





A report on the life and work

of the Minster Community from

the Cathedral Chapter

for the year ending

**31 DECEMBER 2019**

**VISITOR**

The Right Revd Paul Williams, Bishop of Southwell & Nottingham

**HIGH STEWARD**

Sir John Peace, H.M. Lord-Lieutenant of Nottinghamshire

**THE CHAPTER**

The Very Revd Nicola Sullivan, Dean of Southwell (Chair)

The Revd Canon Nigel Coates, Canon Residentiary and Canon Chancellor (retired 30 September 2019)

The Revd Canon Dr Richard Frith, Canon Precentor (from 8 September 2019)

Mrs Vicky Thorpe (Co-opted as Safeguarding Coordinator) **Elected by the Annual Parochial Church Meeting of Southwell Minster**

Mrs Jan Richardson MBE

Mr Andrew Corner

**Appointed by the Bishop of Southwell & Nottingham**

The Revd Canon John Bentham (RIP 6 August 2019)

Canon Philip Blinston

Mr Shaun Boney

Col. Tim Richmond OBE TD DL

Mr Richard Vigar

**THE COLLEGE OF CANONS**

The Very Revd Nicola Sullivan,

Dean of Southwell (Chair)

The Revd Canon Nigel Coates,

Canon Residentiary and Canon Chancellor (retired 30 September 2019)

The Revd Canon Dr Richard Frith, Canon Precentor (from 8 September 2019)

The Right Revd Anthony Porter, Bishop of

Sherwood

The Ven. Sarah Clark, Archdeacon of Nottingham (resigned March 2019 to be consecrated Bishop of Jarrow)

The Ven. David Picken, Archdeacon of Newark

The Revd Canon Dr Alison Milbank,

Canon Theologian  
The Ven. Phil Williams, Archdeacon of Nottingham (from July 2019)

**THE HONORARY CLERICAL CANONS**

The Revd Canon Mark Adams

The Revd Canon John Bentham (RIP 6 August 2019)

The Revd Canon Bronwen Gamble

The Revd Canon Julian Hemstock

The Revd Canon Barbara Holbrook

The Revd Canon Alan Howe

The Revd Canon Peter Huxtable

The Revd Canon Dr Richard Kellett

The Revd Canon Fiona Shouler

The Revd Canon Steve Silvester

The Revd Canon Nicholas Spicer

**THE HONORARY LAY CANONS PRIEST VICARS**

Canon Michael Arlington Canon Tony Evans (resigned 30 November 2019)  
Canon Philip Blinston The Revd Erika Kirk

Canon John Loughton

Canon Nigel Spraggins

**THE ECUMENICAL CANONS READER WITH PTO**The Revd Canon David Shearman Canon Angela Ashwin  
The Revd Canon Christian Weaver

**THE CATHEDRAL COUNCIL**

* Judge Anthony P. Mitchell (Chair)

The Right Revd Paul Williams,

Bishop of Southwell & Nottingham

The Very Revd Nicola Sullivan,

Dean of Southwell

Col. Tim Richmond OBE TD DL

The Revd Canon Nigel Coates,

Canon Chancellor (retired 30 September 2019)  
The Revd Canon Dr Richard Frith, Canon Precentor (from 8 September 2019)

* The Revd Canon John Bentham (RIP 6 August 2019)
* Mr Peter Gibbins
* Councillor David Mellen
* Mr Roy Pearson
* Mr Christopher Perrett
* The Ven. David Picken
* Mrs Jan Richardson MBE
* Mr David Shannon
  1. Prof. Eunice Simmons (resigned December 2019)
  2. Mr Richard Vigar

**Every person or body having functions under the Constitution or Statutes shall, in exercising those functions, have due regard to the fact that the Cathedral is the seat of the Bishop and a centre of worship and mission.  
*(From the Introduction to the Constitution and Statutes, March 2000 – Revised January 2012)***

*‘The Minster Community seeks to celebrate God’s life, love and beauty in the Cathedral*

*at the heart of the Diocese, in the life of the Parish and across the world.*

*Our hope is in God, the source of all community, and our purpose is the service of His Kingdom in the name of Jesus Christ and in the power of the Holy Spirit.’*

**THE FOUNDATION PRAYER**

Almighty God, you have made us members one of another in the mystical body of your Son: grant your grace to Paul, Bishop of this Diocese, to the Cathedral Chapter, the College of Canons, the Cathedral Council, to all members of this Foundation, and to all who work and worship here. Give them the spirit of wisdom and love, that they may live to your glory, to the furtherance of the Church in this place and this Diocese, and in union one with another through Jesus Christ our Lord, who is alive and reigns with you and the Holy Spirit, one God world without end. Amen.

**THE MINSTER COMMUNITY PRAYER**

Heavenly Father, through Jesus Christ, your Son, you embrace the whole world in your love. Inspire and guide the life of this Minster that the clergy and people, continuing to share their hopes and seeking the vision of your purpose for them may grow in grace and rejoice in the service of your kingdom.

Through Jesus Christ, our Lord. Amen

**A MESSAGE REGARDING COVID-19**

This Report would usually have been published in March/April ahead of an Annual Meeting but due to the Government closure of all places of worship and  non-essential offices on 23 March 2020 in response to the Covid-19 pandemic, normal processes were interrupted before publication. After three months of ‘lockdown’ the Cathedral reopened on 15 June with ongoing restrictions in place at the time of going to press in October 2020, including staff on ‘furlough’. A full report of the impact of these unforeseen events will be made in the 2020 Annual Report.

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# THE DEAN’S WELCOME

England’s 42 Cathedrals are among the greatest of her public buildings. Southwell Minster can hold its head high among them – while small (ish) and tucked away in one of Nottinghamshire’s delightful market towns, once discovered, people love it and wonder why they had not found it years before. The solid simplicity of fine Romanesque and the elegant Gothic architecture, the imposing ruins of the Archbishop’s Palace reminding us of the town’s past ecclesiastical and strategic relevance, and all set within green and tranquil spaces. The Chapter House’s world-renowned naturalistic stone carvings continue to intrigue and delight visitors and after the completion of the two year Leaves Project, started in September, we hope many more will come to discover the ‘jewel in the crown’ of this extraordinary place.

I love history, architecture, archaeology. I am fascinated and endlessly willing to learn about the Minster. But, that’s not why I am a Dean or why I feel called to lead the cathedral at this particular time! I am driven by an overriding sense of how significant cathedrals are at this moment in our nation’s life when so many people across communities have been bewildered and exhausted by the political uncertainty of 2019. I am excited to see people responding to the prayer-soaked atmosphere of the Minster. I am motivated by the belief that we have extraordinary opportunities to strengthen and build partnerships across our diocese to make an impact for good, especially among the disadvantaged and forgotten. Since my late teens I have been captured by the sheer generosity, goodness and love of God shown to us in Jesus Christ by the transforming power of the Holy Spirit to change lives, heal divisions and inspire loving service. This, I believe, is part of the distinctive mission of cathedrals today. We open every day and we are here for everyone.

The Report tells in a small way of the immense achievement, hard work and active faith that flows from Southwell Minster every day. It celebrates our dedicated staff and volunteers who belong to our wonderfully cheerful and resourceful Minster community. On behalf of the Chapter, I thank them profusely for what they do and the way they do it.

2019 will be remembered in history as the year of bitter wrangling over Brexit; the declaration of ‘Climate Emergency’ and the visit of Extinction Rebellion; a worrying rise in mental health issues especially in children; the continuing appalling suffering of displaced and desperate people fleeing war and terror across the globe.

By contrast, this Report is filled with hope, celebration and gratitude to God for calling us together in Christ, in life centred around the heartbeat of daily worship and prayer as we look outwards away to serve our Bishop, diocese and everyone who enter our doors. By comparison it is small (ish) to the vast challenges facing us but as someone once said: “You cannot do great things for God. Only small things – but small things done with great love change the world”.

Read on!

**The Very Revd Nicola Sullivan, Dean of Southwell**

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# WORSHIP, LITURGY AND MUSIC

## Worship and Liturgy

After a long 15 months without a Canon Precentor we were delighted to welcome to Southwell Dr Richard Frith who had previously been Vicar of Holy Trinity Halifax. At a splendid Evensong on 8 September – fittingly the feast of the Blessed Virgin Mary and the first Sunday of a new choir year, Bishop Paul licensed and collated Richard, and he was duly installed into the Precentor’s seat in the quire. Richard brings excellent experience of growing a choir in a church in Halifax and quickly adjusted to the rhythms and rotas of cathedral life.

As Dean I ‘held the reigns’ of the Worship and Liturgy department which moved smoothly through the year entirely due to the excellence of colleagues in the Music department, and in particular Erik Sharman, Liturgy and Music Assistant.

At the end of November, we began a consultation with the Community Forum and more widely across the congregations to open up the possibility of reshaping the Sunday morning worship. We also want to develop a new worshipping community, maybe monthly on a Sunday evening to draw those exploring faith on the edge of church and worship. This conversation will continue into 2020.

**The Very Revd Nicola Sullivan, Dean of Southwell**

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## Cathedral Choirs

The year 2019 has seen some exciting moments, great changes, and real consolidation for our Choirs. We are rightly proud of all our musicians, who have worked hard to produce music of the highest standard throughout the year.

Christmas 2018 saw the unusual coincidence of Epiphany with the Second Sunday of Christmas, allowing the Minster Chorale to explore this feast day with both a morning Eucharist and Evensong. The first week ended with our now established Epiphanytide Procession, a glorious feast of music and liturgy. We were delighted to institute a proper Candlemas Eucharist and The Patronal Festival the following day was a suitably devotional celebration of the Blessed Virgin Mary. The next Saturday, the boys and lay clerks visited Leicester Cathedral for the annual ‘Four Choirs’ Festival’; 2020 will see the girl choristers and lay clerks visit Derby. The Minster Chorale stayed in Southwell to sing Evensong with the choir of St Peter’s, Nottingham, a great collaboration cementing our relationship.

After a welcome half-term break, it was good to invite those who had recently gained an RSCM Award to sing Evensong with the Cathedral Choir, an occasion of great worth to offer singers from parish choirs. The Ash Wednesday Evensong was sung by the boys and lay clerks, with the Minster Chorale singing at the Evening Eucharist, and thus began a busy and eventful Lent. A selection of choristers sung in Bach’s *St Matthew Passion* with Nottingham Bach Choir, a fitting contribution for our previous Rector Chori Paul Hale’s final concert. On Easter Day we broadcast on national radio for the first time: Sunday Worship on BBC Radio 4 and Choral Evensong on BBC Radio 3. All worked hard to ensure the day was a huge success and I am tremendously proud of what we achieved. Special thanks to Simon Hogan (Assistant Director of Music) and Erik Sharman (Liturgy and Music Administrator), Anthony Gray for his remarkable brass arrangement, Philip Moore for composing dismissal responses for Evensong and, of course, all our wonderful singers. Unfortunately, Erik was unwell on Easter Day but, luckily, we managed to source a deputy alto at 6am! Thanks also to the Minster Chorale for allowing the Cathedral Choir a break by singing so well at what essentially became the main Easter Day Eucharist.

After a short break we were back ready for the summer term, which included the usual highlights: the Rogationtide Procession and Blessing of Brackenhurst, the Queen’s Birthday Service and Ordinations. The first Saturday in this term also saw a first iteration of what I would like to make a more regular event: The Chorister Parents’ Evensong. In the afternoon there was a vocal workshop with Michael Gregory, following which several chorister parents rehearsed music for Evensong. Although daunted, they were keen to try their hand at what their children do. Evensong was sung with the support of the lay clerks and was a roaring success. It was also excellent to see parents and lay clerks socialising after the service, an all too rare opportunity.

In July we took part in the ‘Choral Evensong Project’, a movement dedicated to promoting the service of Evensong. This was a wonderful opportunity to invite people from diverse groups to experience the tradition of sung Evening Prayer. The Quire was filled with people, most of whom we had not knowingly seen before. The boys and lay clerks sang with brilliance and a reception afterwards allowed engagement with those in attendance. The landlady of the Admiral Rodney was particularly taken with the occasion, as were many others whom we hope to see again!

The final weekend of the summer term was very busy. Throughout the year we had been planning a re-launch of the Southwell Minster Old Choristers Association, Simon Hogan and Andy McIntosh collecting contact details of former choristers as well as building a weekend of events. In addition, Southwell Minster Choir Association (SMCA) was to celebrate 30 years as an important group providing financial support to both individual choristers and larger projects. Everything came together in a tremendous weekend of music: a Friday lunchtime concert with former and current choristers; an evening concert of ‘choral favourites’; an Old Chorister reunion with recital and masterclass from Marcus Farnsworth and, finally, Evensong sung by the Cathedral Choir, former choristers, lay clerks and even one former Rector Chori! We hope to keep collaborating with SMCA to strengthen the Association.

The end of the Cathedral Choir term was celebrated with a barbeque, once again generously hosted by the Dean and Terry Westwood. We said farewell to several choristers, our organ scholar Anthony Gray and, most significantly, our Assistant Director of Music, Simon Hogan. His gifts are many; Simon gave so much to the Minster, not only musically, keeping things going through a number of changes, including the lack of a Rector Chori! Several fitting speeches and presentations were made in a great send-off. The Minster Chorale, who had not yet finished, said their formal farewell after the Festal Evensong for the feast of Mary Magdalene.

Before a new term began, the girls and lay clerks sang at the Southwell Music Festival Evensong and then embarked on a tour to Sées in Normandy, one of our twinned towns. It was a fitting final fling for Simon! Whilst in France, we gave three concerts in Sées and surrounding towns as well as singing at the Sunday morning Mass in Sées Cathedral. The standard of performance was extremely high, the concerts very well appreciated, and the whole experience was enjoyed by all, setting us up nicely for the new academic year.

