

# CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013

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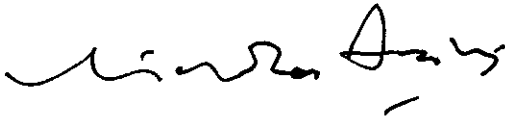
## PREFACE

You will find attached the Annual Report and Audited Accounts for the financial year ending 31 March 2013.

These have been produced in accordance with the requirements for Accounting and Reporting by English Cathedrals, prepared for the Association of English Cathedrals, and specified by the Church Commissioners, under Section 27 of the Cathedrals Measure 1999.

This year's reporting format broadly follows that of last year with minor changes in the light of experience.

A copy of the requirements may be read in the Cathedral Office in the Royal Chantry.



**Nicholas Frayling**  
Chichester  
September 2013

# CHICHESTER CATHEDRAL

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## **MISSION, AIMS AND STRATEGIC PRIORITIES**

### **The Mission of the Cathedral**

The Cathedral Church of the Holy Trinity in Chichester exists to provide a seat for the Bishop of Chichester in order to be a centre of worship and mission.

### **AIMS OF THE CATHEDRAL COMMUNITY**

- To assist the Bishop in proclaiming God's love towards the world by his sacramental, pastoral and teaching ministry.
- To celebrate the sacraments and the daily prayer of the Church, to care for one another and to witness to God's love towards the world.
- To allow the building to speak of God's love towards the world both in the past and in the present.

### **CHAPTER'S SEVEN STRATEGIC PRIORITIES<sup>1</sup>**

1. Continue to establish a centre of excellence in order to provide an inspiring place of worship and proclamation.
2. Continue to provide capability to teach the Christian gospel in order to spread the word of Christ.
3. Continue to provide pastoral care and welcome for all involved in the life of the Cathedral.
4. Continue to encourage visitors and worshippers to the Cathedral to share the gospel message.
5. Continue to be an instrument and focus of unity amongst all traditions and denominations.
6. As a body corporate be an example of godly living to everyone.
7. Husband resources effectively to sustain and renew the life of the earth and for the benefit of the community.

## **STRUCTURE AND MANAGEMENT (GOVERNANCE)**

### **CONSTITUTION AND STATUTES**

The Cathedral is governed by the Cathedrals Measure 1999 and its resulting Constitution and Statutes that came into effect in September 2000. The Constitution and Statutes require that any person or body having functions under these instruments shall have due regard to the fact that the Cathedral is the seat of the Bishop of Chichester and a centre of worship and mission.

The authorities in this section each have a specific role in the governance of the Cathedral.

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<sup>1</sup> Chichester Cathedral Strategic Priorities (2012 – 2017) dated November 2011.

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### THE CHAPTER OF THE CATHEDRAL

The Cathedrals Measure 1999 requires that it shall be the duty of the Chapter to direct and oversee the administration of the affairs of the Cathedral having regard to the views of the Bishop, the College of Canons and the Cathedral Council and in particular to:

- Order the worship and promote the mission of the Cathedral.
- Formulate, after consultation with the Bishop, proposals in connection with the general direction and mission of the Cathedral and submit them to the Council for its advice.
- Prepare an annual budget for the Cathedral.
- Submit to the Council the annual report and audited accounts prepared by the Chapter and such other reports as may be requested by the Council on any matter concerning the Cathedral.
- Submit to the College of Canons the annual report and audited accounts prepared as aforesaid.
- Keep under review the Constitution and Statutes of the Cathedral.
- Manage all property vested in the Cathedral and the income accruing from it and, in particular, ensure that the necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.
- Perform such other functions as may be prescribed.

The Chapter is also responsible under the requirements laid down by the Church Commissioners under the powers given them by Section 27 of the Cathedrals Measure 1999 for:

- Preparing and publishing an annual report and audited accounts which give a true and fair view of the financial activities for each financial year and of the assets, liabilities and funds at the end of each financial year of Chichester Cathedral and its connected entities.
- Stating that they have complied in all material respects with the guidelines on the subject prepared by the Association of English Cathedrals or describing which recommendations have not been complied with and giving reasons for non-compliance.
- Selecting suitable accounting policies and then applying them consistently.
- Making judgements and estimates that are reasonable and prudent.
- Keeping proper accounting records from which the financial position of the Cathedral can be ascertained with reasonable accuracy at any time.
- Safeguarding the assets of the Cathedral and taking reasonable steps for the prevention and detection of fraud and other irregularities.

A list of Chapter members is at Appendix 1.

A list of the Chapter Members' portfolios is at Appendix 3.

A list of the Cathedral Managerial Staff is at Appendix 15.

A list of Volunteer Section Heads is at Appendix 16.

### THE CATHEDRAL COUNCIL

The Cathedrals Measure 1999 requires that it shall be the duty of the Council to further and support the work of the Cathedral, spiritual, pastoral, evangelistic and ecumenical, reviewing and advising upon the direction and oversight of that work by the Chapter and in particular to:

- Consider proposals submitted by the Chapter in connection with the general direction and mission of the Cathedral and to give advice on them to the Chapter.
- Receive and consider the annual budget of the Cathedral.
- Receive and consider the annual report and audited accounts.
- Consider proposals submitted by the Bishop in connection with the Constitution and Statutes of the Cathedral with a view to their revision.

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- Consider representations submitted by the College of Canons.
- Consider proposals submitted by the Chapter in connection with the Constitution and Statutes of the Cathedral with a view to their revision.
- Perform such other functions, which are not exercisable under the Measure or the Constitution and Statutes by another body, as may be determined by the Council, the Chapter and the Bishop jointly.

The Chairman is a lay person, not a member of the Chapter, appointed by the Bishop after discussion with the Chapter. The Dean is a member 'ex officio' and the Chapter elect three of their own members. The Cathedral Community and the College of Canons each elect two members. Eight members are elected by the Bishop and the Chapter jointly to ensure that the Council reflects local, Diocesan, ecumenical and national interests, but with special consideration being given to: the Chairman of the Cathedral Trust, the Chairman of the Fabric Advisory Committee, the Chairman of the Finance Committee and representation from the Bishop's Council. The Communar acts as secretary to the Council.

The Bishop, as Visitor, is invited to attend as an advisor and non-voting member.

The Council is therefore both an advisory and consultative body and it has been meeting twice a year since its inauguration in January 2001. During the period of this report the Council has met to be briefed and to discuss a range of topics which have included:

- Reviewing the Chapter's annual report and commenting on the wide range of Cathedral activities contained therein.
- Considering the Accounts for 2011/2012 and the Budget for 2012/2013.
- Receiving briefs from the chairmen of the various Cathedral committees.
- The Hussey Memorial fine art commission.
- The dedication of the re-gilded weathervane.
- Archbishop Justin Welby's Journey of Prayer in Chichester.
- The Festival of Flowers 7 – 9 June 2012.

Chapter was grateful for the interest shown and advice offered by Council members in the work of the Cathedral and greatly appreciated their ability to present knowledgeably the Cathedral's case in the wider Diocese.

The members of the Cathedral Council are listed at Appendix 4.

### THE COLLEGE OF CANONS

The College of Canons is formed from the Dean, Residentiary Canons, Lay Members of Chapter, the Bishops Suffragan, the Archdeacons, thirty-one Prebendary Canons and up to five Lay Canons (none of whom have been appointed to date). Two members are elected to the Cathedral Council. One member is elected to Chapter. The Communar acts as Secretary.

The College of Canons shall:

- Meet annually on a day as near as convenient to the Feast of All Saints, whenever the Bishop desires to seek its counsel or advice on any matter, whenever it is required to make an election or, if a request for a meeting were made by not less than two-thirds of its members.
- Receive and consider the annual report and audited accounts.
- Discuss such matters concerning the Cathedral as may be raised by any of its members.
- Perform such functions as may be prescribed.

A list of members of the College of Canons is at Appendix 5.

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### THE BISHOP

The Bishop shall have the principal seat and dignity in the Cathedral. After consultation with the Chapter, and subject to any provision in the Statutes, he may officiate in the Cathedral and use it in his work of teaching and mission, for ordinations and synods and for other Diocesan occasions and purposes.

- The Chapter shall from time to time consult the Bishop in respect of the general direction and Mission of the Cathedral, and the Bishop may at any time seek the advice of the Chapter on any matter.
- The Constitution of the Cathedral provides that the Bishop shall be the Visitor thereof.
- The Bishop shall, as Visitor, hear and determine any question as to the construction of the Constitution and Statutes. The Bishop may hold a Visitation of the Cathedral when he considers it desirable or necessary to do so or when requested by the Council or Chapter.
- In the course of a Visitation the Bishop may give such directions to the Chapter, to the holder of any office in the Cathedral or to any person employed by the Cathedral as will, in the opinion of the Bishop, better serve the due observance of the Constitution and Statutes.
- It shall be the duty of any person or body on whom functions are conferred by or under the Cathedrals Measure 1999 to act in accordance with the determination under, and any direction under, the above paragraphs.
- The provisions above are without prejudice to the powers of the Bishop under the Care of Cathedrals (Supplementary Provisions) Measure 1994 and his powers as Visitor generally.
- The Bishop may at any time propose for consideration by the Council amendments to the Constitution and Statutes.

### FABRIC ADVISORY COMMITTEE

Under the Care of Cathedrals Measure 1990 (as amended in 2008 and 2011), the Fabric Advisory Committee (FAC) is responsible to the Cathedrals Fabric Commission for England (CFCE) and considers applications from the Chapter in regard to proposed development of and changes to the Cathedral's fabric. It also advises Chapter on the care, conservation, repair and development of the Cathedral and meets three times a year.

Members serve for a period of five years and may be re-appointed. The members appoint a Chairman from among their own number. The Dean, Precentor, Chancellor and Communar attend on behalf of Chapter, together with relevant staff and advisors. Other Chapter members are free to attend if they wish. Throughout the whole of this reporting period the Fabric Advisory Committee remained at full strength, comprising ten members.

Over the course of the year the committee were kept informed about the development of several projects: in particular the North West Tower, the Muniment Room, the West Porch handrail, and the area behind Buttress 60. The committee also considered a revised design for the previously approved safety improvement measures to the internal spire access ladders, along with various memorial gifts of furniture for the Cathedral and a survey of the Cathedral roofs. In addition, the previously reported Lady Chapel Aumbry cupboard project continued to be discussed and developed throughout the year, by the end of which it was ready for the necessary approval application to be made.

Two new projects introduced to the committee during the course of the year were the cleaning and conservation of the 12<sup>th</sup> Century Chichester Reliefs with consideration being given to the merits of removing the glass screens, and the reordering of the Sailors (St Michael's) Chapel to include the introduction of the Somers Clarke Reredos once restored.

FAC approval was sought and obtained for the cleaning and conservation of the two Purbeck tombs of Bishops Barlow and Day, located to the North and South of the Shrine of St Richard. In November 2012,

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the FAC considered the CFCE's earlier refusal of the Hussey Commission and their advice to Chapter was to proceed with the project and submit a further application: which was also subsequently refused (see page 12 for further information).

The Members of the Committee are listed at Appendix 7.

### **FINANCE COMMITTEE**

The Constitution requires that there shall be a Finance Committee with the function of advising Chapter in connection with its responsibilities for financial and investment management, which includes the Cathedral's property portfolio. The Committee meets three times a year.

The Committee consists of a Chairman and up to four other members appointed by Chapter for their expertise and experience in the field of finance and investment management upon such terms as the Chapter may determine. Chapter members are the Dean, Precentor and Communar with the Chapter Accountant, who acts as secretary, as another member.

The Members of the Committee are listed at Appendix 8.

### **CATHEDRAL COMMUNITY ROLL**

Membership of the Cathedral Roll is open to anyone aged sixteen or more who worships at the Cathedral, is resident in the Close or holds office linked to the Cathedral. The Chapter appoints a Roll Officer to maintain the Roll and is indebted to Mr Jeff Stanbridge for taking on that task. There is an annual meeting of those on the Cathedral Roll, chaired by the Dean, at which elections take place to the Cathedral Council and the Cathedral Community Committee.

The number of persons on the Cathedral Roll on 31 March 2013 was 502, a net increase of 1 in the year. As with all parishes in the Church of England, the Cathedral has followed similar recommendations and was in the process of constructing a new Roll on 31 March 2013.

