



Meeting Notes / Minutes

Title: All Saints' Church, Walsoken. Renovation Project Group: **Meeting: 03**

Date: 16th July 2026.

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

Present: Yvonne Cocks (**YC**) Ruth Freeman (**RF**) Richard Crowe (**RC**)
Ronald Whitehead (**RW**) Holly Robinson (**HR**) Helen Powell (**HP**)
Jacky Spooner (**JS**) Bob Cox (**BC**)

cc: All Saints' Church, Walsoken PCC.

Minutes: Bob Cox

ACTIONS

Apologies: Peter Wadlow, Keith Aplin, Celia Flett. Chris Mills has stood down.

Welcome: Made by **BC**

Minutes of the last meeting: No issues

Matters arising: None not resolved

Action Items

1) **Finance:**

As of 16th July 2026, funds in the Renovation account were **£7,499.97**

We need a way to track donations, spend, quotes & invoices. This was circulated and added to the webpage - **COMPLETED**

2) **Paying the Architect:**

No Issues

3) **Appointing an Architect:**

The proposed timeline was circulated as

April 2026 – Started to advertise for an architect.

May / June 2026 – sent of works brief for those showing interest.

End July 2026 published cut off dates for responses.

End August 2026 (deadline) to allow for stragglers.

By end of September 2026 selection and invitation to tender.

End November 2026 deadline for tenders.

End December 2026? – final selection of architect.

If the opportunity presents, we'll expedite the process

We still need to:

1) Advertise on Diocese webpages – Late response but - **COMPLETED**

2) Advertise on Church of England Webpage - No response

BC

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

Three architects have returned the form showing interest

- 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](#)
Planning

- a. What work needs to be done to keep water out of the church
 - i. Main roof
 - ii. Tower Roof
 - iii. Drains
- b. What work needs to be done to remove the church from the 'at risk' register
- c. Other works on the quinquennial
- d. Elective works we know need to be done

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

Minor grants and financial aid should be investigated. A webpage service for this has been identified by KA. **Action:** Investigate: **JS**

Two main routes present themselves

- a. **Places of Worship Renewal Fund:** Max grant £1M
- b. **National Lotter Heritage Fund:**

For the two main routes there exists the overarching process of

- a. The architect advises what needs to be done
- b. Submit an expression of interest
- c. Get approval for 'developmental phase'
- d. Finally get approval for 'delivery phase'

Fund matching only applies to the development phase (5%)

Fund meeting in the town of March. Book Via Holly if interested:

All

- 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**

We need to remember the option of a professional bid writer for the main grant

- 7) **Roles and Responsibilities (Heritage)**

We need to focus on this area in case we need to prove our compliance

Investigating 'Environmental Protection'

- a. Contact Norfolk Wildlife trust to report on our cemetery **RW**
- b. Contact an 'a conservationist' to report on church and grounds **RF**

Investigating 'Saving Heritage' – Main project capital works

Protecting the past, nurturing the present, building the future



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Investigating 'Organisational; Sustainability'

- a. Fundraising activities
- b. Extra Groups
- c. Interested other people
- d. Training/seminars

Investigating Inclusion, Access and Participation

- a. Book from Peter's notes

8) Fundraising initiatives

Planned

- a. 18th July: Coffee Morning and Plant Stall (RF)
- b. 1st August: Talk on old photographs of Wisbech (Alan Wheeldon).
- c. Afternoon Tea (TD) – Various dates
- d. 10th October: Harvest Lunch 2026
- e. 24th October: Halloween Disco
- f. 24th October: Quiz Night
- g. 12th December: Church Christmas Tree Event
- h. 12th December: Evening Concert.

Under Investigation

- | | |
|--|------------|
| a. Octagon Cemetery Talk | JS |
| b. Friends Group? Investigate & report back | KA |
| c. Flower Festival (next year?) – Write brief on do's and don'ts | LC |
| d. Concert (January/Feb 2027)? | RW |
| e. Peter Wadlow church notes publication | BC |
| f. Heritage week 2027 – 'Candlelit Church'? Organ? Bells? Talks? | ALL |
| g. Bat Night 31 st October 2027 | JS |

Notes for future consideration:

- | | |
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| 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 |

Protecting the past, nurturing the present, building the future



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The date of the next meeting is Thursday October 1st 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.

Renovation work needed

Grant status.

New & planned fund raising initiatives.

AOB

Date of next meeting

