

St James' Parish Fabric Committee

Thursday 12th March 2026 at 18:00

Present: Patrick Anderson, Robin Evett, Michael Robertson, Anne McConnochie, 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

Emergency lighting in the Tower Room has been completed; the Choir Loft is due for completion next week. The fence along the cliff top has also been installed and RE has agreed to paint it in due course. The cycle rack in the car par has been installed and the new carpet in MHT (Crail) is in place. The TV in the Tower Room has been connected and is working. The guard for the ladder in the Tower Room has also been installed and access has been restricted. Porch roof and gutter repairs have been completed. The minutes were agreed and approved.

Action Point: RE to complete the painting of new fence in due course

3. Hall Toilets - Update

The Chair reported no written report had been received from the first Structural Engineer but to be fair he had not been paid for his site visit. A second SE (Dryburgh Associates) had visited the site and submitted his report. In summary, he recommended the toilet block be demolished and rebuilt away from the cliff edge. Cost for the would be in the region of £XXK as a best guess. Fr P had approved a third SE and the Chair had contacted CE Structural who carried out work on Canmore last year. He has agreed to a site visit and will produce a report with repair instructions. He has also recommended GM Joinery (Canmore Contractor) to carry out the work.

Action Point: Chair to meet with Colin Eastwood (CE Structural) on site to facilitate the report.

4. Health & Safety Issues

AMC informed the committee

- PAT & EICR paperwork had now been received but it was again time for annual inspection. Gordon Moncrieff was in St Andrews to carry out the work today & will be in Crail tomorrow.
- First Aid is almost fully compliant with only a few issues to be completed
- Roof Inspections – John Steven will carry out work on two roofs and has quoted £300. AMC to check specification required by the Archdiocese & the Insurance company
- Ladders need to be checked for compliance or new stepladders purchased

Fr P confirmed work on Canmore is not expected to be completed until mid-May and therefore PAT testing and Asbestos survey will have to wait until possibly July

Action Point: AMC to contact Archdiocese & Insurance company regarding specification for a roof inspection.

Action Point: Chair to purchase new stepladders as required

5. **Painting Works**

PA agreed to take on the re-painting of the external doors, church & hall gutters and the gates. This work will progress time & weather permitting.

Action Point: PA to complete paint works as agreed.

6. **Lintels – repair/replace**

It is agreed to make enquiries regarding this work due to potentially long lead time for stonemasons. The Chair put forward some firms, but it was also suggested Colin Sweeney should be given the chance to price the work as he has carried out work in the church before. PA agreed to contact Ross Watson to see if he is still doing this work or if he knows Ryan Fenton (Leuchars)

Action Point: PA to contact Ross Watson

Action Point: Chair to get prices & timescale for the works.

7. **A.O.C.B.**

AMC is seeking paperwork for previous gutter cleaning. Kate will have details as there was an invoice from Ben Guttering for £XXXX last time (church & hall)

PA notes John Steven now has the kit for this work and will check on pricing.

Action Point: PA to contact John Steven re gutter cleaning costs

Action Point: AMC to contact Kate re paperwork from Ben Guttering

AMC notes there is an area at the arch windows in MHT (Crail) where the plasterwork is coming off due to dampness

Action Point: Plasterer to be appointed to carry out the work during the summer.

8. **Date of the next Meeting**

Thursday 7th May 2026 @ 18.00

9. **Closing Prayer**

Fr P led the committee in a closing prayer.

Meeting closed 18:50