### **CATHEDRAL COMMUNITY COMMITTEE**

The Constitution requires that there shall be a Cathedral Community Committee which shall meet at least four times a year to advise the Chapter on all matters affecting the Cathedral Community and to undertake such functions as may be delegated to it by Chapter. The Rules for the Governance of the Cathedral Community Roll and Committee is a printed document which is available from the Cathedral Office.

The Members of the Committee and of the Stewardship Sub-Committee are listed at Appendix 9.

### **OTHER BODIES ASSOCIATED WITH THE CATHEDRAL'S ACTIVITIES ARE:**

#### **CHICHESTER CATHEDRAL RESTORATION & DEVELOPMENT TRUST**

The Trust was formed in 1980 and since then has raised money for the restoration and development of Chichester Cathedral, other buildings within its precincts, its music foundation and such other charitable

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objects and activities undertaken by the Chapter. The priority remains the continuing restoration of the fabric of the Cathedral itself, with the principal effort funding of continuous projects. In the year to come the Trust has committed to raise the funds required by the Dean and Chapter for the restoration of the Muniment Room to be used as an archive; repairs to the replacement of internal safety ladders and lighting in the Spire; and repairs to the North West Tower.

Support from individual donors, legacies, charitable trusts, PCCs and companies are augmented by fundraising events. The most significant event was a 3-day Festival of Flowers held in June 2012 which was highlighted by a Royal visit from Their Royal Highnesses the Earl and Countess of Wessex, as part of the Queen's Jubilee Celebrations. In December the 'Icicles Winter Concert', a evening of poetry, prose and music devised and directed by Roger Redfarn celebrated the winter season through readings and music selected from a wealth of international writers and composers. The Southdowns Concert Band and The Milton Glee Club Choir provided the music and singing with readings by Penelope Keith, June Whitfield, Christopher Timothy and John Clegg. Finally, tribute must be paid to the developing relationship that has been recently established with Chichester's new 'John Lewis at Home Store' which generated a donation for £552.68, as part of their contribution from the store's Community Matters Box scheme.

The Trustees are listed at Appendix 10 and financial matters are contained in Appendix 20.

### **CHICHESTER CATHEDRAL MILLENNIUM ENDOWMENT TRUST**

The Millennium Endowment Trust was established in 1997 with the aim of raising an endowment fund of £5 million to be held in perpetuity; the income from which would provide funds for the Chichester Cathedral Restoration & Development Trust. This, the Trustees decided, would not be touched until the capital sum had grown to £5 million donated or promised. They have therefore accepted a request for funding, from the income in the current year, for the Chichester Cathedral Restoration & Development Trust. The current Trustees are listed at Appendix 11.

### **FRIENDS OF CHICHESTER CATHEDRAL**

The Friends of the Cathedral numbered 1,486 on 31 March 2013. They have provided very welcome financial support for many projects during recent years for the Dean & Chapter of the Cathedral. The list of projects funded by the Friends is set out in Appendix 17. In addition there are 3 PCCs, 60 School Friends and 357 Honorary Cathedral Link members across the Diocese. Mr Brian David continued in the Secretary's role, with invaluable assistance from Mrs Jenni Rigby in the Royal Chantry Office and from those Friends who provide support in many ways.

### **CHICHESTER CATHEDRAL ENTERPRISES LIMITED**

The Chapter owns wholly the company that undertakes the commercial activities of the Cathedral shop, Cloisters Cafe, Vicars' Hall, George Bell House and other function rooms. All profits are covenanted to the Chapter. Details of trading activities are summarised within the statement of consolidated financial activities and the notes to the accounts.

The last year has been a very challenging one with the overall economic climate being in a bad state of health causing customers to be very careful with their money. We also experienced the worst June rainfall on record which has a significant detrimental effect on customer numbers for the Cloisters café and shop. The London Olympics was a great success on the track and water, but unfortunately visitors stayed at home to watch all the great events on the television.



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The Festival of Flowers was also affected by the weather but the Vintage Teas served in George Bell House where a great success with over 600 customers who were glad to be inside.

We have worked extremely hard over the last year to attract new clients to the Cathedral to make it their first choice for Hospitality events large or small. These included Marks & Spencer's, Waitrose, West Sussex County Council, La Chaine de Rotisseurs and the Law Society along with many others.

The Winter Meal deal in the Cloisters café was again a success with regular customers while Cloisters Sunday Lunch continues to be popular following an advertising campaign.

A Wedding Fayre was held in October which attracted over 40 exhibitors and hundreds of visitors to the Cathedral. Success of this event is measured by over twenty two wedding receptions being booked. Other local wedding fayres were also targeted in order to promote and showcase the Cathedral's facilities. Numerous magazine advertisements complimented the marketing effect promoting the Cathedral as a wedding reception venue.

George Bell House has continued to be well received by all its primary use visitors over the last year with the facilities and hospitality being provided by Enterprises proving to be very popular. The quality of this venue is reflected by the retention of its 5\* tourist board rating. The house has enjoyed a very good year reflected by an increase in room bookings due to many returning clients and local companies using the meeting rooms for small events and the house for their visitors' overnight accommodation. The local Goodwood events also continued to provide a local dividend with all rooms being fully booked. Local clients using the house included Chichester Festival Theatre, Wiley's, Woods Travel, Chichester College and University, SFM Consultants and Owen Kenny Solicitors. The Winter Break offer was again available and will be repeated in the future.

Enterprises staff have without exception worked very hard to provide a high quality experience for all visitors to the Cathedral, whatever the occasion, and this approach has delivered the dividend illustrated by returning customers and their recommendation of us to others.

A significant drop in customer numbers is a reflection of the difficult economic climate. Despite this, the retail team rose to the challenge: their excellent customer service coupled with a good product offer saw a marked increase in customer spend despite the reduced footfall.

E-commerce sales remain negligible due to lack of unique product offer. The best works in the Cathedral are in copyright and lack of permission from the copyright owners results in little opportunity for product development.

The box office business is steadily growing. Our clients are extremely happy with the service offered and are putting more events with us. The future of the Cathedral Box Office is looking more optimistic.

The Directors of Chichester Cathedral Enterprises Ltd (of whom three are Chapter members) are appointed by Chapter and are listed at Appendix 14.

### THE MORSE-BOYCOTT BURSARY FUND

The Trust was set up to provide bursaries for boy choristers when the St Mary of the Angels Choir School, founded and run for forty years by Fr Desmond Morse-Boycott, closed in 1971. In 1995 the remaining Trustees invited the Dean and Chapter of Chichester to become Custodian Trustees of the Trust's investments and assets, and the Trust is now administered by the Communar with Chapter acting as

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Executive Trustees. The Trust Funds stood at £516,786 as at 31 July 2012. The Fund supports a total of seven boy choristers at various Cathedrals.

The Trustees are listed at Appendix 12.

### **THE TRADITIONAL CHOIR TRUST**

The Trust was founded in Gloucestershire by Dr John Sanders in October 2001 but, shortly after his death in 2003, the Trustees invited the Dean and Chapter of Chichester to become the Trustees and since April 2005 the Trust has been administered in the same manner as the Morse-Boycott Bursary Fund. The Trust Funds stood at £106,204 at 5 April 2012. The Fund supports four boy choristers at various Cathedrals.

The Trustees are listed at Appendix 13.

### **ST. MARY'S HOSPITAL**

The foundation of the Hospital of the Blessed Mary reputedly dates from the second half of the twelfth century and the present Hospital building dates from about 1290: the Dean and Chapter are the Trustees of the Hospital and its endowment. The object of the charity is to provide almshouses to poor people of good character that have lived for at least five years in Chichester or a parish whose boundary lies within fifteen miles of the Cathedral spire. It also provides pensions for residents and for local poor people of good character.

The conversion and extension of the Porter's Lodge was completed during the summer providing three additional almshouse flats and a workshop and office space for the Bailiff. As at the date of this report there were a total of twenty nine flats at St Mary's Hospital of which twenty six were occupied by twenty seven residents.

In July 2012, the Reverend Philip Meader was appointed as Deputy Custos, taking over the role that had been held by the Right Revd Michael Manktelow since 2004.

The whole team at St Mary's have continued to provide excellent care and support for the residents and offer a vibrant social programme of events throughout the year including in June 2012, a special service in the Hospital Chapel followed by a garden party to celebrate the Queen's Diamond Jubilee.

In September 2012, the St Mary's Hospital Garden achieved second place in the Chichester District Residents and Business Garden Competition under the category 'Best Sheltered Housing Garden', for which a trophy and certificate were collected by the Clerk to the Trustees and gardener, Mr Ray Winnett at an award ceremony on 1<sup>st</sup> October.

Towards the end of the year, Professor Paul Foster from the University of Chichester commenced work on an Otter Memorial Paper on the history and community at St Mary's Hospital. The publication is planned to be completed by and launched in July 2013.

By appointment, members of the public may visit St Mary's throughout the year. However, the Hospital once again opened its doors in September and welcomed over two hundred and sixty six visitors during the Heritage Open Day which coincided with the Historic Churches Stride and Ride event. Through the provision of refreshments and apples from the garden, around £212 in donations was raised.

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### **THE PREBENDAL SCHOOL**

The Prebendal School is a financially independent charity, run as a preparatory school for boys and girls, including the Choristers of the Cathedral. The Constitution of the Governing Body for the management and control of the school was approved in 1985 and may be amended by resolution of the College of Canons in agreement with the Charities Commission. Presently it provides that the Dean shall be the Chairman of Governors and that a majority of the members of the Governing Body shall consist of persons who are either members of Chapter or members of the College of Canons.

### **THE ROLE OF THE CATHEDRAL IN THE DIOCESE**

#### **The Relationship between the Cathedral and the Diocese**

The Dean and Residentiary Canons participate actively in the Mission and Ministry of the Diocese, serving on many Diocesan committees and working groups, which are listed at Appendix 3. While this provides a very significant contribution it is also extremely time consuming.

The Episcopal Vicar is the Treasurer who is also a member of Chapter. His responsibilities also include the duties of a Residentiary Canon for four weeks of the year. In view of this arrangement it has been agreed between the Cathedral and the Diocesan Board of Finance that the balance of time spent by Cathedral Clergy on Diocesan duties and vice versa is neutral.

The Dean and Chapter encourage parishes within the Diocese to visit the Cathedral in order to gain the experience of the form of worship available. Supporting this initiative is the Parish Link system which not only provides points of contact, but also manages the programme whereby parishes visit the Cathedral for tea followed by Evensong.

The Liturgy and Music Department provides practical support for a number of diocesan occasions, including the Chrism Mass in Holy Week, the Ordinations of Deacons and Priests throughout the diocese, and the Licensing of Readers in September.

The Education Department co-operates with the Diocesan Schools and Children & Youth Team Departments, sharing resources where possible. The Cathedral's extensive education programme benefits Church Schools across the Diocese.

The Cathedral Community elects two members of the Deanery Synod. There is an active City Clergy Group which meets bi-monthly comprising clergy from the Cathedral and local parishes.

#### **Aggregate Cost of Other Facilities**

Chapter's policy is to give priority to requests from the Diocese for the use of the Cathedral or other facilities within the Precinct. By not charging facility fees the Chapter effectively made a donation of £1,262 to the Diocese. This sum does not include any calculation for the loss of visitor donations during services in the Cathedral, nor does it take into account the costs of the Enthronement Service in November.

In addition the Cathedral made a donation to the Diocese of £10,920 in this period.

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## CHAPTER REPORT ON THE CATHEDRAL'S ACTIVITIES

### **The Chapter Year**

The report covers the financial year 1 April 2012 to 31 March 2013.

In an economic environment characterised by the need for austerity across the country the demands placed upon an extremely lean lay staff, and the dependence on the many volunteers and Friends on whom the smooth running of the Cathedral relies, has never been more acutely felt by the Chapter. Without the contribution of all these people the Cathedral simply could not function.

### **Chapter Membership**

There have been no changes to Chapter's membership during the course of this reporting year.

