumenical service with other churches in the town, in addition to their own regular worship.

Regular Sunday Meetings for Worship in Bury St Edmunds have been well attended. The small numbers attending Tuesday lunchtime worship increased in 2019. These included not only new enquirers and

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attenders, who are perhaps not able to come on Sundays, but there has been a supportive overlap of Friends who worship on both days. Bury St Edmunds Friends held a bi-monthly Sunday Evening Meeting for poetry, prose, music and silence. There are two 'Experiment with Light' groups which have operated during the year. A similar Light Group met in Aldeburgh and took mainly 'Quaker Faith and Practice' as a basis of their discussions.

In Felixstowe the worshipping group met in the smaller of two meeting rooms at the hired St John's Hall. That this smaller room has been re-carpeted has increased the 'togetherness' of the meeting. Numbers have been usually between ten and fifteen Friends weekly, with visitors and new enquirers always made welcome. Felixstowe Friends have continued with bi-monthly 'simple' lunches, followed by a study session led on a particular subject. One session covered the Third Order of the Society of St Francis and another has looked at a series of essays by the Quaker, Harvey Gillman, entitled Words. This was hosted by a member of the Meeting on a warm Spring afternoon in her garden.

On the Sunday before Christmas Bury St Edmunds and Felixstowe Meetings each held a programmed Meeting for Worship, which included silent worship, together with offerings of music, poetry and prose.

2.4.2 Quaker communities are loving, inclusive and all age

Increasingly, Quaker business activity is making use of electronic data filing and communication, although all meetings remain aware that some Friends have no internet access and other arrangements have to be made for access in those cases.

Two young Friends from Ipswich Local Meeting attended the Quaker Senior Conference, a spiritual gathering and conference run by and for young people aged fifteen to eighteen, and Junior Yearly Meeting for the same age cohort.

A Young Friend in this age range and from Bury St Edmunds Meeting attended our national Young People's Participation Day in London in November. In Bury St Edmunds, the programme of worship prior to Christmas was led by the young people on the theme, "In thy dark streets shineth the everlasting Light".

2.4.3 Quaker work collaboratively

The Area Meeting is a member of Churches Together in Suffolk, and some Local Meetings are involved with their local 'Churches Together' as well as the East and West Suffolk Interfaith Forums.

The Area Meeting provided a chaplain to Hollesley Bay and Warren Hill Prisons. Meetings for Worship have been occasionally held at Warren Hill Prison, and several prisoners from Hollesley Bay attended Sunday Meetings for Worship at Woodbridge.

The Area Meeting also provided a Quaker chaplain to Suffolk New College and University Campus Suffolk. The chaplain is a member of a multi-faith chaplaincy team. The chaplaincy is available to both staff and students and to people of faith or none. The focus is principally pastoral and spiritual but can be practical, providing a safe environment, where people are listened to in a non-judgemental way. Support, advice, information, sign posting and direction to people for specialist help are offered, as well as a quiet place for prayer or reflection. The Quaker chaplain helped regularly in the chaplaincy office, in the chaplaincy café on a fortnightly basis and at the bookstall each Wednesday lunchtime. She attended the Suffolk Show and helped run stands at the University Freshers Fair in September and during the Interfaith Week in November.

We rent (at low-cost rates) three of our Meeting Houses to a wide range of local community groups, charities and businesses. Because Leiston Meeting is a small worshipping community, hirings to external users have been kept to a minimum during this year. Our Meeting Houses are a local hub for a range of groups undertaking charitable and community activities, such as gambling addiction, eating disorders, mental health, yoga, dancing, drumming, personal counselling, carer support, poetry, quilting and art, also Oxfam and Amnesty International. Some rentals are also to commercial organisations at market rates. The Meeting House in Bury St Edmunds continued to be used by local Muslims for their Friday prayers and a group of Buddhists met regularly in Ipswich Meeting House.

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Designermakers21 (Registered Charity No. 1167949) continue to rent a property in Diss owned by the Area Meeting under a three-year lease on a full repair basis from 1 January 2018. When it is confirmed that the funding will be forthcoming, our agents, Clarke & Simpson, will produce a Section 119 Charities Act Report, which will be a requirement for the disposal of the building. Any change in the property's market value between now and whenever the report is required will be reflected. As a registered charity, the Area Meeting has an obligation to obtain the full market value for any property that is disposed of.

2.4.4 All Friends understand and live by Quaker discipline

During 2019, the Area Meeting paid for Friends to attend training courses and conferences, including Quaker Life Representative Council, Quaker Peace and Social Witness Conference, Eldership and Oversight, Clerkship, Trusteeship and Safeguarding.

Local Meetings held various presentations, discussion groups and study programmes to support the spirituality of members and attenders. In Bury St Edmunds, Friends studied an online Woodbrooke course 'The Roots of the Quaker Way: Early Friends in their religious and political context' and hosted a Woodbrooke-on-the-Road session entitled "Truth with a capital T". Groups met together in one another's homes to discuss Craig Barnett's book, 'Quaker Renewal'. Woodbridge Meeting also hosted Woodbrooke-on-the-Road, the travelling arm of the Quaker Study Centre in Birmingham, to consider 'What can we do with what we have got?' Friends were asked: what nourishes the life of the meeting? what challenges does the meeting face? and what does love require of the meeting, within the meeting, outside the meeting and within the Society of Friends? It was a rewarding opportunity to take stock and to start thinking of what needs to be done and how it is best achieved.

Ipswich Meeting started a monthly group on Sunday mornings called 'Deepening our Quaker Understanding', looking at issues such as 'what is ministry', 'testimony' and 'what are we doing individually towards sustainability'.

Woodbridge Meeting organised for its own community-building coffee mornings, pub nights, film evenings, bring-and-share lunches, outdoor meetings for worship (one in a wood and another under our own Quaker Tree for Peace).

Leiston Friends had a useful discussion about mental health in advance of one of their number attending a Quaker Life Council Meeting on the same theme.

Throughout the year, Diss Quakers held a study group after their regular worship on two Sundays in the month. This was well attended and led to a helpful exchange of ideas.

