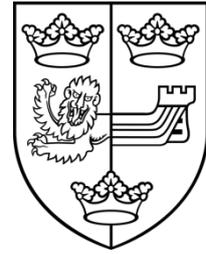


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MEETING

Minutes of the 168th meeting of the Chapter Chapter Room, Wednesday 17th May 2017, at 10.30 am

Attended: The Very Revd Dr Frances Ward (FW) Chair
Mr Stewart Alderman (SA)
Canon Tim Allen (TA)
The Revd Canon Philip Banks (PB)
Mr Dominic Holmes (DH)
Canon Charles Jenkin (CJ)
Mrs Barbara Pycraft (BP)
Mrs Elizabeth Steele (ES)
Canon Matthew Vernon (MV)

Present: Ms Sarah-Jane Allison (SJA)
Mr Michael Batty (MB) *part only*
Mrs Elizabeth Gibson (EG) *part only*
Ms Madeleine McNaught (MM) Minuter

1. **Welcome and Prayers** were led by PB, with a welcome to Mr Dominic Holmes, attending his first Chapter meeting since being appointed by the APCM. Chapter members were invited to introduce themselves to him and DH offered information on his background and links with the Cathedral.
2. **Apologies for Absence** Full attendance.
3. **Notification of AOB**
 - Welcome leaflets/guide books (BP)
 - Letter from David Cockram (MV)
4. **Minutes of 5 April 2017 meeting**
 - a. Action Points from April 2017

Actions on the April form were reviewed, with actioned items removed. Updates included:

 - The Frank Salmon invitation will not be pursued for the time being
 - FW's sabbatical is now being reconsidered for May-July 2018
 - Jane Sheat will be invited when available to report to us
 - The Cannon Street property has been sold without the need for estate agency expenses. An audit trail is available and outlines that all correct measures have been taken.
 - A new cleaning company will commence in June
 - Tower Lighting proposals will be postponed until the Autumn

A refreshed list will be supplied for the June meeting.
 - b. To approve the minutes of the meeting held 5 April 2017

One minor deletion was requested at item 11b. The notes were then accepted as a final and accurate record for file and for signature.
 - c. Matters Arising from the Minutes of the meeting held 5 April 2017

Most matters arising had been incorporated within the latest Action Points list. In addition:

Item 11a The poster displaying PK opening times is inaccurate where Sunday opening is concerned. PB to ensure that Nicki Dixon and Rachel Clover check and replace as required.

Item 11 b Different working practices are adopted by Cathedral volunteers with regard to the putting out and collection of guidebooks; there is confusion about where these should be displayed and stored, resulting in inaccurate counting and charging. SA will raise this matter at the next Guild meeting, to ensure consistency of practice. It was also noted that the new Welcome leaflets should be given much greater presence/priority within the existing display. A policy statement from Chapter may help to give direction for volunteers. SA, ES and Geoffrey House to address.

5. Financial Matters

a. March and April Management Accounts

EG joined Chapter to review finances from January to March 2017. The financial paperwork provided was taken as read with EG highlighting areas of note, the principal concern being the projected increase in the deficit this year, from £60K to £93K. Factors which have affected this increase include:

- Reduction in Cathedral visitor numbers
- Stewardship is reaching only 93% of budget likely to culminate in a £10K stewardship deficit
- Reduced donation box and candle income
- Increased Tower Tour training costs – the means of managing tours may have to be reviewed
- Failure to pay for guidebooks
- Cathedral Shop staff costs have increased slightly, with the Shop Manager's salary no longer apportioned with the Gallery
- Inability to secure a new Gallery tenant. Merrifields will be invited to manage this, being more specialised in commercial lettings than the existing agency.
- Projected Cannon Street rental income will now be lost, following the sale of the property. We anticipate the sale will complete in June, and will assist with our cashflow/liquidity position
- The Abbey House flat boiler needed immediate replacement, for which there was no contingency
- EG noted that although all attempts had been made to reduce costs, the fall in predicted income (donations, candle income, stewardship) has adversely affected our budget plan.
- The reduction in salary costs, with the resignation of Tony Kimber, had assisted with, but not addressed, our budget position. It was agreed that Department Heads responsibility for budget lines should be clarified and followed through to ensure that all costs were being correctly apportioned and to identify any possible savings.
- BP asked whether the Shop Manager's time, now free from Gallery obligations, could be used elsewhere. EG advised that the released time was negligible.
- An April 'flash' summary was tabled. EG confirmed that although the Easter period had produced slightly improved figures, the underlying trend remained the same. Improved donation signage, welcome stewards at the Cathedral and inclusion in publications such as Lonely Plant and Rough Guide may help to create interest and improve footfall. The Cathedral participates in the local DMO initiative, at a cost of £5K per annum, and we must ensure that we reap benefits to a similar or greater extent or review our membership. Our own website is due to be updated later this year.

