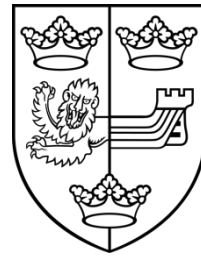


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MINUTES

Minutes of the 191st Chapter Meeting held

Tuesday 25 June 2019 at 10:30 am

Attended: The Very Reverend Joe Hawes (JH) (Chair)
The Revd Canon Matthew Vernon (MV)
Canon Tim Allen (TA)
Canon Charles Jenkin (CJ)
Stewart Alderman (SA)
Barbara Pycraft (BP)
Dominic Holmes (DH)
Michael Shallow (MS)
Liz Steele (LS)
Sarah-Jane Allison (SJA)
Sally Gaze (SG)

Present: Dominique Coshia (DC) Minute taker

1. Prayers and Welcome - The Dean opened the meeting with prayer.
2. Apologies for Absence
3. Notification of AOB
A14 logo request
The Old School Fund
Sanctuary Housing
Suffolk Pride
4. Minutes
 - a) Review the Action Points from Chapter 07/05/2019
The action points of 7 May 19 were addressed and updated.
 - b) Approve the Chapter minutes & confidential Chapter minutes from 07/05/2019
Amendments were made and the minutes were approved.
 - c) Matters arising from the Chapter minutes 07/05/2019
TA proposed a review of all our property take place to include the Clergies', Head Verger and other staff residences for us to have a true image of our property held and its potential for long-term income, allocation and best usage. JH and MV agreed with this proposal.
 - d) Receive the minutes of the Finance meeting held 13/05/19
The minutes were approved with a date amendment.

Discussions was had on the exact allocation of monies received by the Patron Scheme. JH confirmed money from the Patron scheme goes to the Foundation, which then goes into the accounts General Fund. JH also confirmed the Foundation can only give money to Chapter upon Chapters request, donations will be spent on specific objectives and projects. The Dean stated Foundation is an independent Charity.

e) Receive Finance management accounts for May 2019

The accounts were received and accepted.

f) Receive the minutes of the FOC Council 15/05/19

Christine Stokes met with the Friends 15 May 19 to advise them on the fundraising vision and strategy. MV stated that we needed to clarify and agree with Christine and Chapter about legacies.

The minutes were received and accepted.

g) Receive the minutes of the Enterprises meeting held 13/05/19

The minutes were received and accepted. SA highlighted the following positive results against last years figures:

- Shop sales are up 22%
- Pilgrims Kitchen is up 18%

Chapter commended Enterprises on their excellent results.

h) Bury & Beyond

The minutes were received and accepted.

5. Correspondence

JH received a thank you letter for Chapter from Archdeacon Rhiannon King, thanking them for their part in her recent installation service.

6. Peter Beaumont Review

10:54 am Peter Beaumont (PB) joined the meeting and was welcomed by the Dean.

JH briefed Chapter on the particulars of the review to be carried out by PB; he explained the review will incorporate four independent charities linked to the Cathedral:

- The FOCC
- The FOC
- The Foundation of St Edmund and
- The Vestey Trust

The objectives of the review are to evaluate each charity with a view to PB making recommendations.

The areas under review include but are not limited to the charities:

- Terms of Office and Governance
- Constitutions
- What relationship they have to Chapter
- Renewing of their members and Membership
- Fundraising and Functionality
- Compliance: including GDPR and House Style

PB requested the following terms to carry out the reviews:

- Written terms of reference, to include that he is responsible for reporting the findings back to Chapter
- The charities are given prior notification that they will be involved in the review
- The charities are notified what is being enquired into during the review
- A timetable is produced for the review.

Chapter agreed to PB's terms, **the SLT are to produce the requested terms for him to proceed with the review, they will also provide PB with the charity's constitutions and previous minutes of their last meetings.**

PB proposed he would invite each charity to meet with him at the Cathedral to discuss their reviews and the work he will be carrying out. Chapter agreed someone independent of each charity will minute the meetings held.

The Dean and Chapter thanked PB for his attendance and undertaking this work.

PB left the meeting 11:35 am.

7. Bishop Martin's remarks

12:20 midday Bishop Martin Seeley joined the meeting and was welcomed by the Dean.

The Bishops Objectives

The Bishop shared his Vision and Ministry with Chapter which includes three key objectives focussing on:

- Contributing to a more theological response to our culture and our public engagement,
- A commitment to serving the common good and;
- How do we engage with young people, their plight and faith?