In May, Ipswich Meeting hosted a singing session with Tracy Sharpe from the charity 'Music in our Bones' and in September, Paul Parker, Recording Clerk of Britain Yearly Meeting, led a stimulating session on 'Simplifying Meetings'. In the same month, the Safeguarding Professional Advisor from Suffolk County Council delivered training on safeguarding within the Meeting. The Meeting also arranged a second 'Death Café', led by an experienced external facilitator.

Bury St Edmunds Meeting held a 'Quiet Day' at a retreat in Newmarket that was greatly appreciated. A number of Friends also enjoyed a group outing to the local theatre. The Craft Group worked on a garden-themed wall hanging, for the Garden Room. These 'in-reach' events, along with monthly talks and shared lunches, provided spiritual nourishment.

2.4.5 Quakers are well known and widely understood

It is by worshipping together regularly that Quakers gain the strength to reach out into the community. Outreach is our way of connecting with our wider communities, sharing our Quaker faith with others and strengthening our life as living communities of faithful people. Similar to events other Meetings have held in previous years, in 2019, Bury St Edmunds Meeting arranged a 'Question Time' for newcomers. Two Friends gave a talk at the public library on '360 Years of Quaker Women'. Three others, one of the fifteen to eighteen age range, spoke about Quakerism on the local radio.

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Ipswich Local Meeting invited Nick Feldman to come to speak at an evening discussion group in February about 'The Jewish World of Jesus'. A number from this Meeting also attended an interfaith shabbat with our local Liberal Jewish community. Links and friendships were formed. In October, they conducted a fruitful dialogue with local Catholics on Quaker faith and beliefs.

The Area Meeting, Ipswich Local Meeting and Bury St Edmunds Local Meeting have web sites as part of their outreach. Our Meeting Houses participated in September in the 'Suffolk Historic Churches Bike Ride'. Bury St Edmunds Meeting House opened up as part of the 'Heritage Open Days' on the same date and visitors were treated to a slide show of 'Quakers showing People Power'.

On Remembrance Sunday, later in the day after the official service at the towns' War Memorials, Quakers in Ipswich and Bury St Edmunds laid wreaths of white poppies, in Ipswich, at the Peace Garden.

Some Woodbridge Friends participated in making small sections of an anti-war banner to be displayed at various arms fair protests during the year. Bury St Edmunds Quakers gathered on Angel Hill, Bury St Edmunds to hold a silent witness to peace on Armed Forces Day, June 29th and, on the next day, joined a "celebration of unity" arranged by Churches Together in the Abbey Gardens.

A number of Ipswich Friends took part in the Quaker vigil at the arms trade fair at ExCel in London in September, and on 'UN International Day of Peace', September 21st, Friends held a special Meeting for Worship and placed relevant banners and placards outside the Bury St Edmunds Meeting House.

At a public showing of the film 'War School' at the Meeting House in Bury St Edmunds, three Friends opened a lively discussion about the effects of being in the forces on young people. In November, this Meeting also hosted a public talk given by a young peace activist who talked about her personal experience of the Ecumenical Accompaniers in Palestine and Israel, a World Council of Churches Programme.

Several Friends from Felixstowe Meeting led two assemblies at Fairfield Primary school in Felixstowe in December and told the stories of Elizabeth Fry and the Quaker chocolate makers! They also talked about the Quaker Testimonies of 'Truth' and 'Simplicity'. In October, Felixstowe Friends also gave a talk on Quakerism to the local family history society which was well attended. The Meeting is well known in the local community through this outreach work.

In July the ties between Felixstowe Quakers and Trinity Methodist Church, Felixstowe, which goes back many years, was strengthened, as Friend, Pauline Jackson, prepared a flower display, on the theme of Wimbledon, for the Methodists' annual flower festival. Two members of the Friends' Meeting regularly assist in the organising of weekly coffee mornings at the church, and during 2019 the Methodist minister sought guidance on the holding of a weekly hour of silent prayer. The simplicity of the circle of chairs with a small vase of flowers was suggested and this idea was adopted and has been maintained.

2.4.6 Quaker values are active in the world

In June, Bury St Edmunds Meeting joined in the local St John's Street Festival, with a stall raising over £500 for charity and participated in the 'Hidden Gardens of Bury', in aid of the local Hospice.

Aware that Christmas can be a lonely or sad time for some, the Meeting House in Bury St Edmunds was open on the afternoon of Christmas Day for those seeking quiet companionship.

Our Local Meetings collect regularly for Quaker and other charities. The range of charities who have benefited from our collections this year included:

International: Ecumenical Accompaniers in Palestine and Israel, Medecins sans Frontieres, Bhopal Medical Support, Money For Madagascar, Asylum Aid, Bees Abroad

Local: Refugee Community Kitchen, Glebe House, Suffolk Refugee Support, Walton Parish Nursing, The Hope Trust

Peace and Reconciliation: Quaker Peace Studies Trust, Fellowship of Reconciliation, Drone Wars UK

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Other Quaker causes: Quaker Open Christmas, Quaker Christmas Shelter Appeal, Young Friends General Meeting, Woodbrooke Quaker Study Centre

In accordance with the Area Meeting's grant policy, the trustees' grants panel awarded grants totalling £12,594.64 from the Richard Waynforth Trust to six members and attenders of Ipswich & Diss Area Meeting and one from Southern East Anglia Area. No grant applications were received this year from Waveney & Norfolk Area Meeting.

3. SUSTAINABILITY / ENVIRONMENTAL INTERESTS

For those meetings without responsibility for a building of their own, environmental activities in 2019 have been more on an individual rather than Meeting basis. We are all increasingly aware of the way our personal lifestyle choices contribute to our carbon footprint. Wherever possible, Friends use public transport, electric vehicles, walk, cycle, or car-share to meetings for worship or business, although the challenge remains that personal mobility is limited and public transport, other than rail, is not available in most areas on a Sunday.

Quakers in this Area have become increasingly drawn to amending their shopping habits, in terms of the food they eat, such as less meat, avoiding palm oil and using farmer's markets and local ethical traders, including discarded fruit traders, and the household products they use for cleaning and washing, including personal hygiene. As far as possible, our Meetings buy Fair Trade products for use in the Meeting Houses.

The four meeting houses are listed as historic or stand in a conservation area. Every effort is made to preserve the historic value and authenticity of the buildings although this is balanced with the Quaker commitment to developing a sustainable way of operating. Leiston and Diss might be described as country Meetings, and so by far and away the largest part of their carbon footprint has remained the regular drive to Meeting for Worship. Very few worshipping Friends at those Meetings are able to walk or cycle, and some have a thirty mile there and back journey.

