



## CHAPTER MINUTES

Minutes of the 205<sup>th</sup> Chapter Meeting  
Virtual Meeting via Zoom  
Wednesday 14 October 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) (arrived at 11:14 am)  
Archdeacon Sally Gaze  
The Rev'd Sarah Geileskey (SGK)  
Dominic Holmes (DH)  
Barbara Pycraft (BP)  
The Rev'd Canon Michael Robinson (MR) (arrived at 11:14 am)  
Elizabeth Steele (ES)  
The Rev'd Canon Matthew Vernon (MV)

**In Attendance:** Erin Seligman (Minute Taker)

### 1. Prayers and Welcome

The Dean opened the meeting with a prayer.

### 2. Apologies for Absence

Mark Pendlington

### 3. Conflicts of Interest

None

### 4. Notification of AOB

None

### 5. Correspondence

### 6. Urgent Actions Taken Since Last Meeting

None

### 7. Minutes and Reports

#### 7.1. Approve minutes from last meeting and review Action Points

- 7.1.1. The minutes were approved with some minor amendments.
- 7.1.2. SJA said most outstanding Actions items were ongoing or on hold.
- 7.1.3. SG asked if the attached papers emailed for Chapter meetings could be reformatted for easier access and organization. **Action:** The Dean agreed and will devise a better system with his PA.

- 7.1.4. At the request of SG, the Dean will add a standing agenda item on Matters Diocesan for SG and MR to address the committee and provide updates and perspectives.
- 7.1.5. At the suggestion of MV, the Dean said Chapter will also incorporate moments of reflection during their meetings.
- 7.1.6. ES relayed her disapproval of postponing efforts to establish Legacy partnerships with local solicitors. She said solicitors are still working (although perhaps from home), and other organisations and charities are continuing to solidify those partnerships. SJA said Christine Stokes does have a plan in place, although it calls for a softer approach. MV echoed the need to move forward with this action as Legacies are potentially a major source of income. **Action:** The Dean noted Chapter's expressed urgency and agreed this needs to move forward.

## **7.2. Receive Finance Committee meeting minutes**

## **7.3. Receive Information Protection Group meeting minutes**

- 7.3.1 BP said verbiage reminding service attendees to notify a verger if they do not wish to be livestreamed was made clearer in the Weekly Bulletin. She also spoke with SGY about ensuring the privacy of children.

## **7.4. Receive Safeguarding meeting minutes**

## **7.5. Receive Guild of St Edmund meeting minutes**

- 7.5.1 SA said COVID risk assessments suggest doors be kept open to allow for air circulation, but this is not mandatory and by all means doors should be shut when cold temperatures demand it. He will relay this to Sarah Friswell.

## **7.6. Receive the Architect's Report**

## **7.7. Receive Heritage Partnership meeting minutes**

## **7.8. Receive Sermon on the IICSA report**

- 7.8.1 The Dean said his recent sermon was one he felt he needed to communicate to Chapter. A copy was sent to the Bishop first and he has received many positive responses from the congregation. While the sermon was terrific, ES noted the message can be difficult to implement. The Dean said inclusivity extends to making space for those who do not share the same beliefs.
- 7.8.2 Members offered their opinions of the Dean's sermon and discussed what Chapter could do differently to promote this message of inclusivity. It was agreed the committee should not operate by dominance but be willing to listen to the voices of the marginalised. **Action:** The Dean said SGY, BE and Anita Rooney should speak to Chapter about their desire to work with the Black Lives Matter movement in Bury. Likewise, Chapter will host a meeting with the young people in the congregation and invite children to ask questions and offer guidance.
- 7.8.3 TA asked the executive members of Chapter whether the IICSA conclusions and recommendations required in their view any change to the Cathedral's present policies and practices on safeguarding.
- 7.8.4 Chapter paused for reflection and prayer.

# **8. Finance**

## **8.1. Receive Financial Reports**

- 8.1.1. SJA said the Cathedral is currently forecasting a deficit of £4k and the outlook continues to improve thanks to grants, the furlough scheme and donations. She said an application for a £100k grant from the Cathedral Sustainability Fund to pay for two new positions has been submitted. If received this would relieve budgetary constraints and allow for funding of a new Director of Music and Director of Learning.

# **9. The Dean**

## **9.1 Receive the Dean's Report**

- 9.1.1 The Dean said Bishop Martin is proposing to install honorary canons on 15 November and lay canons in January 2021. He has agreed on eight honorary canons, but the Dean is hoping to increase that number to nine. The Dean is particularly excited for the new lay canons which will be recruited for their various areas of expertise. MR said letters of invitation have been mailed to potential candidates and two people have already accepted.
- 9.1.2 The Dean presented Chapter with his proposal to undertake a Diocesan initiative to strengthen compassionate care and improve links between churches and funeral directors. MV said the proposal is most welcome and noted the work of the Diocese Healing and Wholeness Group in this area, as well as past efforts in Thingoe Deanery to communicate well with funeral directors. TA also noted successful efforts in Orford to connect through funerals those who have strayed from the church.
- 9.1.3 Chapter thanked churchwardens SA and ES for their service and willingness to extend their terms until the end of 2020 if approved at the APCM.

