 THE CHURCH
OF ENGLAND

DIOCESE OF
EXETER

Mrs Y Sheppard
Three Ways
Ringmore
KINGSBRIDGE TQ7 4HL

*Diocesan Advisory Committee
for the Care of Churches*

Miss Jan Croysdale
Secretary

Tel: 01392 272686 Ext. 225
e-mail : dac@exeter.anglican.org

29 April, 2002

Dear Yvonne

RINGMORE, ALL HALLOWS

In response to your letter of 24 April I asked the DAC at its meeting last Friday whether the various items mentioned could be authorised under Schedule B or by Faculty.

Since Schedule B excludes anything which 'in their own right, are of historic, architectural or archaeological importance' members felt that the fixing of handrails to historic fabric would require authorisation by Faculty, as would introducing a second lantern in the side chapel and re-pointing and repairing the steps to the bell ringing chamber. In fact, they considered the only matter which could be progressed under Schedule B would be the improved lighting in the vestry. Sorry about that.

You ask about detail required. I would suggest we would need to see

- Handrails : Photographs of proposed location; drawings giving dimensions, materials and details of fixings
- Lantern in side chapel : Photograph of context, and of existing lantern; details, from an NICEIC registered contractor of the wiring route; catalogue illustration of the proposed lantern (or written confirmation that it will match the existing as in photograph)
- Steps : Either your architect's specification for this work, or photographs and a detailed quotation from a suitable builder, detailing mortar mix; method of repair (and if replacing stone, drawings of how much; type of stone to be introduced as replacement).
- Vestry lighting : Detailed quotation from NICEIC contractor, with catalogue illustration of any new lighting.

I note you already hold a petition (for erecting a clock on the church tower) and you may wish to include the necessary other items on this petition. I will therefore not send you a further one unless you request it.

With every good wish,

Yours sincerely

Jan Croysdale, Secretary

Peter - ~~Reese~~ ^{Neil}

St Anthony



1957.

Spotlight.

ring with brass lamp holders.
metal industrial shade. anglepoise shade
& attached to wall.

metalwork - .

1957.

v. simple. structure

— 3 feet. diameter. —

very cheap way of construction - made up
by a metal worker - don't know who.

Yvonne Sheppard

From: "Yvonne Sheppard"
To: "John Elliott" <johnaelliott@compuserve.com>
Sent: Friday, August 16, 2002 12:47 AM
Subject: Re: Ringmore & Architects Fees

Dear John

Thank you for your note.

Fees

My understanding of the meeting is that we agreed MSW have no further claim

over the 75% front loaded construction fee of £4579.35 before VAT and net of

£2850 paid in August 2000. The revised Quinquennial reports fee was accepted at £12. The fee for the English Heritage meeting was waived by MSW. Two fees are outstanding and in dispute - £650 + VAT for the abortive

April - June 2001 work and £230 +VAT for the copy specifications sent to DAC

for the faculty application. Both items are an overcharge in my view involving minor changes to the specification documentation and I would not be able to justify these fees to our PCC or those who work hard in this village to raise money for the church. I concede we will have to agree a settlement, probably around £500.

Copyright

MSW are not correct on this point. According to the booklet I obtained from RIBA architects generally retain copyright of their work but the client is given a conditional licence to copy and use information produced by the architect for the project. On reflection, I feel MSW's specification is now out of date. In addition their professional opinion of the condition of All Hallows and the urgency of the repairs is radically different from that of English Heritage (2 years later when conditions should be worse) and as you said yourself, we need a second expert opinion on the repairs needed. MSW have not adressed the problem of beetle infestation which was the reason they were appointed 3 years ago. All MSW need do is issue a disclaimer to the specification if they are concerned as to action being taken against them concerning their report.

Future relationship

Mr Reeve has aged about 10 years since we met two years ago. I do not feel

it is kind to hold him to continue with the contract when clearly he wishes the relationship to cease. He is based in Lifton near Tavistock which I feel is too far to effectively manage our repairs - the previous architect was based in Plympton. As soon as we have settled the fees I would prefer to terminate the contract with MSW. Please also be aware that when I spoke to RIBA they felt we had a valid case for complaint against MSW (i.e. for not issuing a contract and not being clear over fees) - and that was said unrequested when all I was trying to do was obtain more information.

Strategy

I think the PCC tried to rely too heavily on an advisor back in 1999, and we should now make our own assessment and then consider appointing an architect

to provide the technical input. Over the last few years the PCC have had enough information to decide what is urgent, and a strategy for repairs has already been agreed.

My comments are -please can your your note be clearer as to which amounts are outstanding and in dispute, and on the other hand be more ambivalent as to whether the relationship with MSW should continue?..

----- Original Message -----

From: "John Elliott" <johnaelliott@compuserve.com>

To: "Richard Gilpin" <archdeacon.of.totnes@exeter.anglican.org>; "Yvonne Sheppard" <yvonesheppard@3waysringmore.fsnet.co.uk>

Sent: Thursday, August 15, 2002 12:58 PM

Subject: Ringmore & Architects Fees

Dear Richard,

Below is my intended note for circulation following the helpful meeting on Tuesday, I am also copying this entire text to Yvonne as Churchwarden for her approval.

"Note of Meeting Tuesday 13th August: Ringmore

(In attendance: Rev'd Richard Gilpin (Archdeacon), Fred Reeve & Rev'd Tony

Goode (MSW Conservation), Yvonne Sheppard, Phil Erret, Michael Tagent, Rev'd John Elliott (P.C.C. Ringmore)

A helpful meeting was held to clear the air, clarify positions and invoices and resolve disagreements over them. After a full and frank exchange of

views and objectives it was agreed as follows:-

- 1) That the ideal result would be agreement over the exact fees outstanding, probably amended, see 3) below. Thereafter to move forward from this base to rebuild mutual trust and an effective, communicative working relationship between the parties.
- 2) It was agreed unanimously that all fees from the year 2000 were settled, and that the resultant documents would only be used by the P.C.C. as reference items to move forward with future time and finance constrained works. They were not to be given to 3rd parties, apart from the D.A.C., without clearance from MSW Conservation.
- 3) It was further agreed that the 2001 fees might be resolved if MSW were to review the invoice to include concessions already made on their part; but also to clarify and probably reduce the item relating to the re-print of specifications of work. The particular area to be reviewed related to the reprint which appeared to include only changes of officers in the Church, and no other amendments apart from those incorporated in an earlier edition separately invoiced. Mr Reeve will examine his records to clarify this issue, and then suggest a settlement figure which will be considered by the Ringmore P.C.C. at their September 11th meeting.
- 4) Thereafter the P.C.C, hopefully later in association with MSW, will review the scale and urgency of the works and plan a long term strategy to cover the issues of desirability and functionality, whilst recognising that the counsel of perfection will be constrained by financial and personnel resources. Both parties will work towards full and documented working agreements with costs and charging clarified in advance to prevent future misunderstandings."