### **The Hussey Commission**

Chapter decided to follow the FAC advice to rework and resubmit the application to install Jaume Plensa's sculpture 'Together', taking into account the grounds for refusal. In January 2013 the Cathedrals Fabric Commission for England once again refused permission, arguing that nothing in the new application persuaded them that their previous decision had been erroneous. As is likely with any contemporary art project, opinions varied within the Cathedral Community, but there was huge disappointment in Chapter, the Fabric Advisory Committee and the Independent Panel of Advice, not to mention many luminaries in the Art world who have supported the project. Chapter decided that it would not be right to subject this decision to Judicial Review, although the opportunity to give feedback to the CFCE on the 'process' would be welcomed, as would future opportunities for working with Jaume Plensa.

### **Restoration and Development**

There has been a rolling programme of internal and external restoration of the Cathedral fabric that started in 1962. Since 1980 this has been largely financed by the Cathedral's Restoration and Development Trust's (R&D) fund-raising activities. This year saw: continued work to improve the internal safety access ladders; continued investigations into stone sources for future repairs to the Bell Tower; completion of the Restoration and Development Plan based on the Surveyor of the Fabric's Quinquennial Inspection; continuation of the planning for the restoration of the North West Tower roof, the Muniment Room and the area behind Buttress 60; and the continuation of the Lady Chapel Aumbry project.

During the current financial year £20,777 was transferred from the R&D Trust and £45,000 from Chapter funds.

### **Visitor Information and Display and Signage Project (VIDS)**

Discussion continues on the third phase of the VIDS project which was originally to replace the internal signage in the Cathedral. It is now agreed that this should be extended to embrace measures designed to enhance the interpretation of the Cathedral to visitors. The proposal is to design an implementation project that will include internal signage but also address such matters as, audio guides, VIDA improvements, leaflets, disabled access, internal lighting and external floodlighting. The role and training of volunteers in the ministry of welcome will also be assessed.

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### Staff Changes

In April 2012 two new staff members joined the Cathedral Staff: Mrs Dawn Allen as Cleaner/Litter Picker and Mr Alex Salter, who replaced Jason Stevenson as Assistant Verger. Mrs Lynne Friel, Education Assistant, resigned in July in order to pursue her career as an artist and after the summer school break Miss Sue Poil was appointed to the role and commenced in November 2012. Mr Chris Pilgrim accepted the appointment of Bass Lay Vicar, starting in September 2012, in succession to Mr Malcolm Munro. Mr Ross Etheridge joined the Accounts Department on a permanent basis as Deputy Accountant in October. Two new Chefs, Mr Gary Smith and Mr Brendan Tuttiett, joined the Enterprises team to replace Mr David Gilbert and Mr Graham Legg. Enterprises also took on a new Team Supervisor, Miss Susan Ford, in April. Mrs Kath Karman resigned as Customer Services Assistant in December 2012.

### Peregrine Falcons

The Chichester Cathedral peregrines returned to nest in the South East tower of the spire (they have been breeding in this location since 2001). The peregrines successfully raised four chicks bringing their total to forty two offspring, over the years. The RSPB ran another very successful project in the Cathedral grounds between April and July and the Dean and Chapter looks forward to them returning next year.

### Lectures

During the period of this report, the following lectures were given in the Cathedral:-

#### The Chancellor's Annual Lecture Series

Tuesdays 17<sup>th</sup> and 24 April –  
1st and 8 May

*'The Queen's Speech –  
Exploring the themes of Her Majesty's first  
60 Christmas Broadcasts'*

The Annual George Bell Institute Lecture

Thursday 24 May 2012

*Thomas Becket: Traitor, Martyr, Saint?*  
Professor Anne Duggan

Monday 28 May 2012

*Theatre and the Public Good*  
A Public Forum in connection with the 50<sup>th</sup> Anniversary of  
Chichester Festival Theatre:  
The Dean, with a keynote speaker and distinguished participants  
from the world of theatre and the arts.

Saturday 29 September 2012

*An Ancient Path for Today's Pilgrim introducing Carmelite  
Spirituality.*  
The Reverend Dr Simon Nolan O.Carm

Tuesday 23 October 2012

*The Chichester Lambert Barnard Paintings Revisited: the story  
continues*  
Rupert Featherstone of the Hamilton Kerr Institute

Thursday 15 November 2012

*The Mountain, the River, and the Open Horizon: Art, Time and  
the Eternal*  
Professor George Pattison  
Lady Margaret Professor of Divinity, Oxford University  
Inaugural Lecture, Chichester Theological Society

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Occasional Lectures inspired by the Book of Common Prayer

Monday 4 March 2013

*Literature as Liturgy: Uncommon Prayer*

Dr Bridget Nichols – Scholar and Lay Chaplain to the Bishop of Ely

Thursday 14 March 2013

*Between Prayer Books: the debate over ‘set’ and ‘free’  
Public prayer in Revolutionary England (1645-1660)*

Canon Dr Judith Maltby – Chaplain and Fellow of Corpus Christi College, Reader in Church History at the University of Oxford

### THE CHAPTER

In the year 2012-2013 Chapter approved the following:

- The Dean and Chapter Accounts for the year ended March 2012.
- The siting of a community defibrillator in the North East corner of Cathedral Green.
- Gifting the archaeological artefacts discovered during the Deanery Garden dig to the Novium Museum.
- The establishment of a Chichester Cathedral Twitter account.
- The Annual Report for the year ended 31 March 2012.
- The appointment of a full time Cathedral Curate.
- The Chancellor’s attendance in May 2013 at the Northern European Cathedrals’ Conference to be held in Riga, Latvia.
- The Cathedral’s Arts Policy.
- The development of the Somers Clarke Reredos scheme for reordering of the Chapel of St Michael (Sailors’ Chapel).
- The 2013 choir tour to Bamberg.
- A Lambert Barnard information sheet, written by FAC member Mrs Karen Coke, to be produced.
- The Cathedral’s Lost Child Policy authored by the Education Officer.
- The 2014 Festival of Flowers.
- The 2013-2014 Cathedral Budget.

During the period under report the Chapter has also:

- Received the Surveyor of the Fabric’s Quinquennial Inspection.
- Endorsed Mr Kevin Newland as the Cathedral’s Quantity Surveyor.
- Written to the Chancellor of the Exchequer and Mr Andrew Tyrie, MP for Chichester, to request reconsideration of the measure to introduce VAT on alterations to the fabric.
- Overseen preparations for the 2013 Southern Cathedrals Festival being hosted in Chichester.
- Noted with sadness that Chichester Festivities had gone into creditors’ voluntary liquidation.
- Nominated three members of Chapter to sit on the Prebendal School Constitution Working Group.
- Overseen preparations for the enthronement of the Bishop of Chichester.
- Updated the Strategic Plan.
- Received the Operational Plan, including the Restoration and Development Plan.

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### LITURGY AND MUSIC DEPARTMENT

#### Introduction

Over the past year thought has been given and work begun on a Chichester Cathedral Liturgical Plan. The catalyst for this was the need to submit a plan to accompany the application for a new Aumbry in the Lady Chapel. The overall plan will focus on the theological and liturgical principles that determine the way liturgy and worship are celebrated and in particular the way the sacred space of the Cathedral is delineated by the concepts of pilgrimage and spiritual journey. It is these broad principles that inform the day to day work of the department whether it is the creation of bespoke services for special occasions as with the Queen's Diamond Jubilee Service in June or the offering of the weekly Sunday Sung Eucharist. It is also reflected in the work of the department that is less obviously liturgical such as the saying of the Shrine Prayers each day by the Day Chaplains. But, from these broad brush strokes this report will now turn to a more detailed account of the work of the department over the past year.

The work of the Liturgy and Music Department in 2012 was dominated by the preparations for the Enthronement of Bishop Martin Warner as Bishop of Chichester in November. As well as devising and compiling the liturgy, this involved issuing invitations and tickets to a large number of guests from across the county and further afield, including a number of bishops from overseas, among them the Archbishop of Aleppo who travelled to Chichester at short notice.

A further highlight was the visit by the new Archbishop of Canterbury in March 2013, just two days before his Enthronement. This formed the final stage of his week-long *Journey in Prayer*, and drew large numbers of people to the Cathedral to meet the Archbishop and to participate in 12 interactive prayer stations that were installed throughout the building.

During the year the Cathedral was the venue for 1 wedding, 4 baptisms, 10 funerals and 3 thanksgiving services. The Prebendal School Confirmation took place within the Sunday Eucharist in May.

The Cathedral continues to support the liturgical life of the Diocese in a number of practical ways. Services for the diocese that took place in the Cathedral included the Chrism Eucharist, the Petertide Ordinations of Deacons and Priests, 2 Royal School of Church Music festivals (at which awards were presented to successful candidates in both the RSCM and Chichester Diocesan Chorister Awards schemes), and 4 diocesan schools leavers' services. In the autumn, 200 primary schoolchildren from across West Sussex were welcomed to the Cathedral for the third RSCM *Voice for Life* service. The Liturgy and Music Department also provides practical support (drafting and printing orders of service) for the Ordinations of Priests at other venues in the diocese. Confirmation Services were provided for a several deaneries including Westbourne and Arundel and Bognor, the latter making a welcome return to the Cathedral after several years' absence. A number of installations took place within either the Eucharist or Evensong.

As in previous years, a number of parishes both from this diocese and further afield visited the Cathedral and held their own pilgrimage eucharists at the Shrine of St Richard.

11 Carol Services were held for outside organisations, and the Cathedral Carol Services remain as popular as ever.

In June, the Cathedral was venue for a Service celebrating the Diamond Jubilee of Her Majesty The Queen, and welcomed dignitaries and guests from across the county.

A number of organisations attended Evensong during the year, including the Mayor of Chichester and City Council, Sussex Freemasons, and Chichester Festival Theatre (celebrating its 50<sup>th</sup> anniversary. Churches Together in Chichester organised a service to mark the Week of Prayer for Christian Unity, and the local Roman Catholic parish of St Richard held an annual mass to celebrate St Richard. In May the Cathedral was delighted to welcome St Wilfrid's Hospice for a service to celebrate its 25<sup>th</sup> anniversary.

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### Music

This year we have once again enjoyed a full choir of 18 choristers, and have continued work on recruitment through chorister open days, which have a small but enthusiastic following. Christopher Pilgrim was admitted as a Lay Vicar, and Malcolm Munro has kindly continued to sing in the choir on weekdays whilst we await the arrival of his successor.

The organ scholarship generously supported by the Pallant Trust was held by Benjamin Cunningham, who shortly after his arrival in Chichester won the organ scholarship to Worcester College, Oxford. He will read for a music degree there from September, where he will join last year's organ scholar Alexander Goodwin – a happy coincidence.

The choir broadcast Choral Evensong live on Radio 3 in April 2012 and March 2013, and recorded a Christmas service for BBC Sussex and Surrey. Philip Moore's *Thoughts about heaven* commissioned for the Enthronement of Bishop Martin received its première, and a recording by the choir of music for evening entitled *The day thou gavest* is due for release later in the year.

In the absence of the regular Christmas concerts at Chichester Festival Theatre, the choristers sang carols at Donnington House residential home. The choir sang at Trents, sold Chorister-designed Christmas cards and gave a concert in the Cathedral to raise funds for the forthcoming tour of Bamberg and Bayreuth.

In addition to the Southern Cathedrals Festival in Salisbury in July, the choir gave a concert in the Chichester Festivities. Four choristers were chosen to take the parts of the 'pickled boys' and young Nicolas in Britten's *St Nicolas* with the Petersfield & Fernhurst Choral Societies. All four leaving choristers won music scholarships to Ardingly, Charterhouse and Lancing.

### Concerts

Concert activity in the Cathedral was dominated by the news in August, of the demise of Chichester Festivities, whose close relationship with the Cathedral stretches back to its birth, in 1975, as part of the *Chichester 900* celebrations. The short-term impact of this will be considerably fewer Cathedral concerts in summer months.

Concert bookings and their associated ticket sales remain at a healthy level, aided by the Cathedral's efficient Box Office, a facility much appreciated by concert promoters and audiences. Regular promoters include Chichester Singers, Billingshurst Choral Society and the University of Chichester and the Bournemouth Symphony Orchestra. The Hanover Band repeated Handel's *Messiah* in December, and performed J.S. Bach's *St Matthew Passion* on Good Friday. Other concerts were given by Chichester Symphony Orchestra and the Band of HM Royal Marines.

The regular series of Tuesday Lunchtime concerts shows no sign of losing its appeal, continuing to attract audiences of at least 500 each week in term-time.

