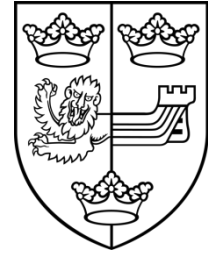


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MEETING **Minutes of the 176th meeting of the Chapter** **Chapter Room, Wednesday 17th January 2018, at 10.30 a.m.**

Attended: The Right Reverend Graeme Knowles (GK) (Chair)
The Revd Canon Matthew Vernon (MV)
Mr Stewart Alderman (SA)
Mr 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)
Mrs Lindsay James (LJ) (Minute taker)

1. Welcome and Prayers

2. Apologies for Absence

Full attendance

3. Notification of AOB

4. Minutes of Previous meetings

- a. To approve the minutes of the Chapter meeting held 13th December 2017.
Following some minor corrections, the minutes were accepted as a final and accurate record of the meeting.
- b. Matters arising from the minutes of the meeting held 13th December 2017.
ES informed Chapter that Parish Giving had been registered. ES had handed out the first batch of forms.
ES asked where the £500 shortfall for the Retreat fell, PB Confirmed it was with the Cathedral.
- c. Action Points from 13th December 2017 were reviewed and amended as necessary, with completed items being removed.
- d. Chapter received the minutes of the Foundation meeting of Monday 08th January 2018.
MV tabled the minutes and talked Chapter Members through key points.
MV asked Members if they thought it would be a good idea to get involved with the 2018 London-based Advent service. GK had concerns about the costs, but otherwise thought it was a good idea to go ahead.
- e. Chapter received the minutes from of the Ancient Library meeting of Tuesday 07th November 2017.
BP informed Chapter that she had taken over the position of Chairperson for the Ancient Library Committee.
GK encouraged Chapter to take the Ancient Library on board as an asset, and therefore create a budget for it. GK asked BP, with the help of PB, to list what the committee's priorities and costs were and feedback to Chapter.
- f. Communications meeting of 7th December 2017.
There was a very productive Communications meeting in December from which SJA and LJ have drawn up an action plan. It will be reviewed by the Comms Group and sent to Chapter subsequently.

5. Correspondence

None

6. Finance Report

- a. MS informed Chapter that the Cathedral ended 2017 with a surplus of £17,491. This was achieved by Cathedral donations (Gift Aid, sundry donations, collections) which totalled £241,000, and a grant of £163,000 from the Church Commissioners; both contributed to the total income of £404,000. There was a net cost of £38,000 with Activities. Cathedral Costs (Admin, Insurance, Music costs) added up to £506,000. Property income generated £80,000.
- b. MS explained that the positive result was aided by the Cathedral focusing on getting things right. Efforts from SA and Enterprises have also been helpful in achieving the surplus. SA asked how the final result had changed from the predicted £40,000 in the December 2017 accounts. MS explained that 2017s accounts were a conservative estimate and that property, along with smaller territories, helped to reduce the deficit. One of MS's plans in moving forward was to add the previous year's figures to the accounts summary, so that people could get a sense of progress being made. Departments were starting to ask for their individual budget, which MS felt was a positive sign.
- c. GK referred to the Finance minutes and highlighted a discussion that took place regarding how finance information was shared. GK stressed that the Cathedral needs to be careful how it presents its accounts, especially at the Annual Congregational Meeting.
- d. It was agreed at the Finance meeting that each department would be able to call down their budget on a monthly basis, giving them a greater focus on what needs to be done.
- e. ES had a meeting with the Just Giving Group. They had offered the Cathedral hand held devices in order to help the Cathedral process payments and donations. Chapter were happy with the decision to proceed with the devices.
- f. MV highlighted the acknowledgement made in the Finance minutes to MS's great work, and seconded it on behalf of Chapter. MS said his goal now was to improve efficiency by reducing time on meetings and focusing on all territories.

7. Enterprises Report

- a. On the 3rd January 2018 SA cancelled the existing coffee machine contract. Repair costs were escalating (£1500 was spent on repairs in 2017).
- b. On the 4th January SA signed a new contract with a local company, Fresh Pack. Fresh Pack provided a much more suitable machine that is reliable and repairs are easier to rectify. They provide full break down cover. The coffee is Fair Trade.. Renting the machine costs the Cathedral £3,600 less per annum. SA estimated a saving of £1,500 for repairs each year. Coffee bags are brought for £3 less per case, saving £1,600 per annum. In total the switch has a predicted cost saving of £5,500 per annum. Fresh Pack will train staff free of charge as and when is needed.

