**CHAPTER MINUTES**

Minutes of the 220th Chapter Meeting
Edmund Room
Wednesday 16 February 2022 at 10:30 am

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

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)

The Rev’d Sarah Geileskey

 Jane Harrison (JaH)

Mark Pendlington (MP)

Erin Seligman (Clerk to Chapter)

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

Archdeacon Sally Gaze

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

6.1 After detailing her responsibilities as Enterprises Retail Manager, JaH updated Chapter on the ongoing Shop refurbishment project. Much needed and long overdue, this refit will improve the look and feel of the shop as well as address a number of historical issues (e.g., damp, ineffective heating, electrical). Essential improvements to include:

* + - * General shop lighting will be enhanced and spots that can be trained on specific products or areas will be installed,
			* A hardwearing wood effect flooring recently installed in the Tourist Information Point (TIP) will be continued throughout the Shop to improve aesthetics and create unity. The ramp between the Shop and TIP will remain, but will be sloped in two directions and noted with a different colour to remove trip hazards and make the area disability-friendly,
			* Flexible and inviting shelving will be installed, as well as a new central table and dresser. The furnishings and Shop interior will incorporate Cathedral brand colours.
			* A new counter, echoing the design of that in Pilgrims’ Kitchen, will be added, as well as a free-standing glass cube for more expensive items
			* Arch-shaped decals will be designed for the front windows to draw attention, disguise unused space and link the Shop to its surroundings,
			* The outside of the Shop will be repainted when the weather improves to add impact and draw footfall from Angel Hill.

6.2 SA said the refurbishment will extend an extra week due, in part, to some rotting flooring and damp that was recently unearthed and in need of repair. The project will still be completed within budget.

6.3 JaH and Chapter discussed the challenging trading conditions caused by the pandemic, how the Shop persevered and, with Enterprises, registered record annual profits in 2021. Methods in which the Shop continues to promote and support key elements of the Cathedral’s Master Plan, including those related to Welcome, Compassion, Hospitality and Sustainability, were relayed.

6.4 Upon completion of the refit, Chapter suggested touring other Cathedral shops for comparison, reviewing its targeted customer base/competition and incorporating online sales. JaH left the meeting at 11:09 am.

1. **The Dean’s Report**
	1. SA thanked Chapter for awarding him the Order of St Edmund, received during the morning service on 13 February. The Dean noted those Lay, Ecumenical and Honorary Canons installed last Sunday as well. There are currently no Honorary Canon vacancies remaining, although the allowable number may be expanded within the Cathedral Measure.
	2. The Dean provided an update on the Chair Appeal and Chapter relayed the positive comments they received after the launch. TA applauded Nikki King and Pilgrims’ Kitchen for the refreshments and hospitality provided to attendees and Chapter agreed the Dean spoke brilliantly.
	3. The Dean provided an update on the Deanery refurbishment project. Obtaining Council approval to relocate the staircase is not looking promising, but every effort is being made to achieve a successful outcome. Following the Open House Days, public access to the Deanery will be slightly modified to allow for future deans to live a quieter life if preferred.
2. **Sustainability**
	1. **St Edmundsbury Trust**
		1. The St Edmundsbury Trust is now in place and will have its first meeting soon. The Dean proposed adding a fourth trustee to avoid conflicts of interest. A nominee will be presented to Chapter in March. **Action**: Chapter will send a letter of appreciation to Geoffrey House for his many years of service as secretary of the Foundation of St Edmund.
	2. **Finance**

8.2.1 Chapter received financial reports. MP said the Finance Committee met yesterday, confirmed the Cathedral remains on budget and will begin reviewing the availability and best ways to utilise Restricted Funds to support the 2022 budget. The Dean, SJA, PB and MP also continue to review the Cathedral’s property strategy and expects to bring a development plan to Chapter in March or April. The commercial mortgage for the Deanery refurbishment is nearly secured but awaiting a valuation of Abbey House and approval of the planning application.

* + 1. Newly installed Lay Canon Jonathan de Bernhardt Wood (JBW) will meet with the Cathedral’s Planned Giving group to review our visitor donation model and offer advice on improving “the ask.” JBW is a national advisor for giving and income generation for the Church of England and has worked within the charity sector for 30 years.
		2. There is growing interest from wedding fair organisers, plans for a Gift Day and a growing sense of optimism that the Cathedral is returning to pre-pandemic norms. Service collections, however, have yet to recover and Chapter discussed reintroducing the plate. Church of England guidelines allow for plate collections to be reinstated. **Action**: The Dean will discuss this further with the wardens.
	1. **Property / Building Update**
		1. PB applauded Steve Cole for the fabulous work he has been doing since taking on the position of Maintenance Verger and provided updates on a number of ongoing projects (e.g., lightening protection, 3 Crown Street, West Doors and the Great Window).
		2. Permissions are being sought to cut back the tree near the Pilgrims’ Kitchen marquee. PB is also requesting English Heritage and Abbey Gardens make needed repairs to the flint wall east of the garth.
	2. **Safeguarding**
		1. SJA is reviewing old cases as part of the Church of England’s National Safeguarding Past Cases Review (PCR2). Only action to date is to improve the Cathedral’s electronic files and risk assessment.
	3. **Cathedral Measure**
		1. **Chapter approved** a draft of the Conflict of Interest Policy.
		2. Chapter discussed the Cathedral Measure timeline and the subcommittee formed to study how the Cathedral Council might be restructured as required under the Measure. **Action**: Provide Chapter with the CVs of Justin Rabett and Dan Harrison, the two Council members forming that subcommittee along with SJA, MV and the Dean.
1. **Worship**
	1. PB said the 2022 Cathedral diary is very busy and provided updates on the Queen’s Jubilee and Holy Week and that capacity for vergers and administrative staff will be stretched. MR noted the increased demand for services from groups throughout the county.
	2. BP said the recent covid-related cancellation of the Youth Choir tour to Leipzig was disappointing. PB said a proposal to schedule a brief UK tour in its place are being discussed.
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.
	2. **Matters Arising**
	3. **Chapter received the IPG meeting minutes**
	4. **Chapter received the Enterprises meeting minutes**
	5. **Chapter received the Communication Group meeting minutes**

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

13.1 Chapter will next meet on Wednesday, 16 March 2022.

13.2 The 13 July Chapter meeting was rescheduled for Monday 25 July.

13.4 The Chapter Away Day has been confirmed for 27 September.

1. **Confidential Items**

**Chapter Meeting closed at 12:33 pm.**