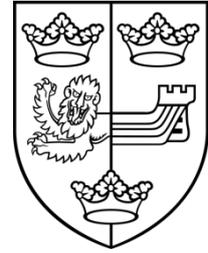


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MEETING Minutes of the 172nd meeting of the Chapter Chapter Room, Wednesday 20th September 2017, at 10.30 am

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

Present: Ms Sarah-Jane Allison (SJA)
Mr Michael Batty (MB) (part)
Mrs Jean Meiklereid (JM) Minuter

1. **Welcome and Prayers**
2. **Apologies for Absence** None
3. **Notification of AOB**
 - a. 2018 Chapter meeting dates
 - b. Installation of the Acting Dean
 - c. Ancient Library insurance cover (BP)
 - d. Giving Group report (ES)
4. **Minutes of July 2017 meetings**
 - a) **12th July 2017**
 - i. To approve the minutes of the meeting held 12th July 2017
Following one minor correction, 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 12th July 2017 - None
 - iii. A discussion was held regarding Confidential Minutes circulated by MV.
 - b) **19th July 2017**
 - i. Action Points from 19th July 2017
Actions on the July form were reviewed; completed items were removed.
A refreshed September list will be circulated ahead of the October meeting.
 - ii. To approve the minutes of the meeting held 19th July 2017
The minutes were accepted as a final and accurate record for file and for signature.
 - iii. Matters Arising from the Minutes of the meeting held 19th July 2017 - None
5. **Correspondence** None.
6. **Finance**
 - a. 2018 Budget discussion
MS reported on the need to reduce the deficit with a combination of improved income and reduced costs, and ES was thanked for her work with the Giving Group. FW thanked MS for making himself familiar with the very complex Cathedral organisation so quickly.
AT confirmed that the preliminary deficit for 2018 is likely to be over £100,000.
It was proposed and resolved that Gift Day should not be held annually, but possibly every 2 years.
It was proposed and resolved that a Special Day be held for local businesses, building on local support for and pride in the Cathedral. The hope would be to raise at least £10,000 from local

businesses. MV and DH agreed to take on the planning, which would be separate from the county-wide work of the Foundation in seeking to build an endowment fund.

The October meeting of Chapter will focus on agreeing a draft 2018 budget.

The upcoming Forum meeting will be given a simple verbal report by SA, with a realistic focus which would not be over-optimistic.

- b. There was discussion about non-employees claiming expenses. Some fees (e.g. recitals) are paid as a cash expense instead of on receipt of an invoice. This may have tax implications as we do not report expenses for non-employees to the Inland Revenue. There is a need for clarity as to when fees should be paid via invoice and when payment can legitimately be paid as an expense, with the position of volunteers' expenses needing to be examined. AT to clarify.
- c. Resolved that Gallery rent and expenses will remain under Enterprises.
- d. It was agreed to invite Carol Fletcher to meet Bishop Graeme, MS, AT and SAJ on 16th October after the Chapter meeting to propose a request for turnaround finance from the Church Commissioners.

7. Dean's Report

- a. Schools:
Bishop Graeme will join the Board of Governors at King Edward VI Upper School.
- b. Diocesan Environment Officer update:
Rural Dean Sandy Barton, may take over this portfolio.
- c. Sustaining Confidence Report and Executive Summary (update):
Items are being addressed, and progress made. FW suggested that Chapter use the document as appropriate and follow up on any outstanding actions.
- d. 17.7 Charity Proposals from 10:10 Group:
The proposals were welcomed for their focus on local charities. It was agreed that successful applications be given a 3 year term. FW to thank Geoffrey House and request 2018 implementation with a fund of £4,500 (5% of regular Cathedral giving.) MS to include this in the budget process
- e. Adult Education at the Cathedral November 2017 – July 2018:
Chris Andrews is leading this with assistance from John Parr. A donation of £5.00 should be suggested. Speakers' fees have been averaged out, as some require no payment. Catriona Brinkley will oversee finances and be asked by FW to submit fees to be included in the 2018 budget. Marie Taylor-Stent is helping with publicity, and the group would also appreciate clergy support.
- f. Cathedrals Vocations Group September 2017:
Chris Andrews will lead this group.
- g. College of Canons updated list:
It was agreed to explore different ways to use the seats and increase the involvement of Canons.
- h. Staff:
New staff members include Thomas Hawkes, Organ Scholar, and Sarah Geileski, an ordinand from ERM, who will be supervised by Bishop Graeme. James Thomas celebrates 20 years' service to the Cathedral.
A confidential matter regarding a previous member of staff was discussed.
- i. Chorister's Gift:
Funds amounting to £2,537 in memory of the late chorister Edward Morgan-Gooch are held in the FOCC account. It was agreed to purchase a silver salver for Evensong collections in his memory.

