**CHAPTER MINUTES**

Minutes of the 214th Chapter Meeting
Edmund Room
Wednesday 21 July 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 11.38 am*

Sue Hughes (SH)

Barbara Pycraft (BP)

The Rev’d Canon Michael Robinson (MR)

Terry Stark (TS) *via Zoom*

The Rev’d Canon Matthew Vernon (MV)

**In Attendance:** Stewart Alderman (SA)

Sarah-Jane Allison (SJA)

The Rev’d Sarah Geileskey (SGY)

Mark Pendlington (MP)

Claire Cachelin (CC) *Arrived 11.27 am*

Michael Batty, Green & Green (MB) *Arrived via Zoom 11.49 pm*

Paul Robbins, Merrifields (PR) *Arrived via Zoom 11.46 pm*

Erin Seligman (Clerk to Chapter)

1. **Prayers and Welcome**The Dean opened the meeting with a prayer and acknowledged this was the first time Chapter has met in person in 18 months. While Chapter remains cautious considering Covid cases in the region, the Dean noted the importance of meeting in person and thanked all for attending.
2. **Apologies for Absence**

1. **Conflicts of Interest** (None noted)
2. **Notification of AOB** (None received)
3. **Correspondence**

Chapter received several thank you cards from those ordained at the Cathedral earlier this month.

1. **Urgent Actions Taken Since Last Meeting** (No actions taken)
2. **The Dean’s Report**
	1. **Ordinations**
		1. A surprisingly positive outcome of Covid was the relocation of this year’s Ordinations from Belsey Bridge Conference Centre to St Edmundsbury Cathedral. The retreat and ordinations, while an immense amount of work for staff members, was such an outstanding success the Bishop is suggesting the Cathedral become its permanent host. The Dean said the ordinands quickly became comfortable exploring the space they would be ordained and came to feel this was truly their cathedral.
		2. Chapter acknowledged all the staff members and musicians who assisted with the retreat and ordinations, including SGY, the vergers, Naomi Sturges, PB and the Pilgrims’ Kitchen staff. The Dean said our “home team” was outstanding and provided the ordinands with a very warm welcome. MR and SG said the Diocese has also received overwhelmingly positive feedback and the ordination services were delivered beautifully and seamlessly.
		3. PB said his immediate reaction is to host the retreat and ordinations every year, but staff capacity needs to be considered. The management team will discuss further.
	2. **Sustainability Fund**
		1. The Dean said a grant has been received from the Church Commissioners’ Sustainability Fund to cover Dr Christine Stokes’ employment contract for the next 18 months, as well as a two-year contract for a Development Officer. SJA, Christine Stokes and the Finance Department have been preparing grant applications of good quality and with great success. SJA and the Dean will have a meeting with the Church Commissioners on 8 September requiring the Chapter meeting be rescheduled to Thursday, 9 September. **Chapter agreed.**
	3. **Staff Departures**
		1. Curate Ben Edwards has been appointed vicar of The Benefice of Great Barton and Thurston. His last Sunday with us will be 5 September.
		2. Private events and/or public acknowledgments during Sunday services were arranged to thank departing staff members, including Liz Steele (Chapter member and Cathedral Warden); Geoffrey House (Chair of the Guild of St Edmund), Penny Bentley (Coordinator of Junior Church), Ted Simmons (verger), Elli-Mae McGlone (organ scholar) and Lewis Wright (choral scholar).
	4. **Chorister Experience Afternoon**

7.4.1 The Chorister Experience Afternoon on 26 June had its largest turnout to date and ended with 15 auditions. Of those, 13 children are expected to be offered a place in the choir.

