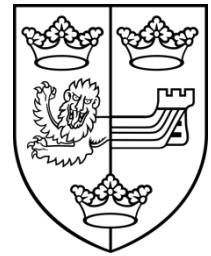


# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MINUTES

Minutes of the 189th Chapter Meeting

Chapter Room

Wednesday 20 March 2019 at 10:30am

**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)  
Barbara Pycraft (BP)  
Dominic Holmes (DH)  
Michael Shallow (MS)  
Liz Steele (LS)  
Sarah-Jane Allison (SJA)

**Present:** Dominique Coshia (DC) Minute taker

### 1. Prayers and Welcome

The Dean opened with prayer and welcomed both Dave Gardener (DG) & Helen Woodroffe (HW) to the meeting.

### 2. Apologies for Absence

Apologies received from Charles Jenkin & Sally Gaze.

### 3. Dave Gardner & Helen Woodroffe

HW & DG reports were received by Chapter, following which a question and answer opportunity was available. Chapter raised the following questions to HW and DG, giving them the opportunity to best advise Chapter on several areas within the roles. The following questions and answers were reviewed and discussed:

#### a) Discovery Centre & Family Ministry\* HW

JH opened the question session by asking HW "*what are the growing challenges?*", HW identified two key areas as the priority challenges:

- Finance and
- School Events at the Cathedral.

HW advised the main concerns surrounding finance and events are the cost implications, for Schools to attend the Cathedral the transport costs average £250 per coach, HW reported there is no budget for Schools to be able to cover this cost. Further to School costs BP enquired "*where does the finance for resources come from?*", the Discovery Centres current practice is that Schools are invoiced a cost of £4 per child and advised of this cost at the point of arranging their visit/prior to attending.

Ideas around 2020 workshops and activities were also briefly discussed, with a view to have children involved in live experiences.

#### b) Growing Faith Report\* DG

DG suggested creative thinking for the new successor, whose role will be known as a Cathedrals Education Officer & Young People and Families Minister at St Edmundsbury Cathedral. This role will work jointly alongside the three new Pioneer Developer roles that the Diocese is recruiting for.

He went on to discuss where the projects are best placed geographically i.e. the Emmanuel Project should remain at the Cathedral, Growing Faith supports the area of work which is growing the hubs. DG continued to reiterate, inline with his previous advice to the Cathedral, that he strongly recommends Family Ministry should be the top of our agenda. The Dean proposed development of a group to support Family Ministry as Faith in Action needs continued backing. JH identified the Curate; Sarah Geileskey as the ideal person to research “*what does the community want to engage in?*”.

PB posed the question to DG; “*how do we fund inward and outward focuses on ministry?*”, DG advised the following recommendations are essential:

- We grow a younger Forum
- Whom meet periodically, allowing them to work collaboratively with the people in post
- As a part of their role they should be a member of the Forum.

MV enquired “*how do we link our music to family ministry?*”. It was discussed that the Curate could potentially develop links with children.

BP discussed and stressed the importance of a young adult’s strategy, in order to ensure we progress and address the matter of capturing an audience between 18-24 years of age. It was briefly highlighted that this is recognised as a current area of risk and is listed as an item on the Cathedrals live risk register.

The Job Description (JD) for the post was reviewed, Chapter requested a JD and Person Specification from HW/DG to best advise them on the current role. Further to this DG suggested we dovetail our JD and Person Specification with the Bishops House.

Chapter thanked HW and DG for their reports and time, The Dean thanked them and paid recognition to their efforts within the roles.

HW/DG left the meeting at 11:35am.

#### **4. Notification of AOB**

The following were raised: Seating at Large Services (SA) & Concert Cover (MV)

#### **5. Minutes**

##### **a) Action Points from the Chapter meeting held 13/02/2019\***

The actions were addressed and updated as appropriate.

##### **b) Approval of Chapter Minutes & Confidential Minutes from the meeting held 13/02/2019\***

The Minutes were approved and accepted as an accurate account.

##### **c) Matters Arising from the Chapter Minutes 13/02/2019**

No matters were raised.

#### **6. Correspondence**

No items were received.

Auditor; Mark Proctor (MP) joined the meeting at 12:02 midday.

MP reported that a full audit was carried out for the subsidiary Enterprises to the Cathedral, the outcome of which was a clean audit report, there has been no changes made to the management accounts.

MP summarised the full audit report is also clean and highlighted: investments are up £100, 000, cash is down, a net £6 million (the property evaluation) however we have had a good financial out turn for the year.

