**CHAPTER MINUTES**

Minutes of the 219th Chapter Meeting
Edmund Room
Wednesday 19 January 2022 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) *Left at 12:38 pm*

Terry Stark (TS)

The Rev’d Canon Matthew Vernon (MV)

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

Sarah-Jane Allison (SJA)

Mark Pendlington (MP) *By Zoom*

Christine Stokes (CS) *By Zoom*

James Stark (JS)

Erin Seligman (Clerk to Chapter)

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

The Rev’d Sarah Geileskey

1. **Conflicts of Interest** (None noted)
2. **Notification of AOB** (None noted)
3. **Correspondence** (None received)
4. **The Dean’s Report**
	1. The Dean reviewed his written report submitted to Chapter, which included biographical details of the Honorary, Lay Canons and Ecumenical canons who will be installed at Choral Evensong on 13 February. SA will receive the Order of St Edmund at the 10:30 am Eucharist on this day as well. Although the College of Canons has been significantly replenished, efforts are still being made to install canons representing the business, agricultural, financial and secondary/higher education sectors.
	2. St Edmundsbury Cathedral has been awarded a Silver A Rocha award. Chapter applauded the great work Anita Rooney has done to secure this award and will send her a letter of appreciation.
	3. The Dean provided an update on the Deanery refurbishment project and will hold two Open Houses to garner community support for the vision for the space with public benefit. He relayed his appreciation for Bishop Martin who has already written a letter of support with evidence of episcopal and diocesan need for such a space.
	4. Interviews for the post of Headteacher of King Edward VI School will be held later this month. Four candidates have been shortlisted from a pool of nine applicants. The Dean is on the appointment panel.
5. **Sustainability**
	1. **Trusts and Foundation Manager**
		1. CS announced Katie Short (KS) has been named the new Trusts and Foundation Manager. KS will work one to two days per week and, paired with the recently hired Philanthropy & Memberships Manager, ensures this department is now fully operational and ready to take over after CS leaves.
		2. CS applauded Chapter for being flexible and imaginative in creating and recruiting these positions, which have now drawn two experienced young women.
	2. **New Chairs Appeal**

7.2.1 Chapter, joined by the Head Verger, reviewed six different chair styles and related costings, and discussed each option’s stackability, durability, weight, aesthetics and comfort, as well as the potential and price of adding an etched design and electronic (Zifra) seating numbers.

* + 1. PB said one option -- the specially commissioned Edmund Chair -- would leave a legacy that our successors will be proud of. MV said he was grateful for the option to select two different chairs, as the more cost-efficient option reserved for the side aisles/larger services would be used less frequently and, even if less robust, would still last a very long time.
		2. JS supported adding a Zifra numbering system to the chairs as it will streamline concert/event bookings and facilitate those key services at which reserved seating is necessary. He confirmed only chairs on the end of the aisles would need a Zifra number, allowing for a significant reduction in estimated costs. Any decision on adding engravings (e.g., the Cathedral’s name or shield) was postponed for now. However, the Dean confirmed donors who purchase a chair during the appeal will not have the option of adding an engraved name.
		3. **Chapter agreed** to fill the centre aisle with 300 specially commissioned Edmund chairs and purchase 300 Theo chairs (beech stain) for the side aisles. CS and Chapter further discussed the details and timescale of the forthcoming chair appeal.
	1. **Finance**

7.3.1 Chapter received end-of-year results and the 2022 budget. MP said the figures for this year reflect current challenges (decrease in service attendance, donations and investments, along with an increase in salaries and music-related costs), but assured Chapter the 2022 budget is under control and strictly monitored.

* + 1. TA requested Chapter receive monthly reports on what has been achieved in this year’s key mission to increase income and questioned if month-end budget results could be relayed in a clearer format. SJA will discuss how the Cathedral’s financial reports are correlated with the auditors, who will be at the Cathedral all next week for their regular annual review.
		2. Enterprises continues to outperform and offers encouragement other income streams will begin to improve as well. SA added that Pilgrims’ Kitchen had a record year in profits, despite being closed for three months due to covid-related lockdowns. **Action:** Chapter will send letters of thanks and appreciation to PK staff for all their hard work and perseverance this past year. The Cathedral Shop is now closed through early March for refurbishment.
		3. The Dean, SJA, PB and MP had an initial meeting to discuss the Cathedral’s property strategy and expects to bring a development plan to Chapter in March or April.
	1. **Property and Building Update**
		1. Chapter received a quote for restoration of the Lady Chapel ceiling.  **Chapter agreed** this project is one of low priority and will not recommend repairs to the ceiling at this time.
		2. The Dean and Chair of the FAC have agreed to postpone any action regarding Bishop John Waine’s stone.
	2. **Cathedral Measure**
		1. **Chapter approved** the Complaints Policy.
		2. SJA, MV and the Dean have a meeting scheduled with two members of the Cathedral Council to discuss how this committee will be revamped to meet Cathedral Measure guidelines. This group will create a list of ideas to present to Chapter and the Council at a later date.
		3. Proposed actions from Chapter’s recent Questionnaire and Collated Responses for Good Governance were noted.
1. **Mission**
	1. **Dementia-Friendly Cathedral**
		1. Chapter reviewed and discussed Canon John Parr’s reflection, “Spiritual Care in a Dementia-Friendly Cathedral,” which will be published on the Cathedral’s website. The date of the Cathedral’s first Dementia-Friendly Sunday will be announced shortly as well. Chapter discussed how the Cathedral might also include and support carers in this initiative.
		2. West Suffolk Hospital will conduct a site visit to assess how the Cathedral might be more dementia friendly.
		3. The Dean suggested SH support MV with the Cathedral’s initiatives to be more dementia friendly, inclusive and engaged in social action. **Action:** A formal proposal and job description will be created and brought before Chapter at a later date.
	2. **Equality, Diversity and Inclusion**

8.2.1 Chapter received a draft of the Cathedral’s objectives as part of the Equality, Diversity and Inclusion initiative. Further, more in-depth discussion will be held at Chapter’s Away Day.

* 1. **Archdeacon for Rural Mission Update**

8.2.1 SG said the LLM Licensing service on 16 January was fabulous and has drawn plenty of praise and emails. The service on Plough Sunday also went well.

1. **Worship**

9.1 A County commemoration service thanking first responders and all those who helped during the pandemic has been tentatively rescheduled for 18 September.

9.2 Choristers will be installed 23 January.

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**
	3. **Chapter received the Inventory Summary Report**
	4. **Chapter received the AEC Executive meeting minutes**
	5. **Chapter received the Friends of the Cathedral Choir meeting minutes**

10.5.1 DH applauded the FOCC for maintaining its reserves, although much of the savings was due to the cancellation of the 2021 choir tour.

10.5.2 The FOCC’s AGM will be held after the 3:30 pm service on Sunday 23 January.

* 1. **Chapter received the Eco St Eds meeting minutes**

1. **Any Other Business**

11.1 The Dean said he is being recommended to replace the retiring chair of the Ozanne Foundation. Chapter relayed their full support.

1. **Future Meeting Dates**

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

13.2 A Greater Chapter meeting has been scheduled for Monday 25 July.

13.3 The 15 June Chapter meeting was rescheduled for Tuesday 14 June.

13.4 The 14 September Chapter meeting was rescheduled for Wednesday 7 September.

1. **Confidential Items**

**Chapter Meeting closed at 1:16 pm.**