

The Cathedral Church of St Thomas of Canterbury

Portsmouth

Minutes of the

ANNUAL MEETING OF PARISHIONERS

and

ANNUAL PAROCHIAL CHURCH MEETING

Thursday 25th May 2023 at 6.45pm in Becket Hall

Present:

The Very Reverend Dr Anthony Cane – Dean
The Reverend Canon Dr Jo Spreadbury – Canon Precentor (JMMS)
The Reverend Canon Nick Ralph – Residentiary Canon (NRR)
The Revd Canon Dr Anthony Rustell – Residentiary Canon
The Revd Canon Kathryn Percival – Canon Chancellor and Vice Dewan
The Reverend Catherine Edenborough – Curate (CE)
The Revd Hannah Barraclough - Curate
Mr David Carpenter – Lay Chapter (DC)
26 members of the congregation

In Attendance:

Mr Richard Abraham – Chief Operating Officer (Chapter Clerk) (COO)
Liz Snowball – Dean's EA and Cathedral Office Manager (ES) as Clerk to the Meeting
Nicky Taylor Roberts – Finance Officer

1. Welcome and apologies for absence:

The Dean welcomed all those present and invited Canon Kathryn to open the meeting in prayer. There were apologies from: Ruth Charles, Ronald Rabbetts, Chris Nicol, Kate Branigan, Michael and Jane Jackson, Hannie Smithson, Marion Syms, Jackie Gauntlett, Trevor and Ann Clark, Celia Johnson, Sarah Shreeve, Heather Hall, Alex Lochrane (congregation and Lay Chapter) and Ann Leach.

Members of Chapter had been encouraged to attend but Mary Makin, Emma Broome, Richard Smout had been unable to do so.

2. Minutes of the meeting held on 24 May 2022

The following corrections were noted: date of last meeting to be corrected to 24 May 2022. Churchwarden standing down was Sheila Picton not Sue Ward. Canon Kathryn to be added to apologies. With those amendments the minutes were accepted as a true record of the meeting.

3. Nomination and election of Churchwardens and Churchwarden serving as Lay Member of Chapter:

The Dean thanked the past year's Churchwardens: Ronald Rabbetts and Chris Nicol. CN was completing his Reader training and not seeking re-election but the Cathedral will continue to be part of his worshipping life after his licensing in July. As neither were present an alternative way of thanking them will be found.

There were two nominations for Churchwarden: Ronald Rabbetts who had served in the role for the past year and had also indicated that he would be willing to continue as the Churchwarden elected to serve as a member of Chapter and Sheila Picton who had been Churchwarden until 2022. Both were duly elected.

ANNUAL PAROCHIAL CHURCH MEETING

(Voting only open to those on the electoral roll of this parish.)

1. Minutes of the meeting held on 24 May 2022

With a correction as above to the date of the meeting, the Minutes were accepted as a true record.

2. Electoral Roll – report by Terry Ward (TW), Electoral Roll Officer

TW reported that this year it had been more difficult to get people to fill in forms and check information. He asked that anyone changing address made sure that they had informed him in addition to the Cathedral. There were a number of people who live outside the parish and are unable to attend but for whom pastoral care is being provided and they remain on the roll. TW noted that although people could be on two Electoral Rolls they were only entitled to vote at one APCM.

The number on the roll was now 317, increased from 299 last year.

The next renewal is due in 2025.

3. Appointment of Electoral Roll Officer:

TW had indicated that he was willing to continue in the role of Electoral Roll Officer. This offer was agreed by those present.

4. Election of Deanery Synod Representatives

The Cathedral was entitled to have up to three representatives on Deanery Synod. There were three candidates: Kitty Price who had served for the past three years and Clive Arthurs and Sarah Shreeve all of whom were unanimously elected to serve in this important role.

5. Report on Deanery Synod

Canon Kathryn's highlighted the following from her report which had been made available before the meeting:

The Cathedral's participation in the deanery was very valued especially through the Inner City Cluster. The deanery synod had been pleased to be able to meet at the Cathedral in the Autumn. Work on the road map for the Diocese, which had been passed by Diocesan Synod in November, meant that deaneries will set their own objectives. She thanked Kitty Price, Chris Nicol, and Marian Pottinger, the Cathedral's Deanery Synod representatives, for the past three years, for their participation.

