

Michael Williams Esq.  
Churchwarden  
c/o St Peter's Church  
Lord Street  
Redcar  
TS10 3JL

24th March 2021

by email

Dear Michael,

**ST PETER'S CHURCH, REDCAR**  
**Renewal of east Chancel Aisle roofs**

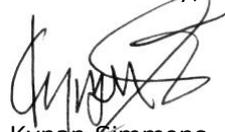
Following my recent visit and subsequent correspondence, I am pleased to enclose a copy of the Practical Completion Certificate and Certificate of Payment for the above project. Copies of these certificates have been issued to JTC Roofing Contractor Ltd who will now prepare a VAT invoice and issue it to you for payment. I also enclose a copy of our fee invoice.

As the work is now Practically Complete I will inform your insurers EIG and will be in touch if any more information is needed.

The VAT element of both the contractor's invoice and our fee invoice will be eligible for grant from the Listed Places of Worship Grant Scheme, which has recently been extended until 31st March 2022. More information on making a claim can be found on [www.lpwscheme.org.uk](http://www.lpwscheme.org.uk). If you require any more information from me please let me know.

Please do get in touch if you have any questions.

Yours sincerely,



Kynan Simmons  
for simmonsherriff LLP

Enc.  
Practical Completion Certificate RSP001/PC1  
Certificate of Payment RSP001/1  
Fee invoice SSA0462

Cc Ian Westcough – PCC Treasurer

**Certificate of Practical Completion**

**Issued by:** **simmonsherriff LLP** JCT Minor Works Building Contract  
 Address: Unit 10, 30-38 Dock Street, Leeds LS10 1JF MW 2016

**Employer:** **The PCC St Peter's Church, Redcar** Project RSP001  
 Address: St Peter's Church, Lord Street, Redcar TS10 3JL Reference:

**Contractor:** **JTC Roofing Contractors Ltd** Certificate RSP001/PC1  
 Address: 10 Milford Close, Narborough, Leicester LE19 3FG no:

**Works:** Renewal of east Chancel Aisle roofs  
**Situated at:** **St Peter's Church, Redcar** Issue Date: 24th March 2021

Contract dated: 8th February 2021

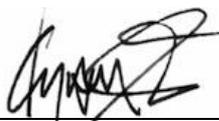
Under the terms of the above-mentioned Contract,  
 We hereby certify that in our opinion

**Practical Completion of the Works has been achieved**

~~\*Delete or strikethrough if not applicable~~ ~~\* and the Contractor has complied with the contractual requirements in respect of information for the Health and Safety file~~

on Friday 19th March 20 21

Health & Safey File information to be supplied to the CDM Co ordinator.

signed   
 For and on behalf of simmonsherriff LLP.

**Distribution:**

Employer	1	Contractor	1	Quantity Surveyor	Structural Engineer		
		Principal Designer CDM	1	Archaeologist	File		1

**Certificate of Progress Payment**

**Issued by:** **simmonsherriff LLP**  
Address: unit 10, 30-38 Dock Street, Leeds LS10 1JF

*JCT Minor Works Building Contract  
MW 2016*

**Employer:** **The PCC St Peter's Church, Redcar**  
Address: St Peter's Church, Lord Street, Redcar TS10 3JL

Project: RSP001  
Reference:

**Contractor:** **JTC Roofing Contractors Ltd**  
Address: 10 Milford Close, Narborough, Leicester LE19 3FG

Serial number: SSA0248  
Certificate no: RSP001/1

**Works:** Renewal of east Chancel Aisle roofs  
**Situated at:** **St Peter's Church, Redcar**

Issue Date: 24th March 2021

Contract dated: 8th February 2021

Final date for payment: 7th April 2021

This Certificate of Progress Payment is issued under the terms of the above Contract.

Value of work executed and of material on site..... £ 40,577.43

Less retention of 2.5%..... £ 1,014.44

Sub-total: £ 39,562.99

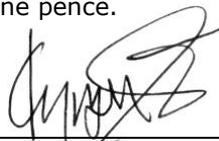
LESS amounts previously certified..... £ 0.00

**Net amount for payment under this certificate** **£ 39,562.99**

I/We hereby certify that the **amount of progress payment** due to the Contractor is (in words).....

All amounts are exclusive of VAT

Thirty nine thousand, five hundred and sixty two pounds and ninety nine pence.

signed   
For and on behalf of simmonsherriff LLP.

The Contractor has given notice that the rate of VAT chargeable on the goods and services to which the Agreement relate is...20%...

...20%.. of the amount certified above is..... £ 7,912.60

Total of net amount and VAT amount (for information) £ 47,475.59

**This is not a Tax Invoice**

**Distribution:**

Employer	1	Contractor	1	Quantity Surveyor	Structural Engineer		
		Principal Designer	1	Archaeologist		File	1

**Project No:** RSP001/3

St Peter's Church PCC  
c/o Mr Michael Williams  
Churchwarden  
St Peter's Church  
Lord Street  
Redcar  
TS10 3JL

# Invoice

**ST PETER'S CHURCH**  
**Renewal of east Chancel Aisle roofs**

Invoice Date: **24th March 2021**

Invoice No. **SSA0462**

Description	Amount	VAT 20%	Total
<u>Repairs to roofs</u>			
To taking instructions, surveying the work area, reviewing the repairs required, preparing the specification and drawings for tender. Reporting on tenders and letting contract.			
Architectural fee basis: Total fee on basis of 13% of agreed Final Account contract sum of £40,577.43: £5,275.07			
Interim claim: 95% of total fee at Practical Completion	5,011.32		
Fee claimed to date	<u>2,695.36</u>		
	2,315.96		
Expenses: Out of pocket, printing, copying, postage and travel		239.10	
<b>Totals</b>	£ 2,555.06	£ 511.01	<b>£ 3,066.07</b>

**Please make payment within 30 days to:**

**VAT Number 991 1313 27**

simmonsherriff LLP  
Unit 10, 30-38 Dock Street, Leeds. LS10 1JF Tel. 0113 242 4000

**Bank Details:**

HSBC City Branch, 33 Park Row, Leeds LS1 1LD Account name: simmonsherriff LLP Account No 64559762 Sort Code 40-27-15