

# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MEETING Minutes of the 178<sup>th</sup> meeting of the Chapter Chapter Room, Wednesday 21<sup>st</sup> March 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)  
Mr Dominic Holmes  
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)  
Mr Chris Bassett (for part)  
Mr Mark Proctor (for part)

### 1. Welcome and Prayers

GK opened the meeting with prayer. He then welcomed the auditors Chris Bassett and Mark Proctor to the meeting.

SJA referred to a letter dated on the 28<sup>th</sup> February 2018 which informed the Cathedral of Izod Bassett's merger with Lovewell Blake.

Chris Bassett explained that they had inspected St Edmundsbury Cathedral's financial statements for 2017 and created a 37-page report. He confirmed the report complies with auditing regulations.

CB talked through the report and highlighted key points.

In their opinion the financial statements:

- gave a true and fair view of the state of the Cathedrals affairs, and of its incoming resources and application of resources.
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- have been prepared in accordance with the requirements of the Charities Act 2011 and the February 2015 Accounting and Reporting Regulations for English Anglican Cathedrals and specified by the Church Commissioners under Section 27 of the Cathedral Measure 1999.

The annual report was approved by the Cathedral Chapter and signed on its behalf by the Acting Dean. Chapter Members thanked the Auditors for their hard work and for presenting the process in a friendly and proficient way. GK also thanked SJA for her efforts in getting the report finalised.

### 2. Apologies for Absence

The Revd Canon Charles Jenkin

### 3. Notification of AOB

Crimson Glory funding (SJA)  
Car Parking (BP)

### 4. Minutes of Previous meetings

- To approve the minutes of the Chapter meeting held 07<sup>th</sup> February 2018  
Following some minor corrections, the minutes were accepted as a final and accurate record of the meeting.
- There were no matters arising from the minutes of the meeting held 07<sup>th</sup> February 2018
- Action Points from 07<sup>th</sup> February 2018 were reviewed and amended as necessary, with completed items being removed.
- Chapter received the minutes and written reports from the Guild meeting held 25<sup>th</sup> January 2018
- Chapter received the minutes from the AEC Executive meeting held 31<sup>st</sup> January 2018

- f. Chapter received the minutes from the Harvest meeting held 07<sup>th</sup> February 2018
- g. Chapter received the minutes and TORs from the Communications Group meeting held 08<sup>th</sup> February 2018
- h. Chapter received the minutes from the Cathedral Giving Committee meeting held 06<sup>th</sup> February 2018
- i. Chapter received the minutes from the Feoffment meeting held 06<sup>th</sup> March 2018
- j. Chapter received the minutes from the Forum meeting held 21<sup>st</sup> February 2018
- k. Chapter received the minutes from the FAC meeting held 06<sup>th</sup> March 2018
- l. Chapter received the minutes from the DPG meeting held 08<sup>th</sup> March 2018

## **5. Correspondence**

- a. Letter from Mr Paul Deane: Mr Deane wrote to GK and asked if the Cathedral would host an event and install a memorial book in remembrance of former Bury Male Voice Choir members. GK and PB suggested to Chapter that they both meet with Mr Deane to discuss the subject further; Chapter agreed.

## **6. Finance Report**

MS referred to the accounts summary for Jan-Feb 2018. He emphasised that the Cathedral was running £8k ahead of the same accounting period in 2017. There were some areas slightly behind budget, but overall the Cathedral was in good shape. The year to date figure was £41k deficit, against the budgeted £36k deficit. This was mainly because a portion of a salary was paid up front; it will be evened out over the following months. In the Enterprises report it was noted that PK's and the Cathedral Shop had exceeded sales targets, despite bad weather. SA said it was an encouraging trend that was showing promising signs of increasing. Chapter asked MS to confirm what the Outstanding funds/Claims were. He said he would find out and report back to Chapter. LS mentioned that the contactless donations box had brought in £1400 to date. GK proposed that Lovewell Blake be appointed Cathedral Auditors for the ensuing year. This was agreed.

