

**Church of Scotland
Stewartry of Strathearn SC30799
(Aberdalgie, Aberuthven, Dunning and Forteviot)**

A meeting of the Working Group appointed to progress the Interim Reordering of the Stewartry of Strathearn at Dunning, was held in the Session House of St Paul's Church, Dunning at 14.00 hours on Wednesday 4th August 2010.

Present: Group Convenor Raymond Young, Alfred Marshall and Secretary Duncan M Dow.

In attendance: Mr John Bogle, Architect, Mr George Carstairs, Electrical Contractor.

1. Constitute Meeting: The Group Convenor welcomed everyone to the meeting.

2. Apologies: Interim Minister the Rev. Dr. John Oswald, Mrs Catriona Harrison, Mr Bill Peebles, Mrs Fiona Wemyss.

3. Minutes from the previous meeting: The Minutes from the meeting held on Monday 16th August 2010 were approved and signed off.

4. Matters Arising:

a) The Convenor has received details from the Treasurer regarding the electricity costs and the carbon footprint for St Paul's Church Buildings, Dunning.

ELECTRICITY 2009 – CARBON CALCULATOR

Electricity (kWh)	Energy used	Multiplied by	Gives Kgs of CO2
	16378	0.537	8794.986

Using Church of Scotland Climate Change Calculator 2009.
E&OE

2009	kWh	op. reading	107497	Nov- 2008
25-Feb	3964	cl . reading	111461	Estimated
28-May	4056		115517	Estimated
24-Aug	3883		119400	Estimated
26-Nov.	<u>4475</u>		123875	Actual
Total	<u>16378</u>		16378	

b) The additional saucer required for one of the lights in the sanctuary is still pending, as the equipment required to retrieve one of the existing saucers will not be available until Phase 2.

c) Estimates for the replacement/repair of the rear entrance door had been received. £750+VAT for a plain door, £910+VAT for one with mouldings. The group recommended the cheaper option, but it was agreed that this was not included in the original brief, and therefore was a maintenance item. The secretary was instructed to refer the matter to David Robb, Fabric Convenor.

d) A letter had been received from Howdens listing details of the kitchen equipment included in their charity donation. A letter of thanks had already been sent to Fiona Wemyss thanking her for her efforts in arranging this charity donation. Items not included in the list include; cooker hood, microwave and bracket, 2 plate hob and mini bar fridge. It was agreed that these items were necessary and arrangements should be made to purchase them through Howdens.

e) Arrangements were made to clear the site for Phase 2 on Sunday 15th August 2010. The Convenor agreed to remind the congregation on 8th August of these arrangements and the dangers involved in trying to gain access to the worksite. All items left on the worksite at 08.30 hours on Monday 16th August would be disposed of by the Contractor.

f) The worksite arrangements were as follows;

- i. Handover to Contractors at 08.30 Monday 16th August 2010.
- ii. Access to Church through the side door at the vestry. Secretary to arrange.
- iii. Contractor to arrange warning notices regarding the dangers of unauthorised entry.

g) It was agreed to accept the offer from George Carstairs as Main Contractor for £23,784.31 + VAT. A contract was to be agreed by an exchange of letters, the Convenor to draft an acceptance letter and discuss the following items with the Architect and the Secretary.

- i. Price
- ii. Start & Completion dates
- iii. Variations arrangements.
- iv. Payments – 3 payments.
- v. Disputes.
- vi. Insurances.

A copy of this letter is to be attached to this Minute.

5. Date of the next meeting:

A site meeting will be held on Thursday 26th August at 14.00 hours.

As there was no further business to discuss, the Convenor closed the meeting at 15.30 hours.

Signed _____	Signed _____
Reordering Group Convenor,	Reordering Group Secretary,
Mr Raymond Young, 12 th October 2010.	Mr Duncan M Dow, 12 th October 2010.