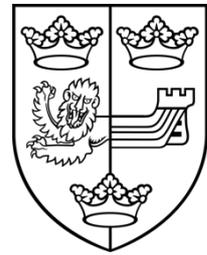


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MINUTES

Minutes of the 190th Chapter meeting held

Tuesday 07 May 2019 at 09:00 am

Attended: The Very Reverend Joe Hawes (JH) (Chair)
The Revd Canon Matthew Vernon (MV)
Canon Tim Allen (TA)
Canon Charles Jenkin (CJ) (Joined 09:12 am)
Stewart Alderman (SA)
Barbara Pycraft (BP)
Dominic Holmes (DH) (Joined 09:24 am)
Michael Shallow (MS)
Liz Steele (LS)
Sarah-Jane Allison (SJA)
Mark Pendlington (MP) (Left the meeting 11:24 am)
Christine Stokes (CS) (Left the meeting 11:24 am)

Present: Dominique Coshia (DC) Minute taker

1. Prayers and Welcome

The Dean welcomed Mark Pendlington; Chair of the Diocese board of finance and Christine Stokes; Fundraising consultant to the meeting and opened with prayer.

2. Apologies

Apologies were received from Sally Gaze and Anna Hughes.

3. Notification of AOB

TA raised no Finance report was to be received, this was due to it being too early in the month for the account figures to have been completed. A financial overview from the finance department was requested to update Chapter later in the meeting.

4. Dr Christine Stokes: Fundraising Report and Forward Planning

CS presented her Key Findings and Recommendations report detailing her plans for the Cathedrals long term sustainability. After a lengthy discussion and strong consideration on each key area of the report the recommendations listed were individually reviewed for Chapters approval. CS will action the approved recommendations, she also suggested producing a communications timeline for 2019-2021 to highlight touch points with our audiences. This will support the communications of when her proposals are to be carried out, CS will write and circulate this to Chapter.

Future dates to announce the vision and plans to the Staff, congregation, Forum and electoral role members were all agreed on.

Chapter commended CS on her report and were highly positive about the Cathedrals future financial prospects which both Chapter and CS aim to achieve through; a new vision and strategy, a fundraising vision and key phases.

5. Minutes

a) Chapter Action points 20 March 19

The action points of 20 March 19 were addressed and updated.

b) Chapter minutes & Confidential minutes 20 March 19

Amendments were made and the minutes were approved.

- c) Matters Arising of Chapter minutes 20 March 19
TA suggested to save time during meetings the draft Chapter minutes could be circulated to all of Chapter for amendments and not just the SLT prior to each meeting. All approved this proposal; DC will action this for all future draft minutes.
- d) Health & Safety minutes 23 April 19
The minutes of 23 April 19 were received and approved.
- e) Communications minutes 6 March 19
The minutes of 6 March 19 were received and approved.
The next meeting will be held the 2 July 19 to include Sarah Friswell attending.
- f) St Edmund Foundation minutes 18 March 19
The minutes of 18 March 19 were received and approved with BP suggestion that the consent narrative be updated, MV will take this to Foundation.
- g) Heritage Core Group Meeting Note No 40
The meeting notes of 27 March 19 were received and approved.

6. Correspondence

There were no items received.

7. The Dean's Report

JH confirmed CS has completed her scoping exercise and asked Chapter to review & approve her scoping study & strategy.

The new Electoral Roll has been completed. A welcome letter from JH has been sent to all newly enrolled, reminding them about planned giving (PG). Members of the PG Committee have been at coffee for several Sundays with Parish Giving Scheme (PGS) packs, a significantly increased number of parishioners have been taking packs. LS was requested to report back on PG figures & PGS packs returned.

Increasing events and venue hire of Cathedral spaces by local companies was briefly updated: We have two confirmed bookings from Suffolk Chamber of Commerce. Contact with local businesses continues, a visit from Handelsbanken went well and dates are under discussion for venue hire. JH reiterated it is essential we develop a proper strategy for engagement and build a strong portfolio of relationships with local businesses.

Work to the Deanery West Wing is scheduled for completion on time, JH will move in as planned 23rd May. The revised scheme showing a smaller en-suite bathroom in the master bedroom has now been agreed by the West Suffolk conservation officer, subject to agreement from Historic England. A date for them to visit is being agreed and will take place before Chapter next meets. If the work is approved, it will take place once JH has moved in. JH is to report to Chapter following this meeting.

JH sought Chapter's approval for a Cathedral re-ordering to take place which would include detailed costings for underfloor heating, replacement of nave flooring and glazing the West doors. As this requires a report from a quantity surveyor (QS) JH asked Chapter's approval to approach Carol Fletcher for £15,000 in QS funding.

Building relationships with the Diocese, Town, Borough and County are being focussed on with meetings and services being attended as well as monthly parish visits taking place.

8. Administrator

a) Cathedral Peer Review

A two-day intensive review will be taking place 6th and 7th November 19 by two representatives from other Cathedral which will cover the following: Mission, Governance, Compliance, Safeguarding, Leadership and Management, Financial Management, Management of Fabric and Property, Public Engagement, Communications and Impacts and Outcomes.

b) Property

- See the confidential minutes.
- SJA updated Chapter on the renewal of David Burr and Peel & Gudgin's lease renewals.

c) Recruitment

- Two people are being interviewed for the full time Verger post on 8 May 19.
- Four interviews are being held 9 May 19 for Helen Woodroffe's successor.
- We are working in conjunction with County Upper to have a joint Choral Scholar which will be advertised at the end of the month.

d) SCIE Audit

Dave Butcher and Craig Hutton are leaving however SJA advised that Dave has agreed to come in for two hours during the first day of the audit. A timetable for focus groups has been drawn up, SJA invited Chapter to attend either of the following dates: 3 July at 3pm or 4 July at 9am.

