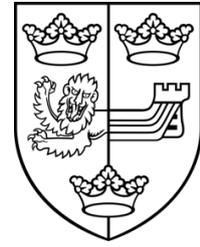


St Edmundsbury Cathedral

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CHAPTER MEETING
Minutes of the 183rd meeting of the Chapter
Chapter Room
Wednesday 5th September 2018 at 10:30am

Attended: The Very Reverend Joe Hawes (JH) (Chair)
The Revd Canon Matthew Vernon (MV)
Stewart Alderman (SA)
Canon Tim Allen (TA)
The Revd Canon Philip Banks (PB)
Barbara Pycraft (BP)
Elizabeth Steele (ES)
The Revd Canon Charles Jenkin (CJ)
Dominic Holmes (DH)

Present: Sarah-Jane Allison (SJA)
Lyndsay Parfitt (LP) (Minute taker)
Matt Cadwell – Lego® Project Manager (Part attendance)

1. Welcome and Prayers

JH opened the meeting with prayer.

2. Apologies for Absence

Michael Shallow

3. Matt Cadwell

Matt introduced himself to members of Chapter. He has been Lego Project Manager since June 2018. He provided Chapter with a comprehensive update of progress to date. He has met many volunteers and wished to thank them for their time and support. Lego is being promoted via social media, Twitter and Facebook and is thus increasing awareness from the Lego community which will help promote sales. He is working on producing 360° photography which will go on YouTube, and Facebook to provide an interactive tour of the Cathedral. Matt will liaise closely with Chris Nicholls, IT Manager to incorporate into the new website. As the rugby season starts Matt will be in contact with clubs regarding promotion of Lego kits and they will also be promoted at the Christmas Fayre, which is Matt's next big focus. He has worked on a promotional leaflet which will be distributed widely to coach companies, Moyses Hall, amongst others, and local schools and scout groups. MV suggested a possible future service in the Cathedral could celebrate completion of the Lego model. Discussion took place as to future location of the Cathedral Lego model once it is completed. Chapter thanked Matt for his detailed report and excellent work.

3. Notification of AOB

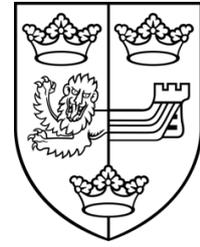
No notifications were received.

4. Minutes of Previous Meetings

- a. Action Points from 18th July 2018 were reviewed with completed items being removed.
- b. To approve the minutes of the Chapter meeting held 18th July 2018.
These were taken as read and were approved.
- c. Matters arising from the Chapter Minutes of the meeting held 18th July 2018.
- d. Chapter received Minutes of AEC Annual General Meeting held on Tuesday, 19th June 2018.

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There were no matters arising.

TA attended this meeting and commented that the Minutes were very good. The Evensong Project is a website that enables cathedrals and churches to upload details of when Evensong will be taking place so that those interested can find out about services. Each month a choir is promoted. The Heritage Lottery Fund was discussed. It was agreed that Chapter should engage as much as possible with AEC.

e. Receive Minutes of the Ancient Library Committee Meeting held on Tuesday, 3rd July 2018.

BP briefed Chapter and thanks were given to volunteers who have undertaken tours. Plans are in place for conservation and repair to certain books. There is also plans for Stephen Dart to borrow manuscripts from Pembroke College, celebrating 2020. Developments might possibly be linked with the Heritage Partnership to improve interpretation of the whole of the Abbey precinct.

f. Receive Minutes of Heritage Partnership Meeting held on Monday, 16th July 2018.

MV reported that the committee met last week and that the Minutes are not yet ready.

g. Receive Minutes of Foundation of St. Edmund Meeting held on Monday, 16th July 2018.

MV reported that there is to be a meeting next week. Local Solicitors have recently attended two small gatherings in the Cathedral to learn about the Foundation.

5. Correspondence

All Churches Trust. JH offered thanks for the recommitment to their level of grant.

6. Finance Report

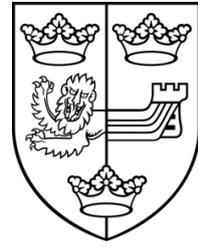
In summary there have been cut backs in budget. The focus is on generation of income. Parish giving has increased. There was discussion regarding whether forecast figures are realistic. The decrease in visitor numbers highlights the need for more engagement with people. The question was raised as to whether there should be more frequent Finance Committee meetings, perhaps bi-monthly, and more achievable budgets. Staff costs have previously been addressed so more emphasis needs to be placed on income from rental of property. JH expressed thoughts about possible re-organisation of the Cathedral offices with the concept of making more efficient use of property, both in terms of attracting visitors and relocation of staff. A short-term priority is the need to generate more income from giving. PB reported that the Planning Application for work to the West Wing of the Deanery should be in by the beginning of October and tenders will not go out until the end of October.

