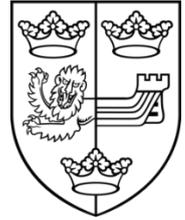


# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MEETING Minutes of the 181st meeting of the Chapter Chapter Room, Wednesday 20<sup>th</sup> June 2018, at 10.30 a.m.

Attended: The Right Reverend Graeme Knowles (GK) (Chair)  
The Revd Canon Matthew Vernon (MV)  
Mr Stewart Alderman (SA)  
Canon Tim Allen (TA)  
The Revd Canon Philip Banks (PB)  
Mrs Barbara Pycraft (BP)  
Mrs Elizabeth Steele (ES)  
Mr Dominic Holmes (DH)

Present: Ms Sarah-Jane Allison (SJA)  
Mrs Lyndsay Parfitt (LP) (Minute taker)  
Sarah Geileskey  
Hannah Ratcliffe (HR) for a presentation

### 1. Welcome and Prayers

GK opened the meeting with prayer and welcomed, Sarah Geileskey, an Ordinand.

### 2. Apologies for Absence

Apologies were received from Michael Shallow and The Reverend Canon Charles Jenkin

### 3. Notification of AOB

Edward Morgan-Gooch Memorial Fund

### 4. Minutes of Previous Meetings

- a. Action Points from 16<sup>th</sup> May 2018 were reviewed with completed items being removed.
- b. To approve the minutes of the Chapter meeting held 16<sup>th</sup> May 2018.  
Following some amendments, the Minutes were accepted as a final and accurate record of the meeting.
- c. Chapter received Confidential Minutes of the Chapter meeting held on Wednesday 16th May 2018.
- d. Matters arising from the Chapter Minutes of the meeting held 16th May 2018.
- e. Chapter received Minutes from the Foundation of St Edmund Meeting held on 18th May 2018.  
MV briefed Chapter that matters previously discussed at Chapter are progressing. The London Advent Service will take place in St. Giles, Cripplegate on 4th December 2018 followed by a Reception at the City of London Girls' School near the Barbican. The application to the Pratt-Green Trust for InHarmony funding had been rewarded with a donation of £4,000 with a possibility of a further application in 2019. MV and Geoffrey House are working on applications to other trusts. The Foundation's commitment to funding InHarmony is until the beginning of 2021, but it was noted that without further income that support would end part way through 2019 in which case the Chapter would be responsible for InHarmony commitments.
- f. Chapter received Minutes from the Finance meeting held on 13<sup>th</sup> June 2018.  
Matters arising reported later in the meeting by SJA. ES briefed Chapter that it was hoped that another money giving machine would be placed in the Cathedral.

- g. Receive minutes from the Heritage Partnership Core Group meeting held on 5th June 2018. MV briefed Chapter that the bid to HLF for Resilient Heritage funding has been successful and will enable The Heritage Partnership to develop into a charitable organisation.
- h. Receive minutes from Health & Safety Committee meeting held on 22<sup>nd</sup> May 2018. SJA briefed Chapter that repairs are needed to the balustrade outside Abbey House. The condition of the pathway into the Garden of Remembrance has deteriorated and the concrete is uneven. It was agreed that Rachel Clover will organise repair work. It was discussed that there remains the need to produce a Cathedral Disaster Recovery plan to include the Ancient Library.
- i. Receive minutes from The Guild Meeting held on 3rd May 2018. These draft minutes were received.
- j. Receive minutes from the National Dean's Residential Conference 10-11 April 2018. GK reported that Joe Hawes attended this and suggested that future minutes should be brought to Chapter. There is a Smaller Cathedral's Events Seminar in Leicester 29-30 November 2018 which he will be attending. TA suggested that this should be brought to Chapter.

## 5. Visits and Communications Report

GK welcomed Hannah Ratcliffe, the new Visits and Communications Manager to Chapter. She is very conscious of budget and is progressing very effectively with this in mind. She is working closely with Archant and has rejuvenated some of the copy to make it more eye catching for use in printed media and online. Regarding montage, Hannah is going to focus on doing as much work, as possible in-house, such as social media postings, and work and images created by the PR company have been transferred so that they can be used by the Cathedral in future. A review of the Lego® standalone website will be undertaken in collaboration with Matt Cadwell, the new Lego Project Manager. There will be a monthly feature in The Bury Flyer until November, promoting different elements of the Cathedral, plus topical issues. Other adverts will be placed with numerous local publications, and with an environmentally friendly scheme, TiksPac, with our logo displayed across various public spaces in the county. A promotional scheme is being worked on with Visit East Anglia and also with Bury and Beyond, who aim to increase visitor numbers to the town and this is also linked with Visit Suffolk and Visit East Anglia. The social media dashboard is growing steadily because of regular posts. Hannah was congratulated by The Acting Dean and members of Chapter for her excellent work and presentation. Chapter members suggested that choral evensong should be promoted and that international visitors are a very important area and The Giving Box is a good indicator of the origin of visitors. GK suggested to Chapter that the new Dean will play a very important role to promote the Cathedral in areas such as a local radio and magazine coverage.

