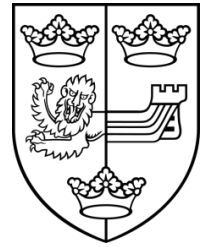


# St Edmundsbury Cathedral

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## **CHAPTER MEETING**

**Minutes of the 184th meeting of the Chapter  
Chapter Room  
Wednesday 17<sup>th</sup> October 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)  
Mrs Barbara Pycraft (BP)  
Elizabeth (Liz) Steele (LS)  
The Revd Canon Charles Jenkin (CJ)  
Dominic Holmes (DH)

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

### **1. Prayers and Welcome**

JH welcomed everyone, introduced DC and opened the meeting with prayer.

### **2. Apologies for Absence**

There were no apologies.

### **3. Notification of AOB**

LS raised payment of Volunteers.

### **4. Minutes**

#### **a. Action Points from Wednesday 5<sup>th</sup> September 2018 were reviewed with completed items being removed.**

Regarding the creation of a fund in support of music following the legacy received earlier in the year, there was discussion of whether the legacy could be part of the fund in perpetuity which the Foundation of St Edmund is building. It is of paramount importance that the wishes of the donor are respected, and it was agreed that the legacy should be kept separate from the Foundation. Further thought would be needed as to whether the legacy should be used to establish a separate music endowment to secure cathedral music in the future, or whether it should be used as a short-term measure to replenish those restricted funds which had been drawn upon for musical activities in recent years. PB and JH to bring this to a future Chapter meeting.

#### **b. To approve the minutes of the Chapter meeting held Wednesday 5<sup>th</sup> September 2018 amendments were made to:**

- section 4.e, 4.g- wording corrections by MV
- section 7- name correction
- section 10- rewritten by MV
- section 11- name correction, wording correction of 'wedding' to 'wedding and reception'
- section 13.a- incorrect sentence removed
- section 13.b- Date correction to August

These were taken as approved.

#### **c. Matters Arising from Chapter Minutes of Wednesday 5<sup>th</sup> September 2018.**

No matter arising.

# St Edmundsbury Cathedral

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## **d. Received Minutes of Enterprises held on Monday 10 September 2018 \***

LS raised that Pilgrims Kitchen (PK) did not provide an outside drink station at the Summer Fete. SA confirmed this should happen next year. SJA will link with Mercy Wilson (Newly appointed Events Organiser) regarding PK and events.

DH reported concerns from a third-party regarding PK providing catering lunch at the Justice Service. The arrangements and challenges of this year's lunch were rehearsed. SA and SJA reported that there are different arrangements in place for the lunch next year. MV can speak to the third-party.

JH proposed the Cathedral purchase its own coffee machines to provide pro bono coffee for Diocesan Meetings (instead of from PK), as well as better coffee on Sunday mornings. This remained open for later discussion.

JH discussed a limit being set on the number of free meetings the Diocese can have for the usage of our meeting rooms - to be agreed at Management Meeting.

## **e. Received Minutes of Health & Safety (H&S) held on Wednesday 12 September 2018 \***

SA to compliment and thank Claire Greaves on the H&S minutes.  
No matters were arising.

## **f. Received Minutes of Foundation held on Monday 10<sup>th</sup> September 2018 \***

MV to send out wording on 'Suffolk in the City' advert. BP advised ticketing is working well and with regard to Data Protection Gift Aid is covered.

DH and JH advised Tower Tours and building relationships with local businesses is going very well.  
DH to send out Business Contacts list to MS & MV.

## **g. Received Minutes of Communication held on Tuesday 4<sup>th</sup> September 2018 \***

JH informed Chapter Rachel Clover is creating a 'Wordle' (meaning word art) and that she is designing a wordle for a Welcome sign.

All agreed the TV screen in the Porch is a great initiative and endorsed wishing thanks to Rachel Clover (RC).

## **h. Received Minutes of Heritage held on Tuesday 28<sup>th</sup> August 2018 & Friday 21<sup>st</sup> September 2018**

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## **5. Correspondence**

Thank-you cards have been received from Pam Pitts, the Rt Revd Graeme Knowles and Alan McAndrew for being awarded to the Order of St Edmund.

JH acknowledged the current Order Members have been informed of the new recipients to receive the Order and that they have been invited to attend Choral Evensong Sunday 18<sup>th</sup> November 2018.

