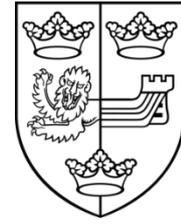


# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MEETING Minutes of the 179<sup>th</sup> meeting of the Chapter Chapter Room, Wednesday 18<sup>th</sup> April 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)

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

### 1. Welcome and Prayers

GK opened the meeting with prayer. He then welcomed Lyndsay Parfitt, the new PA to The Dean.

### 2. Apologies for Absence

Mr. Dominic Holmes

### 3. Notification of AOB

AEC AGM (SJA)

### 4. Minutes of Previous meetings

- a. To approve the minutes of the Chapter meeting held 21<sup>st</sup> March 2018  
Following some minor corrections, the minutes were accepted as a final and accurate record of the meeting.
- b. There were no matters arising from the minutes of the meeting held 21<sup>st</sup> March 2018
- c. Action Points 21<sup>st</sup> March 2018 were reviewed and amended as necessary, with completed items being removed.
- d. Chapter received the minutes and written reports from the Dean's Meeting held 12<sup>th</sup> February 2018  
TA thanked GK for circulating the Minutes of the Dean's Meeting and suggested this is undertaken in future.
- e. Chapter received the minutes from the Health and Safety committee held 22<sup>nd</sup> March 2018
- f. Chapter received the minutes from the Ancient Library meeting held 06<sup>th</sup> March 2018  
It was highlighted that there was a requirement for a Fire Action Plan for the Ancient Library
- g. Chapter received the minutes from the Core Group meeting held 27<sup>th</sup> March 2018  
MV asked for Chapter's approval for monies from the Heritage Partnership to be placed in a restricted fund until the Heritage Partnership charitable status is established. Chapter approved the proposal.
- h. Chapter received the minutes from the Foundation meeting held 08<sup>th</sup> March 2018  
A need for donor recognition was discussed. There would be a requirement for a general debate with FAC and this is to be scheduled once the new Dean is here.

### 5. Correspondence

There was no correspondence

## **6. Finance Report**

The Finance Minutes were discussed and there were no matters arising. MS referred to the Finance Report for the year to date 2018 and discussed first the longer term and then the current results. The report shows there is effectively £106k as available cash for the long term and given that the budget and forecast shows a shortfall of around £50k efforts need to be made to achieve more money from Cathedral property and other sources. More focus is also required to get legacies straight into the Cathedral. The Giving Group need to encourage legacies. ES suggested that as a group we need to re-educate the legacy concept.

It was suggested that Gifts in Wills could be published on the back of Order of Services. A particularly good time would be at the Installation of the new Dean. In the short term the Cathedral community territory needs a bigger focus. MS to speak with Chris Bassett as £6k is shown to be running on two systems. ES will wait and liaise with the new Dean regarding Stewardship Campaign. In terms of the current results MS reported that the actuals and forecast are roughly in line with budget.

## **7. Enterprises Report**

### **a. CAFA (SA)**

SA suggested adding CAFA to each month's Chapter Agenda for him to discuss a section of his report. He felt the Conference was helpful and points were raised that will help St. Edmundsbury Cathedral. It was mentioned that a Who's Who Board would be a good idea; SJA mentioned that the Communications Group had The Board as an action plan. Regarding the new website, it was suggested that detail is required to explain exactly who Chapter is. TA suggested that more emphasis should be placed on the use of historic names in order to encompass a broader visitor experience; For example, the Magna Carta event created a lot of interest. It was also suggested to supply local Suffolk produce like locally produced honey.

## **8. Visiting Choirs – Chapter Hospitality (SA and ES)**

Members agreed it would be a good idea for Chapter and the congregation to welcome visiting choirs after their performance to enhance their visiting experience.

## **9. The Acting Dean**

### **a. FAC Membership**

GK suggested appointing Roger Wright as an FAC member. Chapter agreed that it was a good idea. GK will write to Roger Wright with this proposal.

### **b. Dean's Installation**

i. Timing: SJA stated that 3pm has been confirmed.

ii. Organising Committee: GK put to Chapter that a group is formed to organise seating arrangements, and catering. It was agreed that the Canon Precentor and the Cathedral wardens are to undertake this, together with Sue Cockram, who is going to provide secretarial support.

