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**CHAPTER MINUTES**

Minutes of the 246th Chapter Meeting  
Tuesday 26 November 2024 at 10.30 am

Chapter Room

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

Archdeacon Sally Gaze (SG)

The Rev’d Canon Dr Victoria Johnson (VJ) *by Zoom*

Jaime Mellows (JM)

Barbara Pycraft (BP)

Terry Stark (TS)

Paul Torrington (PT*)*

The Rev’d Canon Matthew Vernon (MV)

Jane Haviland Webster (JHW)

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

Sarah-Jane Allison (SJA)

Claudia Grinnell (CG)

James Mellish (JMsh)

Erin Seligman (Clerk to Chapter)

1. **Prayers and Welcome**
   1. The Dean (JPH) opened the meeting with a prayer.
   2. Chapter was asked to save the date of the Institution and Induction of the Reverend Anita Rooney as Rector of the Horringer Benefice on 27 January.
2. **Apologies for Absence**

2.1 Apologies were received from the Rev’d Anita Rooney (AR), Sue Hughes and Mark Pendlington.

1. **Conflicts of Interest** (No conflicts noted.)
2. **Notification of AOB**

4.1 JPH will discuss plans for next year’s 20th anniversary of the opening of the tower.

1. **Correspondence** (No correspondence received.)
2. **Worship and Music**

6.1 Chapter welcomed the new Director of Music, Claudia Grinnell. CG presented a brief update, to include:

* Chorister numbers are healthy with 19 girls plus two probationers and 17 boys plus two probationers. With numbers up, the recruitment process will be formalised with auditions, a formal September start and structure based on the academic year.
* The back row is now comprised of six paid vicars choral, 3 lay clerks and one choral scholar. One of the lay clerks will retire at Christmas. There are no plans to recruit more volunteers.
* The Organ Scholar and Fixed-Term Tenor Role are being advertised.
* Discussions are underway to broaden links with Kevelaer (i.e. 2026 youth choir exchange); the Aldeburgh Festival, Morden College and Britten Pears.
* While lessons are to be learnt, the Flooded production was a great success and proved the Cathedral is capable of executing such an event. CG said there is a likelihood of organising similar events in a few years’ time. Chapter further reviewed the production and how Flooded will shape protocol going forward.
* The choir’s once-a-month visits to churches across the Diocese will resume in 2025 and are completely booked through 2026. The Music Department’s relationship with the Aldeburgh Festival continues to grow, and new ties with Cambridge University and Norwich Cathedral are strengthening. In April 2025 choristers will participate in the St Matthew Passion with the Ipswich Chamber Choir at Snape Maltings. This will be a compensated booking, but choristers will also participate in other concerts at no charge for the experience.
* CG is seeking grants from the Friends of the Cathedral Choirs (FOCC) and possibly Morden College in support of the July 2025 Choir tour to Carlisle. Received donations will help keep the required parental contribution to a minimum.
* Matt Crowe and Jane Haviland Webster (JHW) recently attended the Cathedral Music Trust (CMT) conference and it was heartening to hear the overwhelming agreement music should be seen as a missional asset rather than a cost.

1. **Cathedral Music Trust**

7.1 JHW further summarised the CMT conference held in Leicester. Some 46 Cathedrals were represented via precentors, music directors, chief operating officers, finance officers and deans, among others.

7.2 Despite the varying music models three key factors were common: recruitment, retention and finance.

7.3 Attendees agreed music is vital to a cathedrals’ survival and needs to be a priority. Canon Matthew Vernon (MV) urged caution against having a narrowed ‘what are cathedrals without music’ focus as institutions hold various traditions and maintain a strong presence for a variety of reasons outside of music – worship, learning, welcome, social action, to name a few. Chapter noted many members of the Cathedral community do connect strongly with our music programme.

