

# Twinkles Go Large (TGL)

Non-permanent working party of the PCC



## Aims

Primary Aim: To enlarge and improve the Twinkles area in the narthex.

Secondary Aims: a) to set up better facilities for the flower arrangers in the north porch and b) to improve some of the fabric and facilities in the narthex and the north porch.

## Objectives:

1. To obtain a faculty from the DAC.
2. To manage the process of tendering.
3. To obtain quotes for different aspects of the project
4. To monitor building work to completion.

## Responsibilities

The working party has undertaken and/or shall undertake the following tasks:

1. Draw up a design layout for both the narthex and north porch based on the needs of the people who will use these spaces
2. Research all necessary health and safety requirements, and advise the F+GP committee.
3. Submit proposals to the DAC for their comments prior to a faculty application
4. Amend the faculty application in light of feedback from the DAC in order to make a successful application
5. Approach building contractors to tender for the project
6. Compile the tendering documents and agree deadlines for submissions
7. Monitor progress to project completion.
8. Keep the PCC informed at scheduled meetings and maybe at other times if non-scheduled events occur.

## Financial responsibilities

The TGL fundraising working party secured £37,081 for this building project. To date £3,672 has been spent on professional fees. Engaging contractors and spending of this money is under the direction of the PCC.

## Membership

The personnel on this committee are:

1. Chair - Rachel Archer
2. Building surveyors - David Pullen and Suzanne Spooner (General Practice Surveyor)
3. Administrator - Geoffrey Blachford
4. Incumbent - Alan Keeler

Members were recruited by the PCC.

## **Meeting arrangements**

We currently meet as and when we need to submit applications to the DAC and, in the future, the Chancellor for a faculty. As the build takes place we shall meet more regularly to ensure the building works are going to plan. A progress report will be sent to the PCC with an update on each of the objectives and highlighting any decisions which need to be made by the PCC. This is done by the Chair of this committee.

## **Review**

This working party will cease to exist once the building project has been completed. After completion the TGL working party will meet to reflect on the process of re-designing the narthex and disseminate their learning to the PCC for future working parties to use.