



CHAPTER MINUTES

Minutes of the 207th Chapter Meeting
Virtual Meeting via Zoom
Wednesday 9 December 2020 at 11:00 am

Present: The Very Rev'd Joe Hawes (Chair)
Stewart Alderman (SA)
Canon Tim Allen (TA)
The Rev'd Canon Philip Banks (PB)
Barbara Pycraft (BP)
The Rev'd Canon Michael Robinson (MR)
Elizabeth Steele (ES)
The Rev'd Canon Matthew Vernon (MV)

In Attendance: Sarah-Jane Allison (SJA) *Arrived at 12.05*
Mark Pendlington (MP)
The Rev'd Sarah Geileskey (SGK)
Sue Hughes (SH)
Erin Seligman (Clerk to Chapter)

1. Prayers and Welcome

The Dean opened the meeting with a prayer.

2. Apologies for Absence

Archdeacon Sally Gaze
Dominic Holmes

3. Conflicts of Interest

None

4. Notification of AOB

TA requested an update on proposed constitutional changes to the KEVI Foundation Governing Board. The Dean said Chapter's objections to reducing the number of Foundation governors on the KEVI Board from four to three was heard by the governing body. A proposal for four Foundation Governors, including the ex-officio position, was made by the Board and the Dean accepted this offer on Chapter's behalf. The Dean confirmed that he had spoken to Foundation Governors in light of the request made by Rachel Cannon, the Chair of Governors, to Chapter at the 12 November meeting that all Governors should consistently step up to the role, understand the commitment and be active participants.

5. Correspondence

None

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 amended and approved.

7.1.2. The Committee reviewed the remaining outstanding Actions items and noted those still ongoing or completed. The Dean said the mailing of Legacy letters continues as planned. Discussions continue on how to honour legacies and whether a formal fellowship should be established for those who remember the Cathedral in their wills. BP said a fellowship does not sit well with her as legacies are a private matter and should be handled quietly.

7.2. Matters Arising

7.3. Receive FAC meeting minutes

7.3.1 Chapter discussed upcoming vacancies on the FAC board and potential candidates to fill those seats. TA noted the importance of having a Fabric Committee that is on board with the Cathedral's long-term plans and Chapter echoed the importance of having members with the expertise, dedication and community ties needed to help execute those projects.

7.4. Receive IPG meeting minutes

7.4.1 BP said Sarah Friswell is currently exploring a new volunteer database system called Better Impact. However, this system will not synchronize with the Cathedral's database. TA said the volunteer database Three Rings has worked well for Ely Cathedral and he was encouraged by IPG's efforts to trial software for us to have something similar.

7.5. Receive Beaumont Review Update

7.5.1 ES questioned if the 500 Club met legal requirements. The Dean confirmed this was investigated within the Beaumont Review and found to be compliant.

7.5.2 **Chapter agreed** ES will continue as chair of The Vestey Trust.

7.6. Receive the Architect's Report

7.7. Receive Finance Committee meeting minutes

7.8 Receive Ancient Library meeting minutes

7.9 Receive Enterprises meeting minutes

7.9.1 SA said Tier 2 restrictions have been difficult for Pilgrims' Kitchen and sales are currently half of what was recorded prior to lockdown. He said there was much discussion about how and where additional tables could be added, but then it started to feel as if the Cathedral was supporting PKs and not the other way around. Those plans have been scrapped for now. A new marquee is going up and looks more robust and the Edmund Room is still available for additional seating if needed.

7.10 Receive Heritage Partnership Core Group meeting minutes

8. The Dean

8.1 Receive the Dean's Report

8.1.1 ES said Planned Giving figures will be confirmed on 12 December, but she feels the scheme is doing well and remains ahead of schedule. When COVID restrictions ease, efforts to approach people and promote Planned Giving will commence.

8.1.2 ES said one of the electronic giving boxes is faulty and can only be used if plugged into the main outlet. The handheld device was used at the North Door and the permanent box was set up at the South Door last Sunday with impressive results. She reported the Director of Finance has been pleased with the amount of money collected this year.

8.2 Masterplan

8.2.1 Chapter noted their endorsement of the Master Plan, saying it comes across very well, is brilliantly written and lays out an attractive and compelling plan. BP was disappointed by some of the smaller photographs, while others said they showed the Cathedral's versatility. Chapter suggested adding captions to better explain the photos. The Dean **agreed** and also noted a short reference about

establishing a monastic community will remain in the Master Plan despite TA's concerns that such an idea has yet to be addressed by Chapter.

- 8.2.1 **Chapter agreed** that the Master Plan should be sent out, initially electronically with printed copies to follow in the New Year.

8.3 Foundation of St Edmund

- 8.3.1 Christine Stokes is drafting a paper on proposed changes to the Foundation of St Edmund and will present this to Chapter in January.

8.4 Governance (Cathedral Measure)

- 8.4.1 The Dean and SJA are proposing the Cathedral Measure be a standing agenda item to allow Chapter time to prepare for the constitutional changes that will take effect in the next three years. SJA said many decisions have to be made. Chapter should weigh the pros and cons of foreseeable changes to the Cathedral Measure, draw up a timetable and devise a course of action.

