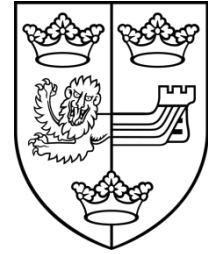


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MEETING Minutes of the 174th meeting of the Chapter Chapter Room, Wednesday 15th November, at 10.30 am

Attended: Bishop Graeme Knowles (GK) (Chair)
The Revd Canon Matthew Vernon (MV)
Mr Stewart Alderman (SA)
Canon Tim Allen (TA)
The Revd Canon Philip Banks (PB)
Mr Dominic Holmes (DH)
The Revd Canon Charles Jenkin (CJ)
Mrs Barbara Pycraft (BP)
Mrs Elizabeth Steele (ES)
Mr Michael Shallow (MS)

Present: Ms Sarah-Jane Allison (SJA)
Mr Michael Batty (MB) For Part
Mrs Marie Taylor Stent (MTS) For part
Mrs Lindsay James (LJ) (Minute taker)

1. Welcome and Prayers

2. Apologies for Absence

Full attendance

3. Notification of AOB

Chapter Input for appointing a new Dean (MV)

4. Minutes of Previous meetings

- a. To approve the minutes of the meeting held 16th October 2017.
Following some minor corrections, the minutes were accepted as a final and accurate record for file and for signature.
- b. Matters Arising from the minutes of the meeting held 16th October 2017.
None
- c. Action Points from 16th October 2017 were reviewed, and amended as necessary with completed items being removed.

5. Correspondence

GK tabled an email received from Carol Fletcher, from the Commissioner's Office. Chapter were disappointed with the outcome of the email, as they felt it did not reflect the meeting that was previously held. The collective decision was to move on and explore other avenues, as members felt the Commissioner's Office was no longer a viable option.

6. Marie Taylor-Stent PR, Marketing and Events Report

In November, SJA and SA invited Marie Taylor-Stent and Hannah Ratcliffe to meet with them to discuss their roles within the Cathedral. It was a productive meeting; the team have pulled together enabling them to broaden horizons and create a more streamlined approach to media and PR, there is now a clearer understanding of their responsibilities.

Combining the roles to create a PR, Marketing and Events Manager has enabled the Cathedral to save £20,000, SA advised that with the reduction of staff, there must be a realistic expectation on what the department can provide.

MTS entered the room at this point.

- a. MTS produced a comprehensive report; providing an overview of her role as PR, Marketing and Events Manager, her progress over the previous 3 months, and her priorities for 2018.
- b. MTS informed chapter that she was disappointed with the feedback that people were still unaware of her position within the Cathedral; she is taking active steps to change that response.
- c. Budgeting is on track, with the department currently working under budget. MTS is working together with Hannah Ratcliffe to keep finances under control. Bookings to date have generated an estimated income of £27,000
- d. MTS would appreciate support with getting timely and accurate information from staff. HODs are to encourage staff to help the department run efficiently and effectively.
- e. MTS's efforts to generate new clients has been successful, the Cathedral has benefitted from multiple new clients and venue bookings for 2017 and 2018, many of whom coming forward due to good PR exposure and previous successful events.
- f. Taking on larger scale financial negotiations for events has allowed MTS to generate income streams, creating a better structure for setting commercial fees, also allowing the department to accurately forecast income for 2018.

7. Finance YTD

a. YTD Figures.

The end of year deficit is estimated to be £41,000. MS is confident that there are opportunities to improve the forecasted deficit further over the next couple of months. People are now more aware of finances and are conscious of spending, all of which are helping to reduce the deficit.

b. 2018 Budget.

- i. The 2018 Budget has undertaken multiple reviews by the Finance Committee and Chapter, both groups are in agreement that the proposed budget is accurate.
- ii. The planned result for 2018 is £48,000 loss.
- iii. The deficit is slightly higher than predicted at the beginning of the year, however, this is a realistic budget and not an aspirational one.
- iv. A significant amount of the budget is being spent on renovation works on the Deanery.
- v. The biggest saving was made by the reduction of administration staff.
- vi. From improvements made to the 2018 budget, the Cathedral are more secure moving into 2019.
- vii. Contactless is soon to be implemented and it is forecast to be successful in raising donations. The predicted income is not yet reflected in the budget.
- viii. SJA was asked to leave the room.
A unanimous decision was made to employ SJA for the four days, solely on Cathedral business. GK asked for this to be reflected in the budget.
SJA returned to the room and was informed of the decision.
- ix. MV asked if there was a plan in place to reduce the 2019 budgeted deficit. MS confirmed that there is no firm plan yet in place,
- x. The 2018 budget was agreed and accepted with the amendment to the Administrator Salary, making the forecast deficit for 2018 £51,062.

c. LEGO Project Manager.

