

Minutes of the Annual General Meeting Held on Sunday 29 April 2018

Chairman – Rogers Govender, Dean of Manchester.

Secretary – Stuart Shepherd, Cathedral Administrator.

1. Apologies

Apologies had been received in advance of the meeting from: Barbara Baynham; Ian Baynham; Patricia Corbett; Patricia Holgate; Diane Johnson; Margaret Knowles; Amos Millington; Catherine Rhodes; Gareth Screeton; Ian Shaw and Ian Simpson.

2. Notice convening the meeting

Invitations had been circulated electronically and by post in February 2018.

3. Minutes of the previous Annual General Meeting

The minutes of the previous AGM, which was held on 7 May 2017, were accepted as a true record and no amendments were necessary.

4. Matters arising from the minutes of the previous Annual General Meeting

No matters arising.

5. Election of the Deanery Synod Representatives

The Dean explained that three representatives of the Cathedral Community attend meetings of Hulme Deanery Synod. This is due to the Cathedral being situated geographically within the Hulme Deanery but as mother church of the diocese the Cathedral does not align itself with the activities of any one deanery. The current representatives were reported as Kathryn de Belle, Sylvester During and Basil Fox and their terms of office were not yet due to expire. The Dean thanked Kathryn, Sylvester and Basil for their continued support.

6. Election of Community Committee members

The Dean explained how up to ten members of the Cathedral Community can be elected for a three year term to join the Cathedral Community Committee. The Cathedral Community Committee exists to provide a link between the Chapter (the governing body of the Cathedral) and the various Cathedral communities. The Cathedral Community Committee meets approximately six times per year after the 10.30am Sunday Eucharist.

The following two members were reported as now due for re-election: Kathryn DeBelle and Kirk Eckersall. The following members were due to continue for the following year: Beryl Cheshire; Pauline Dimond; Sylvester During; Barbara Evans; Doreen Hollingworth; Ian Simpson; Judy Walsh and Anthony Williams.

Nominations for two vacancies had been invited (with the requirement that those nominated, their proposers and seconders all must be members of the Cathedral Community Roll); one nomination was received for Josh Okafor and the Dean thanked Josh for his willingness to volunteer.

One vacancy remains.

7. Election of Cathedral Council members

The Dean explained that four members of the Cathedral Community Roll may also be elected on to the Cathedral Council for a three year term (and may be re-elected for further terms). Additional members of the Cathedral Council are then drawn from various areas of civic, business and religious life within the diocese and around Greater Manchester. The Council meets twice a year and provides help and support to the Dean and the Chapter on issues concerning the Cathedral. The Dean reported that John Acaster, Graham Curtis, Barbara Evans and Michael Powell were last elected in 2015 so their respective terms of office were now due to expire but they would be eligible for re-election. All four had been duly proposed and seconded and there were no new nominations received. Therefore all four were re-appointed as Cathedral Council members and the Dean thanked them for their continued support.

8. The Dean's Report

The Dean presented the details of his printed report, which had been made available in advance of the Annual General Meeting. The Dean then went on to provide additional updates in response to questions from the Cathedral Community.

It has been a very blessed year with the installation and dedication of our new organ, a new lighting scheme, new sound system, stone wall cleaning, new liturgical furniture and new altar frontals. We have received an £89,000 Resilient Heritage Grant from the Heritage Lottery Fund to pay for an options appraisal to be carried out, which will help the Chapter identify various possibilities for creating new public spaces, improve accessibility and provide toilets – public consultations are taking place and the Cathedral community will be invited to one of these in July 2018.

No work has been carried out on the tower for a number of decades; the stone is now crumbling and the louvres are failing and about to fall. Emergency funding has been received from the government's First World War Centenary Cathedrals Repair Fund. The original repair costs were around £650k and the grant we received was for £500k. Unfortunately, the company carrying out the works has gone into administration. The government has agreed to allow the Cathedral to carry over £81k of the unspent grant beyond the payment deadline; we are now in the process of appointing the second cheapest contractor from the original tender list. Repair works should resume in June but there will be a further four to six months of scaffold on-site.