I hope this reflects the meeting, and will forward it to all parties once agreed by you both.

John Elliott

4) Thereafter the P.C.C, hopefully later in association with MSW, will review the scale and urgency of the works and plan a long term strategy to cover the issues of desirability and functionality, whilst recognising that the counsel of perfection will be constrained by financial and personnel resources. Both parties will work towards full and documented working agreements with costs and charging clarified in advance to prevent future misunderstandings."

I hope this reflects the meeting, and will forward it to all parties once agreed by you both.

John Elliott

Yvonne Sheppard

From: "John Elliott" <johnaelliott@compuserve.com>
To: "Yvonne Sheppard"
Sent: Tuesday, August 20, 2002 4:55 PM
Subject: Re: Ringmore & Architects Fees

Dear Yvonne,

I have deliberately not gone into detail in my note re the meeting for that might lead to losing concessions that Reeve might make given a blank sheet. I agree that the whole question of future relationship hangs in the air, so I have been encouraging by leaving open the hope of a future relationship to see if he can respond impressively. As said we must see what he produces and then hopefully draw a line under past fees, however like you I am not hopeful for I was not impressed with Mr Reeve (or Goode for that matter).Reeve's performance, or lack of it, at the meeting throws yet another question mark against his future as our Architect.

Thanks for your notes which will help in the confidentiality of the P.C.C. meeting.

John

Yvonne Sheppard

From: "John Elliott" <johnaelliott@compuserve.com>
To: "Richard Gilpin" <archdeacon.of.totnes@exeter.anglican.org>; "Yvonne Sheppard"
<yvonesheppard@3waysringmore.fsnet.co.uk>
Sent: Thursday, August 15, 2002 12:58 PM
Subject: Ringmore & Architects Fees

Dear Richard,

Below is my intended note for circulation following the helpful meeting on Tuesday, I am also copying this entire text to Yvonne as Churchwarden for her approval.

"Note of Meeting Tuesday 13th August: Ringmore
(In attendance: Rev'd Richard Gilpin (Archdeacon), Fred Reeve & Rev'd Tony Goode (MSW Conservation), Yvonne Sheppard, Phil Erret, Michael Tagent, Rev'd John Elliott (P.C.C. Ringmore)

A helpful meeting was held to clear the air, clarify positions and invoices and resolve disagreements over them. After a full and frank exchange of views and objectives it was agreed as follows:-

- 1) That the ideal result would be agreement over the exact fees outstanding, probably amended, see 3) below. Thereafter to move forward from this base to rebuild mutual trust and an effective, communicative working relationship between the parties.
- 2) It was agreed unanimously that all fees from the year 2000 were settled, and that the resultant documents would only be used by the P.C.C. as reference items to move forward with future time and finance constrained works. They were not to be given to 3rd parties, apart from the D.A.C., without clearance from MSW Conservation.
- 3) It was further agreed that the 2001 fees might be resolved if MSW were to review the invoice to include concessions already made on their part; but also to clarify and probably reduce the item relating to the re-print of specifications of work. The particular area to be reviewed related to the reprint which appeared to include only changes of officers in the Church, and no other amendments apart from those incorporated in an earlier edition separately invoiced. Mr Reeve will examine his records to clarify this issue, and then suggest a settlement figure which will be considered by the Ringmore P.C.C. at their September 11th meeting.

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341
yvonne@3waysringmore.fsnet.co.uk

The Venerable Richard Gilpin
Archdeacon of Totnes
Blue Hills
Bradley Road
Bovey Tracey
Newton Abbot
TQ13 9EU

16 August 2002

Dear Archdeacon

Church of All Hallows, Ringmore

I enclose a copy of my note for the meeting with MSW Conservation on Tuesday, as requested. As agreed, I am passing on your messages to John about the amendment to note 4 in his note of the meeting, Kingston PCC fabric and the need to resolve the status of the Ringmore with Kingston PCC.

Many thanks for taking time to talk to me about these issues.

Yours sincerely

Yvonne Sheppard

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341
yvonne@3waysringmore.fsnet.co.uk

The Venerable Richard Gilpin
Archdeacon of Totnes
Blue Hills
Bradley Road
Bovey Tracey
Newton Abbot
TQ13 9EU

15 August 2002

Dear Archdeacon

Church of All Hallows, Ringmore

Thank you for arranging the meeting on Tuesday with MSW Conservation. I am grateful for your good advice and the time you have taken to help resolve our dispute. I hope we will be able to come to a settlement shortly.

I have tried to return your call of yesterday but without success so far.

Yours sincerely

Yvonne Sheppard
Churchwarden

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341

The Reverend John Elliott
Church House
Ringmore

4 August 2002

Dear John

Enclosed is a copy of a letter to Guy Eddy. I have no information at all on the specification for the clock, so it is up to the PC to provide.

Also enclosed is an extract from Church Representation rules (1.1.2000) relating to a scheme to delegate functions to deputy churchwardens in a parish where there is more than one place of worship. I wondered if this could apply to Kingston, and whether if there were similar rules in the past, an application had been made for Kingston to operate separately? Could we possibly take this matter forward with the Archdeacon please so that Kingston can operate independently with two wardens, as can Ringmore, and relieve both solo wardens from attending multiple meetings?

I need to sort out the sidesmen rota for September (and October and November if possible) this week please – are you happy with anyone on the electoral roll?

