

**Minutes of the Forum meeting held on Wednesday 12 February 2020**

1. **Present:** Canon Matthew Vernon (Chair) Very Rev Joe Hawes Sarah-Jane Allison Tim Allen Catriona Brinkley Judy Broadway Canon Cedric Catton Rachel Clover Susan Cockram David Eaton Gray Elkin Paul Elkin Margaret Ellis Rev Sarah Geileskey Charles Hamel-Cooke Geoffrey House James Knowles Jane Leung Louise Martin Valerie Moore Jane Movley Barbara Pycraft Pam Pitts Susie Sloane Oscar Soons Shirley Warrington Doreen Young
2. **Welcome** Matthew opened the meeting with a reading from the Gospel of Matthew 25 and a prayer.
3. **Apologies** received: Stewart Alderman Canon Chris Andrews Margaret Bond David Brown Keith Elliott Leslie Olive Canon Philip Banks Terry Stark Liz Steele James Thomas
4. **The Minutes** of 12 November 2019 were signed after changing Louisa to read Louise Stewart in item 5.
5. **Matters arising** – Hope into Action – Caroline Baker had agreed to cover the finance and marketing aspects of the Hope into Action (HinA) project; Jan Simmons would work on Cathedral community support. The FiA group would help guide the progress. The Ipswich Hope into Action (IHiA) Service Level Agreement which would form the basis of the agreement between the Cathedral and IhIA, had been received and reviewed with FiA group. Most questions would be resolved with IHiA but some, related to the involvement of Cathedral staff or volunteers, needed further work. Funding, particularly related to costs of running the house and supporting the volunteers, could be a challenge. The group was positive in its support for the project, but recognized that greater clarity was required before a plan could be put to the Dean and Chapter.
6. **Dean’s report** - Joe updated the meeting on the Cathedral’s Working Group. He was pleased to report that there are a series of initiatives which show how outwardly focused we are at the Cathedral. Hope into Action and also Suffolk for Young People (S4YP). The Cathedral’s Measure is making steady progress through General Synod to ensure that all Cathedral’s function well and their governance is reviewed. If the Measure is agreed Cathedrals will be required to be registered as Charities from 2023. This will highlight an effective power shift from the Bishops to the Charity Commission. There will be a resulting change of makeup of Chapter to a majority of non-executive members. In the future the Cathedral may look to appoint members of Chapter to fill skills gap rather than from the APCM membership. We will also be invited to think again in the future as to whether we remain as a Parish Church Cathedral.

Joe then reported on his 5 a-day

**Finance:** On track. Ended the year well – especially Enterprises department. We are budgeted to break even this year. Joe has met with Matthew and Richard Summers regarding the Abbey of St Edmund Heritage Partnership. The Cathedral is part of the whole site and that impacts fundraising.

Peter Beaumont has completed his review and is now writing a report for the July Chapter meeting.

**Buildings:**. The Peer Review highlighted that they thought we were lacking in creativity. In particular how are we going to take the Deanery forward ? Chapter is looking at the possibility of a loan to finish off the project so that income can be generated sooner from the rental of the West Wing.

**Diocesan Relationships** – Sally Gaze (Archdeacon for Rural Ministry) and Michael Robinson (Canon Theologian) recently attended their first Chapter meeting. Canon Mark Haworth of North Bury Team is leaving. Chris Griffiths from Horringer is also moving on. Thingoe Deanery will therefore be thin on the ground for a time and may need additional support from the Cathedral Clergy.

**Ministry with Families and Young People** - Sarah Geileskey reported that her information gathering began with the meeting with Forum in 2019 where we shared ideas. Sarah had then presented to Chapter earlier today not exactly a road map but what could we look like in the future? She suggested that Young People should be a part of what we are as a family, living with the interruptions. Mary Hawes, the National Children’s Advisor, recently took a learning walk through the Cathedral and she saw how light and clean the Cathedral was but felt there was no evidence of children or young people in our Cathedral. It was suggested we need to make more connections and be more visible. We need to take more attention to the cross over points where children come into the Cathedral. A learning officer may be needed to integrate these areas. Immediate suggestions were made to Chapter for changes for Heritage visitors eg introduction of backpacks. However the Integration of Young People into existing worship patterns may take a bit longer.