St Denys Bookshop closed at the end of February after trading in the Cathedral Visitor Centre for some six years or so. They have had the benefit of a heavily subsidised rent for a number of years but the Visitor Centre building runs at a deficit. It is important to note that the Bookshop was a commercial enterprise, not a charity, and so it was therefore decided by the Cathedral Visitor Centre Board of Directors that the Visitor Centre could no longer sustain a subsidised rental income from the Bookshop. It was not true that they were asked for a 200% or 300% rent increase. They were asked for a 6% rent increase after much deliberation by the Board. Unfortunately the Bookshop refused; regrettably the owners decided to close their business and leave the Visitor Centre. We do not have plans to open a similar bookshop offer. The Chapter has considered a small visitor retail offer since we are the only cathedral not to have a small gift shop but we have very limited space available to make happen. There is an obvious need across the diocese for certain church items to be supplied (such as candles, wafers etc) so perhaps this could be considered for any potential retail offer but the Chapter will not consider opening a traditional bookshop in any form whatsoever. There is a Mothers Union shop based within Church House and they sell Christian cards.

9. Signing of Humphrey Booth the Elder's and Grandson's Charities Annual Report and Accounts for the financial year ended 31 March 2017 – the Annual Report and Accounts were signed by the Dean.

10. Reports from organisations, projects and Cathedral department

a. Administrator's Report

The Cathedral Administrator was thanked for his work over the past year; no questions were raised.

b. Lighting and Sound

The Dean thanked the Stewards who have been trained in controlling the new sound system.

c. Extract of Financial Statements for the Year Ended 31 December 2017 & Accountant's Report

The Cathedral Accountant reported that the accounts were still in draft form and still subject to audit at the time of the meeting; however no substantial changes were anticipated. JA then presented key information from the consolidated financial statements of Manchester Cathedral together with its wholly owned trading subsidiary Manchester Cathedral Hire Limited.

Income for 2017 shows an increase of £58,620 over 2016 mainly due to the receipt of grants from Manchester Cathedral Development Trust amounting to £1,248,348 towards the new organ, the sound system, the lighting system, new liturgical furniture and salary costs of the fundraising team. The income under the Parish of Manchester Revenues Measure 1933 from Manchester Chapter Estates fell by £25,767 this year to £556,701. Total income for the year amounted to £3,126,753.

Expenditure on raising funds including visitor attraction costs were less than last year at £195,285. Cathedral upkeep costs for 2017 were £2,118,940 compared to £2,231,795 in 2016. This included major project works on the new organ, lighting, new liturgical furniture and works on the repair of the tower. The tower works are partly funded by a grant from the First World War Centenary Cathedrals Repair Fund. Cathedral insurance amounting to £71,747 continues to be a significant cost. General electrical repairs, security costs, heating repairs continue to be a major part of Cathedral upkeep costs. Total expenditure for the year amounted to £2,954,644.

At the end of 2017 there were total funds of £1,013,651. Free reserves amounted to £313,159 compared to £562,160 at the end of 2016. The reserves as at 31 December 2017 were therefore within the Chapters' stated policy of holding between three and six months of normal operational costs (equating to between £285,000 and £571,000) in reserves.

It was noted that the printed reports did not contain projections for the next five years, which are prepared and presented to Chapter and to Council; it was suggested that these be included in the financial extracts next time around so that the Cathedral Community Roll better understand the financial challenges that lie ahead.

It was explained that the Chapter holds ancient capitular properties within Manchester Cathedral Estates and these provide necessary income for the Cathedral. Holding a number of commercial properties can be risky business when tenants go bust or when void periods are experienced between tenancies. At the advice of the Finance and Investment Committee, the Chapter has worked hard to reduce the number of properties it owns and has invested more heavily in property funds.

It was also explained that most of the damage to the floor tiles was not due to commercial events as was often presumed by worshippers and visitors, but instead caused by contractors during the new lighting installation; the damage will be repaired later in the year during the contractual defects period.

