

St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MEETING Minutes of the 180th meeting of the Chapter Chapter Room, Wednesday 16th May 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 Michael Shallow (MS)
The Revd Canon Charles Jenkin (CJ)
Mr Dominic Holmes (DH)

Present: Ms Sarah-Jane Allison (SJA)
Mrs Lyndsay Parfitt (LP) (Minute taker)

1. Welcome and Prayers

GK opened the meeting with prayer. Chapter gave special thoughts to the family of Jayne Whiteman, who died on Monday, 14th May.

2. Apologies for Absence

There were no apologies.

3. Notification of AOB

Tenancy Agreement/Lease Renewal (SJA)

4. Minutes of Previous meetings

- a. Action Points 18th April 2018 were reviewed with completed items being removed.
- b. To approve the minutes of the Chapter meeting held 18th April 2018.
The minutes were accepted as a final and accurate record of the meeting.
- c. Matters arising from the Chapter Minutes of the meeting held 18th April 2018
SA queried the approach to GDPR from FOCC. He had received an email from them which was not an opt in process. This seemed to be contrary to previous GDPR discussions. GK briefed Chapter that the FOC have changed to opt in and BP will contact Judy Broadway, the FOCC Secretary. Chris Nicholls will be meeting with individual groups.
- d. Chapter received Minutes from the Foundation Trustees Meeting held on 13th April 2018.
- e. Chapter received Minutes from FOC Council held on 7th March 2018.
It was reported to Chapter that Sue Cockram is currently the interim Director pending the appointment of the new Dean. The FOC have allocated £1,000 from their budget for postage for the Dean's installation invitations.
GK discussed his meeting in Ipswich with William Nigh, the CEO of the Synod. He knows Bury St Edmundsbury Cathedral very well and is very knowledgeable about Suffolk and has a keen interest in the Cathedral. GK will liaise with the new Dean and organise a meeting with William Nigh.
- f. Chapter received Minutes from AEC Executive Meetings held on 20th March and 12th April.

- g. Chapter received Minutes from Heritage Partnership Core Group meeting held on 1st May 2018. GK and MV briefed Chapter on their recent visit to Pembroke College with Stephen Dart for the exhibition of some of the College's treasures. One of the manuscripts that might be borrowed for an exhibition in 2020 was on display. College members are enthusiastic about their manuscripts being exhibited in St. Edmundsbury Cathedral.+ Costs will become clear in due course and Chapter will be kept informed before the exhibition is confirmed. Stephen Dart is also looking in to borrowing the Bury Gospels from the British Library. A team from Purcell architects are coming on Tuesday, 29th May to view cathedral space and the Abbey footprint as part of the Conservation Management Plan consultancy study.

5. Correspondence

- a. Cathedrals Working Group
PB reported that the meeting arranged for Residentiary Canons in April had been positive and well managed, and the CWG members present indicated that a number of changes were now being made to the draft to go to General Synod. PB had circulated fuller notes of the meeting to Chapter members previously.
- b. Cathedral Governance Code
SJA will devise an action plan to address where we do not comply.
AEC require all Cathedrals to attend a Chapter Training Finance Day with another Cathedral. We have been paired up with Chelmsford with a proposed date of 10th October, therefore the Finance Committee Meeting will need to be re-scheduled.

6. Finance Report

MS reported we are one third into the Financial year and total result is -£35k which is a) in line with budget, b) £40k ahead of last year and c) £22k better than the previous month. The estimate of -£53k forecast for 2018 is hopefully conservative but does include £35k extra costs for the deanery. The best improvement was Cathedral Community and less good was Visitors and Events. The cash at the bank of £104k is up from £74k over previous month and total available cash stands at £143k.

It was reported that Parish Giving information has been distributed. GK stated that care needs to be taken when budgeting for Easter as when it falls early in the year, combined with bad weather it has a detrimental effect on visitor numbers to both the Cathedral and the Pilgrims' Kitchen. SJA suggested separating out the three areas of Lego, Visitors and Events so they have their own budget lines. Visitors income is £7k down on budget and SJA stressed the need for Chapter to be able to see different areas more clearly. The Enterprise result is ahead of budget so the budget in the summary accounts needs adjusting.

Accommodation is being rented privately for the new Dean with a one-year tenancy agreement. The works at the West Wing of the Deanery will be completed as soon as possible to keep costs down. As soon as the works are completed it is planned that the West Wing could be rented which will in effect cover the rental costs of the Dean's accommodation. PB reported that work for the West Wing is in the budget. CJ expressed concern about any possible delay that might arise due Planning Approval regarding works to the west wing of the Deanery if the staircase is not allowed. However, the planning application will be made initially without reference to the staircase removal in order to speed up the process.

PB reported that work is being undertaken to repair the water damage to the cloister roof and subsequent damage to the garden.

7. Enterprises Report

- a. CAFA (SA)
Carried forward to next Chapter meeting.

8. The Acting Dean

- a. 10:10 Charity Group Missionary Giving Recommendations for Chapter were produced by Geoffrey House and received by Chapter. GK recommended that the new Dean should be asked to join the Group. MV briefed Chapter that the Group proposed that it would be better if two nominated international charities could be supported by the Cathedral throughout the year. Chapter accepted the proposals.

9. Canon Precentor

a. Liturgy

PB briefed Chapter on the bi-annual pilgrimage to Santiago de Compostela which took place from the 4th – 13th May. There were two groups and the feedback has been very good and was enjoyed by all. There was a total of 32 people with 27 walkers. There were informal Eucharists along the way and also in one of the cathedral side chapels in Compostela (thanks to the cathedral Chapter there). If another pilgrimage is undertaken it will coincide with 2020. Chapter offered thanks to PB.

