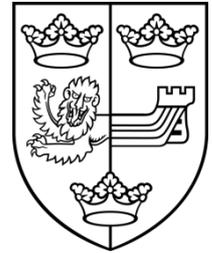


# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MINUTES

Minutes of the 185th Chapter Meeting

Chapter Room

Tuesday 13<sup>th</sup> November 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)  
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:** Stewart Alderman & Charles Jenkins

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

4. **Minutes**

a) **Action Points from the Chapter Meeting held on Wednesday 17<sup>th</sup> October 2018**

Approved with: Giving Boxes & Guidebooks Action updated for LS

b) **Approval of minutes from the Chapter meeting held on Wednesday 17<sup>th</sup> October 2018**

Approved with amendments to 4.f & 10.b

c) **Matters Arising from Chapter Minutes of Wednesday 17<sup>th</sup> October 2018**

JH, MV & PB met about a Strategic Approach to the Music Fund.

d) **Receive Minutes of Foundation held on Monday 5<sup>th</sup> November 2018**

Not Received.

e) **Receive Minutes of Heritage held on Wednesday 10<sup>th</sup> October 2018**

- TA advised the draft wording for the proposed Heritage Partnership CIO constitution is much improved. Chapter will need to nominate a representative to the new charity. TA and MV will bring a draft to Chapter in due course.

f) **Receive Minutes from AEC held on Tuesday 9<sup>th</sup> October 2018**

SJA & JH reported that recruitment of Peer Reviewers for Cathedrals is now underway. Cathedrals have been asked to nominate two people as prospective Peer Review Panel members, those nominated need to have knowledge and experience of Cathedrals, relevant skills, and time to participate. Graeme Knowles & Jeremy Barrett have been appointed to represent us.

g) **Receive Minutes from Finance held on Wednesday 7<sup>th</sup> November 2018**

Nothing reported.

4. **Correspondence**

## **Cathedral Income Survey 2018**

St Edmundsbury received 75,000 Visitors and ranked higher than Norwich Cathedral on the Survey which was positive.

JH will schedule a meeting with Mark Bonney, to discuss attracting greater visitor numbers through exhibitions, special events etc.

Three A Boards are to be located around the Cathedral to attract Visitors.

Cathedral Signage & what other Cathedral s i.e. Manchester are doing to attract Visitors, JH to discuss at Deans of Smaller Cathedral s 29<sup>th</sup> -30<sup>th</sup> November in Leicester.

## **6. Finance Report**

### **Management Report Month 10, Figures Year to Date**

MS briefed on the Results as of End of October 2018:

2018 forecast showed -£90,697.00, £30k for West Wing repairs has been removed therefore General Funds Actual Result was -£54,533.

Forecast for Current Year 2018 is -£53,641.

### **Review of Preliminary Budget for 2019**

MS reported from the 07/11/18 Finance Meeting:

- Budget changes were made totalling £50,900 reducing the new budget Total to £56,090.
- The deficit of £56,090 still includes £38k of works to Deanery West Wing. Therefore, the anticipated deficit excluding the West Wing amounts to -£18k.
- £15k increase on Christian Stewardship was explained.
- LS advised Planned Giving has budgeted £2,244 increase.

New budget lines will be added to the report for:

- Giving Boxes
- Ancient Library
- Flowers

All accepted the revised Budget.

## **7. The Dean**

### **a) Dean's Report**

Diocese have advertised 2 new posts; one to restore the Archdeacon of Ipswich post & the other a new post for 'Archdeacon for Rural Ministry'.

- Bishop Martin has asked if the new Archdeacon for Rural Ministry might be located at the Cathedral as a Residentiary Canon
- MV & PB are content with this request
- If located here the new Canon would as a Residentiary Canon be *ex officio* a member of Chapter.

## **Education**

JH reported on work being done by The College of Deans in response to the Cathedrals' Working Group Report (CWG). A recent telephone conversation with the Dean of Winchester who is leading on the Parish Church Cathedrals workstream reported that, in general, Deans & Chapters of Parish Church Cathedrals are reporting satisfaction with the creative tension of being both a Parish Church and Cathedral, although some reported difficulty in fulfilling the skills audit aspect of Chapter membership when restricted in their Constitution and Statutes to election of a high percentage of Chapter membership through APCMs. We will need to undertake a skills audit of Chapter as part of our response to CWG.