Early in 2019, we consulted the Friends House lead on the 'Quaker Sustainability Project' on how to reduce the carbon footprint driven by the maintenance of our four Meeting Houses. Leiston Meeting wrote a short report on their sustainability as a very small Quaker community with responsibility for maintaining a listed building. This was viewed by Friends House as very helpful to other Quaker Meetings in a comparable situation. Many Leiston Friends are involved in local and well-published environmental affairs, some controversial, in what is a sensitive and politicised region on matters of sustainability and wildlife protection. Quakers there keep themselves well-informed and engaged.

Also last year the Meeting Houses in Ipswich and Bury St Edmunds were subjected to the Quinquennial Survey which this time included specific reporting on the buildings' environmental sustainability, an 'Energy Performance and Sustainability' report. The results of these exchange led Ipswich Meeting to look to the long-term future of the property as well as the need for some short term measures, such making the Meeting House fully accessible and the refurbishment of the kitchen. This conversation is ongoing in that Meeting, recognising that the majority use of the building by different external groups is a major part of our witness as a Quaker community. Meeting the needs of these groups and reducing our carbon footprint are all part of the potential development of our premises in coming years.

Leiston Meeting has investigated the cost of installing acceptable secondary double glazing in the main meeting room but this is not favoured, given that this room has minimal use during the cold months. In early 2019, the gas heaters in the room used for worship in colder months were declared unsafe and have been replaced with programmable and more efficient electric heaters. This has saved electricity as they are no longer turned on unnecessarily. Throughout this Meeting House the light bulbs have been changed to high-efficiency bulbs.

Solar energy has been considered for two of our Meeting Houses, but we have found that it is either not possible on a listed building in a conservation area, or it is felt that the fitting of solar panels on the particular roof would not prove to be efficient or practical.

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Our concern for the environment finds expression in the way in which our grounds are maintained, with places reserved for wildlife. Several of our Meeting House gardens and burial grounds continue to be managed following advice from the Suffolk Wildlife Trust on how best to encourage wildlife. In order to ensure the survival of the wild flowers in the Quaker graveyards attached to the meeting houses, only paths are regularly mown. In Woodbridge, discussions about the rewilding of the burial ground have commenced and continue. In Leiston, following specific recommendations of the Suffolk Wildlife Trust to create wildlife havens, the grounds now have a number of resident hedgehogs who hibernate in areas deliberately not tidied up for that purpose. In the dry summer months Friends ensured a supply of water for them so that they are not tempted out onto the busy roads.

In Bury St Edmunds a large section of the Meeting House garden is set aside as a wildlife area, where grass and wildflowers are allowed to grow and where insect and bug boxes are installed. Although a problematic lime tree had to be felled during the year, it will be replaced with another type of tree, which will attract wildlife. There is also here a vegetable garden at present being cultivated by members of the Suffolk Organic Gardeners group.

Concern about climate change led this Meeting to support the Woodland Trust's 'Big Climate Fightback Day' when they planted trees in the grounds of the home of two Friends from the Meeting.

In June, four Ipswich Friends also attended the climate change mass lobby of Parliament. This Meeting also organised a visit to both the waste recycling centre and waste incinerator at Great Blakenham.

4. FINANCIAL REVIEW

4.1 Principal Funding Sources and Expenditures

4.1.1 Ipswich & Diss Area Quaker Meeting

Ipswich & Diss Area Quaker Meeting's annual income is primarily from contributions from the members and attenders of its six Local Meetings, Gift Aid and room lettings in its four Meeting Houses. Additional income occasionally comes from legacies, fundraising and grants. In 2019, the Area Meeting received no legacies and fundraising income of £97.

The Area Meeting's support costs include wages for wardens and cleaners, utilities, property repairs and maintenance, furniture and equipment and administration. Governance costs were for accountancy services. Other costs include conferences, payments to other Quaker bodies and outreach and publicity.

4.1.2 Ipswich & Diss Area Meeting Property Charity

Ipswich & Diss Area Meeting Property Charity's fixed assets are five freehold properties: the Meeting Houses at Bury St Edmunds, Diss, Ipswich (including a warden's flat) and Leiston as well as a private house in Diss (formerly the warden's house). There are burial grounds at Bury St Edmunds, Diss and Leiston Meeting Houses and former burial grounds at Bredfield, Needham Market and Woodbridge, which is let to Woodbridge Town Council on a repairing lease for 30 years at a peppercorn rent from May 2004. All of the properties and burial grounds are registered with the Land Registry.

The charity also holds a permanently endowed restricted fund, the majority of which has been invested with Rathbone Greenbank. The remainder of the restricted fund's assets are held with the Co-operative Bank, Ecology Building Society, Triodos Bank and Eastern Savings & Loans. The income from these investments contributes towards the charity's annual expenditure, which consists of quinquennial surveys and buildings, contents and public liability insurance.

The charity is also responsible for annual recoupment payments. In the late 1980s, land belonging to Ipswich & Diss Monthly Meeting United Charities at Tower Ramparts, Ipswich, was sold for the enlargement of the Marks & Spencer store. Of the approximately £125,000 raised, the Charity Commission gave permission for £103,000 to be spent on refurbishment of the three Meeting Houses then in the Monthly Meeting, as follows:

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Date of Scheme	Meeting House	Sum Spent	Annual Repayment
11.08.1986	Bury St Edmunds	£16,000	£144
09.03.1987	Ipswich	£30,000	£270
13.11.1987	Leiston	£57,000	£513

Authorisation to spend the funds was on condition that the sums were recouped over a period of 40 years at the rate of 0.9% per annum with the Official Custodian of Charities. These repayments, totalling £927 a year, are payable until 2026/27. The value held with CCLA was £130,496 on 31 December 2019. When the capital and income become accessible in 2026/27, the capital will be added to the endowment fund of the Ipswich & Diss Area Meeting Property Charity.