Yours sincerely

Yvonne

Issued April 2002

(This contents page to replace May 2000 contents page)

Further Guidelines G – J loosely attached
to be filed with papers issued to churchwardens May 2000
(see below)

EXETER DIOCESAN ADVISORY COMMITTEE

for the Care of Churches

GUIDELINES and Useful Information

CONTENTS

1. **Introduction**
Why do we have to get permission to repair and look after our church? (2000)
2. **Care of Churches and Ecclesiastical Jurisdiction Measure 1991**
Schedule A : Work which does not require prior consultation with DAC (2000)
Schedule B : Work needing authorisation by DAC, but not a Faculty (2000)
3. **GUIDELINES**
 - A. Petitioning for a Faculty (Notes, and information required) (2000)
 - B. Fire Precautions (2000)
 - C. Safety (2000)
 - D. Security (2000)
 - E. Installing a Sound System (2000)
 - F. Gift Horses! (2000)
 - G. Archaeological Implications of Works & Diocesan Code of Practice (2002)
 - H. Memorials in Churches (2002)
 - I. Organs and other Musical Instruments (2002)
 - J. Redecoration (2002)
4. Information on VAT (2000)



Exeter Diocesan Advisory Committee
for the Care of Churches

ARCHAEOLOGICAL IMPLICATIONS OF WORKS

Most parish churches have evidence of changes in design, structure and fabric that reflect the development of Christianity in the community. The church and its churchyard will often represent a unique source of information about the history of the architecture, craftsmanship, social change and worship in the parish. In a sense, archaeological remains are a kind of local document not yet fully understood, and which should therefore be preserved for further study wherever possible. If for instance a church was rebuilt in the Victorian era the foundations of its predecessor may still be traceable.

Churches are not museums and alterations to the layout and appearance of the building are part of the often centuries-old story of the worshipping community. But parishes do have a responsibility to ensure that the history and archaeology of their churches are preserved and handed on to the next generation in the most complete form possible.

Many alterations and developments in the church building were either not recorded or the details have been lost: for example we have no idea how many wall paintings could still survive under the layers of lime wash in the average mediaeval church. As part of any archaeological work detailed records are written for future reference and information. This is part of a legal requirement (see details in PPG 16 mentioned below).

Archaeological disturbance : Archaeological disturbance can be caused by any action which alters the fabric of the church or intrudes into the ground (including of course cabling or trenching for services). Once destroyed, information is lost, so replacing soil or re-fixing building fabric with old materials will not solve this problem, because it is the original relationships of archaeological features and remains which are important.

Not all archaeological work takes place underground. **Most archaeological disturbance is likely to arise from major structural repairs, re-plastering or re-rendering, major reordering, new drainage or heating systems, new extensions or buildings, and churchyard levelling.** Smaller projects can also have serious archaeological implications, and it should be remembered that important remains of great age may lie very near to the surface.

Parish plans : The guidance given in PPG16* should be followed as 'best practice', even in cases where planning consent is not required. When planning new work, it is important to try and obtain information on the full likely extent of any disturbance below or above ground. In some cases it may be wise to commission a small-scale investigation (called evaluation) to test for archaeological remains. This can identify the least damaging ways of carrying out a project and will help avoid unexpected discoveries during the main works programme.

Evaluation must, in most cases, be carried out by professional archaeological contractors. Often expense can be reduced by re-routing or re-siting a trench or feature.

Costs : If disturbance to archaeological remains is unavoidable, it is essential that arrangements for recording are made. If the disturbance is likely to be small the Diocesan Archaeological Adviser (DAA) will visit and make necessary records. There is a minimal charge for this service, and adequate notice must be given. Large scale works, such as the construction of a church extension or excavation within the church, can involve major archaeological investigations, which could be quite expensive.

Exeter Diocesan Code of Practice relating to digging and excavation in churches and churchyards

Excavation work is covered by the following code of practice, which must be adhered to.

- The carrying out of excavation work within the churchyard, and within the church itself, can all too easily become a contentious matter, and sensibilities become outraged by any apparent lack of due care and consideration. It is essential therefore that all those engaged in such work are made aware of the need to carry it out in a responsible manner.
- In almost all cases excavations will have an archaeological implication, and it is essential that the opportunity is available for an archaeologist to be present when he feels that an inspection is necessary. The DAC Secretary must therefore be advised of the full layout and extent of any proposed excavations well before the work is due to be carried out, and must further be given due notice of any changes which may be found necessary as the work proceeds.
- Churchyards are public places, and open excavations can provide hazards for the public at large, and be attractive play areas for children. The contractor is responsible for, and must allow for all necessary safety precautions to be taken during the course of the works.
- The contractor must include in his tender for excavating in any type of ground which may be encountered, for keeping all excavations free from water (but not so as to withdraw water from adjoining foundations), and for all planking and strutting as may be required.
- In most instances, whether from grounds of sensitivity or practicality, excavations will need to be carried out by hand, and the contractor will be deemed to have allowed for all necessary extra costs for hand excavation in his tender.
- Even quite modest excavations can produce a large volume of spoil. Restrictions, such as the need to keep soil from covering existing graves or pathways, can mean that such material will need to be transported some distance, or 'doubled-handed', before it can be re-used in back-filling. The contractor will be deemed to have allowed in his tender for all costs of complying with the requirements of the PCC in this matter.
- If any burial remains become exposed during the course of excavations, the work is to stop immediately, the remains are to be lightly covered with soil, the incumbent and the Diocesan Archaeological Adviser is to be informed, and his directions followed as how to proceed.
- Unless the PCC is advised to the contrary, the contractor must remove all surplus excavated material from the site after back-filling has been completed. Extreme care must be taken to ensure that no human bones are removed from the churchyard.
- Records of any excavation work for **cabling, drains, etc** should be made at the time on a *scaled* plan showing details of the date, depth, nature (cables; drains, etc) and held as a PCC record.

See also Planning Policy Guidance : Archaeology and Planning (PPG 16 November 1990) published by HMSO, ISBN 0-11-752944-3, available through bookshop channels. (This is a document with which your architect should be familiar and able to give help, or your local authority's conservation officer).



MEMORIALS IN CHURCHES

Grieving families may sometimes wish to remember a loved one through some sort of memorial in the church. This may take the form of

- A gift of furniture or other item for use in the church
- A memorial plaque/tablet (**in which case the DAC must be consulted for 'in principle' agreement before any plans are put in hand**).

SPECIFIC GIFTS

When a specific gift in memory of someone is proposed be prepared! (Consult the DAC Guideline on 'Gift Horses' - issued May 2000). A Faculty will be required to introduce most items of furniture (check Schedule B for exceptions).

