

CHICHESTER CATHEDRAL FRIENDS

Annual General Meeting 2021





The Chichester Cathedral Friends contribute £11,000+ per year to fund a Chorister. Image courtesy of Russell Sach.

Message from the Secretary.



Above: Honorary Secretary of the Chichester Cathedral Friends

Dear Friend,
I hope that you and yours are well and welcome to the 2021 Annual General Meeting booklet.

The first piece of business is to advise you that sadly, due to continuing uncertainties

concerning the pandemic, the Trustees of Chichester Cathedral Friends have decided for a second year running to cancel the Annual General Meeting. We normally hold the AGM in June and were sincerely hoping that we could have done so this year, but with there still being no definitive picture of the end of restrictions, it was decided to once again conduct the AGM business via a postal booklet. I do hope that you are able to support this decision, as you did last year. I look forward to holding a normal AGM in June 2022.

For this year's booklet we have included articles that we hope will be of interest to you. There is a message from the Dean and also a report from our new Chairman, Malcolm Gill. Our Treasurer Paul Wright has provided a summary of the year-end accounts together with some commentary (the full financial statements will be able to be viewed on the Charities Commission website after 1st August or, if needed before, copies are available from me).

Although no introduction may be needed for our three new (and well-known) Trustees, they have provided a brief CV and a photo just to be sure.

John Gardner, one of our two membership secretaries, has amusingly pondered over the Cathedral's new database – it was news to me that databases could ever be considered amusing.

The most tangible and visible way in which Friends support the Cathedral is through our project funding and we should all take pride in the grants that we have made to the Dean and Chapter in the past year. Besides the two projects (Database and Lighting study) that are listed in the year-end accounts, we have also continued to fund £2,000 per year for Cathedral flowers, £11,000+ per year to fund a Chorister and a sizeable portion of the costs of the new Toilet block to be located off the north Transept. In the meantime, the Trustees and I will continue to offer support to the Cathedral in whatever way we can and we thank you sincerely for your continued help and support.

I do very much hope to see you in person as and when the situation allows. In the meantime, if you have any questions or comments about any of the items included in this booklet, please do get in touch with me via email ccfhonsec@gmail.com or write to me at Chichester Cathedral Friends, The Royal Chantry Offices, Chichester Cathedral, Chichester PO19 1PX.

I send you all my very best wishes for the rest of 2021.

Yours sincerely,

Howard Castle-Smith
Honorary Secretary
Chichester Cathedral Friends

30th June 2021

Chichester Cathedral Friends' 2021 Annual General Meeting Booklet.

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Message from the Dean.

Dear Friends

It is very difficult to look back on Cathedral life over this last year without considering the impact of COVID-19 both locally and internationally. I am aware of just how much we have had to carry both as individuals and as a community; the burden of lives lost, unexpected grief and pain and isolation, loneliness and financial hardship for many. Despite the challenges of the past year, we have been able to maintain the rhythm of daily worship and provide services at the Cathedral which were available in person as well as on line.

And this is a good reminder of just how important Chichester Cathedral Friends are in the wellbeing of the community at the Cathedral. This past year Chapter have been grateful to receive financial support for several projects from the Friends including the Cathedral Lighting study and the new database project. The new toilet block project is well under way and is benefiting from the significant contribution that the Friends have made to that.

As Dean, on behalf of Chapter, I would like to thank all of the Chichester Cathedral Friends for your on-going support and hope that you will continue to play a significant part in our mission and ministry.

The Very Reverend Stephen Waine
Dean of Chichester

The Chairman's Report.



Above: Chair of the Chichester Cathedral Friends

It gives me great pleasure to present my first report as your new chairman although it is a matter of regret that I am unable to present it in person due to the ongoing repercussions of Covid-19.

I am extremely honoured to

have been elected as Chairman of the Chichester Cathedral Friends following in the illustrious footsteps of my predecessor, Stephen Holloway. Stephen has given enormous service to the Friends over the years both in his capacity as Secretary and Chairman. We are extremely indebted to him and wish him well in his new home.

It was, in fact, Stephen who invited me to become a Trustee four years ago and during this time I have come to appreciate first-hand what an important contribution the Friends makes towards so many aspects of the life of the Cathedral.