## **10. Canon Pastor**

MV reported about the recent Choir tour to Portugal. They sang very well on four separate occasions – including Lisbon and at the Fatima Pilgrimage site in front of a very large congregation of approximately 4,500 people. Credit and thanks were given to James Thomas, Director of Music. The next Choir tour is scheduled for 2020. Location to be confirmed.

## **11. Administrator – People and Policies**

### **a. Inclusive Cathedral**

SJ is reviewing the Inclusive policy to fall with Vision and Strategy. SJ will bring the policy to the next Chapter meeting for approval.

### **b. Recruitment**

Lyndsay Parfitt was employed as the new PA to the Dean. There will be a handover period of 5 weeks to enable Lindsay James to get Data Protection and Filing up to date.

Molly Dewar has been appointed as the new Events Manager. Her start date is 17<sup>th</sup> May and she is contracted to 28 hours. These hours will be flexible to fit alongside Cathedral events.

James Stark was offered a position as Verger and will start on 17<sup>th</sup> May.

PB offered thanks SJ for all her help with recent recruitment.

### **c. GPDR- BP**

SJ offered thanks to BP for taking on the role of DPO. BP informed Chapter about the May deadline for compliance with Data Protection. She is to attend a conference to establish exact requirements such as how long details need to be retained. A plan and bulletin will outline procedure and forms will be available in the Cathedral. All unnecessary information will be deleted. Communications will have an opt in or out option. There will be footers on emails for example to ask if the recipient still wishes to receive the information. SJ stated that plans are in place to adhere to compliance.

## 12. Canon Precentor

### a. Liturgy and Music

PB briefed Chapter on upcoming special services/events at the Cathedral: the recruitment event for girl choir members, the annual Diocesan Confirmation in May, led by Bishop Mike; a Taizé service led by Richard Hubbard (*InHarmony*), advertised across the Diocese as part of *Thy Kingdom Come*; during the Bury Festival the Cathedral will be hosting numerous events, and the Pentecost Choral orchestral Eucharist, led by Bishop Martin, is included in Festival publicity. The InHarmony Development Group meets in May: PB will bring minutes to the next Chapter meeting. PB leads the bi-annual Pilgrimage to Santiago de Compostela 4th – 13th May.

### b. Fabric

#### i. Architect's Report

The weed-spraying on the flint walls had been delayed due to prior bad weather conditions. Any essential re-pointing will follow during the summer - quotes are being obtained. There is a need to think long term about maintaining the building and generating income.

#### ii. The Deanery Project

Heritage English have now reported back on the draft Deanery plans and require evidence that the removal of the large staircase would be mitigated by 'public benefit'. PB explained that our application would show that the income generated from the project would secure Chapter's ability to maintain this signature building for future generations; public benefit can also be evidenced in other ways., including the way in which the building can then be properly available for the cathedral and community as a meeting and entertaining space, as originally intended. Chapter considered all aspects of works involved, budget and timescale. The matter is still under review, and it is hoped that the Dean-designate can work with Chapter on developing plans and funding possibilities.

#### iii. Lease Renewals for Peel and Gudgin and David Burr (commercial tenants in Abbey House) are due and are under review.

#### iv. New legislation now requires all landlords to comply with MEES (Minimum Energy Efficiency Standards) and obtain an EPS Certificate, which demonstrates energy performance. A survey for these two units will cost approximately £250.00 (not budgeted). Chapter agreed to the expenditure.

## 13. Any other business

The AEC AGM is to be held on 19<sup>th</sup> June. Nominated authorised representatives from each cathedral are to attend.

Chapter nominated the new Dean to be our representative. TA kindly offered to attend June meeting, in the Dean's absence.

## 14. 2018 meeting dates

16<sup>th</sup> May

20<sup>th</sup> June

18<sup>th</sup> July

05<sup>th</sup> September

17<sup>th</sup> October

14<sup>th</sup> November

12<sup>th</sup> December

10:30 am Chapter Room

There was no further business and GK closed the meeting at 12.50.