The Bishop questioned Chapter on how we can work together to achieve his objectives. Brief discussion was had on activities already in place at the Cathedral and the potential to expand our community outreach, youth engagement and make better use of our spaces so that young people and the wider community can be better served. Particularly with a view of offering our room spaces to support community work.

DH commented that himself and Canon Philip Banks had attended the C3 Church and shared some examples of the youth work and programmes they are offering to engage with young people.

LS posed the question 'what can we offer for people and youths in crisis?' Bishop Martin suggested finding partners and professionals we can work with to offer responses to supporting vulnerable groups. He discussed youth services funding issues and the potential for us to build a partnership with the Police & Community Commissioners (PCC), in order to develop closer working relations with them and to identify areas in which we can provide building spaces for the PCC to use.

Further discussion was had on how we can use the Cathedral spaces more regularly for groups such as encouraging our Schools and King Edward VI School to attend frequently.

Safe spaces for young people and the Community

The Bishop is launching a report that will include identifying how our buildings can better service our communities. He put the question to Chapter; in what ways can the Cathedral model safe spaces for people in Suffolk to be included in activities within their communities?

Research for the Bishops report is being carried out directly with young people, to explore providing safe spaces for them to access and to identify what they would like this to look like. The feedback provided by the young people found that they would like a place to meet with their friends for a coffee, a youth club style meeting place, it also highlighted their concerns on how they would get to and from the venue to attend and access the space. The Bishop stated he will send the report to the Dean.

Appointing a Canon Theologian to the Bishops

The Bishop reported that he and Bishop Mike Harrison are looking to recruit a Canon Theologian/Bishops Chaplain to the Diocese whose role will also include supporting the Cathedral with education, formation, training and community engagement. They hope to appoint this post by December/January 2020.

Suffolk Pride

MV raised Suffolk Pride which had taken place over the weekend and noted that we had missed attending. MV asked the Bishop what we can do to support this event and be involved. The Bishop

stated that it is important to show we care about everybody and he hopes to attend the event ongoing in the future. A brief discussion was had on flying the rainbow LGBT flag at the Cathedral, it was agreed and felt by Bishop Martin that rather than flying the flag it is an important message for it to become common place that he attends Suffolk Pride and to recognise he cares for everybody.

Lay members and Honorary Canons

Brief discussion was had on the current Lay members and Honorary Canons, JH reported that we have two vacancies for Honorary Canons and multiple Lay Canon vacancies which could support both the Bishops three objectives and the Cathedral's mission. To assign more Lay Canons the Bishop recommended focussing on what we want the Cathedral to be about, then appointing people whose skills can help to contribute in these specific areas. The current list of Lay Canon vacancies will go to the College of Canons meeting 3rd July 2019. It was also confirmed by the Bishop that once a Canon reaches the end of their term, they retain their title and are known as a Canon Emeritus.

Fundraising Launch Feedback

The Bishop and Lady Clare Euston both attended and spoke at the fundraising launch party held at the Cathedral (23rd June 2019), he was very positive that their speeches showed their joint support and unity with the Dean on the new vision and strategy for the Cathedral.

Thanks & Blessing

The Dean and Chapter thanked Bishop Martin for attending and his encouraging contributions to the meeting. JH asked the Bishop if he would give Chapter his blessing, Bishop Martin blessed Chapter members and departed the meeting.

Bishop Martin left the meeting 12:13 midday.

8. The Dean
- a) Dean's Report

Increasing events and local companies using the Cathedral

- The Dean has a focus to increase events and local companies using the Cathedral and Cathedral Centre, JH asked SJA to brief Chapter on any new contacts or events booked since the last Chapter meeting.
- SJA showed a business template and stated that a meeting between herself, the fundraising consultant; Christine Stokes, DH, MV and JH will be scheduled to form a business strategy plan that can be used to approach local businesses with and increase our business events held at the Cathedral.

Planned Giving (PG)

Despite several deaths of significant givers in recent months, Planned Giving is stable but for the ambitious target set for 2019 to be achievable more members will need to be encouraged into PG. Therefore, parishioners enrolled in the new Electoral Roll but not yet in PG are to be invited to a party at the Deanery and asked to consider joining PG. Members of the PG Committee have agreed to set up a table at Sunday coffee to encourage parishioners to sign up to the Parish Giving Scheme (PGS). The significantly increased number of parishioners who have taken PGS packs but have not yet returned them are to be contacted & reminded to do so.

