



CHAPTER MINUTES

Minutes of the 209th Chapter Meeting
Virtual Meeting via Zoom
Wednesday 10 February 2021 at 11:00 am

Present: The Very Rev'd Joe Hawes (Chair)
Canon Tim Allen (TA)
The Rev'd Canon Philip Banks (PB)
Archdeacon Sally Gaze (SG)
Dominic Holmes (DH) *Arrived at 11.58 am*
Barbara Pycraft (BP)
Sue Hughes (SH)
The Rev'd Canon Michael Robinson (MR)
Terry Stark (TS)
The Rev'd Canon Matthew Vernon (MV)

In Attendance: Sarah-Jane Allison (SJA)
Mark Pendlington (MP) *Arrived at 11.47 am*
The Rev'd Sarah Geileskey (SGK)
Stewart Alderman (SA)
The Rev'd Ben Edwards (BE)
Christine Stokes (CS)
Michael Batty (MB)
Erin Seligman (Clerk to Chapter)

1. Prayers and Welcome

The Dean opened the meeting with a prayer.

2. Apologies for Absence

3. Conflicts of Interest

4. Notification of AOB

5. Correspondence

The Dean forwarded a letter from the Dean of Chichester offering thanks for arranging the funeral for his father, Bishop John Waine. Chapter agreed this was a beautiful service and the Dean said a written version of the sermon was available for those who seek a copy.

6. Urgent Actions Taken Since Last Meeting

7. The Dean

7.1 Receive the Dean's Report

- 7.1.1 The Dean is reviewing if his signature is required to finalise the sale of the St James School site.
- 7.1.2 **Action:** On behalf of Chapter, the Dean will send Bishop Graeme Knowles a letter of thanks for his service as chair of the Friends of the Cathedral Choir.

7.2 Financial Support of the Diocese

- 7.2.1 TA said Chapter's last meeting included a very good discussion about the Dean's proposal to offer financial support to the Diocese. However, a decision was delayed to allow time to discuss potential risks with those involved with the Cathedral's fundraising, grant applications, loans and finances.
- 7.2.2 TA suggested the Bishop should be invited to join with Chapter in communications to the Cathedral community and more widely the Cathedral's financial support for the Diocese, perhaps by way of thanks and to discuss the Diocese's current financial state and his plan to remedy the toll this pandemic has taken.
- 7.2.3 The Dean said he had a good discussion about this proposal with Forum and the majority supported making this donation.
- 7.2.4 Chapter agreed the donation should align with the Dean's initial proposal of £20k as this will be a significant amount and provide a compelling standard for other parishes to follow. TA proposed donating £20k to the Diocese. MV seconded the motion and **Chapter unanimously approved.** MP profoundly thanked Chapter for approving this donation and said the offer is not only a huge help to the Diocese, but also confirms the partnership and reaffirms the Cathedral's aim to lead by example.
- 7.2.5 Chapter paused to offer prayers for the Diocese. **Action:** SJA will communicate this gift to the Diocese.

7.3 Cathedral Measure

- 7.3.1 TA noted the numerous vacancies within the lay part of the College of Canons due to delays in the appointment of lay canons. He said this, as well as the need for an adept College of Canons, were strong reasons to ask the Bishop to replenish membership.
- 7.3.2 Chapter discussed potential candidates (see Confidential Minutes). The Dean said a strong list of names has been assembled and he and MR are working to move this to the top of the Bishop's busy agenda. He hopes new lay canons will be installed this summer.

8. The Chief Operating Officer

8.1 Safeguarding

- 8.1.1 A Cathedral Safeguarding meeting was held last week and the minutes and papers have been forwarded to Chapter.

8.2 Policies

- 8.2.1 The Lone Worker Policy has been updated and forwarded to Chapter for information only.

8.3 Masterplan and Fundraising

- 8.3.1 SJA said the Masterplan is at the printers. Monies from the Sustainability Fund will be used to cover the printing costs.
- 8.3.2 PB confirmed he and Christine Stokes are working on a proposal for a £30k grant through the Cathedral Music Trust's Friends of Cathedral Music.
- 8.3.3 SJA said a virtual Patron's Dinner will be held on 6 March and their newsletter will be sent out on 11 February. Further events are also being planned. A corporate patrons push will be implemented in late spring within the context of a wider business development programme.
- 8.3.4 PB announced efforts to return the Hesselst Hanging Pyx, an important medieval artifact, to the Cathedral's treasury. Costs to secure the item, which is currently housed in another parish, are quite high however.

8.4 Risk Register

- 8.4.1 SJA said the Risk Register was amended by each committee / group and will be forwarded to the auditors at their request.
- 8.4.2 Chapter paused for prayer and reflection.

