

# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MEETING Minutes of the 182nd meeting of the Chapter Chapter Room, Wednesday 18<sup>th</sup> July 2018, at 10.30 a.m.

Attended: The Very Reverend Joe Hawes (JH) (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  
The Revd Canon Charles Jenkin

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

### 1. Welcome and Prayers

JH opened the meeting with prayer and he was warmly welcomed to his first Chapter meeting.

### 2. Apologies for Absence

Apologies were received Mr Dominic Holmes (DH)

### 3. Notification of AOB

Sarah Geileskey, an Ordinand has put a proposal together for Cathedral Support of the Hospice's Girls Night Out. SJA and PB to consider outside the Chapter meeting.

### 4. Minutes of Previous Meetings

- a. Action Points from 20<sup>th</sup> June 2018 were reviewed with completed items being removed.
- b. To approve the minutes of the Chapter meeting held 20<sup>th</sup> June 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 20<sup>th</sup> June 2018.
- d. Matters arising from the Chapter Minutes of the meeting held 20<sup>th</sup> June 2018.  
There is a National Dean's Conference in London, which Joe will attend on Monday, 19<sup>th</sup> November 2018. JH briefed Chapter that in the past there have been annual meetings of Eastern Deans and new dates are to be confirmed (28/1/19?). A conference for Smaller Cathedrals is to take place in Leicester on Thursday, 29<sup>th</sup> and 30<sup>th</sup> November 2018. There is a 4-day National Cathedral Conference booked on Monday 17<sup>th</sup> September and 8 people from the Cathedral are attending. SJA has made the arrangements. New Dean's Seminar 14<sup>th</sup> and 15<sup>th</sup> November 2018. The Order of St. Edmund was discussed. This needs to be considered by Chapter in September 2018 and is then by Bishop's appointment. JH asked Chapter to inform him of nominees.
- e. Chapter received Minutes of the Communications Meeting held on Tuesday, 3<sup>rd</sup> July 2018.  
Vision and Strategy Communication Action Plan. Chapter addressed the need for urgent action to update and monitor the eTapestry system. It was suggested that various members of the Cathedral community could assist with this and it will be an ongoing requirement to ensure there are no inaccuracies. JH briefed Chapter that he is pleased that communication/publications are

being reviewed and there is a need for this to be clear and consistent. SJA briefed Chapter that there is to be a meeting regarding Communications Projects with Jane Bower on Wednesday, 15<sup>th</sup> August 2018. There is a need to develop a new website and offers have been received to undertake this.

- f. Chapter received Minutes from the FAC meeting held on Tuesday, 3<sup>rd</sup> July 2018. PB briefed Chapter about placement of acoustic panels and glass doors in Pilgrims' Kitchen. The issue of a bike rack is still awaiting approval and PB suggested to Chapter that this should be a classified as a temporary fixture. The proposal for material to be used for the Lady Chapel Frontal and Dossal has been agreed. The date of the next meeting is Thursday, 8<sup>th</sup> November at 11.30 am.
- g. Receive Minutes of the Guildhall Feoffment meeting held on Tuesday, 5<sup>th</sup> June 2018. JH expressed that he would like to attend the next meeting on Tuesday, 4<sup>th</sup> September at 10.30.

## 5. Correspondence

Chapter discussed a piece that was reported in the Daily Mail about the Church of England selling off some of its cathedrals. JH shared thoughts about the Cathedral's Working Group. There is a difference between appraisal and ministerial review. This will be raised at the next meeting of Deans via the AEC and Sarah King. JH suggested to Chapter that Deans should have a performance appraisal and there should be a clear proposal for MDR and performance review. JH has taken advice from his Dean mentor on how to work well together and build trust and good relationships. PB/MV expressed their thanks to JH for his vision of how we work together collegially in ministry and leadership.

## 6. Finance Report

MS briefed Chapter on the 6 months to present. There is a projected deficit of £64k against a budget of £50k. Year to date figures for Visitors and Lego® are below forecast figures. The Discovery Centre was not sufficiently budgeted for creating a £21k deficit. This year the full year budget shows a deficit of £53k compared with the general fund deficit of £3k reported in 2017. Part of the increase in the budget deficit was due to the £38k extra investment in property, with the start of the Deanery development being included. MS briefed Chapter that there is a need for additional donations and legacies and it should be relatively easy to generate up to a further £50k per year. MV stressed the need to identify individuals in this respect. Perhaps smaller groups could be approached to donate, for example £1k a year. Going forward there is a need to focus on contributions and actions to increase the Cathedral's rental income from property. JH suggested creating Corporate Friends and Life Friends, with families, Individuals and Corporate groups. JH likes the idea of giving to a "vision of the future of the Cathedral" and suggested the idea of using the Deanery as a venue for holding parties and gatherings to generate income. TA mentioned Ely Cathedral's Order of Etheldreda and suggested that Foundation look at this again. The concept of Friends has big potential for the Cathedral. SJA commented that Chapter need to be aware of where we are behind, for example Visitors total and Lego. Matt Cadwell has submitted a comprehensive and encouraging report on Lego to Chapter and sent his apologies that he could not attend this meeting. The Lego Project is to be promoted on social websites. The level of Lego stock needs to be reduced and various promotional ideas were discussed.

