



The Cathedral Church of St Woolos is a registered charity no. 1202787

**Minutes of the Cathedral Chapter Meeting
held in the Cathedral Hall on Tuesday 9th July 2024, 7.15pm**

		ACTION
	<p>Present</p> <p>Chair - The Very Reverend Ian Black (Dean of Newport) Residentiary Canon Andrew Lightbown Canons: Mark Owen, Caroline Woollard, Cathedral Wardens: Fay Howe, Robert Cornelius Chapter Clerk: Phae Cole</p> <p>Guest: Canon John Connell.</p>	
1	<p>Opening Prayer</p> <p>The Dean opened the Meeting with a prayer.</p>	
2	<p>Apologies and Welcome</p> <p>Apologies: Archdeacon Jonathan Williams Canons Hannah Rowan, Peter Lea, Roderick Davies, Ian Loynd.</p> <p>Welcome: IB welcomed Robert Cornelius, as a new Cathedral Warden, to Chapter. John Connell was welcomed as a guest, ahead of his installation on July 10th</p>	
3	<p>Declaration of Interest</p> <p>No declarations of interest. Should any arise, the interested party will advise.</p>	
4	<p>Minutes from Chapter Meeting – May 21st 2024</p> <p>Andrew Lightbown proposed that the minutes be accepted as a correct recommendation of the meeting. Seconded by Fay Howe and approved by all present at the meeting in May.</p>	

<p>5</p>	<p>Matters Arising</p> <p><u>Fabric: Internal Lights</u> IB advised that he has received an email from the Chancellor detailing his final decision regarding the trumpet lights. Having given further thought to the different views and the cases put forward, the Chancellor has decided that his original decision stands and the faculty is approved in full. The trumpet lights can be removed on two conditions:</p> <ul style="list-style-type: none"> • A professional photo is taken showing the trumpet lights in situ for historic record, and • The lights are safely stored in the Cathedral. <ul style="list-style-type: none"> • Action – Circulate email to Chapter • Action – Advise The Cathedral Architect of the decision • Action – Ensure requirements are carried out 	<p>IB PC IB/PC</p>
<p>6</p>	<p>Canon for Mission Report</p> <p>Report circulated prior to Chapter: Canon For Mission and Chaplain to the City of Newport</p> <p>AL advised that +Cherry has changed the descriptor for his role to Canon for Mission and Chaplain to the City of Newport. CW proposed, Chapter accept the amend to the job description. Seconded by MO and approved unanimously.</p> <p>AL continued to advise that a new body called the Newport City Forum has been set up to work alongside the Forum of Urban Spirituality and +Cherry has invited 6 people to join. All members, selected due to a passion for social justice and the gospel, have accepted the invitation to be involved.</p>	
<p>7</p>	<p>Fabric</p> <p><u>Gully Protection</u> Papers circulated to Chapter prior to the meeting:</p> <ul style="list-style-type: none"> • Handwritten_2024-06-27_113131 • Newport_ Fall protection_ costings • Newport_ Fall protection_ plan_ July 2024 • Newport_ Fall Protection_ Statement of need_ July 2024 • Newport_ Fall protection_ Statement of sig_ July 2024 <p>IB advised that at the meeting in May, Chapter approved the Fabric Committees suggestion to work up ‘Option 2’ (railings going along the full length of the gully on the North side) and</p>	

<p>prepare the papers for tendering the work. Whilst drafting the statements of need and significance, the Cathedral Architect came up with a third option that would minimise the visual impact on the St Mary's Chapel.</p> <p>Having reviewed the modified option (stopping the railing just after it has turned the corner), that will provide the required protection but at a reduced cost, the Fabric Committee recommend approving the modified option and progressing to tender the project.</p> <p>CW proposed approving the Fabric Committee's recommendation. Seconded by MO and unanimously approved.</p>	
<ul style="list-style-type: none"> • Action – Advise the Cathedral Architect of Chapters decision to progress Option 3 to tender. <p><u>Tower Work</u> Letter circulated to Chapter prior to the meeting:</p> <ul style="list-style-type: none"> • 2024-05-24_ Tower Repair Project_ Impact of delays <p>IB advised that the Cathedral Architect has expressed concern about the impact on the Tower to delaying the start of work beyond 2025. Alongside some final exploratory work that will allow the completion of reports for the faculty application, the Cathedral Architect recommends re-doing the rope access work to remove loose stone and checking the scaffold structure to mitigate risk.</p> <p>The recommendations have been reviewed by the Fabric Committee, who support the Cathedral Architect's request.. MO proposed approving the Fabric Committee's recommendation. Seconded by AL and unanimously approved.</p>	<p style="text-align: center;">PC</p>
<ul style="list-style-type: none"> • Action – Advise the Cathedral Architect of Chapters decision <p><u>HLF and Blue Sky Thinking</u> IB advised due to the increased funding required, £1.5m, to do the tower restoration work, the Fabric Committee would like Chapter to support an application to the Heritage Lottery Fund. The initial requirement is to put in an Expression of Interest, however to be successful there is a requirement to include a strong social, community, environmental benefits. The Fabric Committee recommend creating a 'shopping list' of all the work we would like to do to develop and futureproof the Cathedral. IB advised that the item was included to provide a 'heads-up' and as it is an item that needs significant thought</p>	<p style="text-align: center;">PC</p>

	<ul style="list-style-type: none"> • Action – Additional litter pickup sticks to be kept in the Vestry and guidelines on how to deal with items left behind. 	PC
11	<p>Finance</p> <p>As there has been a change of personnel as Cathedral Warden, IB asked that Chapter approve changes signatories on the bank account; adding Robert Cornelius and removing Colin Walsh.</p> <p>AL proposed approving the request, seconded by CW. Approved unanimously.</p>	
12	<p>Standing Agenda Items</p> <p><u>Governance Matters – AGM Feedback</u> IB advised that the feedback to the AGM was positive. PL's finance presentation was well received, with people commenting that it provided improved clarity on the accounts. IB's report was also well received. AL agreed that people seemed more engaged this year.</p> <p><u>Delegated Groups – Congregational Committee</u> Paper circulated to Chapter prior to meeting - 6 June 4th 2024 Minutes congregational committee.</p> <p>FH asked if there had been further thought regarding a welcome notice and what languages should be used. IB suggested that a welcome notice inside the Cathedral would need to be part of a liturgical plan and asked JC to pick this up.</p> <p>In regard to the Notice Board, IB advised that the wording has been agreed and the Lue Bannister is currently trying to get quotes for options. So far one has been received.</p> <p><u>Delegated Groups – Communication Committee</u> IB advised that he recently had a really positive meeting with Brian and Sian King. The trifold leaflet was not approved and there was a discussion about using a graphic designer. There are currently no guide books or inhouse printed leaflets.</p> <p>Chapter agreed that the timeline included in the current leaflet is good and wondered if it could be developed in a way that takes people around the building. It was also suggested that a survey is commissioned to find out thoughts of the congregation and there is a need to understand the target audience for each document. The stakeholders need to be identified, something that will come from the work that will take</p>	

	<p>place on the Chapter Day, so that the Communication Group can suggest how the Cathedral engages with the different groups.</p> <ul style="list-style-type: none"> • Action – Advise Communication Committee of Chapters request for internal leaflet/guide. 	PC
13	Date of Next Meeting – Wednesday September 25th 2024, 3-5.30pm	
14	Meeting closed with The Grace.	