**CHAPTER MINUTES**

Minutes of the 217th Chapter Meeting  
Chapter Room  
Wednesday 10 November 2021 at 10:30 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)

Rev’d Sarah Geileskey (SGY)

Mark Pendlington (MP) *Arrived at 11:04 am*

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**
3. **Conflicts of Interest** (None noted)
4. **Notification of AOB** (Noted below)
5. **Correspondence** (None received)

1. **The Dean’s Report**
   1. The Dean provided no written report this month as any topics he was set to address will be covered by others. The Dean welcomed and received Chapter’s suggestions on the frequency and content of future reports.
   2. The Dean provided an update on the Deanery refurbishment. Plans to relocate the staircase have been flagged for review. Two meetings have been held with Historic England and a West Suffolk Conservation Officer to date, but a final decision on whether moving the staircase will constitute “substantial damage” has yet to be received. Chapter discussed the best ways to move forward should an appeal process be required. The Dean stressed the importance of having a Deanery that is fit for purpose and usable for Cathedral, Diocesan and community events/meetings.
   3. On the advice of Philip Orchard and the Dean, **Chapter agreed** to employ the services of a planning consultant for the Deanery refurbishment. Costs will be capped and rolled into the commercial mortgage.
2. **Mission**
   1. **Lightwave Presentation**
      1. SG presented a video presentation on *Growing with God in the Countryside,* a five-year project funded by the Strategic Development unit of the national church and designed to help people come to faith in rural areas. The two-phased initiative includes the Lightwave community, which partners with or supports local outreach programmes (i.e., cooking with children after school, creating drop in cafes and food banks, organising countryside walks, food delivery schemes, community action). The second phase works to facilitate Cultural Change for Rural Mission. Initiatives related to this ministry include Suffolk in Prayer, the creation of a farmers’ Help Line and Doorstep Carols during the pandemic, the expansion of Rural Chaplaincy, organisation of County Harvest events, promotion of social engagement through Love Rural and more.
      2. This project has brought forward important issues related to rural ministry for Diocesan discussion, including the recruitment of clergy, maintenance of church properties, Safeguarding, and training. A discernment process is now taking place to decide how this project should move forward when funding ends in 2024.
      3. Chapter discussed ways this initiative might be integrated into the Cathedral and within educational programmes and pilgrimages. The benefits of alternating the location of the Harvest Festival between the Cathedral and Trinity Park were reviewed as well.
   2. **CFYP Update**
      1. SGY provided a written update and discussed receipt of a Dulverton Trust grant, which will fund the employment of a part-time youth worker to oversee efforts to turn the Hundleby Yard and Garden Room into a welcoming youth space and eco-garden. The Youth Group is aware this area may be eventually recouped for other uses, but the overall goal is to demonstrate the need and enthusiasm for such a space.
   3. **Canon Pastor’s Update**
      1. **Chapter approved** the proposed Missionary Giving 2021 donations.
      2. A written update was provided by the Canon Pastor and the Dean was particularly impressed with the development of the Hope Into Action initiative, as well as efforts to make the Cathedral more dementia friendly. Both are clear and practical signs of the Cathedral’s compassion and service to the community.
3. **Sustainability**

