**CHAPTER MINUTES**

Minutes of the 212th Chapter Meeting  
Virtual Meeting via Zoom  
Wednesday 19 May 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)

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:** Stewart Alderman (SA)

Sarah-Jane Allison (SJA)

Michael Batty (MB) *(left at 11.34)*

Mark Pendlington (MP)   
The Rev’d Ben Edwards (BE)   
The Rev’d Sarah Geileskey (SGY)

Christine Stokes (CS) *(left at 11.51 am)*

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**

Beer Festival. See below.

1. **Correspondence**
2. **Urgent Actions Taken Since Last Meeting**
3. **The Dean’s Report**
   1. The Dean announced a new approach to the Chapter’s agenda and his report to complement a strategic focus and direction laid out within the Master Plan.
   2. The new Learning Manager will address Chapter at its meeting in July. The new Director of Music will deliver a report at the September meeting and Sarah Friswell will provide an update on the visitor experience in October.
   3. Chapter acknowledged the rollout of the Master Plan will put pressure on the Cathedral’s income streams and a review of the entire estate and the cost/timeline for securing the properties’ greatest potential should be reviewed soon. SJA and MP said a review of the Cathedral’s property portfolio will be conducted and recommendations of the Management Team and the Finance Committee will be forwarded to Chapter.
   4. A strategy is needed to ensure community connections cultivated by the curates continue after their terms at the Cathedral come to an end. DH asked that care should be taken to identify how each newly established initiative may impact existing programmes.
4. **Part 1: Strategic**
   1. **Foundation of St Edmund / CIO**
      1. CS presented Chapter with her recommendations for converting the Foundation of St Edmund to a newly formed Charitable Incorporated Organisation. The Trustees of the CIO would be the Dean (chair), one member of Chapter and the chair of the Finance Committee. The trustees of the Foundation of St Edmund would be invited to join the Major Donor Panel.
      2. The potential conflict of MP being the current chair of Finance and a member of the Major Donor Panel was considered, but CS noted the Finance Committee chair will not always be a member of the Major Donor Panel and having a person helping to raise money and decide how to spend it may actually prove beneficial.
      3. TA requested the CIO be comprised of a fourth trustee who is not a Chapter member or employee of Chapter. CS said this request was not unreasonable, but suggested deferring the specific appointment to a lawyer experienced in creating charities.
      4. TA proposed accepting CS’s recommendations to create a St Edmundsbury Cathedral Trust CIO. DH seconded and the motion was **unanimously approved**.
   2. **Fundraising Update**
      1. CS said £10k has been granted from the Cathedral Music Trust to support the Music Department and recruitment of choristers. Progress is being made on a bid to the National Heritage Lottery Fund. The Patrons programme is developing with tours and luncheons restarting shortly.
      2. The Annual Review – a shortened version of the Annual Report – will be sent out this week and the fundraising section of the Cathedral’s website will be revamped.
      3. CS will provide another update in July.

*Chapter paused for prayer and reflection.*

1. **Part II: Standing Items**
   1. **Safeguarding**
      1. SJA announced those staff members who will be undergoing C4 training.
      2. Two minor safeguarding concerns within the Cathedral community are currently being monitored.
   2. **Chapter Minutes and Action Points**
      1. The minutes were amended and approved.
      2. The Committee reviewed outstanding Actions items and noted those still ongoing. The Dean said the Cathedral had been invited by the Church Commissioners to participate in the first wave of training related to the Cathedral Measure in July. However, as he and SJA will be on annual leave and some key decisions still have to be made, he has deferred training until the October session.
   3. **Matters Arising**
2. **Part III: Reports**
   1. **Chapter received the Financial Reports** 
      1. MP reported the forecasted deficit has decreased and fees incurred of late will be recouped. Enterprises income has increased by £11k and MP thanked all those involved in helping the Shop and Pilgrims’ Kitchen reopen and thrive.
      2. The Government Job Retention Scheme will end by 1 June. Three staff members are still furloughed part-time.
      3. A Gift Aid Day had been scheduled with an anticipated income of £20k to £25k. If this fundraising effort is postponed, this will leave a budgetary hole to fill.
      4. Approximately £50k in refurbishment costs are estimated to make the 3 Crown Street property suitable for letting. The Finance Committee will review this issue at its next meeting, as well as the Deanery project, and report back to Chapter.
   2. **Chapter received the Archdeacon / Canon Theologian Reports**
      1. SG reported that the *Thy Kingdom Come*prayer marathon is going well and a recent focus on racial justice was positive. The Catching the Fire event on 23 May will be a hybrid of online and in-person worship and SG encouraged Chapter to participate.
      2. MR said the new Learning Manager has made an excellent start and he is impressed with the ideas she is cultivating to carry out the Master Plan. An immediate effort to put the Cathedral at the forefront of the Historic England programme is underway and would provide a great opportunity to reengage with area schools.
   3. **Chapter received the Canon Pastor’s Report**

10.3.1 MV said a vision statement and practical outcomes for young worshippers will be brought to Chapter in June.

* 1. **Chapter received the Canon Precentor’s Report** 
     1. Chapter unanimously approved the internment of Bishop Waine’s ashes and the stone design.
     2. PB and Timothy Parsons are already looking at recruitment of the back row. The appointment of head choristers were noted. BP shared her disappointment that the ratification of the girls’ choir was not relayed to Chapter, heavily publicised and better executed. PB promised great attention will be given to the girls’ choir when they perform on their own for the first time.
  2. **Chapter received the Architect’s Report**
  3. **Chapter received the Youth and Young Family Report**

1. **Minutes and Reports**
   1. **Chapter received the Full Staff Meeting minutes**
   2. **Chapter received the FOCC minutes**
   3. **Chapter received the EcoStEds minutes**

11.3.1 The Dean reported that although The Church Commissioners have delayed the implementation of their net zero carbon plan until 2035, the newly formed Cathedral EcoStEds committee of younger and committed members is determined to take measurable steps to reduce not only our own carbon footprint, but also to encourage the Cathedral community to take similar steps. Identifying priorities in order to meet statutory requirements by 2035 are the committee's current focus.

* 1. **Chapter received the approved APCM minutes from 2020**

11.4.1 An online forum will be held to address questions raised at the APCM regarding the Master Plan and how it will be implemented.

1. **Any Other Business**

12.1 SJA reported a member of the Cathedral community has expressed opposition to this summer’s Beer Festival. Chapter agreed the benefits of hosting this festival – and historical ties of the production and marketing of alcohol by religious orders – should be relayed to the community via the *Weekly Bulletin*.

1. **Future Meeting Dates**

13.1 Chapter will next meet on Wednesday, 9 June.

1. **Confidential Items**

**Chapter Meeting closed at 12.45 pm.**