My background was in the publishing industry both in the United Kingdom and overseas and I very much hope that I can bring to bear, for the benefit of The Friends, some of the experience that I gained during my career.

We have all been enormously affected by the Covid pandemic and The Friends are

no exception to this. Our social activities have sadly been severely restricted and our plans for expanding our membership have been put on hold. However, with light at the end of the tunnel, our thoughts have been turning to the future and we look forward to announcing a schedule of social events to commence in the autumn.

We are always keen to attract new Friends and just before the lockdown we launched the 'Corporate Friends' as a means of involving those local businesses and enterprises which are keen to support the Cathedral. Sadly, this new initiative was also put on hold but it is our hope that we will be able to relaunch it early in 2022.

The Trustees have, of course, continued to meet, albeit via Zoom, and we have continued to fund major projects for the Dean and Chapter including support amounting to £20,000 for the new Cathedral database and £16,808 for the Cathedral Lighting Study. This was in addition to our ongoing annual support for the Choristers and the Cathedral flowers. The Trustees have also agreed a major contribution of £125,000 towards the new Cathedral toilet facility.

Our financial position is covered by the Treasurer's Report which is included with these papers. Suffice it to say that our financial situation is encouraging, having weathered the vicissitudes of the market, such that our balance sheet and income is now well ahead of the position in 2019/20.

It is with sadness that I have to report that 37 of our members passed away during

the year and we are most grateful for their support. On a happier note, we welcomed 17 new Friends and we look forward to welcoming more new Friends once 'normal service' resumes.

At this point I would like to express our gratitude to John Gardner, who stepped in as Membership Secretary during David Nicol's illness. John has done an exceptional job in managing the transition of our records on to the new Cathedral database. I'm sure we would all like to wish David Nicol well and we look forward to seeing him back before too long.

I would also like to express our thanks to Diann Berry and Peter Henshaw who have retired as Trustees at the end of their appointed times. I have already mentioned Stephen Holloway who also retires as a Trustee. We will very much miss their wise counsels at our Trustee meetings and we thank them for their exceptional contributions.

At the same time, I would like to welcome, as new Trustees, Graham Toole-Mackson, Margaret Gibson and Brian David. All three, I know, will bring a great deal of experience and wisdom to The Friends.

I would also like to express my gratitude to my fellow Trustees and an especial thanks to Howard Castle-Smith, the Friends Secretary, who has worked tirelessly to keep the show on the road.

Finally, I would like to thank all fellow Friends for their support during this difficult time. The Friends are still very much in business and we look forward to returning to our normal activities with increased vigour in the very near future.

Best wishes

Malcolm Gill
Chairman
Chichester Cathedral Friends

Thoughts from a Membership Secretary.

When I joined David Nicol as his assistant Hon. Mem. Sec., I naively assumed that we would spend a pleasant half-hour on "office" days entering subscription payments into the membership database (called "Subscriber") after which we could drink tea, munch biscuits and chat politely to any passing member who chose to visit us. David quickly disabused me of this assumption, pointing out that even if the database were completely correct on

Tuesday morning, it would be out of date by Tuesday afternoon. C.C.F. members were people who moved house, changed their email addresses and altered their subscription payments. Some paid more, a few less and others paid twice or not at all! Our job was to keep on top of all these changes and to write politely to those who strayed; this would take the rest of the office time - and it does.

We were much helped by reports from that stalwart band of "Deliverers" who plodded around their villages dropping newsletters through members' letterboxes. Many of them could tell us who had emigrated to Exeter or gone to live with a relative or

in some cases, sadly passed away. I well remember offering condolences to a lady whose friend had recently been reported as deceased only to be told with a degree of asperity, "Well, she was singing next to me in church on Sunday!" The look on David's face was wondrous to behold and taught me a valuable lesson about checking detail. The last hand delivery happened just before the first lockdown in March 2020 and is unlikely to resume for reasons given later so, please, if you change your contact details in any way, let us know. The office 'phone, 01243 812980 takes messages which I check regularly and I hope to be back in there soon.

