

Notes of the Minster Project Development Board meeting 2 April 2020 by video conference

Present: Rev Canon Jonathan Baker, Tim Carlisle, Simon Delaney, Martin Doolan, Steve George, Mervyn King, Roger Lewis, Martin Needler, Peter Ashcroft.

1. Notes of the meeting held on 27 February 2020 and matters arising

It was AGREED that the notes of the meeting be approved as a correct record.

On matters arising, SD had circulated written confirmation that a bat survey was not due until Summer 2020 and it was not expected there would be any bats present then based on previous surveys. **Action SD** (Summer 2020).

There were no other matters arising in addition to those covered in the notes below.

2. Building Update

SD reported the signed contract had now been posted to David Fotheringham and the necessary details had been provided to the ecclesiastical insurers, so the roof is insured before during and after the work is undertaken. The scaffolding design has not been approved at the time of the meeting. **Action SD**

SD also reported that work was continuing on site in accordance with prevailing Government guidance on construction sites, with the sixth scaffold lift being currently installed. It was noted the stone quarry was intending to remain open, the scaffolders were sourcing local accommodation and the closure of some builders' merchants was not causing an issue. The revised completion date is 6 November 2020, but the scaffold is designed to deal with winter conditions if there is a further delay.

There had been some limited local concerns about the work continuing, but these were being managed tactfully. It was noted the works to the quire step is programmed for 20 April and so special arrangements will be needed to gain access if the current restrictions continue. **Action JB/SD**

SD noted that the works to remove the remainder of the asbestos in the roof space had been completed and he confirmed the arrangements to involve the two Syrian migrants as volunteers was being put on hold in the prevailing circumstances, but SD would consider funding for provision of basic tools. **Action SD**

3. Activity Plan Update

MK confirmed Ali Bodley was taking up her appointment as Learning and Engagement Officer on 6 April and a piece on her appointment was placed on the Minster website.

MK reported the Centre for the Study of Christianity and Culture (York) had been appointed as our designer for the display/exhibition aspect following the interviews conducted on 4 March. MK agreed to circulate their presentation to Board Members. **Action MK**

MK also reported 1,000 copies of the Sanctuary Book (44 pages) have been printed and a number of complimentary copies have been posted to those immediately involved, including the project's National Lottery Investment Manager. They will eventually be on sale in the Minster Shop and online when the eCommerce addition to the Minster website is complete. Board Members congratulated MK on the book's excellent appearance and content.

MK reported that the new sanctuary website is now under construction and he had received the initial build for comment. MK will continue to work with the company to achieve all the aspects of the brief.

In view of the current circumstances, project updates are being provided on the Minster website and the website newsletter was now being updated on a weekly basis. MK had also kept the Minster's administrative staff and PCC representatives on the Interpretation Group fully informed of progress with the Project.

4. Finance

TC had circulated a proposed version of a payments process to clarify the instruction and authorisation arrangements for each of the project's expenditure items. It was agreed that this should be adopted. TC and MN would discuss the detailed procedures, notably timing, for reclaiming the LPOW VAT moneys for the Interpretation items. **Action TC/MN**

PA reported he was shortly to submit the first payment request and associated progress report to the NLHF and would send a copy of each to Board Members when complete. **Action PA.**

SG noted the Friends were to provide their contribution as a lump sum and he would inform Board Members when that had been completed. **Action SG**

5. Governance and Risk Update

PA circulated an updated risk register, which was considered. It was noted that the current principal risk to the project's delivery arose from the Covid-19 pandemic, as discussed individually under the above items. Nonetheless, it was agreed a new specific entry should be made to the risk register. **Action PA.**

TC noted the NLHF had published advice on their willingness to be flexible over the funding of NLHF projects to accommodate the effects of Covid-19 (**TC to circulate**). MN and MK were asked to review the effects of Covid-19 on the capital and activity elements of the project and liaise, as necessary, with PA for the regular progress reports and any interim case to the NLHF. **Action MN/MK/PA**

6. Publicity

It was noted that, as mentioned above, the appointment of Ali Bodley as the Learning & Engagement Officer had been publicised on the website and the next announcement was to be made about the appointment of the Centre for the Study of Christianity and Culture as our designer for the display/exhibition. **Action MK**

7. Any other business

- a. TC highlighted that a positive meeting had been held with East Riding of Yorkshire Council representatives on the Two Churches project, which included indication of a willingness by the Council to assist with the welcomer training costs.
- b. SD confirmed the proposals for the installation of CCTV cameras to cover the area around the eastern end of the Minster had been postponed due to the current movement restrictions.
- c. It was noted that the NLHF were dealing with a Freedom of Information request and had been asked to release all their correspondence relating to the project, including with their consultant who had assisted them in the appointment of the project's Learning & Engagement Officer.

8. Next meetings:

To be held at 10.00 a.m. on the following dates:

Wednesday, 29 April by video conference
Wednesday, 27 May
Wednesday, 24 June
Wednesday, 22 July
Wednesday, 26 August