## **7. Enterprises Report**

To be discussed at the next Chapter meeting.

## **8. The Acting Dean**

- a. Lord Bourne Letter  
GK asked members if they wished the Cathedral to get involved in celebrating the 70<sup>th</sup> Anniversary of the arrival of MV Empire Windrush. Chapter decided against.
- b. FAC – List of members  
GK recommended appointing Canon Aidan Platten, from Norwich Cathedral, as a clergy member for the FAC. Chapter were happy with nominations of John Burton and Oliver Caroe.
- c. Cathedral Website  
GK suggested inviting a design company, who had worked on the websites for the Sons and Friends of the Clergy and St Pauls Cathedral, to a meeting to discuss St Edmundsbury Cathedral's website and brand. They're a well-known national body who have previously worked with charities and commercial companies. Chapter agreed to the invitation.

## **9. Canon Pastor**

- a. Discussion of joint meeting with Council and Foundation 09<sup>th</sup> February 2018  
MV asked Chapter to discuss if they had any reflections from the meeting between Foundation, Chapter and Council. LS said the meeting was very positive. PB said it was an open and positive meeting, and it was helpful to speak with other stakeholders.  
MV moved on to talk about coordination of fundraising for the Cathedral. It had been previously mentioned that a central point for coordinating fundraising would be helpful, MV asked the members if they thought it should be an individual or group. GK proposed forming a group made up of one Chapter member, one member from the Cathedral Friends and a member from the Foundation. Chapter agreed to the proposition.
- b. Heritage Partnership update  
MV provided Chapter with minutes from the Heritage Committee meeting and asked chapter if they had any questions. GK asked MV to continue providing minutes so Chapter could keep up to date with developments.
- c. Junior Church update  
Following the recent steady decline in numbers of children attending Junior Church, the leaders and children met on 4<sup>th</sup> February to discuss the future of the Junior Church. It was agreed at the meeting that the Junior Church should continue at least until the new Dean is in place.

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

- a. Policies  
SJA informed Chapter that amendments had been made to the Data Protection Policy. GK asked Members if they were content to adopt the policy, they all agreed yes.  
SJA told Members that the Grievance and Disciplinary Policies had been updated with minor alterations, Chapter were happy to adopt the changes. The Health and Safety Policy had also had some minor changes to make it compliant.

SJA provided Chapter with a list of Policy, Procedures and Statements. She told Chapter that the list was accessible to all staff, volunteers and congregation. It was stored on the Cathedral's network and displayed in Reception, the Vestry, Shop and PK's.

SJA said that she thought a Complaints Policy should be added to the list; she invited members to discuss any other policies that they thought should be included. MV suggested adding an Inclusivity Policy.

SJA said she would like to review the Inclusive Policy. GK asked SJA to circulate the last iteration of the policy and bring it to the next Chapter meeting.

GK informed Chapter that BP had been appointed the Cathedral's Data Protection Officer.

b. Recruitment

The Events Manager position had been advertised. SJA, PB and Rachel Clover would hold interviews on 11<sup>th</sup> April 2018. A plan of action for the PR and Marketing role was discussed.

SJA had advertised for a chef/cook to work Saturdays and cover sickness and annual leave in PK's.

There were requirements for a LEGO project manager and Foundation admin support. SJA was going to draw up a job specification and advertise the positions to volunteers and the congregation.

c. National Cathedrals Conference

The NCC is 17<sup>th</sup>-20<sup>th</sup> September 2018. SJA had secured 8 places, with funding for 5. Members discussed who should attend. SJA asked members to put names forward of those who wanted to attend.

d. Compliance

SJA had met with Ecclesiastical Insurance to discuss the renewal of the Cathedral's policy. It was a good meeting with only a few minor alterations to the policy.