1. **Mission**
	1. **Learning Manager: Introduction and Update**
		1. CC introduced herself and, through a PowerPoint presentation, presented her strategy to follow the Master Plan’s ambitious roadmap for learning at the Cathedral. Missional aims include creating opportunities for learning everywhere, developing an online presence, working with local and county partners, building inclusive and diverse relationships and engaging with people by providing a compassionate but challenging alternative view of the world.
		2. All interlinking educational spaces – the Discovery Centre (DC), the DC Team and the school programme – will be moved under one umbrella called The Learning Hub. While the operational plan will create three distinctive strands for learning: Schools and Colleges, Lifelong Learning, and Family and Community Learning.
		3. Chapter and CC discussed how programmes will be publicised, our presence in area schools and the overlapping partnerships with the Director of Music, youth groups and non-church schools. Chapter paused to pray for CC. CC left the meeting at 11.45 pm.
	2. **Abbey of St Edmund NLHF**
		1. MV provided a progress report on the ongoing collaboration between the Cathedral, West Suffolk Council and the Heritage Partnership.
	3. **Updates from the Archdeacon and Canon Theologian**
		1. SG relayed how Lightwave is having a positive impact on specific individuals and building partnerships within the community.
		2. The Dean noted how grateful the Cathedral is to have MR on staff and highlighted his success in coordinating the Lent courses and Bishop’s Summer School. MR said SGY has been vital to all that has been accomplished.
2. **Sustainability**
	1. **Finance**
		1. MP said finances were stable but fragile. Grants through the Government Furlough Programme have ceased and all staff returned to work as of 1 July. Rental income from Clopton Cottage is now appearing in financial reports and the refurbishment project on 3 Crown Street has begun.
		2. Pilgrims’ Kitchen is performing very well and above budget forecasts. An additional chef has been hired.
		3. Visitor footfall and collections remain down. Chapter discussed possibly drawing money from investments, the timeline for receiving legacies and plans to refit the Shop.
		4. Anticipated income from the upcoming Beer Festival was reviewed. Projected income from this year’s Christmas Fayre was found to be overly optimistic and reduced.
	2. **Property Update / Fabric Matters**
		1. A draft of the quinquennial report indicates that major restoration of the Great West Window will be required in the medium-term, and Lightning Conductor improvements to the South roof/aisle will also be required soon. Chapter agreed that these two projects should proceed, subject to the necessary work on costings and funding possibilities being reported to Finance Committee and Chapter.
		2. The feasibility stage of the Luke Hughes Partnership (LHP) design consultation for this was well advanced. TA expressed concern that Chapter’s obligation to pay an unbudgeted advance fee to LHP had not been discussed by the Finance Committee and Chapter. PB confirmed that the costs will be covered by the existing R&M budgets (as specified in previous Chapter Briefings) and ultimately through the fundraising for the project this autumn. The Dean confirmed that the FAC commends LHP and the design of bespoke furnishings; PB said that Christine Stokes’ advice is that a bespoke design, which speaks to the Cathedral’s architecture and heritage, will be more attractive to potential donors.
	3. **Eco St Eds**
		1. Chapter received written updates from the Eco St Eds committee. Discussion was postponed until the next meeting.
	4. **Governance**
		1. In September the Dean will present to Chapter a paper on governance changes to occur under the Cathedral Measure.
3. **Worship**
	1. **Sunday Morning Services**
		1. **Chapter unanimously approved** trialling a new Sunday service pattern. Consideration will be given to the length of the different services and to include matins on occasion. Chapter members expressed concern the new service pattern would be a toll on the clergy and reduce their ability to assist churches in the Diocese.
	2. **CFYP**
		1. Chapter received an update on Children, Families and Young People from SGY and considered including provisions for two fixed-term part-time roles in the 2022 budgetary process.
4. **Values**

11.1 **Chapter approved** the Smoking Policy.

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.
	2. **Chapter received the Fabric Advisory Committee minutes**
	3. **Chapter received the AEC minutes and papers**
	4. **Chapter received the Ancient Library meeting minutes**
	5. **Chapter received the Enterprises Board minutes**
	6. **Chapter received the Diocesan Safeguarding Officer update**

1. **Any Other Business**
2. **Future Meeting Dates**

14.1 Chapter will next meet on Thursday, 9 September.

1. **Confidential Items**

**Chapter Meeting closed at 1.24 pm.**