

# St Edmundsbury Cathedral



## CHAPTER MINUTES

Minutes of the 199<sup>th</sup> Chapter Meeting  
Chapter Room  
Wednesday 12<sup>th</sup> February 2020 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)  
Mrs Barbara Pycraft (BP)  
The Revd Michael Robinson (MR)  
Elizabeth Steele (ES)  
The Revd Canon Matthew Vernon

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

### 1. Prayers and Welcome

The Dean opened the meeting with a prayer.

### 2. Apologies for Absence

Michael Shallow (MS)

### 3. Conflicts of Interest

- Potential conflicts of interest were noted between the Dean's, SG's and MR's ties to the Diocese and discussions of uplifting the Chancel Repair Liability and potential sale of the St. James School site.
- MR noted receipt of a Conflict of Interest Form.

### 4. Notification of AOB

- Chancel Repair Liability (Dean)
- Tours and Enterprises (BP)

## 5. Correspondence

- Chapter received a letter from Bishop Martin dated 7 January 2020 acknowledging MR will succeed the Revd Canon Charles Jenkin as a clerical member of Chapter. This appointment is for three years.

## 6. Minutes and Reports

### a) Review the Action Points from Chapter 08/01/2019

- The Actions log was reviewed and updated.

### b) Approve the Chapter minutes and Confidential Chapter minutes from 08/01/2019

- Amendments were made and the minutes were approved.

### c) Matters arising from the Chapter minutes and Action Points 08/01/2019

- Given the increasing need for legal advice of late, **Chapter agreed** it may be beneficial to have solicitor Michael Batty regularly attend Chapter meetings as he did in the past.
- The Dean said three candidates will be interviewed for the position of St Edmundsbury Archaeologist on 19<sup>th</sup> February 2020.
- The Dean said a member of staff will assist in the collating of Peter Beaumont's review of the four charities supporting the work of the Cathedral. *(Now scheduled for 20<sup>th</sup> March.)*
- Plans for Abbey House have been received.
- Regarding an effort to acquire the Gala guest list, the Dean said conversations with Christine Stokes (CS) determined data protection laws need to be followed. A meeting for further discussion between MV, CS and BP was considered. MV also suggested the Cathedral avoid asking Gala organizers to contact the guests on our behalf and instead remain mindful of those names where appropriate in future conversations or events.
- PB said the September 2019 changes to Morning Prayer have been discussed at Management Meeting, but a wider conversation is needed to obtain more feedback. **Action:** PB will present a short paper at the next Chapter meeting outlining the effects of recent changes and options for the service. He noted that the new time change has affected vergers' hours and rotas.

### d) Review minutes of Safeguarding Sub-Committee meeting held 23/01/2020

- SJA presented Chapter with the SCIE Audit Action Plan and said she is content with the Committee's progress to date.
- The basement appears to be an optimal meeting space for the Youth Group, but efforts are being made to ensure the area abides by Health and Safety guidelines.

### e) Review minutes of Enterprises Board meeting held 20/01/2020

### f) Review minutes of Communication meeting held 15/01/2020

- TA said he agrees with the Dean's directive to place an A-frame outside the Cathedral.

### g) Review minutes of Finance Committee meeting held 21/01/2020

## 7. Cathedral Curate

- At SGY's invitation, Discovery Centre Manager Kim Judge joined the Chapter meeting at 11:20 am.
- SGY presented a discussion paper, *Children, Families & Young People (CFYP)*, to Chapter and discussed her proposed strategy to attract younger and more diverse worshipers, develop new connections, broaden existing relationships, and help young families navigate the Cathedral's complex network. She stressed the importance of not just creating a space for this group, which reinforces they are "outsiders," but incorporate these families into all aspects of the Cathedral. She asked the disruption and inconvenience that will certainly come with such inclusion be welcomed.
- SGY presented the challenges to this effort, including financial hurdles, limited resources and scattered and significant overlap of data collection. The Cathedral also lacks a structure to comfortably guide the religiously uninformed from social activities to worship. Some existing resources, including Messy Church, are great but do not meet enough.
- SGY suggested a new coordinator role be developed. SG acknowledged her interest in this role, noting the question of how to develop closeness and space for not only children, but those with physical disabilities or learning delays, is an issue she faces often. As a fairly new member of Chapter, SG also said this role might help her find her distinctive place and help create that link between the Cathedral and the community. SGY also seeks administrative support for KJ.
- SGY and KJ said they would be in favour of incorporating Diddy Disciples (a worship and storytelling resource for young children) and acknowledged its success at other Cathedrals and in the U.S. KJ assured Chapter that worship would not be "dumbed down" if this programme was incorporated but would help bridge current gaps and allow for a more integrated and streamlined curriculum. PB also asked worship not be simplified and questioned how we maintain the peace and beauty of this space and still attract young families.
- SGY and KJ discussed incorporating Inspire Classrooms (a toolkit offering lesson plans and resources for a curriculum day of learning within local parishes) at the Cathedral, although more investigation is needed on how it will work here. KJ said this could tie into the Cathedral's music programme and Richard Cook's visits to area schools.
- The Dean noted Chapter's excitement with this CFYP challenge and requested this be a standard agenda item. **Action:** SGY will prepare a detailed action plan to the CFYP paper and forward the report to the Diocese.

## 8. The Dean

### a) Dean's Report

- The Dean's Briefing for February was presented to Chapter.
- The Dean provided an update on the St James School site and noted he has made it clear Chapter will not approve a sale agreement unless a portion of the proceeds were invested in a local VA school.

