



CHAPTER MINUTES

Minutes of the 206th Chapter Meeting
Virtual Meeting via Zoom
Thursday 12 November 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)
Archdeacon Sally Gaze (SG)
Dominic Holmes (DH)
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)
Mark Pendlington (MP) – Arrived at 11.15 am
The Rev'd Sarah Geileskey (SGK)
Sue Hughes (SH)
Rachel Cannon (present for specific agenda item only)
Erin Seligman (Clerk to Chapter)

1. Prayers and Welcome

The Dean opened the meeting with a prayer. He welcomed Sue Hughes, who will be a new member of Chapter after the New Year. Chapter members introduced themselves to SH, who in turn told a little bit about her professional life and connection with the Cathedral.

2. Apologies for Absence

None

3. Conflicts of Interest

None

4. Notification of AOB

None

5. Correspondence

None

6. Urgent Actions Taken Since Last Meeting

See 9.1.1 below

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. TA noted two items missing from the Action Points Log: the Dean's decision to contact the chair of Sanctuary Housing and the addition of Matters Diocesan to the agenda. SJA said the letter to Sanctuary Housing is in hand and ready for post. Matters Diocesan as a standing agenda item is covered under reports from the Canon Theologian and Archdeacon for Rural Mission, and also, when there are matters to report, as part of the Dean's report.
- 7.1.3. The Committee reviewed the remaining outstanding Actions items, most of which were ongoing or on hold. The Dean said the Legacy letter is ready and will be rolled out in a segmented fashion between now and Easter. Chapter members will be among the first to receive the letter. The Dean will confirm a deadline for response and insisted there was no pressure to publically advertise one's decision.
- 7.1.4. ES requested local solicitors be gently reminded to include the Cathedral in legacy discussions they may have with clients during November's will writing scheme. **Action:** The Dean and SJA agreed to Action this item.
- 7.1.5. SGY said the Cathedral's young people are beginning to meet up again and further information on the Action item to promote inclusivity will come forth after the New Year.

7.2. Matters Arising

7.3. Receive AEC meeting minutes

7.4. Receive APCM meeting minutes

- 7.4.1 The Dean said it felt like a very good annual meeting and attendees have responded positively and said they felt engaged. MV said management began discussing how issues raised during the breakout sessions will be actioned. An initial thought was providing updates in the Weekly Bulletin, but the conversation was put on hold with half-term and lockdown. **Action:** TA requested Chapter receive a report at its next meeting on how the breakout points will be addressed.

7.5. Receive Beaumont Review Update

- 7.5.1 TA said he was struck by the FOC's response and the question Diana Hunt posed to Chapter. The Dean has already spoken with her about this and it was agreed the FOC should determine how the bonds of Christian Fellowship could be strengthened.

7.6. Receive the Architect's Report

- 7.6.1 An additional quote is being sought for the restoration of the stained panels on the Lady Chapel ceiling, as the original one from Valiants was rather high. The Friends of the Cathedral are expected to cover these repairs.

7.7. Receive Communications Group meeting minutes

- 7.7.1 The job posting for the Digital Communications Manager will be posted on Monday.
- 7.7.2 The Cathedral will trial a new volunteer database software program called Better Impact after the New Year.
- 7.7.3 Signage continues to be enhanced, including two new signs directing visitors to PKs and the Shop. The Dean has asked for the restored and repainted noticeboard to be in place as soon as possible.
- 7.7.4 BP noted the next Communications Group meeting was scheduled for January and asked how the Church of England's 2020 theme of Comfort and Joy will be promoted within the Cathedral. PB said the clergy met this week to discuss what the Christmas services will look like and incorporating this theme is on the radar. The Dean said Curate Ben Edwards has created a new virtual Advent calendar that will follow the Cathedral Posada as it journey throughout the community. The Comfort and Joy theme will be promoted during this event as well.
- 7.7.5 SGY spoke of the 20 December Longest Night service for those bearing with loss, separation or anxiety. The service will be extended to allow people to come and go at different points.

