

St Edmundsbury Cathedral



CHAPTER MINUTES

Minutes of the 193rd Chapter Meeting
Chapter Room
Wednesday 4 September 2019 at 09:30 am

Present: The Revd Canon Matthew Vernon (MV) (Chair, in the Dean's absence)
Canon Tim Allen (TA)
Sarah-Jane Allison (SJA)
The Revd Canon Philip Banks (PB)
The Venerable Sally Gaze (SG)
Dominic Holmes (DH)
The Revd Canon Charles Jenkin (CJ)
Mrs Barbara Pycraft (BP)
Elizabeth Steele (ES)

In Attendance: Anna Elliss (AE) (Minute taker)
Michael Batty (MB) (Greene & Greene)
The Revd Sarah Geileskey (SGY) (Cathedral Curate)
Michael Shallow (MS) (Chair of Finance Committee)
Jane Sheat (JS)

1. Prayers and Welcome

The Sub-Dean welcomed everyone. Prayers were said at 10 am when Jane Sheat arrived.

2. Apologies for Absence

The Very Revd Joe Hawes
Stewart Alderman

- Christine Stokes' absence was also noted. **It was agreed** that she should be invited to next month's Chapter meeting.
- The Dean's absence was noted and **it was agreed** that future Chapter Meetings should be added to the Diocesan Planner to avoid potential future clashes.

3. Conflicts of Interest

None reported.

4. Notification of AOB

- Feasibility study for all Cathedral properties
- The position of Liz Steele and Stewart Alderman in regard to Giving and Enterprises respectively going forward when their terms as Wardens come to an end
- July Accounts
- Gala Dinner in November and potential sponsorship of a Cathedral table.

5. Minutes and Reports

a) Review the Action Points from Chapter 17/07/2019

- The Actions Log was reviewed and updated.

b) Approve the Chapter minutes and Confidential Chapter minutes from 17/07/19

The minutes were amended and approved.

c) Matters Arising from the Chapter minutes 17/07/19

- **TA raised** the quality of recent minutes and the possibility of recruiting a dedicated secretary for Chapter. SJA explained that whilst some committees are minuted by volunteers, the confidential and complex nature of Chapter minutes mean they should be kept with the Dean's PA.
- The high turnover of staff in recent months was noted. DH suggested consideration being given to the general well-being and retention of staff because happy staff tend to stay in post. ES highlighted that a new member of staff has reported an improvement in their wellbeing since joining the Cathedral. **Action: SJA and DH to discuss further.**

d) Receive minutes of the Finance meeting held 16/07/19

The minutes were received and accepted.

MS provided an update on finances from July:

- All figures are positive in comparison to last year – income is up £23,000
- There has also been some reduction in costs
- The West Wing works in the Deanery have been capitalised on the advice of Lovewell Blake.
- TA asked about the cost of the refurbishment so far and the cost going forward. Philip Orchard is checking Cubitt Theobold's invoice. The process of pursuing quotes from other contractors for the ensuite works is ongoing as Cubitt Theobold's quote of £16,000 was felt to be too high. The aim is to get the work done this year subject to Chapter's approval of the quote.
- Enterprises have been strong, but some of their income has been spent on works.
- The financial position is better than in 2018 but there are still limited funds for projects. Continuing to fundraise for big projects remains important.
- It was noted that funds from the Patrons Scheme are not shown on the Cathedral figures as they are held in the Foundation of St Edmund account.

e) Receive minutes of the Communications meeting held 04/07/19

Minutes were not received.

f) Receive Enterprises update

The update was received and accepted. Stewart Alderman and colleagues were congratulated on the good work they have done.

g) Receive Health and Safety Minutes 24/07/19 & Fire Inspection Report

Health and Safety Minutes: no meetings had taken place since the last meeting.

Thanks were given to Rachel Clover and Stewart Alderman on their preparation for the Fire Inspection Report, which came out well with only a few important actions.

h) Ethical fundraising code of conduct 2019 (from Christine Stokes)

It was agreed that more clarity from Christine Stokes would be necessary before any proper feedback could be given.

i) Receive Foundation of St Edmund minutes 15/07/19

The minutes were received and accepted.

j) Receive Heritage Partnership Core Group meeting note No 42

The meeting note was received and accepted.

k) Receive Curate Briefing note – children, families and young people

The briefing note was received and accepted. SGY noted her intention to continue to keep Chapter informed in this way.

6. Correspondence

No items received.

