



Central England Quakers
Trustees

First approved (by Warwickshire Monthly Meeting), April 2007
Revised 31 August 2011, 4 October 2012, 14 August 2013
21 November 2013, 23 April 2014, 8 June 2016 &
23 November 2016

USE OF PRIORY ROOMS BY CEQ & NON-CEQ QUAKER GROUPS

BACKGROUND

Free use of rooms at Bull Street by official CEQ committees and groups has always been provided under the terms of the Management Agreement between CEQ Trustees and Priory Rooms (Bull Street) Ltd.

Some time ago it was agreed that other Quaker Groups (outside Central England Area Meeting) should be offered a discount, with the shortfall in revenue to Priory Rooms funded, in the form of a subsidy, from the CEQ General Fund, administered by the General Fund Treasurer.

PROCEDURE

CEQ Quaker groups comprise Local Meetings, Branches (Area Meeting projects or committees with a bank account) and Committees, and the current groups are listed in an attached schedule. This will be updated periodically. These groups are entitled to free use of rooms for meetings, subject to availability and subject to some conditions set out below.

A new procedure is underway for all informal groups to be registered as Quaker Recognised Bodies, therefore, when a booking is made by a Quaker group outside CEQ, and if special terms are requested, Priory Rooms staff will check whether the group is listed in the Book of Meetings or at

www.quaker.org.uk/our-organisation/quaker-groups.

If they are, they will be offered a 50% discount off the basic room hire charge.

Priory Rooms staff will refer the enquiry to two Trustees (currently the Clerk to Trustees and Clerk to Finance Committee) if the group is either not listed **in the Book of Meetings or the website listed above** or if the 50% discount is not accepted by the group. These two Friends will liaise with each other and CEQ General Fund Treasurer, as necessary, and recommend a response. If the decision is not acceptable to the group making the booking, Priory Rooms staff will ask the group to apply in writing to CEQ Trustees (via the Clerk), to enable the Group's case to be considered by Trustees, or in exceptional circumstances by area meeting itself. The invoice for the room hire will be split by Priory Rooms, with 50% (or the agreed discounted price, if different) invoiced to the group concerned and the balance invoiced to CEQ (General Fund).

Special terms for both CEQ and non-CEQ group bookings apply to basic room hire only, and not to refreshments. **All food and drink ordered by the non CEQ group concerned must be charged at the normal commercial rate. There is a refreshments policy for CEQ groups**

RESTRICTIONS: Priory Rooms is a business and CEQ Trustees must ensure that the use of rooms on special terms by Quaker groups is reasonable.

- Free use or special terms for a particular meeting or event will apply to only one room and only one day. Note also that the William Penn & George Fox rooms and Main Meeting House are not available to CEQ groups free of charge on Tuesday, Wednesday & Thursday between 9am – 5pm. If the booking involves more than one room, takes place over more than one day, or requires the use of the above rooms on restricted days, then the additional rooms, additional

days or use of the above rooms on the restricted days will be charged to CEQ groups at the 50% discounted rate (with a subsidy from the General Fund as above) and to non-CEQ groups at the normal Priory Rooms preferential charity rate. Bookings which require a subsidy from the CEQ General Fund of more than £100 + VAT will be referred to the General Fund Treasurer, and CEQ Trustees reserve the right to negotiate alternative terms in such cases.

- In the case of multiple bookings by a number of Quaker groups for a particular day, these would need to be co-ordinated to share the available room across the day or on a first come first serve basis.
- At the discretion of Priory Rooms, if commercial demands are low, an additional room may be allocated
- The Quaker Room on the 2nd floor is often available for booking for small and informal meetings.

James Bradbury, Treasurer to CEQ Trustees
Wendy Burnett, for Priory Rooms (Bull Street) Ltd)

CEQ Meetings, Branches and Committees, November 2016

Local Meetings *If a local meeting books a room (not subject to restrictions) – payment only required for refreshments as detailed in the policy on refreshments*

Barnt Green and Redditch
Bournville
Bull Street
Cotteridge
Coventry
Edgbaston
Hall Green
Hartshill
Kings Heath
Northfield
Penn
Selly Oak
Solihull
Stourbridge
Sutton Coldfield
Walsall
Warwick

Branches *All these branches have their own bank accounts and should, therefore, pay for refreshments as detailed in the policy on refreshments*

Cape Town Quaker Peace Centre Committee	Carol Rakodi – c/o 40 Bull Street
Community Justice Group	Judith Chapman - Treasurer
Peace Committee - Including Asylum Group	Peter Doubtfire - Treasurer
Quaker Christmas Parcels Committee	John Ironside - Treasurer
Northfield Ecocentre	Michael Addison - Director
West Midlands Quaker Peace Education Project	Sara Hagel - Director
CEQ Peace Hub	James Bradbury – Treasurer
JYF	John Harding - Treasurer

Committees and groups

Area Meeting **paid from CEQ General Fund**

These below are paid out of the relevant budget heading (includes “other groups”) by the CEQ General Fund

Nominations Committee
Elders Support Group
Overseers Support Group
Children & YP's Committee
Outreach Committee
Communications Committee
AM Clerking Team
Quaker Quest
Low Carbon Forum
Talking Friends

Trustees and Trustee committees – paid from the relevant CEQ Trustee account

Trustees
Trustees Finance Committee
Trustees Property Committee
Trustees Employment Committee
Trustees Records Advisory Committee