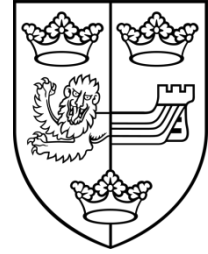


St Edmundsbury Cathedral



CHAPTER MINUTES

Minutes of the 196th Chapter Meeting
Chapter Room
Wednesday 13th November 2019 at 10:30 am

Present: The Very Revd Joe Hawes (Chair)
Stewart Alderman (SA)
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)
The Revd Canon Matthew Vernon

In Attendance: The Revd Sarah Geileskey (SGY) (Cathedral Curate)
Erin Seligman (Minute Taker)

1. Prayers and Welcome

The Dean opened the meeting with a prayer.

2. Apologies for Absence

Michael Shallow

3. Conflicts of Interest

None reported.

4. Notification of AOB

None received.

5. Correspondence

None received.

6. Minutes and Reports

a) Review the Action Points from Chapter 09/10/19

The Actions log was reviewed and updated.

b) Approve the Chapter minutes and Confidential Chapter minutes from 09/10/19

Amendments were made and the minutes were approved.

c) Matters arising from the Chapter minutes and Action Points 09/10/19

- SJA is waiting for a complete list of damages within the Sanctuary Housing Flats to be compiled before a report is forwarded to Michael Batty. An update will be submitted during the Chapter's January meeting.
- Possible methods to obtain a feasibility study for the Nave projects at little to no cost are being reviewed.

- The 2020 budget includes £8,000 for Lay Clerks
- Chapter agreed General Data Protection Regulations should be reviewed before using the Gala attendance list for other correspondence. Further discussions will continue with Christine Stokes and perhaps the Cathedral's solicitors. Two seats at the Dean's table reserved at the Gala dinner still need to be filled.
- Culford School has been approached about the potential of a choral scholar. PB will also pursue St. Benedict's and Sybil Andrews, which are closer to the Cathedral and will offer an easier commute.
- MV said funding for the 2020 events is still a work in progress.
- JH reported the Legacy leaflet was produced and released last Sunday. MV questioned how old Legacy leaflets will be replaced. **Action:** SJA and ES will appoint someone to remove all the old Legacy leaflets from area businesses.

d) Receive minutes of the Safeguarding meeting held 10/09/2019

The minutes were received.

e) Receive minutes of the Information Data Protection meeting held 15/10/2019

The minutes were received.

f) Receive minutes of the St Edmund Foundation meeting held 16/10/2019

The minutes were received.

g) Receive minutes of the Ancient Library Committee held 29/10/2019

The minutes were received.

h) Receive minutes of the Faith in Action meeting held 15/10/2019

The minutes were received.

i) Receive minutes of the Heritage Partnership meeting held 16/10/2019

The minutes were received.

7. The Dean

a) Dean's Report

- JH said he has expanded the Dean's Briefing, which will be sent out after Chapter has reviewed it. A few revisions were noted: 69 people have migrated to the Parish Giving Scheme to date and the projected 2019 surplus is £40,788. The reduction from the £53K surplus originally forecasted is due to the salary of a new chef within Pilgrim's Kitchen being left out of the budget by mistake.
- DH relayed concerns of how Chapter communicates the budgetary surplus given the Cathedral's reserves have actually been depleted due to the £103,000 capitalised for refurbishment of the Deanery's west wing. He asked the west wing project be noted before budgetary reports are released to the public.
- JH reported the Harvest Committee would have its wash up meeting today and he was pleased with how the festival turned out this year. He also thanked SA for his leadership in the absence of an events manager. The only hiccup was the folk band, which was more raucous than expected. SG said the Harvest festival was really good with lots of energy, and she can see the potential for next year.
- Chapter discussed the proliferation of County Lines Drug Dealing networks moving into the area and what the Cathedral's role could be in supporting our local youth and anti-drug programs. SG also noted whether St Edmundsbury could be a hub linking young worshippers across the Diocese who feel alone or isolated in their smaller parishes or communities. JH said this was a brilliant idea and suggested working with SGY to bring this to fruition.

b) Finance / 2020 Budget

- JH relayed how the Finance Committee worked to reduce a projected 2020 deficit from £63,000 to £15,000 – most of which are budgeted contingencies the Cathedral is not expecting to utilize.

- Refurbishment of the Cathedral Shop has been postponed for a year and SA said Jane Harrison is happy with this decision.
- SJA announced a proposal to give a 5 percent pay increase as of January 2020 as pay scales are still below market rate. **Chapter agreed.** In order to comply with new changes in employment law, SJA will ask all employees to sign new contracts of which the revised pay scale will be included. Salary increases are proposed for all staff and will be agreed at Enterprises next week for the Cathedral shop and Pilgrim's Kitchen.
- Chapter reviewed and unanimously **agreed** to accept the 2020 budget.

c) Major Donor Panel

- PB reported Philip Orchard will be consulted in regard to new flooring options in the Nave.
- JH confirmed the Major Donor Panel, which just had its first meeting, is designed to make recommendations, identify the timeline of the Nave projects and build financial support, but final decisions rest with Chapter.
- TA questioned if the first project should be new chairs in the Nave. CJ suggested a different funding source be investigated to replace the pews as a separate project altogether. JH urged Chapter to follow the advice of the Cathedral's fundraising consultant, who insists the chairs are the icing on the cake and should be addressed only after funds for the larger and significantly more expensive projects are raised. At what point, questioned MV, will the vergers be unable to move the pews anymore because they will break. PB agreed the lifespan of the deteriorating pews is unknown, but perhaps small repairs can be made in the interim.
- While he also wants the Nave projects to begin soon, JH stressed the importance of creating the correct timeline in order to ensure success. The cases for need and support have to be made first.
- BP questioned the timeline of renovations and the impact it will have on the Cathedral's operations. PB estimated the Nave projects could take between six and nine months. JH said there are still many questions to answer, including whether services will be relocated during this time.