b. Update on Cannon Street and Gallery

Addressed under 4a and 5a

c. Financial statement on Artist in Residence/In God's Gaze

A summary balance sheet was tabled to outline the costs and income from this three-part initiative, the cost of the artist in residence, the sale of paintings and the income from two conferences. Ultimately the cost of the project exceeded the income but the final deficit was supported by the Adult Education fund provided by the Diocese. FW noted that events such as this may bring with them some financial risk but do benefit the community. The Diocese no longer provides an Adult Education fund, therefore future projects will need to be scrutinised to ensure that they break even.

FW thanked EG for her support and provision of clear summary details.

d. Confidential item

6. Correspondence

MV read extracts from a letter received from David Cockram, following his recent 'farewell dinner'. FW commented that we were privileged to have worked with David and Sue Cockram and for the Cathedral to continue to benefit from their ongoing significant contribution.

7. Administrators' Reports

a. Administrator and Director of Commerce

Since the departure of Tony Kimber, SA is now offering oversight and support to former team members and is available for advice as required, until consideration had been given to recruitment.

b. Administrator and Head of HR

- i H&S – nothing to report
- ii Safeguarding – nothing to report
- iii Insurance - SJA has reviewed the Ecclesiastical insurance policy, which currently costs £52,500 pa and to which we are already committed for this year. The diocesan office are in agreement that this is high, but Ecclesiastical is engaged by most Cathedrals nationally. Our insurance premiums tend to be higher than other cathedrals simply because we have a large number of out-buildings. FW recommended that SJA contact AEC to discuss insurance options.
- iv Staff updates – SJA confirmed that the Office PA was recruited, for two days per week and has now been offered an additional two days' work to cover the role at Reception, following the retirement of one of the Reception team: SJA considered it important that reception is not left unattended.
- v The Whistleblowing Policy document, recently distributed, was approved by Chapter
- vi SJA advised that it is 'Volunteers' Week' (nationally, not just at the Cathedral) from 1-7 June and this may assist us in our own volunteer recruitment drive. SJA to discuss with Hannah Ratcliffe, PB adding that Nicki Dixon should be involved to promote the concept.
- vii There is a full staff meeting next week – discussion followed on areas to address and agenda suggestions will be welcomed.

8. Canon Precentor's Report

a. Liturgy and Music

- i The diocese-wide 'Thy Kingdom Come' event is imminent and PB hoped there would be much support for this locally. Richard Hubbard has been involved, through his *InHarmony* project.
- ii The Mayor-making ceremony would take place in June, as would ordinations of new Priests and Deacons, this time on a Saturday rather than the usual Sunday.
- iii Referring to Youth Choir performances, in addition to the St Cecelia Chorale, it is planned for the junior girls to sing at the Pentecost service 4th June. It is hoped that the congregation will notice the change and appreciate the inclusion of the girls' group.
- iv The DoM and ADoM have worked hard to attract visiting schools.
- v The next Choir tour will be to Lisbon in 2018. This trip is funded through the Hasted Fund, which is now depleting. A means of supporting choir tours will have to be identified for the future. Given the core role of music in the Cathedral, funding sources will have to be identified to maintain this and other musical initiative. A suggestion was made that the FOCC could be encouraged to take on fundraising activities.
- vi Morning service attendance has reduced slightly after Easter as expected, but is still higher than the levels prior to the change in timings. The College of Canons will be used to assist with short homilies at Red Letter Day 5.30pm Eucharists.
- vii New "Ordinary Time" Sunday Service Booklets are being produced to replace the very worn ones currently in use. Generous donations have made this possible.

b. Communications Team

Following the SEF consultations, PB will arrange for the 'Notices' section of the Weekly Bulletin to be emailed to the congregation, so that those who are not present on a particular Sunday are kept up to date with news/services/events. This will include reference to the use of the new strapline, which is in use (almost) site-wide.

