



IPSWICH AND DISS AREA QUAKER MEETING
Charity Commission Number: 1134526

Meeting Houses Funds Policy

1. Introduction

Ipswich & Diss Area Quaker Meeting (1134526) includes two linked charities and six Local Quaker Meetings (LMs): Bury St. Edmunds, Diss, Felixstowe, Ipswich, Leiston and Woodbridge. The two linked charities are Ipswich & Diss Area Meeting Property Charity (1134526-1) and the Richard Waynforth Trust (1134526-3). Agnes Moss Bequest Fund is also linked.

Ipswich & Diss Area Quaker Meeting (AM), including its LMs and associated charities, currently operates under a Scheme that was adopted on 29 May 2012 and updated on 7 October 2014. The AM was registered with the Charity Commission on 26 February 2010.

2. AM Property

Ipswich & Diss Area Quaker Meeting's property includes four meeting houses (Bury St Edmunds, Diss, Ipswich and Leiston), a private house at Diss and a warden's flat within Ipswich Meeting House. There are burial grounds at Bury St Edmunds, Diss and Leiston Meeting Houses. Former burial grounds are at Bredfield, Needham Market and Woodbridge. Felixstowe and Woodbridge LMs hire their accommodation.

3. Meeting House Funds

Three meeting house funds have been set up to ensure that AM can support the long-term maintenance and repair of all its property.

3.1 AM Meeting Houses Fund

The Meeting Houses Fund is a designated fund under the Ipswich & Diss Area Meeting Property Charity. The charitable objectives of which 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 & 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.”

Income for the fund is primarily from donations, Gift Aid, legacies and ethical investments with Rathbone Greenbank and. Donations are from individuals (it is hoped that all members of the AM feel willing to contribute to such a fund) and from any surplus that the six LMs may have after their six months’ reserve funding has been put aside. While those in Ipswich and Leiston LMs might feel that their contributions should go straight to the maintenance of their own meeting house, this goes against our ethos of the Area Meeting being our spiritual and financial focus. A legacy given to the Bury St Edmunds Long-Term Meeting House Maintenance Fund has been shared with the AM Meeting Houses Fund.

All of the fund’s investment income and its initial £13,122 seed money can be spent, while the invested capital will be used only in emergencies. Aware of the need to improve the sustainability of our Meeting Houses, the trustees are looking to build up this fund see appendix 2. and where appropriate give priority to applications which “green” and move our Meeting Houses away from fossil fuels. Because the Meeting Houses Fund is a designated fund for building repairs and maintenance, all unspent income is retained as reserves; there is no discretionary spending.

3.1.1 Meeting Houses, Burial Grounds and Wardens’ Accommodation

The AM Meeting Houses Fund is available to Bury St Edmunds, Diss, Ipswich and Leiston LMs for the capital maintenance and repair costs (see the Appendix) of their meeting houses, burial grounds, the private house in Diss and the warden's flat in Ipswich. Because Bury St Edmunds and Diss LMs already have funds for the maintenance and repair of their meeting houses, burial grounds and the private house in Diss (see sections 3.2 and 3.3), it is expected that Ipswich and Leiston LMs will be the current beneficiaries of the AM Meeting Houses Fund, as neither of these LMs have other dedicated sources of funding for their properties.

Decisions about disbursements from the AM Meeting Houses Fund are made the A.M.Treasurer after consultation with Local Meetings.

3.1.2 Former Burial Grounds

The AM Meeting Houses Fund is also available to AM trustees to cover any repair and maintenance costs (e.g., information boards, benches, gates) incurred for the former burial grounds at Bredfield, Needham Market and Woodbridge. Currently, the only recurring cost is an annual £25 honorarium paid to the local Postmaster to mow the grass at Needham Market burial ground. Since Woodbridge burial ground is let to Woodbridge Town Council on a repairing lease for 30 years, until May 2034, AM has no responsibility for this burial ground’s capital* repair and maintenance costs at present.

Disbursements from the fund are made directly to suppliers by the AM treasurer.

