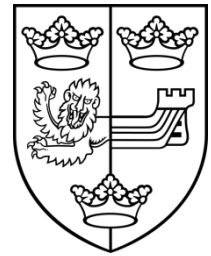


# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MINUTES

Minutes of the 188th Chapter Meeting

Chapter Room

Wednesday 13 February 2019 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)  
Dominic Holmes (DH)  
Michael Shallow (MS)  
Sarah-Jane Allison (SJA)  
Sally Gaze (SG)

Dominique Coshia (DC) Minute taker

1. **Prayers and Welcome** - The Dean introduced and welcomed Sally Gaze as a member of Chapter.
2. **Apologies for Absence** – Canon Charles Jenkin & Michael Shallow
3. **Notification of AOB** –
  - Sue Cockram; location of her Ashes agreement
  - 30<sup>th</sup> April APCM Meeting Confirmed
  - Cathedral Flowers.
4. **Minutes**
  - a) **Action Points from the Chapter meeting held 16/01/2019** \* - Approved.
  - b) **Approval of Chapter Minutes & Confidential Minutes from the meeting held 16/01/2019** \* - Approved.
  - c) **Matters Arising from the Chapter Minutes 16/01/2019** - Christine Stokes Funding for the Scoping Exercise was approved to be initiated by All.
  - d) **Enterprises Minutes from the meeting 21/01/2019\***- Approved.
  - e) **Health & Safety Minutes from the meeting 29/01/2019\***- Approved.
5. **Correspondence**  
Cathedral Bulletin- [Sign up for this bulletin](#)
6. **Finance Report**  
**Management Accounts Month 1 (2019)** \*- Report Approved.
  - General Funds Results Update: SA to advise AT to phase visitors' line
  - Communications Update - The What's on Guide:
    1. The guide will be published quarterly
    2. Social Media Business Strategy ideas to engage Community.
  - Planned Giving:
    1. DC/LS Schedule an appointment for the Committee to meet
7. **The Dean**
  - a) **Dean's Report:** Received & approved.
  - b) **Cathedral Flower Budget Review:** All agreed this will be apart of the main accounts.
  - c) **Dr Christine Stokes:** Formal Resolution of £7,600 allocated to the scoping exercise- Chapter unanimously voted in favour of the motion.
  - d) **Business Links:**

- SJA reported on a Business Brochure being designed with Mercy Wilson.
- British Sugar/Treatt Meetings are in hand.
- Suffolk in the City: updates on Service/Timings are in hand (MV).

**e) Architect Plans:** PB reported:

- objections logged, by the Conservation officer, to the creation of an en-suite in the master bedroom of the Deanery West Wing maybe overturned.
- Dates are set to go ahead for the end of April 2019.

**f) Music Update:**

Following on from PB, James Thomas and Alex Binns meeting (12/02/2019):

Four Key Areas have been identified for monitoring and progress:

- Developing a girl's top-line
- Reviewing Lay Clerks – planning development & funding for choral scholars.
- Reviewing regular Family Worship; particularly regarding young families
- Reviewing Sunday Morning Eucharist Music.

## **8. Administrator**

**a) Risk Policy/ Register Update:**

SJA explained the Risk Register report; Chapter were instructed on its usage moving forward as it is a live document:

1. Chapter are accountable for the register
2. Staff are responsible for the register
3. Management are continuing to review the live document
4. Meetings will be once a term to review the policy
5. Action Plans to be produced for critical risks
6. An independent Risk and Audit Committee will be formed

**b) Chapter Skills Audit Results:** All participated in completing the audit.

**c) Skills Audit Update:**

- No areas of risk were observed.
- I.T. – the future handover will incorporate Anna Ellis.

## **9. Canon Precentor**

**a) Liturgy and Music:**

**I. Choir Tour Rationale\*:** report received & accepted, a further report will be produced in due course from JT for the 2020 Tour.

**II. InHarmory Update:**

- Additional admin support, to make Richard Hubbard's work more effective, could not be provided under present financial constraints.
- Foundation have agreed to fund IH until March 2021. SG will investigate the possibility of her DBF mission funding budget being able to contribute to IH. PB and JH will approach the bishop and DBF to seek funding support to ensure that the IH work can continue, as this is an essential strand of cathedral engagement supporting the diocese.

**III. Music Recruitment Update:**

- Organ Scholar Role: with the loss of King Edward VI's sixth form, the work at school will be adjusted to focus on support for lower years.
- Chorister recruitment continues with visits to local schools.
- Three new Deputy Head Choristers will be appointed after half-term.

**IV. Liturgy:**

- Pentecost Sunday – worship for the launch of new Rural Fresh Expressions communities: SG & PB are working on plans for this service; IH will be involved in the music
- The new congregational 'Ordinary Time' Sunday service booklet has now been printed. Thanks, was expressed to those who contributed to the cost of this, and to AE for her work in production/design.

**b) Fabric and Property:**

- Architect's Report: received and approved.

- Bike Racks: PB proposed the Anselm Building could be utilised as a permanent site to allocate bike racks – All agreed PB could pursue this.
- PK Doors Project/Redecoration Update: PB will notify All staff when access will be limited to PK's.
- Sue Cockram re: location of her Ashes agreement: A letter from the Dean will be sent to Sue confirming Chapter agreement that in the future her ashes may be interred in the Cathedral Lady Chapel with David Cockram's ashes.

**c) St Edmundsbury Primary School Update:**

- Valerie Wilde joined the Governing body last year: she has agreed to take on the chair of the GB from this year.

**d) Sanctus Tower:**

The Sanctus bell pulley system in the cathedral north turret requires inspection and may need remedial work. This will be costly (because of access) and may be included in 2020 budget.

**10. Canon Pastor**

- Heritage Partnership\*** - report received and approved.
- Bury St Edmund & Beyond\*\*** - Membership and networking opportunities were identified, MV is to approach Hannah Ratcliffe to follow up this link.
- 2020\*** - Neil McGregor: to be approached as a prospective speaker.
- Vision & Strategy Priorities\*:**
  - Next Group Meeting Date: 27<sup>th</sup> February 2019.
  - The group will review & assess how we engage with our visitors.
  - Christine Stokes will be incorporated to review fundraising plans, as well as assist plans with the Vision & Strategy group.
  - The five-year document remains a key live document.

**11. Any Other Business**

- Staff Update: Volunteer Jo Dean started Friday 8<sup>th</sup> February to support the volunteer recruitment system.
- Finance Decisions: All accounts decisions need capturing in Chapter meetings.

**12. 2019 Chapter Meeting Dates**

- |                          |                             |
|--------------------------|-----------------------------|
| • 20 <sup>th</sup> March | • 4 <sup>th</sup> September |
| • 14 <sup>th</sup> May   | • 9 <sup>th</sup> October   |
| • 25 <sup>th</sup> June  | • 13 <sup>th</sup> November |
| • 17 <sup>th</sup> July  | • 11 <sup>th</sup> December |

**\*Denotes papers attached.**

*Meeting Closed: 14:20*