

St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



Minutes of the Forum meeting held on Thursday 15 November 2018

- Present:** Canon Matthew Vernon (Chair) Canon Philip Banks Tim Allen Canon Chris Andrews David Brown Susan Cockram Gray Elkin Paul Elkin Margaret Ellis Sherril Furnell Charles Hamel-Cooke Geoffrey House Pam Pitts James Knowles Louise Martin Leslie Olive Barbara Pycraft Susie Sloane Liz Steele Shirley Warrington Doreen Young
- Apologies** received: Very Rev Joe Hawes Stewart Alderman Sarah-Jane Allison Catriona Brinkley Judy Broadway Canon Cedric Catton Rachel Clover David Eaton Keith Elliott Richard Franklin Jane Leung Valerie Moore
- The Minutes** of 25 September were signed as a correct record having noted that Jane Leung was not present at the last meeting.
- Matters arising** – Timing of Forum – Forum members had been canvassed and out of 20 responses, the majority of 11 were in favour of a 7pm start. It was therefore agreed that the next and subsequent meetings will start at 7pm. Santiago – it had been decided not to have a Christmas edition as this buys some time for a rethink. Hannah Ratcliffe, Joe and Sarah Jane will meet in late November to look at options. The whole communication piece will be looked at. Charles shared a magazine of archived material from another Church as an example of the importance of written records.

Judy had requested the Melody Line for unfamiliar hymns in the service sheet – Philip agreed it would be looked at.

- Dean's report** – Matthew reported that Joe was away in East London at The Royal Foundation of St Katharine Conference Centre – on a Training for New Deans course. The themes of the course include: What is a Dean for? The Association of English Cathedrals, Financial Management Training, strengthening links with the Diocese – it was noted that these show strong links to Joe's top 5 priorities. Congratulations and praise to those who made WW1 commemorations happen. Joe was proud to be Dean of a Cathedral where events of such quality occurred.

Joe thanked everyone for making the Deanery parties happen – particularly Liz Steele and the Vergers. Nearly 300 people came. There was a good buzz. Joe is keen that the central space in the Deanery will be used for community events.

As Chapter reviews the use of Cathedral properties, the Cathedral Library in Abbey House is an area of concern for Chapter because of the level of use versus cost of maintenance, and it is not a good use for the books as they are not being borrowed. This will be looked at with Margaret Hartley the Cathedral Librarian.

- Intercessions at the Cathedral** – a proposal was given for consideration in the pre circulated Forum Notes. 3 lists were proposed, Acute, Chronic and a Supplementary Prayer List. Access to the lists would be made available via the vergers. After some discussion it was re-iterated that Death Anniversary dates are shared at services. It is good that names are read out on Sundays. Names should be clearly enunciated and use the whole name (where given) for clarity. It was noted the lists are very long at Morning Eucharist. All agreed to give it a try. This change will need communicating well before being implemented.

7. **Christmas Fair** – Geoffrey House mentioned the shortage of raffle ticket sellers and more tombola prizes are needed to cover the three days of the Fair eg bottles!! Cakes may be short this year – please contact Lorna Brook. Jewellery items may need to be valued – does anyone know of someone who can be contacted? More Stewards are also required. It was advised that Mercy is dealing with the signage.
8. **Finance** – Matthew reported on a Chapter Budget sheet (corrected) and handed out to all. It was noted that, after the ebb and flow of this year, the total result line was coming out close to budget. Visitor numbers are difficult to predict, so the income deficit in this area is a disappointment, but Pilgrim’s Kitchen is having a good year and the plans for altering the Deanery have not occurred in this financial year. There was a query over the difference on the Gallery figures, which was explained by the tenancy being taken on later than anticipated and some rates had to be paid by the Cathedral. Liz noted the Giving Box had been counted in the Cathedral community area (rather than Visitors). Next year it will have a separate budget item. This equated to a £6k budget difference.

The 2019 budget is getting close to break even. The £38k spend on the deanery is investing for the future – and in reality the actual deficit for next year will be £18k.

9. **Giving Group and Planned Giving update** - Liz Steele – 300 people came to the deanery parties. Parish giving folders were available and please can they be returned (completed) if they have been forgotten? Folders were made available at the meeting. An update to the pack will be made by Joe and bands of giving will be detailed. Budget of £138,000 a year – aiming for £150,000 in 2019. There are 190-199 regular givers. Christopher Barlow is planning to contact people if they have not been active lately. He will also make contact regarding refreshed Gift Aid forms. No new giving figures have yet been received as a result of the Deanery parties.

