Minutes of the PCC meeting 4th August 2026

Apologies
Liz Badman, Mary Benton, Janice Callow, Magnus Gordon, Liz Thomas, Fr Paul Hawkins

Present
Fr Charles, Mthr Nicola, Brendan Biggs, Adam Chivers, Helen Clifton, Paul Gale, Vicky Gordon, Sarah Lockwood, Sue Perry, Martin Robinson, Karen Haigh, Eric Tyson

Meeting opened with Prayer.

Voting by email
Fr Charles noted that we all agree that voting by email (Business by Correspondence) is not the preferred way of gaining agreement. The Church Representation Rules, agreed by General Synod, sets out the process. Fr Charles will write the procedure, Brendan Biggs will correct and advise, and this will be brought to a future PCC meeting for discussion and agreement.

Conflicts of interest
None disclosed

Project report to the PCC
For information: The site manager brings new workers into church to show them what they are 'part of', and there have been no complaints from the public.

The contractors together with the architect are mindful of the need to future-proof the building, and the architect and QS are good at anticipating costs and timings. Asbestos work has meant that the project is approx. 3 weeks behind schedule.

A number of contingencies have arisen - AC will advise the PCC of these.

VAT
Both AC and KR have (independently) come to the conclusion that AS will satisfy the 95+% figure for charitable use. We will need a formal minute that states that AS will meet the threshold. However, it is the contractors who ultimately make the decision about zero rating, and future invoices will show what this decision is.
ET asked about the methodology used to arrive at the 95+%.
KR replied that all spaces are considered (eg even the porch, because of the food point) and that having the church open all day makes a big difference, such that lettings constitute a small proportion of the total time and space.
SL asked if the 95+% is in perpetuity.
AC replied that the calculation will need to be made each year, but that after 10 years HMRC are unlikely to investigate.

Proposal:

> *'The PCC is satisfied that its current use of the building is more than 95% for charitable, non-business use. Its policy will be to ensure that such use in future*

remains at no less than 95%. It will review annually its use over the previous year and its proposed lettings for the following year to ensure that the percentage does not fall below 95%.'

Proposed: KR, Seconded SP.
Voting: Twelve in favour, none against, with one abstention

Battery storage and PV panels

The intention is not to install batteries at this point but to ensure that we are 'battery ready' for the future. At present the insurers are unhappy about having batteries in the tower, but planning permission for external batteries may be difficult to get. SC feels that these problems can be overcome and that the export potential will be significant.
The cost of a hybrid inverter (to be ready for the future) is an additional £1400.
SL asked if exporting electricity will affect the 95+%
AC No, because the overall income of the church is not part of that calculation

Roof

Ingress of water through the roof is probably through some required roof repair and the windows above the Sanctuary. There is evidence of areas of roof needing repair and gaps can be seen in the Sanctuary windows. Probably the installation of secondary glazing will definitively cure ingress on 'horizontal' wind-blown rain and reduce energy loss.
The installation of the PV panels presents a good opportunity for roof repair and to fix the tiles above the Foundation Stone.
Permission has been given for the installation of harness safety and security to gain access to roof and solar panels for regular cleaning and general maintenance.

Lobby

The trustees have agreed to fund the new tiling from their grant of £1.3m (n.b. this was not in the original contract).
AY asked if the tiling should extend into the loos
MR suggested that lino is easier to clean, and is cheaper

Proposal:

'The PCC acknowledges with thanks and appreciation the generous support of the trustees in agreeing to the upgrade of the flooring (tiling, matting and timber skirting) to the two lobby areas (adjoining the existing and proposed WCs) at a cost of £8531.44 and agrees to this work and any necessary amendment to the existing faculty.'

Proposed: SL, seconded PG
Voting: Twelve in favour, none against, with one abstention

Kitchen

The estimated cost will be £10k
SP Can an industrial dishwasher (as in the Randall room kitchen) be installed)?
MR Will research costs
MR and VG will invite SP, AY, Janice Hopkins and Jenny York (as some of the principal users) to give feedback on the scheme that has been drawn up.

Variations to the contract

Some of the contingency has been used, but the need to draw on it should be reduced from now on.

It should be noted that a significant benefit is that the work has enabled the PCC to comply with the Quinquennial Report, a legal requirement, and will reduce future repair demands.

For example:

- Removal of concealed downpipes
- Old steel heating pipework being replaced
- All doorways meet accessible 800mm clearance
- Compliance with fire regulations
- Suspended ceiling for greater accessibility of wiring

Meeting closed with prayer

Martin Robinson
5/8/26



Vicar 1 September 2026

Business by Correspondence between May and July 2026

1. **Subject:** Project Coordinator for the Atrium Development.
   Date: 26 May 2026

Proposal:

The work on the Atrium Development will commence with on-site activity at the start of June. We have agreed that Adam will be the 'Project Coordinator' and as such we must ensure that he is properly covered by insurance. We have looked at this very carefully and the best option is for it to be confirmed in writing that he is an authorised volunteer of the PCC for the duration of the building contract. This means he will enjoy the insurance cover that is applied to all members of PCC concerning this project. We need to do this quite swiftly and it requires a PCC Minuted Resolution. Consequently, please read the proposal here and respond to me by 29 May 2026 to indicate whether you are in favour, against or wish to abstain.

"Proposal: That, in accordance with the Church Representation Rules, it is confirmed that Adam Chivers is an authorised volunteer of the PCC In serving as the Project Coordinator of the Atrium Development Project for the duration of the building contract."

Outcome: 15 votes in favour; none against and no abstentions (1 June 2026)

2. **Subject**; Side agreement with the contractors whereby in the event that at some time in the future HMRC look to them for recovery of inappropriately rated VAT we would reimburse.
   Date: 2 July 2026

Proposal: That the churchwardens be mandated if they consider it necessary to:

- offer Melhuish and Saunders ('M&S') a side agreement to indemnify M&S for any amounts it is required to pay HMRC should it be determined ('determination') that items zero rated should have been standard rated.
- offer to place in a separate fund an amount or amounts of money (equivalent to the VAT that would have been payable at the standard rate on those items which are zero rated) on terms that, should no determination have taken place within 6 years from the date of Practical Completion of the contract, the separate fund be closed and the amounts held be released to the PCC for its general purposes

Wording of the indemnity: This indemnity would apply only in the event and to the extent that the determination is made because the certificate issued to M&S (to the effect that pursuant *to HMRC internal manual Vat Construction CONST18600* the building is being and will be used solely for charitable purposes) is incorrect and should not have been issued.

Outcome: 13 votes in favour; 1 abstention (5 July 2026)



Vicar 1 September 2026