**CHAPTER MINUTES**

Minutes of the 223rd Chapter Meeting
Wednesday 11 May 2022 at 10:30 am

Zoom

**Present:** The Very Rev’d Joe Hawes (Chair)
Canon Tim Allen (TA)
Dominic Holmes (DH)

Sue Hughes (SH)

 Barbara Pycraft (BP)

 The Rev’d Canon Michael Robinson (MR)

The Rev’d Canon Matthew Vernon (MV)

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

Sarah-Jane Allison (SJA)

The Rev’d Canon Jutta Brueck (JB)

The Rev’d Sarah Geileskey (SGY)

 Mark Pendlington (MP)

Christine Stokes (CS)

Erin Seligman (Clerk to Chapter)

1. **Prayers and Welcome**The Dean opened the meeting with a prayer and apologised for having to move this Chapter meeting to Zoom due to a positive Covid test.
2. **Apologies for Absence**

The Rev’d Canon Philip Banks

Archdeacon Sally Gaze

Terry Stark

1. **Conflicts of Interest** (None noted)
2. **Notification of AOB**
	1. The Dean received and accepted a request to discuss Strategic Learning under AOB. See below.
3. **Correspondence** (None received)
4. **Dean’s Report**
	1. Chapter received the Dean’s written report which included updates on the chair appeal, the “One In Christ Jesus” action plan and work the Dean has undertaken while Bishop Mike Harrison is on sabbatical.
	2. **Chapter unanimously agreed** to confirm the Rev’d Laura Mumford as a Foundation governor for King Edward VI School, subject to Diocesan Board of Education approval.
	3. The Dean introduced the Rev’d Canon Jutta Brueck who will be working at the Cathedral one day each week from May through the end of August. She is tasked with identifying ways in which the Cathedral can draw more deeply on Benedictine traditions as it continues to implement the Masterplan’s values and goals. **Chapter agreed** JB may attend Chapter meetings. JB said she has a longstanding love for Benedictine wisdom and has become even more engaged with the principles living life as a mother and the Bishop’s wife, and celebrating the 1000-year anniversary of the Abbey. She will be here to listen, worship, teach, meet with staff, share her reflections and identify opportunities to put the Benedict wisdom into practice for flourishment. JB’s new role and biographical details will be communicated to staff and the Cathedral community.
	4. The Dean relayed the Fabric Advisory Committee’s approval of modifications made to the Edmund Chair. The addition of a metal ledge will not impact the chair’s stack-ability. **Chapter unanimously agreed** to commission 300 Edmund Chairs, with a 10- to 12-week lead time for manufacturing and delivery noted.
	5. The Dean provided an update on the Deanery project. Despite the support from a number of local amenity societies and the Bury St Edmunds Town Council, the Conservation Officer is recommending refusal of the application based on plans to remove the staircase. The Victorian Society has objected as well. A rebuttal to the Conservation Officer’s report and response to the Victorian Society are being formulated. The Dean suggests the tender process move ahead without delay to allow for works not including the staircase to commence.

1. **Sustainability**
	1. **Legacy Policy & Action Plan**
		1. CS presented Chapter with a 12-Month Legacy Plan, which will be led by the Philanthropy and Memberships Manager and align with a policy being developed by the Diocese. CS left the meeting at 11.50 am.
	2. **Finance**
		1. Chapter received End-of-Month Financial Reports and MP applauded SJA and the entire team for working hard to complete action items, boost income and reduce expenditures. Visitor numbers are improving, but collections continue to lag. Plate collections were reinstated last Sunday and received positively.
		2. Utility and insurance bills have risen sharply and costings related to IT upgrades in 2021 are reflected on this year’s accounts.
		3. The St Edmundsbury Cathedral Trust will next meet on 8 June 2022.
		4. Jonathan de Bernhardt Wood will submit a new Visitor Donation Plan to Chapter in June.
	3. **Property / Building Update**
		1. Chapter reviewed received tenders for repair, rewiring and refurbishment of the Crown Street property’s main house and **Chapter agreed** to award this contract to JCE George.
	4. **Safeguarding**
		1. No items to report. New dates for mandatory Leadership Safeguarding Training courses were discussed.
	5. **Cathedral Measure**
		1. Chapter received updated drafts of the constitution and statutes, which have also been forwarded to the Bishop and Cathedral Council for input and discussed at the recent Annual Parochial Church Meeting. MR said the Bishop will submit a few minor comments, but is generally happy with the content of the documents.
		2. **Chapter approved** the new preamble, and the majority of members were happy to keep pronouns in the constitution as currently written.
		3. Chapter discussed the formation and purpose of the Risk, Audit and Review Committee, as well as how Forum’s role may be strengthened going forward.
		4. TA applauded this process and proposed submitting these drafts of the constitution and statutes to the Church Commissioners for review. **Chapter unanimously agreed**.
		5. **Chapter approved** the Senior Management Terms of Reference.
	6. **Risk Register**

7.6.1. Chapter reviewed and updated the Risk Register.

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. **Approval of Eucharistic Ministers**
		1. The clergy recommended a list of individuals to be authorised as Eucharistic Ministers for the 2022-2025 term. These names were **unanimously approved** by Chapter.
	4. **Chapter received the Cathedral Council meeting minutes**
	5. **Chapter received the Finance Committee meeting minutes**
	6. **Chapter received the St Edmundsbury Trust meeting minutes**
	7. **Chapter received the Communications Group meeting minutes**
	8. **Chapter received the Friends’ Council meeting notes**

1. **Any Other Business**

9.1 SJA confirmed which Chapter members will be attending the Cathedrals Strategic Leadership Event in November 2022.

1. **Future Meeting Dates**

10.1 Chapter will next meet on Tuesday 14 June.

1. **Confidential Items**

Chapter Meeting closed at 12:35 pm.