1. **The Dean’s Report**
   1. JPH presented a written report to Chapter.
   2. The application pack for the Precentor position has been widely circulated and JPH has had four zoom calls with interested candidates to date.
   3. Christmas with the Cathedral Choir concert has nearly sold out.
   4. The 9.00 am All Ages services was filmed on 24 November to serve as a resource to parishes in the Diocese. A meeting was also held with regular attendees to discuss what is working well, what could be done better and how the Cathedral might draw more families to the service.
   5. The three Edmund Lectures have been well attended. Consideration will need to be given as to how the momentum of public forum lectures and debates can be maintained after Chris Eyden (CE) retires ahead of Easter 2025. MV and Chapter acknowledged and thanked CE for the incredible work he has done within the Learning Hub, to include the Edmund Lectures, Flooded and Cathedrals at Night.
   6. Karen Galloway, Diocesan Safeguarding Officer, is in touch with the national Safeguarding team regarding updating the senior leadership safeguarding training.
   7. JHW to update Chapter in January on progress made in the Protocol and Planning workstream.
   8. CG and Canon Dr Victoria Johnson left the meeting at 11.33am.
2. **Sustainability**
   1. **The Abbey Project**
      1. Project Manager James Mellish (JMsh) presented a brief progress report on the Abbey Heritage project. Chapter also received the Project Management Plan 2024-2026 and minutes of the 23 October Project Board meeting.
      2. The consultant recruitment stage has now ended, and the project will begin focusing on community engagement.
      3. A new board member to oversee natural heritage and biodiversity is expected to be announced soon.
      4. The Dean has had five fundraising lunches to date. He noted the project has put extreme pressure on his diary and he, at Chapter’s urging, will speak with the Fundraising Consultant about bringing in additional support or allocating some tasks to others.
      5. Chapter will be asked to confirm (confidentially) their commitment to the Heritage Fund project.
      6. JMsh left the meeting at 11.56 am.
   2. **Finance**
      1. Chapter received October month end reports and the forecasted 2024 budget deficit of £42k is expected to improve.
      2. Events continue to operate well and will come in above budget by year end.
      3. 3 Crown Street has not yet sold and the Cathedral continues to receive rental income. Commercial property income will therefore be above budget for the year. However, the delayed sale of 3 Crown Street has also contributed to higher repair/maintenance costs.
      4. Visitor donations dropped due to the Cathedral’s multi-day closure for the Flooded production.
      5. Planned Giving to end 2024 £10k under budget. A letter will be sent to the entire Electoral Roll thanking them for their support and generosity.
      6. Clergy and Liturgy costs are overbudget thanks in large part to printing costs. Chapter suggested our Order of Service booklets, particularly for special services, be reviewed.
      7. The Income Generation subcommittee met for the first time and PT said the meeting was particularly beneficial for the Planned Giving chair. The subcommittee is expected to meet two to three times per year.
      8. The new Chief Financial Officer post, funded through a Church Sustainability grant, has been advertised for three weeks now. The Cathedral may have to readvertise if more applications are not received. The focus of the CFO, to include ensuring the Abbey Project is financially sustainable, as well as succession planning within the Finance Department were discussed.
      9. Cash remains tight, but the Cathedral will receive £20k from the Beer Festival and reimbursement for Abbey Project expenditures.
      10. Paul Torrington (PT) and Andy Thompson (AT) presented the 2025 budget, which both agreed was one of the best budgets set in many years. A slight surplus is anticipated.
      11. With the Cathedral’s expanding rental properties, the 2025 budget calls for an additional £44.4k in Commercial Property income. Events income was also increased by £16.5k. Verger costs will rise in 2025 as a direct result of increased number of events. The budget calls for £10k in visitor donations per month.
      12. Chapter **approved** the 2025 budget.

**9.3 Building Update**

9.3.1 An Angel Hill flat (No. 1) will be rented out from tomorrow for £950 per month. Flat 5 will be photographed and advertised for let soon.

9.3.2 A third offer for 3 Crown Street has been accepted. A survey is scheduled for tomorrow. The interested buyer is in a chain of four. Tenants continue to reside at 3 Crown Street.

9.3.3 Sarah-Jane Allison (SJA), JPH, Jaime Mellows (JM) and the Cathedral Architect will walk through the Deanery later today to agree on the building spec. A meeting with the project’s contractor will follow, at which time building works will commence.

9.3.4 Deanery project costs have increased to £325k but, in order to expedite the process, SJA has requested an initial loan of £250k to be drawn in £50k increments. The Cathedral will only pay interest on money drawn and can repay the loan once 3 Crown Street sells with no penalties. Chapter unanimously **agreed** to accept this loan with Charity Bank. JPH recused himself as this decision refers to the Dean’s home. JPH thanked SJA for all her work in securing this loan and help in taking this refurbishment project forward.