Income from the Property Charity is at present insufficient to pay for the maintenance costs of the four Meeting Houses, the private house and the warden's flat, so these expenses are borne by their Local Meetings or from one of three Meeting House Funds:

- The designated AM Meeting Houses Fund is available for all four Meeting Houses as well as the private house at Diss and the warden's flat at Ipswich. Income comes from donations, Gift Aid and investments with Rathbone Greenbank, Ecology Building Society and Triodos Bank. Funds are also held with the Co-operative Bank. The trustees have agreed that the income from this fund's investments will be spent on capital repairs and maintenance only, and the invested capital will be used only in emergencies.
- The designated Bury St Edmunds Long-Term Meeting House Maintenance Fund has income from donations, Gift Aid and investments with Rathbone Greenbank, Triodos Bank, Ecology Building Society and Eastern Savings & Loan Credit Union. Funds are also held with the Co-operative Bank. The fund is only used for capital building maintenance and repairs at Bury St Edmunds Meeting House, and the invested capital will be used only in emergencies.
- The Agnes Moss Bequest Trust is for the use of Diss Local Meeting (see section 4.1.3).

4.1.3 Agnes Moss Bequest Trust

The income for this permanently endowed restricted fund is from the letting of 21 St Nicholas Street in Diss. DesignerMakers21, a collective of local craftspeople, have been renting 21 St Nicholas Street under three-year leases starting January 2015 and January 2018. They pay utilities and insurance.

The Agnes Moss Bequest Trust's annual expenditure can include building repairs and governance costs (e.g., legal and estate agent fees) for 21 St Nicholas Street as well as maintenance and repairs costs for Diss Meeting House, its burial ground and private house.

In addition, the trust must pay the cost of buildings and public liability insurance and utilities and council taxes, when 21 St Nicholas Street has no tenant. Diss Local Meeting may also use the fund for general purposes, when required. All cash assets are held with the Co-operative Bank, Ecology Building Society and Eastern Savings & Loans.

If 21 St Nicholas Street is sold, the proceeds will be invested as a permanent endowment fund with the investment income still being used by Diss Local Meeting for general purposes and maintenance and repairs of the Meeting House, burial ground and the private house.

4.1.4 Richard Waynforth Trust

The majority of this permanently endowed restricted fund has been invested with Rathbone Greenbank to produce an annual income for relief-in-need grant-making. The remaining funds are held with the Co-operative Bank, Ecology Building Society and Eastern Savings & Loans. In addition to grants, the fund incurs investment management costs and £500 of support costs annually.

4.2 Reserves Policy

Reserves are that part of a charity's unrestricted income that is freely available to spend on any of the charity's purposes, once it has met its commitments and covered other planned expenditure. Charity law

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS

Year ended 31 December 2019

requires any income received by a charity to be spent within a reasonable period from receipt. The Charity Commission advises trustees that they should be able to justify the holding of income as reserves, because reserves levels that are too high may tie up money unnecessarily and reserves that are too low can jeopardise a charity's solvency and its future activities. The trustees have used this guidance, plus a financial risks assessment, to set the reserve levels for the Area Meeting, Local Meetings and linked charities.

The levels of reserve funds for the Area Meeting, Local Meetings and linked charities are assessed annually when the Area Meeting trustees and each Local Meeting review their previous year's annual accounts and confirm their annual budgets for the coming year. Adjustments to the level of reserves are made as necessary, for instance to cope with inflation. Regular reviews of income versus expenditure help identify peaks and troughs in cash flow and give a warning of when reserves might need to be called on. Trustees review the reserves policy itself triennially.

4.2.1 Ipswich & Diss Area Quaker Meeting and the Local Meetings

Restricted funds, which include endowments and restricted income funds, are excluded from the calculation of reserves for Area Meeting and the Local Meetings, because these funds can only be used for particular purposes--not for the overall charitable purposes of the Area Meeting. The restricted funds excluded from the Area Meeting and Local Meeting reserves are the Agnes Moss Bequest Trust, Richard Waynforth Trust and Ipswich & Diss Area Meeting Property Charity.

Although designated funds are unrestricted, the AM Meeting Houses Fund and the Bury St Edmunds Long-Term Meeting House Maintenance Fund are excluded from the calculation of reserves. These funds are earmarked for a particular use and not for Area Meeting's overall charitable purposes. The Area Meeting's functional fixed assets (i.e., four Meeting Houses, burial grounds, private house, warden's flat and 21 St Nicholas Street) are also designated and excluded from the calculation of Area Meeting and Local Meeting reserves.

Any future legacies received for particular purposes, or programme-related investments made solely to fund a planned spending commitment that cannot be met from future income, will be restricted or designated and hence excluded from Area Meeting and Local Meeting reserves.

The equivalent of six months' expenditure has been agreed as the most that Area Meeting and the Local Meetings should hold in reserve. The Area Meeting's Reserves Policy provides a calculator for determining the amount of reserves that can be retained each year by the Area Meeting and Local Meetings.

Reserves are not used to fund short-term deficits in a cash budget (e.g., reserve funds are not spent before funding is received), but reserves can be used:

- For unforeseen day-to-day operational costs (e.g., employing temporary staff to cover a long-term absence or providing redundancy payments)
- As a temporary source of income to give the trustees or Local Meetings time to develop new sources of income or to cut-back on related expenditure, if income (e.g., contributions from the members and attenders and room lettings) falls below expectations
- For planned commitments, or designations, that cannot be met by future income alone (e.g., plans for a major asset purchase or significant project that requires 'matched funding')

Amounts held in excess of six months' expenditure are available for discretionary spending, as agreed by Area Meeting or the Local Meeting. Donations can be made to the Bury St Edmunds Long-Term Meeting House Maintenance Fund, the AM Meeting Houses Fund and Britain Yearly Meeting as well as international and national Quaker and Quaker-related charities.

4.2.2 Ipswich and Diss Area Meeting Property Charity

For the Ipswich & Diss Area Meeting Property Charity's restricted fund, the designated AM Meeting Houses Fund and the designated Bury St Edmunds Long-Term Meeting House Maintenance Fund, all unspent income is retained as reserves; there is no discretionary spending. For the past several years, the Ipswich & Diss Area Meeting Property Charity was having to use its restricted fund's reserves, because the charity's annual investment income was insufficient to cover its annual expenditures for quinquennial surveys;

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Year ended 31 December 2019

buildings, contents and public liability insurance and annual recoupment payments (see section 4.1.2). After reviewing possible sources of additional income, the trustees asked the Local Meetings to reimburse their shares of the cost of the buildings, contents and public liability insurance to the Property Charity starting in 2018. All six Local Meetings have agreed. Bury St Edmunds and Leiston Local Meetings have also agreed to reimburse their shares of the recoupment payments. From 2020, any deficit will be met direct from Area Meeting funds.

