**CHAPTER MINUTES**

Minutes of the 221st Chapter Meeting
Edmund Room
Wednesday 16 March 2022 at 10:30 am

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

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)

The Rev’d Sarah Geileskey

 Cressida Parsons (CP)

Mark Pendlington (MP)

Mark Proctor, Partner for Lovewell Blake LLP (MPr)

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**

Archdeacon Sally Gaze

Sarah-Jane Allison

1. **Conflicts of Interest** (None noted)
2. **Notification of AOB** (None noted)
3. **Correspondence** (None received)
4. **Philanthropy & Memberships**

6.1 CP updated Chapter on her responsibilities as the Philanthropy and Memberships Manager and the steps she has made to nurture and expand the patron programme. All existing patrons renewed their memberships for the year and remain enthusiastic about the Cathedral. The Prospective Patron Tours & Lunches the Dean hosts several times a year will remain a principal method to expand the programme. CP’s focus will fully return to these lunches after the Chair Appeal is completed.

6.2 Approximately 100 people attended the Chair Appeal launch and CP detailed the follow-up process in place to continue that enthusiasm. Updates on design enhancements being made in response to feedback from the Cathedral community are being communicated as well. Redesign costs will be minimal and have already been budgeted into project costs.

6.3 The Surveyor to the Fabric will undertake the application to the Cathedrals Fabric Commission for England to remove the pews, with the assistance of Luke Barton, Luke Hughes Associates. If, as strongly suspected, the pews were not designed by George Gilbert Scott, and instead were sourced from a catalogue and mass produced, this will strengthen the case to remove them and answer objections from The Victorian Society.

6.4 Chapter discussed how and when the pews will be marketed and agreed the 300 Edmund chairs and 300 Theo chairs should be unveiled at the same time. The Theo chairs will be in storage the majority of the time to allow for the side aisles of the Nave to remain clear.

6.5 MP applauded the professional tone of CP’s emails. The Dean said the recent Patron’s Trip to Lambeth Palace, though low in attendance, was a great success. Efforts are being made to reinstate the Patron trip to Cambridge next year. CP left the meeting at 11:03 am.

