**CHAPTER MINUTES**

Minutes of the 211th Chapter Meeting
Virtual Meeting via Zoom
Thursday 15 April 2021 at 11:00 am

**Present:** The Very Rev’d Joe Hawes (Chair) *(Left at 13.47)*
Canon Tim Allen (TA)
The Rev’d Canon Philip Banks (PB) *(Left at 13.52)*

Archdeacon Sally Gaze (SG)

Dominic Holmes (DH)

Sue Hughes (SH)

Barbara Pycraft (BP)

The Rev’d Canon Michael Robinson (MR)

Terry Stark (TS)

The Rev’d Canon Matthew Vernon (MV)

**In Attendance:** Sarah-Jane Allison (SJA) *(Left at 13.53)*

Mark Pendlington (MP)
The Rev’d Ben Edwards (BE) *(Left at 11.34)*
The Rev’d Sarah Geileskey (SGY)

Erin Seligman (Clerk to Chapter)

1. **Prayers and Welcome**The Dean opened the meeting with a prayer.
2. **Apologies for Absence**

Stewart Alderman

1. **Conflicts of Interest**
2. **Notification of AOB**
3. **Correspondence**
4. **Urgent Actions Taken Since Last Meeting**
5. **Statement on Systemic Racism**
	1. The Dean acknowledged Chapter and BE had a productive discussion on systemic racism during a Zoom meeting on 18 March, as well as additional conversations in the margins.
	2. Chapter received BE’s original Statement on Systemic Racism as first presented in January 2021 and a slightly altered version drafted by BP. The importance of adopting this statement was noted given a recent and deeply criticised government report on systemic racism, Stephen Lawrence Day on 22 April and an upcoming BBC Panorama investigation of racism in the Church of England. Chapter members acknowledged which draft each preferred and discussed the powerfulness, exclusivity and implications of incorporating the phrase “so we must repent of that which we have been complicit, knowingly or unknowingly…” as written in the original draft. **Chapter agreed** to adopt the revised Statement on Systemic Racism and release the statement on Stephen Lawrence Day 2021.
	3. MR said the Bishop is supportive of this effort and pleased by Chapter’s proactiveness.
	4. TA said he supports either version and urged the adopted statement be announced from the pulpit with vigour and heavily publicised. The Dean will discuss this with Sarah Friswell.
	5. Chapter noted the importance of devising and publicising an action plan detailing how the Statement on Systemic Racism will be implemented. **Action:** The Dean, BE and SGY will create an action plan focusing on four pillars: learning, visibility, conversation and representation.
	6. Chapter paused for prayer and reflection.
6. **The Dean**
	1. **Receive the Dean’s Briefing**
		1. The Dean presented Chapter with an interim update on the Deanery refurbishment project. TA said that the Dean need not feel guilty, as he had written in his report, at asking Chapter to spend so much money. Although this project is now expected to be more expensive than what was originally reported, this refurbishment was whole-heartedly backed by Chapter and remains a good scheme. He also urged Chapter be kept well informed and advised and be exceedingly careful while moving forward as capital projects and poor decision making are often the reasons cathedrals go bankrupt. TA further recommended Chapter schedule a separate meeting with financial advisors, Christine Stokes, the architect and project surveyor to review the work needed on the Deanery and how this project will be financed.
		2. DH suggested the Deanery project may be completed in stages to keep repayments at a minimum. SJA said this option would void a reduced VAT rate available for properties that have been unoccupied for two or more years, which amounts to a potential saving of between £125k and £83k.
		3. The Dean reminded Chapter that although the Deanery is very large for a smallish cathedral the space is long, thin and rather inflexible in its current state and the needs of future deans, particularly those with families, should be kept in mind.
		4. The Dean informed Chapter he is offering support and advice to St Mary Newmarket, at the invitation of the incumbent and PCC, as they explore the possibility of petitioning the Bishop for alternative episcopal oversight.

* 1. **Art Valuation**
		1. **Chapter agreed** to keep *The* *Infant St John and the Lamb of God* painting found during a clear out of the basement earlier this year and pay for the minimum restoration advised. **Chapter agreed** to review other paintings currently on display as well.
	2. **Eco St Eds**
		1. The Dean presented the minutes of the first meeting of the newly created Eco St Eds group which will investigate ways the Cathedral can reduce its carbon footprint.
1. **Chief Operating Officer**
	1. **Receive the Chief Operating Officer’s Report**
		1. SJA announced Jonathan Goddard has accepted another job offer and will resign from his role as Digital Communications Manager on 16 April. His workload has already been reassigned among staff and the grant money awarded to fund this position will be used in the interim to hire a web designer, freelance photographer and social media manager. **Action:** On behalf of Chapter, the Dean will send JG a letter of appreciation.
		2. **Chapter authorised** SJA to add terrorism coverage to the Cathedral’s insurance plan.
	2. **Safeguarding**
		1. No issues to report.
	3. **Policies**
		1. **Chapter approved** updates to the Equal Opportunities and Diversity Policy.
		2. Chapter paused to reflect and pray for JG.
2. **Finance**
	1. **Receive Financial Reports**

10.1.1 TA proposed and **Chapter agreed** to reserve all revenue from Clopton Cottage for repayment of the Deanery refurbishment loan. Income from the Crown Street property will be used to reduce the overall deficit.

10.1.2 The Finance Committee will review the Robert Lucas Choir Fund in light of new Cathedral Measure guidelines and advise Chapter accordingly.