JH is attending the following Meetings:

- New Deans Seminar- 14/11/18- 16/11/18
- National Deans Meeting- 19/11/18
- Deans of smaller Cathedrals Seminar- 29/11/18- 30/11/18

Recording the Dean and Canons absences for Reception Staff to view was agreed by All.

JH tabled a report from Dr. Christine Stokes as a Fundraising Strategy proposal, Chapter are to view it for their consideration and it is to be listed at the next meeting.

## 8. Administrator

### a) Policies

- Information Systems Security Policy- Adopted by All.
- Cremated Remains Policy- (The placing of wreaths & floral tributes will be agreeable at the discretion of the Canon Pastor) Adopted by All.
- Arts Policy- this remains active.

### b) Chapter Role Profile

Approved by All.

### c) Communications

- There will not be a Santiago November or December edition.
- The Communications Group are meeting in December to work on plans for Santiago and to support Hannah Ratcliffe in standardising our print and electronic publications.

## 9. Canon Precentor

### a) Liturgy and Music

- Christmas Concerts and Carol Services are as per the diary.
- The following were to be admitted to The Order of St. Edmund by the Bishop on 18 November 2018: The Rt Revd Graeme Knowles, Pam Pitts and Alan McAndrew.
- Palm Sunday 2019: it was agreed that instead of Evensong, "Palms & Thorns" written by Richard Hubbard would be performed. This follows the success of "Crimson Glory" and would be a way of continuing the *InHarmony* strategy of drawing together singers and instrumentalists from parishes across the diocese.

### b) Fabric and Property

#### **The Deanery Project**

Planning permission has been granted for the creation of the Deanery West Wing as a separate 2-bedroom house to rent out. In the short term the Dean will live there while fundraising is conducted to restore the main Deanery, so he can move in there. Works to the west Wing should be completed by Easter 2019, when the Dean will move in. He is currently working with Philip Orchard the Cathedral Architect on the specifications.

#### **Pilgrims kitchen/Access**

FAC have formally approved glass doors for PK and equal access has been completed.

#### **Pews**

There was a discussion about the merits of replacing the existing nineteenth-century nave pews with chairs, giving more flexibility (events) and comfort. PB/RC would prepare a short paper for Chapter in 2019, with details about costings, permissions, process. DH proposed that pews could be donated to a charity; PB advised that this was possible, and that consideration should also be given to their sale as a way of funding replacement chairs.

### c) WWI Commemorations

- Crimson Glory and Eve of Peace commemorations were a great success; PB asked that thanks be recorded to Michael Wilde, Richard Hubbard, Thomas Hawkes (Crimson Glory) All our musicians, vergers and wardens, and all involved.
- TA proposed a memorial be commissioned, to be placed near the Bishop's throne, with wording from the poem "Before Action" written by William Noel Hodgson, read during the service. All agreed this a commendable idea.

## 10. Canon Pastor

### a) **Heritage Partnership**

MV reported on the latest 2020 planning meeting at The Guildhall the day before. MV will bring notes from the meeting to the next Chapter meeting.

- Richard Hubbard has ideas on a 'One Thousand Years of Music' concert
- TA raised whether we could borrow a relic of St Edmund.

### b) **Bury St Edmunds & Beyond**

MV will continue to circulate reports to Chapter to ensure they are kept up to date.

DH suggested reviews in the 'Rough Guide' and 'Lonely Planet' are a good way to attract foreign travellers. MV will enquire with Bury St Edmunds & Beyond.

### c) **Guidelines on responding to rough sleepers**

Policy adopted by All.

## 11. Any Other Business

None listed.

## 12. 2018 Chapter Meeting Dates

- Wednesday 12<sup>th</sup> December 2018 at 10.30am

## 2019 Chapter Meeting Dates

### All 10.30am

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

**The Dean closed with Prayer**

Meeting Terminated: 13:58pm.