

PCC Minutes October 31st 2018

Present:

James Kennedy (Chair) (**JK**)
Graham Povey (**GP**)
Mark Knight (**MK**)
Kathryn Walton (**KW**)

Bill Rees (**BR**)
David Bishop (**DB**)
Jamie Bell (**JB**)
Chris Mitchell (**CM**)

Peter Williams (Secretary) (**PW**)
Mary Smith (**MSm**)
Tim Woolcock (**TW**)
Nicola Riley (**Lay Chair**)

Apologies: Robert Freeman, Judith Marshall, Jo Graves

Single Item Agenda Building Developments

JK took the Chair and introduced **Nick Grant (NG)**, one of the Building Development team. **Alastair Ewer (AE)** was introduced by phone call.

The meeting took the form of an open discussion:

- ❖ The **PCC Briefing – 31.10.2018** had been circulated prior to the meeting.
- ❖ Two attachments were missing – the **Memorandum of Sale** and **Action Planning proposal**.
- ❖ Ref to the Draft Plan timeline from **Alastair Ewer (AE)**.
- ❖ Waiting to hear back from **NatWest Board**.
- ❖ Funding of individual loan (£200,000) confirmed.
- ❖ Funding from **Diocesan Finance Board** (£350,000) confirmed. (5 years – 3% - 4% interest) Conditions as in briefing paper. Full intention to transfer to trust in the long-term.
- ❖ Introduced **AE**.
- ❖ Questions about Initial Expenditure, fundraising and Project Manager salary.
- ❖ **AE** – See CV but mainly involved from concept to delivery of events. Also carpenter trained.
- ❖ **AE** offered himself to **JK** and the church a month ago – change in direction – full-time to us – buildings work plus anything else we might ask – as member of staff
- ❖ Likelihood our offer will be accepted – no-one else in the frame. Following board approval > 5 to 6 weeks from presentation of contract to exchange of contract (but mindful of Christmas and New Year). Similar to house sale.
- ❖ On what basis would **AE** be working? Self-employed? Freelance? Employed by us? On costs??
- ❖ Action Planning would be doing the fundraising feasibility study. **MSm** has worked with them before.
- ❖ Which architect? (See previous PCC minutes 21.3.18.) Following interviews with five candidates led by **JK, GP, LC, JM, Camilla Finlay** had been appointed. **CF** had good experience of working with churches and other Heritage projects (St Mary's and listed bank) and was appointed not just for quinquennial but with our future plans in mind. She was well used to seeking diocesan faculties.
- ❖ **CF** would be able to see the 'whole picture' when helping us with our Case for Need.
- ❖ Phoned **AE** again –
- ❖ Who gives the brief? We do! Saves a lot of time. We come up with the starting points – the best use as we see it.

- ❖ Starting point – those with specific interest – creative team – 3 or 4 go in, look, brain storm, talk to others re. their needs. **AE** has keys – next week visit? – provide architect with as much detail as possible – wish lists – budget.
- ❖ Relationship with PCC? How do you see the employment status working? **AE** – self - employed or contract – whatever works best for us.
- ❖ **AE** questioned about experience to qualify for this job. Ref to CV and events/sporting/construction management/working with councils, builders, architects/drawing up briefs/setting to tender/quality control/to delivery and including budget setting. Not an architect/self-taught/£300,00 to £28 million projects. Illustrated with Glasgow Commonwealth Games Stadium.
- ❖ What do you see to be the biggest challenges of this project? The budget – innovations – what we can do with the space – relying on the funding – hard to judge, a big challenge, but with the help of an architect – probably lots of chopping and changing before we go ahead – eager to get in when bid accepted and make a start.
- ❖ **JK** – The head of diocesan buildings – a surveyor – visited the bank initially and was excited with the possibility – has recommended Martin Spicer (Witney) for our structural survey – as intensive as we need it to be - useful for when the diocesan team look critically at it before releasing funds.
- ❖ Depending on survey results, could we go back to bank and offer reduced price? Highly unlikely. Sold as seen. Structural Survey would have to show some major concern – very specific.
- ❖ Can we justify spending this suggested amount on project manager? Usually 10% - 15% of project, likely to fluctuate. This is fixed fee for 12 month. More control for us. Daily basis costs a lot more. Permanent contract always works out cheaper. If architect, fees expand as the work evolves.
- ❖ What excites you (**AE**) about this project?
- ❖ **AE** – Nutty idea! Always working on the fringes of building – passion to be more fully involved – living and working in the same place for a change.
- ❖ Funding for church re-ordering – 95% raised from within the church family.
- ❖ Funding for town building – 50% from beyond church family.
- ❖ Priority in vision? Which part first? **JK** Bank. 3-5 years hope to see it all completed but not wanting to separate the two aspects.
- ❖ **AE** sees himself as ‘within’ the church family as a do-er. Not a scary idea but timescale and length of project.
- ❖ **AE Disconnected.**
- ❖ **JK** quoted **RF** – project manager usually expect 70-80K on to four figure amounts.
- ❖ This offer was very competitive.
- ❖ To have someone in-house can enable the costs to be kept lower.
- ❖ **AE** could be ready and waiting for whatever direction things went.
- ❖ Further discussion about employment status covering insurance, holidays, sick time, shrinking the contract. **AE** has been used to being flexible, contracting, self-employed, we must allow him to manage.
- ❖ No other part-time job is envisaged.
- ❖ Contract would make clear what we would expect. Iron out before the beginning to be clear ready to start on January 1st 2019. We have time until then to firm up the arrangements with him. Diocese probably have a suitable contract for us to work with.
- ❖ Contact in the past in Edinburgh with Ursula’s and Roger’s church.
- ❖ Questions about feasibility study.
- ❖ Would need to survey congregation individually. Is this project possible given the expected amount projected to be given in house – individual donors. Good knowledge of different trusts and exactly what they are asking for. Trusts nuanced – care for need must match – value for money – good or bad spend – match funding?
- ❖ Is it a one-off report or ongoing support throughout the campaign?
- ❖ 6 – 8 weeks for initial report after cong. Survey
- ❖ Some worry about outcomes – claim – PCC responsibility?

- ❖ Request for PCC to look at the building.
- ❖ Importance for getting information to wider congregation at the right time. When to share more details.
- ❖ Common strategy needed. Who to tell? When? Silent phase? Hold off as long as you can? Advantage in saying we have already raised e.g. half the amount.
- ❖ Too early to say about possible income from building following project completion.
- ❖ Sub-site on website?
- ❖ Project scoping?
- ❖ When are we responsible for insurance on the building? On exchange. Budget extra.
- ❖ Loans will be available by then.
- ❖ Every project has its risks. But we can split the risks.
- ❖ Should **AE** be the contact in church for the feasibility report?

The Project Team brought the following three requests to the PCC.

- 1) **to progress with a fundraising feasibility study to provide initial guidance as to review potential channels of fundraising, and are requesting £10,000 for Fundraising support from Action Planning**

- 2) **to approve the appointment of Alastair Ewer join the church staff team from 3rd January 2019 for a period of [1] years, with the flexibility to extend the contract for the required period to complete the necessary works.**

- 3) **The Team anticipates a structural survey which will cost up to £10,000. We seek approval from the PCC to proceed with this survey.**

All three requests were approved.

A Saturday morning would be arranged for the PCC to visit the bank.

We must make arrangements for the project to be surrounded with directed prayer and for specific times of prayer.

Further thoughts and questions to be e-mailed to the team.

The meeting closed with a time of prayer at 9.30 p.m.

Signed.....

Date.....