**Music and Worship –** James Thomas had been signed off work for another 4 weeks. Richard Cook is covering his work. There was a Sing Up workshop at Hardwick School. We are still looking at a Girl’s Front Row and introducing more lay clerks.

1. **Open Forum -** Tim Allen mentioned about the lack of clergy in neighbouring parishes. He asked was it feasible that Cathedral Clergy ‘should’ only be away for one Sunday a month? There needs to be a balance of availability of clergy for the congregation. This is part of a larger problem in the Diocese. The Pew leaflet detailing where Cathedral Clergy are preaching on Sunday is helpful here. One point of view expressed re ‘Enlarging the Kingdom’ – if Cathedral Clergy are supporting smaller parishes we may not be enlarging the Kingdom as opposed to preaching to large numbers in a cathedral. The growth in lay ministry is being planned in the Diocese but this will take some time to improve clergy coverage.

Barbara Pycraft had attended a safeguarding meeting which encouraged the attendance at Evensong and Matins to be made more available as a calming medicine. Sarah-Jane suggested taking the existing Cathedral Well-being postcards to GP surgeries. It was noted that we may need to be sensitive with this approach. The National Evensong project was mentioned.

Pam Pitts mentioned that the noticeboard at the front of the Cathedral has been removed – it was rotten and is being repaired and will shortly be returned.

1. **Presentation on Protection of Personal Data –** Barbara Pycraft the Chapter lead on personal data presented a slideshow. We should concentrate on the need for caution with email addresses that volunteers hold. Do we have a legitimate interest in keeping personal details? How long do we keep data for? Be careful when taking photographs that we do not include children in them and if you do photograph adults we should ask for their permission. We should be cautious in using social media. Advised to always use Blind Carbon Copy (BCC) when sending emails. If BCC has not been used then we must think before replying to All. As volunteers we must be cautious in our conversations. We have a joint responsibility for the greater good of the Cathedral. A talk is being held on Friday 27th March 2pm – how to protect yourself against scams. All advised to attend if interested.
2. **Christian Unity Week –** Pam reported from Churches Together that numbers were up at the services held during the week. Some members of the St Edmundsbury Singers joined with St Mary’s ladies choir for the Unity Service
3. **20/20 Update –** Matthew mentioned the dates for 2020 events had already been sent out to members for them to note.

**£1000 for 1000 years –** this is acharity push for any charity but we are highlighting three hospices. (St Elizabeth, St Nicholas and EACH). Matthew suggested that donations are made directly to the charity rather than via the Cathedral. We were asked to come up with fund raising ideas – for example, John Saunders is organizing a quiz night at St Edmund’s Church to raise money for the charities. A bucket collection on Sundays was suggested.

1. **Precentor’s report -** Joe reported in Philip’s absence thatthe flooring in the Nave had been completed as had the guttering. The St James’s School site was to be sold, the money raised can only be spent on Education. Joe is pushing for some of the money to go to St Edmundsbury Primary School.
2. **Finance –** Sarah-Jane Allison gave out handouts after the meeting. She reported that the forecast to end the year with a £35000 deficit, would in fact for accountancy reasons, show an end of year £91,500 surplus. Investment expenditure projects such as the West Wing refurbishment and the Pilgrim’s Kitchen glass doors were capitalized over ten years. Our Cash reserves have therefore gone down. The Church Commissioners gave us £178000 instead of £170000 owing to money required for our new Dean’s training. Cathedral giving has increased as has the number of visitors which saw an increase in income, the Lego model of the Wolf has not sold well. Money was saved in the Discovery Centre owing to the retirement of Helen Woodroffe. Staff costs were underspent owing to vacancies.
3. **Giving Group and Planned Giving update** – the TAP machine is going well. Giving is also going well but could always be improved.
4. **Administrator’s Report** – Sarah-Jane reported that Simon Puttock from the shop retires shortly but Rachel Yelland will replace him. The Safeguarding action plan is on the website for information.

The Peer Review held was with key staff not members of the congregation – they gave advice and support where we can improve. Chapter and the management team are looking at where we can make improvements. Eg welcoming and signage.

1. **AOB –**. No items raised.

The meeting closed at 9 pm. Louise Martin/February 2020

**Forum dates 2020**: Wednesday 17 June

 APCM Thursday 23 April - Edmund Room

Unless otherwise indicated all meetings are held in Pilgrim’s Kitchen at 7pm