## **b) Finance**

- Chapter reviewed the Period to 31 January 2020 accounting results. **Action:** SJA said she would ask Andy Thompson why the forecasted administration costs are already adrift this early in the year.
- SA noted the upcoming six weeks of road works at Angel Hill and the impact this might have on service attendance, the Cathedral Shop and Pilgrims' Kitchen. PB suggested "Open as Usual" signage be posted. ES noted the importance of ensuring a passageway will be established if the street is completely closed to allow pedestrians to cross to the Cathedral grounds.
- The Dean, PB and SJA had met with Tim Vaughan, Events and Marketing Manager (TV), and agreed on a list of priorities to concentrate on.
- ES said figures for Parish Giving are matching expectations and efforts are being made to maintain those numbers. An action plan is in place and includes hanging a banner and setting up a table where people can talk confidentially about the Parish Giving scheme. Chapter discussed the scheduling of events for scheme members, including the possibility of a refresher course in March and a garden party in June.
- ES updated Chapter on the electronic giving boxes and said a new handheld device will arrive soon. The Dean suggested the reintroduction of Giving Cards, which are used by other churches and help collectors identify those enrolled in the scheme. Giving Cards also allow scheme members to still place something in the plate and avoid any "disappointing glares." SA asked if these cards could be laminated this time. Clergy can also mention the Giving Cards and scheme during Sunday services as an option for those who may have no cash on hand.

## **c) Cathedral Dashboard**

- Chapter acknowledged their disappointment of the Cathedral Dashboard report, citing the need for figures from other Cathedrals for comparison. **Action:** SA and PB will speak with Rachel Clover about retrieving comparison figures and will submit an updated report at a future Chapter meeting.

## **d) Draft Cathedral Measure**

- The Dean provided an update on the Draft Cathedral Measure and Chapter discussed the division of executive and nonexecutive Chapter members and the implications of changing how many members the Bishop can appoint and who those appointees can be.

## **e) Eastern Cathedral Conference**

- Chapter discussed what they learned from the Eastern Cathedral Conference in Peterborough 5<sup>th</sup> February.
- MV said a number of people at the Eastern Cathedral Conference were acknowledging the success of Pilgrims' Kitchen and requesting the contact information of Nikki King, Chef Manager.

## 9. The Administrator

### a) Policies and Safeguarding

- SJA said a new Mobile Device Policy (No. 23) will be presented to Chapter in March.
- **Chapter approved** the Security Agreement, which will now be for employees only. A simpler version will be written for volunteers.
- **Chapter approved** the Safeguarding Privacy Notice.
- The Dean applauded SJA for going above and beyond in updating the Cathedral's Policies and Index.

### b) Peer Review

- SJA said a draft of the Peer Review was presented at the Ops Meeting and action items were discussed. The Peer Review will return to Ops for further review before staff members are assigned action items and timelines are agreed upon.

## 10. Canon Precentor

### a) Liturgy Update

- PB reported on the installation of Canons at Candlemas.
- The Taizé service was rescheduled to the 23<sup>rd</sup> February owing to stormy weather the week before.
- Two Choral Communion services – one Catholic and one Anglican – will be held during the Benedictine weekend in May.

### b) Fabric Update

- PB reported on ongoing IT issues and the difficulty of having the Shop and PK's under a different contract. **It was agreed** that all systems will now come under one provider. Many of these issues relate to the use of an old operating system and updates to this system should alleviate some of the IT problems.
- PB said a refit of the Cathedral Shop is scheduled for January 2021. Although the Enterprises Board is working within the budget plan, PB noted decisions will have to be made as to how far work should be extended to repair wiring, structural damage and damp issues uncovered during the refit.
- All the Nave flooring repairs in the current phase have been completed.

### c) Music

- Handel's Messiah will not be held at the Cathedral this year as the Apex has already scheduled a similar event at the same time. For 2021, the Apex is considering moving their Messiah to the Cathedral.
- Chapter discussed an effort to book a performance by the British musical ensemble, Mediaeval Baebs. Due to the group's popularity, TV is suggesting procedures be altered so the Cathedral will instead pay the group a flat fee upfront and retain all ticket sales. According to

PB, TV is confident the Cathedral will make more money this way. The Management Team's recommendation is to do this as a good test to see if this new financial arrangement works, although SJA said we must review our ticket provider. The Dean noted if sales could be moved in house, we could capture personal data as well.

- PB discussed the uniqueness of the Norman Tower in Bury St Edmunds as a training site. Practice nights will be moved to Thursdays beginning 7<sup>th</sup> May 2020, which should help attract bell ringers from other towns.

## 11. Canon Pastor

### a) 2020 Update

- MV announced both Cardinal Vincent Nichols and the Archbishop of York designate Stephen Cottrell will participate in services during the Benedictine weekend in May.
- The Heritage Fund's application to the National Lottery Heritage Fund for a grant to help pay for 2020 events has been approved. Other funding will come from the Cathedral's share of the Gala profits.
- Ancient Abbey manuscripts will be on exhibit this summer.
- Details are being finalized for the Diocesan Celebration on the 19<sup>th</sup> July.

## 12. Confidential Items

- Chapter adjourned to confidential chambers at 1:40 pm.

## 13. Any other business

- As requested by the Diocese and bearing in mind the legal advice given by Michael Batty in his email of 8<sup>th</sup> January [paragraph 10] **Chapter unanimously agreed** to cancel its Chancel Repair Liability Registration in relation to St Edmundsbury CEVAP School.
- BP asked if tours could start and end in the Cathedral Shop, which would solve problems related to the guidebooks and may also boost sales. SA said the Enterprises Board would not have a problem with this change, but the decision really relies with others. (*Guides have since agreed to begin tours in the Cathedral Shop.*)
- DH asked if next month's meeting might include a cake to celebrate Chapter's 200<sup>th</sup> meeting. **Chapter agreed.**

## 14. Future Meeting Dates

- 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 2:20.**