

The proposal set out below requires your response as a voting member of the Leeds Methodist Mission Council.

**The proposal will be considered approved if a majority of the voting members whose responses are received by the Secretary, by email, by the end of 1st September 2015 are in favour of the proposal.**

To respond please reply to this email.

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### **The Background**

At meetings earlier this year the Council agreed that we should proceed with the exterior painting of the Oxford Place Centre, subject to the obtaining of additional grants, a process already begun. (Minute 7(ii) 26-Jan; Minute 4(ii) 22 Jul)

Subsequent to the July meeting, and after a copy of the last Quinquennial inspection report had been sent to the District Property Secretary (David Quick), a meeting was arranged with him. In view of the fact that scaffolding will be required for external painting, he recommended that a full specification of all external works to the fabric of the building be obtained.

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### **The Proposal**

That we obtain a quote for professional fees, and appoint an architect to undertake the following works:

1. Prepare a schedule of work for Mission Council (this will include painting, repairs to any windows, re-pointing where required, renovation of stonework, etc.)
2. Prepare tender documents and obtain quotations from suitable contractors for (a) erection/removal scaffolding to the whole building, and (b) the work set out in the schedule of work.
3. Oversee the contractors during the work.
4. Report to the Council, on completion of the work, that the works have been carried out satisfactorily.

In the first instance we will contact our usual architect Graham Farmer, but would seek to appoint and instruct other firms if necessary.

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**Please respond to this proposal, by email, to reach the Secretary before the end of 1st September 2015.**

Kenneth Tait

Secretary

Leeds Methodist Mission Council

Leeds Methodist Mission is a Registered Charity (No:1138731)

Joe Cortis – in favour  
Sarah Cave – in favour  
John Goacher – in favour  
Tim Boocock – in favour  
Peter Whittaker – in favour  
Bernard Neville – in favour  
Jenny Jones – in favour  
Ken Tait – in favour  
Tim Newman – in favour