In early 2020 a decision was made that the various charities and organisations within the Cathedral community should move to a common database which would satisfy the need to address the UK General Data Protection Regulations (GDPR) which had been written into law. The system chosen is called, somewhat ungrammatically, "thankQ" and those of us involved began training in September ready for a move to the new system in early December. "thankQ" is an amazingly complex and capable system but, like all I.T. programs, it has its own procedures and you deviate from them at your peril. For an aged volunteer it produced sleepless nights and many, "what if?" moments. I am profoundly grateful to Steve Holloway who spent many hours in Zoom meetings explaining to me with patience and good humour how to tame the beast. In truth, "thankQ" now has me sufficiently in thrall to its ways that I can do my job.

Everyone who has ever interacted with any "department" within the cathedral is now almost certainly recorded in "thankQ" as a "Contact" and you, dear reader, will also be a "Member" of C.C.F. and possibly also a "Volunteer" or a "Donor" or "Pledger"

to the Restoration Trust or an entry on many of the disparate lists which existed separately before "thankQ". Mailings can now be made to all or any group within the system and these mailings are likely to be printed and posted in one process.

Using the C.C.F. "Membership" part of "thankQ" I can tell you that we have presently 568 Individual and 438 joint members as well as 28 Life and 17 Honorary Life members and a small number of Overseas, Associate and Corporate members; a grand total of approaching 1100 members but remember, by the time you read this, it will have changed! Recorded deaths among members in the last financial year amount to 37 but this will certainly be less than the truth; we have welcomed 17 new members. We are grateful to our members who continue to subscribe; indeed, a number have increased their payments this year which is a great help as Cathedral income has fallen dramatically and ultimately C.C.F. income is used to support the work of the Cathedral.

After putting this report to bed, I shall return to the end-of-month membership processes and be quietly delighted when the "thankQ"-generated batches of expected membership payments agree with the various bank statements for the month. Having "approved" the process, "thankQ" will merely announce that it is "Updating Version" but I shall go for tea and a ginger biscuit!

John Gardner
Honorary Membership Secretary



This year the Chichester Cathedral Friends continued to fund £2,000 for Cathedral flowers. Image courtesy of Daniel Boss.

Statement of Financial Activities.

For the year ended
31st March 2021

Income and Endowments From

Donations and Legacies

Other Trading Activities
Investment Income

Total

	Unrestricted Fund	Restricted Fund	2021 Total Funds	2020 Total Funds as restated £
£		£	£	£
	65,379	-	65,379	41,109
	3,342	-	3,342	9,383
	<u>8,543</u>	<u>9,635</u>	<u>18,178</u>	<u>23,566</u>
	77,264	9,635	86,899	74,058

Expenditure on Charitable Activities

Charitable Activities
Support Costs

31,580	11,145	42,725	62,037
<u>6,311</u>	<u>-</u>	<u>6,311</u>	<u>18,754</u>

Total	37,891	11,145	49,036	80,791
Net Gains/(losses) on investments	<u>36,684</u>	<u>41,367</u>	<u>78,051</u>	<u>(96,819)</u>
NET INCOME/(EXPENDITURE)	76,057	39,857	115,914	(103,552)
Transfers between Funds	<u>13,435</u>	<u>(13,435)</u>	<u>-</u>	<u>-</u>
Net movement in Funds	89,492	26,422	115,914	(103,552)

RECONCILIATION OF FUNDS

Total Funds Brought Forward	127,707	230,629	358,336	461,888
As previously reported	<u>38,551</u>	<u>(38,551)</u>	<u>-</u>	<u>-</u>
Prior year adjustment				
As restated	166,258	192,078	358,336	461,888
TOTAL FUNDS CARRIED FORWARD	255,750	218,500	474,250	358,336

Balance Sheet.