September began with a bang as we welcomed new colleagues. Firstly, Jonathan Allsopp (Assistant Director of Music) and James Furniss-Roe (Organ Scholar), and then Richard Frith (Precentor) the following day. Installing a Precentor is a rather grand affair and we were pleased to offer the full forces of the Cathedral Choir and Minster Chorale. It has been a joy to welcome Richard, his wife Emma, whose artistic talents are a wonder to behold, and their son Stephen, who joined as a chorister and is making wonderful progress. Other occasions of note in this busy term included the visit of the Archbishop of York, the farewell to Nigel and Rhoda Coates, the St Cecilia Concert, the RSCM Festival Service, Remembrance Sunday and, of course, the preparations for Advent and Christmas. This year’s December was the best ever – everything, from the girl choristers singing *Ceremony of Carols* to the Minster Chorale singing *Messiah* together with Lincoln Cathedral Consort, from the atmospheric Advent Procession to the joyous Christmas services, has been of the highest quality and enjoyed by increasing numbers.

On a final note, our Chorister Experience day needs to be highlighted. As well as helping recruit new choristers, we like simply opening the doors to people to see what we do. This year saw a higher number of attendees than previously and a greater engagement of participants and their parents. We received support from BBC Nottingham with a slot on the breakfast show to promote the event and a lovely review by Frances Finn, who came with her daughter. This day was the highlight of the term and a signal of a new energy in recruiting future choristers.

Cathedral music is such an important part of our culture as well as the worshipping life of the Minster and we are so pleased to be able to offer what we do. The music team have worked tremendously hard to make 2019’s offering the best and we continue that work in 2020.

Paul Provost, Rector Chori

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## Visiting Choirs

Visiting choirs play a vital role in the worshipping life of the Cathedral, providing the music for choral services at when our own choirs are enjoying a well-earned break. In 2019, 21 choirs from across the country and beyond came to sing our services; we welcomed back a number of familiar faces as well as some who had never sung with us before.

It is always lovely to hear that our visitors have had an enjoyable time and felt welcome in our community. As ever, this is in large part thanks to my wonderful colleagues. A special mention goes to the Vergers, as well as Elizabeth Yule’s team at Sacrista Prebend who provide tea for our guests on Sunday afternoons. Everyone pulls together to create a friendly atmosphere and to ensure our visitors know that their contribution to our worship is highly valued. The choirs make such an effort to get on top of an often-demanding musical schedule, and all of this in their own time and usually at personal expense. We look forward to welcoming many of them again in 2020!

Erik Sharman, Liturgy and Music Administrator

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## Choral Outreach Programme

The team worked in seven primary schools during 2019, leading singing sessions for over four hundred pupils. School staff much appreciated songs being taught that linked to class topics and the final week performances to other year groups or families were much enjoyed.

We are most grateful for the support of the Minster School and chorister families, enabling choristers to accompany the animateurs and providing helpful support as young leaders. Many of the host schools have included comments in their feedback such as: “the children loved being supported by the choristers”.

As in previous years, in collaboration with the Cathedral’s Education Department, singing sessions have been part of both KS1 and KS2 Time Travelling, with a final sing through of the song in the nave at the end of the day. In March, children had singing opportunities in the State Chamber during the “Interfaith Day”, learning *Rejoice in the Lord Always*, *Shalom chaverim* and *Siyahamba*. At the “Sacred Space Day” in December, singing leaders ran workshops for the Year 7 students, listening to and discussing sacred music for different occasions.

The June Outreach Coordinators Conference in Cambridge was a most interesting and useful day and it was good to share the subsequent publication “A Celebration of Choral Partnership” with our team. As ever, warm thanks to the animateurs for their work and enthusiasm: we were delighted to welcome James Furniss-Roe to the team and Ginny Cooper rejoining.

Southwell Minster’s Choral Outreach Programme is indebted to The John Pilling Trust for its continuing support.

Elizabeth Johnson, Administrator Southwell Minster Choral Outreach Programme

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## Southwell Minster Choir Association

2019 was the 30th anniversary of SMCA’s foundation in 1989. The celebration coincided with the relaunch of the Old Choristers Association in July, which began with a Friday lunchtime recital featuring a varied programme from Old Choristers. 'Tea and Talk' by Paul Hale & Paul Provost preceded the concert performed by the Cathedral Choir, Minster Chorale, and musicians from the Minster School. The musical weekend continued with a Master Class led by Marcus Farnsworth (former chorister and founder of Southwell Music Festival) and former choristers enjoyed singing Evensong with the Cathedral Choir on Saturday. Term ended at the close of Evensong on Sunday, followed by the traditional SMCA Choir BBQ, kindly held by Dean Nicola and Terry Westwood.

In February, the annual 'Come & Sing' event, directed by Neil Page and accompanied by Simon Hogan, attracted 110 singers to rehearse and perform extracts of Haydn's *Creation*, and the informal performance was well attended. In early July, SMCA assisted in the preparations for, and refreshments following, the Choral Evensong Project, a movement aiming to widen interest in the living cathedral choral tradition. This special Evensong resulted in an impressive (and impressed) congregation.

The 2019 Music in the Great Hallseries continued to present a great variety of performers, including an excellent recital by musicians from the Minster School, and the *Carols in the Great Hall* Christmas treat, performed by the Girl Choristers. Whilst there is a loyal, local audience, the MIGH concerts would benefit from increased support.

The annual showcase St. Cecilia concert was held in October; the programme of Spirituals by *Tippett* and *Hogan* contrasted with works by *Byrd* and *Tallis and* was well received. SMCA also presented the annual performance of Messiah in December. 2019 marked the 25th anniversary of the founding of the Minster Chorale who were joined by the Lincoln Cathedral Consort, the Minster Chamber Ensemble and excellent soloists, directed by Jonathan Allsopp in a memorable event. The ticket sales will help with the Chorale's celebratory tour to Hamburg in Germany with the Lincoln Consort in 2020.

SMCA funds supported the Cathedral Choir tour based at twin town Sees in late August, described as ' a fantastic experience ' musically, socially, educationally, and for teamwork. Further funded outings included Clip 'n' Climb, Mission Impossible @ Activities Away, Quasar, Thorpe Lake, and Bowling. Several choristers benefited from the Travel Grants Scheme. SMCA was also pleased to support the current Choir Robes appeal with a £5,000 grant.

We are grateful to member Sarah Benedek who was successful in nominating SMCA to receive funds from the Co-op support scheme for local charities; anyone with a Co-op card can online nominate SMCA to receive 1% of their shopping total every time they shop at the Co-op to Oct/20.

On his move from Southwell in the summer, Simon Hogan was thanked for his enthusiasm and invaluable support of SMCA. At the AGM, chorister parents Harvey Elias and Sue Wood retired from the committee and were thanked for their service, while David Sneath and Fiona Swain were elected in their place. We welcomed Canon Richard Frith as a Vice President, as well as Jonathan Allsopp and James Furniss-Roe.

Thanks are due to all members for their subscriptions and donations, to committee members for their work, and to the Refreshments Team, all of whom contributed to a successful year in support of the Music Foundation.

Michael Davidson, Honorary Secretary

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# WORSHIP SUPPORT

## Vergers

During 2019, the Vergers were kept as busy as usual. We were involved not only in the regular run of Offices every day of the year but also 16 baptisms, 9 weddings, 15 funerals, 10 memorial services, 43 Diocesan services, 50 other special services and 138 additional events. Many of these events require staging, or at least chairs moving, and of course all must then be set back again.

We have continued to support the Cathedral with various DIY jobs in electrics, plumbing and building in all the Chapter-owned properties. We have assisted with stripping out the old kitchen in the Archbishop’s Palace and helped to install the new catering kitchen; on Boxing Day 2018 we got stuck in to emptying the kitchen into the State Chamber so when the fitters came in on the 2nd January it was all ready to start work.

As Head Verger I have attended two one-day conferences in Bradford and Ripon with colleagues from the North Eastern area of the Deans’ Verger’s Conference, as well as the National Conference which was held in Lincoln. I continue to be the Area Representative for the Northeast to the Conference Standing Committee. I have also represented the Minster at the National Cathedrals’ Security Day held at Westminster Abbey.

During the second half of the year I have been busy liaising with the contractors, accompanying committees and attending meetings regarding the re-roofing of the high quire roof. It took some 600 hours to put up the scaffold, which weighs at 130 tons (25 elephants) and consists of 14,000 metres (8.7 miles) of scaffold poles and 10,000 fittings. The roofers walk on nearly 2,000 boards and if you put all the products end-to-end, they would stretch from here half-way to Lincoln.

I would like to end by thanking my colleagues and, just as importantly, our families, who support us tirelessly behind the scenes.

Andrew Todd, Head Verger

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## Guild of Minster Servers

Members of the Guild are present at many services in the Minster each week, from the quiet early morning Eucharists to Ordinations and other large Diocesan services. Over the past year, the Guild has also supported Festal Evensong, which requires four servers to be in attendance.

The Guild welcomed the new Precentor, The Reverend Canon Dr Richard Frith, who attends our monthly committee meetings. The main project of the committee, at this present time, is the revision of the Servers Handbook.

The Annual Meeting of the Guild was held on 23rd November, followed by our service of Re-affirmation at the Festal Evensong of Christ the King on Sunday 24th November.

As ever, the Guild is grateful to The Vergers for their continuing support.

John Daibell, Secretary, Guild of Servers

Email: johndaibell@gmail.com

## Southwell Minster Bell Ringers

It was business as usual following a very busy 2018 of ringing at the Minster; however, 2019 did progress well in some important areas such as bell maintenance and training. Recruitment is still an issue and with our relatively small band of ringers the pressure to meet commitments falls upon them throughout the year. We are lucky to have such committed people, thank you all.

As mentioned in previous years reports, I firmly believe in looking beyond Southwell to encourage and train ringers. We have provided a presence at Caunton and Norwell and been able to encourage some of their ringers to come to the Minster and progress on their ringing journey. I am hoping to expand this in 2020 to Upton. Southwell bells ring out every Sunday, so regular ringing for those whose towers do not have a service benefits those who can come along to ring with us. Of course, this a win/win for us at Southwell too.

Our practice on a Tuesday evening encourages ringers from everywhere and we have a regular few who come and benefit from a warm, comfortable (especially in winter) and friendly tower. Throughout the year I advertise a 12 Bell practice, usually quarterly, to the whole of the Southwell & Nottingham Guild of Church Bell Ringers. The experience of ringing on 12 bells is, for many, both an achievement and a challenge.

Fewer weddings (9 in total) were rang for in 2019, alongside one funeral and eleven other services and events, in addition to regular Sunday service ringing and practices. Significant services and occasions were Easter Day, St George’s Day, Ascension Day, the tragic fire at Notre Dame Cathedral in Paris, the Arch Deacons’ visitation and the licensing of the Canon Pastor. Christmastide was again a busy period, with four days of consecutive ringing: Carols for Everyone, two carol services and Christmas Day. This year I was particularly pleased that we could also ring for the Emergency Services Carol Service and delighted we were joined by bell ringers from within the services. Our tradition of ringing out the old and ringing in the new took place with a celebratory drink and food in between. Thank you, Dean Nicola!

Having twelve bells (well, 13 actually) means that we multiply our maintenance costs considerably over towers with fewer bells. Managing the on-going programme of maintenance work has, over recent years, become more important to us. In the past, the servicing was left to ‘the experts’ and it was assumed that all would be well. Some years ago, things changed, and it has taken us some years to be satisfied that all’s well up the tower. The current bells were installed in 1962, so in almost 50 years of weekly use things had started to wear. In September 2019, we joined the specialist bell hangers and embarked on overhauling all 13 bells. Lifting the bells, removing, checking and, where necessary, replacing the bearings was stage one. Stage two was removing the clappers and sending them away for rebushing before refitting. Stage 3 saw some ancillary work completed. Our many hours of labour were provided free of charge and that reduced the bill; our thanks go to The Chimes Trust for meeting the considerable cost of this important and necessary work. The bells of Southwell will ring on for many years.

If you want to be part of this exciting band of ringers, please don’t hesitate to be in touch. If you know someone 8 - 75 years old who might be interested in learning to ring, get them to get in touch.

I am pleased to report there are no Health & Safety matters and no Safeguarding issues.

Our thanks go to the Dean and Chapter for their ever-enthusiastic support.

Trevor Bryan, Tower Captain

c/o The Minster Office

Tel: 01636 812649

Email: [office@southwellminster.org.uk](mailto:office@southwellminster.org.uk)

## Needlework Guild

Our concern about fewer members was assuaged when a former member from north Notts rejoined and the new Precentor’s wife, Emma, also joined our group. We keep in touch with retired members and had an enjoyable coffee meeting in Farnsfield in July.

A focus this year has been making a reversible altar frontal for the Minster School chapel using students’ designs. Some jobs have had an eminently practical slant, for example making a quilted cover to protect the freestanding television monitor used in the Palace and attaching labels and microphone pockets to vestments. After many years, we completed remaking the Quire kneelers and moved on to design some more cushions for the Prebendal stalls. We also showcased the work of the Guild at the Discovery Day and offered attendees some surplus materials and equipment that had been donated to us.

We continue to respond to requests for repairs to vestments and furnishings and to provide new, small linens for use at Communion.

Enquiries to Liz Turner

Tel: 01636 812250

Email: [turnerelizabeth345@gmail.com](mailto:turnerelizabeth345@gmail.com)

## Flower Guild

Most of our 17 members were able to be at out meeting last spring to discuss the programme for the year ahead. Kathy Hocking and Ann Bristow continued to provide flowers for several brides, as well as designing the Christmas and Easter flowers, which most of our members joined in with arranging. Jenny Mellors and her team put on another splendid show for the Music Festival last August. Jan Winson and Diane Salama again designed the Pentecost and Harvest displays. The rest of us tackled the regular weekly arrangements, with the occasional request for flowers for a funeral or memorial service.