## **6. Finance Report**

### **a. Received Chapter Report Month 9, Figures Year to Date \***

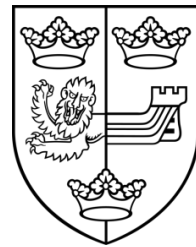
- MS stated we are forecasting a deficit of £56k, this shouldn't be worse by the end of the year.
- MS endorsed the Deans 3-year focus; concentrating on five specific areas of work.
- JH advised a focus on Planned Giving and proactively encouraging this. JH raised 'How would people like their Legacy spent', MV, MS and JH agreed actions.
- LS affirmed it is essential for all budget holders to continue taking ownership of their own budgets.
- Chapter were advised historic loans will be paid off by next year.

### **b. Review & Reflections of Chapter Finance Training Day**

- All agreed the Finance Training Day had been a very positive workshop.
- Thoughts and suggestions should be emailed and then collated by SJA.
- Chelmsford and Manchester Cathedrals' experience of having flexible chair/seating (following the removal of their pews) was very positive, as it made the nave much more flexible for a variety of income-generating events. There would be clear benefits of doing likewise here. It was agreed to ask Rachel Clover to work with PB on a paper to come to Chapter in the Spring outlining possibilities,

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process, permissions, costs and implications, cognisant that there may be strong resistance to such a change from amenity groups and some cathedral community members.

## 7. The Dean's Report

JH briefed Chapter on his report and advised on:

### Planned Giving Campaign and future fundraising:

- Deanery Parties were a success with over 200 people attending
- Planned Giving Group will meet to discuss follow up to the Deanery Parties.

JH gave thanks to; LS for her co-ordination and input, Rachel Clover, Julie Duffield and all the helpers for their input and support. All of Chapter endorsed these thanks.

### Increase in Events, Local Companies using the Cathedral and Cathedral Centre:

- DH and JH had a positive meeting with TREATT- this will be followed up with an invite for drinks and a Tower Tour
- New businesses are being invited in
- JH is meeting with Pigeon Investment 5<sup>th</sup> November
- DH is in conversation with Chambers of Commerce and setting up a group with Nick Upton and Adam Geilesky to develop a regular Business Breakfast, Networking and promotion of the Cathedral space.

### Developing the Foundation

- 'Suffolk in the City - An Advent Festival' over 100 tickets currently sold
- Development of a Giving Database and Portfolio of projects to attract commitment
- A visit from Dr Christine Stokes; Fundraising Consultant (24<sup>th</sup> September)
- It was agreed that JH, MS and MV should meet to begin conversation about coordinating approaches to potential donors for different needs.

### Developing a link with visiting American Pilgrims to maximise 'Gosnold Heritage' and initiating a 501(c)(3) Fund

JH briefed Chapter and advised that a 501(c)(3) Fund allows US Dollar donations easily, outlining the benefits and proposal of ongoing discussions to take place with Virginia Beach; the Rector of Old Donation Parish.

### Buildings Reviewing

- A Panel is being comprised for a Cathedral Buildings Review Group
- JH is meeting with Christine Leveson 7<sup>th</sup> November to discuss planning issues
- JH is awaiting confirmation from George Vesty on whether James Hopkins (Property Development) would like involvement.

### Building Relationships with the Diocese, Town, Borough and County

- JH has attended the Bishops Diary Meeting in Ipswich once a month, ongoing JH will be joining the Strategic Learning Community and a forward planning group
- Diocesan Staff Catch-ups are ongoing
- Dean and Canons are assisting Parishes with Services (JH once a month). All of Chapter agreed this is positive.
- JH is attending Town and County Events
- Meetings are planned with St Edmundsbury Borough Council and King Edward VI Foundation Governors.
- The new incumbent appointed to St Marys has not yet been announced but is good news for ongoing good relations with the Cathedral. The person is known to JH.

### Attracting Younger and more Diverse Worshippers

This was briefly discussed by all.

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## Any Other Business

- JH reported on his meeting with John Parr on his asset-based approach for 'What does Suffolk need', all of Chapter were pleased to hear of John Parr's input.
- Helen Woodruff's retirement was briefly discussed, presenting an opportunity for this to be reviewed and potentially become a two persons/split role in the future.

JH closed his report by advising the Bishop has decided not to appoint any Honorary Canons this year.