- 7.7.6 PB said that planning a Christmas service schedule, for instance to have two Nine Lessons and Carols to accommodate the large numbers anticipated, and keep with social distancing measures, will be finalised after government rules are announced post “lockdown 2.”
- 7.7.7 SG announced Radio Suffolk will partner with the Diocesan to locally promote Doorstep Carols, a national campaign inviting neighbours to sing outside to the radio at 6 pm 16 December. Chapter discussed how the Cathedral might be involved as well, while still maintaining social distancing restrictions. SG is also piloting a Zoom carol service to keep those isolating at home engaged.
- 7.7.8 PB said Sarah Friswell will send St Edmunds Day cards to those volunteers who do not have email accounts. This may become a regular form of outreach.

7.8 Receive Vestey meeting minutes

- 7.8.1 ES said amendments to the constitution have been shared and the Vestey Board will be meeting again today.

7.9 Receive BSE & Beyond Board meeting minutes

- 7.8.2 MV represents the Cathedral on this Board and our membership is up to date.

7.10 Receive Core Group meeting minutes

8. Finance

8.1. Receive Financial Reports / October

- 8.1.1. MP acknowledged his new role as chair of the Finance Committee and extended thanks to his predecessor. Following the current lockdown the Cathedral is projecting a deficit of £32k and MP said the Finance Committee interrogated these figures quite thoroughly at its last meeting.
- 8.1.2 SA expects enterprises to generate income well above its budgeted income given how quickly they were able to rebuild after the first lockdown. SA said the shop’s system is currently not set up to offer online shopping during lockdown. This has been a missed opportunity for revenue and the system will need to be upgraded regardless of future closures.
- 8.1.3 ES said a second electronic giving box has been installed and hopefully collections will quickly return to pre-lockdown numbers after the Cathedral reopens. Christine Stokes has also volunteered to work with Sarah Friswell on devising ways to maximise donations at these boxes.

8.2. Approve 2021 Budget

- 8.2.1 MP presented the Finance Committee’s proposed 2021 budget to Chapter for approval and thanked all those who contributed to its development. He said there is no sense of complacency with this budget which includes a plan for recovery while remaining mindful of the Dean’s key principal of maintaining a zero deficit. In doing so MP believes St Edmundsbury is the exception rather than the rule among cathedrals.
- 8.2.2 Key proponents include innovative approaches to attracting external funding sources (e.g. Cathedral Sustainability grant), anticipated opportunities to increase revenue through various avenues (e.g. Abbey 1000 celebrations, Christmas and Summer fayres, patrons and rental income) and prioritising recruitment while being mindful not to incur costs too soon.
- 8.2.3 MP said this challenging year filled with exceptional circumstances has brought a sharp focus to what matters most to us: Ministry and Worship, the Cathedral building, our congregation, music and education, and community outreach. The budget is a reflection of all of these priorities. MP said the evidence-based proposed budget was formulated with a cautious approach to assessing and calculating risks and seizing opportunities. He recommended Chapter’s approval.
- 8.2.4 The Dean said Michael Wilde has agreed to help set up another Gift Aid Day, which has proved quite successful in the past.
- 8.2.5 TA proposed passing the 2021 budget. BP seconded and the motion was unanimously **approved**.

8.3. Fixed Asset Policy

- 8.3.1 The Cathedral's fixed asset policy is set at £500. The Finance Committee wishes to increase this to £1,000, which will enable capitalisation of assets only over the value of £1,000 to take place. Chapter **approved** this amendment.

8.4. Missionary Donations

- 8.4.1 Chapter **approved** specified donations for missionary giving this year, but requested a broader list of charities representing all areas of the Diocese be created for 2021.
- 8.4.2 Chapter paused for prayer and reflection.

9. The Administrator

9.1 Receive the Administrator's Update

- 9.1.1 SJA said fewer staff members have been furloughed during this second lockdown due to the workload. For those furloughed, the management team did make a difficult and last minute decision to top up the 20 percent of pay not covered by the government's scheme. Chapter voiced their disappointment in not being included in that decision. The Dean and MV agreed and made a note to consult Chapter and the Finance Committee when making key financial decisions in the future. It was noted that topping up the pay of furloughed employees in December would not be viable.