JH reiterated that Planned Giving is to sustain the Cathedral, the Patron Scheme is to develop the Cathedral.

Deanery West Wing

Works are now completed, and JH moved into the deanery the 23rd May as scheduled. The revised scheme showing a smaller en-suite bathroom in the master bedroom has now been agreed by both Historic England and the West Suffolk Council Conservation officer. Listed Building consent has been submitted and will be determined by August 15th.

Cathedral Measures

See confidential minutes.

b) Fundraising Feedback

The launch party was very positive and will be followed with:

- thank-you letters, signed by JH, being sent to those who signed up to the Patrons' scheme
- the Patrons' leaflet and a letter will be sent to those who couldn't attend.

JH thanked all the staff involved for their participation.

Christine Stokes has now attended and met with the following groups: an open meeting for members of the Electoral Roll, a Full Staff Meeting, The Chair and Director of The Friends of the Cathedral, the Business & Planning group, and The Abbey of St Edmund Bury Heritage Partnership.

9. Administrator

a) Cathedral Library

See confidential minutes.

b) Property

Chapter approved the application of the seal on the document for the renewal of lease for Peel & Gudgin.

c) Recruitment

- Choral Scholar for County Upper – No applications were received; the post will be re-advertised.
- Office PA & Receptionist – Kate Hibbert has been appointed and will start Monday 22nd July 2019.

d) SCIE Audit*

- A timetable has been received and distributed for their attendance
- The report will be published to our website.

e) Greene & Greene: Chancel Repair Liability 2013

Chapter is believed to have been advised to retain the asset in 2013, as per the general legal advice given at that time. The caution on the site of St Edmundsbury CEVA Primary School now means the established Pre-School occupying that area cannot be granted a lease until ownership of the site has been registered to the trustee at Land Registry.

CJ suggested investigating into the lease going ahead if it is amended to be in the name of the Diocese as opposed to the Primary School. **SJA will discuss this further with Daniel Jones; the Buildings Officer, St Edmundsbury & Ipswich.**

TA requested more information from Michael Batty at Greene & Greene to make a fully informed decision on the caution being lifted, it was agreed **SJA will invite Michael to attend Chapter in July.**

10. Canon Pastor

a) Pastoral Handbook

This has been prepared for the upcoming safeguarding audit. It brings together the various policies and practices already in place. MV advised it has been a very useful exercise highlighting areas requiring further work, for example he will be seeking advice from the SCIE auditors about pastoral record keeping. The handbook was approved by Chapter and MV was commended on its content.

b) 2020 Events Calendar

MV reported on the latest calendar updates and detailed how the events are evolving:

- Brief discussion was had on how we tie in the events with people who are related to the Abbey.
- SG will meet with MV to discuss thy kingdom come and how this can be a part of the gathering of Benedictine.
- Funding Sources – these include community partners, local businesses, Heritage funding and self-funding.

11. Any other business

A14 Logo request

An email received from Andy Walker; Head of Policy and Research at Suffolk Chamber of Commerce requested; as part of their campaign for A14 upgrades whether the Cathedral would like to have its logo and name included in a letter of 150 key businesses from across Suffolk who support asking Government for 150 million pounds.

Chapter approved the use of the Cathedral logo and name in the letter, **SJA will advise Andy Walker.**

The Old School Fund

Subject to it being possible Val Moore will continue as the Chair, **JH will schedule a meeting with Val.**

Sanctuary Housing

SJA reported a flood from the properties occupied by Sanctuary Housing, on Angel Hill, had occurred in the Hunter Gallery below (21/06/19), this resulted in the galleries carpet having to be professionally cleaned. **SJA will be looking into the Sanctuary Housing lease and advising Chapter further as to what course of action can be taken to potentially terminate the lease.**

Policy Update required

Photography & Videography was raised following the baptism of two foster children having been photographed during the service. **SJA will take this to the Operations meeting for discussion as to whether this should be incorporated into our photographic policy or part of baptism procedures.**

12. Next Meetings

- Weds 17 July 19 at 10:30am - Chapter Room
Michael Batty of Greene & Greene invited to attend.
- August – No meeting will be held.
-
- Weds 4 Sept 19 at 10:30am - Chapter Room
Jane Sheat; Diocesan Director of Education attending.
- Weds 9 Oct 19 at 10:30am - Chapter Room
Anna Hughes from the Diocese attending.
- 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: 15:06