### OTHER EVENTS

Miscellaneous events not covered under other sections of this report include:

The Chichester District Explorer Scouts held a fundraising event on Cathedral Green during April 2012; the Rotary Club of Chichester Harbour started a sponsored cycle ride from Chichester to Chartres from the Bell Tower; Grace Church concluded their 'outreach' week in May 2012 by holding a free barbeque and family activities on Cathedral Green; Chichester District Cub Scouts held opening and closing ceremonies for their City Gates Challenge event on Cathedral Green one evening in June; during August, the South East Hampshire Peace Council held their annual vigil on Cathedral Green in memory of the victims of the



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bombing of Hiroshima and Nagasaki; in September, the Christain Aid Tax Justice Bus parked adjacent to the Bell Tower and hosted a lunch for Church leaders; at the end of September Chichester Family Church held an outreach event on Cathedral Green; the local charity for the homeless, Stonepillow, held their annual Sleepout event around the Cathedral grounds at the end of October; the Chichester branch of the Royal British Legion parked a small number of World War II vehicles by the Bell Tower over three weekends in October and November in support of their Poppy Appeal; the Chichester Community Car Club was launched from the Cathedral Green on a Saturday in November; and the Bognor and Chichester District Amnesty International Group encouraged the signing of greetings card for prisoners of conscience at a stand on the Green on Human Rights Day in December.

All external organisations receiving permission to use Cathedral premises are asked to provide evidence of their own public liability insurance and an event specific risk assessment.

### EDUCATION AND VISITORS DEPARTMENT

#### Education

Although there are still security issues with 1 St Faiths facing the Cathedral Green, the Education Department has functioned reasonably well using it as a base, especially with the priority use of the Eastern Arm, which also accommodates our regular programme of Family Activities.

#### Staffing and Volunteers

This past year saw the departure of the Education Assistant, Lynn Friel, who left after 7 years to resume her professional artist's career. We are extremely grateful for all her hard work and wish her every success. As her successor, we are very pleased to welcome Sue Poil, an experienced ex Deputy Head. We are delighted that Sue has settled into the department very quickly and easily.

We are also very lucky to have over 50 dedicated Education Volunteers who help deliver the Education programme to schools. This past year has seen the retirement of several long-standing volunteers and the starting of some new generation volunteers and we are delighted that we still attract a talented group of people. We offer a termly meeting with all the Education Volunteers, where we share information, offer some training and then get together over coffee and sandwiches. Further training comes from occasional one-offs, for example this year we have done a volunteer skills exchange with the Mary Rose's Education volunteers and we are hoping to arrange a similar event with the Education team at Portsmouth Cathedral.

#### The Education Programme

The Schools' Education Programme was mailed to all schools located in the west of the county as well as East Hampshire and is also available on the Education pages of the Cathedral's website. This year has also marked a further increase in the Adult Education provision organised by the Education Department. Mailouts have tended to be sent with the Cathedral newsletter and events are also advertised online via the Cathedral website and via Twitter. Chichester Tickets, based at the Cathedral, has proved convenient and offered a valuable further advertising outlet.

#### Numbers (schools and adults)

Our numbers are undoubtedly a sizeable underestimate, since we count only exact prebooked numbers at events for both schools and adults. Our adult numbers are up considerably, due to our increased programme for adult audiences, but school numbers are down, especially for Summer 2012. With no Cathedral admission charges and a pattern of schools (local as well as international) dropping in without booking, exact numbers are difficult to gauge, but still exceed 8,000. School numbers have dropped slightly this year, reflecting the impact of the Queens' Diamond Jubilee and also the Olympics. Cathedrals and other heritage sites were hugely affected by schools hosting their own Olympics or coronations rather

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than take pupils for an off-site visit. However, it is still true that our numbers are an underestimation since we continue to get unbooked schools and groups turning up on the off chance. Current research as well as anecdotal evidence from other heritage attractions where no charges are made, suggests it fair to add a further 15% for unrecorded visits to this number, but we have erred on the side of caution and excluded this in all our numbers. A detailed breakdown of the raw data is available from the Education Department.

### **The Education Programme for Schools**

As well as workshops and tours, the mainstay of our programme, we also offer a range of other activities, several of them collaboratively. In the past year the department has run:

- The Spire Education Programme. Funded by the HLF and run by Rosie Black, a team of Education Volunteers delivered workshops on the collapse of the spire to primary schools. The newly digitised photographs of the collapse of the spire formed the basis for the programme. A downloadable resource pack is now available free of charge on the Cathedral's website.
- Holocaust survivor speaker events, when Steven Frank, a Holocaust survivor, presented two days for schools around Holocaust Memorial Day. We also offered linked specialist tours in the Cathedral. A total of 14 schools sent pupils.
- An Artist in Residence collaboration with West Dean, when LouLou Morris, a Tapestry artist, not only worked with schools and families on a variety of linked workshops, including weaving stones, but also worked on her own tapestry inspired by the collapse of the spire.
- The Labyrinth in the North Transept has also proved inspiring and popular with schools, and workshops have been developed to help children make the most of this opportunity.
- Transition service. This year we collaborated again with the Diocese to offer a service for younger children moving from Infant to Junior Education. Over 130 children attended a fun day packed with exciting activities and including a service in the Cathedral led by the Chancellor.
- The Dream. Collaborating with the Scene change Theatre Company, in February we offered two exciting days packed with workshops to celebrate Martin Luther King's famous speech. With links to Citizenship and practical drama, three schools sent pupils to work together to study the history and context of this time and they created a very fine performance of drama, music and dance: a play in a day!

- **Study days for GCSE and A Level students**

The Education Department has run an A Level Study Day on Religious Studies this year and another for photography students, the latter in collaboration with Gail Ward. One GCSE RS Day was also a sell-out, with the Bishop of Chichester giving the keynote. A GCSE Textiles Day was run in collaboration with the Seffrid Guild; it is hoped this will become an integral part of the programme. Another collaboration was an A Level Archaeology Day jointly offered with the newly opened Novium, and we hope very much to be able to incorporate this into our regular programme in the future.

- The prayer pilgrimage of the Archbishop of Canterbury, together with themed drop-in sessions on prayer, attracted 8 schools, and it was a marvellous day, with the Bishops of Chichester and Horsham in attendance as well, giving very many of our school children the chance to talk to not only an Archbishop, but two bishops as well.

- **Gifted and Talented Programme**

During this academic year, WSCC's Gifted and Talented Programme was outsourced to the e-pd, which is currently in its early stages. The Education Department is continuing to offer dedicated workshops on Saturdays to gifted and talented children in West Sussex. Building on last year's internally organised G and T Maths and Science Days for Years 4 and 5, when all 40 places were reserved very quickly, we organised another day on this theme, when all spaces again sold. We also ran two G and T Literacy days internally. With the Spire project, a Spire Engineering Day for G and T Year 6's has also been added to our own G and T Programme.

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### School Friends

Our very successful School Friends' scheme, ably run by Vicky Rowlands, continues to flourish. Significant developments this year have been

1. An increase from 56 members in March 2012 to 60 members in March 2013, impressively steady against falling numbers nationally and lapsed memberships due to the Olympic and Jubilee events in the summer term and increased transport costs.
2. A professionally designed School Friends' brochure was printed to include a full list of benefits, as well as a membership form. It has been highly successful with some schools joining twice!
3. The School Friends' Service in October 2012 was well attended by 8 School Friends, all bringing their unique and talented contributions in the form of songs and dramas. The linked Pilgrim's Badge Competition winners were from Central School and the School Friends' Co-ordinator enjoyed visiting the school to award the prizes.
4. The School Friends' Co-ordinator attended a one day marketing training course at Chichester College, which provided valuable insights into the importance of maintaining strong links with current members, alongside initiatives to encourage new members.
5. The first School Friends' Twilight Evening for teachers was held in March 2012 in George Bell House. It was a very successful and sociable evening with representatives from seven schools attending. The event gave teachers the opportunity to find out more about the Cathedral's Education and School Friends' Programme, meeting all members of the Education Department, the Chancellor and Friends' Secretary. All guests received a free Spire Teacher's Resource Pack to take away at the end of the evening.

### Family Activities

Family Activities is run by the Education Assistant and with a change in personnel, the programme is currently being reviewed carefully. Previously all the activities have involved children and their families exploring the Cathedral with a trail and then making something related to their visit to take home. Also, all Family Activities took place in a two hour period on a Wednesday morning in the Eastern Arm of the Cathedral, but it is hoped to expand the programme. An annually published programme has meant advertising has proved easier, especially when supported by individual event publicity. Sue Poil has attended a very valuable training day on marketing offered by Chichester College, and is currently introducing some new ideas and formats into the existing programme. Our loyal band of Education Volunteers continue to give their full support.

### Adult Education programme

- **The Chancellor's Lecture series 2012**  
The Chancellor's annual series of lectures focused on The Queen's Speech, exploring the themes of her first sixty Christmas broadcasts. For sixty years the Queen has used her Christmas broadcasts to comment on events at home and abroad, in the light of the Christian faith. The lectures explored and expanded upon some of her themes, from science, sport and space travel; to change, conflict and the Commonwealth, reflecting also on the significance of the monarchy today. Each lecture highlighted one of the four named individuals the Queen has singled out for particular praise: Francis Chichester, Leonard Cheshire, Gordon Wilson, and Nelson Mandela.
- **Gospel Day**  
A pilot study day on Luke's Gospel was held in the Cathedral in the autumn term, when an impressive range of speakers offered workshops focusing on themes gleaned from Luke. Unexpectedly large numbers of people supported this event and we are now planning another for next year.
- **Adult tours**  
To coincide with the Chichester Festivities, the Education Department organised tours on the medieval history of the Cathedral, which sold well. Furthermore we also offered tours on the

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Victorian Cathedral. The number of U3A groups has hugely increased this year and we are delighted to continue to meet the needs of such groups.

- **Hot Topics** have continued to be offered on subjects like bankers' ethics, homelessness and whether it is possible for a new Archbishop to unite the Church of England, the latter running to two sessions. These have all sold out.
- **Book at Breakfast.** The Chancellor has continued to offer these literary breakfasts 3 times a year, a formula which has proved very popular.
- **Food for Thought.** The Education Department was asked to lead a F4T on the Spire Project, which was done, and some of it in the form of a costumed panel.
- We offered a very successful **Study Day** for a NADFAS group, following on from the one we offered last year. A sell out, it involved themed tours of the Cathedral and a talk by the Chancellor.
- A newly developed **Latin tour** has proved very popular but with a small team of people able to lead this, it has necessarily remained one of our more modest offerings. One or two more Guides are currently being trained, so we hope to be able to offer this more widely in the future.

### Cathedrals+

Cathedrals+, the re-named Pilgrims' Association, is a national organisation which represents professional staff working in the public face of Cathedrals, abbeys and large churches. It has a dedicated Council which considers policy, liaises with government and offers valuable training opportunities; the Cathedral's Education Officer has now served two three year stints and has retired from Council in the past academic year. A regional group, SEED (South East Education), meets termly, rotating through Cathedrals in its geographical area. This provides both valuable training and useful contacts. We have hosted a meeting at Chichester this year and also attended training sessions at Dorchester Abbey and Rochester Cathedral.

### SPECIAL PREBENDS

In the 16<sup>th</sup> century Bishop Robert Sherburne founded the Prebends of Bargham, Exceit and Windham and the Bursalis Prebend and placed them in the gift of his former colleges, Winchester College and New College Oxford. The Bishop and the Dean and Chapter of Chichester agreed to revive these four Wiccamical Prebends (canonries) and another (Wightring) to form five theological canonries and lectureships for the benefit of the Cathedral and Diocese. These Prebends have, until now, been held by priests engaged in some form of academic or educational work but there has been no formal provision for them to deliver lectures. The intention is to offer these five canonries to distinguished scholars, in a variety of theological fields, for an appointment limited to five years, with the possibility of renewal. These scholars will be asked to give a series of lectures in the Diocese in the course of one academic year, thus establishing a five-year programme of lectures. This annual lecture series will be called 'The Sherburne Lectures' to honour the memory of a great benefactor of the Cathedral and the Diocese and an ardent promoter of education. Previously all Prebendaries have been Anglican priests occupying prebendal stalls in the Cathedral Quire and, as members of the College of Canons, having a role in the election of Bishops and the governance of the Cathedral. It is considered highly desirable to widen the field and to enable non-Anglicans and lay Anglicans, distinguished in theology, to be appointed to any of these five Prebends but it is not possible, in law, for non-Anglicans, whether lay or ordained, to hold these Prebends because they confer membership of the College of Canons. If it were desired to appoint a non-Anglican, the intention is that the Prebend should technically remain vacant and that that person should be appointed to an ad hoc Lectureship in the name of the Prebend and be invited to occupy the prebendal stall in the Quire and to take part informally in meetings of the College of Canons. The changes made in 2004 to the Constitution and Statutes were designed to achieve these aims and the funds to support the educational work of the appointed scholars will be provided from the income to the Wiccamical and Wightring Prebends.

