

**CHESTER CATHEDRAL FORUM
ANNUAL MEETING
Thursday 6th June 2019 at 6.30pm in the Refectory
Agenda**

Apologies:

Sandy Boyne
John De Newtown
Julia De Newtown

Chair: Simon Parrington
The Dean: Tim Stratford
Minutes: Suzi Humphries

1. Welcome: The Dean

The Dean opened the meeting with a prayer

2. Minutes and matters arising of the meeting of 18th June 2018: Simon Parrington

SP informed the Forum that it is his last meeting as chairman
BH adopted the minutes and JDa seconded them
There were no matters arising from the minutes of the meeting of 18th June 2019

3. Presentation by the Dean: The Dean

The Dean has been here 271 days and reflected on how his knowledge of the Cathedral has grown and what matters to him. He spoke of his encouragement for openness, play and a 'non-anxious' culture.

The Canon Precentor gave the Forum an update on the progress of the liturgical furniture project, which had been approved for funding by the Friends of Chester Cathedral in later May. He noted that CFCE had given advise to 'be bold and move quickly' on the project.

The Dean told the Forum that members of leadership and governance of the cathedral have been developing a vision statement: '*Chester Cathedral will follow Christ through Discovery, Encounter and Faith*'. The meaning behind this sentiment was explained and this should be the driving force of the Cathedral for the next five years.

The outline of the strategic plan was presented by Carolyn Bruce: 7 Strategic Objectives, WAGOLLS, KPIs, values and projects (Building projects, essential maintenance, departmental and volunteer projects). The full strategic plan will be formally presented in September 2019

Project Welcome was presented by Suzi Humphries. Project Welcome is the name given to the plan to improve the presence and permeability of the Cathedral visitor entrance, which should in turn increase footfall into the Cathedral. The Development Trust has funded a feasibility study which is currently being created by an external project team. The results of this study will be presented to Chapter in the week following the Forum.

4. Presentation of the accounts: Carolyn Bruce

The 2018 accounts were made available for the forum and will be published on the website
A small surplus was budgeted for and achieved, despite issues affecting certain departments:
Estates: property turnover was higher than 2017. However the properties are now tenanted

Enterprises: Visitor numbers dropped from 2017, which affected secondary spend
Although visitor numbers were down, donations per head were up
Events taking place at the cathedral were up, including the Mystery Plays
Investments were made in the Refectory, Organ, Nave Chairs, CCTV
Work was undertaken on 8 Abbey Square, 12 Abbey Square and Abbey Street
A prior year adjustment was made with regards to the Song School expenditure and capitalisation
2019 so far: to the end of April the accounts were in line with budget
Cash remains the biggest challenge
Loans of £1.2m and pension deficit of £200k
Repayments of £140k per year
£40k of investments will have to be cashed in
An external report was commissioned and delivered free of charge
Raised points of fundraising, volunteer management and marketing support
The director of commercial operations has not been replaced and the funds have been used to recruit a safeguarding officer and a marketing assistant

The benefit of some of the works will be long term due to loans taken out for refurbishment
Four years for Abbey Square School to make a financial impact

5. Safeguarding: Helen Barber

TRS highlighted the necessity and importance of safeguarding training, compliance and awareness

The Dean expressed his full support for HB in her role as safeguarding officer

HB reported on what safeguarding means, who it involves, the principles relating to the church and the need for training

Basic awareness training (C0) is mandatory for all volunteers at Chester Cathedral

Those who work with children and vulnerable adults will complete C1 and C2

Clergy will complete senior modules

HB explained that she is able to be contacted regarding any safeguarding matters that people may wish to discuss

The safeguarding audit for Chester Cathedral will take place over three days in November 2019

They will look at what has been done, progress made and what needs to be done

The full process is eleven weeks

The final report will be published on the Cathedral website and the Cathedral will produce an action plan two weeks from receiving the report

BH: Will volunteers be part of the audit?

HB: Yes, they will want to speak to a wide range of people from the Cathedral community including children from the Sunday school and choir and also volunteers. It will test that the measures that the Cathedral has put in place are being adhered to

PS: Do we know what standards the audit will be held against?