Both visitors and regular members of the congregation, as well as the Dean and staff, are most appreciative of our work. This in turn is appreciated by us and spurs us on to sometimes do something a little different.

We are always very grateful for our funding from the Friends, who look favourably on any additional requests that we might have, including the ever-rising cost of the weekly flowers. We are also most grateful to the vergers for all the jobs that we ask of them, whatever they might be.

Barbara Green (For 2020, Kathy Hocking)

Tel: 01636 812709 (tbc)

Email: [barbara.f.green@gmail.com](mailto:barbara.f.green@gmail.com) (kathy.hocking1@btinternet.com)

# PASTORAL CARE AND THE MINISTRY OF WELCOME

## Pastoral Care

The Pastoral Care group has been ably supported by Canon Tony Evans and the Revd Erika Kirk, especially after the retirement of Canon Nigel Coates in September. The Group is coordinated by Mrs Elizabeth Yule. Care, support and prayer is offered to the housebound and those in residential care. A monthly communion service in Southwell Court is an important focus, as is the annual Bereavement Service in November.

Pastoral offices are always a joy and privilege to offer within the parish and Minster community. We held 16 baptisms (including two adults), nine marriages, 20 funerals and 10 Memorial Services.

The appointment of a residentiary Canon in 2020 will give particular oversight and leadership to this group for training and support. We are immensely appreciative of Erika’s work in this role at present, in particular her funeral ministry and home communions. Pastoral Care administration is coordinated by Mrs Nikki Smith.

**The Very Revd Nicola Sullivan, Dean of Southwell**

**Tel: 01636 812649**

**Email:** [**dean@southwellminster.org.uk**](mailto:dean@southwellminster.org.uk)

## Churchwardens and Sidesmen

I would like to start by sincerely thanking all those wardens, sidesmen and vergers for their forbearance and support during the year. Special mentions go to my predecessor as Senior Warden, Lindy Todd, who has given her experience and advice on a regular basis, and to Stephen Littlewood, who continues to arrange the cover of funeral services.

Our primary role is a mission of welcome to those attending services, to ensure that the services run smoothly and to leave the Minster in an acceptable state when we leave. This is no small undertaking, when one considers that some 900+ people attended both of our Christmas Carol Services. We aim to provide cover for all the main Sunday services and events in the Church calendar, as well as funerals and baptisms. We also cover all the ‘special’ services, such as Ordinations, Confirmations and Civic services, alongside more informal events, like the Animal Blessing service.

We were delighted to welcome Victoria Arthurson, Wendy Hurrell and Jan Richardson to our numbers. We would like to send our best wishes for a speedy recovery and return to our ranks to Christine Whitehouse, James Mason and Joan Hiller.

If anyone is interested in becoming a sidesman then we will be pleased to hear from you. Do please feel free to speak to any of us at any time.

Graeme Hocking, Senior Churchwarden

Tel: 01636 812903

Email: **graeme.hocking@btinternet.com**

## Sunday Morning Coffee

We are indebted to our wonderful team of helpers who assist every week with the serving of tea, coffee and biscuits after the 9.30am Parish Service or combined 10.30am service. This time is so valuable in welcoming new people and providing a social gathering for everyone. A huge thank you to all our volunteers!

As from April, Wendy Baker will be taking over the running of Sunday Morning Coffee.

Jill Arrowsmith, Organiser

Tel: 01636 812908

Email: [amarrowsmith@btinternet.com](mailto:amarrowsmith@btinternet.com)

## Chaplains

Regrettably we were unable to coordinate a rota for 2019 but recruitment began for a March 2020 training afternoon lead by the Dean, with the determination to resume this precious ministry of welcome and praying presence through the day, especially in the busier months from Easter to the end of October.

Our heartfelt thanks to The Venerable Robin Turner who has given leadership and oversight to the Chaplains over many years but understandably reduced his commitments in early 2019. One of the responsibilities of the next residentiary Canon will be Visitor Ministry which will embrace chaplaincy and we are confident it will thrive once again. The Light of the World (Candle) Chapel is stocked with prayer cards and other resources for visitors to take away, as well as request for prayer cards in the shape of leaf. It is well used as a quiet place for reflection and prayer. The new Welcome leaflet given free to all visitors includes a Welcome from the Dean, details of worship times and a prayer. The take up has been very encouraging.

**The Very Revd Nicola Sullivan, Dean of Southwell**

**Tel: 01636 817282 (Dean’s PA)**

**Email:** [**dean@southwellminster.org.uk**](mailto:dean@southwellminster.org.uk)

## Guild of Minster Stewards

Our main purpose is to welcome visitors to the Minster and we are on duty every day of the year (except for Christmas day). We can easily be identified by our blue gowns and name badges. Over the last year, we welcomed in excess of 51,000 visitors (excluding those attending services and organised events).

Since the Guild’s inception 37 years ago, our numbers have steadily increased to our present membership of 138. This year, 15 new stewards completed the in-depth preparation programme, which seeks to continue the desired warm and knowledgeable welcome to all that visit, whatever their purpose or need. Moreover, nine of our Stewards have received 15-year awards, a testament to not only their dedication but the satisfaction gained from the role. We are proud that the Minster has received a number 1 attraction status and 5-star rating on TripAdvisor, with the warmth of welcome being a common feature that is applauded.

In addition to welcoming, we also support guided tours. Our 34 trained Guides have showed approximately 1600 visitors around the Minster and Archbishop’s Palace. A further nine Tower Guides helped some 500 visitors explore the Bell Tower, all 200 steps! We assisted in the organisation and running of nine Open Days, including the BBC Big Day Out and Heritage Open Days, where our Guides accommodated ad hoc tours. These days significantly increased footfall, introducing new visitors to the Minster. Guides also facilitated goodwill tours to groups such as visiting choirs, Minster School staff, and Syrian Refugees. Overall, tours provided an income in excess of £11,000.

We continued to provide support to collect entry donations to the highly successful Bramley Apple Festival and Winter Craft Fair. This year saw the Winter Fair also open on the Friday evening and, in support of the Cathedral Shop, our Welcome Desk was turned into a ‘pop up’ shop. This proved very successful, providing around £2000 sales in addition to the Cathedral Shop, where sales were not diminished.

One of the reasons for the success of the ‘pop up’ shop was the installation of a new till with the ability to accept card transactions (as well as good old cash). 60% of the sales on the Fair days were using cards! The Welcome Desk now has a continuing limited range of shop merchandise and the new all-singing-all-dancing till is gradually becoming less daunting as we zap away. The wonders of technology!

Our close working relationship with the Education team continues, with the Welcome Desk being the primary point of contact for families to enjoy the ever-changing children’s trails. Binoculars and torches are willingly lent to the intrepid youngsters, with a reward of a sticker given at the Cathedral Shop on completion. The trails are much enjoyed not only by the children but also their accompanying adults.

Throughout the year we have continued our focus on individual development, with some 70 Stewards attending one or more of our 13 “Learning More” sessions. Topics have varied from a deeper understanding of the Chapter House, Stained Glass and Architecture to Anglo-Saxon Southwell and Vestments. This year, a Development Day with Paul Ellis (stone mason at Lincoln Cathedral) extended our knowledge of stone masonry. Our ‘factsheet library’ is growing, stewards recording their individual research, and our in-house publication ‘The Steward’ continues, featuring topical items of interest.

All this has been achieved by the focused dedication of more than 40 of our stewards that serve on committees and support groups and are involved in all the organisation. This, combined with the positivity shown by all our members, has made sure our Welcome is one that is remembered. My thanks go out to all!

If you are interested in joining us, or know of someone that might be, please do not hesitate to contact me.

Kevin Hender, Chief Steward

Tel: 01636 815389

Email: [kevin.hender@btopenworld.com](mailto:shaun2boney@aol.com)

## Safeguarding

Safeguarding is important across all aspects of Minster life. We continue to access support from the Diocesan Safeguarding team. It has been beneficial to attend two Safeguarding Coordinator Network meetings, organised by the Diocesan Team, giving an opportunity to meet with representatives of other churches from across the Diocese. The National Church inform us of any review and changes in policy and materials for all aspects of safeguarding.

Conversations with group leaders have taken place, including: Time Travelling and the Education team, Junior Church, Stewards, Pastoral and Church Wardens. Such conversations help us to work together in all areas of safeguarding. The need for DBS and training is carried by us, including sharing and making necessary checks. National Church training is now available online for both C0 (Basic Awareness Level) and C1, where there has been recent review and change. Details of how to access this can be obtained from the Safeguarding Coordinator. The Cathedral Coordinator has offered, and will continue to offer, opportunities to attend face to face sessions of C0 which all can attend, whether part of a specific group or not. Several people, including clergy and new staff have attend the higher levels of training run by the Diocese.

Safeguarding is about those of all ages and vulnerabilities and continues to be a priority with our ongoing reviews of policy, procedures and practice. The Social Care Institute for Excellence (SCIE) is conducting the independent audit of the safeguarding arrangements of the cathedrals of the Church of England. The expected audit relating to Safeguarding is due to take place in September.

Many staff and volunteers continue to work together for the safety, care and nurture for everyone who works and visits the Minster, in whatever capacity.

Vicky Thorpe, Cathedral Safeguarding Coordinator

Tel: 01636 817285 (Chief Operating Officer) or

01636 817290 (Vergers’ Vestry)

Email: safeguarding@ southwellminster.org.uk

# GROUPS IN THE LIFE OF THE MINSTER

## Mothers’ Union

Mothers’ Union (MU) is an international Christian membership movement, working with families and communities who need support in the UK and worldwide since 1876. Our members are active in 84 countries, offering Christian care regardless of faith or background.

Southwell Minster Mothers’ Union branch has continued to meet monthly. These regular meetings are times of fellowship as well as often being informative. All our meetings include a short act of worship and information on the work of MU worldwide. Topics from visiting speakers have included the history and customs of Maundy Thursday, work with asylum seekers and refugees, and the Minster itself. We also enjoyed a summer Strawberry Tea and a Carol Service.

Our theme for 2019 was ‘Listening, Observing, Acting’. Many of our meetings followed this theme, including a Deanery service during the 15 Days of ‘Activism against Gender Based Violence’ in November. Our members took part in the annual Count Your Blessings fundraiser during Lent and we also held an Afternoon Tea in August to raise funds for the Summer of Hope campaign. The money we raise is used by Mary Sumner House, MU head office, to support literacy and empowerment work with women across the world. A highlight for our branch this year was that Shelagh was able to visit our Diocesan link in Sebei, Uganda, and see some of these projects in action.

In our Diocese we continue to support the Family Contact Centre in Retford, ‘Away From It All’ who provide holidays for families who otherwise could not have one and collect items for Newark Women’s’ Refuge. Members also continue to be involved with Time Travelling and Messy Minster.

We meet in the comfort of Sacrista Prebend and would like to thank everyone there for their support through the year.

Our meetings are usually on the third Thursday each month at 2:00pm, finishing at 3:30-4:00, so that children can be collected from school. All meetings are open to visitors and prospective new members.

Shelagh Baird-Smith, Branch Leader

Tel: 01636 918341

Email: [shelaghbairdsmith@gmail.com](mailto:shelaghbairdsmith@gmail.com)

## Social Committee

The committee held our annual Christmas Lunch in the State Chamber, which was catered for by Margaret Noble and, as with tradition, we ended the lunch with coffee and singing Christmas carols. In June, Dean Nicola and Terry opened their garden for visitors, fundraising for new robes for the choirs and clergy. The Committee served tea and cakes and it was a lovely day more enjoyed by all the visitors. Harvest lunch took place in the crossing in the Minster with a cold buffet meal provided by the committee. The Winter Craft Fair in November was very busy and as usual the committee organised the refreshments, raising funds for the Minster.

Jill and Andy Arrowsmith, Co-Chair

Tel: 01636 812908

Email: [amarrowsmith@btinternet.com](mailto:amarrowsmith@btinternet.com)

## Friends of Southwell Cathedral

The Friends have enjoyed another year of varied events and outings, the first of which was a visit to Manchester, organised by Pauline Rouse, where we visited the John Rylands Library and Manchester Cathedral. This was the first outing which Dean Nicola attended and she much enjoyed the day.

The 72nd Friends Festival was held on June 15th and began, as usual, with coffee in the Crossing. This was followed with a lecture by Herr Holger Kunde (Director of Naumburg Cathedral in Germany). His talk explored the carvings in their Cathedral and their similarities with our Chapter House foliate carvings.

The AGM in the State Chamber, with a welcome by Bishop Paul and chaired by Dean Nicola, was followed by a delicious tea provided by Margaret Bagguley. Our preacher at Evensong was Canon Mark Tanner, formerly vicar of Holy Trinity Church in Southwell and now vicar of St Mary’s Church, Radcliffe on Trent.

The outing on September 17th was a bit different from usual, when we were welcomed by Wendy Gwatkin to the Friends’ Meeting House in Brant Broughton. After then looking round St Helen’s Parish Church, our coach took us on to RAF Cranwell where we were given an excellent tour by Hazel Crozier, the College Curator.

On November 13th, Charlie Leggatt gave us another of his much-acclaimed talks: ‘John Constable Through Fresh Eyes’. There was such demand for tickets that the event took place in the Nave, rather than the State Chamber as planned. The illustrations of the artist’s paintings, drawings and watercolours were all from a private collection so are not usually on public view. It was particularly interesting to learn how important many clergymen and their families were to Constable’s life and art. Margaret Noble once again provided refreshments for the pre-talk reception, whilst a student from the Minster School played the piano.

The Friends continue to support the Needlework Guild and Flower Guild, as well as making specific financial contributions to the Minster. We have pledged significant support towards theLeaves of Southwell project and were pleased to fund the refurbishment of Peter Ball’s sculpture of the Pieta in the South Transept.