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### VISITORS

#### Visitor Numbers:

Thanks to the efforts of volunteer Mike Bradbury, who has worked extensively with the data from the electronic people counters at the West Door, it can be estimated that the total number of people entering the Cathedral over the period of this report was approximately 368,000.

The total number of “tourists” to the Cathedral was estimated to be approximately 239,000. This figure was arrived at after deductions had been made for worshippers, volunteers, staff, organised events, lunchtime concerts, choir practice, parish visits, education visits and booked groups.

In addition to these “tourists” the total number of booked groups to the Cathedral was 5,520, of whom 2,017 had guided tours and 3,503 did not require guides. Throughout the period of this report there was also a steady requirement for Cathedral Guides to deliver presentations about the Cathedral, at various locations throughout Diocese. These presentations sometimes result in a visit to the Cathedral but not always, and so are a useful way to bring the Cathedral to groups who may not be able to travel to Chichester. The visitor numbers above are considered to be very healthy.

#### Volunteers:

The Visitor Services Officer has overall responsibility for the Cathedral’s volunteers. In the main volunteers are recruited successfully by word of mouth with an occasional need for wider advertising. During the period of this report a new team of volunteers were being recruited to train as Cathedral Guides.

#### Exhibitions

A number of exhibitions were organised by the Visits Department:

#### Daniel Eltinger Exhibition:

The Cathedral hosted a very successful exhibition by the German artist Daniel Eltinger from 2<sup>nd</sup> August - 26<sup>th</sup> September 2012 in the North Transept: *‘Invitatio: An Exhibition of Daniel Eltinger’s Inversive Art.’* The exhibition consisted of 12 large paintings, drawing from abstract impressionism. The paintings incorporated a new technique, developed by Eltinger, where he paints images and colours onto transparent foil and then ‘inverts’ the image by pressing it onto canvas. This method is repeated with different foils as many as 50 times and each ‘inversion’ adds another layer of colour and complexity to the painting. The exhibition also explored themes of gender and identity. This was because the artist led a double life from 1997 to 2007, studying art as a male student but also living as a woman and working as a transsexual prostitute in Stuttgart’s red light district. The exhibition told Eltinger’s story and as a result was very warmly received by the Cathedral’s visitors, many of whom were surprised to see such questions presented without inhibition in a Christian setting. The Visitors Book included many rewarding comments: “So good to see this in a Cathedral, with an honest explanation for the public.” “I have never before encountered such inclusivity and acceptance in a Christian church. It is very welcoming and moving to see an exhibition like this.” “At a time when the Church is being rent by the issue of sexuality, thank you for showing the tolerant and accepting side of Christianity by staging such a beautiful exhibition by such a complex artist.”

The Church Times also carried a lengthy article, written by the Cathedral’s Visitor Services Officer, describing the project and in particular the public reaction to the exhibition. As a result of this article, an art historian from the University of Tulsa - the Bell Visiting Professor in Anglican and Ecumenical Studies – made contact and she has subsequently incorporated the Eltinger exhibition into her teaching and research.

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### **Celia Paul Exhibition:**

Celia Paul presented her exhibition '*Separation*' in the North Transept from 6<sup>th</sup> October – 20<sup>th</sup> November 2012. This famous artist (b.1959) was the student, model and muse of the late Lucian Freud.

The exhibition consisted of 14 paintings based on the Stations of the Cross. The paintings were described as 'intimate and other-worldly, beautiful and haunting'. A sense of spirituality pervades Celia's work and the paintings have been noted for their 'emotional intensity'. Celia explained the artworks were painted from her imagination rather than from life, and the nearest thing to expressionist paintings she had ever completed.

The Visitors Book received plenty of positive feedback. Enjoyment of 'The Annunciation' artwork in particular, featured heavily in the book. The exhibition coincided with a partner exhibition at Pallant House Gallery: '*Gwen John and Celia Paul: Painters in Parallel*'.

(Note: Readers should be aware that all the Cathedral's exhibitions are staged at no financial risk to the Cathedral and exhibitors are expected to provide or raise the funds needed to stage their exhibition in advance.)

### **Publicity/Profile/Publications:**

The Visitor Services Officer has continued to advertise the Cathedral in some annual publications. Cathedral advertisements, in line with the Cathedral's branding, have been designed for this purpose. There are rarely funds available to enable ad-hoc or periodical advertising but the Visitor Services Officer tries to maintain the Cathedral's presence in key annual tourism publications.

The Visits Department also has oversight of the Cathedral leaflets and an attractive double sided DL leaflet is distributed throughout the region via a distribution company. This arrangement is reviewed and refined year to year. This leaflet is designed to attract day to day visitors to the Cathedral.

The Visits Department also produces a quarterly events leaflet and accompanying poster. These publications are generously funded by the Friends of the Cathedral and are an essential part of the Cathedral's communications as they enable the numerous concerts, talks and lectures, exhibitions and other events, to be listed cohesively in one place for visitors. These leaflets are available in the Cathedral and throughout the Cathedral's other venues in the Close. The leaflets are also distributed to local hotels, attractions and Parish Links.

During the period of this report the Welcome leaflets for French, German and Italian visitors were upgraded to the same style and standard as the Welcome leaflet for English speakers. This upgrade was also generously funded by the Friends of the Cathedral.

The Visitor Services Officer is also the Cathedral's Press and Media Officer. Throughout the year, the Visitor Services Officer dealt with press and media enquiries relating to the many events in the Cathedral calendar and also supported the work of other departments. The exhibitions detailed above generated significant media interest as did other significant events such as the Enthronement of Bishop Martin Warner as the Bishop of Chichester. Press and media work also extends to the supervision of collaborative projects, for example the RSPB publicity relating to the Cathedral Peregrines. The Cathedral also worked collaboratively with Christian Aid on their 'Wrong Tools Challenge' and 'Tax Justice Bus'. This year also included some interesting filming enquiries and projects, amongst others: Great British Railways and Britain and the Sea, and coverage of Cathedral news by the BBC and Meridian.

Of particular note was a visit by the popular programme *Who Do You Think You Are ?*, who came to film throughout the Cathedral, including the Quire and the Library, on Thursday 12<sup>th</sup> July 2012. The celebrity featured in this particular episode was the comedian John Bishop as his great great grandfather worked as a

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## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013

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lay vicar at Chichester Cathedral from 1853 – 1864. Alan Thurlow, the Cathedral's former Organist and Master of the Choristers, guided John through the day to day life of a lay vicar, describing the regularity of services held at the Cathedral, the frequency with which the choir would have attended rehearsals, whether the lay vicars, as professional singers, might have held other positions of employment, such as music teachers, and whether the lay vicars and their families might have lived in Cathedral lodgings. The filming took place for the majority of the day and this fascinating episode was very well received.

The Visits Department also added to the Cathedral's image library by arranging photography of events throughout the year and the Visitor Services Officer is particularly grateful to Cathedral volunteers John Leslie and James Christmas who have helped her enormously with this.

### **Visual Identity:**

Over recent years many of the Cathedral's departments and charities have developed their own promotional literature and this has led to a wide range of fonts, colours and logos in use. During the period of this report the Visitor Services Officer has progressed the Cathedral's Visual Identity Project. This important and timely project will rationalise the Cathedral's Visual Identity in all of these areas and produce some guidelines to ensure that all staff are producing work to a high standard and in a manner that is consistent with the Cathedral's branding. This project is on-going at the time of this report.

### **Parish Links:**

Work has continued on the Cathedral/Parish Links network, including a successful Parish Links Evensong in October and presentations to Deanery Synod meetings. The Visits Department also liaises with the Links on a quarterly basis, sending them information about Cathedral events and news, and also offering to help the parishes with publicity for their own events.

### **Collaborations:**

The Visitor Services Officer has also represented the Cathedral on the local body, Chichester Visitors Group, and has monitored the changes to Visit Chichester. The Visitor Services Officer has also collaborated with a new local scheme to train and accredit Green Badge Guides. The Visitor Services Officer also represents the Cathedral on the national body, Cathedrals Plus, and attended their annual conference.

The Visits Department also coordinated the Cathedral's participation in the Sussex Historic Churches Ride and Stride and also participated in the national event: Heritage Open Days. As part of Heritage Open Days, three 'behind the scenes' areas were opened to the public: the Library, Song School and Bishop's Chapel. This event proved to be very well attended.

### **Visits Department Support Staff:**

Chapter and the Visitor Services Officer are extremely grateful for the continued efforts of Mrs Jenni Rigby and to Mrs Maria Gordon & Ms Chloe Thurbon who assist both the Visitor Services Officer and the Enterprises General Manager.

Chapter and the Visitor Services Officer are also extremely grateful for the on-going commitment and dedication of the guides, doorkeepers and information desk volunteers. Sincere gratitude is particularly due to the heads of these sections Mr Jeremy Mudford and Miss Audrey Scott.

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### LIBRARY

It has been another busy year in the life of the Cathedral Library, particularly because of the digitalisation and education project made possible by a successful bid for Heritage Lottery Funding the previous year. Dr Charlotte Hansen (the Cathedral Sub-Librarian) was the overall programme manager for this, and the education part of the project was delivered by Mrs Rosie Black. The project involved digitising and cataloguing invaluable and fascinating photographs documenting the life of the Cathedral since the late nineteenth century, particularly in relation to the collapse and rebuilding of the spire. An extra benefit of the project is that the library now has the hardware and software for a new and up-to-date electronic catalogue.

The education programme, which utilised specially trained volunteers, involved looking at the causes of the collapse of the Spire, its rebuilding, different ways of building spires, research into what happened to the rubble, and what the spire was intended to symbolise in the first place. A new spire trail has been developed, and the Cathedral's website now includes spire related educational material that can be downloaded.

A number of volunteers worked with Dr Hansen on the photographs, including primary research on the events they recorded. On Saturday 24 March an audience of 130 in the Cathedral nave were fascinated by an illustrated presentation of their findings. This material is now available to visitors through a monitor in the south transept, which has generated much interest. Dr Hansen is to be congratulated on this successful project, which was completed at the end of March.

A general summary of the year is given below:

#### Visits:

- 'Behind the Scenes tours', West Dean restoration and conservation students, Heritage Open Day, The Friends of the National Libraries, Chichester University students as private individuals
- Visits for children organised by the Education Department

#### Inquiries/requests:

- As in previous years there have been numerous inquiries made to the Sub-Librarian regarding a wide range of topics

#### Displays in Library Display Case:

- Royal visits display
- Chichester bishops display

#### Library Advisory Group Meetings:

- Meetings took place at regular intervals throughout the financial year

#### HLF Project

- The Heritage Lottery Fund Project has been the main priority of the Sub-Librarian in the past year and the Library has served as the 'hub' for the work of the volunteers attached to the Collapse of the Spire inquiry. Images have been selected, scanned, digitised and recorded, research undertaken and power point presentations put together by the volunteers.



# CHICHESTER CATHEDRAL

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### TREASURY

The Cathedral Treasury, housed in the Chapel of the Four Virgins, is a public display of communion plate and other pieces of historic interest, principally on loan from parishes of the Diocese but with additionally some items of Cathedral property. The Cathedral Sub-Treasurer is the custodian of the collection.

This has been a relatively uneventful year for the Treasury. There have been two additions to the collection during the year: a rare James I pewter flagon from Apuldram, and an Elizabethan communion cup with paten cover from Madehurst. Two pieces from Cuckfield have, at the parish's request, been returned to the parish. One or two loan offers from parishes are pending; however in present circumstances, in particular pressure on cabinet space, it is necessary to apply a stringent test to offers of loans. The arrival of a new Diocesan Bishop has led to renewed interest (with a view to possible restoration for use) in the fine 19<sup>th</sup> century crozier presented to Bishop Gilbert in 1866 which has for some time been on display in the Treasury.

