

St James' Parish Fabric Committee

Thursday 9th July 2026 at 18:00

Present: Robin Evetts, Anne McConnochie, Fr Patrick & Anthony McConachie (Chair)

Apologies: Patrick Anderson

Meeting started: 18.05

1. Opening Prayer

Fr Patrick leads the committee in prayer.

2. Minutes of the Last Meeting & Matters Arising

The Chair confirms two stepladders had been ordered & delivered in error, and one is scheduled for return. AMC confirms work on the access ramp at MHT (Crail) has been completed. The sign for Canmore is still outstanding but will need assembled before installation.

3. Hall Toilets - Update

The Chair confirmed GM Joinery, Robert Mason (Cupar) and West End Contractors have all be invited to price for the works as described by the structural engineer. No response from GM Joinery despite several follow up calls. Robert Mason hope to look at the drawings in about 4 weeks and will arrange a site visit in due course. Timescale for the work is likely to be the end of the year. This timing may not suit external works. Graham from West End Builders had been on site but has yet to submit any pricing despite follow up calls.

John Barr Contracts (Cupar) have also been contacted and again had visited site but nothing back from them yet despite repeated follow-up calls.

Ivor Neville has a builder (Grant) who he works with and may be interested in the work.

Action Point: Fr Patrick to contact Graham @ West End as he has an invoice outstanding.

Action Point: Chair is to follow up with Ivor Neville.

4. Floodlights on Church Tower

The Chair confirmed RB Grant had submitted a price of £XXXX (ex VAT) to install 8 units in the corners of the Tower and replace the existing obsolete floodlight on the west wall. It was noted from drone photos that there is a nesting gull in one of the corners and as such the work would need to be delayed until the end of the nesting season (end of Aug). A small up-light needs to be added to the statue of Mary on the west wall of the church. The price includes the cost of a cherry picker hire. The quote was approved.

Action Point: Chair to contact RB Grant re start date and add up-light to the project.

5. Paintworks

PA had contacted J&W Tulloch and had received the quote of £XXXX for the work to both the church and house. The quote was approved.

6. Church Hall Fire Exit Door

The fault on the mechanism is out-with the warranty period. Ivor Neville (Joiner) is due in tomorrow, Friday to see if it can be repaired or replaced.

7. Property Roof Reports

AMC reports this work was generously completed free of charge. The reports are extensive, if a little confusing. Overall, the reports appear to be satisfactory with on-going monitoring and future repair works will be required. Gull nests seem to be a particular issue. AMC has agreed to try to reconcile the reports with the photos she has been sent.

Action Point: AMC to reconcile roof reports to photos.

8. Health & Safety

- AMC reports on the dampness at the windows in MHT (Crail). The plaster has been removed, plasterboard installed and re-plastered and painted.
- Gutters at MHT (Crail) have been cleaned at a cost of £XXXX
- Issues have been created by the removal of heaters and re-alignment of the pews at MHT (Crail). The issue is a “step” platform (trip hazard) has been created. It was suggested a pew end extension needs to be created

Action Point: AMC is to review options for the pew end extension

- It is noted there is extensive woodworm in MHT (Crail)

Action Point: The committee is to review the situation at their next meeting (in Crail)

- The Tower Room handrail is due to be installed.

9. Updates from MHT (Crail)

Included in No. 8 above

10. A.O.C.B.

No matters arising

11. Date of the next Meeting

Thursday 10th September 2026 @ 18.00 in Most Holy Trinity (Crail)

12. Closing Prayer

Fr P led the committee in a closing prayer.

Meeting closed 18:55