**CHAPTER MINUTES**

Minutes of the 224th Chapter Meeting
Tuesday 14 June 2022 at 10:30 am

Chapter Room

**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) *Attended by Zoom*

The Rev’d Canon Matthew Vernon (MV)

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

Sarah-Jane Allison (SJA)

The Rev’d Canon Jutta Brueck (JB)

 Mark Pendlington (MP)

Christine Stokes (CS) *Attended by Zoom*

Erin Seligman (Clerk to Chapter)

1. **Prayers and Welcome**
2. **Apologies for Absence**

Archdeacon Sally Gaze

The Rev’d Sarah Geileskey

Terry Stark

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

5.1 Chapter received letters of appreciation from attendees of the Abiding Wisdom celebrations and services.

1. **Dean’s Report**
	1. Chapter received the Dean’s written report, which included updates on recent services and events, the “One In Christ Jesus” action plan, College of Canons and the deanery planning application.
	2. The Aldeburgh Festival concert on 11 June was an amazing event.
	3. Congratulations and great appreciation were relayed to all involved with the Platinum Jubilee Service on 12 June. The Dean was incredibly proud of the Cathedral and noted a hardworking, committed and good- humoured team makes all the difference. The diversity of liturgy and music was commended and, of course, those flower arrangements were glorious!
	4. As Chapter’s Lead on Social Action and Inclusion, SH will work with Canon Stephen Singleton to oversee related Cathedral workstreams.
	5. The New Chairs Appeal is nearing the final stage, with 88 percent of the monetary goal received to date.
	6. A planning application for the deanery will go to the Development Control Committee on 6 July. A robust rebuttal to the Conservation Officer’s recommendation to refuse the planning application has been submitted. Local civic leaders continue to lend their support.
2. **Sustainability**
	1. **Trusts & Foundation Manager**
		1. CS announced a new Trusts & Foundation Manager has been recruited to work three days per month. Initial assignments will be to secure monies for the music programme and the Great West Window, as well as other identified projects. CS left the meeting at 11.15 am.
	2. **Finance**
		1. Chapter received End-of-Month Financial Reports and MP noted a reduction in the deficit due to an uptick in sales at Pilgrims’ Kitchen.
		2. Since its refurbishment, capital spent per Shop customer has increased by an average of 28 percent. Footfall remains down and rising inflation is expected to impact the Shop.
		3. Service collections and visitor income remains down. Efforts are underway to improve signage and contactless donation points. Although the recent Manuscripts Exhibition drew 2.5k visitors, the monetary return was disappointing and the reasons behind this imbalance will be investigated.
		4. Chapter reviewed and discussed recent capital expenditures, legacies, Planned Giving and means to fund property refurbishment projects.
		5. The St Edmundsbury Cathedral Trust had its second meeting, reviewed the CCLA fund’s quarterly returns and confirmed switching to an equity-based investment fund was the right decision. **Chapter agreed** with trustees’ amendments to the CIO’s Terms of Reference.
		6. The 2022 budget includes £25k from a Gift Aid Day, which has been scheduled for 20 November.
		7. Andy Thompson (AT) is conducting 1:1 meetings with all department heads to review their budget lines. Chapter received a Strategic Operational Overview and agreed a budget training session for budget holders would prove beneficial.
		8. Following a discussion, many Chapter members agreed plate collections should be immediately reintroduced, along with proper communication explaining the plate is for those not enrolled in Planned Giving.
		9. The events manager is being proactive in his efforts to book more events and concerts at the Cathedral, although efforts are slightly restricted with an already full diary. PB said care must be taken when disrupting services and worship in lieu of scheduling more events.
		10. The cleaning contract, and whether costs were customarily shared by the Cathedral and Enterprises, will be investigated.
		11. The amount of baptisms currently being scheduled is very positive. There are no fees for baptisms, but donations are welcomed and relied upon. Having thank you/offering envelopes in the pews during baptisms was suggested by the Dean and agreed to be a good idea.
		12. The Cathedral will host a Wedding Fair in 2023.
	3. **Property / Building Update**
		1. PB noted finances remain on track, although gas and electricity costs are above budget.
		2. A 10-week project, undertaken by JCE George, to refurbish the Crown Street property is moving along as quickly as possible to secure income from rental in the final quarter of this year.
	4. **National Cathedrals Conference**
		1. At the National Cathedrals Conference the Church Commissioners announced plans to invest £3.6 billion in the ministry and mission of the Church of England over nine years. The Dean said a small portion will be earmarked for cathedrals and St Edmundsbury will look to apply for relative grants.
		2. Chapter received notes taken during the conference by the Cathedral’s attendees -- the Dean, SA, SJA, PB and MV – and discussed specific points that resonated with Chapter members (e.g. speaking the local dialect, creating a choir for those with mental health challenges or cognitive delays, diversifying congregations and the achievability of becoming net zero carbon by 2030.) **Action**: An Action Plan will be created from these session notes.
		3. MR discussed Bishop Martin’s appointment to the House of Lords. His contributions will resonate across the Diocese and allow his voice to be raised to a national scale, particularly when championing the poor and highlighting the impact of energy insecurity and rising costs of living.
	5. **Contactless Donations Plan**
		1. Chapter received and **approved** the Signage proposals. SA said Enterprises can help with associated costs as some of the improvements will support Pilgrims’ Kitchen and the Shop. MV said dementia-friendly signage is not mentioned in these proposals, but are part of the rationale.
		2. **Action:** Enterprises will explore whether a system offering customers the opportunity to round up their purchase total with a donation to the Cathedral could be implemented.
		3. **Action**: The website and marketing materials will be updated to include Pilgrims’ Kitchen availability to cater and host receptions after special services (e.g. baptisms and funerals).
	6. **Safeguarding**

7.6.1. Chapter will undergo Safeguarding training this afternoon. SJA said DBS certificates are currently being renewed and safeguarding cases continue to be monitored.

* 1. **Cathedral Measure**

7.7.1. The Cathedral’s proposed constitution and statutes are still being reviewed by the Church Commissioners. No feedback has been received to date. Supporting documents will follow, along with an application form to the Charity Commission.

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 Fabric Advisory Committee meeting minutes**
	4. **Chapter received the Information Protection Group meeting minutes**
	5. **Chapter received the St Edmundsbury Trust meeting minutes**

8.5.1 TA requested a reference related to a Conflict of Interest be clarified.

* 1. **Chapter received the St Edmundsbury Trust meeting minutes**
	2. **Chapter received the Communications Group meeting minutes**
	3. **Chapter received the Friends’ Council meeting notes**

1. **Any Other Business**

9.1 SJA relayed an invitation to a CCLA Investment Seminar in Newmarket on 19 July. All CIO and Chapter members are unfortunately away or have other commitments on this day, but agreed attendance could prove valuable. Trustees **agreed** to extend the invitation to a member of the Finance Committee.

1. **Future Meeting Dates**

10.1 **Chapter agreed** to reschedule its September meeting to Wednesday the 7th and the October meeting to Wednesday the 19th.

10.2 A Greater Chapter meeting with the Bishop, Management Team and College of Canons will be held at 3.00 pm Monday 25 July.

10.3 JB will lead Chapter’s Away Day on 27 September. A review of how Benedictine ethos can be best incorporated into the Cathedral’s departments and governance/leadership will be on the day’s agenda.

1. **Confidential Items**

Chapter Meeting closed at 12:40 pm.