

Llandaff Cathedral
Meeting of Dean and Chapter
12 December 2019 at 2pm 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		Action: RB to facilitate a declaration of interests form for completion by Chapter members. Action: RB to check Charity Commission for correct Trustee info [post meeting note: they are]
2	Introduction	The Dean reflected on the awayday on 5 November and that Chapter now had a skeleton of milestones through which to take forward Cathedral strategy. All members of Chapter were taking on new roles and coalescing as a team is a priority. This would be the subject of a separate facilitated session in the New Year. Attendance at Christmas services is already tremendous, but giving was significantly down, a combination of an increasingly cashless society, and continuing economic uncertainty: Cathedral users were regularly asking for a lower charge. The Dean is now a governor of the School, a sign of growing trust in the relationship between Cathedral and School. The Custos had been instrumental in this. Although this was a busier time, the Cathedral felt to be in a healthier place.	
3	Minutes		Approved: minutes of 5 Nov 19
4	Actions from previous mtgs	None.	
<i>Governance</i>			
5	Constitutional matters Committees Greater Chapter	Terms of reference for committees were reviewed. These are to be in a consistent format, with common quorum of 2 chapter members plus others, depending on the size of the committee. Each committee is to have authority to spend up to a limit set by Chapter, to be reported to Chapter at the next meeting. The evensong for Greater Chapter followed by a reception had been well-received, with patchy attendance. A more formal event with a presentation and discussions was now needed, with the Annual Report in April. The committees might report to Greater Chapter in rotation. Members of Chapter and Greater Chapter would have short biographies on the Cathedral website.	Approved: ToRs for Finance, EM&E and Fabric. The limit for Committee spend should be £300. Action: RB to update the ToRs and list committee membership Action: MP to circulate ToR for Music Committee for approval Action: Committee chairs to consider Greater Chapter membership Action: Chapter members to submit photos and biographies promptly
6	Strategy	Chapter received a summary of assets. There had been preliminary discussions about the relationship with the Cathedral School including property, chorister scholarships and staff. 2020 provided an opportunity to grow the mutually supportive relationship with the School, and Chapter would return to this in due course.	

		<p>The RB was understood to have drafted a proposal for support for Cathedrals for development, although there was considerable concern about equity and further work was required.</p> <p>Management of land and buildings is an important aspect of EcoChurch.</p> <p>11 bank accounts were listed, including some savings accounts. Several funds were held by the RB.</p> <p>Given earlier discussions, a schedule of milestones for the forthcoming period could be assembled.</p>	<p>Action: Fabric Committee to consider these aspects of EcoChurch</p> <p>Action: Finance Committee to review bank, savings and RB accounts</p> <p>Action: GE to produce a draft and circulate</p>
7	Friends of Llandaff Cathedral	<p>Chapter received a paper on the Friends' Constitution which were in need of modernising.</p> <p>The Friends continue to provide vital support to projects in the Cathedral. The lay members of Chapter had been invited to join the Friends and were encouraged to be involved.</p>	<p>Action: The Dean to consider comments from Chapter</p>
8	Staff and administrative arrangements	<p>Chapter received a report from the working group. Staff welcomed the opportunity to talk to the group about their work.</p> <p>The current roles of staff were stretched well beyond their job titles. The group recommended that a senior administrator is recruited who will support Chapter's work, and the title 'Chapter Steward' was agreed. Developing the Cathedral's estate is a longer-term priority, and the Development Director role was discussed. The funding for these roles would be challenging, but there were options to pursue. It was more important that we continued to plan for the roles.</p>	<p>Resolved: that Chapter should move to recruit a Chapter Steward and a Development Director</p> <p>Action: The working group would continue to develop the job specifications for recruitment in the New Year.</p>
9	Policies and procedures	<p>Staff felt that procedures for complaints were unclear. The Dean was confident that the Staff Handbook covered this. Induction needed reconsidering.</p>	<p>Action: The working group would review the staff handbook and induction arrangements.</p>
Reports			
10	Worship, liturgy and music	<p>Some more thought had been given to the shape of chorister, back row and staff engagement. Offers were out to two boys replacing those who had left the choir in July. Chapter noted papers about the Music Department and 900th anniversary events.</p>	
11	Engagement, Mission and Education	<p>There is to be an information session on the joint project with St Johns to provide a Monday morning café for the homeless. Forthcoming meetings will bring the Cathedral more onto the 'tourist map'. Signage is also an important priority. 40% of parishes sent representatives when prayed for in the Cathedral this quarter, and invitations are out for the next quarter. Chapter noted the report and welcomed the progress made.</p>	
12	Finance	<p>Chapter was to have approved the 2020 budget in. Given subsequent decisions, the budget would be revised, reviewed again by the Finance Committee and presented to Chapter for approval in January.</p>	<p>Action: RB to arrange for budget to be presented in January</p>
Forward look			
13	Workplan	<p>Meeting dates were reviewed: 28 Jan and 18 Feb 2020 at 2pm were agreed. The other dates agreed at Chapter in November were (2pm unless stated otherwise): 17 Mar, 2 Apr (3.30), 5 May, 9 Jun, 7 Jul, 3 Sep (3.30), 6 Oct, 3 Nov, 15 Dec (noon)</p>	
Other Business			
14	Other	<p>None. The meeting ended at 4.45pm</p>	