6. Annual Review and Vision Strategy – The Dean

A digital version of the 2022 Annual Review was now available online. The Dean drew attention to:

- The encouraging developments despite the difficulties of coming out of the pandemic. Crowded services were once again taken for granted. Christmas 2022, during which the Cathedral had been full of joy and people, had been a significant marker in the Cathedral's and national life.
- Celebrations and commemorations for Her Late Majesty's Platinum Jubilee and her death, and the Coronation of His Majesty King Charles had been supported by the staff and volunteer team and included beautifully crafted services, visitor trails and street parties.
- In 2023 creative ideas including the screening of Eurovision and Lego Trail were drawing in new people building on last year's work and addressing the barriers to participation identified in the Vision and Strategy.
- He gave heartfelt thanks:
 - to God for sustaining the Cathedral as a safe haven;
 - to the volunteers for the wide variety of their work, especially to Margaret Wilson, who was standing down from her leadership role of the Cathedral Guides but would continue as a Guide,
 - for the amazing choirs who enthral and inspire at services. Although Portsmouth was a smaller Cathedral there was nothing diminutive about the music offered and the excellent recruitment and music were a tribute to the Liturgy and Music team.
 - The Vergers, who carried out a variety of duties from leading processions to cleaning drains, including Maria Kidd had done a brilliant job as Acting Head Verger and Precincts Manager although Malina Green's return from maternity leave was looked forward to.
 - To the staff and Ministry Teams including Curates Catherine and Hannah for their work in Pompey Sundays and Pompey Tots. Both Curates were about to be signed off and ready to look for new posts but the Dean hoped that this would not happen too quickly!
 - The faithful and constructive worshipping community and last but not least he
 - Offered grateful thanks for all that Canon Kathryn and her family had brought to the life and work of the Cathedral. Her three and a half years as Canon Chancellor and Vice Dean had spanned the time of three bishops and a pandemic.

Comments

- David Carpenter – the Cathedral now had many links with public institutions and was a pioneer in post-lockdown recovery. He appreciated all the efforts to recreate a real community.
- Carole King – people from across the city had come to ‘our’ Cathedral to sign the Book of Condolence for the death of the late Queen. The Dean had been struck by the fact that people kept coming and how many had been here for the screening of the funeral.
- Ann Wilson – a volunteer at Cathedrals at Night–Eurovision had been aware that many people, who did not usually come to the Cathedral, had heard about the event through social media. While communication can still be improved the message of all that is on offer at the Cathedral is getting out. Attendees included Ukrainians and a donation had been made to the DEC Ukraine campaign.

There followed a period of prayer and reflection when the following people connected to the Cathedral who had died in the past year were remembered:

Margaret (Marnie) Linington, Diana Villar, John Wilkinson, John Friars (priest), Shirley Coward, Nadja Carpenter, Alan Wilkinson (priest), Mervyn Banting (priest), Sheila Downing, Jean Wilsdon, Anne Powell, Jeanne Ridley and Matthew Jackson.

June Purvis suggested that in following years pictures of people were included in the presentation which would help others to identify them. This would need permission from families.

6. 2022 Accounts presentation by the Chief Operating Officer (RCJA)

The Annual Accounts had been approved by Chapter on 17 April 2023 and received by Cathedral Council on 03 May April 2023. They had been available online and displayed in the Cathedral with links circulated with Cathedral notices.

RCJA emphasised the following:

- 2022 had been a good year but challenges continue
- The Vision and Strategy is at the core of Cathedral activity and are enabled by finances.
- A small surplus on the Management Accounts had been achieved but the accounts showed an overall loss of £25,500 (£117,047 including unrealised losses due to falls in the Stock Market of £166,000 on £1.3m), property values had increased by £75,000. The results were within the tolerances of financial targets but the Cathedral needs to achieve a balanced budget.
- Chapter and the Senior Management Team use management accounts to manage the finances of the Cathedral on a daily basis.
- The Section 23 grant was received in January and Cash Flow was projected to remain positive until December and this was better than in previous years.
- Reserves at the beginning of 2023 were £1.2m following the unrealised loss and the small draw down of £20,000 to maintain positive cash flow. The draw down had historically been in the £100,000s.
- Due to the sudden and unexpected death of the senior auditor at Haysmacintyre, Stephen Fisher, the Cathedral had approached Sheen Stickland, the auditors at Chichester Cathedral, to audit the accounts at short notice. Sheen Stickland’s view is that the Cathedral continues to be

a going concern although they had questioned the continuing deficit budgets. The Cathedral had to be able to prove it can finance itself once under the Cathedrals Measure and registered with the Charity Commission.

- RCJA thanked the Finance Officer, Nicky Taylor Roberts, for her work on the audit.