If a would-be donor can be persuaded to provide something more useful than a plaque, so much the better. Small plaques commemorating benefactors and their gifts should be discouraged; instead, such records could be incorporated by the artist into the design or suitably and artistically inscribed on the gift itself (eg a piece of furniture, the base of a chalice). Alternatively, a commemorative book in which to record such gifts could be kept in the church.

(**Please note**, it is not acceptable for individuals or families to order any memorial before obtaining a Faculty.)

MEMORIAL TABLETS IN THE CHURCH

- *Five years should have elapsed between the date of death and the date of petition for a Faculty for a commemorative tablet. The delay is to allow time for measured reflection on the life and contribution to the church and community of the person concerned.*
- To avoid the proliferation of tablets, the DAC must be consulted at an early stage as to whether one is *in principle* acceptable in a particular church. There will need to be some compelling reason for allowing a tablet, as, for example, when the person to be commemorated has had an exceptionally long and distinguished connection with the church or with the life of the Church nationally, or of the nation.
- If a tablet is to be allowed, the DAC can suggest names of suitable designers who will ensure an object of beauty and distinction is achieved. There are a number of excellent people at work in this field who can be relied upon to produce a high standard of lettering.
- In general materials such as slate, wood, local or at least English stones are much preferred.
- If a metal is appropriate, bronze is preferred to brass as it does not require polishing.
- A memorial tablet becomes an architectural feature of the church and therefore the material chosen, the quality of design, the skill of the lettering and the felicity of the inscription all contribute to a memorial which will embellish and enhance the interior of a church. It follows that the design must be first class.



ORGANS and OTHER MUSICAL INSTRUMENTS

Guidelines are limited to pipe and electronic organs as these instruments are placed in permanent positions. Harmoniums and pianos are more moveable and common sense will hopefully dictate where they are most usefully placed without upsetting the appearance of a church (remember a Faculty is needed to introduce or remove one from the church). Other instruments are portable and need not be mentioned here except for positioning of any necessary permanent loudspeakers.

A main concern is to preserve any historic pipe organs in the diocese. Great care is required to maintain them properly by an appropriate organ builder. All instruments need attention from time to time to keep them in good working order. It is usually at this point that help is needed before taking decisions for maintenance or alteration.

A. NEW INSTRUMENTS

In new churches, in churches without an organ or where the present instrument needs replacing, decisions may need to be taken about installing a new organ. Almost certainly a visit will be required from the Diocesan Organ Consultant (contact the DAC Secretary). The church might also wish to employ a professional adviser to give independent advice.

Amongst the factors to be considered are:

- **Pipe or electronic organ.** Apart from musical considerations, bear in mind the life expectancy of the organ. Pipe organs often work without major maintenance for more than 25 years. However the initial cost of a pipe organ is usually higher than an electronic organ and it requires a larger space. The life expectancy and reliability of some low cost electronic organs have proved to be poor, especially when installed in damp churches. Electronic organs can vary considerably in tonal quality depending on the details of digital technology. Seek advice from the Diocesan Organ Consultant and ask the manufacturer of any organ under consideration to demonstrate the instrument on site. The size of electronic organ needs to be governed by the size of church.
- **New pipe organ.** The purchase of a new pipe organ is sadly a rare event. Costs are high but help can be sought from various sources. The appearance of the organ needs to suit the architecture of the church (this does not mean it has to have a mock Victorian casing; a modern case and pipe work can enhance the building if sympathetically designed). The specification and positioning need to meet the musical requirements. Thought also needs to be given to the type of action: this may depend on the positioning of the pipes and console.
- **Second-hand pipe organ.** There are a number of fine second-hand pipe organs which can be purchased at little cost and have become available due to churches being declared redundant. A list of such organs is kept by the Redundancy Officer of the British Institute of Organ Studies (contact DAC Secretary or BIOS website for details). Local organ builders would also know of such organs. Bear in mind that the cost of rebuilding a second-hand organ will be fairly substantial as it is labour intensive.
- **Visual positioning of organ.** Electronic organs and other electronic instruments need loudspeakers. Suitable speakers need to be positioned so that the sound clearly reaches the right areas with the speakers being discreetly hidden or fitting well, appropriately coloured, into the architecture.



REDECORATION

Thinking of redecorating?

If you are thinking of redecorating the interior of your church **seek the advice of your architect** as implications of redecoration can be far reaching. There may well be technical aspects that need to be addressed before decoration can be carried out successfully. Redecoration can also have a major impact on the appearance of your building and the way it looks and feels for worship. (Obviously you will have checked first that there is no water ingress caused by faulty rain water goods or poor pointing which will spoil any new decoration.)

Most redecoration requires authorisation, either under Schedule B or by Faculty.

It is recognised that most smaller parishes may not have the resources to use other than local labour, but **BEWARE DIY WITHOUT ADVICE!** Church decorating is totally different from home decorating. Many expensive mistakes in churches are made with the paintbrush and your architect should be consulted as to the correct type of paint and who could supply it.

Many churches, whether they were built in the medieval period or even as late as the C19, had decorated walls. This wall decoration (fresco, mural or stencil work), which is probably more widespread than is often thought, can be hidden by a number of layers of paint. **If your architect is able to issue a certificate that there are no wall paintings or later decorations** then you need not obtain a conservator's report. The architect **must** be able to give a brief description of the plaster in the areas to be redecorated, with documentary evidence that these walls were replastered in the 1930s/40s/50s etc and therefore have no earlier decoration, or that the walls are presently painted with limewash/distemper and the intention is to repaint with limewash or distemper. If there is no documentary evidence either of the earlier work or of earlier cleaning test results, then a conservator must carry out patch tests and the report must be submitted with the petition for redecoration and **should be kept in the log book**. Such testing need not be wildly expensive, and will be money well spent at the outset: approach your Archdeacon to see if he could contribute towards the cost of this. The DAC Secretary will be able to advise on names of conservators to approach. (If it is found that distemper has been used historically it needs to be remembered that there are different types of distemper, some more appropriate than others.)