31st March 2021

FIXED ASSETS

Investments

CURRENT ASSETS

Debtors

Cash at bank in hand

	Unrestricted Fund	Restricted Fund	2021 Total Funds	2020 Total funds as restated
	£	£	£	£
	184,347	230,629	414,976	336,925
	8,709	-	8,709	367
	<u>69,996</u>	<u>(984)</u>	<u>69,012</u>	<u>47,596</u>
	78,705	(984)	77,721	47,963

CREDITORS				
Amounts falling due within one year	<u>(7,302)</u>	<u>(11,145)</u>	<u>(18,447)</u>	<u>(26,552)</u>
NET CURRENT ASSETS	<u>71,403</u>	<u>(12,129)</u>	<u>59,274</u>	<u>21,411</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>255,750</u>	<u>218,500</u>	<u>474,250</u>	<u>358,336</u>
NET ASSETS	255,750	218,500	474,250	358,336
FUNDS				
Unrestricted Funds			255,750	166,258
Restricted Funds			<u>218,500</u>	<u>192,078</u>
			474,250	358,336

Note: Restricted Funds are from a generous legacy that we received in 2017, the terms of which stipulate that the legacy should be used to promote musical activities within the Cathedral.

A warm welcome.

Over the past year we have said farewell and a sincere thanks to Peter Henshaw, Diann Berry and Steve Holloway, all of whom have stepped down as CCF trustees.

Gladly, we have three new CCF Trustees, who will serve an initial term of three years. They are:



Graham Toole-Mackson

I was the Chairman of Chichester Cathedral Friends from 2017 to 2019 and a Trustee for six years until June 2019, when my term of office expired. Following the constitutionally-required “year off”, I applied to become a Trustee of the Chichester Cathedral Friends again in 2020.

I am a retired solicitor and Magistrate and live in Arundel. I am currently Churchwarden of St. Nicholas in Arundel.

Become a Trustee

If you are interested in standing for election as a CCF trustee, please contact Howard Castle-Smith at ccfhonsec@gmail.com for further information.



Margaret Gibson

I am a member of St Nicholas Church, Arundel and represent the parish on the Arundel & Bognor Deanery Synod.

I was Bishop Martin's Personal Assistant for 5 years before I retired in 2019. Prior to that I was Personal Assistant to Bishop Geoffrey Rowell when he was Bishop of Gibraltar in Europe for 8 years, following 9 years as Parish Secretary at St Nicholas Arundel.

I have also been a Dean's daughter as my father was Dean of Carlisle for 13 years, so I can offer experience of both cathedral and parish life and I have also gained experience of diocesan life through my work. I am a Geography graduate and our 3 daughters who were raised in Sussex now live across the world in Paris, California and Ivory Coast. My husband is an accountant specialising in charities.



Brian David

During my time as an undergraduate at the Royal Agricultural College, I became one of the organists, (not quite to cathedral standards!). After graduating, I worked for ICI Agricultural Division for 30 years. During this time, I was fortunate to experience much worldwide travel and lived for several years in both Buenos Aires, Argentina and Basel, Switzerland. I took early retirement and returned to Barnham, West Sussex and joined the congregation of Chichester Cathedral. In 2005, I became The Friends' Secretary and remained so until early 2015.

List of Trustees and Officers (at June 2021).

President The Very Reverend Stephen Waine
Dean of Chichester

Officers (T – Trustee)

Chairman	Mr. Malcolm Gill (T)
Vice-Chairman	Mr. Graham Toole-Mackson (T)
Treasurer	Mr. Paul Wright
Membership Secretaries	Mr. David Nicol and Mr. John Gardner
Secretary	Mr. Howard Castle-Smith (T)

Trustees

Mr. Brian David
Ms. Margaret Gibson
Ms. Fenella Godber
Mr. Andrew Kean
Ms. Polly Sullivan

The background of the entire page is a photograph of Chichester Cathedral. The tall, light-colored stone spire is the central focus, reaching towards a clear blue sky. In the foreground, a dark bronze statue of a man, likely a bishop, is shown from the chest up. He is wearing a heavy, textured robe and has his right hand raised in a gesture, with his index and middle fingers extended. The statue is positioned in the lower right quadrant of the image.

Stay in touch.

Online:
chichestercathedral.org.uk

By post:
Chichester Cathedral Friends, The Royal
Chantry Offices, Chichester Cathedral,
Chichester PO19 1PX

By email:
Secretary – ccfhonsec@gmail.com
Membership – john.gardner@chichestercathedral.org.uk

By phone:
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