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**CHAPTER MINUTES**

Minutes of the 233rd Chapter Meeting  
Wednesday 26 April 2023 at 10.30 am

Chapter Room

**Present:** The Very Rev’d Joe Hawes, Co-Chair (JH)

Mark Pendlington, Co-Chair (MP)

The Rev’d Canon Matthew Vernon (MV)

The Rev’d Canon Philip Banks (PB)

Sue Hughes (SH)

Barbara Pycraft (BP)

The Rev’d Canon Michael Robinson (MR)

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

Sarah-Jane Allison (SJA)

The Reverend Anita Rooney (AR)

Andy Thompson (AT) *Arrived at 11.27 am*

Erin Seligman (Clerk to Chapter)

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

Archdeacon Sally Gaze

Terry Stark

1. **Conflicts of Interest** (None reported)
2. **Notification of AOB** 
   1. As noted below.
3. **Correspondence** 
   1. Chapter received a copy of a letter King Edward VI School Headteacher Deri O’Regan sent to Archbishop Welby re: his support of the Church of England’s decision to permit the blessing of same-sex couples.
   2. Chapter received a letter from Sharon Hall / Operation Noah thanking the Cathedral for joining the Christian climate charity’s global divestment announcement.
4. **The Dean’s Report**
   1. The Dean congratulated BP and TS for being re-elected as Chapter trustees at the Annual Parochial Church Meeting on 25 April.
   2. The Dean detailed a meeting he had with the founder of the Open Table Network (OTN), a growing partnership that creates safe spaces for LGBTQIA+ people to find peace, acceptance and welcome [<https://opentable.lgbt/>]. There are various steps the Cathedral would be required to complete before becoming a designated safe space. OTN will also require Chapter to make a resolution.
5. **Sustainability**
   1. **Finance**
      1. Chapter received March month-end reports and AT said the Cathedral is financially sound and on budget.
      2. The 3 Crown Street property is currently being advertised for let as the previously secured tenants have decided to rent another property. Rental income is not expected to come in until July now. The Diocese, as owner of one-sixth of 3 Crown Street, has been invoiced £26k for its share of refurbishment costs and past utility/tax bills. This income was not forecasted for the 2023 budget. An additional invoice, amounting to £2k, will be issued for this year as well. Once occupied, the Diocese will receive one-sixth of the monthly rent.
      3. Enterprises’ budget has tightened due to staff costings increases (minimum wage increase came into effect 1 April). SA said operating and supply costs continue to rise, but buoyant sales have minimised the need to pass those increases onto the customer.
      4. Money received through the New Chair Appeal is currently being held in a separate fund and is not included within the budget.
      5. SJA said the Cathedral received a £10k legacy, which is excellent news.
      6. The surplus remaining within the Abbey 1000 restricted fund may be used to secure a speaker for the next Edmund lecture.
      7. AT left the meeting at 11.41 am.
   2. **Abbey 1000 Final Report**
      1. Chapter received an Evaluation Report for the Abbey of St Edmund Millennium Celebrations project, an independent appraisal needed to confirm the National Lottery Heritage Fund grant purposes have been filled. The Cathedral shines very brightly in the report and evaluators indicated the Abbey 1000 was the strongest NLHF funded project they have been part of.
      2. MV to discuss with Abbey 1000 partners on how this evaluation report may be publicised and celebrated. Chapter discussed their interest in organising some Abbey 1000 celebrations again, particularly the Spectacular Light Show.
   3. **Cultural Survey**
      1. Chapter received a report outlying the results of the Cultural Survey. Chapter **approved** the report, which will be emailed to the Cathedral community. The survey has already drawn some actions and more workstreams will follow.
      2. MP left the meeting at 11.50 am.

**7.4 Worship / Building Update**

7.4.1 English Heritage is responsible for needed repairs to the Abbey Precinct wall near Pilgrims’ Kitchen, but due to budgetary constraints work will not be completed for quite some time. Better fencing will be installed.