The usual range of Treasury activity has continued. In addition to the flow of individual visitors (see below) there have been a few visits by parish groups, sometimes in conjunction with attendance at Evensong or a wider Cathedral visit. There has been contact with NADFAS church recording groups, and other interest groups. Some parishes have as in previous years temporarily withdrawn their pieces for use or display at major festivals or special parish events. Contacts with parishes such as these are a valued part of the Treasury's function. There have also been other group visits to the Treasury, some as part of a wider Cathedral visit; particularly welcome was a visit from a large party of NADFAS church recorders, whom otherwise the Treasury sees only when they come as part of their recording task.

Treasury income (net of VAT) from the turnstile entry (50p) and other sources in the year was £1,444, a disappointing drop from the previous year's £1,950. Bad weather in much of the summer months, and a turnstile problem, may be at least a partial explanation. The income figure implies some 2,900 paying visitors (3,900 in 2011/2); but the turnstile problem means that this is an under-estimate of visitor numbers. Treasury-assigned expenditure for the year was £3,173, (previous year £3,136). The year's deficit was £1,730 (£1,186 in 2011/12).

### PARISH LINKS

We continue to keep the vital link between the Cathedral and parishes through the Parish Links. Every day the Cathedral prays for a parish as part of the Diocesan cycle of prayer and on their day each parish is invited to visit the Cathedral. They are welcome at any time but on this day are invited specifically for tea and Evensong and are welcomed by the Canon in Residence. Many parishes also make special pilgrimages to their Mother Church and we can help give them a special, tailor-made day. Every autumn we have a Links Evensong which has become a very special celebration. After the service tea is served which provides an opportunity for links to meet each other as well as members of the Cathedral community.

### DIRECTOR OF GEORGE BELL INSTITUTE'S REPORT

This year has again seen a good deal of 'primary' use at George Bell House while the commercial use has flourished. It is also clear what kinds of patterns now define the activities of a year there. The House now serves retreat groups and meetings for three dioceses: Chichester, Portsmouth and Guildford and it has also provided a valuable venue for the Diocese of Europe. Beside this Lent courses take place here and also Readers' residential conferences, ordination retreats and quiet days. Within the Cathedral community regular meetings of the 'Hot Topics' seminars and the Friends' Book at Breakfast groups occur through the year. The House continues to provide hospitality to overnight speakers who are invited to give public lectures at the Cathedral.

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This has been a quiet year in the life and work of the George Bell Institute. Nevertheless, the International Series of the Institute remains a significant dimension of the life of the House, bringing together university staff (academic and non-academic), students (post-graduate and undergraduate), members of the Cathedral community and people from across the region. The Institute continues to view the House as an important definition of the relationship between Cathedral and University and its plans will surely develop.

Much is owed to the staff at the House who provide such sterling, patient and generous service in a place which often present a great diversity of activities and needs.

### CHAPTER FUND MANAGEMENT MATTERS

#### Reserves Policy

The Chapter manages within its overall asset base a number of permanent and restricted funds whose aims and purposes are targeted to and only usable for specific needs. The Chapter endeavours to keep any balance on income and expenditure accounts as low as practical and ensures that costs that can be properly attributed to such funds are charged to those funds before unrestricted reserves are expended.

The Chapter's aim is to ensure that the reserves of its unrestricted funds are maintained at as low a level as possible so that the income can be used for the mission and development of the Cathedral.

#### Overall Investment Policy

Under the Cathedrals Measure 1999 the Chapter may invest the Cathedral's funds in any of the following:

- Land.
- Funds administered for the Central Board of Finance of the Church of England by CCLA Investment Management Limited.
- Investments in which the Trustees may invest under the general power of investment in the Trustee Act 2000.
- The improvement or development of property belonging to the Cathedral, except that endowment funds may not be used to improve or develop the Cathedral itself and its ancillary buildings.

Chapter seeks the maximum yield to be prudently achieved from a mixture of bonds and equities to deliver the mission of the Cathedral and the income needs of fifteen trust funds. Over a period of years the income and capital values should grow fast enough to counteract the effects of the rise in RPI.

During this year the average yield has been about 5% from a mixed portfolio of M&G Charifund and Charibond units with an average across all the trusts of about 80% in equities. The accounts reveal both continuing high yields from investments and a net increase (including additions) in capital value of £327,999.

The Finance Committee reviews the holdings at its regular meetings and monitors performance against other common investment funds in the charitable field. The Committee also monitors costs and ethical investment considerations.

# CHICHESTER CATHEDRAL

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## FINANCIAL REVIEW OF THE CATHEDRAL'S ACTIVITIES

### Introduction

These accounts have been prepared in accordance with the 2006 'Guidelines on Accounting and Reporting by English Anglican Cathedrals'.

The consolidated financial statements comprise those of the Chapter and its wholly owned subsidiary company, Chichester Cathedral Enterprises Limited.

It is considered inappropriate and impractical to consolidate the accounts prepared by The Prebendal School, the Chichester Cathedral Restoration and Development Trust, St Mary's Hospital, The Friends of the Cathedral, The Morse-Boycott Bursary Fund or The Traditional Choir Trust. Whilst members of Chapter serve on the Boards of these bodies they are managed completely independently. Under the guidelines the money received from the Trust and the Friends and related expenditure continue to be reported within the main body of the Cathedral's financial statements.

### General Situation

An analysis of the principal changes in income and costs is given in Appendix 18.

### English Heritage

The Cathedral received no grants from English Heritage during this period.

### Other Grants and Legacies

The Cathedral was very fortunate to receive the following legacies and grants during the year:-

#### Legacies

The Estate of Joy Campbell-Cooke	£ 1,000
The Estate of Barbara Judd	£ 460
The Estate of Charles Hill Hubbard	£ 25,000
The Estate of Edward Nicholas Brown	£ 45

#### Grants

Church Commissioners	£148,391
Allchurches Trust	£ 20,493

### Property

Property values have been included in the balance sheet in accordance with the guidelines. Investment properties are those from which a commercial rent is obtained, consisting mostly of the South Street shops, and are included under Unrestricted Funds. Close properties are part of the Cathedral endowment and form part of the non-investment assets. Chapter have instructed Henry Adams to undertake a full valuation of the Cathedral properties and this will be included in the 2014 accounts.

Notwithstanding their inclusion as non-investment assets it is Chapter policy to exploit the revenue potential from Close properties whenever possible without sacrificing the peaceful environment that exists within the Cathedral Precinct.

# CHICHESTER CATHEDRAL

## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013

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### **Cathedral Financial Results**

The Consolidated Statement of Financial Activities, on page 46, shows that net incoming / (outgoing) resources were worse than last year with a deficit of £80k compared to a surplus of £346k. The main contributing factors to this deficit were the Defined Benefit Scheme interest payment of £38k, Chichester Cathedral Enterprises Limited (CCEL) profits which were lower than last year by £26k and major roof repairs were carried out at 2 St. Richard's Walk totalling £41k. Included in the previous year's surplus figure of £346k was a £250k donation from the Restoration and Development Trust to help repay the loan from St. Mary's used for the Chichester Enterprises Project in 2005.

Chichester Cathedral Enterprises Limited (CCEL) is wholly owned by Chapter and trades as Cloisters Café and Cloisters Shop and annual operating profit is covenanted to the Chapter for unrestricted use and in this period amounted to £53,423 (2011/12 - £79,473).

### **Financial Forecast**

Budgets are prepared on an annual basis but the trend is for expenditure to rise faster than income and, as well as looking continuously to review costs and make sensible economies, ways of increasing revenue must also be found. Chapter has therefore embarked on initiatives to increase direct giving through the Stewardship system and is currently assessing the feasibility of projects designed to improve the revenue from Cathedral Enterprises and from casual visitors. Measures to promote the Cathedral with a view to increasing visitor numbers are already in hand.

A rolling ten-year restoration and development budget is maintained for discussion with the Cathedral Trust trustees and forms the basis of the fund-raising targets. This Restoration and Development Plan was drafted this year and received by Chapter. The Chapter Architect prepares a five-year Close maintenance plan after his quinquennial inspection and report, and the funds are set aside in the budget from the CPIRR for significant projects.

### **Risk Assessment**

Risk Identification, Assessment and Mitigation are integral parts of the Chapter's management task and are continuously reviewed. Since nearly half of the unrestricted income comes from commercial rents the most obvious risk is from an economic downturn forcing retail outlets out of business with a resultant loss of this rental income. For this reason Chapter is seeking to increase revenue from other sources.

### **Administrative Office**

The Royal Chantry  
Cathedral Cloisters  
Chichester  
West Sussex PO19 1PT

Tel 01243 783595  
Fax 01243 812499  
[www.chichestercathedral.org.uk](http://www.chichestercathedral.org.uk)  
[info@chichestercathedral.org.uk](mailto:info@chichestercathedral.org.uk)

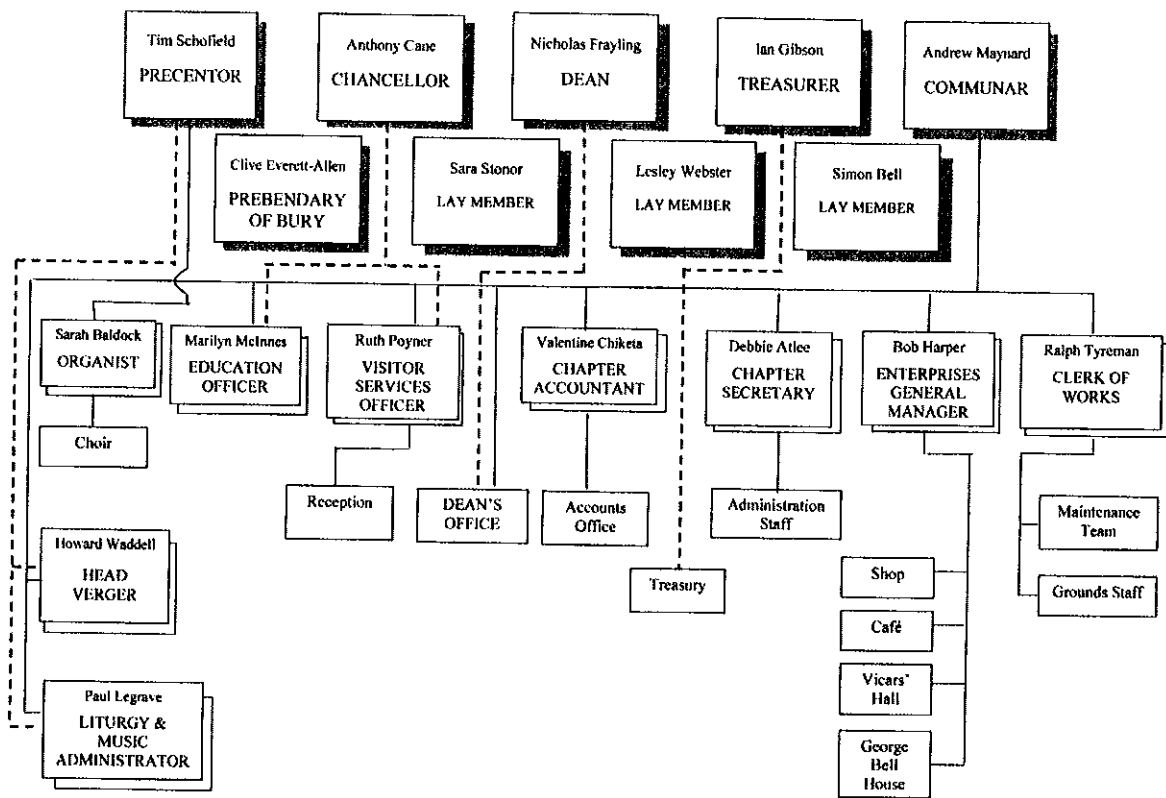
# CHICHESTER CATHEDRAL

## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013

### APPENDIX 1 - THE CATHEDRAL CHAPTER

Dean	The Very Reverend Nicholas Arthur Frayling BA Hon LLD FJMU
Precentor	The Reverend Canon Nigel Timothy Schofield BA
Chancellor	The Reverend Canon Dr Anthony Cane BA MPhil PhD
Treasurer	The Reverend Canon Ian Gibson BA MSc MA FCIPD MCFM
Prebendary of Bury	The Reverend Canon Clive Everett-Allen AKC
Lay Member	Mrs Sara Jane Stonor DL
Lay Member	Mrs Lesley Webster LLB
Lay Member	Mr Simon Bell BSc(Hons) MRINA CEng FRSA
Communar	Colonel (Ret'd) Andrew Thomas Westenborg Maynard RM MMS FCIM

