

Reports received at Trustee Meeting 12 Feb 2018

Action & Outreach Report

A very big thank you to all who kindly donated Christmas Gifts of Toys, Toiletries and 73 Gift Vouchers. These were divided between the Woman's Refuge in Ipswich and Bury St Edmunds Refuge.

I have had letters of thanks from both Ipswich & Bury St Edmunds Woman's Refuge's.

Radio Suffolk put a plea for new pairs of Socks for men and ladies who sleep rough as they are getting Trench Foot also for Wool Hats. So I was able to take 37 pairs of socks and several hats which went to the YMCA in Ipswich the Mothers Union had a mention thanking us on Radio Suffolk.

I would like to say this is my last year as Action & Outreach Coordinator .

Sandra Griffiths.

A.F.I.A report for Trustee meeting 12th February 2018

I have been able to give 5 holidays last year. We were very lucky in that the holiday we had to cancel at the last moment we claimed on our insurance and received the full amount back.

I hope to hear from social workers etc. in the next few months requesting holidays for 2018.

Easyfundraising.com have kept me informed of what money has been raised by members and family shopping online and at the present time we have raised £106.26 and have 14 supporters. If you do any shopping online please try to use easyfundraising.com. As we benefit from all purchases.

Thank you for support in 2017 hopefully we can give some well-needed breaks for families in 2018.

Beryl A.F.I.A rep.

Diocesan members report

At the moment we have 42 members many of which are new members.

The prem baby hats should now be knitted without the hole.

I am hoping to have a quiet day in the west of the county in May or June.

I have asked the membership to think about replacing me after this year but would be willing to stay on until Stuart retires from full time ministry.

Chris Mitchell

North Suffolk Area Report for Trustees
12th February 2018

The pop-up shop, I-Chameleon, which North Suffolk Area members ran in November was a huge success. Thanks to support from across the Diocese we had plenty of good quality items to sell. Each day was manned by members from different branches all of whom seemed to enjoy their time selling goods and talking to the general public. We had a pull up banner, two display boards of information, MUE items and MU literature. This included a leaflet about the local branches. By the end of the week we had covered our costs and made a profit of £1500. This is to go to the Emergency fund, Overseas fund and for work in this country. The MUE table also made £140. We were so pleased with the way the week went that we have booked the shop again for 2018, taking the only available week 26th July - 1st August.

The Quiet Day this year will be held in Debenham on Thursday 28th June. It will be led by Revd Susan Bates who is a MU member and vicar of Debenham. The NSA Morning will be held in Framlingham on Thursday 27th September. More details on these two events will be available in due course.

Anna Vessey

Registered Charity No. 249726



Ipswich Area Report - January 2018

Welcome to our first report for 2018 and an exciting year planned with our 5 Deanery leaders. Let me start by thanking the trustees and especially my Deanery leaders for welcoming me into the Suffolk leadership and for the support as I fit into my new role as the Ipswich Area leader.

2017

Coffee Morning Ipswich Area Leaders: Sandra Griffiths; Jean Haste; Catherine Kersey; Jane Harrison; Val Jeffreys (missing Chris Jacob)



This will always be a special day for me as my first event as Area leader. Well attended by our MU members we had several tables including MUE; mystery eggs; 2 raffles;

mystery gifts; tombola; cakes, and as always, our ladies did a sterling job serving tea and coffee. We raised over £770 for our funds £250 of which was donated to Mary Sumner House for 16 days of activism work. We have had some feedback on how to make it better and I will be raising this with the deanery leaders.

Day of Reflection

Our day of reflection was an advent quiet day held at St Marys in Stoke and conducted by Rev Robert Hinsley with several crafts as part of the day. Starting with an Advent collect and call from John the Baptist as prophesied in the old Testament, we then went into the prophesies and scriptures of the coming of our Lord. Prayers included for the church; leaders of the church; nations being subject to the rule of God; workers of justice in the world; the broken who may find healing. Between these reflections, we were able to express the thoughts we had through the crafts and walk around the church grounds to pray. As always, our ladies did a superb job of providing refreshments and it was lovely to be able to get to know and socialise in a quiet way with members from branches around the county. My thanks to my deanery leaders and the members of the St Mary's branch for arranging and hosting the event.



Rev Rob with AFIA leader Beryl & A&O Co-ordinator Sandra at the Day of Reflection.

2018

This year I have had discussion with our President about her vision for the area and I will be discussing with the Trustees and my Deanery leaders the dates and places of 3 possible events. So, watch this space. I have a list of simply fantastic branch ideas from Mothers' Union Australia which I will be giving to the Ipswich Deanery leaders. If you are a branch leader wanting fresh ideas, please get in touch with your leader and ask for a copy. Please remember we are only entitled to use this list because we are also Mothers' Union, it cannot be used for any other group like our old nemesis the WI.

