

St James' Parish Fabric Committee

Thursday 7th May 2026 at 18:00

Present: Patrick Anderson, Robin Evetts, Anne McConnochie, Michael Robertson, Lucia Burgio, Fr Patrick & Anthony McConachie (Chair),

Meeting started: 18.10

1. Opening Prayer

Fr Patrick leads the committee in prayer.

2. Minutes of the Last Meeting & Matters Arising

RE has completed the painting of the new fence. Chair noted a ladder had not been purchased. Discussion ensued regarding a stepladder or extending ladder. The committee agreed a stepladder would be sufficient for St James'. PA confirms he is no longer in a position to complete the paintwork as discussed. He will ask other firms for quotes. PA has spoken to Ross Watson re repair to the lintels and Ross has been on site. A report will be sent to Kate in the office. The emergency lighting in the Choir Loft has now been installed.

Action Point: Chair to purchase a stepladder asap.

Action Point: PA to contact other painters for prices.

3. Hall Toilets - Update

The Chair confirmed Colin Eastwood (CE Structural) had been on site for a detailed survey and had completed an extensive report which had been sent to all members of the committee. The report suggested a drain survey should be carried out and this has been completed. Details and method of the repairs are included in the report. The committee agreed prices should be requested not only for the structural repairs but also for the replacement windows and toilet upgrade.

Action Point: Chair to seek at least **three quotes** for the work and if possible, include GM Joinery, Robert Mason (Cupar) & West End Contractors (Dundee).

4. Health & Safety Issues

AMC informed the committee

- PAT testing is now complete
- Asbestos survey is also complete, and no asbestos found in MHT (Crail) so no further testing required for this site.
- Legionella survey is required for all sites and AMC has a contact to carry out this work
- Roof Inspections – AMC contacted nine firms but only some committed to pricing. Details were circulated and the committee agreed SPS @ £XXX + VAT should be appointed to carry out the work. The survey will be completed using a drone. Ann suggests getting Canmore surveyed at the same time if possible. This may add slightly to the cost. Approved.

Action Point: AMC to arrange Legionella survey.

Action Point: AMC to contact SPS to complete the roof inspection survey.

5. Leak at Stained Glass Window (St Andrew)

It is noted there has been some water leaking through the glass. The committee note this issue and agree to monitor the situation at this time. No immediate action required.

6. **Choir Loft Flooring**

It is noted there is some movement in the flooring in the choir loft. It appears to be the original boards under the cushion flooring. It will be monitored but no immediate action is required.

7. **Floodlights on Church Tower**

It is agreed the old (non-operational) light should be replaced with lights on all four side at the top of the Tower as well as a spotlight on the Statue of Mary on the west side of the church. Consideration should also be given to a low-level spotlight at the Lorimer Cross in the garden (from Christ the King). Consider RB Grant (St Andrews) also LB suggests **Dan Crockett**

Action Point: The Chair to contact suppliers for prices.

8. **A.O.C.B.**

AMC notes the access ramp at MHT (Crail) requires a small extension

Action Point: AMC to arrange this work.

AMC confirms the sign/noticeboard for the chaplaincy is now ready for installation and the external work is due to finish imminently. The posts will need to be installed.

Action Point: MR to dig holes and secure posts in place.

It is noted there is some woodworm in MHT (Crail). It is recommended to use a Rentokil spray.

Action Point: AMC will organise this.

Concern is raised regarding the capacity of the Tower Room and safe egress. It is agreed the maximum seated capacity for the room is 28 and no standing is permitted. There are to be no children or infirm elderly people permitted access. A sign to this effect is recommended. A handrail for the stairs is also advised. Brian Don (Blacksmith) is suggested as he has previously completed work on the Tower Room.

Action Point: AMC is to arrange a sign and contact a blacksmith.

9. **Date of the next Meeting**

Thursday 9th July 2026 @ 18.00

10. **Closing Prayer**

Fr P led the committee in a closing prayer.

Meeting closed 19:10