Our twice-yearly magazine,Pepperpots, continues to be edited by Charlie Leggatt and makes interesting reading.

Alison Salter

Tel: 01636 830373

Email: [ajsalterbleasby@btinternet.com](mailto:ajsalterbleasby@btinternet.com)

## Sacrista Prebend Book Group

One of the joys of Minster groups is the great wealth of experience amongst members. In January we began our study of Paul Robson's life by listening to *Old Man River.* Those who remembered the Civil Rights Movement contributed interesting understandings of his joys and struggles. A year later, *Eleanor Oliphant Is Completely Fine* could have been approached directly as a tale of a woman made whole by compassionate love but, we also used our own varied use additional insights from parenting, fostering, teaching, lay ministry, administration, social work, psychotherapy and art! With *Middlemarch,* we all agreed that our discussion was illuminating and the links with our own time surprising, although some had found the reading daunting.

This year was also characterised by links to the authors studied. With *The Art of Thomas Merton*, we all already knew and loved the author, our own John Moses. One member was a close friend and colleague of the 'Vicar of Baghdad', author of *Faith Under Fire* and another member came from a refugee family that had fled Russia just before the opening of *A Gentleman in Moscow.*

Finally, our discussion of *Things That Make For Peace* by Bishop Peter Price, was the most frank and animated of the whole year – not surprising, two weeks before the General Election – although it was conducted with our usual mutually supportive understanding.

We have had such an interesting year!

Olga Hudson, Secretary

Tel: 01636 814434

# MISSION AND OUTREACH

## Mission Partnership Group

The ‘Mission Partnership Group’ continues to give publicity, funds and prayer for mission projects outside our congregation, both in this country and overseas. The Minster again gave away 10% of our planned giving (based on the 2018 total of £110,000). As well as grants for overseas projects, we supported a specialist hospital for women in Ethiopia and Framework Housing benefited from collections at two special services. Lowdham Grange branch of The Prison Fellowship andHome Start Newark also received donations from us.

Regular articles have appeared in *Southwell Leaves* about projects we support in China, Tanzania, Uganda, eSwatini and more locally. There were also articles about our partners in the Holy Land and the hospitals which serve Christian and Muslim Palestinians.

One of the ‘Marks of Mission’ is caring for creation, so our group has been delighted about the emphasis on protecting the planet among individuals and in the Minster. At Harvest Thanksgiving we welcomed as the preacher Andy Lester, the conservation director of A Rocha, a large Christian conservation campaign.

The group is always happy to hear of other charities, particularly church-based ones, with which the Minster could partner.

The Revd Canon Vincent Ashwin, Chair

Tel: 01636 813975

Email: [vincentashwin@tiscali.co.uk](mailto:vincentashwin@tiscali.co.uk)

## Southwell Minster/St George’s Cathedral, Jerusalem Link

This year we have not had formal meetings or events. Active friendships continue, however, and we were thrilled to welcome old friends from Galilee for an evening during their visit to All Saints, Ordsall. We were delighted to hear that Dean Hosam Naoum has been elected to become the next Anglican Bishop of Jerusalem. Our concern for Arab Christians in the Middle East continues and we will be re-convening to consider how that might be taken forward.

Hugh Middleton

Email: [hugh.middleton@nottingham.ac.uk](mailto:hugh.middleton@nottingham.ac.uk)

## Faith and Light

Due to changes in the central administration of Faith and Light International and consequent insurance problems, we were unable to meet until March this year. We now operate a more detailed pattern of accountability, both to our companions with learning disabilities and the organisation itself.

It was huge pleasure when we could meet again, sharing music, stories, activities, prayer and exchanging news. Rain drove the August picnic indoors at Sacrista Prebend – it was certainly different, but enjoyable! Dean Nicola joined in wholeheartedly during her visit in September and created an elegant banana as part of the Harvest collage.

Many of us are involved with Reach and took part in their joyful celebration of twenty pioneering years in December. The nave was packed. Could the Christus Rex have been smiling? With the Westgate group, we celebrated Easter, Epiphany and Harvest, led by Erika, our chaplain. Refreshments were provided by our Minster friends, to whom we are always grateful.

Jean Vanier, founder and soul of L’Arche and Faith and Light, died in June; we will carry on his work. Before Christmas we lost two of our own longstanding companions: Helen, who was bouncy, caring and ever ready to perform, and Pippa, a quieter, courteous personality. We miss them both. Their thanksgiving services filled the quire with many friends, and, at the request of Helen’s family, we sang and signed our cheerful community song.

Over twenty-five years of growth, companions, accompaniers, carers and friends, our meetings have always been lively. Our group has become more cohesive and, increasingly, those of us who speak and reason less confidently are able to share our thoughts, feelings and experiences. We ALL belong.

Particular thanks go to the Minster for their financial support, to Marion for her music, to Erika for her understanding and listening, and to all our friends. It has been an unpredictable year. And for the future? Pray for us as we follow old and new paths.

Bobby Craik and Tony Dykes

Contact – Lee Harbour

Tel: 01636 813805

Email: [lee@harbour.me.uk](mailto:lee@harbour.me.uk)

## Minster Justice Action Group

The Minster Justice Action Group exists to spearhead the Minster’s justice mission and ministry. In 2019, we pursued two main priorities: Fairtrade in the Minster and The Climate Crisis.

The Minster was a Fairtrade Cathedral in 2006 and we strive to meet this status again. Many goods currently bought and sold by and in the Minster are Fairtrade, but many are not. A working group researched the situation and made recommendations to Chapter, who have recommitted the Minster to:

* Using Fairtrade products wherever possible and sharing this information with the congregation
* Celebrating Fairtrade Fortnight and integrating Fairtrade into Minster life, e.g. through sermons and services
* Engaging with other Fairtrade campaigns and community groups

Implementation of this agreed programme will form a major part of the group’s work in 2020.

The Minster is devoting significant resources to the Heritage Fund-supported Southwell Leaves Project. In 2019, the Justice Group sought to link this work with tackling the climate crisis by:

* Seeking eco-church status for the Minster
* Holding a day conference about how interpretations of the Leaves can help us understand and act on the climate crisis
* Taking part in demonstrations and campaigns with other ecological organisations
* Seeking to integrate God’s care of creation with the Minster’s wider worship.

This will enable the cathedral’s important - and, in terms of the Leaves resource, unique - ecological mission, which is to be pursued in coordinated, effective and multidimensional ways. This will be an important thrust of our 2020 work.

The group has continued to be committed to other causes:

* Providing foodbank support and canvassing about food and fuel poverty – e.g. in December, Churches Together organised foodbank collectors, who delivered over 500 kilos of food and household goods to Newark foodbank
* Supporting Church Action on Poverty – e.g. we raised £472 on CAP Sunday, in lieu of what members of the congregation would have spent on food
* Supporting refugees, including hosting a welcome event for 40 people from Syria who recently moved to the diocese
* Working against human trafficking through supporting the charity Hope for Justice
* Christian Aid Week (which raised a record £8,200) and other fund/awareness-raising events, focusing particularly on world poverty and climate change
* Working with Framework on homelessness and housing need

We have also created exhibitions and displays in the Minster about these causes, with materials provided by the charities we work with.

As in previous years, we have collaborated with local churches through Churches Together in Southwell, the Diocese of Southwell and Nottingham, and county, national, and international charities and organisations.

‘What we need is action’ is a frequent refrain of meetings. Action requires actors – all of us – to take part in the group, communicate concerns, support activities and, above all, to pray that God’s kingdom will come on earth. Social justice has been described as the collective equivalent of loving one’s neighbour. As Micah said ‘What does the Lord require of you but to do justice, to love kindness and to walk humbly with your God? (Micah 6:8)’.

There is always more we’d like to do than we are able to. If you would like to know more, please contact

Patrick Sills, Chair / Vincent Ashwin

Tel: 01636 815173 / 01636 813975

E: [patricksills18@gmail.com](mailto:patricksills18@gmail.com) / vincentashwin@tiscali.co.uk

## Friday Lunchtimes at the Cathedral

This much-valued series of concerts has now been running for twelve years, with growing audiences. This year saw us welcome a total of 3,837 people to the Minster on Fridays from February to December. Southwell Minster is also a draw for performers – musicians are keen to take the opportunity of performing in our beautiful Minster. In 2019, the Minster welcomed performers and an audience at lunchtime on a Friday a total of 24 times.

Many aspects of FLAC have not changed. We hosted a variety of styles of concert through the year, made links with other organisations, provided home-made sandwiches and hot drinks and received wonderful support from vergers and stewards. We are seeing increasing interest and growing audiences. We know from the comments we receive that it is a valued part of cultural life for people who live in and around the town, especially for those who don’t like to come out in the evenings but love the opportunity to hear live music.

One notable change in 2019 was that we lost Lizzie Doorbar, who had been heading up the team running the series since Jacqui Jones left. Lizzie and Richard moved to Dorset to be nearer family. The team now comprises Erik Sharman, who carries out the administrative role efficiently and with great good humour, and me. We are looking forward to welcoming Diana Hill to our group in 2020.

The musicians who perform do so without any payment of fee or expenses. Their generosity means that all the proceeds of the concerts go towards funding the Minster’s Organ Scholarship, currently held by James Furniss-Roe. The collections in 2019 raised £9,102.41, a significant part of the cost. This is due to the generosity of musicians who perform and audience members who donate after each concert.

**Jeremy Pemberton**

Email: canonjcbpemberton@gmail.com

# CHURCHES TOGETHER IN SOUTHWELL

## Southwell Christian Aid Committee

The Southwell Christian Aid committee comprises members from several Southwell Churches – The Minster, Holy Trinity, Our Lady of Victories and Southwell Methodist Church. Jean Jackson and Helen Sills are the current Minster representatives.

The theme for 2019 Christian Aid week was **‘**All Mums Should Live’ and highlighted the plight of pregnant women in Sierra Leone where, due to very limited services, maternal mortality is extremely high. The house to house collection raised£8,192 – an 11% increase from 2018 and the highest to date. Our grateful thanks go to all our collectors, including the Minster Shop, which was a donation point. The annual service took place at the Methodist Church Southwell and the lunch raised £529. There was also a bucket collection following the devastating damage caused by hurricane Aida in East Africa.

An exhibition in the Minster entitled ‘Inherit the Earth’ coincided with Christian Aid week. It showed work done in Bolivia: simple, practical changes, like installing solar powered stoves and educational regarding land use, which have significant benefits.

We look forward to 2020’s programme, which will focus on Climate Justice. We always welcome more volunteer collectors, so please contact us if you would like to help.

Helen Sills & Jean Jackson

Tel: 01636 815173

Email: [helen.sills23@gmail.com](mailto:helen.sills23@gmail.com)

## Silence and Meditation Group

We have appreciated the opportunity for a period of silence and prayer in the peace and tranquility of the chapel at Sacrista Prebend, or when unavailable, the Pilgrim’s Chapel. We would like to thank the vergers for arranging this space. We meet each Thursday in term time, 12.30-1.10pm and those who wish bring lunch and stay for fellowship. We are an ecumenical group and all are welcome to share this peaceful, quiet time with us.

**Elizabeth Yule**

**Email: elizyule22@gmail.com**

## King’s Court Coffee Rota

A group serves coffee at King’s Court on Thursday mornings throughout the year. We do it for a month in rotation with four other Churches in Southwell. It is usually only two months of the year. If we have enough volunteers it is usually only two short mornings year! We have had several volunteers retiring through age or infirmity. We have had some new volunteers, which were very welcome, and we would welcome a few younger helpers. If anyone feels they could help, please get in touch. Most of us have been doing this for over 20 years!

Gillian Duffy

Tel: 01636 813383

Email: [duffysouthwell@btinternet.com](mailto:duffysouthwell@btinternet.com)

## Churches Together Outing

This continues a supportive and enthusiastic group, open to all, in which members of the various churches in this town encourage each other and collaborate when possible. Joint ventures included Christian Aid Week 2019, raising a record £8,200; a Reflection Day on 'Roots, Fruits and Leaves'; and the sending of cards, via The Bramley newspaper, with information about Christmas services. We continue to collect goods for Newark Food Bank, and to offer newcomers to the town a Welcome Pack. A day was held for 60 people from among refugees in nearby areas, and there has also been contact with refugee families living in Southwell itself.

**Canon Angela Ashwin**

Email: **angela.ashwin@gmail.com**

# EDUCATION AND SCHOOLS

## Cathedral Education

*‘Many thanks for a superb day and for all the help from a wonderful team to make our day so very special.’ (Key Stage 1 teacher, December 2019)*

I’m pleased to be able to report on another busy, fun-packed year of learning. Comments, such as the one above, reflect the wonderful support we are lucky enough to enjoy from our team of Education Volunteers. Leading activities, making tea to provide a warm welcome, dressing up, endless cutting up of craft materials and sweeping the floor are just some of the tasks they undertake to ensure that each visiting school is made to feel special. All our school visits are carefully linked to the school curriculum in some way – mainly RE, but with art, history, science and maths also taught, and we aim to deliver learning sessions in an interactive, creative way. I’m delighted to report that we were reassessed in 2019 and retain our Quality Badge from the Council for Learning Outside the Classroom for a further 3 years.

Matt (Education Administrator) and I were delighted to receive a Sandford Award for Informal Learning at a ceremony at the National Civil War Centre. This is about engagement with visiting families and children – fun days, trails etc. For the third year, the summer Lego Trail proved a popular attraction. This year’s theme was the Minster’s windows and we saw models of a dragon, the ark of the covenant and the nativity, to name a few. Thanks again to the Oswald family for their creativity and loan of the models! There is always a child-friendly trail booklet available from the stewards, along with a torch and binoculars to borrow for children and carers who drop in at weekends and school holidays. A wonderful time was had by the 400 folk who attended the summer fun day in July. Robin Hood, the Jolly Jester and music from the City of Lincoln Waites musicians entertained visitors and a sterling job was done in crafts, games and activities led by the volunteers.

