**CHAPTER MINUTES**

Minutes of the 225th Chapter Meeting
Monday 25 July 2022 at 10:30 am

Chapter Room

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

Archdeacon Sally Gaze (SG)

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 Canon Jutta Brueck (JB)

The Rev’d Sarah Geileskey (SGY)

Cressida Parsons (CP)

 Anita Rooney (AR)

Christine Stokes (CS) *Attended by Zoom*

Erin Seligman (Clerk to Chapter)

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

Mark Pendlington

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

5.1 Chapter received a thank you letter from AR for the stole she was gifted for her ordination.

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, recent radio interviews and the deanery planning application.
	2. The Development Control Committee unanimously approved external plans for the Deanery and listed building consent for internal works – including removal of the staircase – pending a risk assessment. The extent of the public benefit if the Deanery were to be refurbished was questioned by Committee members. Letters detailing more frequent usage of the semi-public space will be sought by the Bishop and community groups, and will be submitted before plans return to the Committee for approval on 7 September.
2. **Sustainability**
	1. **Legacy Policy and Promise**
		1. CS presented a Legacy Policy and Promise for Chapter to review and approve. Developed after a rigorous process and resembling procedures found within other organisations, this policy is expected to be adopted in similar form by the Diocese as well.
		2. Chapter requested modifications be made to the policy, to include clarity related to public recognition or anonymity requests. **Action**: Chapter members were asked to email further amendments to CS and SJA. An addendum with operational procedures will also be added to the policy, which will return for Chapter’s approval in September.
	2. **Fundraising**
		1. Chapter **approved** the Patrons Advisory Group’s Terms of Reference. CP left the meeting at 11.30 am.
	3. **Property / Building Update**
		1. PB said refurbishment of the Crown Street property is on time and budget. A final evaluation by the letting agent has been scheduled.
		2. The Deanery refurbishment project has not yet gone out to tender. Funding options for necessary refurbishment of other Cathedral properties continue to be explored.
	4. **Finance**
		1. Chapter received End-of-Month Financial Reports and SJA reviewed those line items which contributed to the current deficit.
		2. The Church Commissioners are requesting cathedrals put in order any stagnate designated and restricted funds. The Finance Committee recently reviewed all the Cathedral’s designated funds and redirected the purpose of those long unused. Permission to redirect funds will be sought from the donors of any restricted funds found to be no longer applicable.
		3. A plan to generate visitor giving has been developed, to include new signage and donation boxes. The Dean is glad basket collections have returned, although they have yet to be introduced at Sunday’s All-Age Eucharist. SGY said basket collections at the All-age service may begin in September.
		4. The CCLA fund has stabilised.
		5. SA will investigate whether the till at Pilgrims’ Kitchen would allow customers to round up their bill with a donation to the Cathedral.
	5. **Safeguarding**

7.5.1. Chapter received a proposed *Safeguarding and Creating a Healthy Culture* action plan, as well as suggested survey questions for staff, volunteers and the congregation to complete. Further ideas to be forwarded to SJA.

* 1. **Cathedral Measure**

7.6.1. Chapter received revised drafts of the Cathedral’s new statutes and constitution, as well as written comments from the Church Commissioners. SJA reviewed the process of obtaining a charity number.

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.
		3. SA confirmed the cleaning contract has now been sorted.
	2. **Matters Arising**
	3. **Chapter received the Fabric Advisory Committee meeting minutes**
		1. Although rising utility rates strengthen the case for solar panels, installation costs sought through a company the Cathedral has been communicating with have proved too expensive. TA suggested the Eco committee seek a different approach. Cathedrals that have successfully installed solar panels will be researched as well.
		2. PB confirmed efforts to relocate the Bury Cross and install an interpretation panel with an honest critique of the piece and what it represents. MR to provide this text.
	4. **Chapter received the Information Protection Group meeting minutes**
		1. BP said a GDPR refresher course has been created in-house for completion by staff and volunteers. Although no information protection breaches were reported at the last meeting, SJA assured Chapter the Cathedral does track all reported cases and resulting actions. There are times, however, when there are no breaches to report to the IPG.
	5. **Chapter received the Enterprises meeting minutes**
		1. A sizable transfer was made to the Cathedral by Enterprises in order to keep the working cash flow balance at the agreed capped amount.
	6. **Chapter received the Eco St Eds meeting minutes**
		1. AR announced the launch of EcoPledge 2022, a campaign inviting people to find ways to care for the planet. Radio Suffolk has expressed interest in covering this event. Staff, volunteers and visitors to the Learning Hub will be invited to make pledges too. All collected pledges will be displayed during a Climate Sunday Service at 5.00 pm Sunday 4 September.
		2. AR said the Eco group hopes to meet more regularly in the future, but is succeeding in trickling out information to the Cathedral community and habits are starting to change.
		3. PB said non-recycled copy paper was mistakenly ordered for office use as it was the most economical. Committing to eco products will affect the budget and will have to be discussed at a management meeting.
		4. BP said ongoing problems with the sound system have increased demand for printed bulletins. Efforts are being made to improve the microphones. Having the readings displayed on the television screens during the service was suggested.

1. **Any Other Business**
2. **Future Meeting Dates**
	1. Chapter will next meet on Wednesday 7 September.
3. **Confidential Items**

Chapter Meeting closed at 12:35 pm.