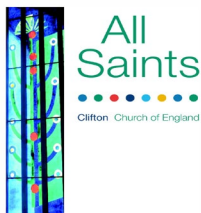


PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

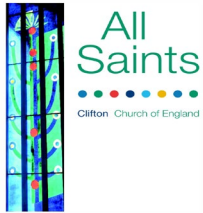
	Agenda item	Notes	Action required	
			By whom	By when
1	Apologies for absence Guests: Adam Chivers Eric Tyson	Liz Badman A vote was taken on the presence of the two guests. AC: prop Paul G, sec Brendan B, agreed. ET: prop K Haigh, sec S Perry, agreed		
2	Prayer			
3	Conflict of Interest	One area for a potential Conflict of Interest was raised: The Atrium Project and the Wardens as both members of the PCC and the Endowment Trust. This was discussed: <ol style="list-style-type: none"> 1. With reference to the Advisory note to the Endowment Trust and Charity Commission guidance, a question was raised concerning a potential conflict of interest for the churchwardens who are also Endowment Trustees. 2. PCC was informed that the CWs have, (reluctantly) decided not to participate in the voting process of the Endowment Trustees. 3. Several people questioned as to where the alleged conflict of interest lies, as the objects of both Trusts are common. It was also questioned as to what such a conflict might actually be. (Two items added at PCC Meeting on 24.03 2026 by request of AY): <ul style="list-style-type: none"> ○ Email from MB was circulated with CW's response 	JC, BB	



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

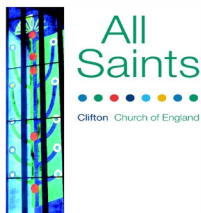
		<ul style="list-style-type: none"> ○ AY circulate a written paper on subject of C of I based on General Synod guidance <p>4. Brendan Biggs explained that there is a difference between someone having an interest, and a conflict of interest. The two CWs have an interest in the Endowment Trust, but it does not automatically follow that there is a conflict of interest, in circumstances where the objectives of the Trust are aligned with those of the PCC and the PCC is the proposed recipient of a grant from the Trust.</p> <ul style="list-style-type: none"> ○ Furthermore: <ul style="list-style-type: none"> ▪ Brendan noted that from a practical point of view, the fact that the Endowment Trust and the PCC have come closer over the past few years is helpful. ▪ Brendan does not see any need for the PCC to take legal advice. <p>5. PCC agreed to adopt this understanding as explained by Brendan.</p> <ul style="list-style-type: none"> ○ Proposed JD, Seconded LT, 15 in favour with 3 abstentions <p>6. JC to send BB the minutes so he can check the wording. (<i>Brendan's wording is used here. JC 9.1.26</i>)</p> <p>7. No Interests were identified in any of the companies which have tendered.</p>		
--	--	---	--	--



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

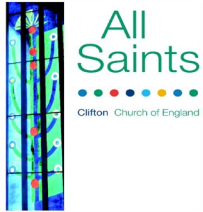
4	Atrium Project: Next steps and Q&A	<p>Atrium Project; Summary:</p> <ol style="list-style-type: none"> 1. Fr Charles gave a brief overview of the history of the project. It has been long in development, essentially since the 1960's and then very specifically over the last six or seven years. There are several reasons that make this Project an important step for the future. Key is to address and fulfil the requirements of the Quinquennial and the Fire Survey. 2. However, the project addresses these issues. <ol style="list-style-type: none"> a. Improving accessibility and number of toilets. b. Improved insulation and energy conservation in the atrium: 40% of heat is sucked out of church by opening atrium doors. c. Working towards Carbon Net Zero with heat pumps and solar array. d. Providing a warm space for the congregation and community. e. Enabling greater use and connection with the local community. <p>Atrium Project; next steps: (Adam Chivers)</p> <ol style="list-style-type: none"> 1. Anonymised tenders have been received. The two lowest prices are very close. There are contingencies built into each tender, as well as a baseline figure. Contingencies are usually about 10% of the contract sum. Our QS and architect are both cautious and have advised a higher, 15% contingency. 2. We are looking at a total figure of about £1.7 M, including professional fees and all costs to date. It also includes an estimate of future fees. Architect and Quantity Surveyor, (QS) are the largest share of the professional fees. These will be paid on a % basis. They may need to call on other professionals, but the sum is based on what the QS and architect have estimated. 3. The PCC has previously agreed £400,000 as their contribution. 	AC and working group
---	---	--	----------------------



