



## Meeting Notes / Minutes

**Title:** All Saints' Church, Walsoken. Renovation Project Group: **Meeting: 02**

**Date:** 14<sup>th</sup> May 2026.

**Venue:** Tom Walters' Community Room at All Saints' Church, Walsoken.

**Present:** Yvonne Cocks (**YC**)      Ruth Freeman (**RF**)      Richard Crowe (**RC**)  
Ronald Whitehead (**RW**)      Madeleine Johnson (**MJ**)      Lynn Clarke (**LC**)  
Holly Robinson (**HR**)      Keith Aplin (**KA**)      Celia Flett (**CF**)  
Helen Powell (**HP**)      Bob Cox (**BC**)

**cc:** All Saints' Church, Walsoken PCC.

**Minutes:** Bob Cox

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### ACTIONS

**Apologies:** Peter Wadlow, Chris Mills, Jacky Spooner, Fred Leach

**Welcome:** Made by BC

**Minutes of the last meeting:** Agreed

**Matters arising:** None

#### Action Items

1) **Finance:**

A separate bank account is now available – **COMPLETED**

The renovation fund rules were circulated - **COMPLETED**

The account signatories are the Church Treasurer and Bob Cox - **COMPLETED**

The issue of merged PCCs is included in the Fund Rules – **COMPLETED**

Management of spend Funds in in the fund rules - **COMPLETED**

The levels of spend are projected as

£30K for reports, advertising, sundries etc. - **COMPLETED**

£95K for fund matching - **COMPLETED**

**Note:** As of 23rd April 2026, funds in the Renovation account were **£4,104.91**

We need a way to track donations, spend, quotes & invoices.

**BC**

- 2) **Paying the Architect:** We need to be clear on the invitations to the architects that project payments will be deferred until / when / if grants are made available. Smaller reports we can commission.

This was made clear on the 'Brief for the lead consultant' - **COMPLETED**

- 3) **Appointing an Architect:** There is a two-step process in appointing an architect for the renovation project.

22,000 emails sent out via email 'mailshot' by the Institute of Historic Buildings Conservation - **COMPLETED**

25 emails sent out by direct email contact – **COMPLETED**

With the emails sent out, we are not now advertising in newspapers - **COMPLETED**

We still need to:

- 1) Advertise on Diocese webpages. **BC**
- 2) Advertise on Church of England Webpage. **BC**

The 'Brief for the lead consultant' was available for review – **COMPLETED**

So far, we have seven Architects that have shown interest.

Five architects will be sent the invitation to tender. Follow this link to view the current state of that document [LINK](#) **ALL**

- 4) **The Renovation Work Needed:** In April 2023 the church was inspected by an architect. There is a requirement that all churches, like ours, are inspected every 5 years. The 2023 Quinquennial Inspection Report can be found by following this [LINK](#)

It was confirmed that the scaffolding costs were not included in the price ranges on the 2023 Quinquennial. We were right to question and factor them in. As a guess we may be £40K over (to be confirmed).

While it's hard to know what work will finally be agreed or the schedule of those works as that will be for the architect to propose and All Saints' Church, to agree but we need to have an idea of what's involved in the scope of works.

After discussion it would seem unlikely that internal work would be agreed ahead of external work and as external work and external work will need scaffolding at (as a guess) £180K it's hard to envisage what external work could be done under £250K total as the 'local' grant amount.

The scaffolding is likely to be up for 20+ weeks!

At present we'll envisage doing all work with one grant, in one hit, until we agree otherwise.

- 5) **The National Lottery Grant and Other Grants**

The grant process (and timings) needs to be understood, for

- a. **"Project Development Funding"**. Provide the scheme details. **SP/HR**
- b. The **Norfolk Churches Trust**. Provide the scheme details. **JS**
- c. There is a **"Places of Worship Renewal Fund"** Please provide the scheme details. **SP/HR**

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- 6) **Bid Writing:** This is a skill that needs to be developed. It was suggested that one person writes the bids, but each bid is reviewed by the Renovation Group and Holly Robinson before final submission. **Action:** **JS**

Any grants from the National Lottery will need to be made considering "The National Lottery Heritage Fund Investment Principles". These can be found by following this [LINK - COMPLETED](#)

An explanation of 'Heritage' is available on the storyboard - **COMPLETED**

## 7) **Roles and Responsibilities**

Peter Wadlow and Bob Cox have swapped roles for the foreseeable future.

- a. Chair: Bob Cox.
- b. Vice Chair: Peter Wadlow.
- c. Bid Writer: Jacky Spooner.
- d. PCC Liaison: Bob Cox.

## 8) **Fundraising initiatives**

### *Planned*

- a. 30<sup>th</sup> May Motown Disco (Ruth Freeman).
- b. 27<sup>th</sup> June Talk on work done at the Octagon Cemetery (Alan Wheeldon).
- c. 11<sup>th</sup> July Raffle at a village hall event (Ruth Freeman).
- d. 18<sup>th</sup> July Church BBQ (Carrie Mills).
- e. 1<sup>st</sup> August talk on old photographs of Wisbech (Alan Wheeldon).

### *Under Investigation*

- a. Friends Group? Investigate & report back **KA**
- b. Christmas tree festival & craft fair? **JS**
- c. Flower Festival (next year?) – Write brief on do's and don'ts **LC**
- d. Concert? **RW**
- e. Monthly Café? Investigate & report back **KA**
- f. Peter Wadlow church notes publication **BC**
- g. Afternoon Tea (Downton Abbey)? **??**
- h. Strawberries, cream & Pimms? **??**
- i. Heritage week 'Candlelit Church'? **??**
- j. Sponsored Bike ride **??**

***Volunteers needed to progress/investigate some of these initiatives***

## **Notes for future consideration:**

- 1) How to join the Ely Diocese Quinquennial register of approved Inspectors.
- 2) Bats Survey (only good for 2 years so timing is important).
- 3) Insurance requirements for the renovation work – Via architect.
- 4) 'Heritage Registry' – We'll need something written (Peter's Notes?). **BC**

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***The date of the next meeting is Thursday July 16th at 7pm in the Tom Walters Room in All Saints' Church.***

**Proposed Agenda**

Apologies.

Minutes of the last meeting (correct record).

Go through the recorded actions in those minutes.

Other matters arising from those minutes.

Finance matters.

The architect appointment process.

Grant status.

New & planned fund raising initiatives.

AOB

Date of next meeting

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