- The walls of the vast majority of churches have a degree of dampness in them due to one or more of the following causes: rain penetration; faulty rainwater goods; rising damp; condensation. This is to a certain extent unavoidable where: walls are solid; there is no damp-proof course; heating is intermittent; ventilation is inadequate; there are cement renders or pointing. It is essential, therefore, that when redecorating only those materials are used that can tolerate such conditions. It is a waste of money to apply paints that can only function properly and last well in a perfectly dry environment!
- Materials such as sealers, dense or vinyl emulsions or oil based paints which are impermeable to moisture vapour **should not be used**, because the likelihood is that they will be lifted from the wall by the pressure of moisture trying to dry out internally. Emulsion and oil based paints can pull off softer paints and start flaking. They can also further damage the plaster and cause it to pull away from the walls.
- Ventilation is crucial. Open hoppers in windows can help to minimise condensation and dampness but it requires a dedicated local person to monitor external weather changes and ensure closure of the hopper vent when misty rain or downpours occur.

Note of meeting with the Archdeacon on Monday July 15 at 7.30pm
In All Hallows Church Ringmore

Present: The Archdeacon of Totnes, the Venerable Richard Gilpin
Michael Tagent, Phil Errett, Yvonne Sheppard

The meeting was arranged to discuss the Architects fees. The following points were made by the Archdeacon:

1. The Archdeacon said the trigger for the start of the dispute was the letter of 20 December 1999 when Mr Reeve was instructed to draw up a specification and send out tenders.
2. English Heritage do not require a detailed specification for a grant application because a project summary is sufficient at that stage.
3. English Heritage did not consider the repairs to the church of All Hallows are urgent following their visit on 12 November 2001.

It was agreed the PCC had requested a detailed specification and tenders at too early a stage. However Mr Reeve had suggested the repairs to the church were required urgently, within one to two years, and the PCC had not been given an indication of the estimate of repair costs before the tenders were sought. Mr Reeve had also not issued a formal contract or sent a copy of RIBA rules to the PCC before obtaining the tenders and had not indicated he wished to frontload his fees. The PCC paid £2850 in August 2000 for the tenders and specification work done. It was suggested to the Archdeacon there is no further contractual liability for that work (i.e. Mr Reeve's suggestion the PCC pay the balance of 75% of the lowest tender being £4579.35 is refuted).^{*} The invoice in dispute is that of 10 May 2002 for £1330.10 including VAT which the PCC consider to be excessive but agreed a lower amount is due for services rendered in 2001.

** Mr. Reeve had also not submitted monthly accounts. (letter 18.1.2002)*

A copy of the recently acquired RIBA guide to engaging an Architect was given to the Archdeacon. It was agreed the Archdeacon would speak informally to Mr Reeve with a view to arrange a meeting in August between us, the Archdeacon and Mr Reeve, to resolve the fees dispute and professional relationship with MSW. Mr Reeve apparently expressed surprise we have involved the Archdeacon.

The Archdeacon telephoned on Tuesday 16 July and suggested during the day on the following dates 8, 9, 13 or 14 August. Please let me know if all or any of these dates are suitable (preferably by Wednesday evening).

Yvonne Sheppard
16 July 2002



Copy to John Elliott

Yvonne Sheppard

From: "Jane Spooner" <jane.spooner@c-of-e.org.uk>
To: "Jane Spooner" <jane.spooner@c-of-e.org.uk>
Sent: Thursday, September 05, 2002 12:31 PM
Subject: Wolfson Foundation Church Fabric Grant

Dear Applicant

Please remember that in order for your application for the funding of church fabric repairs to be considered at the December meeting of the Wolfson Foundation Trustees, all application forms and supporting documents will need to be sent to me by 18th September. The next deadline is 11th March for the June 2003 Trustee meeting.

Good luck with your applications.

With best wishes

Jane Spooner
Jane Spooner
Conservation Assistant
Council for the Care of Churches
Archbishops' Council
Church House
Great Smith Street
London SW1P 3NZ

Telephone: 020 7898 1889

Fax: 020 7898 1881

CONFIDENTIALITY NOTICE:

This message is intended solely for the addressee(s) in the first instance and may contain confidential information. If you are not the intended recipient, please notify the sender, delete the message from your system immediately and do not disclose the contents to any other party.

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341
yvonne@3waysringmore.fsnet.co.uk

The Reverend John Elliott
Church House
Ringmore

16 August 2002

Dear John

Another note – sorry.

The Archdeacon has tried to contact you by telephone and spoke to me about your note of the meeting on Tuesday and a couple of matters relating to Kingston. I have sent him a copy of my note for Tuesday's meeting at his request.

The Archdeacon would like paragraph 4 amended to miss out 'hopefully later in association with MSW' in the first sentence and the last sentence to read 'If both parties agree to continue the contractual relationship they will work towards full and documented working agreements with costs and charging clarified in advance to prevent future misunderstandings.'

The Archdeacon also mentioned a couple of comments about Kingston. Firstly he is concerned the PCC may be proceeding with £10000 work on the Tower without authorization. Jan Croysdale is back on Monday and the position needs to be checked with her – shall I do that? Secondly he is very keen to regularize the Ringmore with Kingston PCC and he agrees the rule 18 route will work (which you and I have discussed), and in fact he has already suggested that scheme to Bob. Bob is apparently holding out for separate parish status which is unlikely to happen with the need for 5-7000 parishioners. Our so called PCCs are operating illegally at present – they are DCCs and Ringmore and Kingston are jointly responsible for all PCC matters. We agreed the position needs to be sorted out, possibly involving Bigbury, and I mentioned our joint meeting in October and wondered if we could officially ask him to attend please?

Yours sincerely

Yvonne Sheppard

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341

yvonne@3waysringmore.fsnet.co.uk

Mr Graham Pinkerton
3 Overlangs
Kingston
Kingsbridge
Devon
TQ7 4PF

28 August 2002

Dear Graham

I enclose a copy of the RIBA guide on the subject of employing an architect as agreed.

I spoke to Jeanne following the last Kingston PCC meeting concerning the work you can undertake without DAC approval. The amount is £750 not £2000 and the type of work must fall within the Schedule A list. Amounts over £750 and up to £2000 must have DAC approval and also have to fall within the Schedule B list. I understand Jeanne has given you a copy of both lists. It is not possible to split the work into separate projects to fall within the amount of £750 or £2000 as Robert Beard suggests in his fabric note.