### APPENDIX 2 - ORGANISATION AND STRUCTURE OF THE CHAPTER



# CHICHESTER CATHEDRAL

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### APPENDIX 3

#### Chapter Members' Portfolios – Tasks undertaken in addition to Principal Duties

<b>Chapter Member</b>	<b>Portfolio</b>
<b>Nicholas Frayling Dean</b>	Cathedral Council Chairman: College of Canons Chairman of Trustees: St Mary's Hospital Chairman: Friends of Chichester Cathedral Chairman: Cathedral Enterprises Board of Directors Chairman of Trustees: Morse-Boycott Bursary Fund Chairman of Trustees: The Traditional Choir Trust Chairman: George Bell House Committee Chairman: Diocesan European Ecumenical Committee Chairman: St John's Trust Chairman of Governors, Prebendal School Member of the Prebendal School Finance and General Purposes Committee Member of Diocesan Synod Member of Bishop's Council Member of Bishop's Senior Staff Trustee: Southern Cathedrals' Festival (Chairman 2012-13) Trustee: Cathedral Restoration and Development Trust Cathedral Finance Committee Trustee: Millennium Endowment Trust Stewardship Committee Fabric Advisory Committee Cathedral Community Committee Restoration Planning Group
<i>External Offices:</i>	Vice-President: Pax Christi Trustee and National Chaplain: British Nuclear Tests Veterans Assoc Trustee: Institute of Food, Brain & Behaviour Trustee: Chichester Welfare Trusts Trustee: Oxmarket Centre of Arts, Chichester
<b>Timothy Schofield Precentor</b>	Cathedral Council Governor: Prebendal School Trustee: St Mary's Hospital Trustee: Morse-Boycott Bursary fund Trustee: The Traditional Choir Trust Trustee: Chichester Cathedral Choristers' Association Trust Trustee: Cathedral Restoration and Development Trust Cathedral Finance Committee Stewardship Committee Cathedral Community Committee Staff Planning Group Cathedral's Liturgy and Music Group Chichester Deanery Chapter and Synod

# CHICHESTER CATHEDRAL

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Bishops' Advisor for Ordination  
Review Assistant, Clergy Assisted Review of Ministry (CARM)  
Diocesan Advisor for Lay Reader Selection  
Member of Churches in Chichester Fraternal  
Chaplain to the Mayor of Chichester

**Anthony Cane**  
Chancellor

Governor: University of Chichester  
Governor: Bishop Luffa School, Chichester  
Governor: Prebendal School  
Canon Librarian  
Trustee: St Mary's Hospital  
Trustee: George Bell Institute  
Trustee: Art and Sacred Places  
Trustee: Morse-Boycott Bursary Fund  
Trustee: The Traditional Choir Trust  
Cathedral Enterprises Ltd: Member of the Board of Directors  
Editor: Cathedral Newsletter and Cathedral Journal  
Friends Council  
Cathedral Council  
Fabric Advisory Committee  
Cathedral Community Committee  
George Bell House Committee  
Staff Planning Group  
Bishop's Educational Advisor for the Ordained Ministry  
Review Assistant, Clergy Assisted Review of Ministry (CARM)  
Diocesan Discipleship and Ministry Advisory Group  
Chairman: Visitor Information Display and Signage Committee  
Chairman: Education Development Group  
Chairman: Chancellor's Group  
Chairman: Exhibitions Committee  
Quality Nominee (Diocese of Chichester Reader training programme)  
Quality Adviser (SEITE – South East Institute of Theological Education)  
Festival of Chichester Organising Committee

**Ian Gibson**  
Treasurer

Trustee: St Mary's Hospital  
Trustee: Morse-Boycott Bursary Fund  
Trustee: The Traditional Choir Trust  
Trustee: St John's Trust  
Chaplain: St John Ambulance Brigade Sussex  
Episcopal Vicar for Ministry Diocese of Chichester  
Academic Advisor for Ministerial Training  
Council Member: St John Ambulance, Sussex

**Clive Everett-Allen**  
Prebendary of Bury  
(College of Canons  
Representative)

Vicar of St Swithun's, East Grinstead  
Trustee: St Mary's Hospital  
Trustee: Morse-Boycott Bursary Fund  
Trustee: The Traditional Choir Trust  
Cathedral Council  
Bishop's Examining Chaplain  
Trustee: Sackville College Almshouses, East Grinstead

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**Sara Stonor**  
**Lay Member**

Trustee: St Mary's Hospital  
Trustee: Morse-Boycott Bursary Fund  
Trustee: Traditional Choir Trust  
Cathedral Council  
Governor: Cathedral Restoration & Development Trust  
Cathedral/Parish Links Co-ordinator  
St Bartholomew's Burwash PCC  
Dallington Deanery Synod  
Diocesan Synod  
Canterbury Provincial Panel of the Clergy Disciplinary Measure 2003  
Executive Committee of the Association of English Cathedrals  
Vice-Chairman: Trustees of the De La Warr Pavilion, Bexhill on Sea  
Vice Lord Lieutenant for East Sussex  
Member of Council of St John Ambulance Sussex  
Trustee of the Sussex Historic Churches Trust

**Lesley Webster**  
**Lay Member**

Trustee: St Mary's Hospital  
Trustee: Morse-Boycott Bursary Fund  
Trustee: The Traditional Choir Trust  
Holy Trinity Hurstpierpoint PCC  
Hurst Deanery Synod

**Simon Bell**  
**Lay Member**

Trustee: St Mary's Hospital  
Trustee: Morse-Boycott Bursary Fund  
Trustee: The Traditional Choir Trust  
Member of PCC at St Andrews, Oving  
Member of Chichester Deanery

**Andrew Maynard**  
**Communar**

Secretary: Cathedral Council  
Chairman: Restoration Planning Group  
Chairman: Staff Planning Group  
Cathedral Finance Committee  
Secretary: Fabric Advisory Committee  
Clerk to the Trustees: St Mary's Hospital  
Administrator: St Mary's Hospital  
Cathedral Enterprises Ltd: Managing Director  
Administrator: Morse-Boycott Bursary Fund  
Administrator: The Traditional Choir Trust  
Friends Council  
Chichester Conservation Area Advisory Committee  
Southern Cathedrals Administrators Meeting  
Cathedral Administrators and Financiers Association  
Stewardship Committee  
Cathedral Community Committee  
Visitor Information Display and Signage Committee  
George Bell House Committee



# CHICHESTER CATHEDRAL

## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013

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### APPENDIX 4 - MEMBERS OF THE CATHEDRAL COUNCIL

	Elected/Appointed By
Baroness Detta O’Cathain, Chairman	Bishop
Colonel (Ret’d) Andrew Maynard RM, Secretary	Ex Officio
The Venerable Philip Jones	College of Canons
The Reverend Canon Clive Everett-Allen	College of Canons
Mrs Sara Stonor DL	Bishop & Chapter
Mr Leslie Weller DL	Bishop & Chapter
The Earl of Cork & Orrery	Bishop & Chapter
Dr Brian Hanson CBE	Bishop & Chapter
Mr Anthony Bird	Bishop & Chapter
Mrs Phyllida Stewart-Roberts CVO OBE	Bishop & Chapter
Mr Richard Ashby	Cathedral Community
Mrs Maggie Saffrey	Cathedral Community
The Very Reverend Nicholas Frayling	Chapter
The Reverend Canon Timothy Schofield	Chapter
The Reverend Canon Dr Anthony Cane	Chapter
Mrs Margaret Field	Bishop & Chapter
Mrs Susan Pyper, Lord Lieutenant of West Sussex	Bishop & Chapter

### APPENDIX 5 - NOMINAL ROLL OF THE COLLEGE OF CANONS

The Very Reverend Nicholas Arthur Frayling	Dean
The Reverend Canon Nigel Timothy Schofield	Precentor
The Reverend Canon Dr Anthony William Nicholas Strephon Cane	Chancellor
The Reverend Canon Ian Gibson	Treasurer
The Right Reverend Wallace Parke Benn	Bishop of Lewes
The Right Reverend Mark Sowerby	Bishop of Horsham
The Venerable Douglas Henry McKittrick	Archdeacon of Chichester
The Venerable Philip Hugh Jones	Archdeacon of Lewes
The Venerable Roger Matthew Combes	Archdeacon of Horsham
The Reverend Canon William Ralph Pratt	Prebendary of Sutton
The Reverend Canon Clive Everett-Allen	Prebendary of Bury
The Reverend Canon Paul Robert Thomas	Prebendary of Mardon
The Reverend Canon Andrew Nesbitt Robinson	Prebendary of Ipthorne
The Reverend Canon Professor Robert Hannaford	Prebendary of Wightring
The Reverend Canon Dr Edward Francis Paterson Bryant	Prebendary of Fittleworth
The Reverend Canon Andrew Charles Julian Cornes	Prebendary of Woodhorn
The Reverend Canon Trevor George Buxton	Prebendary of Waltham
The Reverend Canon Dr Gavin Ashenden	Bursalis Prebendary
The Reverend Canon David Louis Parker	Prebendary of Heathfield
The Reverend Canon Dr Samuel Martin Bailey Wells	Prebendary of Bargham
The Reverend Canon Thomas David Nason	Prebendary of Highleigh
The Reverend Canon Dr David James Clarke	Prebendary of Selsey
The Reverend Canon Josephine Katherine Gavigan	Prebendary of Hampstead
The Reverend Canon Nicholas Guy Wetherall	Prebendary of Somerley
The Reverend Canon Mark James Townsend Payne	Prebendary of Colworth
The Reverend Canon Doris Gwendoline Staniford	Prebendary of Seaford (until Sept 2012)
The Reverend Canon Dr Jeremy Frederick Worthen	Prebendary of Exceit
The Reverend Canon Lucy Eleanor Murdoch	Prebendary of Thorney

# CHICHESTER CATHEDRAL

## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013

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The Reverend Canon Julia Kathleen Peaty	Prebendary of Hova Ecclesia
The Reverend Canon Peter Robert Wells	Prebendary of Middleton
The Reverend Canon David Richard Frost	Prebendary of Firle
The Reverend Canon Rebecca Jane Swyer	Prebendary of Hova Villa
The Reverend Canon Simon Paul Holland	Prebendary of Ferring
The Reverend Canon Professor Loveday Constance Ann Alexander	Prebendary of Windham
The Reverend Canon Jonathan Baldwin	Prebendary of Bishopshurst
The Reverend Canon Moira Wickens	Prebendary of Bracklesham
The Reverend Canon Martin Onions	Prebendary of Sidlesham
The Reverend Canon Alyson Lamb	Prebendary of Wisborough
The Reverend Canon Jeremy James	Prebendary of Eartham
The Reverend Canon Robert Fayers	Prebendary of Gates

### APPENDIX 6 – CATHEDRAL OFFICERS

The Reverend Canon David Nason	Priest Vicar
Ms Sarah Baldock	Organist and Master of the Choristers
Mr Howard Waddell	Head Verger
Mr Valentine Chiketa	Chapter Accountant
Ms Ruth Poyner	Visitor Services Officer
Mrs Marilyn McInnes	Education Officer
Mr Ralph Tyreman	Clerk of Works
Mr Paul Legrave	Liturgy & Music Administrator
Mr Bob Harper	Cathedral Enterprises Ltd General Manager
Mr Michael Moriarty	Sub-Treasurer
Mr Colin Kerr	Surveyor of the Fabric
Mr Richard Meynell	Chapter Architect
Mr Mark Taylor	Consultant Archaeologist