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

		<ol style="list-style-type: none"> 4. Moving forward, the QS will produce a Tender Report, to ensure that each tender is comparing like with like. He will negotiate with them at this point to reduce quotes where reasonable. He will also discuss start and finish dates. He will make recommendations. The Project Team of the PCC will use this information to make the recommendation to the PCC as to which tender should be accepted. 5. The Contract will probably be signed in Feb/March. The JCT contract, (RIBA standard) covers all the procedures which are needed in case of potential dispute or delay. The contract sum is a fixed figure. There will only be changes in case of unforeseen problems which the architect will allow or disallow. This is a standard contract used in projects of this nature, designed to be fair between client and builder. 6. There will be monthly meetings, contractor and architect, these will be minuted. A representative of PCC or Project Team will be invited to attend. <ol style="list-style-type: none"> a. The agenda: how the work is organised, how it affects church activities. 7. Payments: Contractor will bill monthly, architect will look at the bill, consult QS, approve or query it. Monthly bill is paid, 5% is retained to cover any defects which later need to be made good. When work is finished, 2.5% is released to contractor, 2.5% a year later when all has been resolved. Assuming the project takes 6 months, there will be 6 monthly meetings and 6 monthly bills. 8. Positive meetings between Endowment Trust and PCC. Meetings have been held with Ben Thorpe (Trustee, background in defence procurement) and Andrew Morgan, Clerk to the Endowment Trustees. An original grant request was for £1.4 M, however, the agreed grant request will be £1.3 M. The Endowment Trustees have presented the PCC, without commitment, a draft funding agreement, ahead of their meeting on Sunday 11 January. Trustees are keen to reach an agreement on this in the next few days. 9. Following the Q&A the PCC will address Three Resolutions, these have been previously circulated and will need to be agreed (the one amendment is that the grant request will be £1.3 and not £1.4 M.). 		
--	--	--	--	--



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

10. We are reminded that the project will address our obligations relating to the Quinquennial and Fire Survey. Not moving forward may create difficulties with our insurance. Additionally, the project is a cost-effective way of addressing the Quinquennial, fixing various fire and safety issues, and conserving energy - rather than doing these in a piecemeal approach.
11. The PCC was assured on matters of personal liability and that the PCC as a body has the appropriate insurance cover for this contract.

Q&A:Members of the PCC asked questions

1. How confident are we that a fixed sum contract will not be exceeded?

The only way the contract sum can be altered is by variation. This could be up or down. Our QS is very confident that our agreed contingency is more than enough. The purpose of the JCT contract is to be fair to both client, QS ,architect and contractor. Once the tender report is agreed, the contingency goes down, as many of the ‘unknowns’ will have been resolved.

2. How can we be sure the cost won't go over budget?

The work on the ASC Forecourt was more expensive than expected. Eric T: this work was not a massive overspend. The excess cost was because we had hoped to use many of the old forecourt slabs in front of the Richard chapel. In the event, more broke than anticipated so more new slabs had to be purchased.

3. Why was there no contingency in the Forecourt contract?

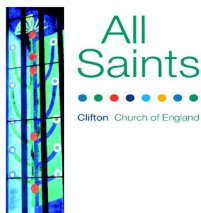
We used a standard JCT minor works contract, as it was considerably smaller project. These contracts don't include a contingency element.

4. Has the QS looked under the atrium floor? Or in the ceiling?

Yes. The specification has taken this into consideration.

5. Are fittings-out included?

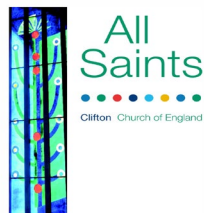
Yes. Non-essential items (eg extra cupboards) are not included.



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

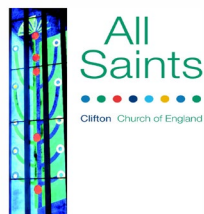
		<p>6. Are we confident that waste materials will be dealt with in an environmentally friendly manner? The intention is to reuse the slabs. AC to find out if the glass will be recycled.</p> <p>7. Fire door regs have recently changed. Has this been taken into account? Yes</p> <p>8. Does the fact that the church is listed mean eg English Heritage can ask us for certain specs? They have had access to the application for faculty etc at an earlier stage and were part of the required consultation process.</p> <p>9. What if the contractor goes out of business? We will be insured against this event. Ecclesiastical have a standard form for insurance in construction projects.</p> <p>10. What about the legal liability of PCC members? PCC members are not personally liable for breach of trust unless it is done knowingly or recklessly. The PCC is a corporate body. We are acting on professional advice, which protects us from personal liability.</p> <p>11. If the project runs out of money, eg, material prices go up, are we responsible? No. It was a condition of tenders that they keep the tenders open for 16 weeks, so they have to keep to the costs quoted.</p> <p>12. What if there is a shortfall? We have been told that in this event, we should approach the Trustees to discuss a solution.</p> <p>13. Who chose the contractors who have tendered? The architect.</p> <p>14. One of the companies which has tendered has a claim against it. How could we have confidence in them? Claims are endemic in the construction industry. We shouldn't just choose the cheapest tender, the architect and QS will satisfy themselves that the company chosen is competent to do the job. There is a standard resolution of dispute clause.</p>		
--	--	---	--	--