7. Planned Giving Statistics – ES

- June's figures appear very high as a result of annual lump sum donations. These donors are being encouraged to move to Parish Giving.
- There is a steady increase in people signing up to the Parish Giving Scheme. Although some are transfers from stewardship, this is positive as the amount is often increased when moving to the Parish Giving Scheme.
- The giving box is doing well, taking over £1,000 last month. ES has prepared a report for the Diocese on behalf of Chapter to promote giving boxes elsewhere.
- Christopher Barlow and Chris Andrews will be doing a further push on the Parish Giving Scheme at services. ES is currently discussing the possibility of a banner with Sarah Friswell.
- Overall planned giving is 10% up from last year. There was concern that the Patrons' Scheme might compromise Planned Giving, but so far it seems not to have had a negative impact.

8. Sub Dean – MV

a) Dean's report

- Numbers for the Patrons' Scheme; 16 Individual patrons; 19 Joint Patrons, 2 Corporate Patrons and 2 Benefactor Patrons.
- The response has been positive, with people often including donations where they cannot commit to Patronage. Christine Stokes sees the numbers as encouraging.
- The website will soon include a 'Support Us' tab, including Volunteers, a 'donate' tab, Membership (patronage and the Friends), Legacies and 'Who We Are' (Foundation of St Edmund and the Major Donor Panel)
- The legacies page will not go live until it has been approved by Chapter
- The strapline will change to 'A thousand years of God's love in Suffolk'. This will be discussed further in the Communications meeting on 5th September.
- **It was agreed** that the most detailed information would go to the Major Donor Panel. A summary including the number of Patrons that give in other ways would be provided to Chapter. **(Action: Christine Stokes)**

b) The Beaumont Review terms of reference agreed with Judge Peter

- **Chapter approved the terms of reference with some minor amendments.**

c) Thoughts around the closure of the Cathedral Library

- BP noted a typo in the sum of money, which should read £10,000
- The Dean is sending these thoughts to people who write to him about the Library.

d) The most recent Suffolk Harvest planning notes

- Chapter was informed that Stewart Alderman is now overseeing Suffolk Harvest Festival.

- The financial need has been reduced to £3,000, £2,500 of which has already been raised. The collection should cover any shortfall.

e) A paper about the Cathedral and parishes to be used at all induction sessions for clergy new in post

- **SGY noted** that this paper is aimed at clergy but appears to refer to individuals more broadly. This may require further clarification.
- It was noted that further clarity is also required in the last sentence of paragraph 3, regarding who is available.
- **TA suggested** this should be sent to all parish clergy, not just those new in post.

f) The Dean and Chapter response to the Cathedral Measure Revisions Committee of General Synod

- Chapter agreed that this covered Chapter's views.

9. Administrator

a) Safeguarding and SCIE Audit

- There are no issues or reports at present that Chapter needs to be aware of.
- The final SCIE report is expected very soon, as our amendments have been made.
- The report suggested forming a Safeguarding sub-committee, including the Canon Pastor, the Diocesan Safeguarding Adviser, the Administrator and a member of Chapter. **It was agreed** that BP would sit on this committee bringing her experience as a magistrate and her role as Chapter Data Protection Lead.
- TA noted the report seems positive and added that the lack of direct emphasis on Safeguarding in Chapter's Vision and Strategy prepared some time ago reflected the extraordinary speed with which Safeguarding had risen to the highest priority.
- **SJA raised** the plan to have a strategic Chapter meeting every 3 months and noted this has not happened yet. The Dean has proposed that in June there should be a strategy day for Chapter. **Chapter agreed to this proposal.**

b) Sanctuary Housing/Chancel Repair Liability

- There is concern over upkeep of the flats leased to Sanctuary Housing. An inspection was carried out (although not all flats were accessible), and a report produced by Martin and Mortimer. **MB advised** that he can go through this report alongside the lease to look at responsibility and breaches, and provide recommendations, for a cost of £600.
- MB previously advised contacting the Cathedral's insurers to cover costs first. Taking action without consulting them could void any existing cover.
- **Chapter approved** the £600 fee for MB to go through the report, after finding out whether this could be covered by insurance.

Chancel Repair Liability

- Chapter is in a position of negotiating strength with the land caution on KEVI school and need to return to discussions with the Diocese. MB suggested lifting the caution with a covenant that it must remain a school site, similar to that regarding St Edmundsbury Primary School.
- **Action: SJA to call Anna Hughes to discuss how the Diocese would like to proceed.**
- **SJA asked** about the cost of adding a covenant. MB advised this would depend on the complexity. He advised finding out what the Diocese would agree to, then returning to Greene and Greene.

c) Peer Review

- SJA noted we will be the first Cathedral to undergo a peer review that was not part of the pilot. The review will look at all areas of Cathedral life other than safeguarding. Information is being gathered from all areas in preparation.
- MV noted this is the new incarnation of the Self Evaluation Framework in 2016.

