



CHAPTER MINUTES

Minutes of the 192nd Chapter Meeting held
Wednesday 17 July 2019 at 10:30 am

Attended: The Very Reverend Joe Hawes (JH) (Chair)
The Revd Canon Matthew Vernon (MV)
Curate Sarah Geileskey (CSG)
Canon Tim Allen (TA)
Canon Charles Jenkin (CJ)
Barbara Pycraft (BP)
Dominic Holmes (DH)
Michael Shallow (MS)
Liz Steele (LS)
Sarah-Jane Allison (SJA)
Sally Gaze (SG)

Present: Dominique Coshia (DC) Minute taker

1. Prayers and Welcome - The Dean opened the meeting with prayer and welcomed CSG (a non-voting member).
2. Apologies for Absence
Stewart Alderman
Michael Batty; Greene & Greene Solicitor
Philip Banks
3. Conflicts of interest – no items raised.
4. Notification of AOB
Sybil Andrews Tapestry
Yoga in the Cathedral
5. Minutes and Reports
 - a) Approve the Chapter minutes & Confidential Chapter minutes from 25/06/19*
Amendments were made, they are to be signed off once Bishop Martin has approved them.
 - b) Matters arising from the Chapter minutes 25/06/19
Safeguarding was identified as needing to be listed in confidential minutes, across all committees and meeting groups (**SJA to advise committees & groups**).
 - c) Receive minutes of the FOC Council meeting held 15/05/19*
The minutes were received and accepted with the following recommendations:
 - **Choir parents** - DH suggested they could be invited to join the Friends.
 - see confidential minutes.JH advised Susan Cockram has been appointed as the Director.
 - d) Receive minutes of the Communications meeting held 04/07/19*
The minutes were received and accepted.
 - e) Receive Heritage Partnership Core Group Notes*
The notes of the May meeting were noted. TA and MV highlighted that the process to finalise the Heritage Partnership constitution was taking longer than previously indicated but was in hand.
*paper attached

f) Receive minutes of the Ancient Library meeting held 14/05/19*

The minutes were received and accepted.

g) Receive the Architects report July 2019*

The report was received and accepted, see confidential minutes.

6. Correspondence

No items received.

7. Finances Year to Date – MS

MS read the Finance Accounts Month 6 2019, highlighting; apart from the Deanery, we are near equal for the year on the actual 2019 net income/expenses against the forecast 2019. Overall it has not been a bad first six months with the rest of the year also looking positive.

- **Patrons money received by the Foundation and transfers:**

Chapter approved the recommendation from the Finance committee that **monthly transfers will be set up for the funds received by the Foundation, the amount will be agreed with the trustees of the Foundation, MS** will liaise with **MV**. This will be designated to the Cathedrals sustainability and for restricted projects.

- **InHarmony:**

MV reported two grants have been awarded, one from Hymns Ancient and Modern and a second from the Pratt Green Trust. Both applications were made in the Cathedral's name and the grants have gone straight to the Cathedral. The grants and plus funds in the Foundation's account (not Patrons donations) means the commitment to InHarmony for 2019 is covered.

Chapter agreed **the grants received will be transferred to the Cathedral general funds, MV** confirmed he will action this.

8. Planned Giving (PG) Statistics* - LS

- LS reported herself and Chris Barlow are working together to increase PG.
- **LS & Chris Barlow will meet Thursday 25th July 2019 to go through the electoral role and PG members.**
- Planned giving is positive & doing very well.

9. The Dean

Dean's Report*

Fundraising Update – Patrons Statistics*

- SJA reported on Christine Stokes workstream – **the Patrons Scheme leaflet** will be going into the Cathedral & an email has been circulated to all the congregation, volunteers and staff by Anna Elliss to inform everyone.
- The Dean advised Lilian Robinson has joined as a **new member on Enterprises.**

Discovery Centre (DC) Update – the Dean invited CSG to deliver the update to Chapter. CSG reported:

- the diocese has made a new appointment to their role (which is yet to be announced).
- **Kim Judge will work with CSG to continue the current work taking place in the DC & develop what that looks like.**
- Before any decisions are made **CSG will be visiting the diocese, speaking to junior church and visiting all local schools (including non- CofE schools).**

- DH raised the question; how we can support young people in the community, and that research can be carried out by approaching the council.
- Focus will also be on how the requirement of children's services are being met by the Cathedral.
- Kim Judge will go up to 4 days per week (from 3 days per week) to support the role.