## **8. Canon Precentor**

### **a) Liturgy and Music**

PB advised Chapter on the following and brief discussions were had by all:

- All agreed Lindsey Walker as a Chalice Assistant/Eucharistic Minister and Cathedral Server
- All agreed the renewal of Fiona Knapp's term of office as a Foundation Governor at St Edmundsbury Primary School for a further three years.
- Jane Olive (Music and Liturgy Administrator) has given notice of leaving the Cathedral on 14<sup>th</sup> December 2018.

### **b) Fabric and Property**

PB advised that plans for the West Wing of the Deanery have received formal LA Planning Approval. Work is scheduled to be completed in Q1 of 2019. JH proposed to move into the West Wing of Deanery with a date to be confirmed. PB advised fundraising for Phase 2 of the Deanery Project was the next significant challenge.

### **c) Cathedral Retreat**

PB reported that it is hoped to offer another retreat to the Cathedral community and the Diocese in 2019.

### **d) CAFA Conference 2018**

PB and SA tabled a report (property management and fundraising) from the Conference.

### **e) Ancient Library Budget**

PB commended the proposed budget which received Chapter Approval for inclusion in the 2019 Chapter Budget. JH gave thanks to BP and PB.

## **9. Canon Pastor**

### **a) Heritage Partnership**

MV briefed Chapter on updates within the reports:

- The Conservation Plan is nearly finalised and should be completed this month
- The wording of the Plan is currently being revised in accordance with Chapter's wishes.
- The Heritage Partnership is close to becoming a formal charity of some kind. This is a significant stage as we decide how the Heritage Partnership will relate to significant stakeholders like the Cathedral and Borough. MV and TA are involved with these discussions and will keep Chapter informed. Discussion at a recent Heritage Partnership workshop included the objects for the new charity and proposed wording that the interiors of the Cathedral and St Mary's be excluded from the area to benefit from the Heritage Partnership. TA and MV have queried that.

### **b) Inclusive Church and Inclusivity Champion**

MV raised the need to make progress with our Inclusivity Policy. Two recent incidents regarding space for wheelchairs in the Cathedral have been led to an improved process to ensure that is provided. Discussion was had on the proposal of Chapter agreeing to an individual being approached as the named 'Inclusivity Champion'. Further discussion on the terminology of this title concluded with All of Chapter endorsing 'Inclusivity Advocate' as the approved title. This will be on the agenda for the next Forum meeting.

### **c) Vision and Strategy update \***

MV highlighted details in the update. MV apologised to LS and stated an updated Parish Giving report would be repopulated to provide current updates.

## **10. Administrator**

### **a) Dean's PA Role**

# St Edmundsbury Cathedral

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SJA updated Chapter that DC had been working as a Temp within the role and announced DC has now accepted the offer to be permanently appointed as the Dean's assistant. JH has retitled DC'S role to be known as 'Executive Assistant'. Welcome and thanks were given to DC by All. SJA briefly outlined key areas DC was actively focusing on and moving forward with to support the Dean.

## **b) Wellbeing**

SJA gave thanks to all whom attended the Workshop and advised attendees had recommended another Workshop should be held as not everyone had been unable to attend. PB and LS gave positive feedback from the Workshop and All agreed this was beneficial. Brief discussion was had on the proposal of a Wellbeing budget, named advocate and mentors. SJA and Hannah Ratcliffe have explored the idea of recruiting a voluntary Volunteer Coordinator, SJA asked Chapter to consider approving this.

## **Other**

SJA discussed budgets and staff salaries for 2019, and a need for a thank you meal for staff.

SJA provided papers on findings from the Manchester Conference Sacred Space and will collate other attendees' information/actions to share with Chapter and Staff.

### **11. Any other business**

- LS raised the issue of honorariums for volunteers amongst the Friends. Two Discovery Centre volunteers are "paid" too. It was agreed this needs to be reviewed and our policy revised to stop this practice.

### **12. 2018 Chapter Meeting Dates**

- 13<sup>th</sup> November 2018
- 12<sup>th</sup> December 2018

### **2019 Chapter Meeting Dates**

- 16<sup>th</sup> January 2019
- 13<sup>th</sup> February 2019- Edmund Room

Dates to be confirmed:

- March
- April
- May

11<sup>th</sup>-13<sup>th</sup> September 2019 – CAFA Conference, Manchester 10.30 am

Meeting Closed 2:01pm