3.2 Bury St Edmunds Long-Term Meeting House Maintenance Fund

The Bury St Edmunds Long-Term Meeting House Maintenance Fund is a designated fund also held under the Ipswich & Diss Area Meeting Property Charity. This fund was set-up following the re-development of the Bury St Edmunds Meeting House to cover the

on-going capital costs (see the Appendix) of maintaining and repairing the fabric of the building and burial ground.

The fund's income is from donations, Gift Aid, legacies and ethical investments with Rathbone Greenbank. Bury St Edmunds LM also gave the fund a £25,000 donation from its room hiring income. A legacy given to the Bury St Edmunds Long-Term Meeting House Maintenance Fund has been shared with the AM Meeting Houses Fund. Aware of the need to improve the sustainability of this Meeting House, the trustees are looking to build up this fund see appendix 2.

As the Bury St Edmunds Long-Term Meeting House Maintenance Fund is a designated fund for capital repairs and maintenance, all unspent income is retained as reserves; there is no discretionary spending.

Acting upon a Business Meeting minute the Bury St Edmunds LM treasurer will pay its suppliers from the fund.

3.3 Agnes Moss Bequest Trust

The Agnes Moss Bequest Trust is a restricted fund. Income was primarily generated through the commercial letting of 21 St Nicholas Street in Diss . The property was sold in 2025 and the proceeds invested in a CCLA COIF account. In compliance with the trust's charitable objectives, this is a restricted fund used by Diss LM for general purposes as well as for any maintenance and repairs of the Diss meeting house, burial ground and the private house.

As the Agnes Moss Bequest Trust is a restricted fund, all unspent income is retained as reserves; there is no discretionary spending.

Acting upon a Business Meeting minute the Diss LM treasurer will pay its suppliers from the fund.

4. Conclusion

The AM trustees review the AM finance status regularly and respond as necessary to balance any shortfall in income against expenditures. The long-term meeting house maintenance funds are also assessed annually when the AM trustees and each LM review their previous year's annual accounts and set their annual budgets for the coming year.

Appendix: 1. Definitions of Capital Repair and Maintenance

For the purposes of the AM Meeting Houses Fund and the Bury St Edmunds Long-Term Meeting House Maintenance Fund, capital repair and maintenance is defined as work that is:

1. Carried out on the fabric of a building or burial ground.

2. Required by quinquennial surveys, with priority given to “A” items.
3. Defined as a legal responsibility of a landlord, with AM being considered the landlord and the LM as the tenant.
 - The landlord is responsible to maintain installations for the supply of water, gas (servicing once a year by a registered CORGI gas fitter), electricity, sanitation, space heating and heating water. This includes cisterns, radiators, boilers, heating ducts, water tanks, baths, sinks and all the pipes for gas and water as well as electrical sockets and wiring throughout the property.
 - The landlord is not required to repair any interior problems such as internal plaster, internal doors or skirting boards, unless these are affected as a result of the exterior of the property not being in a good repair. In these circumstances the landlord is required to ensure these aspects are restored to good working order, had they been affected by the poor exterior of the property.
 - The landlord is responsible for the exterior of the property and any structural repairs that may be needed. This can include damage to the roof, guttering, drains and exterior pipes, exterior walls, windows and doors (only as a result of structural problems, not damage by the tenant) but excludes gates and outdoor paving.
 - The landlord is responsible for the maintenance of all outside structures, such as walls, fences, sheds, ponds, driveways, paths and signage. The landlord is also responsible for trees, hedges and gravestones. The landlord is not responsible for regular garden maintenance, such as lawn mowing and gardening. Please note, however, that the landlord is fully responsible for Bredfield, Needham Market and Woodbridge burial grounds.

Appendix 2

- Britain Yearly Meeting’s advice for a prudent reserve for a historic Meeting House is – the average insurance value over the last 5 years x 2% x 5.
As at March 2025 the suggested figures are :-
A.M. Meeting Houses Fund (Ipswich & Leiston Meeting Houses) - £217,739
Bury St Edmunds Meeting House Maintenance Fund - £169,756
Diss Meeting House - £84,715