## 6. Ordinand

Sarah Geileskey briefed Chapter about her placement here at the Cathedral. She has completed one year of a two-year DipHE Theology, Ministry & Mission placement with Durham University. She meets fortnightly with the Dean. As part of her placement she undertakes observation, gentle participation, supervision and reflection, combined with study and prayer. She attends a residential course approximately every 6 weeks where she shares her experience with other ordinands. She has run a project relating to an aspect of mission and/or pastoral care and set up a prayer station where congregation can pin prayers on a tree. She created 40 Ways to Pray on the website and has published laminated cards to support this, along with laminated table-toppers that have been placed in the Pilgrims' Kitchen. Sarah is aware of the impact of communication, boundaries and bridge-building. Through her learning she hopes to help create a period of transition away from the central focus on administration to remind of the importance of building and reinforcing links – cross-departmental, cross-community, cross-functional and cross-discipline. GK thanked Sarah, and LS also thanked Sarah's family for their support, as she has enriched life here in the Cathedral.

## 7. Correspondence

The Cathedral's Annual sponsorship of the West Suffolk College's Outstanding Conservatoire East Student (Film and Creative Production) award. ES will present the prize on behalf of the Cathedral on Monday, 25<sup>th</sup> June 2018. GK briefed Chapter that this event has highlighted the need to know what and who should be undertaking regular things.

## **8. FAC Membership**

At a meeting on 17<sup>th</sup> May 2018, the CFCE nominated John Burton MBE and endorsed the Chapter nominations of and Reverend Canon Aidan Platten and Roger Wright CBE to the St. Edmundsbury FAC.

## **9. Finance Report**

SJA briefed Chapter. Year to date we are slightly adrift from budget. The Church Commissioners total is in line with budget, the Cathedral Community Visitors total is down due largely to the early Easter and poor weather. Lego is below budget. Matt Cadwell has completed a report for Lego and with his experience it is hoped he will move the Lego Project successfully ahead. SJA will circulate the report. The Vergers total is underspend, but some overtime needed may alter this figure later in the year. The Music Department is currently underspend, as are the central costs for Administration. Chapter is aware that the emphasis now is on increasing revenue as costs have already been reduced. Pilgrims' Kitchen continues to produce profit. SJA briefed Chapter that at the Finance Committee Meeting on 13<sup>th</sup> June 2018, the shop sales were discussed as they are under budget. GK has a contact who has offered to undertake a full review to establish areas for improvement. The idea of an A5 booklet to encourage fundraising and donors was discussed and will be something for the new Dean to address. The property total includes the Dean's moving costs which we can reclaim. A budgeting error shows a variance for the Discovery Centre.

## **10. Enterprises Report**

(CAFA) Stewart Alderman will present his report at next Chapter meeting.

## **11. The Acting Dean**

### **a. Cathedral's Working Group Draft Report and Update**

GK briefed Chapter of the outcome. The report will be debated at the General Synod in July 2018. It is hoped that cathedrals and the AEC will start work to implement recommended changes as soon as possible. Subject to the debate in July, it is hoped that legislation to amend the Cathedral Measure will be introduced at the General Synod in February 2019. The new Dean is aware.

### **b. Proposed changes to Care of Cathedral's Measure 2011: Miscellaneous Provisions Measure, July 2018. Three minor changes were noted.**

### **c. Appointments to the Order of St. Edmund**

GK recommended to Chapter that serious thought should be given between now and next Chapter meeting.

### **d. Cathedrals and VAT: update and request for information**

SJA briefed Chapter that new legislation comes in to force in April 2019. There will be a free VAT review with the Auditors which SJA will action.

## **12. Canon Precentor**

### **a. Liturgy and Music**

#### **i. Eucharistic Ministers**

The General Synod passed regulations recently allowing the Diocesan Bishop to delegate his power to authorise lay people to distribute Holy Communion, both in church and to the sick and housebound. Bishop Martin delegates this now to parishes and the Chapter, who agreed Cathedral Eucharistic Ministers listed in the Chapter paper. The three-year principle of reviewing/renewing names was agreed by Chapter; administration of the list currently rests with the Pastoral Care co-ordinator.

#### **ii. InHarmony update**

Chapter received a very impressive update of Richard Hubbard's work since the last Development Group meeting on 2 March

### **b. Events Management**

Molly Dewar, the new Events Manager has made a very good start, and her probationary period is going well. She has some very good ideas for future income-generating events.