4.2.3 Agnes Moss Bequest Trust

The Agnes Moss Bequest Trust is a restricted fund for the use of Diss Local Meeting, so all unspent income is retained as reserves; there is no discretionary spending.

4.2.4 Richard Waynforth Trust

The Richard Waynforth Trust is a restricted fund, so all income that is not spent on grant making is retained as reserves; there is no discretionary spending. Because the trust had high reserves, on 7 October 2014, the Charity Commission issued a revised scheme that extended the Trust's area of benefit to include members and attenders of Waveney & Norfolk Area Meeting and Southern East Anglia Area Meeting. Trustees regularly review the grant guidelines to ensure that the scheme is applied most effectively.

4.3 Investment Policy

Ipswich & Diss Area Quaker Meeting's cash assets held in current accounts with the Co-operative Bank and invested in savings accounts with Triodos Bank, Ecology Building Society, Eastern Savings & Loans and CCLA. The restricted, designated and/or endowed funds of the Ipswich & Diss Area Meeting Property Charity and Richard Waynforth Trust are invested with Rathbone Greenbank in line with the Trustee Act 2000 and the trust instrument.

Rathbone Greenbank is instructed to manage all of the investments in such a way as to provide sufficient income to enable the Ipswich & Diss Area Meeting Property Charity and the Richard Waynforth Trust to carry out their purposes effectively both in the short term and over the longer term. Where possible, the value of the assets should be enhanced so as to at least keep pace with inflation over the longer term. To this end, the portfolios are managed as follows:

- An approximate balance is kept between enhancement of capital and income generation.
- A "low risk" approach is adopted in the management of the assets of the Richard Waynforth Trust and a 'lower end of medium risk' approach for the Property Charity's portfolio.
- There is a diversified range of bonds and equities, which are quoted on a recognised investment exchange, and unit trusts and Open Ended Investment Companies (OEICs), which are authorised under the Financial Services and Markets Act 2000. The "type" of each investment and individual investments themselves are suitable to meet the purposes of the Ipswich & Diss Area Meeting Property Charity and the Richard Waynforth Trust.
- Investments within the portfolio comply with the ethical criteria set out in the Ethical Profile Questionnaire supplied by Ethical Screening and signed by the trustees on 22 November 2011. Subsequent updates to the profile questionnaire, including divesting from fossil fuels, have been documented in trustees' minutes and in the Area Meeting's Investment Policy. The Area Meeting's ethical investment criteria are viewed by the trustees biennially.

Both portfolios' performances are monitored against the returns of the APCIMS Income Index, although this index more likely represents performances of medium risk income portfolios without ethical constraints. The appointed investment manager is a suitably authorised person, within the meaning of the Financial Services and Markets Act 2000, of Rathbone Greenbank.

The investment policy is reviewed every two years, or as required, by the trustees to ensure that it remains compatible with the charity's objects and requirements, particularly those of the Ipswich & Diss Area Meeting Property Charity and the Richard Waynforth Trust. The investment management services provided by Rathbone Greenbank are also formally reviewed every two years, or at such time as deemed appropriate by the trustees.

5 DUE DILIGENCE, RISK MANAGEMENT AND LEGAL COMPLIANCE

The Area Meeting trustees are the managing trustees of the four Meeting Houses, and Friends Trusts Limited is the holding trustee. The Ipswich & Diss Area Meeting Property Charity is responsible for their building, contents and third-party insurance. The third-party insurance also covers Felixstowe and Woodbridge Local Meetings.

The Area Meeting trustees issue a Compliance with Regulations checklist, which has to be completed annually by Local Meetings with Meeting Houses. These Local Meetings are required to report that they have complied with fire, health and safety, gas and electrical regulations as well as the Disability Discrimination Act, employment procedures and other relevant government regulations. From 2019, Local Meetings have also been asked to report on their measures to support the ecological sustainability of their community activities and management of their land and buildings.

For other identified risks and to ensure legal compliance, the Area Meeting follows its formal policies for safeguarding, equality, grant making, data protection, grievances, disciplinary issues, internal financial controls and financial crime, including a fraud policy, fraud response plan and whistle-blowing procedures.

Trustees have a schedule for formally reviewing all Area Meeting policies annually, biennially or when there is a change in legislation. Trustees also ensure that these policies are provided to employees, self-employed staff and Ipswich & Diss Area Meeting members and attenders, as necessary.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to Charities in England and Wales requires the trustees to prepare Financial Statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing Financial Statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the Financial Statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees:

(signed)

.....
Elaine Green
Clerk to Trustees

Date: 8 July 2020

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

To the Trustees of the Ipswich and Diss Area Quaker Meeting

I report on the accounts of the charity for the year ended 31 December 2019, which are set on pages 16 to 24.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's statements

In connection with my examination, no matter has come to my attention:

- α) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;
have not been met; or
- β) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(signed)