**8.1 Foundation CIO**

* + 1. TA moved to adopt the new constitution for the St Edmundsbury Cathedral Trust, noting the key to success will be ensuring the four additional, appointed trustees, as well as the administration of the trust, are of high standing. MV seconded this motion and **Chapter unanimously approved**. CS left the meeting at 12:18 pm.
  1. **Finance**
     1. Chapter was informed a budgeted deficit for 2022 (following an expected breakeven 2021 budget) was identified by the Finance Committee yesterday. A huge influx in Covid-related grants from central and local government and the Church Commissioners that bolstered the 2021 budget will not recur in 2022. In addition, the ambitious programme of expanded activities which have led to the proposed deficit are part of a strategy for income generation in the medium and long term. Much of the increased expenditures in 2022 is also tied to investment in the Cathedral’s residential properties to secure unrealised income streams.
     2. The Finance Committee and Chapter will monitor progress in reducing the deficit on a monthly basis throughout 2022.
     3. To the extent that a deficit remains at the end of the budgetary year notwithstanding these efforts, monies will be recouped by drawing from the Cathedral’s reserves, which will be augmented by legacies expected in 2021 and 2022. If such reserves are utilised, Chapter undertakes the sum will be paid back over a five-year period beginning in 2023 by implementing large budgetary surpluses through:
        + lettable property income
        + an increase in the number of events
        + recruitment of a Trusts and Foundation manager to secure grants
        + and the Cathedral’s return to full, pre-Covid operations.
     4. **Chapter approved** the 2022 budget with the stipulations noted above.
  2. **Property / Building Update and Quinquennial Inspection**
     1. Chapter received and **approved** a draft of the 2021 Quinquennial Inspection report.
     2. At PB’s suggestion, **Chapter approved** Option A for the West Doors Project – a more natural and visually pleasing design, although the archway will be lower than the alternative. The design will now go before the FAC and FOC for approval.
     3. PB confirmed that the Inventory would soon be submitted to Chapter for formal approval as required by legislation.
  3. **Safeguarding**
     1. SJA proposed and **Chapter agreed** to schedule a Chapter and Managers Away Day to look at the Cathedral’s culture, values, diversity and inclusion, as well as how we are perceived, impact others and work together. Dates and location to be discussed.
  4. **Cathedral Governance** 
     1. SJA, BP and SH had a meeting to review the revised Cathedral Governance Code on Chapter’s behalf. All Chapter members are now asked to complete a questionnaire about Chapter Meetings. Answers will be collated and kept confidential.
     2. The Dean, SJA and MV will be attending a training session on the Cathedral Governance in London on 22 November. Update to follow.

*Chapter paused for prayer and reflection.*

1. **Worship**
   1. **A Crown of Thorns Installation**
      1. **Chapter approved** plans for the *Crown of Thorns*, a temporary installation that will be hung in the Cathedral for Passion Eventide. The art piece will come apart allowing for easy storage.
2. **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. July is being considered for the Greater Chapter meeting pending the Bishop’s availability.
   2. **Matters Arising**
   3. **Chapter received the Harvest Wash Up Meeting minutes**
   4. **Chapter received the Guild of St Edmund Meeting minutes** 
      1. MV will ask if the Guild could provide Chapter with draft minutes to allow for a more timely review.
   5. **Chapter received the Vestey Trust Meeting minutes**
   6. **Chapter received the Information Protection Group Meeting minutes**

10.6.1 BP noted recent breaches have been related to staff not using the BCC function when forwarding emails to ensure personal email addresses are not shared.

* 1. **Chapter received the Communications Group Meeting minutes**
  2. **Chapter received the Enterprises Meeting minutes**
  3. **Chapter received the AEC Meeting minutes**

1. **Any Other Business**

11.1 **Chapter agreed** to grant Guildhall Feoffment Preschool and Nursery temporary use of a wild area of the property for its Forest School curriculum.

11.2 Measurements for Bishop John Waine’s stone were about 4mm off so the gap between it and the adjacent paving stones is wider that that around the two other memorial stones. The FAC is suggesting the stone be replaced. Chapter members were asked to study the area and decide if techniques to make the stones appear more harmonious could be applied instead. The Waine family is pleased with the current stone.

11.3 **Chapter approved** remedial work to the lightning protection.

11.4 Chapter congratulated the Dean on his election to the General Synod.

11.5 The Dean and SG have now hosted two Living in Love and Faith forums.

1. **Future Meeting Dates**

12.1 Chapter will next meet on Wednesday, 8 December.

1. **Confidential Items**

**Chapter Meeting closed at 1:44 pm.**