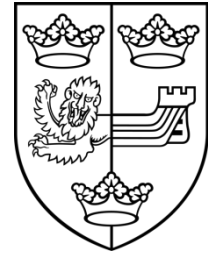


St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



CHAPTER MEETING

Minutes of the 169th meeting of the Chapter Chapter Room, Wednesday 21st June 2017, at 10.30 am

Attended: The Very Revd Dr Frances Ward (FW) Chair
Mr Stewart Alderman (SA)
Canon Tim Allen (TA)
The Revd Canon Philip Banks (PB)
Mr Dominic Holmes (DH)
Canon Charles Jenkin (CJ)
Mrs Barbara Pycraft (BP)
Mrs Elizabeth Steele (ES)
Canon Matthew Vernon (MV)

Present: Ms Sarah-Jane Allison (SJA)
Mr Michael Batty (MB) *part only*
Mrs Elizabeth Gibson (EG) *part only*
Ms Madeleine McNaught (MM) Minuter

1. **Welcome and Prayers** followed by a private discussion between 10.30 and 11.30 a.m.
2. **Apologies for Absence** Full attendance.
3. **Notification of AOB**
4. **Minutes of 17 May 2017 meeting**
 - a. Action Points from May 2017

Actions on the April form were reviewed; completed items were removed. Updates included:

 - Committee Terms or Reference continue to be addressed. SJA will provide copies when all are complete. It will not be necessary for all committees to submit reports to Chapter.
 - We await news on Jane Sheat's attendance at Chapter.
 - A Finance Committee Chair has yet to be appointed, although since the last meeting, Mike Shallow has joined the committee
 - Stewardship (Giving) will become a standing item on the Chapter agenda
 - A Volunteer Policy document is still to be considered
 - The management of £2 and £5 guide books is still to be addressed
 - The engagement of young/middle-aged congregation will be addressed at the next Strategy meeting
 - Promotion of the Cathedral in the Lonely Planet and Rough Guide to be discussed with Nicki Dixon

A refreshed June list will be supplied for the July meeting.
 - b. To approve the minutes of the meeting held 17 May 2017

Following three minor corrections, the minutes were accepted as a final and accurate record for file and for signature.
 - c. Matters Arising from the Minutes of the meeting held 17 May 2017

Most matters arising had been incorporated within the latest Action Points list. In addition:

Item 4a The new cleaning company are making noticeable improvements across the site.

Item 7b vii It was agreed that Full Staff Meetings will continue to be held (roughly six-weekly) even if there is a limited agenda.

Item 9a A July farewell meal will be arranged by MV at the Fox Inn for David Crawley.

5. Financial Matters

a. May Management Accounts

EG joined Chapter to review finances for May2017. Financial paperwork (details and summary) was tabled with EG highlighting areas of note. These included:

- Stewardship income has decreased again, now standing at 91% of budget. An increase of £10K had been predicted but trends indicated this is not being fulfilled, despite the generous Gift Day income (£27,554 with additional donations still trickling in).
- Donation box income remains static and below budget, and candle sales have dropped; this may be the result of scaffolding restricting access to candle holders.
- Enterprises, particularly Pilgrims' Kitchen, are performing well. It was suggested that a letter of thanks be sent, from Chapter, to PK for their outstanding efforts. Plans are in hand for Paul Foster's tenancy of The Gallery. This Long Melford-based art dealer is due to take up occupancy in August, and paying a retainer for June and July. A five-year lease is being arranged, with a year three rent review clause.
- Special Services income has decreased as some events have cancelled as a result of the scaffolding work. Efforts are being made to find other users for the dates now available, also to remain on positive terms with those who have cancelled.
- Wedding and funeral income has been positive so far this year but is always unpredictable.
- A charitable trust application submitted by Amanda Sturgeon last year has borne fruit. A £1K donation has been received (from which £50 will be payable to AS).
- Changes to administration /recruitment costs have been included this month. EG reminded Chapter that recruitment agency costs can be high – for senior roles a 15% commission (based on the full time salary) is charged. The normal commission rate is 20%.
- The previous deficit of £88K has now decreased to £81K and it is hoped that the sale of Cannon Street will offer some additional liquidity. This sale is progressing well and EG hopes it will complete by the end of this month.

b. Update on Cannon Street and Gallery

Addressed under 5a

c. Budget Accountability

FW invited EG to address this item, as it had become apparent that many staff and volunteers were unaware of budget requirements and restrictions. Following discussion at a recent HoD meeting, a list has been drawn up to identify who is responsible for what area. DH advised that, during a recent training session, volunteer obligations were addressed, with the suggestion that a volunteer has a role, whereas an employee has both role and responsibility. Following discussion of this potentially grey area, it was agreed that better communication would improve the current situation. Time would be spent with employees or volunteers alike to ensure they fully understand their obligations within the budget framework. This should be driven by line managers, with a focus on financial scrutiny.