## 7. The Dean

JH spoke of the astonishing level of welcome that he has received from everyone and thanked all. He has a 5 strand plan he would like to develop.

1. Income. 2. Music and Worship. 3. Buildings 4. Young Families. 5. Relations with the Diocese.

He will walk the floor everyday and encourage all Cathedral staff to work more closely and creatively together. He likes the idea of a Visitor Centre and used the one at Bletchley Park as a fine example. Imaginative use of Cathedral assets to attract more people. Music and worship – how we position this to echo the Benedictine Foundation to attract more families. St. Alban's Abbey do this well. There is a need for a Who's Who Board to be placed in the Cathedral displaying photographs of everyone working in the Cathedral and key figures from the Diocese. JH will be attending two Bishop Staff Meetings in July and intends to meet once a month thereafter. JH will be attending a 4-day National Cathedral's Conference from 17-20 September 2018. JH will also organise meetings with Honorary Canons. CJ suggested we identify ways in which the Cathedral is a blessing to the Diocese.

## **8. Administrator**

### **a. Policies**

SJA briefed Chapter regarding the Complaints Policy and the Anti-Corruption and Bribery Policy. Chapter were happy to approve these policies after a minor amendment.

### **b. Safeguarding**

SJA briefed Chapter in respect of Safeguarding Adult Procedures and Safeguarding Children Procedures. There is a requirement to appoint a senior person to oversee this. LS was nominated, and Chapter approved. MV briefed Chapter of the need to improve the Cathedral Safeguarding noticeboard and JH suggested that signs be placed around the Cathedral. There is a need to promote the positive safety of children, perhaps with a Children's Champion.

### **c. Staff update**

SJA has undertaken holiday entitlement consultations with all staff to encourage better holiday management. She briefed Chapter about the need to address pay reviews and ensure good staff relations are maintained. MS suggested trying to encourage using newly retired volunteers to assist wherever possible. SJA has organised a Staff lunch and workshop that will take place on Thursday, 4<sup>th</sup> October 2018.

## **9. Canon Precentor**

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

PB undertook Molly Dewar's six week review yesterday. (Events coordinator). Molly has settled in well and is being proactive.

The Sunday 10.00 am 'Ordinary Time' service booklet is to be re-printed as existing copies are beyond repair. PB has drafted a revised version and will work with JH on details before printing. PB briefed Chapter about the diocesan Licencing of Readers and Commissioning of Pioneer Ministers (23<sup>rd</sup> September 2018). Further discussion about the format for this is needed with Bishop Mike and Dave Gardner. JH communicated to PB the huge praise from the Bishops for the recent Ordinations. Bishops' Staff have agreed that priestings will all be at the Cathedral next June, rather than split across two venues as had been previously mooted. JH congratulated PB for how well crafted the Dean's Installation service had been, giving a sense of coherence and celebration in the liturgy. Chapter agreed that the new Head Chorister (from September) will be Jamie Sparkes.

### **b. Fabric**

#### **i. The Deanery**

The application for planning has been submitted. Chapter agreed that specifications for the building works should be drawn up prior to planning decision, to speed things up in the event of a successful outcome. JH commented that works should be to a high standard to benefit the Cathedral in the long term by maximising its future income.

#### **ii. Anselm Building**

This is an ongoing issue. Additional temporary repairs would be undertaken in the next few months, as agreed by the FAC.

There was some discussion about balancing the need for immediate funding (for projects such as this) and the Foundation of St. Edmund's long-term goal to establish an Endowment Fund.

## **10. Canon Pastor**

The Heritage Partnership Core Group and the Foundation of St Edmund Trustees met on Monday 16<sup>th</sup> July, so Minutes are not yet available.

### **a. Heritage Partnership**

MV highlighted the finalised Heritage Assessment and recent successful presentation, tabling a meeting note and executive summary. There will be a copy of the Heritage Assessment in the Library available for all to view. MV briefed Chapter about the Conservation Plan and the work required which is ongoing.

### **b. Foundation of St. Edmund**

JH attended his first Foundation meeting held on Monday, 16<sup>th</sup> July when he expressed his enthusiasm and energy for fundraising. This was well received by the Trustees. Plans for the advent service in London on Tuesday, 4<sup>th</sup> December 2018 are progressing. Funds raised will support InHarmony.

## **11. CAFA Conference**

Stewart Alderman will present his report at next Chapter meeting.

**12. Enterprises**

SA briefed Chapter that Pilgrims' Kitchen is doing very well and had a record result in June. Retail results across the UK are generally 4% down, and this is reflected in our Shop's financial results. Following a general review of the Cathedral Shop, SA reported that there are no easily identifiable areas to be improved.

**13. Any other business**

There was no other business and JH closed the meeting at 2.00 pm.

**14. 2018 Meeting Dates**

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)

*J. Allam.*

*12<sup>th</sup> September 2018.*