Chapter Members agreed they would like to see a project manager take ownership of the LEGO Project. With a large financial commitment, Chapter approved the idea to recruit somebody, on a volunteer basis, with a business mind who could create a strategic plan and oversee the project.

8. Deans Report and Update

a. Christmas Cards

In an effort to save money, no Christmas cards will be sent out from the Acting Dean this year.

b. Scrutiny Group

Previous to the meeting, a written document for the proposal of a scrutiny group was circulated. The purpose of the group is, as a committee of council, to strengthen the Cathedral Council in its role of oversight, providing a process whereby any matter of significant concern at the Cathedral can be brought to the attention of the council and/or Bishop. GK asked members to voice whether they agreed to the group; the plan was received and agreed by all Chapter Members.

c. Minutes of Committee Meetings

GK asked Chapter to become fiercer about receiving minutes from all Committees and Groups that have a connection to the Chapter. He stated that future Chapter Agendas will include 'receive minutes' from said groups.

d. The Moon

The Science Festival is coming to Bury St Edmunds and wished to involve the Cathedral in a 'planet trail and treasure hunt' around the town. The idea is to display a papermache moon within the cathedral, potentially hung in the tower space. It is thought that it would bring in a lot of people to the cathedral. Chapter thought it was a great idea, and that it potentially opened up the Cathedral to displaying other works of art as an attraction to visitors. All members agreed.

e. David Cockram's Ashes

GK had been in discussions with Sue Cockram with regards to David Cockram's ashes. Sue's wish was to have a wall tablet in his memory in the Lady Chapel; It was unlikely to be approved by CFCE. As an alternative, GK had suggested that Chapter consider burying his ashes under an engraved stone in the sanctuary floor of the Lady Chapel: There were no objections to this plan. Chapter agreed that it would be a good idea to establish a policy detailing who and where ashes could be buried within the Cathedral and what time frames should be put in place.

9. Canon Precentor's Report and Update

a. Clerestory and Cloister/Library Roof (Government Grant) Update

PB informed Chapter that Phase 2 (South Cloister & Ancient Library roofing to be undertaken by Lodge & Sons) was about to commence. The deadline for CFCE grant payments is in March: although the project time-line is very tight it was agreed to hold off erecting the porch scaffolding until after the Christmas Fayre to minimise disruption. The clerestory windows restoration is nearing completion: PB is very impressed with the quality of work. It is anticipated that additional repairs to the lime-plaster above the eastern arcade of arches can be completed within the grant budget. It was suggested that details of the project are published through the various media we use, to generate interest and keep the congregation up-to-date.

b. Architect's Report/FAC

The Universal Stone work on the clerestory is on budget. The programme has extended slightly but completion is still due before Christmas.

c. 2018 WW1 Centenary Commemorations Plans Update

Following SCC meetings hosted by the Lord Lieutenant, it has been agreed that on the 7th November 2018 a County Commemoration service, to mark the end of the WW1, this will take place in the cathedral, attended by military, uniformed and civic representatives and led by the Bishop. This service follows the cathedral's *Crimson Glory* event (involving schools and community groups) on the evening of Sunday 4th November. It is hoped also to host a concert in September 2018, on UN World Peace Day, with a WW1 Centenary theme.

d. Ordination Arrangements for 2018

The ordination arrangements for 2018 have been made for Saturday 30th June: Deacons' ordination at 11.00am, Priests' ordination at 15.30. Following feedback from the 2017 ordinations, next year will allow a longer gap for lunch between arrangements

e. St Edmundsbury Primary School – Land Ownership

PB offered an advanced warning to Chapter, that land ownership of the school's site requires tidying up, as there is complication about the pre-school nursery use of a section of the playground. PB is awaiting a document from DBE, and will bring this Chapter at a future meeting.

f. Reviewing Mon-Fri Morning Prayer/Eucharist Changes

The consensus from attendees is that it would be advantageous to move Morning Prayer to 07:40, allowing a 5-minute turnaround for the Eucharist at 08:00 am. This was agreed for commencement in January and will be communicated to the congregations.

g. Cathedral Properties, including the Deanery

PB stated that he would like to move forward with getting proposals together for converting the deanery into 3 dwellings. The concept to convert the Deanery has previously been deliberated, and a draft plan is available; it was suggested that Chapter take the plans and walk around the property to see if they would be appropriate.

