

St James' Parish Fabric Committee

Thursday 22nd January 2026 at 17:00

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

Apologies: Lucia Burgio

Meeting started: 17.05

1. **Opening Prayer**

Fr Patrick leads the committee in prayer.

2. **Minutes of the Last Meeting & Matters Arising**

The minutes were agreed & there were no matters arising not already included in the agenda.

3. **Hall Toilets - Update**

The Chair & PA reported on their meeting with the structural engineer. It was suggested the cracks in the walls be filled in and re-plastered. The external wall would require to be re-rendered. Concern was expressed on the long-term effect of this action. No written report has been received from the structural engineer. It was agreed a second opinion be sourced.

Action Point: PA to contact structural engineer re written report.

Action Point: The Chair to source another structural engineer for a second opinion.

4. **Emergency Lighting (H & S)**

A quote of £XXX has been received from Ian Cunningham (Electrician) for the installation of emergency lighting in the Tower Room without the need of external cabling. The price was approved and work is to proceed. It was also noted a new light fitting is required at the back of the church. Ian will be asked to complete this work.

Action Point: PA to phone electrician to proceed and include extra work.

Action Point: Chair to confirm approval by email.

5. **Renewal of Fence at Clifftop**

The Chair informed the committee that several companies had been contacted regarding this work. A & H Wrought Iron Works (Kirkcaldy) had quoted £XXX per mtr for metal railings. £XXXX for the basic 15 mtr required. They have not been on site to see the work required.

DB Fencing (Glenrothes) made a site visit and recommend powder coated metal posts with a wood slated fence. Posts have a 30yr guarantee. Slates are treated. £XXXX for the 15mtr section plus £XXX for the extra 1.8mtr further up the garden. A couple of bushes/plants need to be removed in the 1.8mtr section prior to installation. Existing fence will remain in place for safety reasons. The Committee approved DB Fencing for installation asap.

Action Point: Chair to contact DB Fencing.

6. **Renew / Replace Cycle Rack**

Chair informs committee of approaches from parishioners re the existing cycle rack. Fr P confirms he has also been approached. It is suggested new cycle racks should be installed like the University. Cost likely to be £XXX - £XXX. Installation extra. DB Fencing may install during fence works.

Action Point: Chair to purchase several racks & contact DB Fencing re installation.

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

Fr P notes a new free-standing sign is to be installed outside Canmore and will need installed. Possibly also work for DB Fencing depending on timing.

AMC notes:

- a) remedial electrical paperwork is still outstanding.
- b) there is no **Asbestos** survey in place for Most Holy Trinity
- c) a **Legionella** risk assessment is required
- d) there is no paperwork on record regarding recent gutter cleaning. **John Stevens** may be able to complete this work going forward
- e) Pitched roofs require to be inspected on a “regular” basis. It is not clear what this entails however **John Stevens** may also be able to help with this
- f) there has been an offer to re-carpet MHT (Crail) but obsolete heaters need to be removed first. The committee approve the removal of the heaters.

Action Point: AMC is to follow up on each of the above.

Fr P confirms the sound system in St James’ has been upgraded and the response from the congregation has been positive. A TV has been installed into the Tower Room but not yet connected to the new camera which has been installed. An electrician is required to clean up the wiring at the back of the church.

Action Point: PA to arrange with electrician

Fr P notes issues with the doors in the Tower Room and has asked Ivor (Joiner) to convert them to sliding doors.

Fr P is concerned regarding the ladder in the Tower Room and ease of access. MR suggests installing a ladder guard and sends the details to the Chair.

Action Point: The Chair is to arrange the purchase of a suitable ladder guard asap.

RE refers to Item 9 from previous agenda (replacement gutter) and suggests this should be actioned now. Committee agrees and this could be more work for **John Stevens**.

Action Point: AMC to ask for a price when in contact regarding other works. Also need to check if scaffolding is required.

8. **Date of the next Meeting**

Thursday 12th March 2026 @ 18.00

9. **Closing Prayer**

Fr P led the committee in a closing prayer.

Meeting closed 18:05