Don't forget to contact your Deanery leader for any prayer, help or advice if your branch is struggling. And if you are able, please support the special MU Services put on by your deanery leaders.

Much love and God bless, as we build on the foundation laid by Mary Sumner and continue our work for marriage and family life.

Catherine Kersey

Social Policy

Not much to report on Social Policy at the moment. I received and distributed the revamped MSH newsletter 'Policy Watch' in November, but I haven't received any since then, so I'm not sure what is happening.

Clare Thomas

Website

We have now moved onto the new OneSuffolk template and editor. Still a few teething problems, but I hope to resolve most of them before the meeting. Thanks to everyone who has already given me feedback on the new site, but any further comments, good or bad, would be greatly appreciated.

Clare Thomas

Report from the Policies Sub-team (Christine, Cathie and Clare)

Summary of Legal Requirements

Activity	Requirements
Card Processing (PCI DSS)	Meet the requirements to process card payments securely
Charity Reporting and Accounting requirements	Complete and return an annual trustees' report and accounts to either: The Charity Commission (England & Wales) Office of the Scottish Charity Regulator Charity Commission for Northern Ireland Charities Regulatory Authority (Republic of Ireland) The General Registry (Isle of Man).
Data Protection	Follow the guidelines of the Information Commissioner's Office (the Data Protection Commissioner in the Republic of Ireland)
Employing Staff	Comply with current employment legislation of the country in which you are registered to work, including: <ul style="list-style-type: none">• Operating a PAYE scheme if required• Paying the appropriate National Living/Minimum Wage• Auto-enrolling those who qualify into a workplace pension
Food Safety and Hygiene	Conform to the requirements of the Food Safety Act 1990
Gift Aid	Follow HM Revenue & Customs regulations relating to your Gift Aid processes and collections
Health & Safety for Volunteers	Adhere to a Health & Safety policy
Insurance	Have adequate insurance cover for public liability and employer liability (including volunteers)
Making Toys	Conform to the Toy Safety Regulations 2011
Retention of Records	Legal requirements regarding the retention of documents
Safeguarding	Adopt the safeguarding policy and procedures of the Anglican Province in which you operate

We met on the 4th December 2017. The MSH website has some very helpful advice on each area: <http://www.mothersunion.org/content/practicalities>. We have compiled summary notes on each area below, and we believe that some of this will need to be briefed out to branch leaders and possibly all members.

Card processing

We don't believe that we currently take any payments by card, in which case this is not relevant – Keith to confirm please.

Charity Reporting and accounting.

Mostly Keith's sphere. Annual Report from President given at Annual meeting. Be mindful that this is filed with the Charity Commissioners and emphasise our strengths. (I have been responsible for filing with and updating information to the CC) P11 We need to be certain that we include our charity number on all official documentation eg minutes, agenda's, adverts etc. (Website now has the charity number on the footer of each page).

Catherine McGregor January 2018

Data Protection

There is new guidance on data protection coming out in May 2018, and MSH has advised all Dioceses to wait for the MSH guidance before implementing any changes. Currently data protection legislation means that we must ensure that if we have any members' personal information such as name, address, phone, email etc, then we must have that person's permission to hold it, we must keep it securely (eg password protected if on a computer) and we must check it is still correct periodically. MSH will send us the details and policies to accept, and this will also include holding our members' data on the new MSH database. However we may well have to make some changes to adhere to the policy, for example we might decide to have a membership form which members fill in every year.

Employing Staff

No paid staff currently at St Eds& Ips.

Food Safety and Hygiene

We provide refreshments at our meetings, cooking cakes and biscuits from our own kitchens, which appears to be safe. At wider functions we may sell these ie fetes and village events. If we provide food on a regular basis (eg monthly) then it may be necessary to be registered with the local authority (this also depends on the type of food and who it is for). It is recommended that at least one person has a basic food hygiene certificate which can be obtained online.

We should encourage our Branches to have some members acquire the necessary certificates and be aware of the guidelines. Tips – keep food and money separate, use gloves / tongs etc.

Gift Aid

We were confident that the Treasurer had this covered.

