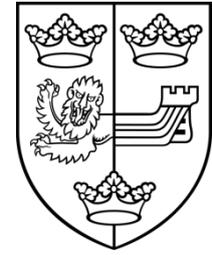


# St Edmundsbury Cathedral



## CHAPTER MINUTES

Minutes of the 197<sup>th</sup> Chapter Meeting

Chapter Room

Wednesday 11<sup>th</sup> December 2019 at 10:30 am

**Present:** The Very Revd Joe Hawes (Chair)  
Stewart Alderman (SA)  
Canon Tim Allen (TA)  
Sarah-Jane Allison (SJA)  
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)  
Christine Stokes (CS)  
Erin Seligman (Minute Taker)

### 1. Prayers and Welcome

The Dean opened the meeting with a prayer.

### 2. Apologies for Absence

The Revd Canon Philip Banks (PB)  
The Venerable Sally Gaze (SG)  
Michael Shallow (MS)

### 3. Conflicts of Interest

A potential conflict of interest was noted between discussion of uplifting the land caution at the KE VI site and the Dean's and SG's ties to the Diocese.

### 4. Notification of AOB

Lilian Robinson's report on Pilgrims' Kitchen for the Enterprises Board.

### 5. Correspondence

None received.

### 6. Fundraising

- CS presented Chapter with a copy of the Cathedral Sustainability Fund's Interim Report to be forwarded to the Church Commissioners. As noted in the report, fundraising efforts are all on track with some facets actually performing better than expected. The Patrons membership programme, in particular, has already drawn double the number of members expected at this point which is an incredible result and an indicator of success.
- A second meeting of the Major Donor Panel will be held 6 January 2020 and a list of prospective donors is in place.
- CS suggested the Cathedral also take advantage of her presence and expertise regarding capital projects, although her assistance in this area would not be an essential requirement of the Church Commissioners.
- CJ reminded Chapter to keep spirituality at the forefront as we move forward with fundraising efforts and renovations. JH said he has regular conversations with Sarah Friswell about how we can transform an experience to the Cathedral from heritage / tourism to pilgrimage / soul.
- Chapter received an update on the Legacy leaflets, which will now be mailed out at a later date.

## 7. Minutes and Reports

### a) Review the Action Points from Chapter 13/11/19

- The Actions log was reviewed and updated.

### b) Approve the Chapter minutes and Confidential Chapter minutes from 13/11/19

- Amendments were made and the minutes were approved.

### c) Matters arising from the Chapter minutes and Action Points 13/11/19

- Chapter discussed use of the Gala Dinner guest list and SJA said with regards to data protection we may need the hospice to contact guests and ask if they would like to receive further correspondence from the Cathedral. MV suggested an easier solution might be to consult with Lady Clare.

### d) Receive minutes of Friends of the Cathedral Choir meeting held 03/03/19

- The minutes were received.
- **Chapter agreed** to send Bishop Graeme Knowles a thank you letter for his assistance with the Friends of the Cathedral Choir. (*Action completed 16 December 2019*)

### e) Receive minutes of Cathedral Enterprises meeting held 18/11/19

- The minutes were received.
- SA said a picture of Pilgrims' Kitchen on the website should be changed as it still shows the former wooden doors. He will also work with Tim Vaughan, Sarah Friswell, Nikki King and Paul Hughes to complete a few other minor items that have to be addressed concerning Lilian Robinson's mini review of Pilgrims' Kitchen. ES said better signage is needed to notify the public if Pilgrims' is closed during normal operating hours.

### f) Receive minutes of the Finance meeting held 05/11/19

- The minutes were received.

### g) Receive minutes of the Communications Meeting held 05/11/19

- The minutes were received.

- With regard to the new photography policy, ES suggested all Cathedral-appointed photographers use the same camera. JH said if an official photographer is appointed during a service or event, those in attendance will be notified and asked not to take additional photos.

#### **h) Receive minutes of the Cathedral Council meeting held 12/11/19**

- The minutes were received.

