

# SOUTHWARK

## ◆ CATHEDRAL ◆

### ANNUAL PAROCHIAL CHURCH MEETING

**Minutes of the Annual Parochial Church Meeting  
held on Sunday 19 May 2024 at 1pm in the Cathedral**

#### **1. Prayers**

The Dean opened the meeting in prayer.

#### **2. Confirmation of the 2024 Electoral Roll**

The Dean invited Sarah Mann, the Electoral Roll Officer, to present her report. Sarah confirmed that she had taken on the role in summer 2023 after the retirement of both Mark Spencer-Charlton and Marie Tims.

Sarah noted that, as required by the Church Representation Rules 2022, notice that the Electoral Roll was to be revised was posted on the Cathedral noticeboard on 31 March 2024 and the Electoral Roll was available for inspection for 14 days (13 – 28 April), to enable additions and corrections to be made. Notice of the revision was also included in the weekly notice sheets. Seven names were added to the roll. The revised roll has been on display since 5 May 2024. The current roll stands at 476 (of which 5% are resident in the parish, 65% in the diocese and 30% outside the diocese), which is 18 more than last year (458 at the APCM 2023).

In every 6<sup>th</sup> year (next in 2025), the roll must be recreated from scratch, so the roll tends to rise over the 5 year period and then fall in the 6<sup>th</sup> year at the full revision. By way of comparison, there were 656 names on the roll at the 2018 APCM and 362 following the full 2019 revision.

The names of those applying for membership to the Roll are reported to Chapter each month during the year for their approval.

Sarah offered her thanks to Sharda Rozena for her work in keeping the Cathedral database up to date and to Michael Rawson and Emily Halton for their support throughout the year.

#### **3. Apologies**

Apologies were received from Caroline Clifford, Kate Dean, Jim Skinner, Alan Horne, Andrew Heaton, Rachel Fleming, Angela and Peter Toyne and Nigel Skayman.

#### **4. The Minutes of the APCM held on Sunday 14 May 2023**

Minutes of the APCM held on Sunday 14 May 2023 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 by the Dean as a correct record.

#### **5. Matters arising from the Minutes not on the agenda**

There were no matters arising.

## **6. Elections**

### **6.1 Cathedral Wardens**

The Dean confirmed that two nominations for Cathedral Warden had been received: Linda Hutchinson proposed by Vivienne Baines and seconded by Pauline Allard, and Daniel Chumbley proposed by Jessica Kingsley and seconded by Marlene Collins.

According to the Church Wardens Measure 2006, a warden can stand for an extra year beyond the recommended maximum number of years' service, if the APCM resolves that it is content with this. The Dean therefore asked the meeting to vote as to whether or not it was in favour of this resolution to enable Daniel Chumbley to stand for another year. The meeting voted by a show of hands and the motion was overwhelmingly carried.

Linda Hutchinson and Daniel Chumbley were therefore elected unopposed as Cathedral Wardens for the next year.

### **6.2 Cathedral Stewards**

The Dean invited Odette Penwarden, Chair of the Stewards, to present her report. Odette reported that it had again been a busy year for stewards who had worked hard to cover all the regular services as well as Advent, Christmas, Lent, Holy Week Easter services. There had been several large services including the Chrism service when we welcomed many clergy from the diocese.

Odette noted that there are now fewer stewards as some have moved away or stood down from the role and that the membership of the Guild of Stewards now stands at 35, having increased by two since the last meeting. She read the names of the current membership.

Sue Feakin and Bill Gibbs had retired and were invited to become Honorary Stewards. The Committee recognised the need to recruit more stewards.

A development day was held recently attended by 14 stewards and it is hoped the remaining stewards will also attend a development day in the near future.

Odette then thanked the Committee for their hard work, Linda Hutchinson for her support as Warden, Peter Toyne for his work on the new protocol, Neil Tryner for his support in using the contactless giving devices and Juanita Fan for communication amongst the stewards. In particular, Odette thanked Sandy Langdown for her continuing and tireless work on preparing the stewards' rotas. She also expressed her thanks to the Dean, clergy, vergers and all the stewards for their support.

The Dean then proposed that the stewards' names read out be elected for the following year. By a show of hands they were elected unopposed.

## **7. Adoption of the Annual Report and Accounts**

The Dean explained that there were two sets of reports: firstly the Annual Report and Accounts prepared for the Charity Commission which this meeting was invited to adopt, and secondly the Dean's own report available at the meeting and published on the Cathedral website.

The Dean confirmed to the meeting that we said goodbye to both Cathedral Chief Officers in early April, since when Isabel Merrifield had joined as interim Consultant COO and Ted Halshaw as

interim CFO. The Dean invited Ted Halshaw to present the Annual Report and Accounts. After introducing himself, Ted confirmed the outcome of a broadly balanced budget for 2023 and thanked all those who had contributed to this achievement.

Daniel Chumbley, as Chair of Finance, paid tribute to Ted's hard work in providing assurance to the auditors on the numbers and risks so that a final report and set of accounts could be presented to Chapter for approval. He added that the Cathedral had done well this year to increase visitor numbers and to manage its costs and thanked all staff in the office for their rigour in controlling expenses and managing their budgets. He also offered huge thanks to Southwark Cathedral Enterprises for their very significant contribution to income, and for inviting people to experience our building who otherwise would not be here.

There were no questions for the interim CFO, Ted. Daniel Chumbley proposed that the meeting adopt the annual report and accounts and this was seconded by Edward Gormley. The meeting voted unanimously to adopt the annual report and accounts.

The Dean thanked Ted for building on David Edgar's work, supported by Daniel as Chair of Finance and the Cathedral staff for their hard work in getting us to a point where we can be assured of the 2023 outturn. He also thanked all the staff working in finance and all those who donate to the Cathedral for their support.

