**CHAPTER MINUTES**

Minutes of the 216th Chapter Meeting
Chapter Room
Wednesday 6 October 2021 at 10:30 am

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

Dominic Holmes (DH)

Sue Hughes (SH)

 Barbara Pycraft (BP)

Terry Stark (TS)

The Rev’d Canon Matthew Vernon (MV)

**In Attendance:** Sarah-Jane Allison (SJA)

Rev’d Sarah Geileskey (SGY)

Mark Pendlington (MP) *Attended by Zoom*

Christine Stokes (CS) *Attended by Zoom*

Erin Seligman (Clerk to Chapter)

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

Archdeacon Sally Gaze

Stewart Alderman

The Rev’d Canon Michael Robinson

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

The Dean reminded Chapter of a handful of emails and letters received in opposition of the Beer & Cider Festival. The Dean personally replied to all such correspondence and has since received a follow-up letter from one objector who acknowledged surprise and appreciation for receiving a response from the Dean.

1. **The Dean’s Report**
	1. The Dean provided an update on ongoing training sessions related to safeguarding, inclusivity and Benedictine virtues.
	2. Chapter applauded the first Values Workshop (“Welcome”) led by Kim Judge and TA encouraged the provision of similar training sessions to follow. SJA said moving forward all new starters will attend the Welcome workshop as part of their introduction and incorporating similar training for volunteers and Forum will be reviewed as well. Further discussion to follow amongst the management team.
	3. The Dean provided a brief overview of the WITH community, a newly created initiative offering young people a creative space to explore and strengthen their faith. MV said he recently visited the community to speak of mindfulness and prayer and sensed depth and strength despite its new beginnings.
2. **Worship**
	1. **Worship and Music**
		1. Chapter received a written update from the Canon Precentor. PB confirmed the Aldeburgh Festival Concert will be held at the Cathedral 11 June 2022.
3. **Sustainability**

**8.1 Finance**

* + 1. MP submitted a written Financial Report to Chapter. Chapter discussed ways to promote Planned Giving and maximise options for people to give.
		2. Plans to refurbish the Deanery are complete, pending approval from the Borough Conservation Officer and Historic England. Chapter received progress reports on other properties as well.
		3. MP asked for departments to submit bids for the 2022 budget, as well as for Chapter’s guidance on budgetary priorities. The Cathedral is expected to end 2021 with a deficit and department heads will be asked to review where they can reduce expenditures next year. The total amount of revenue from the Beer & Cider Festival is still not known.
	1. **New Patrons Programme**
		1. **Chapter approved** a refreshed and expanded patrons programme as presented by CS and recommended by the Major Donor Panel. The new programme will be launched in mid-November.
		2. Even with the pandemic eliminating nearly all the patrons’ events for nearly 18 months, the scheme is still doing well and is a strong indicator of peoples’ commitment to the Cathedral.
		3. The new patrons programme will be made available to the Cathedral community as well and may even appeal to those within Planned Giving as that scheme revolves around a very specific act of faith. The patrons programme, on the other hand, is an act of philanthropy.
		4. The new patrons programme will require additional administrative work. SJA and CS updated Chapter on continuing efforts to recruit a development manager and a new plan to split the role into two, with one person focusing on grants, trusts and legacies and the other overseeing the patrons programme and fundraising events. **Chapter agreed** this was a good way forward.
	2. **Safeguarding**
		1. Chapter members who have yet to complete their Safeguarding modules were reminded to do so.
	3. **Review Cathedral Measure**
		1. SJA is continually receiving information related to the Cathedral Measure.
		2. The Church Commissioners and the Association of English Cathedrals have both advised postponing any review of our position as a parish cathedral until well after the new constitution is in place. In the meantime, the Dean urged positive reasons for remaining a parish cathedral be proactively sought and discussed.
1. **Hospitality**
	1. **The Order of St Edmund**
		1. Chapter reviewed the merits for awarding The Order of St Edmund medal and nominated and approved two recipients for 2020 and two for 2021. The medals will be awarded 21 November at the 10:30 am Choral Eucharist pending the Bishop’s availability (now confirmed).
	2. **Abbey of St Edmund Heritage Partnership**
		1. Chapter received a draft of a Joint Statement of Intent, draft Constitution and draft Rules for the Abbey of St Edmund Heritage Partnership (as well as a written update and Core Group notes).  MV thanked TA for helping to create these documents which are an important step in establishing the Heritage Partnership as a Charitable Incorporated Organisation (CIO).  **Chapter approved** the draft CIO documents subject to further amendments.

*Chapter paused for prayer and reflection.*

1. **Minutes and Reports**
	1. **Chapter received the Chapter Minutes**
		1. The minutes were amended and approved.
		2. The Action Log was reviewed and any outstanding actions noted.
	2. **Matters Arising**
		1. A Greater Chapter meeting will be scheduled after Easter 2022.
		2. SGY will be asked to take the lead of the One in Christ Jesus Manifesto to allow Rev’d Ben Edwards the time to focus on his new position as vicar of The Benefice of Great Barton and Thurston.
	3. **Chapter received the Harvest Planning Group minutes**
	4. **Chapter received the Finance Committee minutes**
	5. **Chapter received Friends of the Cathedral Choirs meeting minutes**

1. **Any Other Business**

11.1 Chapter approved its 2022 meeting dates.

1. **Future Meeting Dates**

12.1 Chapter will next meet on Wednesday, 10 November.

1. **Confidential Items**

**Chapter Meeting closed at 1:40 pm.**