1. **Archdeacon / Canon Theologian**

11.1 On Rogation Sunday (9 May), SG will livestream a special event in place of the day’s Evensong service. The video will include pre-recorded music and video from Shrimpling Park Farm. The Dean and SG have already recorded a short intro on rogation and its importance in the community that will be included as well. The Dean, PB and BP will discuss if the Evensong service on this day will continue as usual.

11.2 SG relayed details for *Thy Kingdom Come Suffolk*, a 10-day virtual and multidenominational prayer marathon scheduled next month. On 23 May, the Cathedral will host the *Catching the Fire* service at 4 pm. PB anticipates 100 to 150 attendees. Social distancing rules will be followed.

11.3 Following the success of the Lent programme, MR is looking to create a follow up series with similar themes. The Dean said this was one of the best Lents he ever had thanks to the *Run With Joy* course. MR will soon meet with all those who led this course for a review and he will make the case to offer this series again.

11.4 Plans are also being made to hold a summer school programme at the Cathedral, led by Bishop Mike Harrison. For the Autumn MR is organising a series of talks loosely entitled *Everything Taught in Sunday School Was Wrong.* The young theologian network will next convene in the Eastern Region and MR anticipates this may be mostly online, but also hopes to establish the Cathedral as a base where this group can congregate.

11.5 MR said significant changes on how marriages are registered will come into effect on 4 May.

11.6 A number of parishes will be hosting small events to mark the passing of HRH The Prince Philip on Friday and the Bishop will encourage people to join in.

1. **Cathedral Curate**
	1. **Receive Youth and Young Family Update**
		1. The Dean had the pleasure of attending the Diddy Disciples service last week and he and SGY agreed this growing worship community of young parents, toddlers and children is transformative and energising. SGY is making plans to ensure the longevity of Diddy Disciple’s after her tenure at the Cathedral comes to an end.
		2. After requesting an eco project, SGY arranged for the Youth Group to clear out Hundleby Yard. How this new space will be utilised is still being considered, but the Youth Group is asking to increase its meetings to every fortnight.
		3. Kim Judge organised a well-received Lent calendar with daily posts and/or activities and SGY thanked all staff members who contributed. A Pentecost project is now underway and has already garnered the interest of area schools.
		4. SGY thanked all those who supported the Teardrop installation. The project had an incredible impact on the community, was well received and led to many positive outcomes. The individual teardrops went on sale in the Cathedral Shop Monday morning and quickly proved to be quite popular. TA relayed his sadness that the installation was dismantled and suggested another be made and permanently displayed at the Cathedral. SGY agreed there was disappointment with how quickly the teardrops were taken down. The installation, however, was meant to resemble this difficult moment in time and serve as inspiration to move forward. It would not provide the same meaning if the installation were replicated and hung on to.
		5. As community leaders plan for a service of celebration marking the end of lockdowns and return of normality, the Dean questioned if a separate service should first be held for bereaved families, funeral directors, first responders, ect. to mourn and reflect. Further discussion to follow.

1. **Canon Pastor and Sub Dean**

**13.1 Receive the Canon Pastor and Sub Dean’s Update**

13.1.1 MV updated Chapter on the positive first meeting with Christine Stokes and Damien Parker (West Suffolk Council) about the collaboration for a major application to the National Lottery Heritage Fund.

* 1. **Presentation on Hope Into Action**
		1. MV provided a Powerpoint presentation on *Hope Into Action*, a registered charity that collaborates with churches to provide housing for people in need. Further discussion and action to follow at the May Chapter meeting.
1. **Canon Precentor**
	1. **Receive the Canon Precentors Update**
		1. PB said Holy Week and Easter were extremely busy but, after last year’s lockdown, it was wonderful having services in the Cathedral and open to the public again.
		2. PB said the new Director of Music will arrive soon and be installed after a handover period. Chapter acknowledged and thanked William Saunders (WS) for overseeing the Music Department throughout the pandemic, introducing new lay clerks, challenging and supporting the choral and organ scholars, keeping the choirs engaged and energised even when rehearsals were all online and taking the lead in the livestreaming of services. Chapter agreed WS will leave the Music Department in a much better position for the new director to pick up from and extended tremendous appreciation for coming to the Cathedral’s aid and working so diligently. **Action**: Chapter will discuss WS’s farewell gift.
		3. TA asked whether the 8 am Sunday BCP service should be livestreamed given that few churches offer this type of service online and there is an enthusiastic world-wide audience for Cranmer’s Book of Common Prayer. PB will discuss this with the Operations team. At this time, verger capacity will be an important consideration.
		4. BP applauded the new sound system, but noted the video and sound were not completely in sync last Sunday. The company that installed the new system is still available to make tweaks as needed and PB will address this.
		5. Chapter received an update on the Groundforce gardening team. A contractor has been hired to manage the grass and hedge cutting.
		6. Chapter viewed a version of Bishop Waine’s memorial stone.
	2. **Receive the Architect’s Report**
2. **Minutes and Reports**
	1. **Approve minutes from last meeting and review Action Points**
		1. The minutes were amended and approved.
		2. The Committee reviewed the remaining outstanding Actions items and noted all were still ongoing.
	2. **Matters Arising**
	3. **Receive minutes from the last Foundation of St Edmund meeting**
	4. **Receive minutes from the last Fabric Advisory Committee meeting**
		1. BP questioned reference to using the garth for cremated remains. **Action**: Clarification from PB and the Dean to follow.
	5. **Receive minutes from the last Information Protection Group meeting**
	6. **Receive minutes from the last Finance Committee meeting**
	7. **Receive minutes from the last Full Staff Meeting**

1. **Any Other Business**
2. **Future Meeting Dates**
3. **Confidential Items**

**Chapter Meeting closed at 13.56 pm.**