7.4.2 The portion of the wall in need of repair near the entrance to the Herb Garden is the Cathedral’s responsibility. If the erected scaffolding/fencing will be in place for the next year, as the contractors anticipate, PB is suggesting a proper ramp for disabled access be installed, along with proper pedestrian markings on the car park.

* + 1. English Heritage will be pigeon-proofing the Norman Tower. Two local conversation groups are keen to install swift boxes on the Tower louvres, but PB has been informed this will not be allowed. Installing boxes on the roof may be an alternative.
    2. The Cathedral’s architect is currently creating design options for a ramp from the Edmund Chapel to the Quire. Approval from the Fabric Advisory Council and the Cathedral Fabric Commission for England (CFCE) will be required and sought before fundraising for the project begins.
    3. Invitations for the upcoming Coronation service have been sent out and 379 RSVPs have been received to date, with replies continuing to come in. The Cathedral community will be invited to attend as well.
    4. Chapter paused for prayer and reflection.
  1. **Safeguarding**

7.5.1 Chapter received a copy of a Safeguarding Committee Application for a newly created role on the Cathedral’s Safeguarding Committee. With no suggested amendments from Chapter, SJA will begin advertising this position.

7.5.2 Chapter reviewed the Music Department Safeguarding Policy and discussed how to best ensure children are properly chaperoned during 1:1 lessons. The policy will be amended as requested and brought back at a future meeting for approval.

* 1. **Recruitment of Chapter Trustees**
     1. To aid in the recruitment of Trustees, the Dean is proposing Chapter meetings be reduced to six meetings a year and changed to a time more compatible for those with full-time jobs. A written proposal for Chapter meetings in 2024 will be brought before Chapter for approval in May.
     2. Chapter reviewed costs and objectives of a recruitment agency for reference. The Cathedral has budgeted £5k for recruitment (of which £1k has already been spent), but the Nominations Committee is recommending other avenues for filling the vacant Chapter seats be exhausted first. Chapter acknowledged the importance of finding candidates that meet the needed skill set and are outside the Cathedral community to ensure this governing body is not “checking its own homework.” SJA will amend the Chapter Trustee Application to clarify candidates from a broader field are wanted.
     3. Despite the vacancies, Chapter maintains the needed quorum. More members, as well as a balance between executive and non-executive members, are needed though.
  2. **Cathedral Measure** 
     1. **Chapter approved** the appointment of Chris Cumberbatch to the Risk, Audit and Review Committee.
  3. **Policies**
     1. **Chapter approved** the Lone Worker Policy, with the correction of one typo noted.
     2. **Chapter approved** the Anti-Money Laundering Policy.
     3. Chapterdeferred approval of the Cyber and Information Systems Security Policy to allow for further discussion on what permissions will be required when clergy and staff are working on personal devices.
     4. **Chapter approved** the Data Protection Policy.
     5. **Chapter approved** the CDE Information Security Policy.
     6. **Chapter approved** the Grant Making Policy.

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 minutes from the Fabric Advisory Committee meeting on 7 March.**
      1. A member of the FAC will visit Ely Cathedral to photograph and measure the Riddel Posts.
   4. **Chapter received the minutes from Finance Committee meetings on 28 February and 28 March.**
   5. **Chapter received notes from the Eco St Eds Group meeting on 21 March.**
      1. A subgroup is making good progress on efforts to install solar panels.
   6. **Chapter received notes from the Full Staff meeting on 15 March.**
   7. **Chapter received the minutes from the Enterprises Board meeting on 27 March.**
      1. Efforts continue to fill the vacant chef position.
   8. **Chapter received the minutes from the Health and Safety Committee meeting on 28 March.**
   9. **Chapter received the minutes from the Ancient Library Committee meeting on 14 March.**
   10. **Chapter received the minutes from the Information Protection Group meeting on 18 April.**
2. **Any Other Business**
   1. MV will attend the Association of English Cathedrals AGM on 20 June.
   2. The Dean asked Chapter to suggest candidates for the St Edmundsbury CEVA Primary School governing body.

1. **Next Meeting Date**
   1. Chapter will next meet on Wednesday 17 May 2023.

Chapter meeting closed with prayer at 12.47 pm.