

# St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



## CHAPTER MEETING Minutes of the 177<sup>th</sup> meeting of the Chapter Chapter Room, Wednesday 7<sup>th</sup> February 2018, at 10.30 a.m.

Attended: The Right Reverend Graeme Knowles (GK) (Chair)  
The Revd Canon Matthew Vernon (MV)  
Mr Stewart Alderman (SA)  
Mr Tim Allen (TA)  
The Revd Canon Philip Banks (PB)  
The Revd Canon Charles Jenkin (CJ)  
Mrs Barbara Pycraft (BP)  
Mrs Elizabeth Steele (ES)  
Mr Michael Shallow (MS)

Present: Ms Sarah-Jane Allison (SJA)  
Mrs Lindsay James (LJ) (Minute taker)

### 1. Welcome and Prayers

### 2. Apologies for Absence

Dominic Holmes

### 3. Notification of AOB

Grievance Procedure

### 4. Minutes of Previous meetings

- a. To approve the minutes of the Chapter meeting held 17<sup>th</sup> January 2018  
Following some minor corrections, the minutes were accepted as a final and accurate record of the meeting.
- b. Matters arising from the minutes of the meeting held 17<sup>th</sup> January 2018  
BP queried point 11.a.iii., Organ Scholar and Musician in Residence. She asked whether the Cathedral had agreed to a one-year or two-year scheme. PB said that he was in negotiations with Kind Edward VI School regarding the scholar and the length of their internship.
- c. Action Points from 17<sup>th</sup> January 2018 were reviewed and amended as necessary, with completed items being removed.
- d. Chapter received the minutes of the Health and Safety meeting held 23<sup>rd</sup> January 2018
  - i. All workstations have been assessed. The Dean's office furniture and workstation needed to be reviewed.
  - ii. It was suggested that some staff, volunteers and visitors may be unaware of what the fire alarm sounded like. SJA said that she would add a review of the fire alarm and tests onto the next H&S meeting agenda.
- e. Chapter received the minutes and action plan from the Communications Group meeting held 07<sup>th</sup> December 2017  
SJA and LJ had put together a RACI form showing projects and key issues that were discussed during a group brainstorming session. SJA asked Chapter their views before it was presented to the Comms Group. The only point raised was the proposed 'Chapter Buddy' scheme. Members felt it was the line managers responsibility to mentor/inform staff, and that it should be included in the individual's performance review under their Personal Development Plan.
- f. Chapter received the minutes from the Enterprises Committee meeting held 22<sup>nd</sup> January 2018  
Enterprises have accumulated £132k since their formation. Chapter agreed to move £100k from the Enterprises fund into the Cathedral Fund.
- g. Matters arising – Vision and Strategy  
MV tabled a Vision and Strategy spreadsheet form and highlighted changes made to the 'Timescales' column, which will now be titled 'Progress'. Members agreed it would be satisfactory for adjustments to be made over time, and brought to Chapter for approval whenever necessary.

## **5. Correspondence**

SJA received a letter from Michael Batty, Green & Green. The letter gave a comprehensive list of set fees charged for Green & Green's services. Chapter agreed that it would be sensible for MB to continue supporting Chapter, and only attend meetings when asked to do so.

## **6. Finance Report**

Finance report not available due to Chapter meeting early in the month.

## **7. Enterprises Report**

### **a. CAFA Away day (SA)**

SA and PB attended a CAFA conference on 30<sup>th</sup> January 2018. SA will disseminate a report and bring it to the next Chapter meeting.

## **8. The Acting Dean**

### **a. The Working Party**

GK asked Chapter to discuss the Cathedrals Working Group Draft Report to get a general view of Members thoughts. Several points from the report were deliberated, with Members underlining the strengths and weaknesses of the report. GK, CJ and TA volunteered to meet and write a response on behalf of Chapter, taking all points raised from this meeting into consideration. GK told members that it was fundamental for them to complete their personal responses.

### **b. Statistics Paper**

GK provided Chapter with Cathedral Statistics - January to December 2017.

### **c. DPG Terms of Reference**

GK asked members if they were content with the Data Protection Group's TORs; Chapter approved them. Chapter were informed that the CCTV monitors covering the Treasury were to be moved into the Private Vestry, to comply with GDPR. Concerns were raised at the DPG meeting by Chris Nichols with regards to the camera observing the Cathedral car park. Chapter agreed that there was a legitimate reason for the camera to remain.

## **9. Administrator**

### **a. Policies**

SJA told Members that existing policies needed updating and amending, Safeguarding and Grievance and Disciplinary were two policies on SJA's list to look at. GK asked for 'Policies' to become a standard item on the agenda at future Chapter meetings.

## **10. Canon Precentor**

### **a. St Edmundsbury Primary School**

#### **i. Land ownership**

The Custodian Trustee individuals are presumed to have died, with no evidence of appointing successor trustees. The school's land ownership has therefore been in limbo for some years and needs Custodian trustees to execute any agreements that are in relation to the school site. Chapter unanimously agreed to option 'C' from the Legal Advice section of the Briefing Paper provided by PB: 'The managing Trustee appoints the Diocesan Board of Finance as the Custodian and Managing Trustee, and retains the Managing role'.

### **b. Fabric**

#### **i. The Deanery**

The pre-planning consultation meeting with SEBC is on Tuesday 13th February 2018. PB will report back to Chapter on progress.

#### **ii. Monthly report by the Cathedral Architect**

Paul Bedford had provided PB with advice for lease terms and valuations for the lease renewals at Abbey House (both tenancies, Peel & Gudgin and David Burr, come up for renewal this summer). PB will report back with recommendations to Chapter in due course.

### **c. Liturgy**

#### **i. Norman Tower**

PB had chaired the Norman Tower Bell Ringers AGM where it had been agreed that that Julian Coleman was to be Tower Captain.

#### **ii. Cathedral Choir**

Chapter agreed that Jamie Sparkes was to be the next Deputy Head Chorister.

## **11. Canon Pastor**

### **a. Foundation of St Edmund**

MV provided Chapter with a draft wish list for potential donors. He asked members to highlight any improvements or omissions. ES suggested adding 'Youth' to Mission and Ministry, and MS reiterated that Property was a very important area to focus on.

### **b. Heritage Partnership**

MV asked Chapter how it would be best to report back from the Heritage Partnership. It was agreed for Chapter to receive the minutes of the group along with all other committees and groups. GK said that this would save MV to provide Chapter with summary reports from the meetings.

### **c. Junior Church and Cathedral Teenagers**

The Junior Church leaders met on Sunday 4<sup>th</sup> February to discuss the decline in numbers of children and the future of Junior Church. A positive aspect from the meeting was the number of leaders and children that attended. MV will report back at the next meeting.

### **d. Presentations to Chapter from Department Leaders**

MV, PB and SJA had been looking at Presentations to Chapter by Areas of Work Leads at the last Ops meeting. It was agreed that Chapter guidance was needed on what the focus of presentations should be, and how often they should occur. Members acknowledged that Areas of Work Leads needed to be given guidance and a concise brief before they are asked for a presentation. SJA mentioned that staff wanted feedback from Chapter and that they were keen to know what Chapters thoughts and ideas were. It was suggested that 'Presentations' be added to the Chapter agenda each month.

## **12. 2018 meeting dates**

21<sup>st</sup> March

18<sup>th</sup> April

16<sup>th</sup> May

20<sup>th</sup> June

18<sup>th</sup> July

05<sup>th</sup> September

17<sup>th</sup> October

14<sup>th</sup> November

12<sup>th</sup> December

10:30 am Chapter Room

With there being no further business GK closed the meeting at 13:05