.....
David Stephens FCCA
13 Newlands Road
Tunbridge Wells, Kent
TN4 9AS

Date: 8 July 2020

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

STATEMENT OF FINANCIAL ACTIVITIES		2019				2018			
		Unrestricted funds	Restricted funds	Endowment funds	Total funds	Unrestricted funds	Restricted funds	Endowment funds	Total funds
Notes	£	£	£	£	£	£	£	£	
Incoming resources									
Incoming resources from generated funds									
Donations and legacies	2	44,412	2,103	-	46,515	49,016	2,169	-	51,185
Activities for generating funds	3	74,028	5,000	-	79,028	72,908	5,000	-	77,908
Investment income	4	6,296	17,291	-	23,587	5,876	17,715	-	23,591
Incoming resources from charitable activities									
Contributions to conferences		-	-	-	-	2,698	-	-	2,698
Other incoming resources	6	23,776	-	-	23,776	21,633	-	-	21,633
Total incoming resources		148,512	24,394	-	172,906	152,131	24,884	-	177,015
Resources expended									
Cost of generating funds									
Investment management costs		2,988	-	8,129	11,117	2,534	-	8,284	10,818
Charitable activities	5	107,723	23,182	-	130,905	103,878	14,346	-	118,224
Governance costs	7	2,217	-	-	2,217	1,463	-	-	1,463
Other resources expended	8	33,432	-	-	33,432	31,985	-	-	31,985
Total resources expended		146,360	23,182	8,129	177,671	139,860	14,346	8,284	162,490
Net income for year before transfers		2,152	1,212	-8,129	-4,765	12,271	10,538	-8,284	14,525
Transfers between funds		-427	427	-	-	-427	427	-	-
Net income for the year before other recognised gains and losses		1,725	1,639	-8,129	-4,765	11,844	10,965	-8,284	14,525
Other recognised gains/losses									
Gains on investment assets		13,860	23,485	157,584	194,929	-13,430	526	-38,232	-51,136
Net movement in funds		15,585	25,124	149,455	190,164	-1,586	11,491	-46,516	-36,611
Total funds brought forward		325,486	798,239	997,996	2,121,721	326,701	786,748	1,044,512	2,157,961
Prior year adjustments		-	-	-	-	371	-	-	371
Total funds carried forward		341,071	823,363	1,147,451	2,311,885	325,486	798,239	997,996	2,121,721

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

BALANCE SHEET as at 31 December 2019

	Notes	£	2019 £	£	2018 £
Fixed assets					
Tangible assets	11	568,595		568,595	
Investments	12	1,442,450		1,257,712	
			2,011,045		1,826,307
Current assets					
Debtors	13	9,195		9,394	
Cash at bank and in hand		298,423		294,535	
		307,618		303,929	
Creditors: amounts falling due within one year	14	-6,778		-8,515	
Net Current Assets			300,840		295,414
Total assets less current liabilities			2,311,885		2,121,721
Unrestricted funds	15		341,070		325,488
Restricted funds	15		823,364		798,237
Endowment funds	15		1,147,451		997,996
	16		2,311,885		2,121,721

The accounts were approved by the Board and signed on behalf of the trustees:

(signed)

.....
Nicholas Wright
Trustee and Treasurer

Date: 8 July 2020

NOTES TO THE ACCOUNTS

1. Accounting policies

1.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014.

These are consolidated accounts that include the Area Meeting, the Ipswich and Diss Property Charity, the Agnes Moss Bequest Trust, the Richard Waynforth Trust and the six Local Meetings at Bury St Edmunds, Diss, Felixstowe, Ipswich, Leiston and Woodbridge.

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with investment management and the investment property. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resources.

1.4 Taxation

The charity is exempt from tax on its charitable activities.

1.5 Accumulated funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Included within unrestricted funds are designated funds, which have been put aside at the discretion of the trustees for specific charitable activities.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal. Endowment funds are permanent; income from these funds is normally unrestricted, except for the Richard Waynforth and Agnes Moss Bequest Endowments.

1.6 Investments

Investments are shown at market value. Differences arising on closing market value are taken to the Statement of Financial Activities as an unrealised movement. Income arising from investments is accounted for on an accruals basis.

1.7 Tangible fixed assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows: Freehold property - 2% on cost. However, the trustees consider the valuation of the freehold property to be significantly higher than cost and therefore no depreciation has been provided.

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

NOTES TO THE ACCOUNTS (continued)	2019	2018
	£	£
2. Donations and legacies		
Donations	33,039	41,088
Gift Aid	6,839	9,601
Legacies	-	-
Other income	6,637	496
	<u>46,515</u>	<u>51,185</u>
3. Activities for generating funds		
Fundraising	97	17
Hiring of rooms	78,868	77,841
Book and literature sales	63	50
	<u>79,028</u>	<u>77,908</u>
4. Investment income		
Interest received	1,021	879
Dividends	22,566	22,712
	<u>23,587</u>	<u>23,591</u>
5. Charitable activities		
Wages - wardens, cleaning etc. (Note 10)	41,370	41,745
Heat, light and insurance (2018 figure corrected)	19,725	18,495
Property rental	2,495	2,208
Property repairs & maintenance	13,800	13,316
Capital repairs	19,592	14,180
Furniture & equipment repairs and replacements	6,085	3,927
Conference costs (excluding T&S)	4,343	7,103
Travel & subsistence	1,539	1,159
Outreach and publicity	2,402	2,666
Sundry administrative costs	1,114	1,173
Grants/Loans	18,440	12,252
	<u>130,905</u>	<u>118,224</u>
Number of grants/loans made	30	20
An analysis of the grants is as follows:	-	
Individuals	12,955	
Britain Yearly Meeting	-	
Quaker Charities	5,195	
Non Quaker Charities	290	
	<u>18,440</u>	

Grants to individuals are all made from the Richard Waynforth Trust under the terms of that trust (see paragraph 2.2.4 of the Trustees' Report).

The Area Meeting requires all room hirers to have public liability insurance in order to hire the Area Meeting's premises.

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

NOTES TO THE ACCOUNTS (continued)	2019	2018
	£	£
6. Other incoming resources		
Receipts as agent - Britain Yearly Meeting	14,998	12,987
Receipts as agent - Britain Yearly Meeting Gift Aid	2,329	1,305
Receipts as agent - Special Collections	6,449	7,341
	23,776	21,633
7. Governance costs		
Independent Examination	1,000	1,000
Bank charges	-	21
Administration	1,217	442
	2,217	1,463
8. Other resources expended		
As agent - Britain Yearly Meeting	14,998	12,987
As agent - Britain Yearly Meeting Gift Aid	2,329	1,305
As agent - Special collections	6,449	7,341
Britain Yearly Meeting - Local Meeting Funds	9,656	10,352
	33,432	31,985

An analysis of the resources received and expended as acting as agent follows:

Acting as agent	Received	Expended	
	£	£	
BYM	17,327	17,327	with £5,214 reflected in 2019 creditors
Quaker Charities	1,960	1,960	with £0 reflected in 2019 creditors
Non Quaker Charities	4,488	4,488	with £548 reflected in 2019 creditors

9. Trustees

No trustee received any remuneration during this year nor had any personal interest in any contracts or transactions, including related-party transactions, entered into by the charity.