The Church of England Vision for Education, against which church schools are inspected, has a strand called ‘Community and Living Well Together.’ This year we have enjoyed a partnership with the Diocesan Education team and the St Philip’s Centre in Leicester, delivering two multi-faith days for 300 primary school children. They had the chance to speak to members of other faith communities, try on special clothes, sample food and hear about belief, lifestyle and values. We also ran our 2nd Living Well Together conference for 16-18 year olds, which was attended by 90 young people from 8 secondary schools, exploring what scriptures say about the role of women, as interpreted by members of 4 different faith communities. The Minster was a wonderful place to bring all these people together.

The year brought its usual mix of regular events too, with two weeks of Time Travelling in March and June for Key Stages 1 & 2 being well attended. Spirits remained high, despite the heavy rain in June making outdoor play and learning impossible! Record numbers came to the five year 6 Leavers’ days in July for pupils moving from primary to secondary school. With the theme ‘Make A Difference’, children take part in a short act of worship, a drama performance and workshop focused on the life of William Booth, and the Minster Trail, where they are asked to think about how the lives of others can inspire them to make a difference in the world as they move on.

At the end of the year, we enjoyed some time with local children exploring the stories, colours and techniques used by Jacqui Parkinson in her magnificent art installation and textiles exhibition, ‘Open Heaven’ and ‘Tree of Life’. Children had a go at choosing colours in response to the installations and created a small piece of weaving and wrote about their work: *‘I did squares to show the wall around the city. The sparkly ones show light… and the blue shows water flowing.’ (Dexter, aged 7).*

The education work continues, I believe, to be core to the mission and outreach of the Cathedral, reaching thousands of learners each year. 2019 was no exception. It’s such a privilege to continue to inspire learning in our incredible, ancient building and to explore with our youngest visitors the treasures it offers.

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## Children and Families

The Chapter invited Nick Harding to be a part time consultant practitioner to the Children and Families work within the Minster from September, developing YoungLIFE and the new Families at Five monthly Sunday service. Nick worked for the cathedral over 20 years ago and developed the astonishingly successful *Time Travelling* which is still as effective as ever!

**The Very Revd Nicola Sullivan, Dean of Southwell**

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## The Minster School

As an academy we have continued to celebrate our academic success in providing the very best in education for our students, at both GCSE with a progress 8 score of 0.21 (well above average) and at A level with a value-added score of 0.14, placing us in the top 17% of schools nationally. Alongside this, our junior school students achieved excellent results: 87% meeting the expected standard in mathematics, 93% in reading, 87% in writing and 93% in grammar, spelling and punctation - all well above the national average.

The foundation service at the start of the academic year provided the opportunity for families, staff and students to review the previous school year and reaffirm their commitment to the school’s ethos, aims and historic foundation as part of the Minster. Year 7 students and new staff were welcomed into our community and student leaders were commissioned into their roles.

Students have been involved in a wide range of enrichment activities, both within school and the wider community. Year 8 took part in our first STEAM (science, technology, engineering, art and maths) days and battled it out in a robot wars final. Languages Day allowed students to experience a broad range of languages and cultures. Year 12 Government and Politics and History students welcomed a visit from MP Robert Jenrick, holding a question and answer session and our year 11 students have attended a range of career seminars with a focus on ‘what next?’. Day trips and residentials have included visits to Holdenby House in year 7, focusing on Tudor history, Twycross Zoo in year 8, with a focus on conservation and the Beth Shalom Holocaust Centre for year 11 students, who were privileged to talk to Ruth David, a Holocaust survivor. We also run a broad range of cultural trips, including Nice in year 12 and 13, Normandy and Rhineland in year 8 and 9 and the Battlefields trip for year 10 history students.

Money has been raised for charities on both a local and national scale. The Shaw Mind foundation in Newark, McMillan, and the Teenage Cancer Trust were all selected due to the support members of our school community have experienced from these organisations. Students demonstrated service and kindness through organising an array of events, including concerts, bake-offs, tombola’s, raffles and sporting events, raising £5,472. We also held our annual food bank and Mufti Day, where we collected a large amount of donations in aid of local charities, and a further Mufti Day for Red Nose Day.

The Performing Arts faculty have produced some stunning events across the year, where students have performed or led in the organisation of theatrical and musical productions. Highlights include our annual summer concert, which has evolved into an Arts Celebration Evening that includes music, art and drama interspersed with awards. In July we saw an unforgettable production of High School Musical, with a large cast of students from years 7 to 10 and was choreographed, produced and directed by year 12 students. This year’s school production was West Side Story with a live orchestra. It was an exceptional performance and reviewed as one of the best amateur youth productions seen by online theatre reviews. Our Joint Junior Schools Concert saw 260 pupils from our feeder schools joining us in a musical collaboration, culminating in an evening concert. There have also been several showcases, including the Music Technology showcase where students prepared the whole production, including lighting and staging.

In December we participated in the annual Minster Lantern Walk, students from year 9 constructing winter wonderland themed wicker lanterns ahead of the event. Our eco reps, led by the School Environment Mission sixth form group, are currently working towards achieving Green School status through Eco – Schools and continue to raise awareness of climate change, focusing in school on litter, biodiversity and single use plastic, with an upcoming presentation at the Local Town Council in March.

Students have also achieved success within national competitions. ‘LUX by Legacy’, our young enterprise team, won the ‘Creativity and Innovation’ award at the area finals. Two students achieved Gold in the Junior Maths Challenge and qualified for the Kangaroo challenge, where they were awarded a Merit. These are just a few of the competitions where students have shown their talents by competing at a national level.

We close this report with an update on The Minster Trust for Education (MITRE), which has progressed with the joining of Farnsfield St. Michael’s Primary School, Bleasby Primary School and Holy Trinity Infants School. There is a strong shared philosophy for each school to be uniquely itself, as well as a significant contributor to MITRE, whilst working together to share expertise and support sustained school improvement in providing the very best education for our students.

Angela Zannetou, Assistant Head

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## Minster School Chaplain

The Revd Matthew Askey resigned at the end of July to take up a new post as School Chaplain at Worksop College. We have shared the post with the Minster school since 2013 – half time in the school and half within the cathedral’s education and children’s/family ministry. Both the Chapter and the school wanted to review the post, recognising new opportunities.

After discussion with the Headteacher and Char of Governors at the Minster School, whose partnership we value highly, it was agreed that we will remodel the post. The school appointed a temporary ordained chaplain to cover the autumn term. Canon Richard Frith is connecting with the chaplaincy team, is and serving as a school governor – as well as being a parent of a student at the school, so the links are strong.

**The Very Revd Nicola Sullivan, Dean of Southwell**

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## Lowe’s Wong Anglican Methodist Junior School

Lowe’s Wong Juniors was inspected in November 2019 and the inspectors stated: ‘This is a happy school where pupils thrive. There are lots of exciting things happening. Pupils are eager to arrive each day and to learn as much as they can. Teachers have high expectations of what all pupils can do.’ The school continues to be recognised as a ‘Good’ school.

Our school continues to thrive and grow, and we are fortunate to have such strong links with both Southwell Methodist Church and The Minster. Our Christmas and Leavers services at The Minster were ‘sell-out’ events and are high points of the school’s calendar. We thank Father Matthew, who led regular Collective Worship and who has now moved on to pastures new, and we are appreciative of his support and blessings.

Our aim is to ensure all our pupils are well prepared for their next steps. As well as continuing to perform highly in English and Maths, we strive to develop independence and the personal skills and talents of every child in our school. The terrible events around the world have been met by our continued focus to educate our children in staying safe, and our whole school Christian Values, incorporating British Values, ensure this message is consistent across our school community.

We have won awards on both the music and sporting fronts, including in hockey, football, swimming and indoor athletics. All our sporting teams continue to do well in their respective leagues.

Finally, through fundraising we have supported a wide range of local, national and international charities, including Reach, who are based in Southwell, and the Mbuyazwe Primary School in Zimbabwe.

The school is looking forward to 2020, working as part of the Minster Family of Schools.

Mike Follen

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## House Groups

Last year’s locally inspired series culminated with a study day in March. Representatives of around ten outside organisations with an interest in the natural world shared worship and discussion with some 100 attendees and laid some foundations for community engagement into the Leavesproject.

This year’s House Group series has followed a somewhat different path. In response to expressions of interest in more Bible Study we have adopted and followed the Bible Society’s ‘Word Lyfe’series. Since September, some seventy people have participated as seven fortnightly group gatherings. We are tremendously grateful to the leaders and hosts who have made this possible. The continuing success of the House Groups is undoubtedly an expression of the community’s commitment to learning and growing together. We will soon be drawing the strings together with a view to discerning the 2020 offering.

Hugh Middleton

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## Historic Chapter Library

During the year, our small team of dedicated library volunteers have encouraged the use of the wonderful collection by scholars and researchers and for education and enjoyment. Displays of our treasures have been in the cabinets in the Chapter House Passage and have included such varying topics as marbled endpapers to the Gunpowder Plot and the ever popular Brickminster.

At the same time, we continue to be aware of the need to preserve the valuable books for future generations. Our primary concern is the conservation of the collection, to which end volunteers check each book yearly. We are happy to say that the allocation of the Library’s budget towards restoration was put to restoring a rare original King James Revised Bible. This is being completed at the moment by Nottinghamshire Archives.

Enquiries from individuals via email, phone and personal visits are attended to weekly by the volunteer librarians, including researchers from the United States. Our Librarians have contributed to the research on the Chapter House and we continue our research into aspects of the history of the Minster.

Numbers on Open Days remain steady but unfortunately the financial donations are rather low. We are expanding tours and a number of local groups have expressed an interest in attending. Notts TV made a feature session of the Library.

The library is open at reasonable times by appointment and the librarians always welcome requests to visit. The library catalogue can be accessed at <http://southwellminster.org/search-historic-library.php>

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## Theological Library

This year, an agreement was reached with the Sacrista Prebend Management Group to begin to move some books from Trebeck Hall into Sacrista. Angela Ashwin and I have pruned and combined the spirituality sections of our respective libraries and the first stage will be to transfer these and cognate topics into the Sacrista Library, which awaits a clear block of time for me to complete. There have been two book sales this year, one in August of Theological books no longer needed and donations, which Peter and Ann van de Kasteele helped massively with, and another of some Sacrista and some Theological library books in November. It is gratifying that, even in its Trebeck Hall redoubt, several people make regular use of the books and study space. This year Peter, Ann and Clare Tyack organised a publicity drive and open afternoons for interested people around the diocese which really helped make the collection better known.

The Revd Canon Dr Alison Milbank, Canon Theologian

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## 

## Theological Reading Group

This inclusive group, which meets every other week in Sacrista Prebend on a Tuesday evening, has gone from strength to strength this past year. We have broadened the range of denominations present and are very appreciative of those who travel quite a way to join us. We have even been joined by a visitor staying independently at Sacrista, which was a wonderful surprise. Our numbers have increased to about twenty. We tend to read a chapter of a book each time and have tacked *God Out of the Box* by Richard Harries and works by Rowan Williams this year. In Lent, we moved to a weekly pattern and welcomed people wishing to discuss the Lent talks on Lucan parables. Recently, we have been thinking about the nature of consciousness and what it means to be human, but our discussions range far and wide. New participants are always welcome.

The Revd Canon Dr Alison Milbank, Canon Theologian

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# THE COLLEGE OF CANONS

We were very saddened by the sudden death of Canon John Bentham on 6 August – the Feast of the Transfiguration of our Lord. John indeed radiated the love of Christ in his gentle manner and passion for the mission of the Church, especially in connecting to young people. He loved the cathedral and served on the Chapter faithfully as the College’s representative, always bringing good sense and a wider gospel perspective to discussion and decisions. St Mary’s, in the Lace Market, Nottingham was packed for a moving funeral service and colleagues at the University of Nottingham and across the diocese paid warm tributes and gave thanks for the life of a dearly loved husband, father, friend and brother in Christ who we miss very much.

There have been no new appointments to the College. In March and May, Canon Phil Williams facilitated a consultation with the College looking at fresh ways its role and purpose can be aligned with the new Cathedrals Measure (in draft form but likely to go before General Synod in July 2020). One recommendation was to hold an annual joint day or half day with the Chapter and Council to share worship, vision and plans. This is planned for June 2020.

The College met in February, informally over drinks at the Residence following the Patronal Evensong and later in September, joining Canons emeriti for tea and Evensong before a meeting looking at the Chapter planning for its 2020 budget and business aspirations with an update on the Leaves Project.

**The Very Revd Nicola Sullivan, Dean of Southwell**

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# THE CATHEDRAL COUNCIL

## Chairman’s Report

When I reported last year, I was hoping to have seen great progress made in the ensuing twelve months; sadly, this has not been so. The only meeting has been our joint meeting with Chapter; other planned meetings have been cancelled due to the number of members sending their apologies. This reflects what I have reported previously as the lack of any apparent role or purpose for the Council. This is not just a local issue but it is one we must tackle, or members will be uninterested in continuing and recruiting new members will be impossible, however much they may care for the Minster and all it represents to the Diocese.

All involved and concerned for the future of our Cathedral and its Council must come together to bring about change, whatever that may look like.

HH Judge Tony Mitchell, Chairman

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## Reflections from the Chief Operating Officer

2019 was a busy year. The new Southwell Minster website launched in December 2018 and has been enthusiastically received. It is now established as the ‘shop window’ for Minster events, information and donations. Moreover, although largely undetected by the end users, several technical upgrades were introduced: we have removed unsupported software and upgraded our Information Technology (IT) infrastructure to support future developments.

