



CHAPTER MINUTES

Minutes of the 202nd Chapter Meeting
Virtual Meeting via Zoom
Tuesday 12th May 2020 at 11:00 am

Present: The Very Rev'd Joe Hawes (Chair)
Stewart Alderman (SA)
Canon Tim Allen (TA)
Sarah-Jane Allison (SJA)
The Rev'd Canon Philip Banks (PB)
The Rev'd Sarah Geileskey (SGK)
Dominic Holmes (DH)
Mrs Barbara Pycraft (BP)
The Rev'd Canon Michael Robinson (MR)
Elizabeth Steele (ES)
The Rev'd Canon Matthew Vernon (MV)
The Venerable Sally Gaze (SGZ)

In Attendance: Anna Elliss (Minute Taker)
Dr Christine Stokes (CS) – part only

1. Prayers and Welcome

The Dean opened the meeting with a prayer.

2. Apologies for Absence

Michael Shallow

Sally Gaze joined the meeting late due to personal commitments.

3. Conflicts of Interest

4. Notification of AOB

5. Correspondence

5.1. None received except for cards and notes that accompany cheques. Donations are tracked and thanked.
Many people expressed appreciation for what was done for VE75.

6. Urgent Actions Taken Since Last Meeting

7. Minutes and Reports

7.1. Approve Minutes and Action Points from last meeting

7.1.1. The minutes were accepted as an accurate record of the meeting and were approved with no amendments.

7.2. Notes of informal Covid-19 Briefing

7.3. Receive notes of most recent Heritage Partnership Meeting

7.4. Receive the Architect's Report

7.5. Receive the Health and Safety Post Lockdown Process

- 7.5.1.** SA and Rachel Clover have walked all areas and discussed the measures needed to meet requirements.
- 7.5.2.** Risk Assessments are complete for all areas except the Discovery Centre and Song School and have been approved by Management. These cover several levels of opening, from clergy livestreaming to public worship. The measures will be implemented prior to any reopening.
- 7.5.3.** TA expressed concern at how restrictions on distancing and number of people allowed in the building will affect services. SA noted that with 2m distancing the Nave capacity is reduced to 50 people (although with households sitting together this number will be slightly higher). It may be necessary to have more Sunday morning services, with a booking in system so people are not turned away. This highlights the importance of continuing to broadcast services for those that cannot attend.
- 7.5.4.** Chapter will have sight of all risk assessments before the measures go live.
- 7.5.5.** JH thanked SA for all the work that has been done

8. Finance

8.1. Finance Update

- 8.1.1.** SJA and JH are putting together a case for £100,000 from the Church Commissioners. The actual amount received is likely to be lower following negotiation.
- 8.1.2.** Andy Thompson is working on the precise savings from the recruitment freezes on the Director of Music, Discovery Centre and Verger posts, currently looking to be c.£45,000
- 8.1.3.** The Hasted Fund is now entirely depleted and costs need to be factored into the budget.
- 8.1.4.** Current loss estimates are based on a return to normal at the end of September and this may not be the case, meaning prospective losses need adjustment. This could be a potential loss of nearer to £220,000. When the proposal to the Church Commissioners has been prepared it will be circulated to Chapter.
- 8.1.5.** TA reiterated the importance of asking for the highest amount possible and to encourage the house of Bishops (through Bishop Martin) to put pressure on the Church Commissioners to make significant funds available. He noted that the investment fund of the Commissioners was most recently valued at £8.2 billion and that the proposed allocation to Cathedrals of £8.0 million was inadequate.
- 8.1.6.** Some donations have been coming in from appeals in the bulletin and on the website.

8.2. Fundraising

- 8.2.1.** Dr Christine Stokes joined the meeting at 11.38 am and provided an update on Fundraising.

9. The Dean

9.1. Receive the Dean's Briefing

- 9.1.1.** Chapter Received the Dean's Briefing Paper.

10. The Administrator

10.1. Receive the Administrator's Update

- 10.1.1.** SJA will email staff to clarify the situation on returning to work which is unlikely to be before the end of June.

10.2. Safeguarding

- 10.2.1.** Chapter received the 'Think Safeguarding' document from the Church of England. This will be put on the Cathedral website.

10.3. Terms of Reference

- 10.3.1.** Chapter approved the Management Team Terms of Reference.