HB: There is an inspection framework and we will know it nearer the time. It is being undertaken by an independent auditor

TRS: Five audits of Cathedrals were undertaken to produce the framework against which other cathedrals are measured

6. Elections: The Dean

The Cathedral's constitution sets out the process of the elections. These election are operating under the church representation rules

The default method of voting is by a show of hands, however if one person on the cathedral roll asks for vote by paper, then it is made by paper. If 10% of the forum would like the ballot to be made by numbered ballot, then that will be the method undertaken

Four candidates have been nominated for Chapter

Two candidates have been nominated for Council

One candidate has been nominated for Deanery Synod

No candidates have been nominated for Chair of the Forum. Nominations can be taken from the floor for this roll

Chapter:

One person has asked to have the ballot by paper

The decision of the meeting is that the vote be made by numbered ballot paper

The Dean checked that everyone who believes themselves to be on the Cathedral roll has been able to vote

The Dean asked that everyone who has not yet voted should now vote

Two tellers need to be assigned

CB and Angela Broadbelt volunteered to count the votes. The meeting is content with this

Nominees were informed that they are allowed to vote for themselves

Council:

Bill Hardman and John De Newtown have been nominated. The meeting voted unanimously for both candidates

Deanery Synod: Jennifer Jackson has been nominated. The meeting voted unanimously for the candidate

Break

Result of Chapter vote:

The two members that have been nominated are Simon Parrington and Biddy Brett-Rook

The Dean thanked Patricia Faraday and Paul Stockbridge for standing

Lay Chair of the Forum:

Robert McConnell pointed out that some people were not aware that the position of Lay Chair was up for election or that forms were available

The Dean asked whether the election should take place now or at the Congregational meeting in October

The Forum chose to elect now

Nominations were taken from the floor. A second is proposed

David Briggs proposed Paul Stockbridge and George Brooke seconded

Anne Woodward proposed Simon Parrington, but SP declined the nomination

Paul Stockbridge was unanimously elected as Lay Chair of the Forum

7. Report from the Fabric Advisory Committee: Fran Hulbert

FH will speak about the CFCE and the Chester Cathedral FAC

The purposes of the Cathedral as a place of worship and the commercial ventures must marry up

The CFCE is the advisory decision making body in the country of Cathedral fabric

The cathedral measure is in place to ensure that the cathedral is both developed and conserved

Any major changes or expenditure are decided with the CFCE for permission and advice

Professional advisors and experts are available from this body

A recent visit by members of the CFCE was used to show the projects that are being considered

and for the members to meet with the FAC

The FAC explained the long term vision of the cathedral

The biannual CFCE conference will be held between Chester and Liverpool Cathedral later this year

The FAC has eight members currently on its body, including two conservation architects, organ conservationists, legal expert, historian, artist and a vicar from the Diocese

The cathedral architect, archaeologist, estate manager, clergy and other members of staff sometimes attend.

The FAC is an advisory body, rather than a decision maker. Working with Chapter sharing goals and ideas, ensuring the Cathedral plays a substantial role in the city and county

Four meetings a year are undertaken with other considerations taken outside of these meetings

Long term capital investment is balanced against the ongoing necessary maintenance and repairs

Achieving future goals by working together. FH thanked the Dean, cathedral staff and volunteers for helping to achieve this.

8. Report from the Chair of Council: David Briggs

DB thanked the volunteers on volunteer week on behalf of Her Majesty the Queen

The change over the last year has been noted and appreciated by DB

The responsibility of the cathedral community is to leave the Cathedral in a better state than it was in the past

Changes within the cathedral are coming to fruition

DB clarified that his position is that the cathedral is first and foremost a place of worship and that any cash surplus which is made can be used to enhance the offer of worship available at Chester Cathedral. This will aid people in the community to have a place of faith to come

First role: member of finance committee

Along with Martin Smith meeting with the Shop and Refectory managers

The shop manager was praised for her business acumen and ability to manage margins

The refectory manager was praised for turning the refectory's fortunes around

More events and a better food offer will enable to contribute more profit to the Cathedral

The falconry was congratulated for moving from a loss to breaking even

Second role: Chair of Cathedral Council

The council will continue despite legislation stating that cathedral's no longer need a council

A breadth of knowledge and experience on the council and contribute their skills to the cathedral

Groups were for working on Worship and Prayer, Welcome and Hospitality and Serving Out City, Region and Diocese

Welcome and Hospitality: Signage, pilgrimage trails and welcome cards

Third role: The Development Trust

It is being used for funding for the major appeals in the next few years

Phase One: The liturgical furniture has been funded by the Friends of the Cathedral

Phase Two: Making the Chapter House fit for international standards of exhibitions and fine dining £500k?

Phase Three: Project Welcome. Making the cathedral fit for purpose in the 21st Century – the centre of the community. Several million

Phase Four: Liturgical entrances

9. Any other business and questions

The Dean thanked everyone who has presented tonight and the staff of the cathedral

The Dean thanked Bonner Davies for his 12 years on Chapter and his valued contributions

The Dean thanked Simon Parrington for his contribution to the Forum

CB explained that the Cathedral roll will be restarted and that people will need to reenrol with forms available at the Forum and on the website

Notice of a concert by the Chester Bach Society of the Monteverdi Vespers at the Cathedral

Derek Jackson: 21st June AGM of Friends with a talk from the conservationist of the Refectory Tapestry

The meeting closed

The meeting ends by 8.30pm