Highlights

- Wider, in person, engagement such as Diocesan School Leavers Services.
- Rebranding and growth of Pompey Tots.
- Services delivered by the Liturgy and Music team
- Income generation to ensure that the Cathedral makes money to support mission.
- The Star Trek April Fool.
- A Carbon footprint reduced by 55%. The emphasis was now on heating the person not the building. Thousands of pounds had been saved due to the work by the Energy Consultant, Adrian Reed, on heating and lighting. The Cathedral is viewed as one of the leading cathedrals on environmental work and the Church Commissioners, along with the Friends of Portsmouth Cathedral, had funded a Heating Feasibility Study building on the work of the former Chapter Clerk, Peter Sanders, and Canon Chancellor, Peter Leonard. Achieving Carbon Neutral in 2030 will be a challenge.
- The budget had improved due to the work of volunteers, paid staff and the generosity of donors.
- Income had been increased through rental of property.
- The lowest paid staff received the National Living Wage Foundation minimum wage which is higher than the national Living Wage set by the UK Government.
- The Cathedrals Sustainability fund supported a number of posts but was time-limited. The Church Commissioners had also met the difference between 2021 and 2022 heating costs. (£26,000).
- Quinquennial Inspection. The Cathedral Architect's inspection in 2021 had identified £1.6m of works over the next five years for which grant funding will be sought where possible.
- Conservation Management Plan will help sustain the building for the future.
- Electoral Roll numbers were up by 18% in year but there was an overall downward trend. This was not as pronounced as in other parts of the Church of England but ways to reverse it needed to be investigated. These included the development of Choir Church and Pompey Sundays.
- New audiences had been brought in by events such as Solent Symphony Orchestra and Bournemouth Symphony Orchestra concerts and Eurovision. Building on this and encouraging them
- to become members of the Cathedral and worshipping community was essential. The stalls for the Makers Market planned for late May were fully booked.
- The budget was set with a deficit of £124,000 but included a £5,000 contingency although the £20,000 for capital works was likely to be used. Funding for CSF posts starts to end from 2023 but discussions were ongoing with the Church Commissioners for additional grants.
- Supply line issues in 2022 had reduced income through the Shop. This had been addressed and stock increased to ensure income generation.
- The Cathedral was trying to do everything on a small budget and could not afford more staff.
- To support mission it was important to increase:

- Congregational numbers and giving from current levels.
- Income from property
- Visitor income which will be informed by the new strategy being developed by the Visitor and Experience Manager.

There was a balance to be found between events and existing activity. The Christmas Fair continued to raise funds having been run by Ann Wilson, NTR and most recently Rachael Forder.

RCJA acknowledged the difficulties of setting budgets when there was no large endowment and concern remained over what the position would be in five years. He thanked NTR for all her work as Finance Officer and Clare Martin, the interim Finance Officer to allow NTR to work temporarily on business improvement.

Questions:

- Carol King asked what could be afforded if income did not increase. RCJA replied that funding from other sources was being investigated, revenue had increased and it was hoped that the CSF will provide medium term funding following on from initial grants. Ultimately, Chapter would have to make hard decisions in respect of posts and activities although it was striving not to be in that position.
- The deficits had been pulled back over the past three years through capital investments, grant funding and increased revenue but remained substantial.
- In response to a question from David King, RCJA confirmed that investments are kept under regular review by the FIC and a professional adviser who is a member of the committee and also provides advice to the diocese.
- Sue Ward expressed concern about the emphasis on finance. She was concerned about how little visitors put in the donation boxes and suggested a return to signage that explained how much the Cathedral costs to run. RCJA replied that the experience of other cathedrals was being considered. There was no intention to charge visitors but how they were approached and encouraged to donate would be included and training for volunteers provided.
- Ann Wilson hoped that more feedback on the results from events and activity days could be provided to assure the congregation that best use was being made of staff resource. RCJA replied that the new roles were in post partially to break down barriers and enable the Cathedral to become more community based. The Makers Market which would take place on Monday will generate circa £2,000. The long-term benefit will take time to become clear but the Cathedral could not have continued as it had before. Richard Wilson suggested that a comparison with past events, which had been volunteer led, should be included in any evaluation.
- June Purvis welcomed the reach into the community and providing younger people with reasons to come into the cathedral.
- Jonathan Lloyd asked if the Chapter was confident that it could meet the requirements of the Charity Commission given the current deficit budget. RCJA responded that the auditors had confirmed that the Cathedral was a going concern and had not given any indication that they would not sign off the accounts. Additional revenue was required to support mission and there would be a clearer picture in the last quarter of the year.

The Dean noted that there was a surplus in 2021 and a small deficit in 2022 rather than the six figure deficits of the past and the the Cathedral's investments provided some support. He thanked RCJA for his work.

The meeting received the accounts unanimously.

Cathedrals Measure

- Copies of FAQs which are on the website had been made available.
- The draft Constitution and Statutes, which would go out to formal consultation in the summer, had been approved by the legal team at Church House. Points to note:
 - The Cathedral would continue to be a parish church although under the Measure a decision could have been made for this not to be the case.
 - It was proposed to continue having elected members of Chapter although in future those seeking election would need to be approved by the Nominations Committee and demonstrate that they had the necessary qualities and skills to ensure the strategic direction of the Cathedral including its finances.
 - The Cathedral was fortunate to have Canon Sir David Normington as Chair of the Nominations Committee which would scrutinise membership of Chapter and all its committees and advise Chapter. Members were needed and the Dean would be pleased to hear of any suggestions and asked that people made the opportunities for involvement in governance widely known.
 - Ann Wilson, as a member of Cathedral Council, was pleased that the points put forward from the congregation had been taken forward.
 - There would be other occasions to ask questions about the Measure.

The meeting ended at 2025 with the saying of the Grace.

7. AOB

There was no other business

8. Date of the next meeting: Sunday 12 May 2024