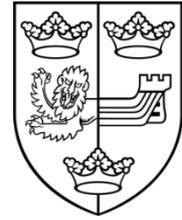


# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MEETING Minutes of the 175th meeting of the Chapter Chapter Room, Wednesday 13th December 2017, at 10.30 am

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)  
Mr Dominic Holmes (DH)  
The Revd Canon Charles Jenkin (CJ)  
Mrs Barbara Pycraft (BP)  
Mrs Elizabeth Steele (ES)

Present: Mr Roger Wright (RW) For part  
Mr Michael Batty (MB) For part  
Mrs Lindsay James (LJ) (Minute taker)

### 1. Welcome and Prayers

### 2. Apologies for Absence

Michael Shallow (MS)  
Sarah-Jane Allison (SJA)

### 3. Notification of AOB

None

### 4. Roger Wright – Chair of selection panel for a new Dean

Roger Wright(RW) began by introducing himself to the group. He thanked Chapter for the opportunity to meet members, and become familiar with Chapter. He stated that he was approached by Bishop Martin to take the position of chair; he was delighted to have been asked and thinks it will be a great learning journey. He expressed that It was an honour to work with the panel and see through the process. RW explained that the panel will meet in January 2018 to discuss the job specification, and a job advert will be published mid-January. Shortlisting will then take place in February, and the panel will start the selection process from the 19th February 2018. Chapter members then introduced themselves to RW. GK emphasised the need to encourage people to apply for the position. MV Thanked RW on behalf of Chapter for coming and taking part. RW then left the meeting.

### 5. Minutes of Previous meetings

- a. To approve the minutes of the meeting held 15th November 2017.  
Following some minor corrections, the minutes were accepted as a final and accurate record for file and for signature.
- b. Matters arising from the minutes of the meeting held 15th November 2017.  
The suggested earlier start time of 07:40 am for Morning Prayer will commence in Advent, not in January as stated in the minutes.
- c. Action Points from 15th November 2017 were reviewed, and amended as necessary with completed items being removed.
- d. Chapter received minutes from the Foundation meeting of Tuesday 14th November 2017  
MV asked GK to confirm at what stage minutes should be presented to Chapter. GK confirmed that draft minutes should be presented clearly marked with a 'Draft' watermark.  
SA asked to confirm the duration of funding for InHarmony; MV confirmed there was a 5-year funding agreement.

- e. Chapter received minutes from the Forum meeting of Tuesday 14th November 2017
- f. Chapter Received minutes from the Cathedral Giving meeting of Wednesday 06th December 2017

## 6. Correspondence

None

## 7. Finance Report

### a. Year to Date Figures (MS)

MS provided a written statement:

The management accounts for the 11 months were better than expected showing a surplus of £7k. Income was £1,024k, of which £482k was linked to Enterprise, and costs were £1,017k (of which £468k was salaries, £127k was property costs and £422k general costs). Good work had been done and should lead to this much-improved full year accounts, where the full year prediction is a deficit of £26k. This year was helped by an £18k surplus linked to the sale of the Cannon Street property received through a legacy. Current cash is £147k in the Cathedral accounts and £112k in Enterprise. These accounts set out responsibilities which will hopefully add to this focus. The full year accounts will be coming out in a different form; MS and Andy Thompson will start focusing on this soon.

### b. Christmas Fayre Figures

The 2017 Christmas Fayre produced £28,538 income; an increase of £3,854 from 2016. Stalls and raffle, shoppers' carols, additional hired space and Pilgrims kitchen all generated a good profit.

GK suggested asking Marie Taylor-Stent to look at how much money could be generated by hiring out the rooms for the Xmas Fayre, rather than use it for the Cathedral's stall holders. The suggestion was made to create a Summer Fayre for the stall holders.

CJ joined the room

### c. Shoppers' Carols income

The Shoppers' Carols income had been mistakenly double budgeted on the 2017 accounts. It was agreed to remove the income from the Budget under Special Services (4400) and only include it the Christmas Fayre accounts from now on.

## 8. The Acting Dean

### a. FAC

GK informed Chapter that the last FAC meeting was inquorate. He asked for the permission of Chapter to approach the CFCE with a view to examine membership, taking into consideration recent vacancies. Chapter agreed to the proposal.

### b. Council Membership

GK mentioned that the current set up of Council is dysfunctional. He said that it is heavily weighted towards the Congregation, and lacking in professionals with expertise. The Archbishops have commissioned a review of Cathedral governance which is likely to be published in the new year. Chapter agreed for GK to approach the Bishop about the matter.

### c. New Dean Appointment Papers

GK asked members to approve the 'Challenges Faced by a New Dean' document and the 'Person Specification' document. Minor changes were made to both documents then approved by Chapter.

GK confirmed the next step was to send Brad Cook, from the Archbishop Appointments Office, Chapter's Statement comprising of the following documents: Person specification for a new Dean, Challenges Facing a new Dean, Factual Statement, Vision and Strategy of St Edmundsbury Cathedral, Vision and Strategy Outcome Priorities Plan, Management Accountability, Personal Skills Charts from Forum and staff, Role Specification Charts from Forum and staff.

### d. Parish Giving Scheme

GK asked members permission to run with the proposed Parish Giving Scheme. PGS is modern tax efficient way of managing giving, with donations being made through the use of direct debit, enabling people to give on a monthly, quarterly or annual basis. Chapter agreed with the recommendation to join the scheme.