10. Employees

All employees are part-time; the average monthly number of employees during the year was:

	2019	2018
Employed Meeting House wardens and cleaners	7	7
	£	£
Wages and salaries	34,960	34,480
PAYE and National Insurance	4,294	5,345
Pension contributions	2,116	1,920
	41,370	41,745

No employee's annual remuneration was £60,000 or more; one employee's annual remuneration was above £10,000. No redundancy or termination payments were made. No employee contracts are with or are paid by a related party. The pension scheme is with The People's Pension and is offered to all employees. Total pay is used as the definition of salary for pension contributions. The Area Meeting and employee both made a 3.5% pension contribution.

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

NOTES TO THE ACCOUNTS (continued)

11. Tangible fixed assets

Cost and Net Book Value	Freehold property
At 1 January 2019 and 31 December 2019	568,595

The above amount represents the sum spent on the extension of Bury St Edmunds Meeting House. The four Meeting Houses, six burial grounds, warden's house in Diss and warden's flat within Ipswich Meeting House are not shown in the accounts. Although no historical cost is available for these properties, the valuations of the four Meeting Houses, the private house and warden's flat for insurance purposes in 2019/20 are:

Bury St Edmunds	Meeting House	1,416,964	Insurance value
Diss	Meeting House	589,294	Insurance value
Diss	Private House	111,189	Insurance value
Ipswich	Meeting House & Warden's Flat	1,190,390	Insurance value
Leiston	Meeting House	583,965	Insurance value

12. Fixed asset investments	Cash	Investments	Investment Property	Total
	£	£	£	£
At 1 January 2019	-	1,077,712	180,000	1,257,712
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluation	-	129,738	55,000	184,738
At 31 December 2019	-	1,207,450	235,000	1,442,450
Historical cost	-	855,266	-	855,266

Investments are valued by reference to listed investments. An investment with COIF Charities Ethical Investment Fund (accumulation units) represents 10.7% of the listed investments.

The investment property relates to 21 St Nicholas Street in Diss and is revalued by the trustees annually at open market value, as advised by Clark & Simpson Estate Agents and with £5,000 added without advice by Trustees in 2019.

13. Debtors	Total 2019	Total 2018
	£	£
Gift Aid to be claimed from HMRC	9,168	9,394
Other debtors and prepayments	27	-
Total	9,195	9,394

14. Creditors: amounts falling due within one year	Total 2019	Total 2018
	£	£
Other creditors and accruals	6,778	8,515
Total	6,778	8,515

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

NOTES TO THE ACCOUNTS (continued)

15. Movement in funds	At 1 January 2019 £	Prior year adjustment £	Net movement in funds £	Transfers between funds £	At 31 December 2019 £
Unrestricted funds					
Bury St Edmunds Local Meeting	22,478	-	12,284	-8,322	26,440
Diss Local Meeting	1,513	-	5,808	-3,008	4,313
Felixstowe Local Meeting	4,014	-	1,151	-923	4,242
Ipswich Local Meeting	53,092	-	7,395	-2,183	58,304
Leiston Local Meeting	24,123	-	-3,539	-1,438	19,146
Woodbridge Local Meeting	3,861	-	3,091	-2,067	4,885
Area Meeting	19,280	-	-13,804	4,270	9,746
Bury St Edmunds MH Maintenance Fund	108,115	-	-1,220	-	106,895
Ipswich and Diss Property – General	16,444	-	-1,782	2,244	16,906
AM Meeting House	72,566	-	6,627	11,000	90,193
	<u>325,486</u>	-	<u>16,011</u>	<u>-427</u>	<u>341,070</u>
Restricted funds					
Agnes Moss Bequest	25,246	-	-3,062	-	22,184
Richard Waynforth Fund	99,239	-	4,275	-500	103,014
Bury St Edmunds MH Maintenance Fund	568,595	-	-	-	568,595
Property Charity Recoupment Fund	105,159	-	23,485	927	129,571
	<u>798,239</u>	-	<u>24,698</u>	<u>427</u>	<u>823,364</u>
Endowment funds					
Agnes Moss Bequest	180,000	-	55,000	-	235,000
Richard Waynforth Fund	673,248	-	78,147	-	751,395
Property Charity Fund	144,748	-	16,308	-	161,056
	<u>997,996</u>	-	<u>149,455</u>	<u>-</u>	<u>1,147,451</u>
	<u>2,121,721</u>	-	<u>190,164</u>	<u>-</u>	<u>2,311,885</u>

The Bury St Edmunds Maintenance Fund consists of unrestricted, but designated, funds and restricted funds held within the Property Charity. The Property Charity consists of unrestricted funds, restricted funds and restricted endowment funds. The restricted endowment fund is invested with Rathbone Greenbank. This portfolio also includes investments for the designated Bury St Edmunds Maintenance Fund and the designated AM Meeting Houses Fund. The trustees have agreed that the income from these Funds' investments will be spent on capital repairs and maintenance only, and the invested capital will be used only in emergencies.

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

NOTES TO THE ACCOUNTS (continued)

Net movement in funds, included in the above, is as follows:

	Incoming resources	Resources expended	Gains and losses	Net movement in funds
	£	£	£	£
Unrestricted funds				
Bury St Edmunds Local Meeting	59,418	47,134	-	12,284
Diss Local Meeting	22,998	17,190	-	5,808
Felixstowe Local Meeting	4,428	3,277	-	1,151
Ipswich Local Meeting	31,457	24,062	-	7,395
Leiston Local Meeting	7,614	11,153	-	-3,539
Woodbridge Local Meeting	15,723	12,632	-	3,091
Area Meeting	994	14,798	-	-13,804
Bury St Edmunds MH Maintenance Fund	1,351	8,605	6,034	-1,220
Ipswich and Diss Property – General	3,338	6,912	1,792	-1,782
AM Meeting House	1,191	598	6,034	6,627
	148,512	146,361	13,860	16,011
Restricted funds				
Agnes Moss Bequest	7,164	10,226	-	-3,062
Richard Waynforth Fund	17,230	12,955	-	4,275
Bury St Edmunds MH Maintenance Fund	-	-	-	-
Property Charity Recoupment Fund	-	-	23,485	23,485
	24,394	23,181	23,485	24,698
Endowment funds				
Agnes Moss Bequest	-	-	55,000	55,000
Richard Waynforth Fund	-	8,129	86,276	78,147
Property Charity Fund	-	-	16,308	16,308
	-	8,129	157,584	149,455
	172,906	177,671	194,929	190,164
16. Analysis of net assets between funds	Unrestricted funds	Restricted funds	Endowment funds	Total
	£	£	£	£
Fund balances at 31 December 2019 are:				
Fixed assets	-	568,595	-	568,595
Fixed asset investments	107,370	187,629	1,147,451	-
Current assets	240,478	67,139	-	307,617
Creditors: amounts due within one year	-6,777	-	-	-6,777
	341,071	823,363	1,147,451	2,311,885