### **8. The Dean**

#### **a) Dean's Report**

- Concerning the fourth bullet point on the Dean's Report, TA asked if Chapter could be informed of fundraising ideas as they develop.
- SA updated Chapter on the 2019 Christmas Fayre and noted the £21k profit, the rave reviews of Shoppers Carols, the wonderful work of all the volunteers and the Cathedral's success in offering a busy, bustling and welcoming atmosphere to all those who visited. SJA reported West Suffolk Council wants to set up its Fayre control room at the Cathedral again next year and staff are looking into a new location as the library will no longer be available. TA suggested moving market stalls into the aisles of the Nave and leave the Edmund Room and the rest of the upstairs to other uses, including the control room. SA said this will probably be met with disapproval as the Nave is for spirituality and peace, not business. **Chapter agreed** more discussion is needed on this proposal.
- JH updated Chapter on the forthcoming Beaumont Review and said he would send Chapter a copy of the starter questions forwarded to the four charities involved. (*Action completed 11/12/19*) A further update will be presented in March.

#### **b) Finance**

- ES noted a £500 drop in donations to the giving box in November. She attributed this loss to the box being covered up during the week of the Gala. She asked that, in the future, the Cathedral ensures rental fees factor in all the losses incurred during such special events, to include additional staff working hours and loss of revenue from visitors. JH asked MV to conduct a profit / loss analysis of the Gala event, while noting the number of attendees who saw the Cathedral looking spectacular on that night and may now consider this site for their own event in the future cannot be monetized. JH also said there was a learning curve in regard to the Gala and the Cathedral needs to have policies (i.e. the giving box is not to be covered or removed) firmly in place.

### **9. The Administrator**

#### **a) Peer Review**

- The Peer Review report has been received and presented to Chapter. SJA updated Chapter on the benefits of undergoing the Review, including its ability to put the Cathedral in a good place for securing funding for future projects.
- SJA presented Chapter with the Peer Review action plan which, upon their approval, will be actioned by the management team.

## **b) Safeguarding**

- The Safeguarding Privacy Notice has been tweaked and presented to Chapter. TA questioned if the policy has to be so explicit given our audience and if it may frighten some away. SJA said the template had been sent from Church House, but she would review what other cathedrals have done.

## **10. Canon Precentor**

### **a) Music / Fabric Update**

- JH noted the time change of morning prayer and suggested hosting a breakfast at Pilgrim's Kitchen in January with people who attend this service to gain feedback of this trial.
- Chapter discussed Evensong and ways to develop this service to attract a wider audience.
- JH reported renovations to the Deanery's en-suite will be completed by Friday.
- The Choral Scholar candidate selected by the Cathedral has withdrawn and a new search will commence. A scheme in which the Cathedral's organ scholar shares duties with KE VI continues and other schools have been invited to participate or are considering joining the scheme.
- JH congratulated Richard Cook for his many accomplishments of late, including the positive feedback the girls choristers received for their singing at the Family Service on Sunday.

## **11. Canon Pastor**

### **a) Library Update**

- Chapter received an update on the Modern Library. **Chapter agreed** to send a thank you letter to Margaret Hartley for managing the closure of the library and dispersal of books. TA noted the unexpected positive outcomes of the closure, including the wider use of the collection, a new use of the space and the relocation of library volunteers to areas that allow them to interact with more visitors.

### **b) 2020 Update**

- MV updated Chapter on the 2020 events. He is receiving responses for the Benedictine gathering in May and some regrets. JH said he wants an impressive crowd at this event and Chapter discussed incorporating schoolchildren into the procession if the turnout is not as great as we had hoped.
- JH questioned if monies to promote the 2020 celebratory events could be secured through the Association of English Cathedrals. MV said publicity is already being provided through Bury St Edmunds and Beyond. BBC Radio Suffolk has also expressed interest in partnering with the Abbey 1000.

## **12. Confidential Items**

## **13. Any other business**

No other business discussed.

#### **14. Future Meeting Dates**

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

**Meeting closed at 1:45.**