

Llandaff Cathedral

Meeting of Dean and Chapter

3 September 2019 at 2pm starting in the Choir and then in Prebendal House

<i>Preliminary matters</i>			
	Present	The Very Reverend Gerwyn Capon, Dean of Llandaff (in the chair) The Reverend Canon Mark Preece, Canon Precentor (MP) The Reverend Canon Jan van der Lely, Canon Chancellor (JvdL) The Reverend Canon Graham Holcombe, Residentiary Canon (GH) The Reverend Canon Steven Kirk (SK) Canon Gerard Elias (GE) Canon Paul Bennett (PB) Mr Richard Bacon (RB)	
1	Apologies	Canon Ceri Wetherall (CW)	
1a	Declarations of interest	Chapter noted that MP's son is a Cathedral employee, that SK is a member of the Diocesan Advisory Committee, and that all clerical members of Chapter are also trustees of the Friends of Llandaff Cathedral.	
2	Introduction	The Dean spoke of this meeting as a turning point for the Cathedral as it had taken the greatest step of any Welsh Cathedral in changing its Constitution. Chapter was immensely grateful to former members of Chapter for their work over the years, in particular Chapter members who had collectively taken the decision to adopt the new Constitution. Above all else, Chapter should ensure that the Cathedral is increasingly known as a sacred place of worship and prayer. There was an opportunity for each member of Chapter to share aspirations for the work of Chapter, and all wanted to see the Cathedral thrive to the fullest extent possible.	
3	Minutes		Approved: minutes of 11 June Action: Dean to circulate minutes of 23 June Resolved: Minutes to be sent to Greater Chapter and then published on website.
4	Actions from previous mtgs	Chapter noted a schedule of outstanding actions.	Action: Committees to review list at next meeting
<i>Governance</i>			
5	Constitutional matters	Chapter reviewed requirements in the constitution	Resolved: to appoint GE as Vice Chair of Chapter.
	Committees	There was a discussion about the size and composition of committees, which were free to co-opt members with relevant skills, reporting this to Chapter. The Dean, the Vice Chair and the Chair of the Finance Committee would meet informally to shape Chapter's agenda, particularly until more permanent administrative arrangements could be made to support Chapter.	Resolved: to form the following Committees of Chapter: <ul style="list-style-type: none"> - Finance – <i>Chair: RB</i> - Development and Fabric <i>Chair: The Dean</i> - Worship, Liturgy, Music <i>Chair: MP</i> - Pastoral, Welcome and Visitors <i>Chair: JvdL</i> Action: Committee chairs to circulate membership proposals; terms of reference to be drafted for 5 November.
6	Strategy	Chapter received a proposal for the process to develop a strategy. This process will be led by Chapter, involve Greater Chapter, the PCC, the congregation and other stakeholders, with the intention of finalising it in Spring 2020. Chapter	Action: Dean and Staff team to organise Chapter away day on 5 November.

		would refine the process at its awayday on 5 November, including how the process will be communicated. Copies of an earlier vision document were circulated.	
7	Arrangements for Greater Chapter installation	The Canon Precentor is to write to those being installed to indicate the arrangements, including a reception for them with the Bishop before Evensong and the arrangements for seating.	
8	Staff and administrative arrangements	Chapter discussed the current staffing arrangements and the need to review: <ul style="list-style-type: none"> - responsibilities, contracts and line management - the potential requirements for a Chapter Clerk and/or a Development Director <p>It would be necessary over the next 4-6 months for Chapter to have some secretarial support. The review group would determine the requirement for this role.</p>	<p>Resolved: to form a Staffing task and finish group to report to Chapter in January.</p> <p>Action: Canon Bennett to ask Canon Weatherall whether she could be a member along with Canon Elias.</p> <p>Resolved: that a modest honorarium be made available for 4-6 months.</p>
9	Policies and procedures	Chapter was provided with a list of extant policies and procedures.	Action: the Finance Committee would review the list and prepare a plan for review and update
<i>Reports</i>			
10	Worship, liturgy and music	The Canon Precentor spoke to a paper summarising Music Department activities and services, along with current issues and challenges facing the Department. Chapter noted the paper and recognised the outstanding work of the Cathedral musicians.	
11	Pastoral, welcoming and visitors	The Canon Chancellor spoke to a wide range of developing activities. Visits from schools would now include a more experiential visit, as a pilgrimage. The response so far from schools is excellent and a meeting with the local school heads is imminent. We are looking to form a group to address integration with the community. A number of initiatives to enhance the visitor experience were being considered. Chapter noted the report and welcomed the progress made.	
12	Finance	Chapter noted a paper on finances. Although there was a chance that the budget might balance in 2019, finances were fragile. Particular pressures were an increase of £7,000 in Parish Share, and a fall in Giving of £5,000 over 2018. The rent review with the School had concluded. Unrestricted funds at 31 July amounted to £291,000, including £105,000 designated for fabric and property, about 6.5 months of expenditure.	Action: Finance Committee to consider the budget for 2020
		The auditor's management letter was received and reviewed. The matters raised were not considered fundamental.	Action: Finance Committee to review plan to address the auditor's findings.
<i>Forward look</i>			
13	Workplan	This would emerge from Committee chairs as the committees were formed. The date of 15 October originally earmarked for a meeting is released.	Action: Chapter to review plans at next meeting
<i>Other Business</i>			
14	Other Business	There was no other business. The meeting ended at 4.45pm	