

PCC Approval of 'Option 3' for the installation of the two new chandeliers in place of the two existing front chandeliers

From: Lesley Davies <leldavies@outlook.com>
Sent: 13 September 2023 18:48
To: Lesley Davies <leldavies@outlook.com>
Subject: URGENT; PCC Business by Correspondence

Dear PCC member

The following proposals are to be conducted through "Business by Correspondence". This means we have one or more matters that, for whatever reason, cannot wait for the next meeting to be discussed. Therefore, any discussion and voting on proposals are to be conducted by email.

The following proposals for your consideration are proposed by Chris, as PCC Chairman:

- 1. To authorise £6,000.00 + VAT to instruct Sherry to design the proposed Plant Room. *(from fabric fund)***
- 2. To authorise £5,000.00 + VAT to instruct Sherry to prepare drawings and schedules required for the North Aisle Windows *(Preservation Trust will pay this but the PCC is contractually responsible and will be able to claim the VAT element back)*.**
- 3. To authorise the spending of £1,500.00 to make one more and install both chandeliers in place of the two nearest fittings to the pulpit and lectern.**
- 4. To agree Sherry's fees. **.**

**His full fees for this element of the projects to include contract management will be 12% for both the windows and plant room. This assumes that the contracts are let separately. If they are combined then the % fee may reduce. For the initial stage of planning, Listed Building Consent and preparing the documents to go out to tender will be £5,000 for the windows and £6,000 for the plant room.

Each proposal needs a separate decision from you. – Approved, Not Approved or Abstain.

Michael Beare and Terry Brazier will be happy to respond to questions. Therefore, if you wish, before casting your vote, do take the opportunity to raise any concerns, seek clarification etc. through responding to this email. I will pass them on to Michael and Terry and circulate their responses for the benefit of all members.

FYI, I attach the Fabric Report from Michael Beare that was prepared for the postponed meeting and due to be circulated with the Agenda for the PCC meeting in 3 weeks' time.

The deadline for response to this email for each of the 4 proposals is **Wednesday, 20th September, 9pm.**

Thank you
Lesley

From: Lesley Davies <lildavies@outlook.com>
Sent: Thursday, September 21, 2023 9:09 AM
To: Lesley Davies <lildavies@outlook.com>
Subject: PCC Business by Correspondence Result

To all PCC members, Michael Beare and Terry Brazier

Results of Business by Correspondence vote which closed at 9pm on Wednesday, 20th September 2023

Number of members = 19

Proposal	Approved	Against	Abstentions
1.	13	0	0
2.	13	0	0
3.	12	0	1
4.	13	0	0

Number of members who did not respond = 6

Lesley