9. Canon Precentor

a) Liturgy and Music

1. Music Review Group

Minutes on Provision for Girls (JH)

Developing a new choir of girl choristers is proceeding well, research is underway to establish how other Cathedrals successfully approached achieving this. Contact is also being made to the Theatre Royal to enquire about their outreach and recruitment process. The group are next meeting 18th June 19.

2. Sabbatical arrangements May-Aug 2019

A detailed handover from Canon Philip Banks has been given to the management team outlining who all the line management responsibilities, meetings, events and administration are being covered by during the period of leave.

3. Choir Tour update (LS)

LS met with James & Katharine Thomas 3 May 19; the proposed choir tour document has been produced by LS. Funding, staffing and fees were briefly discussed, LS will follow up with James Thomas to relay Chapters advice.

b) Fabric and Property

1. Architect's Report 8 May 19

- 1.1. Anselm Room (9/1): Holding work to the eaves on the north side is underway (not yet complete), under the direction of Chapter. J C E George has stabilised the area around the former shore enough to allow safe access into the ground floor. Chapter will need to dispose of stored bench parts etc and George will need to fit a temporary ceiling lining, to allow part of the ground floor to be used as a bicycle store. The shore has been removed, being found to be decayed beyond any useful purpose.
- 1.2. Ivy is growing back especially at the south east corner and requires cutting back and poisoning. Repairs on the north side do not remove the need for regular monitoring of the fabric.
- 1.3. Cloister/Refectory doors (10/34): F A Valiant and Son Ltd have experienced further delays in automatic door mechanism fitting and in commissioning, now due 16th May 19.
- 1.4. Future nave improvements: in Canon Philip Banks' absence a small working party or Chapter representative will be needed to develop a brief.

1.5. Deanery: Cubitt Theobald Ltd are working to complete by 21 May 19.

10. Canon Pastor

a) 2020 Proposed Events Timetable

MV advised Chapter on the timetable of Cathedral events, these included:

May 2020

Bury Festival Concerts:

- Bury Bach Choir – 16 May
- Cathedral choir – 17 May
- The Sixteen – 18 May
- St Petersburg Symphony Orchestra – 20 May
- Suffolk Philharmonic Orchestra - TBC

Gathering of Benedictine monks and nuns (Anglican and Roman Catholic) - 23 May

- Joint invitation from Bishop Martin and Bishop Alan
- Rowan Williams booked
- Parishes could host a monk/nun
- Exploring monasticism
- Rule of Life and discipleship

Exhibition of Abbey manuscripts from Pembroke College, Cambridge – mid May to July

Pilgrimage and walks:

- Suffolk Walking Festival
- Pilgrimage of Song ending in Cathedral - 30 May

June 2020

Lecture in Cathedral – date TBC

Pilgrimage and walks

- Suffolk Walking Festival
- Pilgrimage via Norwich Cathedral from St Benet's Abbey in Norfolk (founded by Cnut in 1019)

Exhibition of Abbey manuscripts from Pembroke College.

July 2020

Theatre Royal production of Mystery Cycle – 18 to 25 July TBC

- Final scene in Cathedral

Exhibition of Abbey manuscripts from Pembroke.

October 2020

Suffolk Philharmonic Concert – 24 October with 2020 commission

November 2020

Production of Noyes' Fludde – 28 November TBC

- Benjamin Britten
- Lots of schools' involvement with singing and percussion

Edmund Day Finale and Spectacle of Light – 20-22 November

- First year of new tradition
- Abbey Gardens light trail (in ruins and trees)
- Light projection onto Cathedral and other buildings
- Gathering of East Anglian Dioceses - TBC

MV advised further that positive communications with the Diocese for these plans has started.

b) Embedding our Fairtrade policy

MV reiterated that as a Fairtrade organisation it is important all our food and drink products should be Fairtrade consistently. DH and MV agreed to further review options for Fairtrade wine.

c) Inclusivity update

MV reported he is looking into the inclusivity champion.

11. Any Other Business

Finance Overview

SJA fed back from the finance department that we currently have a projected £97,000 deficit of which 80K is Deanery costs and that all other budget lines are within budget or exceeding. Brief discussion was had that CS work will be imperative to support eradicating the deficit, it was also significantly noted in order to achieve this the Cathedral requires restricted money coming in from individuals as well as support from the major donor panel. The accounting results and 12-month forecast will be reviewed at the next finance meeting 13 May 19.

SA gave recognition and praise to Enterprises, who compared to this time last year (which was a record year of plus £10,000) is currently already up on the year which is extremely positive. He thanked the Shop and Pilgrims' Kitchen for their great contribution, and all of Chapter acknowledged them for this great success and the continued success of Enterprises.

Hospitality Budgeting

SJA raised a question regarding the budget line for Maundy Thursday Services food, this will go to the finance meeting to determine a budget line.

Venue Hire Guide

SJA circulated the guide for preview before going to print.

12. Next Meetings

Tues 25 June 19 at 10:30am - Chapter Room

CJ noted his apologies. DC has invited Bishop Martin to attend.

Judge Peter Beaumont attending.

Weds 17 July 19 at 10:30am - Chapter Room

August – No meeting will be held.

Weds 4 Sept 19 at 10:30am - Chapter Room

Weds 9 Oct 19 at 10:30am - Chapter Room

Anna Hughes attending from the Diocese.

Weds 13 Nov 19 at 10:30am - Chapter Room

Weds 11 Dec 19 at 10:30am - Chapter Room

(all lunches for these dates are booked with PK's)

The Dean closed the meeting with prayer: 13:00