8. Administrators' Reports

- a. Administrator and Director of Commerce
 - i. Enterprises
The Shop and PK sales are above budget, with more profit being realised than 2016. The coffee machine contract ends in January, with 1 months' notice required. Richard Wheeler will help to source a new machine. The Gallery lease will be signed today, and SJA was thanked for her work on securing this tenant, with the help of PB and Rachel Clover.
RESOLVED that the Cathedral seal be impressed on the Gallery lease when signed.
- b. Administrator and Head of HR
 - i. H&S :
Chapter resolved that no food or drink should be taken up the Tower. Exceptions may be made at the discretion of the Health & Safety Committee.
 - ii. Safeguarding
SJA will attend a 2 day conference next week, ahead of many changes to Safeguarding practice. In future, everyone will have to do online training, regardless of whether they have contact with children or vulnerable adults.

- iii. Policies
The Photographic Policy document will taken be to Heads of Department and Marie Taylor-Stent for comment before being brought to Chapter.
- iv. Staff update
Interviews for the Dean's PA were unsuccessful and it is planned to recruit a temporary PA with a view to a permanent appointment.
Robin Turner has resigned to take up an appointment as Head Verger at St Bride's in Fleet Street. Interviews for his replacement take place on 11th October.
No suitable candidate has been identified for the post of Administrator – Finance & Commerce, and it has been agreed to revisit this in 2018 after a time of reflection. It was noted that this puts extra pressure on staff, particularly SJA and accounts staff.
- v. Verbal report of visits, tours and volunteers (Hannah Ratcliffe)
Hannah was thanked for an excellent report, which highlighted the key areas of her work.
- vi. Submitted report on marketing, September 2017 (Marie Taylor-Stent)
Chapter requested Marie attend in November with a full report and overview of her role.

Canon Philip Banks joined the meeting at this point.

9. Canon Pastor's Report

- a. Pastoral Matters
The new monthly Healing and Wholeness Service is being well received.
The death of Father Geoffrey Smith was noted, with sadness and with gratitude for his long and faithful service as a priest.
- b. The Foundation of St Edmund
There was a meeting with trusted friends, including the Lord Lieutenant, on 8 September to update them on Foundation plans. Positive feedback was received including the need for clarity of fundraising message and the Cathedral's need for an endowment. Geoffrey House (Foundation Honorary Secretary) and MV are working on the notes of the meeting. These will be distributed to Chapter members. James Barclay is a potential new Trustee for the Foundation.
- c. Vision and Strategy
The Strategy Group is developing a document for taking forward the priorities agreed at the Away Day in June.
- d. Heritage Partnership
The paper distributed to members included some information already known to Chapter, as well as an update on recent developments. The extended discussions with Historic England have reached a successful outcome so that the Heritage Assessment and the Conservation Management Plan for the Abbey area can go ahead. This is will provide the necessary baseline for possible objectives such as re-opening the old gate in the Cathedral wall by Pilgrims Kitchen. The Borough is likely to apply separately for scheduled monument consent to remove the tennis courts. That will not include any archaeological dig, despite the local and media interest it will arouse. A meeting of the full Heritage Partnership will take place on 20th October at 1:30 pm in the Edmund Room by which time the consultants who will produce the Heritage Assessment and the Conservation Management Plan will have been selected. Chapter members are welcome to attend.