The new website incorporates the Archbishops Palace and Time Travelling websites and will shortly include the Sacrista Retreat House website. Internal staff have been trained to undertake routine maintenance and updates. The website is an integral part of four key administrative operating processes that should significantly automate some existing manual tasks:

* ‘**Book**’ tickets, facilities etc.: We undertook a trial in conjunction with Southwell Music Festival, using box office software as the basis of determining if this would be a viable business opportunity. Although the trial proved successful from a Minster perspective, the business case relied on us securing the box office business for this single biggest ticketed event at Southwell Minster but, sadly, the Festival decided to outsource its box office to a third party that had a significant capacity for handling telephone bookings. It was a useful test of the capability and might be resurrected in future. We have now implemented a method of purchasing tickets for Minster events via our on-line shop. We are exploring pre-visit facilities such as booking online
* ‘**Buy**’ to support the retail activity: Looking back just twelve months, it would have been unthinkable that we would have an online Cathedral Shop; however, leveraging the website infrastructure enabled us to implement just that. It launched just prior to Christmas 2019 with over 200 products and underpins our strategy to increase our ‘reach’. Setting up this new service from scratch has meant we can implement efficient, documented processes and utilise services such as Royal Mail ‘Click & Drop’, which provides a professional look to our packaging and supports the Post Office Address File (for accuracy of addressing) and account based payments, all on-line. The cataloguing and photography of the products was intensive but well worth the time invested.
* ‘**Donate**’ to encourage giving on-line and support campaigns for fundraising: Two online donation services from ‘JustGiving’ were configured and embedded within the website, one for general donations and the other a campaign for the Choir Robes replacement.
* ‘**Volunteer**’ to encourage the army of people that help to make this place operate. We have just made live accessing rotas using a password protected area on the website specifically for Mister Stewards, Churchwardens, Sidespeople and other Lay Ministry roles. We also trialled a short video welcome here, from Dean Nicola to the Minster Stewards community.

A definite Achilles heel has been the poor state of the IT infrastructure, which was severely compromising the security and stability of the network. A first action was to partner with an IT Services Company who could provide the appropriate support. Geostream were selected to provide this and the first thing they did was review the IT infrastructure, confirming the use of old desktop equipment and obsolete software. Moreover, our network that connects most of the buildings on the Minster campus had a sub-optimal configuration; hence, what should have been a simple task to connect the new EPoS till in the Minster to the back-office server in the Cathedral Shop became a major undertaking.

To reduce the dependency of on-site technology (and the support thereof), adopting ‘Microsoft Office 365’ was the first step to migrate to a performant, modern, safe, and future proofed environment, with the benefits of collaborative working and remote access. This required upgrading all devices to the Windows 10 operating system. During 2020, we will also be looking to utilise the improved infrastructure by implementing VOIP telephone services.

As mentioned, the Welcome Desk has a new EPoS till, enabling a fully functional shop operation within the Minster. Credit card payments (and donations) are possible and its secure connection to the shop back-office server ensures information is accurately recorded. We also now have a hand-held terminal, which supports stock counts.

The Archbishops Palace soundscape is broken beyond economic repair. Using an old PC’s from the IT refresh programme, a rolling presentation using one of Dean Nicola’s website welcome videos has been set up. Whilst not ideal, this was a ‘no-cost’ temporary fix.

Dr Brad Poulson undertook analysis of the existing Minster operation. He analysed potential opportunities to increase income and make the Minster financially sustainable, so it can grow its ministry. Emerging from that were eight key strategic themes that represent an achievable and realistic set of standalone initiatives:

* **Expand the hospitality offering**to support a wider range of income generating activities. and the welcome and experience we want to ensure all visitors receive
* Establish a **Visitor Centre**(incorporating a museum and the Cathedral Shop)
* Introduce a **managed donation process**for visitors who are able and willing to donate
* Continue **investing in the website development**to enhance our online presence, support critical processes, and be the Minster ‘shop window’
* Develop the Sacrista Prebend building as a **‘Learning, Conference, and Retreat Centre’**, to support individual and group activities
* Embrace and incorporate the **‘Leaves of Southwell’**initiative as the primary ‘heritage’ project appealing to ‘heritage’ visitors. Pursue achieving UNESCO World Heritage site status
* Actively **promote and market Southwell Minster and its facilities as a venue**to drive up occupancy and cross-sell opportunities.
* Provide **additional services to tenants**through the improved IT network

These themes have been embraced by the Cathedral Chapter as the basis of the strategy and will be used as a framework to approach Church Commissioners for development funding, with business cases being developed for the first two themes by Q3 2020. We have also started the critical analysis of the ‘Book’ business process, in order to reengineer it to become more efficient and effective and to take full advantage of the opportunities presented to the Cathedral.

In 2017, we were delighted that the Heritage Lottery Fund awarded an initial grant of £352,697 to develop a project to protect, interpret and better present our Chapter House carvings to the public. Having successfully delivered this, we submitted our round 2 application in March 2019 and waited nervously until July, when we received our letter confirming that we have been awarded a £1.9m grant. To this we had to contribute our own partnership funding, which we achieved thanks to generous pledges, private benefactors and gift from friends and Trusts. Through the project we aim to:

* Undertake conservation and repair works in the Chapter House and Slype and stabilise and monitor the micro-climate
* Renew the high roof and illuminate key features of the exterior of the Minster
* Increase access to the Slype, Chapter House and Leaves of Southwell by installing a cantilever lift and handrail and lighting
* Provide interpretation across the site to raise awareness and increase understanding of the Leaves of Southwell, other foliage carvings in the Cathedral and the masons who carved them
* Extend the Education Garden, to include the Paddock, along with introducing an outdoor learning space
* Provide more and different opportunities for volunteering, learning and participation
* Replace as many of the paths as possible
* Replace and install more efficient internal heating and external lighting systems

We also expect to see the number of heritage visitor increase from 51,000 to 74,000 by 2023, stabilizing at around 70,000 in the long term. The key visitor segments for the Cathedral in the future are:

* The Hyper-local audience: residents and their friends and relatives who live within a 15-minute catchment
* Local communities who live within a 60-minute travel catchment and their visiting friends and relatives
* Day-trippers, domestic and international tourists travelling at least 60 minutes from their normal residence or from holiday accommodation
* Nurseries, primary and secondary schools within a one-hour travel catchment
* Special interest and social groups from within a 60-minute travel catchment
* Professionals, including University students

We also anticipate that the project will have an impact on income streams, including:

* Retail – an updated Companion Guide and a Short Guided Tour of the Chapter House will be produced. New product lines will be added. A box office facility is being trialed, generating income from commission and services.
* Donations – due to higher footfall, larger donations and new methods of giving.
* Income from festivals and events – selling more tickets to outdoor theatre and to events in the Chapter House.
* Hires of the State Chamber and the Cathedral, due to increased awareness of Southwell.

Although most of the work will commence in 2020, work started on the high roof in December 2019. By Christmas the project was two weeks ahead of schedule and although there is a great deal of work to do it is anticipated that the roof work will be completed by June 2020, and the scaffolding removed by July. There is a great deal to communicate and throughout 2020 there will be regular updates and lots of things to engage with through a very full and exciting Activity Plan.

One of the key assets in the Cathedral is its people and in 2019 we said goodbye to: Simon Hogan, Assistant Director of Music; Anthony Gray, Organ Scholar; Patricia Taylor, Chorister Supervisor and the Revd Tony Evans, Sacrista Warden and Priest Vicar. In September we also said farewell to our colleague, friend and neighbour Canon Nigel who, with his wife Rhoda, retired from active ministry to the New Forest. Nigel had been a residentiary Canon at the Minster for more than 14 years and was the main lead for the development of the Leaves Project. As many of you will know, Nigel has agreed to continue to be part of the project so we will see him from time to time.

We also welcomed new members to our team: Dr Helen Bates, Community Engagement Co-ordinator; Jonathan Allsopp, Assistant Director of Music; James Furnnis-Roe, Organ Scholar; Sarah White, Chorister Supervisor and the Revd David McCoulough, Priest Vicar. Although not new, we welcomed on a full-time basis Andrea Pritchard to the Finance team.

Looking forward there is a great deal of work to do to ensure the long-term financial stability of the Minster. During 2020 we will participate in the national safeguarding audit and implement several changes to enable us to deliver our strategy and overall operational effectiveness. The past year has been both challenging and rewarding and I look forward to another year of change and the delivery of some exciting initiatives.

Adele Poulson, Chief Operating Officer

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## Electoral Roll

Thank you to everyone who completed their re-registration, or enrolled for the first time, to the Electoral Roll last year. There is a Church of England requirement that this process is carried out every 6 years. Our Roll fell substantially to 232. If you were not here or have become a regular worshipper since then, please consider enrolling. Contact details below.

Peter Gibbins, Electoral Roll Officer

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## Stewardship

The Minster's Stewardship Scheme, which includes giving by Standing Order and using our regular giving envelopes, provides a vitally important strand of the overall income of the Cathedral. Without the commitment from the members of the scheme it would be much harder for Chapter to plan its budget. In calendar year 2019 the Minster raised £156,500 from its regular giving scheme, including Gift Aid, which represented a small increase compared with the previous year.

If you currently give less formally through the white Gift Aid envelopes, or by putting cash in the collection plate, please accept this report as a thank you for what you do to support the work of the Minster. If you feel ready to join our Stewardship Scheme, we would be delighted to welcome you. If you don’t know me, please ask someone to point me out or email me at stewardship@southwellminster.org.uk

Peter Gibbins, Stewardship Officer

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# SITES AND BUILDINGS

## Sacrista Prebend Retreat House

Once again, the Sacrista Prebend Management Committee is grateful to Chapter, the Diocesan Board of Finance and other benefactors, donors and the Friends who have given financially during the year. The House is in good condition and continues to provide a safe place to work, pray and practice hospitality. The front garden, which had to be remodelled following the necessary removal of our beloved Horse Chestnut, is now established. The replacement tree, a Cercis Forest Pansey, has been dedicated to the former Dean, David Leaning. David did much to establish the House and in May we will celebrate twenty years’ prayer and worship there, since it opened in its present form.

Thanks are also due to our team of volunteers. The House would not function without them, whether they be gardeners, catering volunteers or volunteer duty ‘wardens’. We have been obliged to recruit a small number of people who are happy to take responsibility for the House during times when a welcome, a voice on the phone, or a solution to a pressing problem would have been provided by the Warden. We are hugely grateful to Canon Tony Evans who fulfilled this role so well for nearly two years. As this is being written a search is on for a replacement and it may be that one will have been found by the time this report goes to print. In the meantime, everything is being done to keep the house open and hospitable five days a week and at weekends when there is a booked event.

The Management Committee is particularly grateful to Chapter for assurances of continuing support and an interest in the House’s further development, which has considerable potential. In 2019, some 4,500 people used the House, of which more than half were attendees at: prayerful booked events like House Groups, Stilling Prayer, and Theology Group; meetings, like Chapter, Mothers’ Union, Southwell Music Festival, and Diocesan meetings; the Young Leadership course and external parish groups. Twice a week, Holy Eucharist was celebrated with an average attendance of fourteen. Not included in these figures is regular use of the grounds for woodland learning by Prebend Pre-school.

There is scope to further develop our offer of overnight accommodation and we look forward to this. The Management Committee is working closely with Chapter to clarify what the future might bring but it is clear that the House has a significant part to play in the life of the Minster Community, the Diocese and the town. We pray that this will grow and that Sacrista Prebend continues to develop not just as a building and a garden but as a place of spirituality, peace and reflection for all; a place for God’s people.

Hugh Middleton, Chair, Sacrista Prebend Management Committee

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## Cathedral Shop

2019 was a year of progress for The Cathedral Shop. A new till was installed at the Welcome Desk so that we can serve visitors more efficiently and increase our sales footprint within the Southwell Minster Estate. Southwell Minster’s online Cathedral Shop went live on November 29th. After a successful launch we hope that 2020 will bring further growth in this area.

The **Net Profit** for 2019 is **£47,731.00**,an NPof **24.8%**

Overall Sales were down by **2.6%**;however, purchases were down by **21.8%** giving us a **53.5% Gross Profit.**

It’s difficult to compare **GP** and **NP** to 2018 due to the stock adjustments that had to take place.

**The 2017 figures were 51.7% GP and 23.7% NP.**

Compared to the 2017 figures, we show a **1.8% increase in Gross Profit** and a **1.1% increase in Net Profit** in 2019*.*

We have a highly dedicated pool of Volunteers that work tirelessly to create a warm and welcoming atmosphere for our customers. Everyone works hard to ensure the success of the shop so that we can donate all our profits towards Southwell Minster, which is close to our hearts. Thanks to our valued customers and the community that support us so we can go on making an important contribution towards Minster life.

As always, I have to say a huge thank you to our Assistant Manager Nicola, our wonderful Duty Managers and all our lovely Volunteers, whose dedication and support make this possible; we really couldn’t do it without them.

We are always looking for new Volunteers and we have several different positions available, from helping on the Shop floor, to running a dedicated social media account or becoming a Duty Manager. Please don’t hesitate to get in touch if you’d like to find out more about becoming a valued member of the team.

Amy Rodgers, Retail Manager

Tel: 01636 812933

Email: **cathedralshop@southwellminster.org.uk**

## Fabric Advisory Committee

At the beginning of December 2019, work began on the High Quire roof as part of the Leaves project. Work to replace the decayed timbers and new slates should be complete by the end of June 2020 with the scaffolding being dismantled by the end of July.

FAC have been consulted on all aspects of the Leaves project and have given their approval to new paths, external lightening and, within the Chapter House, a new sensitive lighting, an underfloor heating system that will stabilise the environment and minimise the deterioration of the stonework and a lift that will enable access to all those who wish to visit the Chapter House.

The Cope Chest was restored by the family of the late Ruth Robinson and the Donor Boards were restored by an anonymous benefactor. The Dean and Chapter are most grateful for the generosity of those sponsors.

