

# St Edmundsbury Cathedral



## CHAPTER MINUTES

Minutes of the 236<sup>th</sup> Chapter Meeting  
Wednesday 12 July 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)  
Sue Hughes (SH)  
Barbara Pycraft (BP)  
The Rev'd Canon Michael Robinson (MR)  
Jaime Mellows (JM)

In Attendance: Sarah-Jane Allison (SJA)  
The Reverend Anita Rooney (AR)  
Andy Thompson (AT) *Arrived at 12.06 pm*  
David Eaton (DE) *Arrived at 10.52 am*  
Erin Seligman (Clerk to Chapter)

1. Prayers and Welcome
2. Welcome
  - 2.1 A warm welcome was extended to Jaime Mellows.
3. Apologies for Absence
  - 3.1 Apologies were received from Archdeacon Sally Gaze, the Rev'd Canon Philip Banks and Stewart Alderman.
4. Conflicts of Interest
5. Notification of AOB (As noted below)
6. Correspondence
  - 6.1 The Dean read aloud a letter from Bishop Martin and Bishop Mike expressing their thanks to the staff and volunteers at the Cathedral for the hard work, skill and hospitality that went into making the ordination retreat and service a huge success. MR said our values shined through the Cathedral team, the vergers went beyond the specific confines of their role, and the ordinands were warmly welcomed. MV said developing a stronger relationship with the Diocese was one of the Dean's five-a-day actions when he first arrived, and the ordinations showed the Cathedral has succeeded in developing that initiative.
7. The Dean's Report
  - 7.1 The Dean provided an update from General Synod.
  - 7.2 At least 150 people attended the Congregation Garden Party Saturday evening in celebration of JH's fifth anniversary as the Dean of St Edmundsbury.

## 8. Sustainability

### 8.1 Forum Terms of Reference

- 8.1.1. MV provided a brief update on Forum's endeavour to draft new Terms of Reference. Good discussion was had during Forum's June meeting and following that feedback MV, BP and Forum Secretary Louise Martin will draft the Terms of Reference. Representation will be addressed.

### 8.2 Finance

- 8.2.1 As previously discussed, AT has adjusted the stewardship forecast which has therefore increased the current projected deficit to £41k. While visitor numbers have improved, donation box income is now falling to half of the monthly projections.
- 8.2.2 The Cathedral's expenditures are on budget, but income is well below the ambitious targets set for 2023. AT presented options to reduce the deficit, which will be reviewed by the Finance Committee.
- 8.2.3 Tenants have moved into 3 Crown Street, but the first month's rental payment was negated by letting fees.
- 8.2.4 Pilgrims' Kitchen incurred extra costs related to staffing and sewage treatment.
- 8.2.5 SJA said the Cathedral has been awarded a £56k sustainability grant (divided across two years). The money will allow for CP to expand her current position to include supporting the Events Manager and securing sponsorships. Funds will also allow for the creation of an Events Coordinator position to offer additional support.
- 8.2.6 CP, CR and JS have a meeting scheduled with the Apex re: the apportionment of events.
- 8.2.7 BP said there is no signage indicating where visitors can give cash donations. Action: SJA to speak with CR.
- 8.2.8 The CCLA investment had a slight dip the end of June, but totals are still up for the year.
- 8.2.9 The Finance Committee will discuss whether to sell the Cathedral's Llewelyn-Ryland shares and submit their recommendation to Chapter for approval.

### 8.3 Worship / Building Update

- 8.3.1 Chapter received a Project Specification and Schedule of Works for repairs to the North Precinct wall. Costs were not budgeted for but will have to come from the Repairs/ Maintenance budget. Chapter noted receipt of this information and will relay the spec to the Finance Committee for review.
- 8.3.2 Chapter received an outline for a Conservation Management Plan (CMP) for review. The Dean said this plan is required of every cathedral, is a weighty piece of work and will carry additional costs. The Finance Committee will request firm costings of which Chapter will need to approve, along with formally adopting the CMP.

### 8.4 Safeguarding

- 8.4.1 SJA said there were no safeguarding issues to report.

## 9. Minutes and Reports

### 9.1 Chapter received the Chapter and Confidential Minutes

- 9.1.1 The minutes were amended and approved.
- 9.1.2 The Action Log was reviewed and any outstanding actions noted.
- 9.1.3 The Head Verger will join Chapter's September meeting.

### 9.2 Matters Arising

- 9.3 Chapter received the minutes and action points from the Harvest Planning Committee's 20 June meeting.

- 9.3.1 The Dean said the Head Verger is running this committee well, plans are coming together and we are looking forward to a good Harvest Festival at the Cathedral this year. SH voiced concerns about one secured vendor for the Festival as they have garnered online negativity.
- 9.4 Chapter received the notes from the 14 June Greater Chapter meeting.
  - 9.4.1 The Dean said meeting notes will be relayed to the College of Canons via a glossy brochure that will include pictures, answers to the questions raised at the meeting and details on how the Cathedral and Diocese will work with the community and take the next step forward.
- 9.5 Chapter received the minutes from the Risk, Audit and Review Committee's 26 June meeting.
- 9.6 Chapter received the minutes from the 4 July Full Staff meeting.
- 9.7 Chapter received the minutes from the Health and Safety Committee's 13 June meeting.

## 10. Any Other Business

### 10.1 Ancient Library Proposed Budget

- 10.1.1 Chapter received the minutes from the Ancient Library Committee's 4 July meeting and its 2023 Budget Plan.
- 10.1.2 BP reported the Committee is trying to expand access to the Library and suggests if and when Chapter recruits a new Learning Manager, that person have experience in secondary and adult learning as well as primary. MR said curates in training will begin using the Library as part of the Cathedral's continuing efforts to support the Diocese.
- 10.1.3 BP reviewed the books the Committee is looking to conserve this year and noted the Ancient Library's budget is dependent on donations from the Cathedral Friends and individuals. The Dean said it is also custom for Chapter to gift £1k to the Ancient Library each year and Chapter agreed to make such a donation in support of the Committee's 2023 budget.

## 11. Next Meeting Date

- 11.1 Chapter will next meet on Wednesday 13 September 2023.

Chapter meeting ended at 12.30 pm.