9.3.5 JM left the meeting at 12.20pm.

9.3.6 The Cathedral has received a Net Zero Demonstrator Grant to fund the solar panel project. Helen Dangerfield will oversee this project to the end. Chapter requested the solar panel working group ensure reputable production of the solar panels and investigate if the grant will cover architect fees and planning applications. Whether listed building consent is needed to be confirmed as well.

* + 1. With AR’s departure, JHW has agreed to chair the Eco St Eds committee.
  1. **Safeguarding**

9.4.1 Chapter received minutes from the 5 November Safeguarding Committee meeting and a Quarterly Safeguarding Report.

* + 1. Safeguarding Sunday will be included within all three services on 12 January.
    2. Chapter received the IICSA 1&8 Project Report in which the Church of England proposes the creation of a Diocesan Safeguarding Officer and continuation of independent external auditing of safeguarding practices in dioceses, cathedrals and other church organisations. SJA provided an update on our upcoming IICSA audit scheduled for 2025. Deans of those cathedrals who have already undergone this audit warned it takes an enormous amount of time, but SJA is confident the Safeguarding team can manage and prepare well for.
    3. Chapter received the Wilkinson/Jay Response with proposed changes to the scrutiny and delivery of Church safeguarding.
    4. Chapter received a report on ‘The role of Safe Spaces in providing support to survivors of abuse.’
    5. The need to secure Senior Management Safeguarding Training dates has been raised with the Diocese.
    6. A cultural survey will be conducted again in 2025.
    7. JPH said the Cathedral curate (AR) has quietly picked up the pastoral duties for a number of people in our community and consideration will be needed on how this level of care will be continued upon her departure.
  1. **Risk Register**
     1. Chapter received the updated Risk Register for review. This document will also go before the Risk, Audit and Review Committee.
  2. **Policies**
     1. Chapter **approved**, with a slight amendment, the new Artificial Intelligence policy.
     2. Chapter **approved** the amended Ethical Fundraising Code of Conduct policy.

1. **Mission**

10.1 **Charitable Giving**

10.1.1 Chapter **agreed** to increase Missionary Giving to £4k in 2025, as proposed by Forum.

10.1.2 Chapter agreed to allot the 2024 Missionary Giving to Suffolk Mind (£500), Bury Men’s Shed (£500), Suffolk Community Foundation (£500), relief work in Gaza (£500) and construction of the new cathedral in Kagera (£1000 / to reimburse Chapter’s donation of £3,333 already given).

1. **Minutes and Reports**
   1. **Chapter received the Chapter Minutes** 
      1. The Chapter and Confidential minutes from the 1 October meeting were amended and approved.
      2. The Action Log was reviewed, and any outstanding actions noted.
   2. **Matters Arising**
   3. **Chapter received the minutes from Enterprises Board meetings held on 2 September and 4 November.**
   4. **Chapter received the minutes from the Health and Safety Committee’s 6 November meeting.**
   5. **Chapter received the Terms of Reference and minutes from the Eco St Eds 27 August meeting.**
   6. **Chapter received the minutes from the 24 October Finance Committee meeting.**
   7. **Chapter received the minutes from the 6 November Income Generation meeting.**
   8. **Chapter received the minutes from the 22 October CIO Trust meeting.**
2. **Any Other Business**
   1. Jane Sheat, Diocesan Director of Education, will join Chapter’s 20 January meeting.
   2. Per Eco St Eds, the Cathedral will look to apply for a Quick Wins grant to replace lightbulbs or outdated kitchen equipment for more environmentally friendly products.
   3. 2025 marks the 20th anniversary of the opening of the Tower and the Cathedral is considering a variety of ways to celebrate. A working group will be developed to begin preparations.
3. **Confidential Items**

1. **Upcoming Chapter Meeting Dates**

* Tuesday 18 March 1.00-3.00pm
* Thursday 8 May 1.00-3.00pm
* Wednesday 18 June Greater Chapter 3.00-8.00pm
* Monday 21 July 3.00-5.00pm
* Monday 6 October 3.00-5.00pm
* Wednesday 5 November 1.00-3.00pm

Chapter meeting concluded with prayer at 1.03 pm.