In 2019, silver from Gamston St Peter was added to the inventory. At the end of the year, Mr Chris Richardson retired from the FAC. Chris has for many years been responsible for the compilation and maintenance of the Inventory. The Dean and Chapter are grateful for his dedication and long service and wish him well in his retirement. Mr Stephen Littlewood will assume the role of Keeper of the Inventory from January 2020.

Members of the Fabric Advisory Committee in 2019 were: Mr Allan Joyce (Chair), Mr Chris Perrett, Dr Martin Duffy, Mr Chris Richardson, Dr Jeffrey West, Dr Will Bowden and Mr Brian Ayling.

Adele Poulson, Chief Operating Officer

Tel: 01636 817285

Email: administrator@ southwellminster.org.uk

## 

## Potwell Dyke Grasslands Action Group

Working with the seasons has been a real challenge this year. We have never before had to cancel more than a couple of sessions over a year due to weather conditions. The farmer was unable to complete bringing in the hay due to a lack of continuous dry days. This caused us considerably more work raking up the hay as leaving it would affect next year’s wildflowers. The November and December working parties were cancelled due to a waterlogged site and not wanting to risk damage by walking over sensitive areas. Despite this, we have racked up 436 volunteer hours in working parties alone, with three of our volunteers being Brackenhurst students. Our annual thank you garden party to volunteers was fine and we enjoyed sitting in the garden and reflecting on our achievements. We also had a small Firework night bonfire with mulled wine.

20 walks were enjoyed by approximately 300 children and adults. School visits were fewer than in previous years but there was an increase in the number of guided walks. 17 group members were involved, and the feedback was very positive and encouraging. Their knowledge and friendly interaction were particularly appreciated. There were presentations to 3 Gardening groups, one of which had a follow up visit to the Grasslands and the other 2 have each booked a visit in May next year.

Marie Legg and Kay old continued to do monthly wildflower surveys. Southern Marsh Orchids and southern Marsh/common spotted hybrids together with pyramidal showed some increase in numbers, while bee orchids were down in numbers and common spotted much the same. After nearly losing Devil’s bit scabious this also continues to increase. Some rather invasive garden escapes were removed as far as possible, while greater burdock, Himalayan balsam and ragwort continued to be controlled or removed.

We recorded the birds on a monthly basis, about 40 species in all. These included Grey Partridge and chicks (a species particularly declining). Special thanks are due to “stand-ins” for the months that Kay and Robin were away. Our records are sent to BTO Birdtrack.

38 species of moths were identified this year, with a very high number of Ruby Tiger and 2 new varieties: Gold Spot and Lunar Yellow Underwing. Nearly 1000 butterflies were recorded. The ‘brown’ grassland species showed a marked increase from the previous year and ‘whites’ also had a good year, whereas the Small Tortoiseshell, Peacock and Red Admiral proved scarce. The solitary Essex Skipper was identified by photography.

One of the more common trees on the Potwell Dyke Grasslands is the Crack Willow, whose trunk can grow so fast that it splits open under its own weight. This has happened on several occasions and 2019 required two visits from tree surgeons to make the willows safe and to reduce the cut wood to a size the volunteers could manage. Tree surgery is expensive and the two visits cost £870 in total.

After some 16 years working on the site, volunteers have gained experience around what is necessary for delivering the Agreement on behalf of the Cathedral. There are certain constraints and unique challenges which can lead to a degree of repetitiveness in the work required. Working round the year keeps volunteers in touch with the changing seasons and most years nature comes up with something to delight and surprise. That, and the friendships formed, are part of what binds the volunteers together. Nevertheless, at this half-way point of the Agreement we plan to consult with all the younger volunteers to determine what would make working on the grasslands even more attractive.

The Cathedral Chapter’s representative on the Group has been and will continue to be Malcolm Rose. We are delighted to have been allocated Mrs Jan Richardson DL to be our ‘friend’ on Chapter. Following the Leaves conference in March 2019, there is likely to be increased emphasis on environmental issues. We expect this to lead to some wilding of the Bishop’s paddock using Grasslands seed and potentially some management for nature on parts of Higgons Mead. We will also look to increase cooperation and collaboration with other local groups and organisations with an interest in the natural environment.

Our Grasslands are highly valued by the town and we are proud to work on maintaining and improving the site for future generations. Once again, a big thank you to our volunteers for their hard work and to the Minster Chapter for financial and administrative support.

Gill Key, Chair

Tel: 01636 816121

Email: [gillkey57@gmail.com](mailto:gillkey57@gmail.com)

## 

## Tourist Information Centre

The Tourist Information Centre is currently in the foyer of The Minster Centre and is funded and managed by Southwell Town Council. It is staffed by a dedicated team of 20 volunteers, some of whom were originally Minster stewards. The volunteers provide a valuable information service to both residents and visitors, covering festivals, theatre, cinema, concerts, charity events, shopping, restaurants, accommodation, walking trails, public transport and much more.

In 2019 volunteer numbers dipped and so, after a successful recruitment drive, five new volunteers enrolled – we were very pleased to welcome them to the team. 2019 also saw the introduction of a new town council website bringing tourism, events and community information under one umbrella.

Plans have been developed for the Tourist Information Centre to become more of an integral part of the town centre by relocating to Southwell Library at the end of March 2020. Southwell Library, with its central position in the town centre is open to the general public 7 days a week, has disabled access, parking and toilets, plus a refreshments area with access to computers and internet access. Southwell Town Council hopes this new location will add to the vibrancy and economic development of Southwell Town Centre.

Tracey Broughton, Clerk to the Town Council

Email: [clerk@southwell-tc.gov.uk](mailto:clerk@southwell-tc.gov.uk)

# MARKETING AND PUBLIC RELATIONS

## Marketing & Events

Our use of e-comms through our electronic distribution lists has allowed us to send 117 e-shots resulting in 73,000 emails delivered to people all over the country. In all, we saw over 300 new subscribers opt-in to our mailing lists to hear about future news and events.

We were delighted to hear that Southwell Minster has made it into the top 500 of the Lonely Planet’s Ultimate United Kingdom Travel List – a definitive list of the very best places to visit in Great Britain & Northern Ireland. This prestigious publication, recognised all over the world, will hopefully help bring in more visitors to see our wonderful church.

Adverts promoting the Minster have been placed in numerous publications, including Going Places UK, Welcome to Nottinghamshire and Coach Tours UK.

Breaking a little from the norm, we were delighted in the spring to welcome internationally acclaimed and multi-award winning musician Seth Lakeman to the Minster, where he played his special mix of folk-rock to a packed to the rafters Nave of 550 people, many of whom had travelled a fair distance. It was lovely to see new faces enjoy the beauty of the Minster.

We had another successful season of tower tours on special Open Days across the year, which resulted in around 500 people climbing the Minster steps to the roof of the Bell Tower; this helped bring in approximately £2,000 in additional income.

The Education Garden once again played host to a fabulous summer of outdoor theatre. First up saw Chapterhouse Theatre bring Jane Austen’s classic *Pride & Prejudice* to life. TheHandleBards girls returned after last year’s sell-out performance of *Romeo & Juliet* with *The Tempest*, whilst the boys from *The HandleBards* gave a memorable production of *Much Ado About Nothing*. We welcomed over 700 guests into the garden during the theatre season. The summer of 2020 promises to be even better, with the confirmed productions of *Emma, Macbeth* and *The Three Musketeers*. Check out the Events page on the website for more details.

In July, the Minster teamed up with ‘The [Choral Evensong Project](https://www.englishcathedrals.co.uk/latest-news/category/choral-evensong/)’ in our mutual passion for all things Evensong. The Project, whose aim is to promote interest in and support for the living tradition of Choral Evensong, worked with the Minster and SMCA to target local businesses and organisations unused to the tradition. It was followed by refreshments in The Crossing and attracted over 140 people, many of whom said they would return.

One of the highlights of 2019 was *Not Just Fish & Ships* – an immersive theatre performance based on the Synod of Whitby in 664AD. We were honoured to be asked to host the debut. Sell-out performances were held in the Quire on consecutive nights in July meaning over 200 people saw the production before it moved on with the rest of its tour.

In August, the popular Plant Hunters’ Fair returned to the Education Garden where over 800 visitors enjoyed a spectacular array of plants and flowers on offer whilst also getting the opportunity to talk the expert stallholders and other plant and garden enthusiasts.

Local photographer Terence Lane brought us his inspiring black and white photography exhibition *Sciryuda* in September, which gave a thought-provoking look at nature, specifically Sherwood Forest. This fit in nicely with our ongoing Leaves of Southwell project which you’ll see and hear lots more of over the next couple of years.

In the late autumn, we welcomed back textile artist Jacqui Parkinson for a dual exhibition – *Tree of Life, and Open Heaven*. These breath-taking installations were seen by thousands across the six-week exhibition and we’re excited to be having another of Jacqui’s exhibitions in the future – watch this space!

October saw the ever-popular Bramley Apple Festival return to Southwell and, once again, the Minster played host to the Food & Drink Fair. Over 2,000 people enjoyed the fabulous food and drink on offer which helped bring in over £11,000.

The Winter Craft Fair soon followed in early November. For the first time we made this a two-day event, opening on the Friday night as well as the Saturday daytime. This provided a different atmosphere and was well received. All stalls were sold, helping us to make £18,000 as well as welcoming almost 2,500 visitors across the weekend. An additional £2,000 was made on refreshments by the Social Committee, so a huge thank you to all involved.

There are some fabulous events lined up for 2020. To make sure you don’t miss out, sign up to our mailing list via our website or email me.

As always, a huge thank you to all the volunteers, Stewards, Vergers, Clergy, and staff who have helped make the events programme such a success in 2019.

Glenn Formoy, Head of Marketing & Events

Tel: 01636 817284

Email: [marketing@southwellminster.org.uk](mailto:marketing@southwellminster.org.uk)

## Media Relations

The new year kicked off with a spiritual and symbolic art exhibition by local artist Jennifer Bell, which made the front page of *The Church of England Newspaper* and the February *Bramley*, who also included a piece about the Friday lunchtime concerts, highlighting the forthcoming Kanneh-Mason Concert in April

A day in March for the public to reflect on the Leaves of Southwell, the announcement of new Canon Precentor, Revd Dr Richard Frith, and half term fun at a Romans themed family day were included in the February issue too, and again in the March issue.

A real coup for the Minster was the live broadcast on BBC Radio 3 and 4 of two Easter Services, which made a piece in the March *Bramley*, as did a small art display called ‘Wolsey’s Angels’, held in the Archbishop’s Palace. A performance by the Nottingham Bach Choir of the St Matthew’s Passion was promoted in *What’s On*, and the forthcoming Easter Tours, Open Days and Live Broadcasts appeared on the front page.

Faith and diversity were highlighted in the April *Bramley*, when they covered a special day in the Minster to explore eight different faith groups. Mention was also made of the March ‘Time Travelling’ education day. A bespoke feature about Evensong took half a page inside the paper, where part-time verger and choir member Andy Macintosh and his chorister son Ciaran ‘sang the praises’ of Evensong and the Dean warmly invited everyone to come along to the service and relax at the end of a busy day. The popular summer outdoor theatre events were given an airing in the April What’s On and again in May and June. In May, the *Bramley* reported that part of the Dean’s garden was being excavated and artefacts found included fragments of medieval, Anglo-Saxon and Roman pottery.

‘Brickminster’ appeared on the front page of the June *Bramley* with the medieval themed family fun day included in the What’s On section. Southwell Minster Choir Association celebrated its 30th anniversary with a concert in July by all three choirs, which was promoted in the June issue, as was local *Church Times* writer, Pat Ashworth’s play, *Not Just Fish and Ships*. The Choral Evensong Project event was featured, alongside a striking half page photo feature about students volunteering in the Education Garden as part of their Duke of Edinburgh Awards.

In July, the *Bramley* promoted the annual Adult Learning Discovery Day and the Plant Hunters’ Fairs return in August. An unusual black and white photography exhibition in the Minster called Sciryuda – focusing on Sherwood Forest – appeared in the July issue, alongside an appeal for more stewards for the Minster. Canon Nigel Coates and his wife Rhoda were snapped in the Palace garden as they discussed his imminent retirement, which was a prominent story, and the front page carried a half page on the National Lottery Heritage Fund’s grant of £1.9 million to ‘conserve and celebrate’ the internationally renowned Leaves of Southwell – which was also mentioned in *The Church of England Newspaper.*

*The Advertiser* ran a story in July about the appeal to renew the Minster choir’s and clergy robes. The Heritage Day tour days of the Minster and Palace and bell tower appeared in the September *Bramley*, as did the superb textile exhibition by Jacqui Parkinson, with a plug in *The Church Times* on 11th October and a glowing review by columnist, Pat Ashworth, in their 8th November edition. There was also good TV coverage by *East Midlands Today*.

New Precentor, Revd Dr Richard Frith, was welcomed to Southwell Minster at a service on 8th September, which was also in the September *Bramley*, and there was an interview with him in the August/September issue of *Southwell Leaves* magazine.

October was a busy month with a number of events, services, fairs and festivals being given space in *The Advertiser* and the *Bramley*, including: the farewell service to Canon Nigel Coates; Minster Discovery Day; Bramley Food & Drink Festival; the two-day Craft Fair; news of the Minster making the Lonely Planet’s Ultimate Travel List of best places to visit in GB & NI; the Chorister Day, and a talk about how the church should respond to the state of the planet.

During November, *The Advertiser* carried a story about the Minster having a 3D geological model made of the building to safeguard it in case of future damage, and in December the Dean’s Christmas message with all Christmas services was highlighted, featuring Carols in the Great Hall and the Christingle, which also appeared in the December *Bramley*.

Jane Wyles

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## Minster Website and Social Media

Website

2019 saw the first full year of the new website, launched in December 2018, which has been positively received by all. We are seeing a huge increase in traffic to the site, which has details of everything from services to concerts, music lists to events, house group information to the history of the Minster itself, and everything in between. We had over 53,000 hits during 2019, with the most popular pages being Services, What’s On and Plan Your Visit, viewers coming from as far afield as Germany and the U.S.

