

St Edmundsbury Cathedral



CHAPTER MINUTES Minutes of the 237th Chapter Meeting Wednesday 13 September 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 Philip Banks (PB)
Archdeacon Sally Gaze (SG) *Arrived at 10.56 am*
Sue Hughes (SH)
Jaime Mellows (JM)
Barbara Pycraft (BP)
Terry Stark (TS) *Arrived at 11.40 am*
The Rev'd Canon Matthew Vernon (MV)

In Attendance: Stewart Alderman (SA)
The Reverend Anita Rooney (AR)
Andy Thompson (AT) *Arrived at 12.20 pm*
James Stark (JS) *Arrived at 11.41 am*
Cressida Parsons (CS) *Arrived at 11.41 am*
Erin Seligman (Clerk to Chapter)

1. Prayers and Welcome
 - 1.1 Chapter congratulated SH on her appointment as a Suffolk Deputy Lieutenant.
2. Apologies for Absence
 - 2.1 Apologies were received from The Rev'd Canon Michael Robinson and Sarah-Jane Allison.
3. Conflicts of Interest
4. Notification of AOB
5. Correspondence
 - 5.1 Chapter received a thank-you letter from Dominic Holmes re: his farewell dinner and for the help and support received during his terms on Chapter.
6. The Dean's Report
 - 6.1 Chapter received a written update from the Dean, to include a list of upcoming services of which Chapter are always invited to attend.
 - 6.2 A Pet Blessing will be held at the Cathedral for what is believed to be the first time. The 8 October service will be led by AR and hopefully drawn new people to the Cathedral. Thank you to SH and the Marketing Manager for helping to publicise the service.
 - 6.3 When the Cathedral sends out an invitation to a service or event via blind copy, BP suggested the distribution list be noted in the body of the email.

7. Sustainability

7.1 Chapter Recruitment

- 7.1.1. With a recommendation from the Nominations Committee, Chapter unanimously approved Jane Haviland Webster's (JHW) appointment as a non-executive member of Chapter.

7.2 Finance

- 7.2.1 Chapter received month-end accounts. AT said August proved to be a good month and the budget was maintained. However, stewardship remains down, cash flow is tight and a deficit is still forecasted for the 2023 budget year end.
- 7.2.2 An Income Generation Group meeting will be scheduled.
- 7.2.3 Chapter paused for prayer.

7.3 Worship / Building Update

- 7.3.1 PB provided a verbal update from the Music Department. The choirs have returned from the summer holiday and the two choral scholars (along with one part-time scholar) are in place and making a great start.
- 7.3.2 As the Dean already relayed, a host of special services and events are in the diary, requiring a great amount of preparation and planning meetings for the Liturgy/Music Administrator and vergers. Chapter will soon receive the principal service dates for 2024.
- 7.3.3 PB will once again chair the Precentors' Conference next week, and he highlighted some of the key topics to be discussed.
- 7.3.4 PB provided an update on repairs to the Precinct wall, both the stretch that belongs to English Heritage as well as the portion the Cathedral is responsible for. West Suffolk Council is also aware of repairs they need to make to the Abbey Precincts wall.
- 7.3.5 Pilgrims' Kitchen has outgrown its current space. A plan to expand the kitchen to allow for two chefs to work simultaneously, the installation of new equipment and the ability to create a more efficient way to service customers is underway. Refurbishment would need to take place in January as business typically slows that month and financial losses would be at the minimum.
- 7.3.6 The solar panel project is moving along and efforts are underway to receive necessary permits to install solar panels on the South Aisle and Lady Chapel roofs before Christmas. Grants or other funding arrangements will have to be obtained to fund the project.
- 7.3.7 The Consultation Management Plan will be added to a future agenda for Chapter's approval.

7.4 Events / Head Vergers Update

- 7.4.1 JS provided a brief update on his team of vergers and others who help the Cathedral operate on a day-to-day basis, as well as assisting with the many events in the diary. JS briefly discussed the Aldeburgh Festival, the host of tribute bands that have been introduced since the pandemic, this year's Beer Festival which attracted a record-breaking attendance, and the inaugural Gin Festival that drew a new demographic to the Cathedral.
- 7.4.2 JS highlighted events planned for the rest of this year, as well as those already booked for 2024. CP said the forecasted event revenue is expected to substantially increase next year. CP will be taking on an additional job role supporting JS with event planning and sponsorships. An additional person will also be recruited to provide administrative support to JS and CP. Chapter congratulated JS on the performance of Events.
- 7.4.3 Compliments are regularly received for the Cathedral's warm welcome. Non-church related events are also important because they draw people who would not visit a Cathedral otherwise, help initiate conversations with day chaplains and possibly entice them to return for another event or worship.

7.4.4 CP provided an update on the upcoming Grand Nave Dinner, which will be attended by nearly 250 people.

7.4.5 CP and JS left the meeting at 12.19 pm.

8. Mission

8.1 Kneelers

8.1.1. Chapter agreed with the preferred option as specified within the Kneelers Discussion Paper and suggested the following guidance to the working group: Look to have an occasional exhibition space; organise kneelers according to the letters of the alphabet; enquire if St Mary's has kneelers.

8.1.2 All the kneelers are currently being photographed and digitally catalogued. In due course, visitors will be able to view the images on an iPad by searching the parish, image or maker's name.

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 SA asked care be taken to reflect the rise in turnover when referring to Pilgrims' Kitchen budget increases.

9.1.3 The Action Log was reviewed and any outstanding actions noted.

9.2 Matters Arising

9.3 Chapter received the minutes and action points from the Harvest Planning Committee's 8 June meeting.

9.3.1 PB said plans are in line for a good community event. Invitations have been sent out, charities and farming networks have been approached individually and every effort has been made to create a successful Harvest festival.

9.4 Chapter received the minutes from the 18 July Finance Committee meeting.

9.5 Chapter received the minutes from the Information Protection Group's 4 July meeting.

9.6 Chapter received the minutes from the 4 July Fabric Advisory Committee meeting.

10. Any Other Business

11. Next Meeting Date

11.1 Chapter will next meet on Wednesday 11 October 2023.

Chapter meeting ended at 12.37 pm.