The Dean thanked John Atherden for his presentation of the accounts and for his work.

d. Booth Centre

The Dean thanked Amanda Croome and her team for their continued hard work with the homeless of Manchester. The annual Sleepout proved extremely successful again last year raising over £116,000 and reaching its capacity for the number of participants. Canon Holgate is now a Trustee of the charity.

e. Stone Cleaning

The inner aisles of the nave have been cleaned and all agreed that the results are outstanding. The outer aisles still need to be cleaned and this will happen at a future date subject to fundraising.

f. Manchester Cathedral Guild of Change Ringers

The sound of the bells has been very much missed by all and the Dean hopes that they will be able to ring again soon after the tower repair works are completed. The Dean expressed his gratitude to the First World War Centenary Cathedral Repairs Fund for its £500,000 grant and to the bellringers for their patience and understanding whilst the bells are out of action.

g. Tower Repairs

As reported above.

h. Cathedral Community Committee

The Dean expressed his gratitude to all those members serving on the Cathedral Community Committee and to Ian Simpson for acting as Chair.

i. Churchwardens' Report

The Dean thanked the Wardens and Stewards, without whom, many of the events and services would struggle to take place.

j. Communications and Marketing Report

Joanne Hooper was thanked for her report; no questions were raised.

k. Crosland Fund

The object of the Dean of Manchester Crosland Fund is to assist people who are living within the Greater Manchester region and are experiencing conditions of need, hardship or distress. Total grants awarded came to the value of £7,053 with 50 applicants benefitting from the fund.

l. Deanery Synod

The Dean thanked the three representatives of the Cathedral Community for continuing to dutifully attend the meetings of Hulme Deanery Synod and for capturing the notes of each meeting.

m. Development Project

The Dean expressed his thanks to Anthony O'Connor for his endeavours over the year. There will be a choir trip to Portugal in October 2018 to visit the place from where the new altar frontals were gifted.

n. Education Department

Pam Elliott and the Education volunteers were thanked for their efforts in providing 98 learning sessions for over 4,500 children and young people.

o. Electoral Roll

The Dean thanked Daphne Greaves for her work in maintaining the electoral roll, which has now increased to 149 as at 1 March 2018.

p. Envelope Scheme and Planned Giving

Diane Johnston was thanked for her work as Gift Aid and Planned Giving Secretary. Five additional new forms have been signed this morning.

q. Flowers

The flower arrangers were thanked for their hard work over the past year – the Cathedral always looks beautiful. It was explained that all donations for flowers at Christmas and Easter are eligible for Gift Aid.

r. Friends of Manchester Cathedral

The Dean thanked the Friends for their continued financial support of the Education and Music Departments, and the liturgical furniture. This year sees their 80th anniversary and so on Monday 30 July there will be a special lunch in the Visitor Centre. Please consider becoming a Friend if you have not already done so.

s. Logistics

The Dean thanked Peter Mellor for his hard work.

t. Music Department

The Dean thanked Christopher Stokes for his sterling efforts in the Music Department and sustaining the worship with such a small choir.

u. Servers

The Dean thanked Ian Simpson and the servers for their service.

v. Verger Department

The Vergers were thanked for their hard work over the past year. The Chapter has agreed to recruit a third verger and then to reallocate security duties to the Verger department, thereby using the security budget in a smarter, more efficient way. Many thanks also to Elaine who continues to serve as a verger voluntarily.

w. Volition

The Dean congratulated Volition for all of its successes on helping long term unemployed back into paid work. The beehives continue to do well and the Heavenly Honey is proving extremely popular.

11. Any other business – the Dean thanked all those involved in Cathedral life, from those making the tea and coffee, to those helping with liturgies, our volunteer Welcomers and Guides, archivists, volunteers, clergy and paid staff.

12. Closing Prayers and the Grace

The meeting closed with a period of silent reflection and ended with the words of the Grace.