

## Summary of Chapter Minutes – July-August 2021

- Provision of office equipment:

The contract with Solutions in Technology was due for renewal, and the following had been negotiated:

- a reduction in cost of maintaining the phone system by switching to a higher grade of annual plan, eliminating one-off call out costs
  - inclusion of the installation of wifi in Prebendal House and a new phone line below the office, gratis.
  - a new leased copier
  - the purchase of equipment for video editing and the upgrade of the Cathedral's server and wifi hub, from grant funding
  - The annual charge for insurance would be waived, as covered by the Ecclesiastical policy. This was a rolling contract which would now run for 5 years. The costs of the new equipment had been reviewed against other providers and found to be comparable.
- Chapter **approved** the following as new co-opted members of Chapter Committees: Matthew Roberts to Finance, Mary Madsen to Engagement, Mission and Education, and either Sian Roberts or Sarah Morgan to Music.
  - Chapter thanked Peggy in her last meeting. She had been a member of Chapter twice, had been involved in many aspects of the Cathedral's governance and ministry, and had provided a vital financial service more recently, along with wise counsel. Chapter wished her all the best for her retirement.
  - Chapter had reviewed its bookkeeping and accounting provision in autumn 2020, and now moved to put into effect a more independent function. To this end, the Canon Treasurer and the Chapter Clerk had met with Carrie Barford from Barford Owen Davies, following a strong recommendation for this firm, who made a presentation on the services her firm could offer. Both had been impressed with the service, that Carrie herself lived in Llandaff and that the cost of the service compared favourably with the cost of having an employee. The proposal had been circulated to members of Chapter for review. Peggy Jackson had agreed to carry on dealing with the books pro tem, and a handover would be arranged. Chapter approved this proposal and it was agreed that the service would be reviewed after 6 months in the first instance.
  - The Director of Music had, at the request of Chapter, submitted invoices for the costs associated with his FRCO exams, totalling £852. He had recently heard that he had passed the exams, winning three prizes. The Chapter Clerk was asked to write to the Director of Music with Chapter's congratulations, and Chapter approved the payment of the exam costs.