## **8. Safeguarding**

The Dean invited Rev Canon Kathryn Fleming to present her safeguarding report. Kathryn expressed her thanks to our three Cathedral Safeguarding Officers (Jill Tilley, Cherry James and Helen Quintrell) and to Sharda Rozena and Emily Halton and the Diocesan Officers who advise us for all their hard work and support over the year. Kathryn also thanked Rev Canon Jay Colwill, previously the Cathedral Lead for Safeguarding, for handing over a very clear and comprehensive picture and file to her.

Kathryn reported that many had been trained in various levels of safeguarding in the context of the Cathedral's commitment to making this a safe place for all at our Safeguarding Service. She noted that everyone has a right to feel safe here and that this matters hugely to her and to all at the Cathedral. She expressed her thanks to everyone taking Safeguarding seriously and in particular to the efforts of our CSOs.

The Dean expressed his own thanks to Jill Tilley, Cherry James and Helen Quintrell and also to Emily Halton who until very recently had been our Safeguarding Administrator.

## **9. Streaming Services**

The Dean invited Tony Piper to present his report on streaming services. Tony reported that since the pandemic, the Cathedral has been streaming many of its services to YouTube and Facebook and that the 'live' congregation is typically 45 people for Morning Prayer and 80 for the Sunday Eucharist. These numbers increase significantly over the day as worshippers from across the world join. Our online community comprises members of our regular congregation unable to attend the Cathedral for a variety of reasons, previous visitors and those who simply found us via social media. According to YouTube, the vast majority of viewers are over 55 with a 62:38 split male to female.

In the 365 days from Easter Monday 2023 to Easter Day 2024, we streamed a total of 433 Services to our YouTube and Facebook channels, comprising 356 Morning Prayer and 77 Sunday Eucharist and other services. We also streamed a variety of special services including 15 hours of Holy Week Services.

Morning Prayer is streamed by the vergers, Compline by clergy from their homes, and everything else by our team of volunteers. The total volunteer effort was 556 hours. Online giving totalled £697

of which £416 was eligible for Gift Aid. Future plans include upgrading our equipment with two more cameras (thanks to a generous gift from a member of the congregation) and exploring how our online community can actively contribute to worship.

## **10. Stewardship**

The Dean invited the Sub-Dean, Michael Rawson to present his report.

Michael noted that our stewardship is in two areas, the financial offering that we make each week/month to the Cathedral and our stewardship of God's creation.

Michael thanked everyone who supports the Cathedral financially as these gifts form a large percentage of our income each year. People are encouraged to pledge their offering so that the Cathedral can plan its income and expenditure.

The Cathedral has now joined the Parish Giving Scheme (PGS), part of a national scheme that means individuals give by direct debit rather than Standing Order under the current Planned Giving Scheme. The advantage of the PGS is that all the administration is done by the scheme, including reclaiming and paying us the Gift Aid more promptly. Michael asked that everyone now paying by Standing Order moves to the PGS and that those using yellow envelopes also consider doing likewise. Chapter members have already moved to the PGS. Everyone on the electoral roll will receive details of how to sign up which can be done online, by telephone, by post or via help offered here at the Cathedral.

Giving to Masvingo will still need to be done via Standing Order.

Michael then reported on the Cathedral's activities in the context of stewardship of God's creation. The Cathedral has recently received its A Rocha Silver Eco Church award – Michael thanked all those involved in achieving this. He also reported on efforts to reduce our carbon footprint further, particularly effort to reduce the amount of paper used for service sheets. The cost to produce one order of service is £1.50 and we typically use 250 for a Sunday Eucharist. This equates, in broad terms, to cutting down a tree every three weeks to provide service sheets.

Everyone is therefore encouraged to use their phone or tablet to download service sheets wherever possible – some paper copies will always be made available.

A question was raised as to whether this would also apply to diocesan services. Michael responded by saying discussions will take place with the diocese about this. Michael also confirmed that there is a recycling station in the vestry for used batteries.

## **11. Questions arising from the Dean's annual report**

The Dean began by thanking everyone for the kind, generous and supportive welcome he had received. Understanding his multiple roles as inter alia Dean, Senior Priest in the diocese, Rector of the Parish and CEO of a charity, had been interesting but he had been particularly overwhelmed by the scale of volunteering in the Cathedral community, and the faithfulness of the congregation here and at St Hugh's. He also paid tribute to the efficiency and constant dedication of the vergers and all our staff, the quality of our musicians, the commitment of Chapter members including Gill Reynolds as Senior Non Exec, the excellence of our schools and ecumenical partnerships. He recognised the untiring commitment to the Cathedral from his clergy colleagues and Bishop Christopher's love for the place. Going round the local community, he has been struck by how much the Cathedral is held in people's affection and admiration.

The Dean confirmed that two interim appointments have been made after the departure of our two Chief Officers and that interviews for permanent replacements are taking place in June.

Turning to his report, the Dean outlined the thinking and work that has gone into preparing the outline Vision. The detail of this element of his report was made available at the meeting and on the Cathedral website from 12<sup>th</sup> May 2024.

There were no questions arising from the Dean's report.

## **12. Any other business**

The Sub Dean responded to a question from George Martin about 'old timers' not returning to the Cathedral post Covid by saying one of the purposes of 'making space' for people is to consider how best to engage with those who have not returned.

Heather Booth commented that there was no mention of Lay Ministers in the Dean's report, eg SPAs and Readers. The Dean reassured her that these people are considered important and integral to the Cathedral's life.

Linda Ridgers-Waite commented on the need to overcome silo working amongst everyone and the Dean agreed.

There was no further business. The Dean thanked everyone for coming and declared the meeting closed at 2.15pm.