## 9. Administrator

- a. Management Accountability  
Chapter looked at the Management Accountability plan provided by SJA, Chapter Members were happy with the plan.
- b. IT  
A beneficial meeting took place between GK, SJA and Chris Nicolls, IT Manager. Chris had provided Chapter with a report detailing exactly where the departments' time and money was spent. GK stated that management now have a better grasp of the Cathedral's IT system
- c. Recruitment
  - i. Interviews for the vacant Admin Clerk job were set for Friday 5th January 2018. The vacancy had been advertised. MV and SJA will be taking the interviews.
  - ii. There was to be a second attempt at recruiting vergers, to replace two vacant positions. PB is looking at appointing part time vergers, having had difficulty in recruiting for a full-time position. SJA, PB and Rachel Clover will be taking the interviews on Thursday 4th January 2018. Both positions have been advertised in local newspapers.

## 10. Canon Precentor

- a. Liturgy and Music
  - i. Inharmony Music Outreach Project update  
PB thanked CJ for his contribution at the last Chapter meeting with regard to making more reference to the way in which choirs are crucial to the Church and its ministry. The report and Action Plan had been amended and would now be printed for circulation to parishes and diocesan staff.  
In 2018 Richard Hubbard will be rolling out training opportunities identified in the report. PB mentioned that it was challenging getting dates that worked with the Diocese that didn't clash with other training events.  
PB provided chapter with a poster for Touching Heaven (training answering a particular request identified in the research, using music creatively in prayer) and details about a Taizé-style worship in May 2018, as the start of 'Thy Kingdom Come' week. As one of the aims to develop a diocesan orchestra, Richard will be widening the net to those who attend, to play as musicians and singers.
  - ii. Methodist District Celebration  
Chapter agreed that the Cathedral will host this Methodist Church celebration in April/May 2018.
  - iii. 2018 Dates  
PB Provided members with a list of 2018 Dates for services attended by the bishops at the Cathedral, to be circulated to College of Canons, Rural Deans and Cathedral Council.
  - iv. Legacies for Cathedral Music: Principles for application  
PB informed Chapter that the music department had received a £20,000 bequest for the provision of music in the cathedral. Another, smaller, bequest had also been recently made, also specifically to the music department; Chapter needed to think creatively on how to use the new funds. CJ asked if we had a dedicated Music Department fund set up for donations: GK confirmed there was no such fund. It was suggested to set up a fund to which people could donate with confidence, knowing that it would be administered by chapter specifically for musical development purposes. It was agreed that GK, PB and JT would meet soon to discuss this suggestion and present proposal(s) to Chapter about the best use of the bequest.
- b. St Edmundsbury Primary School
  - i. Ofsted Inspection  
The school has been visited by Ofsted, and are waiting for the report.
  - ii. Land Ownership status  
PB was waiting on the report from the Diocese, he was hopeful to have it in January.
  - iii. GK said that a conversation to be had with the new Dean about the relationships with schools and to make them aware of their involvement.

- c. Fabric matters
  - i. Clerestory and Cloister/Library Roof (government Grant) Update  
Phase 1 work (clerestory restoration, undertaken by Universal Stone) was nearing completion. The project was ahead of budget, with money remaining for Phase 2 - cloister and ancient library roof replacement to commence immediately (contract with Lodge & Sons).
  - ii. Monthly report by the Cathedral architect.  
Lodge & Sons have had sub-contractor price issues for copper supplies for Phase 2 roofing replacement, with an estimated increased cost of £6,000. Assuming that there is no unexpected work to be done, the project should, however, still remain on budget.
  - iii. Fabric Advisory Committee meeting update.  
Chapter agreed that the Cathedral architect would investigate the floor of the Lady Chapel sanctuary, to see if it is possible to inter the ashes of David Cockram.
  - iv. Cathedral Properties/The Deanery  
Following the Church Commissioners advise to Chapter PB provided two building plans for proposed development of the Deanery west wing, making it into a self-contained apartment; the remaining central section of the Deanery would still provide ample accommodation for a new Dean. The usual consents would be needed, including for the removal of the central staircase which had been installed at a later date. Chapter were happy with the proposed draft scheme, which could be income-generating, and might attract a Commissioners' grant or loan. Chapter agreed that PB would instruct the architect proceed further with costings (including for temporary accommodation for a new Dean) and permissions as soon as possible.
- d. Outreach.
  - i. Santiago Pilgrimage planned for May 2018: publicity was now available. the minimum group size is 15 for the pilgrimage to be viable
  - ii. Retreat 2017 at Belsey Bridge: led by Bishop Mike and a cathedral team including MV and PB, had been very well received. There would, as anticipated, be a £500 shortfall. In discussing the possibility of another retreat in 2019, Chapter agreed that PB would bring a paper and proposals to a future meeting.

## 11. Canon Pastor

- a. Canon Pastor Conference  
MV provided Chapter with his report from the conference which highlighted various points and suggestions of particular relevance.
- b. Day Conference at Lambeth Palace  
Over the last 3 years, research has taken place with regards to Cathedral visitors. The report feeds into the Vision and strategy of St Edmundsbury Cathedral, in reviewing visitor experience. MV is to circulate the report to relevant colleagues.
- c. Vision and Strategy Update  
The Strategy Group have been working on Vision and Strategy Priorities; the team are continuing to work on the documents and MV will inform Chapter of progress made. MV showed the document to members and explained that the group have also been developing the format of the forms, adding a 'timescales' column and linking the document with RACI forms. GK suggested it would be a good idea to attach the Priorities to the Vision and Strategy document for the Dean's appointment process to show that progress was being made. MV pointed out that those listed in the 'accountable' column will be Chapter members.

## 12. Any Other Business

None

With there being no further business, the meeting concluded at 13:35