The Cathedral has a burn time of 12 weeks cash balance if all income stopped, this is an improvement on recent years thanks to a transfer of cash from Cathedral Enterprises. Question on nearly £6k discrepancy on Clergy and Liturgy – (weddings, funerals, special services, heating and lighting, travel and expenses, diocesan hospitality) MV to come back at next meeting with a definitive answer.

10. **Administrator’s Report** – with Sarah-Jane absent due to sickness, Matthew reported that there is not much to share – with regard to staff changes, Joe’s new assistant has been appointed – Dominique Coshia. She works a 5 days a week 9-3pm. Mercy Wilson – new events co-ordinator started two weeks ago (took over from Molly Dewar) she will be full time from Jan 2019. Jane Olive is leaving the Cathedral staff to take a sabbatical from work, interviews for her replacement took place today and an offer has been made.
11. **Vision and Strategy** - Canon Matthew spoke about **Community Events**. Richard Franklin handed out a form (in absentia) for feedback from Forum members. It was agreed that it was good idea to have a calendar and to space out events. Good to coordinate FOC with FOCC events – especially as Sue Cockram and Richard are Forum Members. A sensible and pragmatic approach which is worth developing and amending as we proceed. A volunteer was requested from Forum to help co-ordinate this. **Inclusivity Update** – an appointment of an inclusivity advocate is mooted Chapter are in favour but wanted Forum views. Space for Wheelchair users has improved on the South side of the Cathedral. Question on whether the lift was fit for purpose from Cloister to Cathedral? An issue had been mentioned during a Lego shift. To be discussed with Rachel. 10/10 group may get involved with Inclusivity policy and advocacy. Matthew to report back on progress re an advocate.
12. **Fabric & Liturgy** - Canon Philip updated on the following
- Hate crime vigil has occurred as has Prisons Week where an invited speaker attended. FOC sponsor diocesan monthly evensongs and County Harvest festivals had occurred. Thanks given for those.
 - Centenary WW1 – gratitude to those who made Crimson Glory possible – especially Richard Hubbard and the InHarmony project – thanks also to Rachel and the vergers team. Free programmes were really appreciated by those attending.
 - Palm Sunday – instead of evensong there will be a Palms and Thorns event featuring poetry.

- d. Eve of Peace service – lovely e-mail received from Lady Clare Euston and a Letter of appreciation from Christopher Hodgson – William Noel Hodgson's great nephew.
- e. Patronal festival this Sunday 18th – blessing of the stone memorial for David Cockram. The new Lady Chapel Frontal and Dossal are also in memory of David.
- f. Advent and Christmas – Suffolk in the City fund raising event to be held on 4th Dec – the aim is to connect with Suffolk people living in London. The Cathedral Choir will lead the music at St Giles Cripplegate. 150 people have signed up already. More tickets are available online.
- g. Order of St Edmund will be conferred on Bishop Graeme, Pam Pitts and Alan McAndrew on 18th November at Evensong in gratitude for their service.
- h. Fabric – West Wing plans are progressing with details (kitchen fittings etc) being finalised by Joe now. It is now thought plans may change one large bedroom into two. Joe will move into West Wing when complete and then Phase 2 can progress.
- i. Heritage links – usage for the plot of land at the bottom of garden near Philip and Matthew is being looked into. Re-use of the Library and the Anselm building too.
- j. Pilgrim Kitchen – acoustic panels – most agreed they have improved the sound levels especially for those with hearing difficulties.
- k. PK – equal access – permissions in place – in the next 4-5 months glass doors will be installed at the entrance from the cloister and from the lift. Also a ramp is being installed from the cloister for wheelchairs.
- l. Stonework and flooring repairs to the Cathedral and some redecoration are on going.
- m. A concern over annual fire inspection reviews was raised. Reassurances were given this is taking place.
- n. Danger of ledger stone path along the side of Pilgrims' Kitchen garden. It is planned for an anti-slip coating to be put on – Philip to check progress with Rachel

13. **Kevelaer Pilgrimage** – Geoffrey House reported that 7 pilgrims travelled to Kevelaer between Wed 17-22 Oct in 3 cars. 2 days were spent in Kevelaer and the trip included visits to Ypres and the Menin Gate. Cost was about £500 for the 5 days. Next year Joe will be going – this is to be recommended to all who have never been before as a good and important link with Kevelaer. Philip passed on his thanks to Geoffrey and Stewart Alderman for their efficient organisation of the pilgrimage.

14. **AOB - APCM revised date is Tuesday 9th April 7pm**

The meeting closed at 9 pm.

Louise Martin/November 2018

Forum Dates 2018 – Wed 27 February 2019 7pm, Wed 12 June 2019 7pm