

# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MEETING Minutes of the 173<sup>rd</sup> meeting of the Chapter Chapter Room, Monday 16<sup>th</sup> October 2017, 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 Mike Shallow (MS)

Present: Ms Sarah-Jane Allison (SJA)  
Mr Michael Shallow (MS)  
Mr Andy Thompson (AT) (For part)  
Mrs Lindsay James (LJ) (Minute taker)

### 1. Welcome and Prayers

### 2. Apologies for Absence

Mr Michael Batty (MB)

### 3. Notification of AOB

None

### 4. Minutes of Previous meetings

#### a. 20<sup>th</sup> September 2017

- i. To approve the minutes of the meeting held 20<sup>th</sup> September 2017  
Following some minor corrections, the minutes were accepted as a final and accurate record for file and for signature.
- ii. Matters Arising from the Minutes of the meeting held 19<sup>th</sup> September 2017 - None
- iii. Confidential minutes were discussed and a correction was made.
- iv. Action points from September were reviewed, and amended as necessary with completed items being removed.

#### b. 19<sup>th</sup> July 2017

- i. Matters Arising from the Minutes of the meeting held 19<sup>th</sup> July 2017 – It was highlighted that there were 4 items that needed to be removed from the record and added to confidential minutes.

### 5. Correspondence

None.

## 6. Finance

(AT enters the room at this point)

### a. 2018 Budget discussion

- i. MS provided a brief summary, informing the table that last month's adjustments to the budget have made the financial situation stronger, and that team effort has been beneficial in lowering the predicted deficit. MS stated we should now focus on the net profit and costs, as he believes this gives a more realistic view on the Cathedral's financial position.
- ii. Substantial savings have been made from administration costs, with the absence of some staff salaries. Giving has increased from gift day and stewardship donations, totalling an estimated £30,000.
- iii. The preliminary deficit from September was valued at £133,000. After MS and AT had reviewed the figures, and spoken with each department, they then had a clearer understanding and re-valued the deficit to be at £48,000. SJA questioned how there was such a vast difference in assessments. MS and AT stated that the original estimations were made when they initially took over the accounts; they have since been able to spend time re-evaluating, by scrutinising last year's figures and, spending time with each department to discuss their expenses/incomes. They both confirmed it was mostly down to the savings made by administration costs and increased giving. SJA highlighted the need for a contingency plan if the figures are wrong. MS suggested keeping check on figures early in the year to stay on course and regroup if necessary.
- iv. After looking at the budget review, some major adjustments were made; mainly to Christian Stewardship, renovation and maintenance works on the Deanery and Corporate giving, which brought the new proposed deficit in at £94,000. A total change of £46,000.
- v. It was questioned whether there was a need to fill the vacant Administration staff post, as the Cathedral looks to be running efficiently in the absence of said staff. At that point, GK asked for evidence that St Edmundsbury was running efficiently, and asked what measures are in place to review productivity. It was agreed to be discussed at the next leadership meeting. SJA pointed out that there was a staffing review recently and many staff had already been cut.
- vi. DH explained that the date of the summer fete is not conducive with school term times and that it should perhaps be moved to accommodate the school holidays, in the expectation more families with children could attend.
- vii. GK emphasised his desire for a different focus on gift aid/donations and how to go about asking for it. He urged consideration of a new strategy with the teaching and theology of giving. ES advised to space out asking for donations, as there is a common agreement that there is too much pressure on regular givers.
- viii. BP identified the need to add a section to the budget review, allowing for the Ancient Library and any costs it may incur.
- ix. ES expressed that she thinks there is money to be saved within IT, namely on licences provided for staff computers. SJA proposed that the current structure is reviewed, and suggested to look at a more modern, efficient and cheaper way of working in the future.

### b. Long Term Strategy

- i. Office working areas.  
Thoughts on how to work efficiently within the office space available and bringing people closer together.
- ii. Property.  
Strategy plan on what to do with property owned. Whether it is best to sell/rent or refurbish.  
There was a meeting scheduled straight after Chapter for committee members and Carol Fletcher, from the commissioner's office, to get high level agreement on future plans involving Cathedral property.  
Ahead of the meeting, a brief discussion took place to gather Chapter member's opinions on the best use of office space and property within the Abbey precinct. GK will call a group together to discuss plans ahead of the November Chapter Meeting.