Since the Kingston PCC meeting, the Archdeacon has expressed his concern to me about the progress of obtaining DAC permissions and he did not wish you to start work until clearance by Jan Croysdale. I have since spoken to Jeanne who has referred to Jan Croysdale. It appears that in law the PCC members meeting separately in Kingston and Ringmore are responsible for each other's decisions since we are technically one PCC, and until this is sorted out we should be careful what we do.

There is another Churchwardens day on Saturday 12 October in Plympton St Maurice open to anyone dealing with fabric and it is informative and helpful on a wide range of matters relating to the church building.

Yours sincerely

Yvonne Sheppard
Churchwarden
Copy to the Reverend John Elliott and Mrs Jeanne Curtis

Yvonne Sheppard

From: "Andrew Argyrakis" <andrew.argyrakis@ccc.c-of-
To: <yvonne@3waysringmore.fsnet.co.uk>
Sent: Thursday, April 18, 2002 2:27 PM
Subject: RINGMORE, All Saints, Devon (Exeter): Fabric

Dear Ms Sheppard,

Thank you for your letter of 11th April. I can confirm that you may apply when you are ready. May I remind you though that there are two meetings of the grant giving committee each year and the deadline for receiving applications is on the 10th of March or 10th September.

With best wishes.

Yours sincerely

Andrew Argyrakis

Andrew Argyrakis
Conservation Officer
Council for the Care of Churches
Archbishops' Council
Church House
Great Smith Street
London SW1P 3NZ.

Direct Dial Telephone: 020 7898 1885

CONFIDENTIAL NOTICE:

This message is intended solely for the addressee(s) in the first instance and may contain confidential information. If you are not the intended recipient, please notify the sender, delete the message from your system immediately. You should not disclose the contents to any other party.



THE CHURCH
OF ENGLAND

DIOCESE OF
EXETER

Mrs Y Sheppard
Three Ways
Ringmore
KINGSBRIDGE TQ7 4HL

*Diocesan Advisory Committee
for the Care of Churches*

Janet Croysdale
Secretary
Tel: 01392 272686 Ext. 225
e-mail : dac@exeter.anglican.org

31 July, 2001

Dear Yvonne (if I maybe so bold!)

RINGMORE, ALL HALLOWS (Grade II* listed) : QI repairs

Thank you for your enquiry regarding the above work to your church. I enclose a petition for Faculty for completion and return to me in due course.

- Please do ensure that whoever is to fill in the petition and provide the necessary paperwork has to hand this letter and enclosures.
- *As with most matters, good preparation counts and in the long run saves time!* I strongly recommend that the person responsible for completing the petition **reads and takes note of** (a) the accompanying green sheet; (b) Appendix B (enclosed) **and** (c) the notes on 'Petitioning for a Faculty and Information Required' (issued to all Churchwardens in the DAC Guidelines by the Archdeacon at his Visitation in 2000).
- To speed up the process for major reordering, building repairs or any trenching, *archaeological assessments* should be requested as soon as possible (see note 6 in the DAC document 'Petitioning for a Faculty' and point 11 on enclosed green sheet).
- A key point to remember when applying to the DAC for its advice is that members may not be familiar with your church, so full details of your proposals are needed. These are also required as evidence, of course, so that they can be submitted to the Consistory Court for Faculty authorisation in due course.
- Please, therefore, put yourself in the shoes of members of the Committee, and of the Chancellor of the Court, and

Send **2 copies** of full written and illustrated (where possible by photographs) details of all that you propose to do (but **not** a second copy of the petition), ensuring that you also provide detailed illustrations of the present position if changes are proposed. I would strongly recommend that you keep a further copy of the information for your own records. *(Please **DO NOT** send documentation in plastic files or folders. It is very time consuming and costly for you [in postage and packing], and for me as the papers have to be taken out and re-ordered for distribution to appropriate DAC members.*

PTO

**Draft Church of All Hallows, Ringmore – Fabric Restoration
Progress**

Aug 1999 Ringmore PCC appoint Mr F R Reeve as new architect.

Sept 1999 Quinquennial Inspection brought forward one year

Feb 2000 Ringmore PCC agree to go to tender

May 2000 Tenders opened in the Church

June to

Oct 2000 Fabric committee set up and various meetings with the architect to attempt to schedule urgent works. No tender accepted but architect recommends Good Roofing as preferred contractor.

Nov 2000 Revised quotation received from Good Roofing for repairs to rain disposal system and roof. Quotation is 3x original tender for same work and is not accepted

Dec 2000 Local contractor sought for roof and rain disposal system – declined to quote on basis the work is too extensive and requires scaffolding.

Mar 2001 PCC agree to ask Architect to obtain quotations from two other roofing contractors – not received.

Mar 2001 Application made to DAC for Schedule B authorization for repairs to rain disposal system etc. which was refused on the basis the work was much in excess of £2000

June 2001 Andrew Ireland suggests urgent work is needed and a quotation around £2000 could be obtained. Fabric committee meet and discuss and PCC ask Andrew to obtain quotations.

Sept 2001 Verbal quotation obtained by Andrew is likely to exceed £3500+ (requiring a faculty)

Oct 2001 PCC agree to proceed with a faculty application based on the full specification and May 2000 tender with a view to proceeding in April 2001 subject to funding.

Frederick R. Reeve FRICS ACI Arb.
Chartered Surveyor

Friday, 10 May 2002

The Parochial Church Council of the Church of All Hallows
C/o The Reverend John Elliott
The Church House
Ringmore
Kingsbridge
Devon TQ7 4HR

Dear Parochial Church Council members

Further to our recent meeting I have been concerned and this practice has been concerned that continuing this dispute will serve little purpose.

Accordingly all outstanding charges and costs relating to our work undertaken at All Hallows Church are cancelled.

Prior to, and subsequent upon, our recent meeting I have had some concerns that this whole matter is getting out of hand. My own feeling is that disputes are always represents a 'failure' in some way.

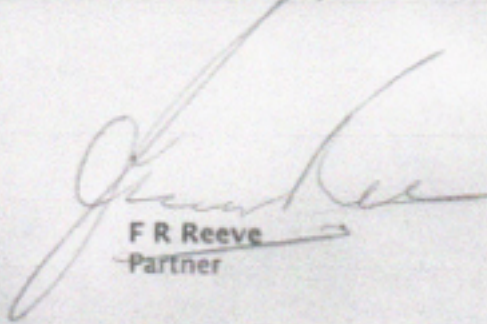
I am content that whatever the Parochial Church Council decides regarding its future professional adviser, the current aspect will its contingent problems is drawing to an end.