9.2 Safeguarding

- 9.2.1 Chapter was directed to the Administrator's Update. No further action was required.

9.3 Kickstart Scheme

- 9.3.1 SJA sought approval to recruit young employees through the government's Kickstart Initiative. Chapter **agreed**. MR said the Diocese does participate in a similar scheme and always has one apprentice, but he will recommend the Kickstart Initiative to the Diocese once again as well.
- 9.3.2 Chapter paused to reflect on our young people facing unemployment and difficulties.

10. The Dean

10.1 Receive the Dean's Report

- 10.1.1 Because of pandemic restrictions, the new non-Residentiary Honorary canons will be licensed on Sunday 21 November by the Bishop and Zoom, but not installed until they can attend a service physically and can be placed into their stalls in person. The Bishop is considering with the Dean suggestions for new Honorary Lay canons. A diverse representation is being sought.
- 10.1.2 PB reported that options are being considered by the clergy team to provide regular worship for young families but not distract from Junior Church or the Cathedral's core Sunday service.

10.2 Fabric Advisory Committee 2021-2026 Quinquennium

- 10.2.1 The Dean deferred this agenda item to a later date.

10.3 KEVI Governing Board Body Foundation Governors

- 10.3.1 Chapter discussed a proposal by the governing body to reduce the number of Foundation governors on the KEVI Board from four to three, including the ex-officio position. Chapter agreed fewer such Foundation members will hinder efforts to build a relationship with the school and protect the ethos, while also reinforce a growing fear of church affiliated schools. MV and MR also noted this loss of representation will never be regained.
- 10.3.2 Rachel Cannon, Chair of Governors, entered the meeting at 13.00 pm. She said this effort stems from a desire to reduce the overall number of governors to improve effectiveness and ensure quality over quantity. The 25 percent of Foundation representation on the school governing body mandated by the constitution is a maximum, not a minimum, and therefore allows for the reduction to three governors. She is open to the idea of retaining four Foundation governors if those individuals will consistently step up to the role, understand the commitment and be active participants. While no final decision was made, Chapter agreed to focus on recruiting governors of a high calibre.

10.3.3 Chapter thanked Ms Cannon for attending the meeting, noting it had been at least 12 years since the Chair of Governors has joined Chapter and it was suggested this might become a regular, annual fixture. Ms Cannon left the meeting at 13.26 pm.

11. Archdeacon For Rural Mission / Canon Theologian

- 11.1 SG will forward Chapter information about the upcoming Power of Prayer Week. The annual Harvest Festival will be held at the Cathedral in 2021 and every other year thereafter, alternating with this year's Trinity Park location. Efforts to bring more focus to the Benedictine ethos and incorporate young families was discussed.
- 11.2 MR said the Diocese was awarded £600k from the Church Commissioners but financial strains continue. Diocesan staff are being furloughed. The Bishop has been visiting every deanery to assess the situation across the Diocese and an idea sharing programme will be launched from these visits.
- 11.3 Chapter paused for prayer. SG left the meeting at 13.39 pm.

12. Canon Pastor

12.1. Receive the Canon Pastor's Update

- 12.1.2 BP asked about the work of Bury St Edmunds and Beyond and MV explained how that relates to the Cathedral and the Heritage Partnership.

13. Canon Precentor

13.1. Receive the Canon Precentor's Update

- 13.1.1. PB said a new Director of Music will join the Cathedral in May. Choristers will not be rehearsing in person during lockdown 2 in accordance with COVID restrictions.

14. Cathedral Curate

- 14.1 SGY's report was included in the Dean's briefing.

15. Any Other Business

16. Future Meeting Dates

- 16.1 A copy of all 2021 meeting dates will be forwarded to Chapter.

17. Confidential Items

Chapter Meeting closed at 13.43 pm.