9. Finance

- 9.1 MP said he suggested the Finance Department detail the current positive or negative trends within the pie chart. The approved Church Commissioners Sustainability Grant is now coming to the Cathedral in monthly instalments.
- 9.2 Overall MP said the Cathedral remains on track and in a good financial position. SJA warned the budget does look particularly healthy at the moment, but this is mainly due to the receipt of grant money and with it still being the very early days of 2021.
- 9.3 PB confirmed the 2021 budgeted income from events is ambitious and includes the now postponed Abbey 1000 programme. However, he believes the forecasted £32k in income may still be nearly achievable, especially with the scheduling of a beer festival later this year.
- 9.4 SA said the general public was less confident to return to shops and restaurants after the first lockdown in March and business within Pilgrims' Kitchen and the Shop returned at a slow pace. He expects customers will be more inclined to immediately return after this lockdown. PK's and the Shop normally record low sales after the New Year, but this January actually cleared a profit thanks to the furlough scheme.
- 9.5 **Chapter unanimously approved** Sue Hughes' appointment to the Finance Committee.

10. Canon Precentor

10.1. Receive Canon Precentor's Update

- 10.1.1. PB requested Chapter's authorisation to intern Bishop Waine's ashes in the Sanctuary. **Chapter approved** this request, subject to procedures from the FAC and Cathedrals Fabric Commission for England.
- 10.1.2. TA applauded the Cathedral's livestreaming services which continue to improve with time and practice. PB will pass along the compliments from Chapter. He also noted other improvements, including the addition of more cameras to enhance fluidity, are being considered.
- 10.1.3. Rental valuations for Clopton Cottage have come in higher than anticipated and may top £3k per month. A proper valuation will be conducted. Refurbishment of the property is nearly completed.

11. Archdeacon / Canon Theologian

- 11.1 The Dean and SG updated Chapter on their plans to mark the agricultural year.
- 11.2 SG is participating in the Lenten initiative "40 Days of Kindness" and will promote this on Radio Suffolk. She and SGY will discuss how to involve the Cathedral's youth.
- 11.3 Enrolment within this year's Run With Joy is impressive and the Dean encouraged Chapter to participate. An equally good response to MR's Lent talks was noted as well.
- 11.4 MR said Bishop Martin remains engaged with a number of national projects.

12. Canon Pastor and Sub Dean

12.1 Receive the Canon Pastor's Update

- 12.1.1 MV said the Abbey 1000 events have been postponed until 2022 with the exception of the series of Rise to Ruins talks. MR said 2022 also marks the Platinum Jubilee of the Queen's succession and suggested the Diocesan's celebratory events could be folded into the Abbey 1000 programme. PB will join the Jubilee working group at the Dean's suggestion.
- 12.1.2 MV and the Dean will meet with the CEO of West Suffolk Council later this month to discuss opportunities ahead for the Cathedral, Council and Heritage Partnership.
- 12.1.3 **Chapter unanimously approved** MV's amendments to the Burial of Cremated Remains policy.

13. Cathedral Curate

13.1. Receive the Youth and Young Family Update

- 13.1.1 SGY expects a new job description for the role of Learning Manager will be before Chapter in the coming weeks. A candidate who has the capacity to grow this department over time will be sought.
- 13.1.2 Chapter discussed ways to get youth more involved with environmental projects and efforts to pastorally support students struggling with their mental health and current challenges.

14. Minutes and Reports

14.1. Approve minutes from last meeting and review Action Points

- 14.1.1. The minutes were amended and approved. At TA's urging and with the Dean's agreement, Chapter's discussion on whether to donate money to the Diocese will be included within the January minutes.
- 14.1.2. The Committee reviewed the remaining outstanding Actions items and noted those still ongoing or completed.

14.2. Matters Arising

14.3. Receive minutes from last Enterprises meeting

- 14.3.1 SA noted the Directors' main concern is cash flow and a profit is not possible given Enterprises have been closed six out of the last 11 months. Still, cash flow is stronger than it was in the first lockdown thanks to grants, the furlough scheme and laser-like focus on cost saving, which means a viable business will be there when customers do return.
- 14.3.2 Chapter discussed the need to make online sales possible in the future.
- 14.3.2 SA said the shop will have suitable items in place to attract Beer Festival attendees.
- 14.3.3 The Dean said Liturgy Administrator Naomi Sturges will be installing beehives on the Cathedral's roof. She will look after the bees for the first year and then pass the work on to volunteers thereafter. The production of honey is expected to provide an additional source of income and enhance the Cathedral's efforts to become more environmentally friendly.

14.4. Receive Architect's Report

- 14.4.1 PB said a large skip has been placed outside the office while the Cathedral takes advantage of the current lockdown and undergoes a bit of Spring cleaning.
- 14.4.2 Plans for the refurbishment of the Deanery have been finalised, are now being costed and put through the Quantity Survey process and engagement with West Suffolk Council Listed Building consent process begun.

14.5. Receive Data Protection Group minutes and updated Terms of Reference

14.6. Receive Safeguarding Committee minutes and reports

- 14.6.1 Chapter approved the Safeguarding Code of Conduct on the condition that SJA will amend one bullet point.

14.7. Receive Finance Committee minutes

14.8. Receive Communications Group minutes and updated Terms of Reference

14.9. Receive Heritage Partnership Core Group minutes

15. Any Other Business

TA proposed and Chapter agreed the new Digital Communications Manager will attend the next meeting to introduce himself and report on his plans for this post.

16. Future Meeting Dates

17. Confidential Items

Chapter Meeting closed at 13.00 pm.