Music Review Group -

- **JH suggested an action log is produced by the group to focus their areas of work.**

Market Stall/Lego -

- **SJA reported Sarah Friswell will be having a stall on the market in town, on a couple of Wednesdays during August 2019. We will review other departments doing likewise to promote the Cathedral and engage with the community.**

Beaumont Review Timeline -

- **Terms of reference will be produced by JH.**

Briefing on Cathedral Measures -

- College of Deans: draft Cathedral measures has been sent to Chapter for discussion. Responses to revisions committee via general synod members requested by 9th August 2019.

Library Update -

- **SJA & MV will have a working group in September 2019 to agree the books reallocation.**

10. Michael Batty of Greene & Greene

Chancel Repair Liability* (SJA)

- St Edmundsbury CEVAP School agree to the caution being lifted.
- CJ enquired whether legal advice could be sought on whether a covenant could be placed on the land if it were to be developed for housing in the future.
- Chapter approved the motions as long as the land continues to be a school site.
- JH to ensure Michael Batty will be invited to attend September Chapter 2019.

Sanctuary Housing Lease* (SJA)

- An action plan to manage the property will be produced & access gained for an inspection.
- Prior to meeting with the management team for sanctuary housing an inspection will take place.

11. Administrator

Safeguarding - See confidential minutes.

Social Media Policy 2019* -

- **The updated and reviewed policy was approved.**

The Church's and Archbishops' Digital Charter -

- **The charter was adopted and endorsed by Chapter.**

SCIE Audit feedback* -

- Blue files were not permitted to leave the diocese (which SJA reported is standard practice).

The auditors highlighted the following areas:

- How is safeguarding communicated to everyone
- More clear signposting is needed everywhere across the Cathedral

*paper attached

- Contract service level agreement is needed with the diocese
- Risk assessment information from the diocese needs to be shared with the Cathedral.

SJA advised:

- Chapter's role profile includes safeguarding
- An action log & review will come from the final report produced (September 2019)
- Chapter will receive the SCIE report from SJA prior to going on the website

12. Canon Pastor

MV read his agenda items Summary:

2020 Cathedral Events* -

- 2020 event costings were reviewed - MV sought feedback from Chapter on the costings
- Brief discussion was had on income generation that will be produced by PK & the Shop as a result of the events.
- JH suggested he approach the Friends for a donation toward the events, SJA suggested the Vestey & Cockram trust are also appropriate.
- 28th November – a gala dinner is being held in the Cathedral under the auspices of the Lord Lieutenant; JH suggested money from the gala that will come to the Cathedral could be allocated to funding our 2020 events also.

Local Deanery Mission Action Plan* -

- MV welcomed observations & questions for him to take to deanery Chapter.

Reader Training Caitlin Brinkley* -

- Caitlin Brinkley has started training as a reader in our diocese following discussion with Canon Tim Jones.
- Stewart Alderman & Caitlin attended diocesan training in June 2019 and a training support group has been set up.

13. Any other business

Sybil Andrews Tapestry -

- JH reported a request from Glenbow museum (Canada) to borrow the tapestry.
- The loan is desirable but would require significant work to arrange not least to satisfy CFCE requirements. JH felt that staff are already stretched and there isn't the capacity to take on this work particularly for the Head Verger.
- MV will send an email to the museum to update them and ask whether they are able to take on the necessary work.

Pop Up Gym event in the Cathedral -

- SG reported on a complaint made to her about yoga taking place in the Cathedral and asked advice on how best to respond.
- Chapter discussed the positive feedback from the event and the benefit of community events taking place in the Cathedral. The Cathedral had been chosen by the organisers as a sacred Christian space. Participants had arrived during Evensong, the choristers sang at the beginning of the event, and the Dean welcomed participants to the Cathedral as a house of prayer. A different spirituality was not promoted.

The Dean closed with prayer, meeting ended: 14:20.