FW expressed heart-felt thanks to EG on behalf of Chapter for her hard work and financial diligence during her time with the Cathedral. All good wishes were relayed for her future.

d. Cathedral Giving

ES and MV updated on the newly-renamed Cathedral Giving group (formerly Stewardship) and referred that a recent meeting with Eleanor Steed who advised that ideally the Cathedral should receive 1/3rd of its income through Cathedral Giving, whereas this currently stands at 1/5th. ES confirmed that efforts would be made to broaden communication to increase income.

ES raised a concern that the recent Gift Day mailing included standing order forms, despite stewardship having only recently issued a similar request to increase giving by £1 per week. Although the outcome as a whole was positive, ES wished to place on record the efforts already made by the Cathedral Giving group, to improved income. FW advised that it was agreed at Forum that the Gift Day should become

an annual event. Thank you letters have already been distributed to those who had given particularly generously, with letters to all other donors to follow.

6. Correspondence

Nothing to address

7. Deans' Report

a. Schools

FW updated Chapter on the discussions on academisation and the potential conflict between those who wish to proceed under a Church of England banner and those who prefer secular directions. The Bishop and Diocesan offices have been included in discussions. The new Headmaster at KEVI appreciates the need to maintain the school's church tradition.

An area of KEVI playing field has been fenced off, to protect it from fouling by dog-walkers and other unauthorised users. This has caused concern for some who believed it to be common ground, although it has never been a public right of way. It may be possible for special arrangements to be made, to allow use of the field on occasion, to specially nominated groups.

FW added that there are now two governor vacancies at KEVI and welcomed suitable suggestions from Chapter for likely candidates from our congregation or clergy.

b. Diocesan Environment Officer update

The local Diocesan Environment group met recently and FW confirmed that a policy document is being drawn up to shape plans for the future. FW will forward to Chapter once completed.

c. AEC Minutes

May AEC minutes were provided however, having only taken place on 20 June, the AEC AGM minutes were not yet available. FW attended the AGM and commented upon the quality of the speakers. During a conversation with Lord Cormack, it was recommended that a brief report be compiled to outline how we have used the money provided by the WWI grant and how this had helped the Cathedral commercially. This may assist us in future claims.

d. Confidential item

e. Visit to Norwich

TA provided a report on last month's visit to Norwich. It was agreed that, despite one or two planning problems (i.e. late delivery of paperwork) the visit had been very beneficial. FW will circulate TA's report to the College of Canons next month.

f. Eastern Deans

The Dean of Ely has notified FW about a potential 'Eastern Deans' Day' in October, focussing on business and entrepreneurship. Chapter members were keen to be included: FW will liaise with Ely to confirm who could attend.

Michael Batty joined the meeting and his advice was sought on the matter of financial responsibility of volunteers. MV noted that volunteers country-wide act as Hon Secretaries or Treasurers in a variety of different committees and organisations. MB confirmed that he would consider the matter from a legal perspective and revert at the next Chapter meeting.

MB reported that he had been in contact with PB and they would be looking at the Lease provisions for 31-33 Angel Hill

Finally, MB confirmed that the Cathedral measure as it stands is fit for purpose. With no other questions raised, MB left the meeting.

8. Administrators' Reports

a. Administrator and Director of Commerce

- i Enterprise matters had been addressed under Financial Matters. Lego is performing well. Mark Winter has been invited to join the Enterprise Committee.
- ii FW advised that we currently have a seven-week reserve fund, rather than the recommended 12 weeks. The sale of Cannon Street may assist with this.

