

SOUTHWARK

◆ CATHEDRAL ◆

ANNUAL PAROCHIAL CHURCH MEETING

**Minutes of the Annual Parochial Church Meeting
held on Sunday, 25th April 2021 at 12:30 pm in the Cathedral and live streamed on
Facebook and the Cathedral's YouTube channel**

Present: Approximately 60 present in addition to Cathedral clergy and staff, plus an online presence

1. Prayers

Canon Andrew Zihni opened the meeting with prayers.

2. Confirmation of the 2021 Electoral Roll

The Dean invited Mark Spencer-Charlton, Joint Electoral Roll Officer to present his report. Mark Spencer-Charlton reported the Roll was displayed on the Cathedral's website for inspection for a two-week period from 14th-29th March to enable corrections to be noted and incorporated. The revised Roll has been on display since 3rd April.

Membership of the Electoral Roll stood at 413, of whom 26 are resident in the Cathedral parish. The number at last year's APCM was also 413; this is explained by four people being added to the Roll since September 2020 and four names being removed.

The Joint Electoral Roll Officer reminded those present that names are not removed from the Roll unless someone dies, or an individual requests that their name be taken off. As noted, four names have been removed since the 2020 APCM.

The names of those wishing to join the Roll have to be approved by the Chapter during the year and additional names can be approved at the APCM prior to the rest of the meeting so that everyone eligible is entitled to vote.

The Joint Electoral Roll Officer then read the names of two people applying to join the Roll, which were received after the Roll had gone on display but before 29th March when it closed for revision, and listed as an Addenda to the revised Roll. He asked the meeting for authorisation to add the names to the Roll, which would complete it at 415, and for them to be recorded.

The Joint Electoral Roll Officer concluded his report.

The Dean asked the meeting to approve by a show of hands, the addition of the names; all those present voted in favour.

The Dean thanked Mark Spencer-Charlton and Marie Tims for their work in the revision and maintenance of the Roll.

3. Apologies for absence

Apologies were received from Barbara Lane.

4. Minutes of the APCM held on 27th September 2020

The Minutes of the APCM held on 27th September 2020 were displayed for a month following the meeting and no comments were received. The Dean therefore proposed that the Minutes be approved and adopted; all voted in favour. The Minutes were signed as a correct record.

5. Matters arising from the Minutes not on the agenda

There were no matters arising.

6. Elections

6.1 Cathedral Chapter member –

The Dean said that Amanda Adamson-Hill had completed her three-year term of office but was standing for a second three-year term, for which she is eligible. Hers was the only nomination

received (proposed by Linda Hutchinson and seconded by Maggie Still), and she was therefore elected unopposed. The meeting approved this election by a show of hands. The Dean thanked Amanda for standing again.

Helen Quintrell is the other elected member of the congregation to the Chapter and she begins the second year of a second three-year term of office from today's meeting. Both Amanda and Helen make a huge contribution to the Chapter, along with the Wardens.

6.2 Cathedral Council members –

There are vacancies for two congregation members to the Cathedral Council, Patrick Buckingham and Eric Collins having completed their terms of office. Two nominations were received: from Eric Collins and Maggie Still.

Eric Collins had completed his four-year term but was standing again for a second four-year term, for which he is eligible; proposed by Amanda Adamson-Hill and seconded by Maggie Still. The other nomination is from Maggie Still; she is proposed by Neil Tryner and seconded by Daniel Chumbley.

The Dean thanked Eric and Maggie for standing and confirmed that they were therefore elected unopposed to the Cathedral Council: Eric to serve a second four-year term and Maggie to serve a four-year term. The meeting approved this by a show of hands.

The Dean said the new Cathedrals Measure had now passed through all its parliamentary stages and was awaiting Royal Assent, likely to be given on 29th April. This will result in a re-shaping of the Chapter and Cathedral Council. The Council will be involved with Chapter in working out new Constitution & Statutes and the future role of the congregation in electing representatives to those bodies. A group led by Daniel Chumbley and Jennie Page (Chair of the Council), has therefore been put in place to make initial recommendations about the first stage of the new Constitution & Statutes and will be seeking the views of the congregation.