Safeguarding, Health and Safety and Data Protection were all compliant and up to date.

The Chairman of the Council had requested Chapter to appoint a member to join the Scrutiny Group. GK asked TA if he would represent Chapter, to which he accepted.

## 11. Canon Precentor

a. Liturgy

PB had visited Morden College to discuss funding for the music department. The trustees had the opportunity to give money to support music in churches in Suffolk. The original application was to support 2 choristers; the trustees very generously confirmed 2 x £4k a year for a period of 5 years. Money will be backdated to the beginning of this academic year.

Martin Huggett has generously made and gifted the Cathedral 2 x acolytes' candles for the servers that lead processions.

b. Fabric

i. The Deanery

PB tabled papers for a study for separation of the west wing in the Deanery. Drawings and design/access statements had been sent to St Edmundsbury Borough Council as part of a planning permission pre-application consultant and to Historic England as part of a Listed Building Consent pre-application consultant. Historic England had concluded that the division of the property and the removal of the staircase could cause harm to the building and that it needed to be weighed against the public benefit that the proposal would deliver. PB said he would carry out further research on the staircase and provide the planners with a concrete argument in favour of the division.

ii. Monthly report by the Cathedral Architect

Work had been delayed by two weeks due to the bad weather, completion date is now set for mid-April. Pointing and clearing of the gutters had been carried out on the Anselm building.

iii. Abbey House – additional electrical works

Whilst carrying out planned work in Abbey House the electricians discovered that the lighting circuits needed replacing. An estimated £2k more will have to be spent, which was not budgeted for. James Thomas' boiler needed to be replaced, PB was getting quotes for a replacement, which will come out of the contingency fund.

iv. Display boards

Friends of St Edmundsbury Cathedral have asked Chapter for agreement for them to purchase 12 new hanging boards for exhibitions. Chapter agreed to the proposition.

v. Lady Chapel proposals in memory of David Cockram

The Friends of St Edmundsbury Cathedral provided Chapter with a list of proposals and asked Members to consider making improvements to the Lady Chapel with money raised at David Cockram's thanksgiving service in November 2017. Chapter agreed to the initial proposals.

vi. Pilgrims' Kitchen – initial proposals for door alterations

From the direction of the Enterprises Committee, Philip Orchard had produced plans for equal access into Pilgrims' Kitchen. The drawings showed various options but it was agreed by all that the best choice was sliding glass doors from the main entrance from the cloister. They would provide great benefit for access, heating and provide a friendlier, welcoming entrance to PK's. The work carried out will be covered by the Enterprises fund.

vii. Sybil Andrews tapestry – loan to Moyse's Hall Museum

The tapestry has been moved, a reproduction has been put up on the Edmund Chapel wall.

- c. InHarmony update  
The Foundation will cease to fund the InHarmony project in two years' time; MV asked who would fund it thereafter. A discussion took place which highlighted potential supporters. PB suggested getting an action plan in place to source potential funders.
- d. Organ Scholar update  
King Edward VI School said they were keen to continue the partnership, and have allowed in their budget for the same financial arrangement for another year. PB recommended to Chapter that Thomas Hawks is appointed for a second year, subject to a formal joint cathedral/school performance review, and on the understanding that all subsequent appointments are for a one-year period only.

## **12. Any other business**

- a. Crimson Glory  
Crimson Glory, an event to commemorate the end of WW1, was in the planning stages. Michael Wilde had approached Chapter and asked for help with funding. Costs were estimated at £15k. GK asked Members if they would be content to underwrite the costs. Chapter replied that they would be happy to help with fundraising, but would not commit to underwriting any remaining costs.
- b. Car Parking  
BP informed Chapter that volunteers were unsure of the car parking restrictions and that they would like communications to be clearer on the subject.

## **13. 2018 meeting dates**

18<sup>th</sup> April  
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

With there being no further business GK closed the meeting at 13:11 pm.