- c. Fabric Matters
 - i The window repair/clerestory project is progressing well (photos tabled)
 - ii PB will meet with Philip Orchard later this week to discuss quinquennial requirements. All possible savings will be sought. He will also discuss with him the WWII fund for the cloister roof and library.
- d. Arts and Events Committee
Nothing to update
- e. Other
 - i PB referred to the recruitment for a Head Teacher at St Edmundsbury Primary School. So far only one applicant has come forward.
 - ii The Permission to Officiate form for Nick Woodcock was discussed. Chapter agreed that the Bishop would be asked to issue a three-year period PTO.

9. Canon Pastor's Report

- a. Pastoral
 - i With the imminent departure of David Crawley, MV is reviewing with Pam Pitts the various areas which DC addresses, to ensure that needs are met. MV updated Chapter on the dates of DC's final services, concluding on 9th July. DC covered a great deal of work and efforts will have to be made to consider, practicably, how this can be apportioned.
- b. The Foundation of St Edmund
MV will continue as Chair of this Board for the time being. The Foundation Trustees plan to invite the Lord Lieutenant and others to a presentation, with the possible date being 8 September. Nick Reid, one of the Foundation Trustees, will serve as a 'critical friend' on the Cathedral's Finance Committee.
- c. Vision and Strategy
This will be addressed at the forthcoming Awayday on 14 June. Chapter and Heads of Departments will discuss forward planning and Ian Wigston has offered to assist on the day. There will also be an 'Insights' meeting on 23 June, again with Ian Wigston in support.
- d. MV referred to the recent media speculation on the location of St Edmund. He confirmed that there are no immediate plans to dig up the nearby tennis courts. He will distribute a link to an East Anglian Daily Times article.

10. Deans' Business

- a. Cathedrals Review Group
FW advised Chapter that a Cathedrals Review Group has been set up, with national overview, which is due to report by the end of this year.
- b. Schools
 - b. Schools
The Dean reported that there is a Memorandum of Understanding between the National Society and the Government that makes it a political requirement that all Church of England schools seeking to become academies become Church of England Academies. The Governors of King Edward VI School (CEVC) in Bury St Edmunds are attracted by the thought of joining the Suffolk Academy Trust, especially as the new Sixth Form College will belong to the SAT. The SAT is not CofE. The DDE, Jane Sheat, recently met with some governors to explain the legal situation and to encourage the Governors to set up their own MAT rather than join the SAT.

Cathedral Foundation Governor appointments are needed at St Edmundsbury Primary School and King Edwards. PB would approach Valerie Wilde for St Edmundsbury, FW would approach Martin Liddle for King Edwards.

- c. Diocesan Environment Officer update
FW is chairing the Diocesan Environment Group, which is preparing the Diocesan Environment Policy to bring to Diocesan Synod, possibly in November.
- d. AEC Minutes
The 8 March minutes were reviewed. The notes of the 4 May AEC meeting had been circulated by email today and will be considered more fully at the next Chapter meeting. Chapter had nothing to be relayed for the forthcoming AEC AGM.
- e. Planning for Norwich visit
SA, TA, DH, BP, ES and FW will travel to Norwich Cathedral on 30 May. SA and DH will drive.
- f. Sabbatical
See 4a
- g. Cathedral placement
FW informed that the DDO, Tim Jones, has requested that Sarah Geileskey be on long term placement at the Cathedral. FW will meet with her to discuss the placement and will also supervise the placement, which will begin in July.

11. **Committee Membership Details**

MM provided draft details of a developing Committee List, to provide updated details of attendees on the Cathedral's various committees. All and any information to assist with the completion of this list would be gratefully received.

12. **Any Other Business**

- a. The date of the September Chapter meeting was reconsidered and will revert to Wed 20 September.
- b. The latest library exhibition in the Treasury was commented upon positively. Stephen Dart is to be applauded for this work on this.
- c. DH noted that there currently is a risk of losing the interest of middle-aged men in the congregation, or to maintain impetus when some interest is shown. FW suggested that this could be discussed by the Strategy Group.

With no other business addressed, the meeting concluded at 3.05 p.m.

13. **Dates of forthcoming meetings – 2017**

Wednesday 21 June
 Wednesday 12 July (Finance Preview 1½ hrs)
 Wednesday 19 July (Financial Review)
 No meeting in August
 Wednesday 20 September
 Monday 16 October (Budget ratification)
 Wednesday 15 November
 Wednesday 13 December