Rebecca Frost from the external auditors will liaise with Andy Thompson (AT) this year for further work that AT will be taking on to manage the accounts, thus keeping future Cathedral costs down by minimising auditor costs.

Chapter had the opportunity to review the subsections of the audit report and pose questions of concern, as well as identify and review potential areas for amendment. The following pages were raised:

- LS queried page 37: Re: the Vestey Trust; “*why is this not included on page. 37 of the report?*”, it was agreed this will be made visible and added into this section of the report.
- SJA noted page 34 re: the narrative requires amending.
- MP raised page 23 re: Balance Sheet, discussion was had on whether 3 Crown Street is a liability, it was advised that the property terms will remain the same; it will continue to be used for Clergy (under the terms of which we cannot sell the property).
- Page 10 was updated: policies and method recommendations have been advised as minor points for AT to follow up on.

JH thanked Enterprises, SA and MS in recognition of their financial input.

The Auditors will sign off the report once all amendments have been made and they receive the final version (deadline: 14/04/2019).

## **7. Finance Report**

### **a) Management Accounts Month 1 (2019)\***

MS reported on the revised forecast for 2019 and instructed; the report shows net figures, while it appears as quite a minus (£-97,622 General Funds Forecast 2019) the spending will bring positive results. MS further advised it is important we continue to develop the property; however, we will need extra cash to be able to achieve this.

MS agreed AT would amend the budget line 6305 (Cathedral Repairs & Maintenance) from £28,250 to a variance of £10,053.

SJ advised on a reduction for the IT departments costings; as Chris Nicholls is leaving there will be £7,000 annually left over from IT wages. The usage of this will be reviewed, such as eTapestry being paid for in-house, some small admin costs will be incurred but this still provides a small financial gain.

After a brief discussion on fundraising, Chapter agreed that all future fundraising will only proceed on the advice of DR. Christine Stokes.

### **b) Auditors Annual Report\***

The following narrative and amendments were made to the report:

- WW1 will be moved to be listed after ‘Cathedral Music and Worship’.
- BP requested Pastoral care to be expanded on, MV will provide more information. This will also appear after ‘Cathedral Worship’.
- The Deans report was approved with one amendment that the quote be moved to the start of ‘Future Plans’.
- TA will pass his suggested report amendments to SJA for them to be reviewed.
- Chapter agreed PB & SJA will add photographs and statistics into the report to enhance the overall appearance.

SJA will circulate the amended report to Chapter for their approval.

## **8. The Dean**

### **a) Dean’s Report\***

The Business Brochure: SJA advised that this brochure should go to print, and that MW is to increase venue hire.

Commercial meetings for venue hire: DH reported that a meeting with Handelsbanken is set to take place with himself, JH and MW, with a view to venue hire of our spaces.

Foundation meeting update: MV reported from that Christine Stokes had attended her first meeting with the committee, her pitch to the group was very well received and positive. Christine Stokes

thoughts included advice that Tim Stevens could chair the Foundation of St Edmund for a period of 18 months. Overall her feedback about the committee and their focus was positive.

Further discussion was had with MV discussing the 5-year commitment to funding InHarmony; while he acknowledged the points of concern raised, he stated that the project has shifted, bringing about a funding change and that on reflection this shouldn't sit with the Foundation of St Edmund. SA supported the change of financial landscape for our long-term sustainability, with much larger fundraising now being on Christine Stokes agenda.

Santiago: Brief discussion was had on Santiago; JH reported he had advised the editorial committee that this would need to be self-funded, high quality and he would have editorial control.

FOCC: JH advised the new committee is in a positive place and the newly appointed chair is optimistic about moving forwards.

FAC: JH updated that no plaques will go on the pews, the suggestion of an etching in a window has been suggested as an alternative.

Wakefield Update: Following a complaint, and report produced, at Wakefield, Cathedrals are discussing removing the names and gender of who is celebrating on their rotas. Chapter have agreed to remove the names of celebrant being put on our rotas. TA raised that this issue may not be a problem we experience but supported it if the Dean felt it was something we wanted to back. MV suggested we ask our inclusivity champion to research and feedback recommendations. PB advised we could be seen to be consistent and support Cathedrals in other areas.

## **9. Administrator**

### **a) Risk Register\***

SJA circulated the risk register to review areas highlighted as 'red risks' and advised the register forms the basis of strategy meetings.

