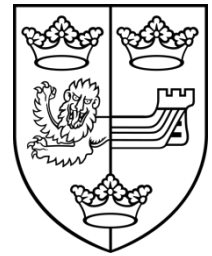


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MINUTES

Minutes of the 186th Chapter Meeting

Chapter Room

Wednesday 12th December 2018 at 10:30 am

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

Present: Sarah-Jane Allison (SJA)
Michael Shallow (MS)
Dominique Coshia (DC) (Minute taker)

1. **Prayers and Welcome** The Dean

2. **Apologies for Absence**

Charles Jenkin – Absent: on study leave until April 2019.
Michael Shallow (MS) Left the meeting 11:47
Stewart Alderman (SA) Left the meeting 13:14

3. **Notification of AOB** None received.

4. **Minutes**

a) **Action Points from the Chapter meeting held 13/11/2018 ***

Approved with amendments to 7.a and 6.

b) **Approval of Chapter Minutes & Confidential Minutes from the meeting held 13/11/2018 ***

Minutes Approved.

c) **Matters Arising from the Chapter Minutes 13/11/2018**

None arising.

d) **Receive Minutes of Foundation meeting held 5/11/2018 ***

- Following on from Suffolk in the City a Summer gathering is proposed to be arranged.
- Chapter agreed **JH** could approach Roger Wright to Chair the Foundation Group.

Minutes Approved.

e) **Receive Minutes of Heritage meeting held 15/11/2018 ***

Minutes Approved.

f) **Receive Draft Minutes of Enterprises meeting held 21/11/2018***

Minutes Approved.

- **Enterprises** to look into the redecoration of the Edmund Room.

g) Receive Minutes of Bury St Edmunds & Beyond meeting held 18/10/2018*

Minutes Approved.

h) Receive Minutes of Ancient Library Committee meeting 16/11/2018*

Minutes Approved.

- **JH** to visit Pembroke College: 12/02/2019 with **MV** & Stephen Dart to borrow manuscripts.

5. Correspondence

- **Cathedrals Bulletin**: SJA advised in order to receive the bulletin members need to sign up.
- Thanks were received from Sue & James Cockram following David Cockram's interment of his ashes (in the floor of the Lady Chapel) & the laying of his memorial stone.

6. Finance Report

Management Report Month 11, Figures Year to Date *

Report Approved.

7. The Dean

a) Dean's Report

JH asked for feedback on Dr Christine Stokes 'Fundraising Proposition for Funding Matters', the report was tabled for Chapter to take away and review at the last meeting.

Chapter approved:

- Dr Christine Stokes being invited to the January Chapter meeting with her proposition 'Funding Matters'
- Her role is to include supporting work with Foundation
- She is to be invited to attend the next Chapter meeting for members to have the opportunity to meet with her.

JH will seek references for Dr Christine Stokes from the Trustees of Fulham Palace.

JH/MV/PB/SJA (The Management Team) will meet with Carol Fletcher to discuss sustainability funding 09/01/2019.

Buildings Review

- West Wing Deanery plans have gone out to tender.
- Buildings Review Group will continue to report to Chapter.

b) Cathedral Working Group (CWG) Update

- **JH/MV/PB/SJA** (The Management Team) will send through a proposal of their intentions to CWG.
- Chapter has two Bishops appointments therefore all agreed **JH** can report to Eve Poole that we will not be taking on a Lay Chair.
- **JH** is to invite General Synod representatives to the Cathedral.

Risk & Audit Group

- Chapter reviewed ideas of persons they would like to appoint to this group and agreed to approach: Anna Hughes and Bishop Tim Stevens.
- **SJA** will draw up a Skills Audit.

Accountability & Reporting

Chapter agreed in order to review all our meetings held and how regularly they take place:

- **MV** is to approach Malcolm Leith, as an outside representative to review our management structure.
- **c) Fundraiser**
- **DH** to provide contact details for Daemmon Reeve from Treatt for a meeting to take place with JH.
- Mercy Wilson & Hannah Ratcliffe to distribute the 'What's On' Cathedral guide to local business for information to be publicised.
- **DH** will liaise with **PB/RC/SJA** to discuss forward planning dates for business dinner dates in the Nave.

8. Canon Precentor

a) Liturgy and Music

- An inharmony programme for 2019 to dovetail with the Diocese has been agreed.
- Accommodation was briefly discussed for the future Assistant Director of Music (Alex Binns' successor), to be reviewed at a later date depending on the appointee's family circumstances.
- The appointment process for Thomas Hawkes' successor as Cathedral Organ Scholar and King Edward School Musician in Residence is in hand. The appointment will be for one year, with the flexibility of a second year, depending on the appointee's ability.
- Pentecost Sunday 2019: A Diocesan service, launching Fresh Expressions Rural Ministry Service will replace Evensong.

b) Fabric and Property

Lease Renewals: Negotiations with Peel & Gudgin were proving unsatisfactory. Once the Lease Renewal at David Burr has been sealed, with revised rental, this can be used as evidence in agreeing a realistic rent for Peel & Gudgin.

9. Canon Pastor

a) Heritage Partnership* Past, Present & Future

- The location of a visitor's centre being in the Anselm building was briefly discussed as a possible future idea.

b) 2020*

- **MV/PB & JH** have a meeting 13/12/2018 to discuss dates for activities & review what the Cathedrals proposed ideas will be.

10. Administrator

a) Policies***

- Chapter Role Profile- **SJA** is to amend The Music paragraph with **PB**.
- Expenses Policy- Approved.
- Employers Supported Volunteering Policy- Approved.
- The Family Friendly Policy- **SJA** to update the policy regarding the maternity section.

b) Safeguarding Scie Audit

- **SJA** will advise staff in advance on dates the auditors are due to attend.

c) Staff Updates

- **All of Chapter-** SJA requested Chapter book to attend the Counter Terrorism Training.
- Anna Ellis has been appointed & started 12/12/2018 as Music & Liturgy Secretary.

11. Any other business

Collections- Liz Steele

- Chapter confirmed Collections from Services continues to stand at 50% of the collection coming to the Cathedral to cover costs.

12. 2019 Chapter Meeting Dates

- 16th January
- 13th February – Edmund Room
- 20th March
- 14th May
- 25th June
- 17th July
- 4th September
- 9th October
- 13th November
- 11th December

Meeting Closed: 13:44