b. Administrator and Head of HR

- i H&S – notes of the 25 May meeting were provided. SJA confirmed that a review would be made of the current budget headings to ensure that in future, all expenses were correctly allocated, be that to H&S, R&M, training, etc. Referring to the report, SJA confirmed that Hundley and Anselm should be considered off limits for safety reasons. The purchase of a defibrillator was again raised. It is believed that there is no legal requirement for us to have one on site. The use of panic buttons at the Cathedral is to be reviewed – it has been suggested that some of the buttons are located in an unhelpful position. Referring to the 'Challenging Individuals' paper, FW suggested that the word "escalate" was confusing and should be removed. SJA is planning to produce a generic H&S policy document, to include terrorist threats. TA recorded thanks to SJA for her work on the H&S committee
- ii Safeguarding – ES enquired about restrictions to photographing children within the Cathedral. SJA will consider producing a policy document on this also. A request has been received from a volunteer organist to play in the Cathedral. This request has been thoroughly considered and presented to David Butcher (Diocesan Safeguarding Officer) and the local police. Permission will be granted, subject to adherence to a signed agreement citing clear and specific restrictions.
- iii Confidential item
- iv Chapter training – DH confirmed that this has been a very helpful session and encouraged other Chapter members to participate, when spaces became available.

9. Canon Precentor's Report

a. Liturgy and Music

- i We approach the end of Alexander Binns' first year as Assistant DoM. This has been a very positive appointment. Richard Hubbard is also increasing engagement in our music department through the *Inharmony* must outreach project, funded by the Foundation of St Edmund.
- ii PB represented the Cathedral in Kevelar for their 375th anniversary. PB also attended the cathedral in the same week at the bi-annual NECC (North European Cathedrals Conference), focussing on Luther 500. A Luther 500 conference will be hosted in the cathedral by our Bishop in September and some worship ideas from the NECC conference can be adopted here for use then..
- iii The change in weekday morning service times, together with the introduction of a 5.30pm Sung Eucharist on Red Letter Day weekends, continues to have a positive effect on attendance. PB hopes that additional encouragement can boost evensong numbers also.
- iv PB attended the recent Rural Deans' Residential to report on Operation London Bridge. Cathedral Clergy representation at the Rural Deans' meetings is much appreciated.

b. Communications Team

The team meets next week. Meanwhile, e-versions of the Cathedral Weekly Bulletin are being emailed to the congregation and this appears to be popular. To widen the distribution some further work is needed, which PB will follow up.

c. Fabric Matters

- i The option of lead or copper roofing material was discussed. Whilst aware of the longevity of lead, for financial reasons the use of copper was approved.
- ii PB reported an overspend required on the Fabric budget. Essential repair work is required to the lintel above the entrance to Peel & Gudgeon, at a cost of approximately £1,500.
- iii Carpeting is being replaced in Abbey House: it is currently repaired with duct tape which contravenes H&S regulations.
- iv Cloister gate project: the Dean will write to the Friend to explain that Chapter at this time does not wish to proceed with this project.

d. Arts and Events Committee

Nothing to update

e. St Edmundsbury Primary School

PB approached Valerie Wilde to take up the vacant Cathedral Foundation Governor place from September: it was agreed that her name would be sent to the Diocese as Chapter's nomination. With Lesley Barlow having agreed to renew her term of office for a further term of three years, Chapter's Foundation places on the Governing Body are now filled - Fiona Knapp being Chapter's third Foundation Governor whose term of office lapses in 2018/19. The new Headteacher, Sean Valentine, will take up the post next year. Meanwhile PB is managing the appointment process for an Interim Headteacher from September

10. Canon Pastor's Report

a. Confidential item

b. The Foundation of St Edmund

Foundation met in early June and the 'Sustaining Confidence' paper was well received. Nick Reid has agreed to attend Finance Committee meetings, as an observer/critical friend. Karen Soons has resigned as a Trustee: her new role as a local councillor adds time constraints and precludes her from seeking financial support for the Foundation.

c. Vision and Strategy

Following the Chapter and HoD Awayday on 14 June, the Strategy Group meet again tomorrow (Thursday 22 June) to review Geoffrey House's summary notes. Regarding the Vision & Strategy document, MV displayed a copy of the final colour version. It may be helpful to include an introduction from Bishop Martin in this document.

d. Heritage Partnership

MV referred to recent interest in the tennis courts/St Edmund and advised that television enquiries have been received. MV has responded to these but before anything further can be agreed, it will require the involvement of Historic England.

11. Any Other Business

- a. Referring to the need for Scrutiny Committee members, TA was proposed and approved by Chapter. Suggestions for Forum included Chris Andrews and Lucinda Hutson.

No other business was addressed and the meeting concluded at 3.35 p.m.

12. Dates of forthcoming meetings – 2017

Wednesday 12 July (Finance Preview 1½ hrs)

Wednesday 19 July (Financial Review)

No meeting in August

Wednesday 20 September

Monday 16 October (Budget ratification)

Wednesday 15 November

Wednesday 13 December