

**Church of Scotland
Stewartry of Strathearn SC030799
Interim Reordering at St Paul's Church, Dunning
Working Group Reporting to the Fabric Convenor**

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 10.00 hours on Wednesday 14th October 2009.

Present: Group Convenor Raymond Young, Alfred Marshall, Bill Peebles, Fiona Wemyss and Secretary Duncan M Dow.

In attendance: Electrician Mr George Carstairs.

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

2. Apologies: Interim Moderator the Rev. Derek Lawson, Locum Minister the Rev. Ray Gaston and Simon Rhodes.

3. Minutes of the previous meeting: The Minutes of the meeting held on Tuesday 22nd September 2009 were approved and signed off.

4. Matters arising: There were no matters arising.

5. Update on all tasks presently in progress:

Sanctuary

1. Main lights – estimate awaited – No 1 priority.
2. LED lighting on windows – price £6266.79+VAT = £7206.83 Fitting time c£1500 (less two = c£5000 cf c£4500 for outside lighting). It was agreed to await the estimate for the main lighting.
3. External lighting for Chancel window – still proposed.
4. Internal floodlighting for main windows facing the road – still proposed.
5. Position regarding reclamation of VAT to be checked by the Secretary.
6. Electrician George Carstairs has purchased a further 6x300 watt bulbs for existing lighting in the Sanctuary.
7. The high level heaters in the Chancel to be repositioned.
8. Replacement of white heater tubes in Chancel, classified as non priority.
9. The curtain material for inside the communion table is now to hand.

Maintenance issues

The following maintenance issues have been identified and are to be referred to the Fabric Convenor for attention.

- a) The draughts in the Vestry lobby to be investigated, perhaps involving sealing the communicating door from the Chancel to the Vestry lobby.
- b) Internal stonework pointing, in the Sanctuary to be carried out, costs to be allocated to the maintenance budget, not the reordering one.

Kitchen and Toilet

1. The offer of a dishwasher for the new kitchen from Ian Nicol was accepted with thanks.
2. The Secretary to write to Howden's regarding revised timetable for Phase 2 of upgrade.
3. The Convenor to consult with the Lynn Johnson of the Church of Scotland, Art & Architecture Committee.
4. The Convenor to consult with John Bogle of Elements Architecture Ltd regarding - services. Attached proposed Brief discussed.
5. Budget adjustments to be decided, when the costs involved in the lighting are known.

6. Date of the next meeting: The date of the next meeting was provisionally arranged for Wednesday 25th November 2009 at 15.00 hours in the Session House of St Paul's Church, Dunning.

A.O.C.B. as there was no further business to discuss, the Convenor thanked everyone for attending, and closed the meeting at 11.30 hours.

Signed _____ Signed _____
Reordering Group Convenor, Reordering Group Secretary,
Mr Raymond Young, 25th November 2009. Mr Duncan M Dow, 25th November 2009.

Stewartry of Strathearn

Outline brief for phase 2 of St Paul's church reordering

1. This brief sets out the Working Group's brief for architectural services for the second phase of St Paul's reordering. Phase 1 involved the sanctuary; phase 2 involves the kitchen, toilet and the hall.
2. The client is a Working Group established by the Kirk Session of the Stewartry of Strathearn. The client's day to day representative is Duncan Dow. The Working Group requires architectural services
 - a. to obtain building warrant
 - b. to coordinate estimates
 - c. to oversee the implementation of the plans
3. The requirements for each of the areas are:
 - a. The toilet:
 - i. To upgrade to ambulant disabled standard; allowing for wheelchair access. This will require the removal of the internal wall; entrance door widening, the relocation of WC and associated plumbing.
 - ii. Installation of hot water to whb and adjacent vestry.
 - b. The kitchen:
 - i. Units to be upgraded; we already have an offer of supply of units. Units to include:
 1. dishwasher (supplied)
 2. two ring hob unit
 3. small fridge
 - ii. Hot water installation; removal of existing hot water heater
 - iii. Floor to be recovered in a non-slip surface
 - iv. Relighting
 - c. The hall
 - i. New storage facility at north end of hall
 - d. Entrance lobby
 - i. New storage facility
 - e. Redecoration
4. We have an offer of kitchen fitments from Howdens. Kitchen white goods have already been chosen.
5. Budget available is approximately £30,000 including all fees, VAT and statutory charges.
6. We plan that the work should be carried out in early 2010
7. An estimate of costs of architectural services should be provided in writing to Raymond Young, Willowbank, Upper Granco St., Dunning, PH2 0RX tel 01764 684 640 email rky@btinternet.com