The following areas on the risk register were reviewed and updated:

- Volunteer cover: Jo Dean has been appointed to support the visits and volunteer department; a plan has been put into place outlining her areas of work to cover.
- Cathedral Wardens: the score of 20 was reviewed, Chapter agreed the score should remain the same.
- Members dying: this is a high priority risk which underlines the importance of focussing on attracting new and younger members.
- Foundation: Chapter agreed the mitigation and owner of risks listed under this group will be the responsibility of Christine Stokes and Chapter.

### **b) Performance Reviews**

Staff have been attending their yearly performance reviews.

## **10. Canon Precentor**

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

**I. Music Review Group\*** It was agreed by Chapter that the Music Review Group, led by the Canon Precentor, should begin meeting again, to pursue the following principles:

1. Provision for girls: A way forward to be found to see if there can be equity of provision for girls with the creation of a separate girls' choir treble line, to sing with the Lay Clerks. The St Cecilia Junior (girls) choir could be the natural 'feeder' choir for this, as the Colts choir currently is for the boys. It was noted that by reducing by 50% the contact-time for boys, repertoire may be affected.
2. Developing Lay Clerks and Choral Scholars A way forward to be found to provide paid Lay Clerks and Choral Scholars.

3. Family/All-Age Services A way forward to be found to begin a new 'seeker-friendly' service, to connect with young families and teenagers not currently part of our congregations. This strand of development to be led in due course by Sarah Geileskey after her ordination in the summer.

**II. Sabbatical arrangements\*** The bishop had agreed PB's sabbatical for this summer. Chapter agreed the details outlined in the paper circulated, regarding cover for PB's areas of work/ministry. PB would provide in due course an additional brief paper outlining sabbatical plans.

**III. Nave layout for events** Chapter agreed that in unusual circumstances we may need to re-arrange the layout of the nave for Sunday worship during 2020 celebration events planned.

## **b) Fabric and Property**

**I. Lease Renewals - Abbey House commercial tenants** Following the Chapter agreement in May 2018 to renew for a further term of five years the tenancies for David Burr and Peel & Gudgin, PB had negotiated an annual rent increase slightly above that anticipated for David Burr, and was still in negotiation with P&G to agree a comparable rental increase. A further update will be provided at the next Chapter meeting.

**II. Bike Racks - Anselm building** The proposal agreed at the last Chapter meeting (to undertake essential safety repairs and incorporate bike racks inside the Anselm building ground floor, eastern section) was well under way and would be completed in May. This project will provide wet-weather cover for bikes without the need for planning permission to erect stand-alone bike covers; it further has the advantage that funds which would otherwise have been spent on bike shelters can be used instead for the safety repairs.

**III. The Deanery - West Wing project** The contract has been let to Cubitt Theobald and works are programmed to be complete by 22 May to allow JH to move in before the lease on 8 Crown Street expires.

**IV. PK Doors project** The contract let to Valiants is making good progress and should be completed mid-May.

## **11. Canon Pastor**

In a brief update about 2020 plans, MV advised that Rowan Williams will be coming on the 23/05/2020 for the gathering of Benedictines.

### **a) Heritage Partnership\***

#### **I. January Conference Summary**

MV had circulated the summary of the The Past, Present and Future conference held by the Abbey of St Edmund Heritage Partnership in the Cathedral on Saturday 26 January 2019. About 175 people listened to presentations of the recent Heritage Assessment and Conservation Plan, as well as taking part in discussions during the rest of the day.

#### **II. CIO update**

MV and TA will be following up on the advice given by Greene & Greene, they will take the advice back to the Heritage Partnership and report further to Chapter in May 2019.

### **b) Hospice Trustee and High Sheriff Chaplain retirement**

MV informed Chapter colleagues that he will be stepping down as a Trustee at St Nicholas Hospice in April after 6 years on the Board, and he will stop being High Sheriff's Chaplain at the end of the shrieval year on 4 April.

## **12. Any Other Business**

- MV requested cover for the Woodbridge School Concert welcome on Friday 22 March, BP respectfully offered to provide cover for this welcome.
- Diocesan Services: spaces will be reserved via Anna Elliss, they will be allocated to Staff and Chapter+1.

**13. 2019 Chapter Meeting Dates:**

- 9:00am 7<sup>th</sup> May (Mark Pendlington is attending, Anna Hughes from the Diocese is unable to attend and has been invited to the future meetings).

The following meetings start at 10:30am:

- 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 ended with prayer, meeting closed: 14:22.