



## Meeting Notes / Minutes

**Title:** All Saints' Church, Walsoken. Renovation Project Group: **Meeting: 01**

**Date:** 19<sup>th</sup> March 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**)  
Fred Leach (**FL**)      Chris Mills (**CM**)      Samuel Pedlar (**SP**)  
Celia Flett (**CF**)      Jacky Spooner (**JS**)      Keith Alpen (**KA**)  
Helen Powell (**HP**)      Bob Cox (**BC**)

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

**Minutes:** Bob Cox 

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**Apologies:** Peter Wadlow

### **Welcome & Introduction** (the story so far)

The meeting was opened with a thanks for attending. It was explained that there was no set agenda for this first meeting but for subsequent meetings a set agenda would become the norm. **Action:** Propose a starting agenda for meetings. **BC**

It was explained that some pre-meetings have already happened and that the notes from these meetings can be found on the All Saints' Church, Walsoken webpage. [LINK](#)

It was explained that this group is an authorised subcommittee of the church PCC and that there are agreed terms of reference for this group that may well evolve over time. Those terms of reference can be found using the following [LINK](#)

There are suggested roles and responsibilities for a project such as this, and these will need to be considered in some form. Those roles and responsibilities can be found using the following [LINK](#)

### **An Open Discussion Followed.** *Note: These are grouped for clarity so not in meeting order.*

- 1) **Bank Account:** There are two main options concerning a bank account.
  - a. Have a ring fenced restricted fund within the main PCC bank account.
  - b. Have a separate bank account but still under the control of the PCC.

The PCC had previously agreed to having a separate bank account for the duration of the Renovation Project. The account needs to be considered such that.

- i) The account name must still have "Walsoken PCC" in its title and it was suggested that "Walsoken PCC Renovations" may be a suitable title.

- ii) The signatories on that account must be the PCC treasurer plus one person on the Renovation Project Group. It is understood that Peter Wadlow is still a Walsoken PCC signatory and, if so, this will be fine. **Action:** We need to confirm this is possible. **BC**
  - iii) We need to ensure that when All Saints' Church, Walsoken's finances merge with the other Saints' churches in the coming years that this bank account remains open for the duration of the project. **Action:** **BC**
  - iv) We need a set of Renovation fund rules agreed by the Renovation Project Group and the PCC such that ongoing spend from the fund can be used to progress the project. Spend such as advertising, surveys, specialist reports as well as fund matching etc. **Action:** **BC**
  - v) It was projected that about £25K will be needed to fund the project initiatives. It needs to be clarified if this is separate to any fund matching requirements from the National Lottery. **Action:** **SP**
- 2) **Appointing an Architect:** There is a two-step process in appointing an architect for the renovation project.
- a. Send out many invitations to many architects to see who shows interest in the project. Of those responding select up to 5 to be invited to tender. This invitation can be found following this [LINK](#)
    - i. **Action:** Review this document so we can agree to send it out. **ALL**
    - ii. **Action:** We need to be able to confidently communicate with the architect our suggested "What needs to be done and when". This may change but we need agreement. **Action:** **PW**
  - b. The selected 5 will be sent the invitation to tender. This document can be found following this [LINK](#)
    - i. **Action:** Review this document so we can agree to send it out. **ALL**
- 3) **Paying the Architect:** We need to be clear on the invitations to the architects that payments will be deferred until / when / if grants are made available.
- a. Agree the wording on the architect appointing letters in section 2 (above) making our financial position clear. **Action:** **BC**
  - b. **Action:** Make sure any restricted fund rules allow for agreed spend. **BC**
- 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](#)
- Various scenarios have been investigated. The amount of money required for the work broken down can be seen by following this [LINK](#). There are various assumptions in these scenarios. The largest assumption is that 'scaffolding costs' were not included in the quinquennial. This needs to be clarified. **Action:** find out from the 2023 quinquennial architect if the scaffolding costs were included and, if not, how much to allow for scaffolding for the duration of any works. **PW**

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- a. It was suggested that a £250K starter Lottery application may be a way forward. **Action:** Do a similar quinquennial investigation to see what could be achieved with a £250K grant application first. **BC**
- b. We need to determine the general project timelines once the overall approach has been agreed (which works we do first and associated costs). This is needed for the 'appointing the architect' letters. **Action:** **PW**

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

- a. There is notification that All Saints' Church, Walsoken is on the "At Risk" register. This notification can be seen by following this [LINK](#)
- b. There is a scheme called "**Project Development Funding**" which may be able via the lottery, to provide some assistance. **Action:** Please provide some scheme details. **SP**
- c. The **Norfolk Churches Trust** has a fund for Churches on the 'At Risk' register. We need to get details of the scheme. **Action:** **JS**
- d. There is a "**Places of Worship Renewal Fund**" of £23M available via the government. **Action:** Investigate the scheme and provide details. **SP**
- e. There are various groups and seminars available such as the "**Religious Buildings Alliance**" that may be helpful.
- f. **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**
  - i. Holly Robinson may be willing to review each bid and suggest improvements (but won't be able to write them).
  - ii. We could hire a professional bid writer, but this would be at an additional cost.
  - iii. A.I. could help writing bids, initially, but would need personalisation by hand to be effective.
  - iv. Some architects have preferred bid writers for larger bids, and this may be suitable.
- g. 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](#)
  - i. We need a simple (non-religious) definition of 'Heritage' that we can easily remember. Perhaps some bullet points? **Action:** **SP**

#### 6) **Roles and Responsibilities**

A proposed 'straw man' structure was proposed to stimulate discussion concerning project management. After a discussion it was decided that we would have just one Renovation Project Group that reported to the PCC with no subcommittees.

The following initial roles were agreed.

- a. Chair: Peter Wadlow (suggested in absentia).
- b. Vice Chair: Bob Cox.

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- c. Bid Writer: Jacky Spooner.
- d. PCC Liaison: Bob Cox.

**Notes:**

It was agreed that the chair or vice chair would take the minutes and arrange the Renovation Group Meetings.

We still need to arrange for a treasurer but until then Bob Cox will take any actions.

Fund raising initiatives and events will be arranged separately by the individual arranging the event with support from others.

It was suggested and agreed that these meetings would be bi-monthly.

***The date of the next meeting is Thursday May 14<sup>th</sup> at 7pm in the Tom Walters Room in All Saints' Church.***

**Suggested Agenda**

Apologies.

Minutes of the last meeting (correct record).

Actions recorded in those minutes.

Other matters arising from those minutes.

Other finance matters.

The architect appointment process.

Grants status.

New fund raising initiatives.

AOB.

