



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day 1	Month January	Year 2009			Day 31	Month December	Year 2009

Section A Reference and administration details

Charity name Quaker Council for European Affairs – British Committee

Other names charity is known by QCEA (British Committee)

Registered charity number (if any) 293776

Charity's principal address The Hollies, Priory Road,
Wolston
Coventry
Postcode CV8 3FX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Eleanor Barden			
2	Simon Bond		From July 2009	
3	Patricia Cockrell	Assistant Clerk		
4	John Cockcroft			
5	Jessica Metheringham			
6	Marilyn Miles	Treasurer		
7	Margaret Munro			
8	Mala Nathan			
9	Peter Reid			
10	Angela Sansam			
11	Richard Seebohm			
12	Kate Scott	Assistant Treasurer		
13	Peter Vernon		To March 2009	
14	William Waddilove	Clerk (Chairman)		
15	Peter Allen-Williams			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

No staff

Section B Structure, governance and management**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution – (latest revisions approved by CC July 2009)
How the charity is constituted (eg. trust, association, company)	Constitution with trustees
Trustee selection methods (eg. appointed by, elected by)	Appointed by Trustee Body

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The British Committee works to raise awareness and understanding among British Quakers about the work of Quaker Council for European Affairs (QCEA), and thus encourages them to support it. British Committee also receives, records and invests financial contributions from British Friends for QCEA, transmits funds to Brussels and acts as sterling banker for QCEA's sterling transactions. The Annual Reports and budgets of QCEA are regularly reviewed by British Committee to ascertain that QCEA's activities continue to be charitable in nature and consistent with its established aims, and that they are properly managed.

Section C Objectives and activities**Summary of the objects of the charity set out in its governing document**

To support the work in the fields of religion and education of the Religious Society of Friends (Quakers) in Europe and throughout the world

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Publicity of the work of QCEA mainly within Britain Yearly Meeting but to anyone interested in Quaker work in Europe and beyond and with the European Parliament and the European Union.
Holding and distributing bursary monies for those involved in studying with or working with QCEA.
Key information is available on a publicly accessible website www.qceabc.org.uk.
Our role is to support the work of Quaker House which includes research and the publication of reports on various social issues. These reports have been used widely for discussion and debates.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All management is by volunteers

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Circulated to all Quaker meetings in England, Wales and Scotland (the area of Britain Yearly Meeting (BYM)) a leaflet on the work of QCEA-BC with a covering letter to assist with their deliberations on the 'Framework for Action' consultation on future planning of the work of BYM.

Organised a two day visit to Brussels in March to visit the European Parliament, Quaker House and meet some MEPs.

Prepared and distributed a letter and information leaflet to all Quaker Meetings to inform them about the European Parliamentary Elections and assist them on several issues that maybe of interest to Quakers.

During Yearly Meeting Gathering (YMG) at York in July organised a stand in the special interest groups fair, two special interest group meetings and one general interest one on criminal justice. During Junior Yearly Meeting (JYM) which ran concurrently during YMG ran a theme on sustainable energy and security.

Provide a speaker on the work of QCEA during Quaker Week in October for Edinburgh Central Meeting.

Annual reports and constitution are made available to the public via own dedicated website.

Section E

Financial review

Brief statement of the charity's policy on reserves

One of our key roles is to serve as a 'banker' and transmit money from Britain Yearly Meeting to Quaker House in Brussels (The QCEA office). A lot of the money we hold is earmarked for particular purposes such as bursary assistance for particular groups of people.

During 2009 the British Committee Trustees agreed a reserves policy which is available on the British Committee website www.qceabc.org.uk. The policy recommends that £41,000 be held in cash reserves in the General Fund. The balance in the CafBank Gold account on 31st December 2009 was £65,974 of which £48,933 was in the General Fund and the rest was in Restricted Funds. The trustees are of the view that fund raising efforts need to be made in 2010 to counter the continued weak pound against the Euro and the reduction of donations in recent years

Restricted Funds. The Ramallah Fund is used to support the attendance on the Study Tour of people from Friends School in Ramallah. As the result of a special appeal a new restricted fund was opened in 2007 called the Brummana Fund. This is used to support the attendance of people on the study tour from the Friends School in Brummana. In 2009 the study tour did not take place and so there was no call on either the Brummana or Ramallah Fund

The British Committee also administers the **Douglas W. Sanders Memorial Fund**, the income from which is used to support people from poorer countries to take part in QCEA activities. The fund was made a Restricted Fund at the July 1998 Meeting of BC. None of this fund was used during 2009.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The British Committees financial policy is to act as a reservoir of funds for QCEA, receiving contributions as and when donors provide them while transmitting regular budgeted amounts to Brussels. As was mentioned in the 2008 annual report, the rate of exchange between sterling and the Euro has continued to reflect a weak pound. A total of £57,130 (€63,135) was transferred in 2009 which was slightly above the €63,000 which is BC's usual contribution to QCEA. This compared with £42,000 that was transferred to QCEA during 2008 (€51,538). In addition BC reduced the number of foreign currency transfers to 6 (in the past it has been 12 a year) in order to save on transaction costs. The British Committee intends to follow the same pattern in 2010 and the equivalent of £4,750 a month will be transferred to QCEA. However, this will be reviewed during 2010 by the Trustees to ensure that the target of €63,000 is met.

In addition to this grant, BC pays for the rent of Quaker House, Brussels - £5,014 in 2009 (£4,079 in 2008). BC has agreed to continue these payments for 2010. Both the monthly grant and the rent payment come from the General Fund

The British Committee also acts as a channel for additional amounts due to Quaker House in sterling, or from donors expressing the intention to support a particular project or to augment QCEA's income above that budgeted by British Committee, to be remitted directly.

The principal assets held by The British Committee are detailed in the accounts. The majority of the funds are held in interest bearing accounts with a small amount in Treasury Stock. The suitability of any particular investment for BC's purposes depends both on its performance and exchange rate fluctuations and these factors are kept under regular review.

Overall, incoming resources (£67,665) in 2009 were less than 2008 (£94,383) as was expenditure (£82,039 compared to £87,219 in 2008). This was primarily due to the biennial Associate Members conference which was held in Brussels in 2008. Subscriptions to Around Europe, the monthly newsletter from Quaker House Brussels continue to decline – the total income from subscriptions declined from £5,277 to £3,914.

Donations from meetings in 2009 also declined (£5,849 compared to £7,596 in 2008). These donations are mainly as a result of collections after meetings for worship. If the 2008 legacy from the estate of Lorna Paulin (£6,480) is discounted donations from individuals increased (£6,255 compared to £4,972 in 2008). The grant to the British Committee from Britain Yearly Meeting was uplifted by inflation (£23,310 in 2009 compared to £22,765 in 2008). However, BC have been notified that the BYM grant for 2010 will reduce to £21,000

A gift aid claim was made during 2009 to cover donations from UK taxpayers during 2007 and 2008. (This has been received in 2010).

Section F

Other optional information

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Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

William Waddilove

Full name(s)

William Waddilove

Position (eg Secretary, Chair, etc)

Clerk

Date

16 July 2010