9. Finance

9.1. Receive Financial Reports / November

- 9.1.1. MP said the projected deficit of £32k has greatly improved and the start of 2021 looks better from a financial standpoint. New furlough grants have been received and income from Enterprises is encouraging. Hope lies on visitor numbers picking up soon and Suffolk being moved to more relaxed Tier One restrictions.
- 9.1.2. SA said Tier Two has hampered PKs business, but the Shop is very busy, sales are significantly higher and the window displays have been a huge draw.
- 9.1.3. SJA said the Cathedral could break even by year's end, thanks to additional savings within the Discovery Centre and printing costs, the furlough scheme and insurance claims for the marquees downed by recent storms. TA says St Edmundsbury will stand as a great exception to cathedrals struggling during this pandemic and he commended SJA and staff.
- 9.1.4. ES questioned if departments are actively working to keep expenditures low. PB said while there have been some chunkier costs that could not be avoided, some of those expenditures will be funded by committees. He assured Chapter the Cathedral is not being extravagant in its spending. SJA said the Cathedral has more cash and investments on hand than this time last year and Clopton Cottage will be rented out as soon as possible to generate more income.

10. Canon Pastor

10.1. Receive the Canon Pastor's Update

- 10.1.1 MV noted a recent virtual presentation on the Abbey by Dr Richard Hoggett was brilliant and well received.
- 10.1.2 MV highlighted a note in his report regarding efforts to align the Heritage Partnership's Overarching Plan with the Cathedral's Master Plan.

11. Canon Precentor

11.1. Receive the Canon Precentor's Update

- 11.1.1. PB hoped his report covered the current situation the Cathedral faces under Tier 2 restrictions and the sheer amount of work required by the Verger's and the Music Department to deliver worship in a safe environment.
- 11.1.2. Richard Hubbard, through the InHarmony programme, has uploaded 40 web pages of resource music for parishes and clergy. Bishop Martin has endorsed this service and Richard Hubbard has received a number of enquiries confirming the need for these materials. BP asked if the InHarmony programme could be expanded to assist those with dementia and SH said the two would tie

together perfectly given research on the benefits of music for the brain. MV and PB will discuss this further.

11.1.3. PB said discussions with the Dean have confirmed it would be unwise to offer communion in two kinds at this time. The Bishop also discourages this and the Cathedral's focus must first be the safety of the community.

11.1.4. The Choral Scholar has resigned, but the position has already been refilled.

12. Cathedral Curate

12.1 SGY and the Dean recently visited King Edward VI Upper School and was invited by the headteacher to observe Group Tutorial time. An invitation for the Cathedral to be more engaged and work with KEVI staff on ways to share the Christian vision was also made. The Dean noted that material produced by the Diocesan Board for Education has a good focus on ethos, vision and provision of resources for primary schools, but that work needs to be done on the secondary school level.

12.2 MR said it was great seeing the Dean at Junior Church on Sunday and his attendance sent a positive message that this younger congregation is present and important. He suggested the 11 am celebrant briefly leave the service each Sunday to attend Junior Church. More discussion will follow with PB.

13. Archdeacon For Rural Mission / Canon Theologian

13.1 MR said financial pressures continue for the Diocese and Chapter needs to be mindful that while St Edmundsbury is looking to break even this year, the picture is not so bright for much of the area. Some parishes have agreed to pay above their share to assist the Diocese, but a £1.3 million deficit is still calculated. To ensure the Diocese remains viable, £4 million will have to be raised over the next three years and options for boosting fundraising and securing available grants are being explored, as well as the use of buildings, restructuring of stipendiary and non-stipendiary clergy and increasing parish shares.

13.2 TA said Chapter is moved by the problems the Diocese is facing but not having regular updates and systematic reporting makes it difficult to fully understand the extent of the problem. MR said it was the duty of Chapter to keep abreast of these issues through the regular channels of communication released by the Diocese.

13.3 MR said the Bishop was very pleased with the Cathedral's Master Plan and particularly taken with its outward focus. He also commends the InHarmony programme, which could not have come at a better time as many parishes are in need of such resources thanks to COVID-driven funding and staffing cuts.

13.4 On a national level, the Church of England is reviewing the way it is organised. Bishop Martin is leading one of the five workstreams called "Transforming Effectiveness."

13.5 Chapter paused to pray for our bishops, the Diocese and all those working hard to improve the financial outlook.

14. The Administrator

14.1 Receive the Administrator's Update

14.2 Safeguarding

14.2.1 A Diocesan core safeguarding group meeting has been convened and the Dean and SJA have been asked to attend.

14.3 Review Risk Register

14.3.1 SJA said the Cathedral's Risk Register was out of date. She has recently updated items related to Human Resources but was seeking Chapter's approval of those changes. **Chapter agreed** it would be more appropriate if these particular risks were first reviewed and discussed at the Management meeting.

15. Any Other Business

15.1.1. Chapter acknowledge and thanked the Cathedral Wardens who will be stepping down on 10 January 2021. The Dean said in ordinary times Chapter would have taken ES and SA out to lunch and plied them with gifts, but COVID has hindered those plans. However, Chapter looks forward to scheduling a proper farewell when restrictions ease. ES said becoming warden was a trial by fire and a challenge at times, but very enjoyable. SA said it has been a privilege to be part of Chapter and a warden and both acknowledged their great partnership.

16. Future Meeting Dates

16.1.1. Chapter agreed to change its 12 May meeting to 19 May and its 14 July meeting to 21 July to accommodate changes to the Dean's diary.

17. Confidential Items

Chapter Meeting closed at 13.13 pm.