### **c. Fabric**

#### **Architect's Report**

##### **i. Anselm Room**

Routine maintenance is urgently needed and will include, subject to FAC agreement, the boxing-in of the eaves to protect them from the weather; additional pointing is required in some areas of brickwork.

- ii. **The Deanery**  
The application for consent to divide the west wing from the centre only is to be submitted on 26<sup>th</sup> June 2018.
- iii. **Cloister/Refectory**  
Recommendations have already been agreed by Chapter, subject to FAC approval. The FAC meet on 3<sup>rd</sup> July 2018.
- iv. **Government Repair Grant**  
The final grant claim has been made within the deadline set by the Cathedral Fabric Commission for England. The work is £3k over budget and it is proposed to talk to Friends Council to make up the deficit.
- v. **Abbey House Top flat update**  
The new tenant has now moved in.
- vi. **TV aerials on domestic properties**  
Chapter does not pay for installation or maintenance of TV/Satellite dish aerials on staff properties.
- vii. **Lease renewals**  
Update will be brought to Chapter in July.
- viii. **Cycle Racks**  
All the Cathedral precinct land is a Scheduled Ancient Monument and any digging will require Scheduled Monument Consent. An urgent proposal is to be made to FAC for a temporary solution regarding the need for racks as more and more people arrive by bicycle.
- ix. **Pilgrims' Kitchen acoustic panels**  
The need for acoustic panels was raised at Cathedral Forum, to help ameliorate the high reverberation noise levels when large numbers of people are present. It was agreed that the scheme in the Chapter paper should go ahead, subject to Enterprises Board being willing to finance the project.

### 13. Canon Pastor

#### e. Vision and Strategy update

MV shared the latest version of the Priorities Spreadsheet. Two priorities have been added relating to buildings and the Heritage Partnership. Chapter approved those additions. SJA briefed Chapter that there is to be a Communications Group meeting on 3<sup>rd</sup> July 2018 to evaluate and review how Chapter communicate with stakeholders. This is on the agenda for Forum on 21<sup>st</sup> June 2018 when feedback about Santiago will be sought. There is to be an overall review to streamline communication and resources. TA raised under communication the subject of clergy from the pulpit. Hannah Ratcliffe needs a clear model regarding an intranet site for volunteers

### 14. Administrator

#### f. Cathedral Governance Code

SJA has written a paper identifying a few areas for improvement.

- i. Cathedrals are encouraged to include a brief statement in their annual report, so this will be the case in the 2018 Annual Report.
- ii. Leadership. To produce role descriptions defining responsibilities for all Chapter members.
- iii. Integrity. Conflicts of interest should be added to each Chapter Agenda. A new Declaration of Interests Form will be completed by all Chapter members. SJA will produce a disclosure policy around Anti-corruption and Bribery.
- iv. Openness and accountability. SJA will produce a Cathedral complaints procedure.

#### b. Employer Supported Volunteering

SJA has been on a conference and submitted a proposal that the Cathedral takes part in Employer Supported Volunteering. This proposal was agreed by Chapter and the details will be discussed at a Management meeting and brought back to Chapter. Employer Supported Volunteering is when businesses and organisations actively support and encourage their employees to volunteer. ESV would benefit the Cathedral, the staff and community.

**c. People Update**

SJA briefed Chapter that holiday consultation letters have been distributed regarding no longer carrying forward of holiday entitlement and the feedback from staff. New contracts will be issued in August. Claire Greaves has successfully finished her probationary period. Lyndsay Parfitt, Molly Dewar and James Stark are on probationary period.

**d. GDPR Update**

There was a meeting on 13<sup>th</sup> June 2018. Care of Cathedral records were discussed. SJA will have one to one meetings with those applicable. Some staff will be chosen to undertake E-learning with respect to the use of E-Tapestry. BP briefed Chapter that she has had a meeting with the Music Department and Chris Nicholls has had a meeting with Stephen Dart regarding the FOCC. Some measures will shortly be put in place to tighten up our Wi-fi security in Abbey House.

**10. Any Other Business**

Edward Morgan Gooch Memorial Fund

Chapter agreed with the suggestions made. Stewart Alderman will inform the parents.

On behalf of Chapter, MV expressed immeasurable gratitude, admiration and appreciation to the Acting Dean, Graeme Knowles, this being his last Chapter here at the Cathedral

**11. 2018 Meeting Dates**

18<sup>th</sup> July  
05<sup>th</sup> September  
17<sup>th</sup> October  
13<sup>th</sup> November  
12<sup>th</sup> December

10:30 am Chapter Room

**2019 Meeting Dates**

18<sup>th</sup> June - AEC AGM.

11th to 13th September - CAFA conference – (For cathedral administrators and accountants)

There was no further business and GK closed the meeting at 1.10pm