On Pentecost Sunday, Nick Wells will read and Bishop Martin will be presiding and the congregation is encouraged to wear something red for the day.

Ordinations (30th June): 27 to be deaconed and 9 to be priested.

Sea Sunday will be kept at the Cathedral again on 17th June - involving Bury Sea Cadets and the MU.

Bishop John Wayne will preside and preach on 24th June, the anniversary of his ordination.

b. Fabric

WW1 Grant for cloister and clerestory: PB reported that these were nearing completion and that work is being undertaken to repair the water damage to the cloister ceiling and flooring following the water ingress earlier in the contract. Some timber was surplus to our needs and it was hoped to realise a small amount of income from the sale of these to one of our contractors.

Anselm building: The re-pointing works would be progressed next month to ensure the building is kept safe. Sanctuary Housing are undertaking repairs to the windows on the east elevation of the flats (above the flint wall by the Anselm).

Lease renewals, Abbey House: PB referred to the Chapter briefing paper. A small increase in rental can be anticipated (Peel and Gudgin and David Burr tenancies) from October 2018, and it was agreed that PB would contact the tenants to negotiate this and report back to Chapter for June or July meetings. GK thanked PB.

Other Fabric matters: Budgets for this year include continuing work on nave timber flooring replacements, tree surgery at Clopton Cottage and Abbey Precincts and restoration of WW1/WW2 memorials (north wall). The Friends had agreed to contribute to the cost of the memorial restoration and for the addition of the new Dean's name to the new stone 'honours board' on the north wall.

10. Canon Pastor

a. Funeral Protocol

With a minor amendment, Chapter approved the Funeral Protocol outlining clergy roles for funerals and memorial service in the Cathedral. GK emphasised that the final decision for these services rests with the residentiary clergy. Readings, music and prayers are by family preference. CJ recommended thought be given to not allowing recorded music at the start of the service as this affects the character of the service.

11. Administrator

a. GDPR

SJA confirmed to Chapter that communication has been sent out regarding opting in and receiving further communication from the Cathedral. BP has been receiving and dealing with any queries regarding this. BP attended a course recently in Southwark where clear advice was given, including guidance regarding the taking of photographs. At special services we will need a clear notice on Service Sheets stating that official photographs may be taken.

b. Staff Holidays

SJA produced a proposal to Chapter regarding Employee Holiday Carry Over. Chapter agreed to the proposal.

c. Policies

SJA produced an Inclusivity Policy for the Cathedral. Chapter approved this document.

SJA informed Chapter that the name of the Tourist Information was raised at the Guild. Chapter discussed if the Cathedral should use the term Visitor Information Point (VIP) or Tourist Information Point (TIP). The decision was taken to use TIP.

d. Long Service Awards

SJA informed Chapter that two members of staff would be receiving a 10-year service award this year. At The Guild AGM on 22nd June 2018 31 certificates will be given to volunteers who have served from 5 years up to a term of 35 years.

SJA confirmed thank you and farewells to our Acting Dean will be on:

Monday, 2nd July Bishop's Garden Party, DBF and Cathedral staff to attend.

Thursday, 5th July Dinner with Chapter.

Sunday, 8th July 10.00 am Service with the congregation

Wednesday, 11th July Full Staff Meeting and lunch in the Edmund Room.

e. Volunteer Roles

SJA informed Chapter that Sue Cockram will be supporting the Foundation with admin and organising their events and Matt Cadwell is to become our Lego Project Manager.

12. Any other business

Tenancy Agreement/Lease Renewal

SJA briefed Chapter that the top floor flat will be occupied by new tenants on 1st June so there will be no gap in rental income received.

Crimson Glory Event – Sunday, 4th November 2018

DH informed Chapter about budget for the event. £20k has been allocated, with £5k for an orchestra, £7k for lights and display. The budget has assumed that the Cathedral will be 80% full but it is not underwriting the costs. It is a costly event and more funding assistance is required. DH is looking to raise £13k from sponsorship. He will get a list of companies to approach and will try to reduce the cost of lighting and video through a company he has contact with in Cambridge. The event was agreed by Chapter over 2 years ago and 3 senior schools and 2 junior schools are involved. PB has spoken with the Borough Councillor, Robert Everitt and is hopeful of a public money injection. DH has been given £1000 from Birketts, the Solicitors and he now has a good description of the event for PB to pass on to people.

2020

Plans for marking this major anniversary are being developed. Working with partners in the Town, a federated approach is favoured with different organisations agreeing to undertake different events. GK shared Bishop Martin's enthusiasm for Diocesan involvement and suggested that the new Dean would be able to take a lead. SJA stated the importance of sale opportunities in the shop and Jane Harrison should be involved in planning. GK felt that the Diocese could plan to do events over the year but the town of Bury would probably be on a shorter timescale. MV stated the need of establishing costs involved.

GK also proposed to that Divine Worship is a Chapter event.

SJA stated that Sarah Geileskey will be attending the next Chapter meeting on 20th June, 2018.

13. 2018 meeting dates

20th June

18th July

05th September

17th October

14th November

12th December

10:30 am Chapter Room

CAFA conference – 11th to 13th September 2019 (For cathedral administrators and accountants)

The AEC AGM in 2019 will be held on Tuesday, 18th June.

There was no further business and GK closed the meeting at 12.55.