d) Fundraising Update

- See 8.a).
- Concerns were expressed about the draft legacies document. **It was agreed** that further information was required before they could approve the document.
- TA noted the Legacy Plan appears to have no provision for the cultivation of supporters.
- BP asked who will deal with the pledge form and where the information would be stored – **it was agreed** that BP would communicate directly with Christine Stokes regarding Data Protection

e) Local Businesses at the Cathedral

- Planning for the Festival of Lights carol service for local businesses and charities is continuing. Proceeds will be split between the Cathedral and Gatehouse charity. Nethergate wines will provide a drink and Kall Kwik have agreed to do all the printing for free. Once leaflets have been produced DH and a group will go out to businesses, taking the new Wellbeing postcard and an information booklet produced last year. When this is re-printed a page about venue hire will be added.
- **Action: SJA will produce a summary of this work for the next Chapter Meeting.**

f) Staff Update

- The Dean's PA position will be recruited in-house rather than through an agency, in order to find the best person for the role.
- There has been a shift in the Events Manager Role. They will be called the Events and Marketing Manager and work with both Rachel Clover and Sarah Friswell. PB will be the line manager for this position and interviews will be held on 6 September.
- There were 3 new starters in September: Richard Cook (Assistant Director of Music), Matt Foster (Organ Scholar) and Mark Hawker (Vergers).

g) Data Protection - BP

- Chris Nicholls' role will pass over to Anna Elliss.
- The 'Data Protection Group' will be renamed the 'Information Protection Group'.

10. Canon Precentor

a) Sabbatical reflections

- PB expressed thanks to everyone who has enabled him to take a sabbatical.
- He shared various reflections and referred Chapter to the two papers he has written.
- PB suggested Chapter respond directly to him if they have any notes or questions; for example, considering small groups within the Cathedral community that might like to worship differently.

b) Fabric Update

- **Action: PB to forward an email to Chapter regarding a planning application for the property next door to Abbey Precincts.**
- The Fabric Update paper was received: Rachel and the Vergers were congratulated on their excellent work during PB's sabbatical.

c) Liturgy Update

- The Diocesan Choirs Festival organised by the DCMC will happen on 5 October. There is anxiety about enrolment this year and a further advertising push is about to begin.

d) Music Update

- TA expressed thanks that the Visiting Choirs over the summer had been of such high quality. **PB will pass this on to Alex Binns.**
- Two new choral scholars have been appointed: Alex Knock and Tim Hill
- Robert Bourne has been appointed as a full Lay Clerk after Tony Jolley's retirement.
- There are two candidates for Head Chorister: Logan Williams and Tudor Weyers. The Music Department would like to give them half the year each as was done a few years ago.
- **Chapter approved the appointments.** They will be installed formally on Sunday 8 September.

11. Canon Pastor

a) 2020 Heritage Fund Project Enquiries

- TA expressed approval for the idea of enabling people to attend the planned July event in the Abbey Gardens who would not otherwise be able to get there.
- ES noted that the address is incorrect on the forms. **Action: MV to raise with Richard Summers.**
- BP asked about AEC 2020. MV clarified this is a nationwide project, and we will be engaging with this as well as our own events.

12. AOB

a) Feasibility study

- ES expressed concern about entering into any new leases during this period of change. Caution was urged particularly with regard to the library.
- A full feasibility study of all Cathedral property should be carried out before continuing to plan for building projects.
- PB noted the Landlord and Tenant Act 1954 is designed to give tenants security. Break clauses in contracts are rare as they reduce the rental income. However, the library could be a different agreement that was negotiated with a potential tenant. MB noted this would reduce the rental income and limit the type of tenant.
- ES asked whether it was possible to get funding for this from the Church Commissioners.
- **Action: PB to find out what is possible, how fast it could be carried out and how expensive a feasibility study would be.**

b) Management Team

- **TA requested clarification** of the membership and purpose of the Management Team. MV and PB explained the group is purely operational and often decide that some matters should be referred to Chapter. The membership is the Dean, Matthew, Philip, SJA and Stewart Alderman (for Enterprises), with Sarah Geileskey in attendance.

c) Gala Dinner

- On 28 November a large dinner will be held in the Cathedral, championed by Lady Clare and the three hospices in the county and the Cathedral will benefit. We are being given a table which must be funded at a cost of £5000. **MV requested that Chapter consider who could be asked to sponsor this table.**

13. Dates of future meetings

- 9th October 2019
- 13th November 2019
- 11th December 2019
- 8th January 2020
- 12th February 2020
- 11th March 2020
- 22nd April 2020
- 12th May 2020 (Tuesday, 11.00 am start)
- 10th June 2020
- 15th July 2020
- 9th September 2020
- 14th October 2020
- 12th November (Thursday)
- 9th December 2020