



## CHAPTER MINUTES

Minutes of the 203<sup>rd</sup> Chapter Meeting  
Virtual Meeting via Zoom  
Wednesday 9<sup>th</sup> September 2020 at 11:30 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)  
Archdeacon Sally Gaze  
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)

**In Attendance:** Dr Christine Stokes (CS)  
Anna Hughes, Diocesan Secretary (AH)  
Erin Seligman (Minute Taker)

### 1. Prayers and Welcome

The Dean opened the meeting with a prayer.

### 2. Apologies for Absence

None

### 3. Conflicts of Interest

None

### 4. Notification of AOB

None

### 5. Correspondence

No official correspondence for Chapter but the Dean noted the numerous emails of gratitude and praise received by those who participated in or livestreamed the Ordination services over the weekend.

### 6. Urgent Actions Taken Since Last Meeting

None

### 7. Minutes and Reports

#### 7.1. Approve Minutes and Action Points from last meeting

7.1.1. The minutes were approved with some minor amendments.

- 7.1.2. Completed Actions items were noted and removed.
- 7.1.3. Winners of the Organ Competition will be posted in the Weekly Bulletin and investigating ways to disseminate information to those without social media was actioned.

## **7.2. Receive AEC AGM meeting minutes**

### **7.3. Receive Enterprises Report**

- 7.3.1 The Dean reported other cathedrals are struggling to continue operations of their refectories but Pilgrims' Kitchen is doing very well, as is the Shop. **Action:** On behalf of Chapter, the Dean will write cards to PKs and the Shop thanking them for all their hard work and a successful comeback after lockdown.
- 7.3.2 SA said the public feels safe in PK's environment and that has been a key component in drawing customers back. The marquee offering additional outside seating is now in place and will have heat and lighting to allow for continuous use during the winter months.

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

- 7.4.1 TA referred to the Information Protection Group minutes which reported on two attempts to scam the Cathedral of funds and said these incidents should have been reported to the Finance Committee. SJA confirmed those behind the phishing emails never received any money from the Cathedral thanks to staff's due diligence and administrative protocols. The Dean also confirmed authorization of payments requires two signatures – one from within the Finance Department and one from outside the Finance Department.

### **7.5. Receive Health and Safety meeting minutes**

- 7.5.1 SA said there are now 12 risk assessments on file and two more will be forthcoming. The Dean noted the importance of these assessments and thanked SA for taking on this task and his attention to detail.

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

- 7.6.1 PB said projects have been put on hold given the economic impact of COVID. Emergencies are the exception and have recently included the removal of dangerous trees and the repair of a leak and another internal issue at Abbey Precinct. The quinquennial inspections have been completed and the Precentor and Head Verger will look at those reports and determine what is urgent and required within 2021.

### **7.7. Receive Final Draft of Master Plan**

## **8. Christine Stokes entered the meeting at Noon.**

- 8.1. CS sought Chapter's approval of the final draft and ninth iteration of the Master Plan. The plan is designed to provide a short, overarching framework of the Cathedral's priorities and organizational structure. When approved, this document will be reformatted and published as a glossy and photo-filled prospectus.
- 8.2. Chapter members noted their general approval of the plan but pointed out minor points for clarification or revision: SG wondered where programs that are still currently being developed (i.e. Lightwave) fit into this long-term document; TA observed the development of a monastic community was included although such plans have not been discussed in detail by Chapter; SG and MR said it would be beneficial to mention this document follows the Diocese's Growing in God initiative; MV questioned the description of the founding of the Abbey of St Edmund by King Cnut as an "act of atonement."
- 8.3. With amendments noted Chapter agreed to move forward with the next stage and share this Master Plan with the Heritage Partnership. CS extended her thanks and said this particular project has been especially pleasant and effortless thanks to all those involved.

## **9. Finance**

- 9.1. SJA said the Cathedral was looking at a projected deficit of £28k for the end of the 2020 financial year, but that has now fallen to £20k and we may still hit our budgeted forecast for this year. However, 2021 is expected to be difficult financially and there continue to be many uncertainties as to how COVID and the

winter months will impact particularly on Enterprises. Visitors remain low but planned giving is healthy and most budgets are in line so the Cathedral has not yet had to dip into its reserves. Receiving a grant from the Cathedral Sustainability Fund is of paramount importance without which, setting a budget for 2021 which includes the salaries of a new Director of Music and Director of Learning would result in a significant deficit.