I have learned much from the experience, most of all to avoid disputes wherever possible!

May I add that for most of the period, my association with Ringmore Church has been a rewarding and pleasant experience.

May I Thank you all for your help in the past and in resolving this matter.

Yours sincerely


F R Reeve
Partner

PO BOX 27
LIFTON
DEVON
PL16 0YD

Tel:
01566 784 905

Fax:
01566 784 906

Yvonne Sheppard

From: "Jane Spooner" <jane.spooner@c-of-e.org.uk>
To: "Jane Spooner" <jane.spooner@c-of-e.org.uk>
Sent: Thursday, September 05, 2002 12:31 PM
Subject: Wolfson Foundation Church Fabric Grant

Dear Applicant

Please remember that in order for your application for the funding of church fabric repairs to be considered at the December meeting of the Wolfson Foundation Trustees, all application forms and supporting documents will need to be sent to me by 18th September. The next deadline is 11th March for the June 2003 Trustee meeting.

Good luck with your applications.

With best wishes

Jane Spooner
Jane Spooner
Conservation Assistant
Council for the Care of Churches
Archbishops' Council
Church House
Great Smith Street
London SW1P 3NZ

Telephone: 020 7898 1889

Fax: 020 7898 1881

CONFIDENTIALITY NOTICE:

This message is intended solely for the addressee(s) in the first instance and may contain confidential information. If you are not the intended recipient, please notify the sender, delete the message from your system immediately and do not disclose the contents to any other party.



SCHEDULE A

No Faculty required and no consultation necessary

THIS SCHEDULE lists very minor matters relating to churches, which may be undertaken without a Faculty and for which no prior consultation or other authorisation is required.

EXCLUSIONS

- i) Matters concerning items which, in their own right, are of historic, architectural or archaeological importance. These matters will require a Faculty.
- ii) Minor repairs of alterations to churches designed and/or built as a cohesive whole. These matters should be dealt with under the Schedule B procedure.
- iii) Any items introduced under this Schedule and having a commemorative plaque or inscription unless :
 - (a) the wording merely states that it is in memory of a particular person and gives his or her dates of birth and death, together (if so desired) with a scriptural reference; and
 - (b) the inscription is on the underside of the particular item or the plaque is no larger than 3½" x 2". In all other instances a Faculty will be required.

SCHEDULE A

1. Churchyards

Routine clearing and churchyard maintenance. Routine maintenance of fences, gates and seats.

2. Minor Fabric Repairs

At a cost or value (whichever is the greater) not exceeding £750, exclusive of Value Added Tax and scaffolding. These may not be repeated in a series of small 'bites' so as to avoid the need for a Faculty.

- .01 Small areas of lead burning
- .02 Repairs to roofing felt
- .03 Re-setting of copings
- .04 Repairs to chimneys and flues
- .05 Replacement of defective slating or tiling (like for like)
- .06 Renewal of flashings (like for like)
- .07 Renewal or replacement of flagpoles or weather vanes of unchanged design
- .08 Overhaul or repair of gutters and downpipes
- .09 Lime treatment to areas of stone
- .10 Small areas of plastering or rendering (where there are no archaeological implications or wall paintings)
- .11 Overhaul of ventilators
- .12 Replacement of broken window panes (except for stained or historic glass)
- .13 Renewal of window guards (but not in galvanized steel)
- .14 Timber treatment (except where bats are present)
- .15 Minor floor repairs (stone or pew platforms)



SCHEDULE B

No Faculty required if Prior Conditions Met

THIS SCHEDULE lists relatively minor matters relating to churches which may be undertaken without a Faculty as long as the conditions and procedures set out below are satisfied.

EXCLUSIONS

The following items, although they may appear to be relatively minor, are **excluded** from Schedule B and therefore require a Faculty.

- i) Matters concerning items which, in their own right, are of historic, architectural or archaeological importance.
- ii) Any item introduced under this Schedule which has a commemorative plaque or inscription unless:
 - (a) the wording merely states that it is in memory of a particular person and gives his or her dates of birth and death, together (if so desired) with a scriptural reference; and
 - (b) the inscription is on the underside of the item or the plaque is no larger than 3½" x 2".

CONDITIONS AND PROCEDURES

Before undertaking any of the items in this Schedule, the following conditions must be fulfilled:

- i) The applicants should send to the Secretary of the Diocesan Advisory Committee
 - (a) Full details, plus specifications and costings where relevant. If a quotation only is submitted, full details of the materials proposed and method of workmanship should be included in it.
 - (b) Written assurance that no item affected by the proposed works is of historic, architectural or archaeological importance in its own right. If there is any query the matter should be discussed with the DAC Secretary.
 - (c) A copy of the Resolution of the PCC authorising the work, together with the voting figures
 - (d) Written assurance that there is no reason to suppose the proposals would be opposed by a significant body of opinion in the Parish, and
 - (e) Written assurance that the work has not yet commenced.
- ii) The applicants must await authorisation to proceed. If the Diocesan Advisory Committee and the Archdeacon recommend the proposals, a letter of authority will be issued. If at any stage it is considered that the matter should be dealt with by Faculty, then the necessary documents will be forwarded to the applicants.

SCHEDULE B

1. Churchyards

- .01 Repairs to walls, fences and gates
- .02 Repairs to existing drains
- .03 Re-surfacing of paths like for like (apart from historic paving and cobbled surfaces)
- .04 Planting of a tree or hedges (provided no archaeological considerations arise)

2. Minor Fabric Repairs

At a cost or value (whichever is the greater) not exceeding £2,000, exclusive of VAT and scaffolding costs. These may not be repeated in a series of small 'bites' so as to avoid the need for a Faculty.

