**CHAPTER MINUTES**

Minutes of the 213th Chapter Meeting  
Virtual Meeting via Zoom  
Wednesday 9 June 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)

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)

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**

Dominic Holmes

Mark Pendlington

1. **Conflicts of Interest**

Chapter noted a possible conflict regarding a discussion on a new Head Verger and the presence of the Senior Verger’s mother at today’s meeting.

1. **Notification of AOB**

Vicar of St Mary’s with St Peter’s (Dean) and Heritage Partnership meeting minutes (MV). See below.

1. **Correspondence** (None received)
2. **Urgent Actions Taken Since Last Meeting** (No actions taken)
3. **The Dean’s Report**
   1. The Chapter agenda has been reformatted in order to streamline meetings and harmonise with the Cathedral Master Plan giving strategic focus. TA noted his approval and how it is imperative that this excellent Master Plan remain at the forefront of every Chapter meeting.
   2. The Dean said he recently met with the Bury Drop In’s Executive Chairman. The pandemic took an immense toll on the area’s homeless population and six Bury Drop In guests died within the past 15 months. The reasons for these deaths will be highlighted in a letter the Chairman and Dean will pen to the *East Anglican Daily Times*. The Cathedral will also plan a service in the Autumn for those who have died. The Bury Drop In will reopen in September and Chapter was asked to keep this charity and the Chairman in their prayers.
   3. The Dean will meet with the CEO of West Suffolk Council later this month as plans to secure a partnership and submit a joint application to the National Lottery Heritage Fund continue to move forward.
   4. SJA and PB have recommended Senior Verger James Stark (JS) be appointed as Head Verger. Chapter voiced their approval of this appointment and the Cathedral’s general effort to support, train and promote its staff members. The Bishop will install and bless JS as Head Verger on 4 July. Chapter discussed the duties of the new Head Verger, probationary period and mentoring scheme, as well as the need to have a verger living on site.
4. **Sustainability**
   1. **Finance** 
      1. SJA reviewed the financial forecast for 2021 and said the rather healthy outlook at the moment is primarily due to a £65k Heritage grant (£32k accrued costs) and Cathedral Community income. The Music Department is over budget due to additional teaching fees because of the increased number of choristers (which is positive) whereby the budget will be increased for next year. The new Learning Manager commenced work two months prior than what was budgeted for. Other slight expenditures and shortfalls were also reported. Cash at bank is currently positive with more cash available now than we had at the end of May 2019.
      2. Enterprises’ income is very healthy, although Shop footfall has declined with the temporary closure of the Tourist Information Point. SA said the Enterprises’ forecast errs on the side of caution and he anticipates the outcome will exceed expectations. SJA will file an insurance claim for damages and losses related to the Shop.
      3. A Gift Day had been scheduled with an anticipated income of £20k to £25k. SJA said the Finance Committee recommends not offering a Gift Day this year and have identified how to fill the budgetary gap. **Chapter agreed**.
      4. PB said the Chair of Finance is aware that all of the contingency monies are already committed and R&M expenditures may very well go over budget this year.
   2. **Deanery**
      1. The Finance Committee is recommending Chapter borrow £650k over a 20-year period to fund the Deanery’s refurbishment. The County Council has awarded the Cathedral an Empty Property Certificate allowing builders to charge a reduced VAT rate of 5 percent. An inspection of the Deanery’s roof is scheduled to help avoid unexpected costs. TA proposed to accept the Finance Committee’s recommendations. PB seconded the motion which was **unanimously approved.**
      2. TA noted rental income from the Cathedral’s properties will cover the commercial loan payments, of which two of these properties were only released as staff accommodations recently. Without the rent from these properties securing this loan would not have been possible. The Dean stressed he would never have put Chapter in a position to take on a loan and carry out the works on the Deanery unless there was a clear route of how this would be accomplished.
      3. TA asked if Chapter had the necessary skills going forward with upcoming changes, especially with the Cathedral Measure. We will need to ensure different areas of expertise are present on Chapter for various decisions to be made. No further review was deemed necessary at the moment by the majority of Chapter members.
   3. **Property Update / Fabric Matters**
      1. The Finance Committee will review the Cathedral’s entire estate and develop a strategic, long-term plan for Chapter.
   4. **Safeguarding**
      1. Chapter received the Safeguarding Committee Meeting Minutes, Action Plan and Risk Assessment. SJA explained the training courses required by team leaders and Chapter as part of the National Church’s Learning and Development Framework.
   5. **Governance** 
      1. Chapter noted the process to reconstitute the Foundation of St Edmund as a Charitable Incorporate Organisation (CIO) has begun and should be completed by the end of October.
   6. **Development of People** 
      1. SJA said the management team recently underwent an online training session in conjunction with 360 Feedback. Another training session will take place in July for all staff who have management responsibilities.
5. **Worship** 
   * 1. Chapter received a report highlighting changes being considered to the Sunday morning service pattern. A possible new timetable will be presented to Chapter in July.
     2. Chapter **unanimously agreed** to adopt the Young Worshippers Statement, Policies and Practices. The adoption of this statement will be widely publicised.