- h. InHarmony Report and Recommendations
- i. PB drew attention to the *InHarmony* Report drafted by Richard Hubbard. Richard has undertaken vast research, providing a great snapshot of what is occurring across the County. Chapter Members praised the report with PB calling it ambassadorial for the Cathedral.
 - ii. Chapter focused on the Recommendations section. PB was satisfied with proposing the recommendations as they are achievable and fit with the Cathedrals Strategy.
 - iii. With the report, PB also provided an Action Plan. PB asked Chapter to comment on the Action Plan, which reflected the Recommendations, setting out a productive way forward for 2018
 - iv. The report has also been taken to the Bishop's Staff for comment. PB stated that it was also important for the Foundation to receive the report before being published, as they are funding the project.
 - v. To save on printing costs, a small amount of publications will be printed, with a separate summary for the congregations and wider diocese.
 - vi. CJ pointed out that there was no formal recognition of the importance of choirs in the church's work with young people. It was agreed that this would be included in the report/Action Plan, along with reference to the establishment of an Advisory Group for the project's work and clarity on Foundation's commitment to the project until 2021.
 - vii. MB entered the room
MB was asked to check the legal wording on the front page of the report.
 - viii. Great thanks were given to RH for providing great expertise and energy to the project.
 - ix. The Report, Recommendations and Action Plan were approved and accepted by Chapter who authorised MV and PB to make final adjustments (vi above) to wording and publication arrangements/costs.

10. Administers Report and Update

- a. Administrator – Finance & Commerce Jobs Workload
- i. SJA provided a proposal for Finance and Commerce work distribution. Chapter agreed to the proposed line management and meeting attendance and responsibilities of workload. The plan was approved by Chapter, and will be forwarded on to staff by SJA.
 - ii. The Heads of Department meetings will now be a fortnightly Ops Meeting, to include other members of staff. This will be chaired by MV, PB or SJA with GK attending should he so wish.
- b. Photography Policy
Chapter gave approval to the Photography Policy submitted by SJA. MV suggested that the name should be Photography Policy for Services and Events, all members agreed. It was also suggested that a sign be put up within the Cathedral to reinforce the policy.
- c. Safeguarding Plan
SJA presented Chapter with a Safeguarding plan for 2018. This includes C0 training, that all staff and volunteers will be required to complete. It is online training, A PC in the office will be provided to support those needing it. SJA stated that we need a change in culture to ensure Cathedral staff and volunteers are living and breathing safeguarding, starting at the beginning, with recruitment.
- d. Volunteer Intranet Site
Hannah Ratcliffe is currently looking at different options for a volunteer intranet site, to improve communication and efficiency with rotas.

11. Cannon Pastor's Report and Update

- a. Legacies
- i. The Foundation Trustees have raised the question of where legacies to the cathedral should go: To the Cathedral, for general finances, or to the Foundation to become a lasting legacy within the endowment fund. Chapter agreed a 'one size fits all' approach is not possible, and legacies will need to be dealt with on a one by one basis.
 - ii. MV suggested creating a meeting between Council, Chapter and Foundation to discuss the roles and responsibilities of each group. Chapter colleagues agreed this would be welcome
- b. Heritage Partnership Update
- i. The Heritage partnership are looking into organising an event to mark the 1000th anniversary of the Benedictine Abbey in 2020. MV will feedback with any developments.

- ii. Pembroke College, Cambridge have around 1500 documents from the Abbey at St Edmund, including the Bury Gospels. The College is willing to explore loaning documents for an exhibition at St Edmundsbury Cathedral, in the Treasury. MV will update with any progress in due course.
- iii. Tim Allen has been appointed as a representative for the Heritage Partnership, Chapter endorsed the decision.
- c. Foundation of St Edmund
 - i. The Foundation are meeting early 2018 and require feedback on what size endowment the Cathedral needs and how it would be used.
 - ii. Chapter agreed that a £5 million endowment was more realistic than the £10 million previously suggested.
 - iii. Funding is being explored for InHarmony, with External funding from trusts being a possible option.
- d. Chapter Ratified the appointment Jeremy Barrett for School Governor at King Edward VI School.

12. Any Other Business

Chapter Input for appointing a new Dean (MV)

MV invited DH, TA and BP to represent Chapter for the consultations for appointing a new Dean, all agreed, and an appointment was made. Similarly, CJ was invited to contribute and represent the Cathedral as an experienced clergy member, and as an honorary Canon. CJ accepted the invitation and an appointment was also arranged. MV asked members to consider, before meeting with the panel, where they think the Cathedral should be in 5 years time. And, what type of person they felt the new Dean should be.

With there being no further business, the meeting concluded at 14:48.