8. The Acting Dean

- a. Fabric Advisory Committee: Membership
GK had written to the CFCE and was awaiting a response. Still on track for new appointments. The FAC Chairman had been informed that the CFCE would be happy to receive names if chapter would like to put any forward.
- b. Cathedral Council: Membership
GK had spoken with the Bishop with regards to Cathedral Council Membership and current vacancies.
- c. Cathedral Working Party Report
The Cathedral Working Party Report was due to be published Friday 19th January. GK told Chapter that the report was an extensive document and advised them to obtain a hardcopy. He asked LJ to send out a narrative and a link containing the report to Licenced Clergy at the Cathedral, the College of Canons, members of the Cathedral Council and Forum.
The next step was to respond corporately and individually. GK suggested to members that they respond personally, and that CWPR would be added to the next Chapter agenda for members to discuss the collective response. GK urged everybody to respond and take seriously as it could mean considerable change. MV asked how to communicate to volunteers and the congregation, GK said to put the link containing the report on the Cathedral's website.
- d. GPDR Implementation
SJA was maintaining communications with the Information Administrations Office and their main concern was whether the Cathedral had got consent from the individual, and a legitimate reason to hold the data about them.

A Data Protection Group was set up with GK, CN, SJA and LJ, to meet once a month. A lot of work needed to be done to become compliant by the May deadline. CN had spent time with people and departments to ascertain where the Cathedral stood and what data it held, he had provided a report with the Cathedrals statistics and priorities.

GK stressed that it was important to have paper trail of actions to prove that the cathedral is taking steps in the right direction.

SJA was confident that the Cathedral had the matter in hand and necessary people were being informed. SJA told members that there would be numerous emails going out to congregation and volunteers asking everybody to re-consent. SJA also highlighted that where the Cathedral used third parties it was responsible for ensuring compliance. Any group that is a body of the cathedral needs to get on board and adhere to the policy.

9. Canon Pastor

a. David Crawley's PTO

Canon David Crawley's six-month break from ministry after retiring from the Cathedral Chaplain ends in February, He would then receive PTO from the Bishop.

b. Junior Church Future

MV and Penny Bentley, leader of the Junior Church, have noticed a decline in young people attending. The Junior Church Leaders are meeting on 4th February 2018 to discuss the future of the junior Church and how to progress. MV will inform Members of any developments at the next Chapter meeting.

10. Administrator

a. Recruitment

- i. Claire Greaves will join the team as Admin Clerk on 5th February, supporting MV and SJA two days a week and working in Reception on a Friday
- ii. Matthew Hammonds will be joining the Cathedral as the new full-time Verger on 5th February.

b. Safeguarding

Staff and volunteers have been Completing C0 training. On the whole everybody has been very positive about having to complete the training. 45 volunteers had completed the online course, with 60 lined up to do a one hour workshop on 30th January or on 1st march. The Majority of staff had completed training with over a week before the deadline. SJA was confident that the Cathedral was where it needed to be with regards to training.

c. Health and Safety

All staff have been requested to complete a VDU workstation checklist and risk assessment by the end of January. SJA reported that it was good news that only a few low-cost items need to be purchased, and that money would be used from the Health and Safety Budget for this.

d. Car park

A Carpark meeting was held last week. SJA will be sending out an email to Chapter and staff with the decisions made. There was one decision that SJA felt Chapter needed input on which was the availability/lack of parking spaces for visitors who are attending meetings/events. CJ suggested writing a standard policy statement and attaching it to emails/agendas, warning people that there may not be any availability.

SJA informed Members that a card will be issued to staff with their registration number to display in the persons car, making it easy to monitor parking and hopefully putting a stop to the continual abuse of the carpark.

e. Staff Appraisals

In February SJA will be introducing a new performance management process. This will be in line with the Diocese where Growing in God is incorporated with our Vision and Strategy. There will be three workshops in February to launch it.

11. Canon Precentor

a. Liturgy and Music

i. Statistics/attendances

PB provided Chapter with a brief summary of the statistics for mission data, detailing 2016 and 2017 attendance figures. It showed an increase of people attending weekdays mornings in particular with the change in service time.