## 9.2 KEVI School Governance Changes

- 9.2.1 Chapter acknowledged a decision by KEVI to reduce the number of governors was unfortunate, but endorsed the change if no less than 25 percent of the newly constituted board was maintained, equalling three foundation governors plus the Dean's ex-officio position. **Chapter approved** the reappointment of Foundation Governor Jeremy Barrett.
- 9.2.2 Frances Parr has been nominated to fill a foundation governor seat at St Edmundsbury CEVAP vacated by the resignation of Lesley Barlow. Chapter ratified this nomination.
- 9.2.3 Chapter noted the appointment of SGY as Chief Officiating Minister ex-officio for St Edmundsbury's governing body.

## 9.3 Cathedral Council

- 9.3.1 The term limits of two elected Council members are set to expire and those seats will need to be filled at the next APCM. **Action:** Chapter members will forward the names of potential candidates to MV. The Dean proposed appointing MR to Council to further strengthen the link between the Cathedral and the Diocese. MR accepted and **Chapter agreed**. **Chapter also agreed** the two churchwardens will be specifically included within the Council membership body and further discussed allowing members of the Management Team to attend meetings on a rotating or as needed basis, but not require they sit as voting members.

## 9.4 Amend the Dean's Briefing

- 9.4.1 Chapter discussed the need for redactions before the Dean's Briefing is released for wider circulation.
- 9.4.2 SA left the meeting at 1.00 pm.
- 9.4.3 Chapter paused for reflection and prayer.

## 10. The Administrator

### 10.1 Receive the Administrator's Update

### 10.2 Safeguarding

- 10.2.1 Chapter reviewed the Risk Register and acknowledged this should be a continuous action to allow for monthly updates. Sharing this task with an advisory panel was considered. **Action:** The Dean and SJA will devise a plan to keep this Register a live document.

### 10.3 Policies

- 10.3.1 **Chapter approved** the Reserves Policy.

## 11. Cathedral Curate

### 11.1 Receive the Youth and Young Family Update

- 11.1.1 SGY discussed the challenge of recruiting young families and having a public presence during this pandemic. The current focus is ensuring programmes and events are created for youth and young families. MV noted that whilst baptism families are encouraged to attend the Sunday Eucharist it is not appealing for young families.
- 13.2 SGY and Chapter noted their encouragement of the early success of Diddy Disciples and efforts to engage with area schools. All noted the importance of developing opportunities to incorporate young people in future events, services, holidays and programmes.

## **12. Canon Pastor**

### **12.1. Receive the Canon Pastor's Update**

- 12.1.2 MV said he was pleased to announce efforts to make the Cathedral more dementia-friendly were moving forward again.
- 12.1.3 The Abbey 1000 celebration is being rescheduled for 2021 but will keep the same name. Dates are being fixed in the diary but will be dependent on the pandemic. Some events may have to be done virtually or cancelled.
- 12.1.4 ES asked if social-distancing restrictions related to the flower arrangement group could be eased to assist those members who are feeling isolated during this pandemic. PB said similar needs may be present in other groups as well. Further investigation and discussion to follow.

## **13. Canon Precentor**

### **13.1. Receive the Canon Precentor's Update**

- 13.1.1. PB said recruitment of a new Director of Music has been going well and he has already had good conversations with three very strong candidates. The position is being advertised on the Cathedral website and Kate Hibbert is working to extend publicity to other avenues.
- 13.1.2. TA said the expansion of services open to the public is wonderful, but he was disappointed to read work on Clopton Cottage would not be completed until 2021 since rental income is urgently required. PB agreed and said the delay was due to contractors being particularly busy due to COVID. He said the expansion of services is a blessing, although scheduling choristers and maintaining a "Rule of 6" people is complicated but manageable at the moment.
- 13.1.3. Two new lay clerks were recruited by Richard Cook.
- 13.1.4. New signage is in place and the cost of completing Phase 2 of this project is being weighed.

## **14. Any Other Business**

### **14.1 Logistics and Management of Christmas Services**

- 14.1.1. ES questioned how Christmas Eve and Day services, in particular, will be arranged this year to meet with COVID restrictions. PB said a meeting is scheduled with SA and Rachel Clover to hammer out the details and finalise the diary.

### **14.2 Amend Chapter Meeting Times**

- 14.2.2 **Chapter agreed** formal meetings will now be held from 11.00 am to 2.00 pm.

## **15. Future Meeting Dates**

## **16. Confidential Items**

**Chapter Meeting closed at 13.55 pm.**