The Dean noted that Patrick Buckingham had served two four-year terms as one of the congregation's representatives on the Council and expressed thanks to Patrick for all he had contributed to the Council.

6.3 Cathedral Stewards –

The Dean invited Odette Penwarden (Chair of the Stewards' Committee), to report. Odette reported that the Guild had survived the lockdowns without too many scars and thanked all those stewards who had given their time to come and steward at the services that had been allowed. The live streaming of services during lockdown had been a great help to many people and she thanked all those involved in them.

Membership of the Guild stands at 50 and Odette read the names of the current membership. In conclusion, Odette thanked all the Stewards for their commitment to the running of all services at the Cathedral, supporting the clergy and vergers and welcoming visitors.

The Committee membership comprises: Odette Penwarden (Chair); Carol McLeod (Secretary), Sandy Langdown (Rotas); Pauline Allard, Alison Brown, Stuart Mackinlay, Tim Putnam and Peter Toyne. Clare Vernon had resigned from the Committee and Odette thanked her for her contribution and all members of the Committee for their hard work.

The Committee has not met since the first lockdown and a meeting will be arranged as soon as is possible. A training and recruitment plan will also be put in place.

The Dean proposed the approval of Odette's report and the re-election of the existing Stewards for the coming year. The meeting voted in favour by a show of hands.

The Dean thanked Odette for her leadership and thanked the Stewards' Committee and all Stewards for the enormous amount of work they did.

7. Adoption of the Annual Report and Accounts for 2020

The Dean invited Matthew Knight, Comptroller to present the annual accounts.

The Comptroller reported that 2020 had been an exceptional year and the impact of the pandemic on the Cathedral's income and expenditure has been huge. When he reported to the APCM in September 2020, the projections were dire. He was happy to report that the situation had stabilised and our financial

survival is no longer a cause for concern. The pace of progress out of lockdown in 2021, however, will be a strong determining factor in our recovery and we are not out of the woods yet.

He began by summarising the Annual Accounts to 31st December 2020. The full report is available on the Cathedral website, together with a short summary. In 2020, income was badly hit by the reduction in commercial income due to the pandemic and while costs were reduced due to the closure of the Cathedral for long periods, our expenditure exceeded our income with an overall deficit (before investment losses), of £87,870. There was a decrease in our unrestricted funds (which we use for almost all our day-to-day activities) of £136,069 (before investment gains), following on from a decrease of £60,000 in 2019.

Southwark Cathedral Enterprises (SCE) has generated healthy profits in every year of its existence but the effect of the pandemic meant that our retail, conference and events businesses were closed for most of the year. As a result, the Company made a loss of £29,464 compared with a profit of £383,002 in 2019. The Company was therefore unable to make a charitable donation of its profits to the Cathedral in 2020.

The Comptroller further highlighted salient features from the Accounts. He thanked Toyin Tukasi (Cathedral Accountant) and Marie Aké (Finance Officer) for producing the figures. Once again, we received a totally clean bill of health from our auditors.

Thanks were also given to the volunteer team of money counters and office volunteers who assist Toyin with the accounts.

In conclusion, the Comptroller said early projections for 2021 are less bleak than predicted at the APCM in September 2020. The Cathedral is fortunate to have received financial support from the Dean of Southwark's Fund and has a loan agreement in place with the Diocese to provide additional funds if required. We are able to satisfy our auditors that we are a 'going concern' and our cash flow projections bear this out. We will not run out of cash to sustain our day-to-day activities. The work we had already done to build-up reserves has helped us through the current crisis but we will need to re-build those reserves once again to provide security against future unexpected events.

The next two to three years are going to be very different from what had originally been set out in our Masterplan covering the next five years. We now need to prioritise our financial sustainability over some of the plans we would like to have been working on, and to focus on our core mission and ministry and how to resource that at a time when we will not be able to rely on commercial income.

The Comptroller and the Dean subsequently answered questions arising from the Accounts.

The Comptroller proposed that the Annual Report and Accounts, which had been audited and approved as presented, be adopted; Vivienne Baines seconded. All present voted in favour by a show of hands. The Accounts were adopted unanimously.