1. **Sustainability**
	1. **Abbey 1000 Exhibition of Manuscripts**
		1. **Chapter unanimously agreed** to enter into an agreement with Cambridge University Library and the Government Indemnity Scheme to borrow the seven manuscripts of the 12th Century Abbey of St Edmund scriptorium that will be part of the Cathedral’s Abbey 1000 Exhibition.
	2. **Finance**
		1. Mark Proctor (MPr), partner at Lovewell Blake Charted Accountants, presented Chapter with a copy of the 2021 Audit Findings Report. No changes have been required and MPr confirmed all financial figures Chapter received throughout the year were accurate.
		2. Covid continued to have an impact, although less than in 2020 as the Cathedral was able to operate in greater, but still limited, capacity. MPr anticipates the impact of Covid will continue in 2022 even as the community moves away from the severity of the pandemic. Inflation and rising fuel costs will also add to budgetary pressures for the next 12 to 18 months. Although the Cathedral is expected to end 2022 with a deficit, MPr is confident the Cathedral can operate.
		3. The Audit Report noted three observations, which were relayed to the Finance Committee and actioned by Management. Auditors have confirmed a clean, healthy report for both the Cathedral and Enterprises and the Finance Committee is recommending approval. With minor typos noted, **Chapter unanimously approved** the 2021 accounts, to include the Audit Findings Report, Enterprises Accounts and Annual Report.
		4. MP relayed his appreciation to the many people who have allowed the Cathedral to be in a good financial position, while noting this is not the time for complacency. The accounts will be regularly reviewed throughout 2022 to maximise income and reduce expenditures.
		5. Chapter received End-of-Month Financial Reports and MP said the Cathedral remains on budget. Visitor numbers are improving and service collections are expected to increase as well. The clergy are offering gentle reminders about the Planned Giving scheme during services and the location and messaging of contactless giving points will be revamped to maximise donations.
		6. **Chapter approved** the Draft Reserves Policy.
		7. **Chapter approved** the Cathedral Investment Policy with two stipulations: the Liquidity Requirement will be amended from three to six months and the Ethical Investment wording will be adjusted to allow for flexibility regarding ethical and environmentally-friendly values.
		8. **Chapter approved** the recommendations as stipulated in the Cathedral Investment Portfolio.
		9. **Chapter agreed** to name SGY the fourth trustee of the St Edmundsbury Foundation Trust, effective immediately.
	3. **Property / Building Update**
		1. PB said the Cathedral’s insurance premiums have increased by 12.5 percent due to external circumstances (Covid, Brexit, rising building costs). **Chapter agreed** to maintain coverage for acts of terrorism and were in favour of Management’s plans to compare competing quotes and work with the current insurance provider to minimise premium increases.
		2. Following TA’s suggestion, PB requested Chapter defer approval of the Items of Outstanding Interest as some objects were inadvertently left off the list.
	4. **Safeguarding**
		1. Safer Recruitment Workshops will be completed by the end of May by all those who conduct interviews.
	5. **Policies**
		1. **Chapter approved** the Draft Long Service Awards Policy with a stipulation that some flexibility on the location for afternoon tea (Bullet Point 2.2 / Five Years) be allowed for Pilgrims’ Kitchen staff members.
	6. **Cathedral Measure**
		1. The Dean extended his gratefulness to MV and SJA for guiding the Cathedral through this process, along with two members of the Cathedral Council (CVs received by Chapter) who have added value and brought complimentary skills to the proceedings. Under the new measure Chapter will become the sole governing body. The Cathedral Council will be abolished, along with the College of Canons’ governing function.
		2. Chapter received 15 documents related to the Measure, including drafts of the new constitution and statutes, as well as the terms of proposed committees. The Dean assured Chapter this was not the last time these documents will be reviewed. A lengthy process is still to follow and will include 30 hours of legal counsel paid for by the Church Commissioners.
		3. Chapter reviewed and discussed at length the proposed changes to Chapter membership, including increasing the number of Residentiary Canons from three to four. Chapter disagreed with the proposal to reduce Chapter meetings to four times a year. Document to be **amended** to read “a minimum of six times per financial year.”
		4. The Church Commissioners are recommending the Cathedral remain a parish church and the Dean is inclined to agree. TA questioned if we could continue as a parish church and still have only two Chapter members elected at the APCM. Chapter discussed the need to expand its skill set and how to communicate that Chapter members elected at the APCM do not necessarily have to be the wardens.
		5. The College of Canons will continue to have advisory capacity, however the Dean is recommending a Risk, Audit and Review Committee be established to provide independent oversight of the Cathedral’s systems of internal control, risk management and financial reporting. **Chapter agreed** with the terms of this Committee.
		6. Chapter reviewed the terms of the proposed Nominations Committee. BP questioned its interdependency if its members are appointed by, or are, Chapter members. **Action**: The Dean will take this point back to the Cathedral Measure working group for review.
		7. **Chapter agreed** with the Model Terms of Reference for the Finance Committee with TA stipulating “investments” be added the list of knowledge/skills members should collectively possess. Legal counsel will also be sought to discuss how the document should be worded to incorporate a Chief Financial Officer, if such a position is developed in the future.
2. **Worship**
	1. Adults allowed to administer sacraments were recorded as: Steve Cole, Lewis Wright, Kate Vernon, Andrew Day, Leslie Olive and Katie Game.
	2. PB said work is underway to develop a singing programme within local schools that will provide outreach opportunities in a different way than existing music-related initiatives/youth choirs do.
	3. The Ely Pilgrimage in early April is completely booked. A few spaces remain for the St Benet’s Abbey Pilgrimage in May.
3. **Mission**
	1. SGY proposed Chapter meet the new Youth Project Lead and provided updates on the work underway in Hundleby Yard, as well as outreach programmes the Cathedral will host for youth during the school holidays.
	2. Ten young people will be among those confirmed next month.
	3. MR reported engagement within the Learning Hub are returning to pre-pandemic levels (390 visiting schoolchildren, 200 people participated in family activities, 568 Teach Rex tickets sold). The first Lent “Radical Living” talk had 70 participants and remaining workshops are all overprescribed.
4. **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 Finance Committee meeting minutes**
	4. **Chapter received the General Synod February Report**
	5. **Chapter received the Friends’ Council meeting minutes**
	6. **Chapter received the Ancient Library Committee meeting minutes**
	7. **Chapter received the Information Protection Group meeting minutes**
	8. **Chapter received the Fabric Advisory Committee meeting minutes**
	9. **Chapter received the AEC statement and survey**

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

13.1 Chapter will next meet on Wednesday, 6 April 2022.

1. **Confidential Items**

**Chapter Meeting closed at 1:25 pm.**