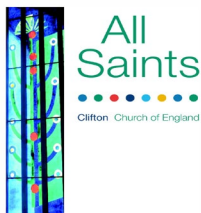


## PCC Meeting (Extraordinary), 24 February at 7pm in the Sacristy

*Present: Fr Charles, P. Gale, B. Biggs, M. Robinson, G. Harford, M. Benton, E. Thomas, R. Baker, J. Callow, S. Perry, K. Haigh, S. Davison, A. Chivers, J. Davenport*

	Agenda item	Notes	Action required	
			By whom	By when
1	Apologies for absence (Vote to accept guest: Adam Chivers)	E. Badman, A. Young, P. Hawkins, V. Gordon, H. Clifton  Meeting voted to accept AC as guest, with one abstention.		
2	Prayer	Fr Charles led opening prayers		
3	Conflict of Interest	No conflicts of interest declared regarding the two companies under consideration.		
4	Atrium Project Team	<b>Atrium Project Team</b>  Fr Charles explained the composition and purpose of the team. (See document previously circulated) J. Davenport has volunteered to join the team as PCC representative. PCC voted unanimously to set up the APT as described in the document circulated.	APT	
5	Atrium Project: Next steps and selection of preferred contractor	<b>Purpose of Meeting this Extraordinary PCC Meeting</b>		

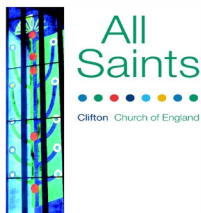


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		<p>Fr Charles explained that the <b>purpose of this meeting</b> is not to make a decision on awarding the contract. Of the various tenders we received the intention is to choosing our preferred Construction Provider.</p> <p>Once decided by the PCC, the preferred company will be advised of the requirements stipulated by our specialist advisors. (Eg, on guarantees, warranties, insurance requirements).</p> <p>Once we are satisfied that the preferred company has met these requirements, the PCC will make a decision and the contract can be awarded – or not.</p> <ul style="list-style-type: none"> <li>• AC spoke to his notes, <b>which will be circulated with the minutes.</b></li> <li>• <b>AS Endowment Trustees</b> have been kept informed along the process, and we will continue to liaise closely.</li> </ul> <p><b>Minor issues</b></p> <ul style="list-style-type: none"> <li>• <b>Pre Construction Preparation:</b> AC spoke to Marcus today. The architect advises that following the decision to award the contract some equipment and materials will need to be ordered in advance. This will have a bearing on the project time scale. It may be that we may need to advance some of the payment.</li> <li>• <b>Due diligence:</b> KH carried out a thorough and detailed due diligence on the tenders. Our insurers are likely to require accredited installers of the ASHPs and solar panels, neither tenderer has indicated that their proposed installers have this. We also want to be able to sell back excess energy to the grid. It is</li> </ul>	AC, JC	
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2. April May: PCC agree to award contract and contracts signed.
3. May onwards, 30 week programme (hopefully get it done by Christmas).
4. Nov 2027: end of defects period.

### **QS Analysis of Tenders and result of Interviews:**

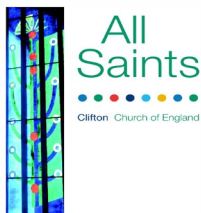
Document circulated prior to Extraordinary Meeting  
 Melhuish and Saunders are seen to be the more appropriate for our project. Their skillsets were, (1) particularly in managing the sub-contractors (sub-contractors are key to this project) and (2) their experience is more suited to the nature of this project (building management-style project) rather than a heritage project.

They also demonstrated a greater commitment to the project before and during the tender meeting.

Fr Charles thanked Karen for all the work she did on due diligence.

### **Questions from PCC:**

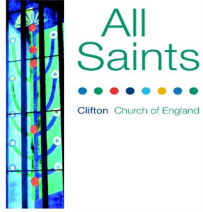
1. Have we done due diligence on the other companies? KH confirmed she has used the Diocesan checklist to do the DD, and gone back to diocese once the two preferred tenderers were identified. In the event of further work to identify commercial history of directors ET offered support.
2. Will we be doing DD on the subcontractors? KH has done this on the M+E subcontractors, (heating). There will be a large number of smaller contractors, it will be logistically difficult to do DD on all of them. It should be noted that both short-listed contractors produced excellent references.



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		<ol style="list-style-type: none"> <li>3. Why are we choosing the firm with a high risk score? It was explained that the higher the risk score the better. At 68 (M+S) is significantly less of a risk than 50 (E).</li> <li>4. Why has the stainless-steel roof specified in the faculty been changed? The current plan stipulates a felt roof. The question noted that felt roofing is not seen to have a successful record. In response MR commented that the roof will not be flat, there will be a pitch. The question of the roof has been subject to discussion - but details could not be recalled. AC will ask Marcus to clarify the situation and circulate the response.</li> <li>5. Question of entry vestibule from Alma Vale Road. If we (and Trustees) do decide to pave the 'corridor' to the AV Road exit what will be used as materials (this is not included in the current plan). Any decision on this area will considered by the PCC and issues carefully considered before making a decision (in consultation with advisors and the Endowment Trustees).</li> <li>6. A personal observation: Comparing the two reference , that from M+S focuses more on 'how they did the work', whilst from E the reference focuses on the 'quality of the work'. The observer added that the work by E in Cotham Parish Church looks good - although it is a very different project.</li> <li>7. Do the architect or QS have a conflict of interest with the director of M+S? Not to our knowledge but the QS has the benefit of working with them previously.</li> <li>8. Will the asbestos work delay the start of the work? And where is the asbestos? Asbestos may cause a short delay and the identified locations are in the heating conduit and the safe.</li> <li>9. Protecting the organ: on the advice of the organ builder, the plan is to control the dust rather than cover the organ.</li> </ol> <p>Following the discussion the selection of the 'Preferred Supplier' was put to the vote:</p> <p><b>Selection of Melhuish and Saunders to be the preferred supplier:</b></p>		
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		<p>12 in favour (9 present and 3 proxy votes) 2 abstentions</p> <p>Following the discussions and negotiations with M&amp;S during this phase – and described in these minutes – the PCC will meet to discuss and agree the awarding of the contract prior to signing.</p> <p>A vote of thanks was given to Adam for all the hard work which has brought us to this place.</p> <p><b>Voting Procedures:</b> BB (General Synod ex officio) reported that General Synod has recently agreed a new protocol for voting by correspondence. Motions will be carried if one third of members eligible to vote, vote in favour, with nobody voting against the motion.</p>		
6	Close with prayer			

24 March 2026