Health and Safety for Volunteers

As Trustees we have a duty of care to our Members and Volunteers. We were aware of incidents at recent services and as our members get older these occasions could increase. Diocesan services of worship have had Risk Assessments in place in recent years and this practice should be undertaken at every event. A Risk Assessment form is available to use (will be added to the website). Branch Leaders and Officers or Trustees responsible for organising an event should -

- i. Advise the Treasurer of the nature, time and date of the event so insurance cover can be confirmed.
- ii. Complete a Risk Assessment form and make a copy
- iii. Call an ambulance/paramedic as a priority
- iv. Ensure any accident is recorded in the Accident Book at the venue, if one is available and complete a written report on the day

Guidance to branches should emphasise that current legislation stipulates we have a Duty of Care. It may appear that this is 'unnecessary bureaucracy' and some will say 'we all know each other' but Risk Assessment, in particular, is a useful tool to prompt thinking and essential if a claim were to be brought against us. Trip hazards ie cables and wires and handling boiling water and teapots are common hazards; the provision for audio/ sight impaired members as well as access for those with mobility issues is all part of the consideration we would wish to give to others. Our recommendation for future action appears at the end of this report.

Insurance

Our Treasurer covers this area.

Action Plan for Making Soft Toys January 2018

Further to our meeting in November I have been in touch with Nikki Sweatman to clarify the guidelines on knitted toy making. 'Hobbycraft' claim that all yarns sold through them comply with BS EN71-3. Hobbycraft sell a range of branded yarns and therefore it follows that any of these brands, wherever sourced will comply with this standard. (chemical structure and migration) In addition, I have found that Cygnet yarns sold through charity shops such as Sue Ryder also meet this standard. Their certification can be found and downloaded at www.cygnetyarns.com/safetyregulations Nikki's reply confirms that MSH are aware that other brands meet the standard but if they are used we need to have certification to show this. For example, if brand X, (not on the 'approved list' is used) the certificate should accompany the toys submitted. Nikki also mentioned EN71-2 (flammability - which is not included in the guidance), I have therefore not investigated this BS for yarns.

It is very much hoped that yarn manufacturers will make their certificates easily available and include this information on their labelling, in due course.

Action to achieving safety and conformity of knitted toy making.

Each branch plus Diocesan members to be sent

- a) Making Toys advice sheet.
- b) Knitted Toy Guidance.
- c) List of brands which comply with BS EN71-3.
- d) Pattern for teddy/sheep/teddy glove puppet from MSH.

Ask branches to respond as to whether they make toys – we will then have a base line.

Apply to MSH for CE labels with a three letter diocese identifying code. CE labels have space for a batch code which is added by the named person. **Identify** a named person(s) for the diocese who

will manage the process of compliance and quality control. There may be an MU member who would be interested in this role.

Role of named person.

1. Receive toys and record MU group/maker for the batch code to be put on the label.
2. Check every toy for quality.
3. Attach a CE label for each toy passing the quality control with a batch number identifying diocese and source.
4. Ensure that if toys do not achieve the standard the maker is given supportive advice.
5. Return the toys to the maker/branch or send onwards to destination.
6. Maintain clear records.

There will be an ongoing sampling of completed work as follows:

Four items or 1% whichever is the greater from each diocese. This will be carried out annually on a Provincial basis. I.e. Standardised patterns/checking and applying CE mark/recording information/sampling. The BS standard EN71-3 relates to toys in general – not wool! BS 984 on wool relates to weight.

It is essential that we make this process as easy and as straightforward as possible, in order to ensure COMPLIANCE and also not to discourage makers of knitted toys.

Catherine McGregor January 2018

Retention of Records

We appear to be in compliance with the CC guidance. Christine Ward currently stores the records passed on from the Minute Secretary. Linda Robinson passed on a memory stick containing folders she had created, unfortunately previous electronic folders were lost, so just hard copies remain.

Financial records are also covered by this.

Trustees may wish to advertise for an Archivist to preserve our history, storage is a challenge.

Safeguarding

Within the Diocese - David Butcher is the Safeguarding Officer (Mobile: 07785 621319, Office (Home): 01638 718939 Email: david.butcher@cofesuffolk.org. We are seeking the advice of the Diocesan Team. Note that safeguarding applies to activities with children and/or vulnerable adults. Branches need to be aware of current information and best practice. We highlighted the need to be aware that when visiting members (vulnerable adults), who may be subject to confusion, it is good practice to go in pairs as this protects the visited as well as the visitors.

General Outcome. From our meeting it is clear that Trustees have a Duty of Care to our Volunteers and members and others attending events. Trustees need to address the areas for which we should have our own written Policies in place. We are lacking in advising Branch Leaders of the responsibility of Care that we all hold and to overcome this and regenerate our attitude and understanding Clare, Cathie and Christine resolved to ask Trustees to ensure that Information Days be a priority. If these were held in 3 locations this would assist Branch Leaders, and representatives from branches, to attend and these days would emphasise the importance to update our practice. We would like to produce summary documents covering all aspects of the various policies that are relevant to members.