- ii. Reviewing Advent/Christmas provision and looking ahead
 - At Candlemas we will receive Kevelaer candles and bless candles for use in the coming year. As is our custom, Candlemass will be kept on a Sunday in order that the whole congregation can experience this liturgy which closes the church's Christmas/Epiphany season.
 - The RAF celebrates its centenary on the 1st April 2018. As this falls on Easter Sunday, the cathedral, with our historic links with the base at Honington, will be hosting a special Evensong on a Sunday later in April, to coincide with the borough's marking of this anniversary.
 - The Assistant Director of Music has been proactive in organising a consort of singers to lead the Sung Solemn Eucharist and Imposition of Ashes at the 7.00 pm service on Ash Wednesday (choir half-term break).
 - MV was working on a leaflet to be sent out with information regarding opportunities for our congregations during Lent. This compliments the Lent leaflet produced each year by Hannah.
 - On Mothering Sunday the music will be led jointly by our junior girls' choir and our youth choir, to maintain the momentum of expanding young people's involvement in Sunday services. Junior Church will be involved also with readings and prayers.
 - The Bishops will be undertaking another walking pilgrimage across the diocese in Lent, arriving at St Edmundsbury Cathedral for the annual Chrism Mass.
 - St Edmundsbury Cathedral will again join with St Mary's Church for the Ascension Day evening Eucharist, which concludes in the Abbey Gardens.
 - In September 2018 there will be, for the first time, a diocesan service for commissioning of Pioneer Ministers.
 - The Easter Vigil in 2018 will be at 6.00 am on Easter Day. The custom has been established to alternate the Vigil between dawn (2018) and a Holy Saturday evening Vigil and Confirmation (2019). This year's Diocesan Confirmation at the cathedral takes place in May.
 - On the evening of Wednesday 2nd May there will be an Archdeacons Visitation service.
- iii. Organ Scholar and Musician in Residence

PB reported that this joint venture with King Edward VI School has been, to date, a very positive project, strengthening our links with the school and community, and putting St Edmundsbury Cathedral 'on the map' with other cathedrals offering an internship programme to aspiring musicians. Financially the scheme had been as predicted. The Head Verger is content to allow the continued use of the rear of 3 Crown Street for the Scholar's accommodation, and JT/AB are very positive about continuing the scheme. PB is meeting with the Headteacher and staff at KEVI to review the project. Subject to the continued arrangement with the school being agreed for a further year, Chapter agreed to continue the scheme.
- iv. *InHarmony* Music Outreach Project update

The *InHarmony* Report would be arriving from the printers for distribution imminently. PB updated Chapter that Richard Hubbard (RH) had been very proactive in contacting Rural Deans and arranging training for the coming year and into 2019, beginning with the 'Touching heaven' workshop on 27 January at the cathedral. RH had been working with PB on putting together an Advisory Group from across the diocese to support and co-ordinate the work of InHarmony.
- b. St Edmundsbury Primary School
 - i. Ofsted Inspection

Chapter was delighted that HMI deemed the school to be a 'Good School' following the recent Ofsted Inspection report came back 'Good'. PB was very pleased with the result, and welcomed Chapter Members to contact him if they had any queries.
 - ii. Land ownership status

PB deferred to the next meeting
- c. Fabric Matters
 - i. Clerestory and Cloister/Library Roof (Government Grant) Update

Clerestory works had been completed. Work on the Library Roof was underway. The Cloister was to be closed periodically on weekdays as work progressed. It was suggested by BP to provide signage to direct visitors on where to go.

- ii. Monthly report by the Cathedral Architect
GK raised his concerns about the urgent maintenance needed for the Anselm building. GK felt that work needed to be carried out on the gutters and weeds to prevent the building decaying further. PB said that the uncertainty of what to do with the building and the lack of vision was holding up any development with the property. TA and GK voiced that something needed to be done to secure the building before it got to a state of unrepair. Chapter members agreed to make the Anselm building the next priority, after the Deanery.
- iii. Cathedral properties/The Deanery
Following Chapter's approval to the proposed sub-division of the Deanery, the Cathedral Architect is waiting on a date to meet with the borough's heritage officer. It was agreed at the Finance Committee to go ahead with the cost of the planning application. CJ asked if there were any potential obstacles with the plans to with the plans. PB replied saying that the only uncertainties were whether planners would allow the removal of the staircase (fundamental to the project's success), and how to fund the development. PB will keep Chapter up to date with any developments.
(Chapter Members visited the Deanery following the meeting.)

12. Any Other business

GK asked Chapter if they would support the proposal to pay for a work coach from the stipend that would have been allocated for the Dean. Chapter fully supported the notion.

13. 2018 meeting dates

21st March
18th April
16th May
20th June
18th July
05th September
17th October
14th November
12th December

10:30 am Chapter Room