10.4.Policies

10.4.1. Social Media Policy

10.4.1.1. Chapter approved the amended Social Media Policy.

10.4.2. Lone Working Policy

10.4.2.1. SA noted that in/out boards should also be used outside of Cathedral hours.

10.4.2.2. Chapter approved the Lone Working Policy with this amendment.

10.4.3. Temporary Emergency Home Working Policy

10.4.3.1. This is a temporary policy just for the Coronavirus based on one provided by York Minster. A general home working policy may be drawn up in future.

10.4.3.2. LS asked whether there were financial implications for providing equipment. SJA noted that some people have taken equipment home and a laptop has been purchased to allow her to do her job. There may be some small costs where necessary.

10.4.3.3. Chapter approved the Temporary Emergency Home Working Policy with the amendments.

11. Cathedral Curate

11.1.Receive Youth and Young Family Update

The update was received with no questions.

12. Canon Precentor

12.1.Receive the Canon Precentor's Update

12.1.1. The Canon Precentor recorded thanks to the non-furloughed staff who are keeping everything going, particularly Rachel Clover, Richard Cook, Sarah Friswell, Sarah-Jane Allison and Anna Ellis.

12.1.2. Livestreaming services can return to the Cathedral but there will be no mixing of households. Some services will still be broadcast from homes due to travel restrictions, but continuing this is important to maintain the range of people involved.

12.1.3. TA said that Chapter should be ready as necessary to invest in expert advice, training, kit and securing higher upload speed so as to ensure that the continuing livestreaming of Cathedral services achieved high technical standards.

12.1.4. LS asked if the rules about cleaning surfaces will need to apply to Richard Cook and Matthew Foster going into the organ loft. This is contained in the risk assessment. It was noted that they have been living as a household so this will be 'their area' much like other households have specific areas of the Cathedral.

12.1.5. BP questioned the note about Christine Stokes contacting professional firms for a feasibility study and whether this should be PB's responsibility. PB explained the CS has a number of contacts and would therefore make the initial approach, with PB taking the work forward.

12.1.6. An honorary canon will be approached to provide help with livestreaming weekday services.

12.2.Receive the Fabric Needs Survey

12.2.1. BP noted some confusion over references to the library and refectory. PB noted the library in this case refers to the Ancient Library and the refectory is the terminology used by others.

12.2.2. The Ancient Library is not mentioned in the section regarding smoke detectors – there are none in there but this is hoped to be implemented in future. PB will see if this can be amended.

12.3.Approve the Events and Exhibitions Policy

12.3.1. Chapter approved the Events and Exhibitions Policy and PB was commended for his work on it.

13. Canon Pastor

13.1.Receive the Canon Pastor's Update

The update was received with no questions.

14. Any other business

14.1.SGZ will pass on some further information about Run with Joy (Benedictine Courses) and Thy Kingdom Come (10 days of prayer leading up to Pentecost)

14.2.PB will circulate a document about organ management produced by Harrison and Harrison for interest.

15. Future Meeting Dates

15.1.Chapter 'Away Day' 10-11 June

15.1.1. Going away is now impossible but **it was agreed** these two days would still be set aside for strategic planning.

15.1.2. This will be divided into a series of shorter Zoom sessions, each with a theme to focus on big picture and strategy in key areas. This might include fundraising, use of buildings, and learning, for example. Mark Pendlington and Christine Stokes would be useful presences with an outside perspective to help facilitate discussions.

15.1.3. Action: JH to speak with MP and CS about how best to divide up and use this time. They will both be invited to join the sessions that are relevant to them to help facilitate discussion.

15.1.4. The business of normal Chapter meetings will not be on the agenda as far as possible, although a brief financial update may be necessary. The informal meetings held either side should be sufficient to keep business going in the meantime.

15.2.Dates of next Formal Chapter Meetings

15.2.1. 10 June – 11 June 2020 (Chapter Day/Night)

15.2.2. 15 July 2020

15.2.3. 9 September 2020

15.2.4. 14 October 2020

15.2.5. 12 November 2020 (Thursday)

15.2.6. 9 December 2020

15.3.Next informal meeting

15.3.1. 27 May, 11.00 am

Meeting closed at 13.05 pm.