## 7. Administrators' Report and Update

- a. Safeguarding.  
On the 25<sup>th</sup>-26<sup>th</sup> September SJA attended a safeguarding conference. SJA advised that St Edmundsbury need to change their culture and how it approaches safeguarding from the early stages, starting with recruitment, with the intention to make people aware that there is a zero-tolerance policy.  
All members of staff and volunteers are to complete C0 training, which is done online, regardless of their area of work. SJA will create an action plan with the intent to refresh policy in the new year.
- b. Goodbox contactless donations.  
The contract has been signed and will hopefully will go live 1<sup>st</sup> November 2017. SJA thanked ES for her efforts with the project.
- c. Fundfinder  
Account is up and running. The cathedral is now registered and staff can search the database for new opportunities. SJA would like to look at how we utilise the webpage to make sure we get the best use from it and stop people applying for the same funds.
- d. Cathedral National Conference  
Conference to be held 17<sup>th</sup> 20<sup>th</sup> November 2017. SJA mentioned that there was hope to send 8 representatives, currently applying for funding for 5.
- e. Insurance and Ecclesiastical  
SJA is attending a meeting with Ecclesiastical on Friday 20<sup>th</sup> October to talk to someone with the expectation to get a better understanding of the current policy and to discuss the best way forward. GK suggested staying with them as it has niche benefits with regards to All Churches Trust Limited.
- f. Volunteer Intranet Site  
Hannah Ratcliffe has been looking at setting up an intranet site for the Cathedral's volunteers. A paper will be produced for the next Chapter meeting.
- g. Marie Taylor-Stent is to attend the November Chapter meeting to provide a full report and overview of her role, and discuss PR and events over the next year
- h. Verger Position.  
With reference to the vacant verger post, a potential offer has been made, dependent on references and DBS check. SJA needs to confirm part/full time hours depending on existing staff members. GK questioned the process and what input Chapter have with the recruitment procedure.
- i. The subject of meetings was raised, and whether there was a realistic number of committees for the size of St Edmundsbury. It is perceived by Chapter Members that there are too many meetings and committees: the same people attend, the same subjects are raised and they take up too much time. GK explained that the meetings are extremely important at this time in the Cathedrals life but perhaps could do with being reviewed.

## 8. Canon Pastor's Report

- a. The Foundation of St Edmund
  - i. An update from the Foundation Trustees acknowledged the improvements that have been made to the Finance Committee, and that they have great confidence that things are now heading in the right direction.
  - ii. On the 8<sup>th</sup> September 2017 there was a meeting with the 'Trusted Friends': They have advised that the foundation create an endowment in terms of fundraising, rather than focusing on specific projects. The impact this decision has on developments needs to be carefully considered.
  - iii. The Foundation Trustees asked about legacies to the Cathedral going towards Foundation endowments: MV will bring a paper to the next Chapter about the Legacy Policy.
  - iv. Identifying a new long-term chairperson for the Foundation still needs to happen.

b. Appointment of a new Dean

- i. St Edmundsbury are currently in the process of appointing a new Dean. On the 11<sup>th</sup> and 12<sup>th</sup> of December 2017, two people from the appointment panel will have consultations with a variety of members across the Cathedral community and the County.
- ii. Chapter members are to attend an off-site meeting to create a Chapter Statement in preparation for the new Dean's appointment. A time and place is yet to be decided.

9. **Canon Precentor's Report**

a. Appointment of new Canons

The installation of 7 new Honorary Canons and 1 new Lay Canon will take place during Cathedral Evensong on Sunday 19 November 2017 at 3.30pm.

b. Schools

- i. There is an interim Headmaster working at T Edmundsbury Primary School..
- ii. There is an Ofsted visit due at St Edmundsbury Primary School.
- iii. There are currently two vacancies for a Governors position at King Edward VI School. Chapter agreed on one candidate, Nick Upton. The second candidate is yet to be decided.
- iv. King Edward VI school is in the process of establishing a new Multi-Academy Trust, aiming to include a group of primary schools, particularly St Edmund's Primary.

c. Fabric Matters

The WW1 Grant in phase 2 (Cloister and Ancient Library Roof). The contract has been let to Lodge and Co, who will begin work towards the end of November, anticipated to finish at the end of February. We may need to agree with CFCE an extension to the grant application deadline, depending on Phase 2 progress. Scaffolding will remain up until Christmas to continue with internal repair works.

10. **Any Other Business**

a. Tentative meeting dates:

September's 2018 Chapter meeting is to be held on the 05<sup>th</sup>, and not 19<sup>th</sup>, as was originally suggested. All other Chapter meeting dates were agreed.

- b. ES proposed a fundraising idea of storing people's ashes in the cathedral for a fee. The company, Life Treasury, would like to meet with Chapter to discuss details further, GK decided it would be best for them to meet with a small group of chapter members to feed back any decisions made.

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

Wednesday 15<sup>th</sup> November

Wednesday 13<sup>th</sup> December