### APPENDIX 7 - MEMBERS OF THE FABRIC ADVISORY COMMITTEE

Mr Leslie Weller DL, Chairman  
Colonel (Ret'd) Andrew Maynard RM, Secretary  
Mr Julian Munby  
Mr Robert Pulley  
Mr Geoffrey Claridge  
Mr Philip Jackson  
Mr James Peill  
Mr Clive England  
Mr Simon Martin  
Mrs Karen Coke  
The Very Reverend Nicholas Frayling, Dean  
The Reverend Canon Dr Anthony Cane  
Other Members of Chapter if they so wish

# CHICHESTER CATHEDRAL

## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2013

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### APPENDIX 8 - MEMBERS OF THE FINANCE COMMITTEE

Mr Anthony Bird, Chairman  
Mr Alfred Moon  
Mr Andrew Dunlop  
Mr Patrick Read (retired 1<sup>st</sup> March 2013)  
Mr Nick de Zoete  
Mr Michael Power  
The Very Reverend Nicholas Frayling, Dean )  
The Reverend Canon Timothy Schofield, Precentor ) All ex officio  
Colonel (Ret'd) Andrew Maynard RM, Communar )  
Mr Valentine Chiketa, Chapter Accountant (Secretary)

### APPENDIX 9 - MEMBERS OF THE CATHEDRAL COMMUNITY COMMITTEE

Mr John Leslie (Chair)  
The Very Reverend Nicholas Frayling (Vice-Chair)  
Mr Richard Ashby (Secretary)  
Mr Jeffery Stanbridge (Roll Officer)  
Dr Richard Hancock (Chair, Stewardship Sub-Committee)  
Dr Jean Bradley (Treasurer, Stewardship Sub-Committee)  
Mrs Marguerite Saffery  
Miss Elizabeth Walker  
Mr Simon Wedgwood  
Mr David Riley (until April 2012)  
Mrs Irene Smale (until April 2012)  
Mr Robin Barratt (from April 2012)  
Mr Tim Clifford Hill (from April 2012)  
Mr Michael Cox (Deanery Synod Representative)  
Mrs Jennie Gurney (Deanery Synod Representative)  
Mr Nicholas Light (Deanery Synod Representative)  
Mr John Pollard (Deanery Synod Representative)  
Mrs Rachel Moriarty (Diocesan Synod)  
Deacon Brenda Waters (Co-opted)

Ex Officio  
The Reverend Canon Tim Schofield  
The Reverend Canon Dr Anthony Cane  
The Reverend Canon David Nason  
Colonel (Ret'd) Andrew Maynard

### APPENDIX 10 - TRUSTEES OF THE CATHEDRAL RESTORATION & DEVELOPMENT TRUST

#### Trust Patrons

The Duke of Richmond and Gordon  
Mrs Susan Pyper – Lord Lieutenant of West Sussex  
Mr Peter Field – Lord Lieutenant of East Sussex

# CHICHESTER CATHEDRAL

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## **Trustees**

The Earl of Cork & Orrery, Chairman  
Mrs Michael Bedford  
Mr Anthony Bird  
Mr Patrick Burgess MBE  
Mr Daniel Hodson  
The Very Reverend Nicholas Frayling  
Mrs Philip Jackson  
Mrs Denise Patterson  
The Reverend Canon Timothy Schofield  
Mrs James Sellick  
Mr Daniel Stewart-Roberts  
Mrs David Tupper

## **Honorary Governors**

Mr David Hopkinson CBE RD DL  
Mrs William Gunnery  
Mr Trevor James  
Mrs Michael Stonor DL  
Mr Leslie Weller DL

## **APPENDIX 11 - TRUSTEES OF THE MILLENNIUM ENDOWMENT TRUST**

Mr Nicholas de Zoete, Chairman  
Mr Anthony Bird  
Mr Julian Biggs  
The Earl of Cork and Orrery  
The Very Reverend Nicholas Frayling  
Mr Michael Power  
Mr Julian Tregoning

## **APPENDIX 12 - TRUSTEES OF THE MORSE-BOYCOTT BURSARY FUND**

### **EXECUTIVE TRUSTEES**

The Very Reverend N A Frayling (Chairman)  
The Reverend Canon N T Schofield  
The Reverend Canon Dr A W N S Cane  
Mrs Sara Stonor  
Mr Simon Bell  
The Reverend Canon Clive Everett-Allen  
Mrs Lesley Webster  
The Reverend Canon Ian Gibson

### **OTHER TRUSTEES**

A H Bird  
The Reverend Canon P Rose  
The Reverend Canon T D Nason

### **TRUST ADMINISTRATOR**

Colonel A T W Maynard RM

### **TRUST ACCOUNTANT**

Mr V Chiketa ACA, MBA

# CHICHESTER CATHEDRAL

ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013

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## APPENDIX 13 - TRUSTEES OF THE TRADITIONAL CHOIR TRUST

The Very Reverend NA Frayling (Chairman)  
The Reverend Canon N T Schofield  
The Reverend Canon Dr A W N S Cane  
The Reverend Canon Clive Everett-Allen  
Mrs Sara Stonor  
Mrs Lesley Webster  
The Reverend Canon Ian Gibson  
Mr Simon Bell

<b>PATRON</b>	The Very Reverend Michael Tavinor, Dean of Hereford
<b>TRUST ADMINISTRATOR</b>	Colonel A T W Maynard RM
<b>TRUST ACCOUNTANT</b>	Mr V Chiketa ACA, MBA

## APPENDIX 14 - DIRECTORS OF CHICHESTER CATHEDRAL ENTERPRISES LIMITED

The Very Reverend Nicholas Frayling, Chairman  
Mr Valentine Chiketa, Company Secretary  
Mr Andrew Dunlop  
Mr Christopher Tod  
Mr Patrick Read  
The Reverend Canon Dr Anthony Cane  
Colonel (Ret'd) Andrew Maynard

## APPENDIX 15 - CATHEDRAL MANAGEMENT

The Chapter is supported by the Cathedral lay staff, accountable to the Communar and functionally responsible to their Heads of Department. The key staff members are:

### Liturgy and Music – Precentor

Ms Sarah Baldock	Organist and Master of the Choristers
Mr Paul Legrave	Departmental Administrator
Mr Howard Waddell	Head Verger

### Education and Visitors – Chancellor

Ms Ruth Poyner	Visitor Services Officer
Mrs Marilyn McInnes	Education Officer

### Accounts, Estate Management, Administration – Communar

Mr Valentine Chiketa	Chapter Accountant
Mr Ralph Tyreman	Clerk of Works
Mrs Debbie Atlee	Chapter Secretary

# CHICHESTER CATHEDRAL

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### APPENDIX 16 - VOLUNTEER SECTION HEADS

The work of the Cathedral is supported by the dedication of some 600 volunteers, led by their Section Heads:

Vacant	Head Guide
Mr Jeremy Mudford	Head Doorkeeper
Mr Clive Stroud	Head Steward
Miss Audrey Scott	Information Desk
Mr Anthony Schofield	Money Counters
Mr Jeffrey Stanbridge (until Aug 2012)	Holy Dusters
Mr John Peskett (from Sept 2012)	Servers
Mr Michael Moriarty	Sub-Treasurer
Mrs Susan Doggart	Flower Arrangers
Miss Susan Fletcher	Seffrid Guild
Mr Michael Smith (until April 2013)	Tower Captain
Mr Hamish McNaughton (from April 2013)	
Mr Keith Game	Steeplekeeper
Vacant	Sunday Coffee Union

### APPENDIX 17 - PROJECTS FUNDED BY THE FRIENDS OF CHICHESTER CATHEDRAL

School Friends (3 fixed contract)	6,095
Steel litter bins	5,000
Education Extras	225
Bell Ropes	637
Camera equipment	480
School Friends-O/T	670
Vicars Hall KTH	17,872
Foreign leaflets	1,194
Visual ID Guidelines	2,379
Lady Chapel benches	1,507
Verger's robes	3,212
Digitisation Library	730
Spire Extension	3,415
Labyrinth	1,000
Display stands persp.	202
Looking at Luke	447
Plotting Cathedral	2,750
Two safety harnesses	2,088
Events Leaflets 2012	2,830
Events Leaflets 2013	1,494
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	54,227

# CHICHESTER CATHEDRAL

## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013

### APPENDIX 18 - COST INCREASES AND DECREASES COMPARED WITH THE PRECEDING YEAR

The significant decreases in income and increases in costs for the year, compared with the previous one were:

#### Income

##### **Increase**

Legacies	21,856
Investments	8,217
Property	12,478
Grant from Allchurches Trust (EIG)	493

##### **Decrease**

Other revenue and capital grants	(7,000)
Congregational collections and giving	(4,135)
Donations	(38,100)
Income from Chichester Cathedral Restoration & Development Trust	(339,089)
Income from Friends of Chichester Cathedral	(38,075)
Church Commissioners	(5,719)
The Ouseley Trust	(2,300)
Facility and other fees	(40,481)
Gross income of shop, refectory and other activities	(7,429)
Tax recoverable under Gift Aid	(154)
Interest receivable on short term deposits	(889)
	<u>(440,327)</u>

#### Cost

##### **Saving**

General marketing costs	2,307
Clergy housing costs	3,219
Maintenance and interior upkeep	52,168
Cathedral restoration	104,651
Hussey Memorial Commission	7,892
Investment property costs	6,736
Precincts, security and gardens upkeep	2,045
Support costs	386

##### **Over Spend**

Administration and finance	(34,895)
Interest and similar charges payable	(37,207)
Information technology	(23,617)
Costs of facilities for visitors	(3,808)
Clergy stipends and working expenses	(4,435)
Gross costs of shop, refectory and other activities	(23,260)
Clergy support costs	(4,583)
Services, music and congregational costs	(28,054)
Educational activities	(1,263)
Archives and library	(416)
Charitable and other giving	(1,838)
Community parish and congregation	(1,007)
Cathedral insurance	(771)
	<u>14,250</u>

**Net decrease in incoming resources from previous year**

(426,077)

# CHICHESTER CATHEDRAL

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### APPENDIX 19 - CHARITABLE GIVING

Alzheimer's Society	500
Age Concern	250
The Children 's Society	250
Farms for City Children	500
4Sight	250
Haslar Visitors Group	500
L'Arche	250
Lifecentre	250
The Queen Alexandra Hospital Home	500
Winston's Wish	500
The Esther Benjamins Trust	250
Farm Africa	500
Feed the Minds	500
The Leprosy Mission	250
Prospect Burma	500
The SmileTrain UK	250
Water Aid	500
Zane	500
Five Talents	500
Merlin	500
Bible Reading Fellowship - Barnabas School	750
Church Housing Trust	1,000
Chichester New Frontiers	750
The College of St. Barnabas	1,000
Church Mission Society (CMS)	1,000
The Mission to Seafarers	1,000
World Development Movement (Justice for the World's poor)	500
Opportunity International	500
USUS - Anglican World Mission	500
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	15,000

### APPENDIX 20 - FINANCIAL DETAILS RELATING TO CHICHESTER CATHEDRAL RESTORATION AND DEVELOPMENT TRUST

The Trust contributed £20,277 during the financial year ended 31 March 2013 towards Cathedral Restoration. Money transferred to Chapter funded the Cathedral's continuing restoration projects as follows:

Quinquennial Inspection	11,100
Minument Room	480
Cathedral Clock	3,103
Transept Roof Timber	1,598
Organ Repairs	3,996
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	20,277



# CHICHESTER CATHEDRAL

## ANNUAL REPORT, AND AUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2013

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### APPENDIX 21 - PROFESSIONAL ADVISORS

Surveyor of the Fabric	Mr Colin Kerr BA BArch DiplCons RIBA Molyneux Kerr Architects Unit 14, 112 Tabernacle Street London, EC2A 4LE
Chapter Architect	Mr Richard Meynell Broomfield, Birdham Chichester West Sussex PO20 7BA
Consultant Archaeologist	Mr Mark Taylor 115 Whyke Lane Chichester West Sussex PO19 8AU
Auditors	Sheen Stickland LLP 7 East Pallant Chichester West Sussex PO19 1TR
Commercial Property Agent	Henry Adams 14 West Pallant Chichester West Sussex PO19 1TB
Residential Property Agent	Hancock and Partners 5 Northgate Chichester PO19 1BA
Bankers	National Westminster Bank plc East Street Chichester West Sussex PO19 1HH
Solicitors	Thomas Eggar LLP The Corn Exchange Baffins Lane Chichester West Sussex PO19 1GE