8. The Administrator

a) Peer Review

- JH said the Peer Review was a good experience and the three reviewers were positive, inciteful and celebratory. A full report will be submitted for the Cathedral's review and amendments, but initial observations included:
 1. How can the Cathedral encourage visitors to donate, particularly during the 2020 celebrations?
 2. Should we "speculate to accumulate" and look at the overall benefits of refitting the Deanery rather than just the cost by considering raising capital from non-endowment properties which would be repaid over time?
 3. Will future Chapter members continue to have the skill levels needed to assist the Cathedral?
 4. Are all the skills a staff member may possess outside their specific job role being investigated and utilized?
- SJA said she wants Chapter to review the full Peer Review report and it will be made available to staff, but it is our choice if we post it on the website.

b) Safeguarding

- SJA said she is still waiting for a report from Karen Galloway, Diocesan Safeguarding Advisor, in regard to amending the Service Level Agreement.
- TA praised Kate Hibbert's efficiency with assisting him in the DPS process recently.

- SJA said the Cathedral will be participating in the Diocesan's Safeguarding training on 9 December.

c) **Date Protection**

- SJA confirmed the Cathedral is moving towards electronic record-keeping. Paper files are being shredded after they are scanned into the computer, but this is a lengthy process conducted as time allows.

Inspection

- SA reported a recent visit was made by the Suffolk Fire and Safety Officer. Upon a full inspection of the entire property the Cathedral received a rating of "Broadly Compliant." SA said this is the best rating we could have received and he is pleased with the report.
- However, two actions were noted by Suffolk Fire:
 1. The Cathedral Shop is not connected to the main fire alarm system. In the interim, to meet with fire standards, a smoke detector has been installed upstairs that can "talk" to the alarm below.
 2. Whoever is on duty in the Ancient Library must have a walkie-talkie on their person.
- SJA said these action items have to be added to the 2020 budget.
- JH spoke enthusiastically about the current exhibition at the Ancient Library and encouraged all to go on a tour. He has urged the Friends of the Cathedral to help ensure conservation of the books and BP said the committee was keen for such conservation to be a line item in the budget.

9. **Canon Precentor**

a) **Music / Fabric Update**

- PB said recruitment of boys and girls choristers, a girl's top line, Lay Clerks and choral scholars is underway.
- PB said the recent John Bell concert organized by Richard Hubbard went really well and a similar style may be installed for Evensong.

10. **Canon Pastor**

a) **Visitor Ministry**

- Chapter reviewed and **approved** the Visitor Ministry plan.

b) **Hope in Action**

- Chapter reviewed the Hope in Action plan and **approved** the recommendations made.
- Chapter agreed the Cathedral should look into having a representative on the Selig Suffolk Board of Trustees.
- BP raised a concern of this venture raising problems similar to those related to Sanctuary Housing. MV confirmed the Cathedral would not own or be responsible for the Hope in Action property and CJ noted Selig's positive track record.

c) **Dementia Friendly Cathedral**

- MV said he is working with Pam Pitts on turning St Edmundsbury into a dementia-friendly Cathedral, although plans are in the early stages.

d) **2020 Update**

- The 2020 launch was held at the Cathedral on Tuesday, 12th November and MV showed Chapter the accompanying brochure and logo. The brochure does not list all the 2020 events planned, but highlights those that might interest media outlets.

- Of particular note is the anticipated excitement expected within the community and media when the current tennis courts within Abbey Gardens are removed. Damien Parker is leading this project, which will conclude with the entire area being replaced with grass. The old tennis courts will most likely be decommissioned in January. Heritage Partnership is fundraising for a geophysical survey of the area as part of archaeological mapping of the burials.

11. Appointment of Archeologist

- A new archeologist needs to be appointed and the Fabric Advisory Committee is recommending Chapter advertise the position in appropriate outlets.
- The archeologist will receive £1,600 per annum and will be appointed by Chapter to serve on the FAC.
- **Chapter agreed** and the position will be advertised.

12. Confidential Items

13. Any other business

No other business discussed.

14. Future Meeting Dates

- 8th January 2020
- 12th February 2020
- 11th March 2020
- 22nd April 2020
- 12th May 2020 (Tuesday, 11:00 am start)
- 10th June – 11th June 2020 (Chapter Day / Night)
- 15th July 2020
- 9th September 2020
- 14th October 2020
- 12th November (Thursday)
- 9th December 2020

Meeting closed 14.03