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

NOTES TO THE ACCOUNTS (continued)

17. Local Meeting and Linked Charity Statement of Financial Activities, Balance Sheet and Summary Finances

	Bury St Edmunds LM £	Diss Felixstowe LM £	LM £	Ipswich LM £	Leiston LM £	Wood- bridge LM £	Area Meeting £	Agnes Moss £	Richard Waynforth £	Property Charity £	Total £
Income	59,418	22,998	4,428	31,457	7,614	15,723	994	7,164	17,230	5,879	172,905
Expenses	-47,134	-17,190	-3,277	-24,062	-11,153	-12,632	-14,798	-10,226	-21,084	-16,113	-177,669
Gain/loss on investments	-	-	-	-	-	-	-	55,000	86,276	53,652	194,928
Transfers within funds	-8,322	-3,008	-923	-2,183	-1,438	-2,067	4,270	-	-500	14,171	-
Surplus for year	3,962	2,800	228	5,212	-4,977	1,024	-9,534	51,938	81,922	57,589	190,164
Brought forward balance	22,478	1,513	4,014	53,092	24,123	3,861	19,280	205,246	772,487	1,015,627	2,121,721
Prior year adjustments	-	-	-	-	-	-	-	-	-	-	-
Closing balance	26,440	4,313	4,242	58,304	19,146	4,885	9,746	257,184	854,409	1,073,216	2,311,885
Fixed assets	-	-	-	-	-	-	-	-	-	568,595	568,595
Investments	-	-	-	-	-	-	-	235,000	809,455	397,995	1,442,450
Cash	23,774	5,206	3,733	58,114	18,596	6,363	8,873	22,184	44,954	106,626	298,423
Debtors	3,529	494	621	1,264	573	1,945	1,873	-	-	-	10,299
Creditors	-863	-1,387	-112	-1,074	-23	-3,423	-1,000	-	-	-	-7,882
Net Assets	26,440	4,313	4,242	58,304	19,146	4,885	9,746	257,184	854,409	1,073,216	2,311,885

The total debtors and creditors figures both include an amount of £1,104 being the sum of amounts owed by Woodbridge and Diss Local Meetings to the Area Meeting.

IPSWICH & DISS AREA QUAKER MEETING
MANAGEMENT INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2019

The following pages do not form part of the statutory financial statements.

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2019 £	Total 2018 £
<u>Incoming resources</u>					
Voluntary income					
Contributions for LM funds	25,812	-	-	25,812	34,043
Contributions for AM funds	5,124	-	-	5,124	5,031
Gift Aid reclaimed	6,839	-	-	6,839	9,601
Legacies received	-	-	-	-	-
Grants & donations	6,637	-	-	6,637	496
Other sources	-	2,103	-	2,103	2,014
	44,412	2,103	-	46,515	51,185
Activities for generating funds					
Fundraising	97	-	-	97	17
Hiring of rooms	73,868	5,000	-	78,868	77,841
Book and literature sales	63	-	-	63	50
	74,028	5,000	-	79,028	77,908
Investment income					
Rents and expenditure recovered	-	-	-	-	-
Interest received	802	219	-	1,021	879
Dividends	5,494	17,072	-	22,566	22,712
	6,296	17,291	-	23,587	23,591
Incoming resources from charitable activities					
Contributions to conferences	-	-	-	-	2,698
	-	-	-	-	2,698
Other incoming resources					
Contributions for BYM funds	14,998	-	-	14,998	12,987
Gift Aid for BYM	2,329	-	-	2,329	1,305
Receipts as agent - special collections	6,449	-	-	6,449	7,341
	23,776	-	-	23,776	21,633
Total incoming resources	148,512	24,394	-	172,906	177,015

IPSWICH AND DISS AREA QUAKER MEETING FINANCIAL STATEMENTS
Year ended 31 December 2019

DETAILED STATEMENT OF FINANCIAL ACTIVITIES (continued)

Resources expended	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2019 £	Total 2018 £
Investment property costs	-	-	-	-	-
Investment management costs	2,988	-	8,129	11,117	10,818
Charitable activities					
Wages – wardens, cleaning etc.	41,370	-	-	41,370	41,745
Heat, light and insurance	17,602	2,123	-	19,725	18,495
Property rental	2,495	-	-	2,495	2,208
Property repairs & maintenance	13,800	-	-	13,800	13,316
Capital repairs	11,488	8,104	-	19,592	14,180
Furn. & equip. repairs and renewals	6,085	-	-	6,085	3,927
Conference costs (excl T&S)	4,343	-	-	4,343	7,103
Travel & subsistence	1,539	-	-	1,539	1,159
Outreach and publicity	2,402	-	-	2,402	2,666
Sundry administrative and other costs	1,114	-	-	1,114	1,173
Grants/loans to institutions	5,485	-	-	5,485	1,411
Grants to individuals	-	12,955	-	12,955	10,841
	107,723	23,182	-	130,905	118,224
Governance costs					
Accountancy	1,000	-	-	1,000	1,000
Bank charges	-	-	-	-	21
Administration	1,217	-	-	1,217	442
	2,217	-	-	2,217	1,463
Other resources expended					
BYM contributions	14,998	-	-	14,998	12,987
BYM Gift Aid	2,329	-	-	2,329	1,305
Special contributions	6,449	-	-	6,449	7,341
BYM – Local Meeting Funds	9,656	-	-	9,656	10,352
Other	-	-	-	-	-
	33,432	-	-	33,432	31,985
Total resources expended	146,360	23,182	8,129	177,671	162,490
Net income	2,152	1,212	-8,129	-4,765	14,525