*Chapter paused to pray for young people, families and Diddy Disciples.*

1. **Mission** 
   1. MV presented Chapter with his recommendation to collaborate with Hope Into Action, a charity enabling churches to help house vulnerable people. Since first proposing this scheme to Chapter in April, MV, SJA and BP have reviewed the requirements and financial obligations and found Hope Into Action’s policies to be in line with the Cathedral’s and of low risk. The small financial commitment is expected to be covered by the public’s generosity and Chapter’s Outward Giving budget. Chapter **unanimously approved** collaborating with Hope Into Action knowing that key elements still have to be resolved. Further updates to follow.
2. **Values**

11.1 Chapter received a written update from Kim Judge on the values workshops that are to be rolled out to all staff and potentially our volunteers and congregation as part of embedding our values into all that we do in delivering the Master Plan.

1. **Hospitality**

12.1 Chapter received a written update from Sarah Friswell (SF) on refresher training courses for volunteers and supporting our volunteers following the pandemic with all the changes that have needed to be put in place and made. For example, the reintroduction of the Lego project and the return of Guided Tours. The Heritage Recovery Fund has very much supported us in getting back up and running hopefully to full capacity soon.

12.2 Chapter noted their approval of receiving both written and in-person reports from staff.

1. **Minutes and Reports**
   1. **Chapter received the 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. **Action**: The Dean will draft a paper on whether the Cathedral should remain a parish church for Chapter to discuss prior to forum.
      3. The Dean said he will work with Christine Stokes to devise a strategy to identify and honour those who leave a Legacy to the Cathedral. This plan will be brought to Chapter for review.
      4. BP said she is currently reviewing the Association of English Cathedrals’ (AEC) new guidelines on obtaining written consent from anyone filmed during livestreamed services and events. She asked if PB may delay any action regarding the unification of Music Department contracts to allow for these new requirements to be included. PB said this action item was delayed until the new Director of Music was in place and will probably not be addressed until the Autumn.
   2. **Chapter received the Information Protection Group minutes**
      1. BP said the IP Group had proposed the clergy carry a cell phone designated just for pastoral emergencies. However, the clergy are hesitant to carry another mobile phone. The Dean said a clergy in residence has been reinstated and procedures are being refined to ensure the vergers know who to contact when someone is in distress.
   3. **Chapter received the AEC minutes and papers**

13.3.1 DH will represent Chapter at the AEC’s AGM on 15 June.

* 1. **Chapter received the Finance Committee minutes**
  2. **Chapter received the Communication Group minutes**
  3. **Chapter received the Archiving Update**

13.6.1 The Dean remarked on the outstanding progress Sue Cockram and David and Sue Medcalf have made in organising the Cathedral’s archives. Storage issues still have to be addressed. **Action**: The Dean will write a letter to SC, DM and SM on Chapter’s behalf thanking them for their work.

13.6.2 Chapter received a report on the conservation treatment of the Murillo painting (a copy of no significant value) found within the archives. The Friends of the Cathedral may cover restoration costs. It has yet to be decided where the painting will be displayed.

1. **Any Other Business**

14.1 The Dean relayed the news that the Rev’d Simon Harvey (SHa) will step down as vicar of St Mary’s with St John’s Church after Easter 2022. The work SHa has done to build good relations with the neighbouring Cathedral was acknowledged, as well as Chapter’s intentions to continue this connection.

14.2 Chapter requested MV continue to supply Heritage Partnership meeting minutes as this information is found to be valuable and integral to the Cathedral’s outreach strategy. MV agreed.

1. **Future Meeting Dates**

13.1 Chapter will next meet on Wednesday, 21 July.

1. **Confidential Items**

*Chapter paused to pray for St Mary’s and the Rev’d Simon Harvey, his wife and family.*

**Chapter Meeting closed at 12.44 pm.**