December saw a first for the Minster website – an online shop presence. Allowing customers to shop from all over country and, indeed, the world, sales have been impressive in the first month, with customers from as far afield as the U.S. We have hope for the future for improved income and recognition for the Cathedral Shop. We are also looking to introduce an online ticketing system, making it easier for customers to purchase tickets which in turn will hopefully increase both audience numbers and of course income.

Social Media

Our use of social media has continued to grow, allowing us to deliver our messages further and wider as well as reaching diverse audiences.Statistics from 1 January 2019 – 31 December 2019 are as follows:

* Facebook likes have gone up 819 to 3,751, an increase of 28%
* Twitter followers have grown 15% (up 327 to 2,527)
* Our Instagram account has continued to grow markedly in 2019, with an increase of 365 followers to 1,400, or 35%!

Overall, our social media following has grown by 25% in 2019 (up 1,511 to 7,678), and a massive 74% since 2017.

Please visit our website: www.southwellminster.org and, if you haven’t already, follow us on:

Facebook: @SouthwellMinster

Twitter: @SouthwMinster

Instagram: @southwellminster

Glenn Formoy, Head of Marketing & Events

Tel: 01636 817284

Email: [marketing@southwellminster.org.uk](mailto:deanspa@southwellminster.org.uk)

## Southwell Leaves Magazine

The Minster’s bi-monthly magazine was published on time throughout the year. Readers’ feedback has been largely positive, but sales are declining. Less than 150 copies of the last two 2019 editions were accounted for as having been sold. This falls below the revenue needed to break even, despite very competitive production costs. Furthermore, this is too small a circulation to attract much paid advertising.

The Cathedral Chapter and the *Southwell Leaves* Editorial Group are keeping this under review, but the occasion of an Annual Report is an opportunity to bring these concerns to wider attention. The magazine’s books must balance and, unless sales can pick up sufficiently to enable that, the exploration of whether there is sufficient interest to support it will have to acknowledge that sadly, there probably isn’t.

Hugh Middleton, on behalf of the Editorial Group

Email: hugh.middleton@nottingham.ac.uk

**PARISH OF THE BLESSED VIRGIN MARY**

**SOUTHWELL**

**Annual Parochial Church Meeting**

**to be held in the Nave on**

**Sunday 18th October 2020 at 4.15 pm**

**A G E N D A**

1. Prayers

2. Apologies for absence

3. Minutes of the Annual Meeting of Parishioners 2019

4. Election of Churchwardens for 2020-2021

5. Election of two representatives to serve on the Deanery Synod for three years

7. Report of the Electoral Roll Officer

8. To receive and consider the audited accounts

9. To receive and consider the 2019 Annual Report

10. Safeguarding

11. Dean’s remarks

12. Date of next meeting: 27th April 2021, 7.30pm

**PARISH OF THE BLESSED VIRGIN MARY**

**SOUTHWELL**

**Annual Parochial Church Meeting**

**held in The State Chamber on**

**Thursday 25 April 2019**

**MINUTES**

**Present:** The Dean (Chair), Mr Tim Richmond, Mr Andrew Corner, Mr Richard Vigar, Mrs Vicky Thorpe and **35 Parishioners.**

**1. The Dean** opened the meeting with prayer.

**2. Apologies for absence** were received from Canon Nigel Coates, Mrs Jan Richardson, Mr Chris Richardson, Canon John Loughton, Mrs Vicki Loughton, Mr Patrick Sills, Mrs Helen Sills, Ms Ann Smith, Mr Paul Smith, Mr Paul Barker, Mrs Leslie Barker, Mrs Margaret Shannon, Mrs Ann Rose, Mrs Alison Middleton, Mrs Kathy Hocking, Mrs Angela Ashwin.

**3. Minutes of the Annual Meeting of Parishioners 2018** held on 24th April 2018 and previously made available in the Annual Report, were agreed and signed as a true record.

**4. Election of Churchwardens 2019-2020**

Mrs Lindy Todd stepped down as Dean’s Churchwarden and was warmly thanked by the meeting for her long service and for her commitment, dedication efficiency and care. The Dean awarded Mrs Todd the title Churchwarden Emeritus, which will be acknowledged at the Commissioning during Festal Evensong on Pentecost Sunday.

The following people were elected to serve:

Dean’s Churchwarden

Mr Graeme Hocking

Mr Andrew Bates

Peoples’ Churchwarden (Elected)

Mrs Jean Jackson proposed by Mr Bobby Craik, seconded by Ms Meg Maunder

Mrs Kathy Hocking proposed by Ms Meg Maunder, seconded by Mrs Gillian Duffy

Deputy Churchwarden

Mr Peter Gibbins

Ms Meg Maunder

The Churchwardens were thanked by the Dean for their generous, patient and ongoing contribution to the life and work of the Minster.

**Election of two Chapter Members**

A nomination to serve as a Chapter member for three years was received for Mrs Jan Richardson.

The Dean confirmed that a formal nomination had also been received for Mr Andrew Corner who had been co-opted onto Chapter following the 2018 APCM meeting where no nominations had been received.

The Dean thanked Mr Corner for his contribution to date and welcomed Mrs Richardson in her absence.

It was explained to the meeting that Mrs Vicky Thorpe’s tenure on Chapter as a parish representative would come to an end after seven years. She was thanked by the Dean who explained that a formal expression of thanks would be made at the Chapter dinner later in the year. The Dean stated that although Mrs Thorpe’s formal tenure had come to an end she had been invited **to be co-opted onto Chapter (non-voting)** to support the Safeguarding Review which will be addressed later in the meeting.

**Election of Deanery Synod Representatives**

The Dean explained that there was still one vacancy to represent the parish at Deanery Synod. She explained that the Deanery Synod is a group of people from parishes across the Deanery that meet over the course of each year. It is the communication link between the people in the congregation, the Diocese – through Diocesan Synod – and the Church of England nationally – through General Synod. Meeting three times a year, areas of interest and concern from clergy and people in local churches to the wider church are discussed. Decisions and consultations from General Synod may also be discussed to keep the local church informed and involved. It was explained that the tenure is for one year only as there would be elections in 2020 for a full three years.

Mr Robert Ridgewell was nominated, proposed by Mr Dave Jones and seconded by Mr Stephen Littlewood.

Mr Ridgewell will join Mrs Kent who has been a representative for the past two years.

**6. Report and Election of the Electoral Roll Officer for One Year**

Mr Peter Gibbins was elected as Electoral Roll Officer. Mr Gibbins began his report by stating that every six years the Cathedral is required to prepare a new electoral roll. Mr Gibbins informed the meeting that a new roll had been completed, and as at April 2019, the new roll consisted of 227 names, 137 fewer than the previously recorded number of 364. Mr Rose, the previous Electoral Roll Officer commented that the difference between the two electoral rolls was considerably different, and that this is first time he had seen such a significant drop. The Dean thanked Mr Gibbins and Mrs Poulson for the work they had undertaken to produce the new Electoral Roll.

**7. To Receive and Consider the Audited Accounts**

After being invited by the Dean to give his report Mr Richmond made the following points:

Mr Richmond stated that he was the chair the Finance and Investment Committee and that Mr Richard Vigar was the Chair of the newly formed Audit and Risk Committee. Mr Richmond stated that the accounts had been audited by the externally appointed auditors and agreed by Chapter.

**Income:**

The total income for the year amounted to £1,754,683, of which 34% was grant income and included £188,444 from the National Lottery Heritage Fund for the final stage of the Archbishop’s Palace Project the initial funding for the new Leaves of Southwell Project. Also included was £288,803 from The Church Commissioners for staffing and support costs. Voluntary income continues to provide a valued source of income and includes £155,800 received through regular planned giving. Activity income includes the Minster Shop which netted a profit of £26,448 for the year. The Cathedral’s investment portfolio generated an income yield of 3.9%. Mr Richmond stated that working with the appointed auditors Chapter are examining how its restricted and unrestricted endowment funds are accounted for as it is possible that some funds have been recorded in the wrong place in the accounts. This is an historic situation going back many years which is being addressed with the external auditors.

**Expenditure:**

Total expenditure for the year amounted to £1,733,594 of which 33% was on the Cathedral’s Ministry including costs for clergy, music and services. The upkeep of the Cathedral and its grounds cost £506,652 and includes £206,183 on the developing The Leaves of Southwell project. Education and Outreach expenditure of £110,569 includes the historic and theological library as well as school visits and Time Travelling. Upon the Advice of the auditors, £10k of old and obsolete stock has been written off which had impacted on the overall profit for the shop. Mrs Kent stated that the Shop Manager and team had worked really hard during the past year and the shop profits were not reflective of that work due to the stock write off.

**Result:**

The net movement in funds during the year, including a net investment loss of £75,449, was a decrease of £54,360. This is split £54,073 deficit on the general fund, £70 deficit on the designated funds, £52,680 surplus on the restricted funds and a £52,897 deficit in the endowment funds. Overall, the Chapter’s funds at 31 December 2018 stood at £9.9m most of which is endowment fund held property.

Mr Richmond stated that the aim of Chapter is to create surpluses of £100k per annum. A tremendous amount of work has been undertaken in last 12 months, business plans are being developed along with informed budget and targets. Mr Richmond stated that Chapter are considering how its resources and assets are used and how income could be generated from visitors. It was also stated that Chapter had agreed a budget for growth which will result in the delivery of a deficit outturn for 2019. It is anticipated that a balanced budget will be delivered in 2020.

The Dean stated that the financial situation doesn’t make for easy reading. However, under the leadership of Mr Vigar and Mr Richmond there is a better financial understanding, and that new and revised income streams are emerging.

The Dean thanked both Mr Richmond and Mr Vigar for their continued guidance and oversight.

**8. To Receive and Consider the 2018 Annual Report**

It was explained that the two annual reports had been available in the Minster for the past three weeks. The glossy report is an outward facing publication, and that the white report is a commentary from the Minster Community Forum and the Cathedral Chapter. Both documents report on the life and work of the Minster.

**9. Safeguarding Update**

The Dean stated that safeguarding is an important part of all that is done at the Minster and it is essential that a safe environment is created and maintained for all those who attend and worship in this great place and in keeping with the Church of England’s Safeguarding policy. It was stated that we are at risk as a Cathedral, as we do not know who will walk through the door requiring pastoral care and because we have boy and girl choristers – we all need to be on high alert. Over the past two years Vicky Thorpe has worked to improve the level of training and understanding within the Cathedral community, and Chapter want to retain that level of understanding as it prepares for the SCIE Audit in September 2020. Mrs Thorpe has agreed to remain on Chapter to see through this important piece of work and will continue to work closely with the Cathedral Administrator and Diocesan Safeguarding Officer. The Dean thanked Mrs Thorpe for her continued support on this important issue.

**10. Dean’s Remarks**

The Dean started by thanking everyone who had helped to produce the annual report and review as it represented a huge amount of work and demonstrated how much is happening within the Minster. The Dean thanked those willing to be churchwardens and for ‘getting things done’ she said it demonstrated how vital local support is, and how it links with the local community.

2018 was a busy and active year, and that ‘team’ is everything in the cathedral. The Dean reminded the meeting that Canon Jacqui Jones left in July to take up a new post in Chelmsford Diocese and that her replacement, the Revd Dr Richard Frith will join us in September. The RevdErika Kirk, and the Revd Tony Evans have been and enormous support, enabling Canon Nigel to lead on the Leaves of Southwell Project. MrGlenn Formoy continues to oversee marketing and events and is charged with growing income and engaging with a wide range of people. The gardeners Mrs Amanda Rushen and Mr Miles Prothero have made a huge difference to the look of the grounds as they work with some willing volunteers to maintain the beauty and tranquillity of the Minster estate.

The wider challenges of the Cathedrals Working Group Report still has a way to go in its development. Governance remains high on the agenda along with strategic planning. Currently Chapter are investing 2 days per week into key agenda items. The Dean thanked those present for their continued commitment.

The Dean reinforced Mr Richmond’s earlier comment that Chapter were investing to grow and that mission, outreach, increased income and the need to reach a wider audience across the city and county remained the focus for Chapter.

The Dean reported that the Round 2 National Lottery Heritage Fund was submitted in March and that the outcome should be known by the end of June 2019. If successful work to the roof will commence in September of this year.

Holy Week and Easter was a wonderful period, beautiful weather, the BBC broadcast, the music form all of the choirs and the hard work of the vergers.

The Rector Chori will continue to work with the school to recruit and retain girl and boy choristers as both he and Mr Simon Hogan work to integrate the boys and girls into one voice, something that has the backing of Chapter. The Dean also reported that Chapter have committed to new choir and clergy robes by September, to coincide with the arrival of the new Canon Precentor.

The Dean reported that we are still facing reduced congregation numbers although weekday evensong numbers have increased. She stated that there has to be a focus on Mission and Evangelism and that we need to make connections with new people to make the feel at home. The Dean remarked that Bishop Paul’s YoungLIFE initiative 2019 aims to make a significant difference to children’s and family ministry, and that the Cathedral will require fresh thinking regarding this type of ministry.

The Dean reported that on September 15th Archbishop Sentamu will be leading OneLIFE mission within the diocese which will be a catalyst for a whole range of activities and events designed to share the Good News of Jesus with communities across Nottingham.

The Dean ended her remarks by reflecting on her installation she explained that when she became Dean, she was told to guard well this holy place of prayer and encounter faith within this prayerful community. She said that we must remain faithful to the life and love of God and be open to the work of the Holy Spirit.

The Dean ended by thanking everyone for their contribution to the life of the Minster.

The meeting ended with The Grace.

**11. Date of Next Meeting** – Sunday 18th October 2020, 4.15pm, the Nave