- 9.2. The Dean said donations continue to arrive, even from those on a fixed income, because people know we are struggling. He applauded SJA and AT for applying for any available grant and said every effort is being made to maximise income from visitors, enterprises, rental properties, planned giving and grants. On the other hand, the Dean reiterated 2021 could be a bleak year and he did warn of the possibility of redundancies at the last All Staff Meeting. DH said if the Cathedral finds itself to be financially stable next year staff should be notified as soon as possible so they do not seek other employment out of fear of being made redundant.
- 9.3. Chapter agreed those leaving a legacy should have their name recorded in some form to not only honour their generosity but encourage other potential donors as well. The Dean will seek CS' input on how to best honour legacy donors.
- 9.4. CS said patrons remain at the top of her list of priorities and the level of renewed membership is phenomenal given that most of the events they were promised this year had to be cancelled due to COVID. The next steps will include asking the Major Donor Panel to recruit new patrons and hopefully double or even triple the current membership.
- 9.5. CS left the meeting at 12.54.
- 9.6. ES said the contactless giving box was down for an entire week due to technical issues, but overall donations are impressive. A second box will arrive soon and its placement will be carefully decided to ensure equal success.
- 9.7. The Dean nominated Mark Pendlington as Chair of the Finance Committee. Mike Shallow has stepped down as Chair, but the Dean has requested he remain on the Finance Committee as a consultant.  
**Chapter agreed.** As Chair, Mark Pendlington will begin attending Chapter meetings and receiving related papers effective immediately.

## **10. Anna Hughes, the Diocesan Secretary, entered meeting at 12.30 pm**

- 10.1 AH reported the Diocese of St Edmundsbury and Ipswich foresees significant financial losses as a large portion of its income stems from rural parishes, many of which have yet to resume services. The Diocese is predicting a £2m deficit and are now devising long-term changes to how clergy will be deployed in the next few years. Despite its fragility from a financial position, the Diocese still has a strong vision and is making sure it is as aligned to parish and ministerial needs as possible. However, AH said the current ministry deployment plan is no longer sustainable in its current form.
- 10.3 AH left the meeting at 13.13.

## **11. The Dean**

### **11.1 Receive the Dean's Report.**

- 11.1.1 The Dean noted it was probably necessary to delay Lucy de las Casas' work to streamline Cathedral working patterns until the Cathedral Sustainability Fund is received.
- 11.1.2 Chapter discussed efforts to renew and reform the College of Canons and re-imagine the traditional categories appointed better to represent the 21<sup>st</sup> Century.

## **12. The Administrator**

### **12.1. Receive the Administrator's Update**

- 12.1.1. TA noted the report was accurate but dated incorrectly.

### **12.2. Safeguarding**

**12.2.1** Chapter received a draft of the Children’s Privacy Notice including input from BP. Notice was written in plain, basic English as it was written specifically for children. **Chapter approved** the notice.

### **12.3. Policies**

**12.3.1** **Chapter approved** the Inclusivity Policy drafted by MV, which included points noted by Chapter at previous meetings as well as the advice of others. ES noted these policies are of no use unless acted upon. SJA said many Cathedral policies relate to others and if failures in policy are suspected a complaint process is detailed on the website.

**12.3.2** **Chapter approved** the Recruitment Policy which was suggested by CS and follows Church of England guidelines.

### **13. Canon Precentor**

#### **13.1 Receive the Canon Precentor’s Update**

13.1.1 PB noted the immense amount of work that went into the Ordination services, but the weekend turned out exactly as he had hoped. ES noted some participants at the Ordination services were surprised by the Cathedral’s rules as their parishes are not requiring masks or restricting the number of attendees. She had advised visitors that the Cathedral holds itself to the gold standard and follows all guidelines as an example to others. SG attended one of the ordinations and called it seamless. TA said he watched the services online and they came across very well. He congratulated PB and noted the Cathedral is doing well to continue its prime job of worship despite extraordinary and awkward conditions.

13.1.2 PB said efforts are being made to increase attendance at public services, but uncertainty and provisionality remain our constant companions during these extraordinary times. From September PB hopes choral evensong will resume Tuesday through Friday.

13.1.3 A request to buy tablets for choristers is now a moot point as, while the benefits in regards to recruitment and COVID safeguarding is evident, the expenditure cannot be justified under current circumstances. ES said other and more affordable options to safely provide sheet music are available and no major purchases should be approved until a new Director of Music is in place.

### **14. Canon Pastor**

#### **14.1. Receive the Canon Pastor’s Update**

### **15. Canon Curate**

#### **15.1. Receive the Canon Curate’s Briefing**

15.1.1. Chapter congratulated SGY on her ordination to the priesthood.

15.1.2. SGY reported the webpage of the Discovery Centre’s Detective Trail had about 150 hits.

### **16. Any other business**

**16.1** Harvest Festival will not be held at the Cathedral this year, but a drive-in event is being organized in Ipswich. Details include the Dean and Bishop of Dunwich preaching from on top of a farming combine. This event cannot be livestreamed, but will be filmed and posted on social media.

### **17. Future Meeting Dates**

### **18. Confidential Items**

**Meeting closed at 14.05 pm.**