In conclusion, the Dean thanked the Comptroller, Toyin Tukasi, Marie Aké and the Finance Committee for their care of the Cathedral's finances. The Dean said Matthew Knight was owed a huge debt of gratitude for his work over the last 16 years and for the support he had given to him personally, for which he was grateful. It is a view shared by the Chapter, the Finance Committee and the Fabric Advisory Committee.

8. Safeguarding

Matthew Knight, Cathedral Safeguarding Officer, reported as follows.

After a very busy year for the Cathedral with safeguarding in 2019, dominated by preparations for the audit by the Social Care Institute for Excellence in February 2020, the frequent lockdowns and Cathedral closures over the past 13 months have somewhat delayed our plans to implement the recommendations in the excellent audit report we received.

Nevertheless, the day-to-day work on safeguarding continues. Despite these extraordinary times, we have continued to arrange for DBS checks to be done and, from this month, some training via Zoom has been arranged. Matthew thanked Emily Halton for organising the administration of the DBS checks and booking people on to training and to Helen Quintrell who is running the leadership training courses via Zoom between now and July. Until such time as face-to-face training is resumed, this alternative way of doing things shows, how committed the Cathedral is to ensuring everyone has received the training they

require, especially as we gradually re-open the Cathedral and return to normality. We were also keen to make sure that, after such an unusual year, staff at the Cathedral have some form of refresher training as some of the accumulated safeguarding knowledge may have been lost as everyone's attention turned to surviving a global pandemic.

Matthew Knight said he and his fellow Cathedral Safeguarding Officers: Cherry James, Helen Quintrell and Jill Tilley have met regularly over the last year and are usually joined by the Diocesan Safeguarding Advisor. Following the departure of Kate Singleton a year ago, Hugh Constant was welcomed as her replacement in September. Unfortunately Hugh decided to leave in February 2021 and we are now looked after by Moira Murray as Interim Diocesan Safeguarding Advisor until a new appointment is made. Another change to the team has taken place with the arrival of Canon Andrew Zihni as Canon Precentor. Part of his brief is to be the Chapter's safeguarding lead (a role he had fulfilled up until now). Matthew said as he was retiring in June, it was felt more appropriate for the role to sit with the Canon Precentor going forward. Canon Zihni will be ably supported by the Cathedral Safeguarding Officers and the Diocesan Team and Matthew wished him well in this important area of Cathedral life.

The focus in the next few months will be towards implementing the recommendations of last year's audit as life starts to return to normal and our activities with young people and our work with the vulnerable starts to get back up to speed.

In conclusion, Matthew reminded everyone that if they had a safeguarding concern, no matter how small, to get in touch with one of the Safeguarding Officers. Their contact details are on posters at the west end of the nave, in the Mandela Porch and in the Song School, as well as on the website.

9. A presentation by members of the Giving Group

Linda Hutchinson thanked everyone for their continued financial support over the last year; which has been really encouraging. She said there was a difficult year ahead with a £135,000 deficit in the finances and asked people to consider reviewing their giving.

Amanda Adamson-Hill also encouraged the congregation to sustain or increase their giving so that certain aspects of the Masterplan can be realised and undertook to explain in detail some of those aspects.

10. Questions arising from The Dean's Annual Report

The Dean reported that Justine Horseman Sewell had been appointed as the new Chief Operating Officer and will begin in post in June.

He welcomed Canon Andrew Zihni as Canon Precentor and thanked him for all he had done since his arrival in January.

The Dean also expressed thanks to the following: the Chapter and Cathedral Council (chaired by Jennie Page); the Revd David Adamson-Hill; the Revd Lisa Bewick; the Vergers; the Musicians and lay clerks; Mark Spencer-Charlton; the Cathedral staff; Choir Chaperones; Events Stewards; Tom Poole and Marie Tims. Thanks were given to Ada Wilson-Jones for her leadership of the Mothers' Union and the work it was doing. He also thanked the congregation for everything it had done and the messages of support received and added that the Cathedral community would emerge stronger post-pandemic.

11. Any other business

There was no other business.

The Sub Dean thanked the Dean for his leadership, encouragement and love of the Cathedral community and said he had helped us to worship together during lockdown. The meeting endorsed his remarks with applause.

The Dean declared the meeting closed at 1:30 p.m. and thanked everyone for their attendance. The meeting concluded with The Grace.