10. Canon Precentor's Report

- a. Liturgy and Music
 - i The Common Praise hymnbooks are over 10 years old and showing wear and tear. They are also considered to be outdated. It was proposed to replace them with new Ancient and Modern hymns, offering a richer variety of music. The cost to purchase congregation copies, a music version for the Director of Music and a melody version for the choir is approximately £3,000, including a 30% discount. This will be met by the £1,300 raised by the summer fete and a matching grant from the Friends. The remaining £600 will buy choir copies using some of the donations received at Annabel Holmes' Memorial Service.
- b. Communications Team
Nothing to report since last meeting.

Michael Batty joined the meeting at this point.

- c. Fabric Matters
RESOLVED to apply the Cathedral Seal to the sale of Cannon Street.
The monthly report by the Cathedral Architect and the Cathedral Surveyor had been circulated.
A contingency fund should be included in the 2018 budget for unexpected property costs.

Ecclesiastic Insurance should be contacted regarding insurance on vacant houses. SJA is exploring whether paying a higher excess would reduce premiums.

Resolved not to provide a ramp at the cloister door due to the cost, and the fact that no accidents had occurred.

The issue of cloister gates will not be taken further, and the architects will be informed.

The clerestory work is going well, with all additional work being done within the grant budget.

Office space is not well configured, and ways of improving office use are under review. Chapter requested a report on how space is used from SJA and MS.

PB is exploring with the relevant local authorities the use of buildings such as the Abbey precincts and land owned by the Cathedral and will begin dialogue with the Borough planner. It is hoped to find a way to rationalise older properties to become more serviceable and to cut repair and maintenance costs. It was agreed that more recent Chapter members should see the original Dykes Bower plans for an overview of the original vision.

PB is seeking advice on lease renewals for Abbey House tenants Peel & Gudgeon and David Burr. It was agreed to ask the Enterprises Board to bring a report to Chapter with a recommendation as to whether the Abbey House tenants should be under Enterprises for accounting purposes.

Michael Batty left the meeting at this point.

d. InHarmony Report

Richard Hubbard attended to make his report. The first phase has ended and he has produced a draft 132 page report with 39 recommendations. "Quick win" strategies include delivering workshops as requested and continuing InHarmony singing days. Longer term goals are being defined. FW recommended that the project be addressed at the November meeting, with a full report for comment pending Chapter ratification. It can then be presented to Foundation and the Diocese. RH was thanked for his work.

e. Arts and Events Committee - Nothing to report since last meeting.

f. St Edmundsbury Primary School

An Ofsted inspection is due soon. The new Head will start at the school in January.

11. Any Other Business

a. 2018 proposed meeting dates, to be confirmed at October Chapter meeting

17th January

7th February

21st March

18th April

16th May

20th June

18th July

11th September

17th October

14th November

12th December

b. Installation of the Acting Dean

10.00 am 16th October 2017

c. Ancient Library Insurance

Ancient Library insurance was discussed, in light of possible damage from the clerestory works. The Harwell Scheme proposed by Stephen Dart, at a cost of £500 pa, does not offer any more than the Cathedral's present insurance and is unnecessary. The only cost not covered is temporary storage, but there are storage facilities within the Cathedral. The fire services have a good knowledge of the layout of the library and have a priority list in case of emergency. In order to have clarity, it was requested that Chapter receive a valuation for insurance purposes. It was also agreed that any future requests should be put before Chapter in the form of a written report.

d. Giving Group Report

ES reported that the group is energetic and enthusiastic, with individuals taking the initiative. A quarterly newsletter is planned. Wooden holders have been secured to the pews to hold Gift Aid envelopes, and FW will write a thank you letter for this work, which was done at cost.

12. Dates of forthcoming meetings – 2017

Monday 16 October (Budget ratification)

Wednesday 15 November

Wednesday 13 December