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

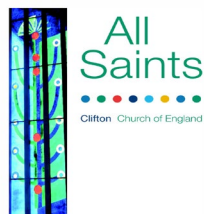
		<p>15. How will monitoring and reporting take place? The architect will produce minutes of the monthly meetings, these are provided to us. We need good communication between PCC and Trustees.</p> <p>16. What is the projected timescale? Start date of March, intention to finish this year. There are provisions for liquidated damages if the time runs over. (This is approximately £1400 per week for lost revenue etc).</p> <p>Fr Charles thanked Adam for the very significant amount of work that has gone into the project so far and for the explanations provided here.</p> <p>Three resolutions were presented to the PCC for approval:</p> <ol style="list-style-type: none"> 1. That the Endowment Trustees be invited to appoint a representative to the project team for a) the consideration in due course of the Quantity Surveyor's tender report and b) for the purposes of liaising with the architect/QS/main contractor in respect of matters raised at site meetings during the construction works. <p>Prop: John D, sec Sue P. 15 agreed with 3 abstentions.</p> <ol style="list-style-type: none"> 2. That the churchwardens be authorised and instructed to enter into the funding agreement proposed by the endowment trustees subject to such amendments as they consider to be appropriate in the interests of the PCC. <p>Prop: JD sec: GH. 15 agreed with 3 abstentions</p>		
--	--	--	--	--



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

		<p>3. That the PCC apply to the endowment trustees for funding for the project in the sum of £1.3 million on the terms set out in the funding agreement, (including a provision that any surplus be returned to the trustees.)</p> <p>Prop JD sec KH, agreed unanimously (18)</p> <p>Further questions</p> <p>1. How will the day-to-day work of eg the Parish Administrator be managed?</p> <p>Wendy will be by the banner case in church. There will be a locked box for items which need to be secure. We need to ensure broadband will be available. There will be items to move and arrangements to consider, which the Project Team will address.</p> <p>2. How will Adam’s role, and the composition and remit of the Project Team be decided?</p> <p>Shortly we will probably require an Extraordinary Meeting to consider the recommendations relating to the tenders and decide which to accept. At this meeting the role of the Project Team, its reporting process and membership will be agreed.</p>		
5	<p>Finance update</p> <p>Coopt of Eric Tyson to support management of Atrium Finances</p>	<p>Karen Haigh</p> <p>Karen proposed that Eric be co-opted to serve as co-Treasurer. He has continued to work closely with Karen since her appointment as Treasurer and the volume of work, (move to online banking, prospective work because of the Atrium Project) make this desirable. Eric has agreed to stand.</p> <p>Prop KH, sec JD. Agreed unanimously.</p>		



PCC Meeting 7 January at 7pm in the Sacristy

Fr Charles, R Baker, J Davenport, H Clifton, B Biggs, P Gale, S Davison, S Perry, G Harford, K Haigh, E Tyson, M Robinson, M Benton, A Young, E Thomas, J Callow, P Hawkins, A Chivers, V Gordon

6	Parish and Deanery update	Rosemary Radcliffe will be licenced next week as Vicar in the United Benefice of AL&LW on the 13 January. This will conclude our 'cover' for this parish, however we will continue to provide support. The LEP (Local Ecumenical Project) at Westbury Park will become vacant in March. This is a poorly resourced parish so will need support in the next few months.		
7	Reports:	Report received from EW group. Church and Community group report tabled (<i>and circulated later</i>)		
8	Safeguarding	Code of Safer Working Practice distributed: please read and implement. Any questions to JC. One Safeguarding agreement needs to be renewed when a mutually acceptable meeting time can be agreed. No change is proposed to the agreement. There is now a dedicated email for parish safeguarding notifications.	JC/CD	
9	Minutes of Last Meeting	Were accepted as a true record. Prop GH sec LT one abstention (member had not attended the meeting)		
10	Standing Committee Minutes	To be circulated, with dates of meetings		
11	Close with prayer	Fr Paul Hawkins concluded the meeting with prayer.		

24 March 2026