7. The Dean

JH briefed Chapter with his report and about ideas for planned giving and future fundraising. Three evening receptions at The Deanery have been organised and invitations are to be sent out. The Giving Group quarterly newsletter was discussed, and LS is organising the latest publication. The Suffolk in the City Advent Festival is to take place on Tuesday, 4th December and plans are well underway. This event will help strengthen the link between the people of Suffolk who have connections with London. Peter Wolton is co-ordinating ticketing. It will be a special service and it is hoped there will be some celebrity readers. PB raised the subject of having joint choirs. CJ is to speak to Foundation. JH informed Chapter that a group of visiting American Pilgrims will visit the Cathedral on 10th/11th September and this will help build a strong link with Bury. JH briefed Chapter that a review of buildings and how to maximise their potential will be made and a new panel will be formed for this purpose with the assistance of the AEC and the Diocesan Board of Finance. JH has undertaken to attend Bishop's Diary meetings once a month in Ipswich, all Bishop's Staff meetings, Bishop's Council and the Diocesan Synod. He is meeting with all senior Diocesan staff to explore ways in which the Cathedral and Diocese can work more closely together. He is accepting invitations to preach any weekday and one Sunday a month at churches in the diocese and will start visiting Deanery Synods. Ways of improved communication of diocesan links with the Cathedral through visual media are under review. Chapter discussed ways of developing worship to attract younger and more diverse worshippers. JH briefed Chapter about his ongoing pastoral meetings as he continues to meet as many people in the

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community as possible. JH also discussed plans to set up a Cathedral Eco Group and the idea of having a visual display screen in the cloisters with a digital Cathedral Who's Who.

8. Administrator

a. General Update

SJA briefed Chapter about compliance with the Government Code of Good Practice 2018. On Thursday, 4th October there is a staff lunch and workshop on: Change, Resilience and Well-being that Chapter are invited to. Chapter role/job descriptions were discussed. All Chapter Members need to book onto one of the Governance & Strategic Marketing Growth Workshops. The AEC Communications Project Manager; Jane Bower came to the Cathedral for a meeting which proved very constructive and positive.

Molly Dewar, Events Manager, will be leaving as she is relocating and SJA has posted an advertisement for a replacement member of staff for this position.

b. Data Protection Policy

This document was accepted by Chapter.

c. Cathedral Information Systems Security Policy- This document needs one or two amendments before being accepted.

9. Canon Precentor

a. Liturgy and Music

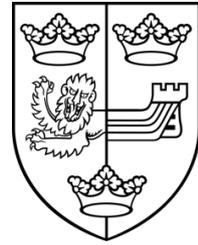
- Two choral scholars have been appointed this year, Benedict Crone and Matt Whittaker (installed at Evensong on Sun 9 Sept); new Head Chorister, Jamie Sparkes, will be installed on Sun 9 Sept at 10am.
- This year's County Harvest Festival will take place on 14th October, same format as previous years. Plans to create a fresh approach for 2019 are being discussed by the Harvest Committee, to include a possible town Harvest event. MD's successor would be involved in the planning group from now
- Prison's Week will be marked again on 21 October: Declan Moore (Hollesley Bay Prison Governor) will give the talk; +Mike will preside.
- Centenary of WWI – Crimson Glory (4 November, 6.00 pm): significant donations have been received from the private donors, local businesses and Locality Budgets, and funding is now on target. Tickets are on sale now. Plans are well underway for the County Eve of Peace Service (7 November, 6.00 pm). Plans are also in hand for 2019 Courts of Justice Service and for Advent/ Christmas services.

b. Fabric and Property

- WW1 Fabric Repairs grant has now closed. PB reported that the grant had been used in full, and that The Friends would be asked to fund the small overspend (cGBP2K).
- Parts of the nave floor will be replaced (rolling budgeted quinquennial program).
- WWI KEGS Memorials (north aisle walls) have been restored and cleaned in time for this year's centenary commemorations, with donations from Old Burians for the cost of this.
- The acoustic panels for Pilgrims' Kitchen are due to be installed in October.
- The glass doors for PK have received an informal approval from FAC and are now with CFCE for consideration: the hope is that these could be installed by next Easter.
- Bike shelter/racks (to accommodate 10 bikes under an acrylic canopy): it was agreed that funds raised by the Summer Fete will be used. More work was needed on permissions for this to go ahead.
- A design has been approved for the David Cockram memorial stone to go over David's ashes to be interred in the Lady Chapel.

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c. St Edmundsbury Primary School Update: The new term starts. PB hopes to relinquish chair of GB this autumn, though a successor is not immediately identifiable. A meeting with JH and Foundation Governors soon would be beneficial.

d. Cathedral Retreat: for next time, the diocesan Spirituality Group could be involved in the planning. A date has yet to be set.

e. CAFA Conference 2018: SA and PB attended the Cathedral and Administrator's and Finance Association Conference. A paper will be presented at the next Chapter meeting.

10. Canon Pastor

MV reported that an important point has been reached in the work of the Heritage Partnership: the second of this year's consultancy studies, the Conservation Plan, will soon be completed and feedback from key stakeholders is needed by 19 September. Having circulated by email the draft Conservation Plan, MV asked Chapter members how feedback might be gathered. With time short, JH, PB and MV had arranged to meet on 11 September at 6.00 pm to look at the detail. It was agreed that Chapter colleagues could join that meeting or send comments to MV by email.

11. Enterprises

JH and SA had discussions with Jane Harrison following a general review of the Cathedral Shop. A recent wedding and reception at the Cathedral went very well and Chapter was briefed that in future Pilgrims' Kitchen will remain open when there is a wedding and reception.

12. Any other business

a. The Summer Fete 2018.

£1,500 was raised and the Fete was very much enjoyed by all who attended.

b. Friend's Art Exhibition

This exhibition is running from 22 August- 29 August 2018.

13. 2018 Meeting Dates

17th October

13th November

12th December

10.30am Chapter Room

2019 Meeting Dates

18th June AEC AGM