- .01 Small areas of lead burning
- .02 Repairs to roofing felt
- .03 Re-setting of copings
- .04 Repair of chimneys and flues

All Hallows Parish Church, Ringmore, Devon

From **Revd John Elliott**
The Church House,
Ringmore,
Kingsbridge, Devon
TQ7 4HR

Phone 01548-810565

E.mail: johnaelliott@compuserve.com

COPY: YVONNE SHEPARD

F. R. Reeve Esq FRICS, ACI Arb
MSW Conservation,
P.O. Box 27,
Lifton, Devon,
PL16 0YD

16th September 2002,

Dear Mr Reeve,

Ringmore Parochial Church Council

On behalf of the Ringmore Parochial Church Council I am writing to express thanks for your letter dated May 10th (inadvertently I suspect). We are unanimously grateful for the grace you have shown, and for the waiving of all fees which remain unpaid at the present time.

Sadly the P.C.C. feels that although all parties have all learned much from the tensions we have experienced over the last few months it would be best to make a clean break. Accordingly we will be seeking more local guidance and advice in the future, but we would wish to thank you for your past services and assistance.

With Best Personal Regards,

Yours sincerely,



(John Elliott)
Hon. Assistant Curate (known locally as Resident Minister)

Ringmore PCC Fabric Report

1. **Architects fees dispute** – a meeting has been arranged to discuss the position with the Archdeacon of Totnes on Monday 15 July at 7.30pm. Four of the PCC will attend John Elliott, Michael Tagent, Phil Errett and myself.
2. **Sundial** – Jacqueline Patterson and I met Ken Glyde, Churchwarden for Woodleigh, at All Hallows. The Woodleigh sundial (1707) is very similar to Ringmore's but had split in two. Ken Glyde had repaired the Woodleigh sundial with adhesive and re-fixed it to the church. He is willing to advise on our repair but not to do the work. Mr McNeillage's visit (the conservator) has been postponed while we find a local craftsman. A faculty will be needed for the repair and it is recommended applied for on one application with the access/safety repairs.
3. **Sound System** – Mr Monks has completed the wiring and both speakers are now working, a 60 watt amplifier installed and the volume control on the churchwarden's pew (1 loudest) should be operational. Frank and Drina Williams have kindly donated a tape deck and I am waiting for the leads from Mr Monks before we can record a service.
4. **Essential maintenance** – I recommend we obtain quotations for essential maintenance on the guttering and downpipes during the summer with a view to agreeing this work at the September PCC meeting and clearing the gutters and downpipes in the Autumn. We should also consider obtaining an up to date report on beetle infestation (a problem in 1999 but not progressed by our architect).
5. **Disabled access** – I am preparing a notice of progress for the porch (recommended by DAC).
6. **Brasses** – Jacqueline Patterson and Di Collinson have listed out the brassware for inclusion in the Church Log Book.
7. **Church clock** – Guy Eddy has advised no further developments.
8. The Fabric Committee is disbanded and fabric matters will be brought before the PCC.

Yvonne Sheppard
6 July 2002

Three Ways Ringmore Kingsbridge Devon TQ7 4HL

01548 810341

yvonne@3waysringmore.fsnet.co.uk

The Archdeacon of Totnes, The Venerable Richard Gilpin
Blue Hills
Bradley Road
Bovey Tracey
Devon, TQ13 9EU

22 May 2002

Dear Archdeacon

Church of All Hallows, Ringmore

I should be grateful if you would advise the Ringmore Parochial Church Council how to deal with the fees dispute with our Architect, Mr F R Reeve of MSW (Conservation). I enclose a copy letter from Mr Reeve dated 10 May 2002 together with my acknowledgement. Also enclosed is a summary of the events since Mr Reeve's appointment as Quinquennial Inspector in August 1999 and a file of the correspondence from that date. The PCC have the following immediate problems to resolve:

1. Mr Reeve has invoiced for work during 2001 which the PCC feels is excessive for the work done.
2. Mr Reeve has requested proposals regarding payment of fees relating to tenders based on the repairs identified in the 1999 Quinquennial report. The Parochial Church Council paid £2,850 in respect of this work in August 2000 following consultation with DAC.
3. Mr Reeve suggests MSW Conservation resign as professional advisors to Ringmore PCC. Ringmore Parochial Church Council is concerned about the disparity in opinion between MSW Conservation and English Heritage over the urgency and scale of repairs needed to the church. The September 1999 Quinquennial report prepared by MSW Conservation indicates the repairs to the building are urgent (1-5 years), whereas the English Heritage architect says the roof should be patched up and suggests the other repairs identified by Mr Reeve, our architect, will not be necessary for 5 to 10 years. It is not clear to the PCC whose advice is correct.

Please could we arrange for PCC members to meet you in Ringmore to discuss the above matters with a view to resolving the dispute with MSW (Conservation)?

Yours sincerely

Yvonne Sheppard
Churchwarden

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341
yvonne@3waysringmore.fsnet.co.uk

Miss J Croysdale
Secretary to the Exeter Diocesan Advisory Committee
Diocesan House
Palace Gate
Exeter
EX1 1HX

24 April 2002

Dear Jan

Church of All Hallows, Ringmore

The PCC are proposing to undertake the following work to improve safety and disabled access inside and outside the church following a brief survey by the Fabric sub-committee:

Install a hand-rail to steps leading up to main church door
Install a second lantern in the side chapel to give better light over the steps
Install a hand-rail on the wall by the steps in the side chapel
Re-point and repair steps which lead up to the bell-ringing chamber
Improve lighting for the vestry to be less intrusive and more effective

Please would you advise if these items would fall within Schedule B authorization and if so please would you let me know how much detail is required for the specification and costing of these items.

Yours sincerely



Yvonne Sheppard
Churchwarden



THE CHURCH
OF ENGLAND

DIOCESE OF
EXETER

Mrs Y Sheppard
Three Ways
Ringmore
KINGSBRIDGE TQ7 4HL

*Diocesan Advisory Committee
for the Care of Churches*

Miss Jan Croysdale
Secretary

Tel: 01392 272686 Ext. 225
e-mail : dac@exeter.anglican.org

29 April, 2002

Dear Yvonne

RINGMORE, ALL HALLOWS

In response to your letter of 24 April I asked the DAC at its meeting last Friday whether the various items mentioned could be authorised under Schedule B or by Faculty.

Since Schedule B excludes anything which 'in their own right, are of historic, architectural or archaeological importance' members felt that the fixing of handrails to historic fabric would require authorisation by Faculty, as would introducing a second lantern in the side chapel and re-pointing and repairing the steps to the bell ringing chamber. In fact, they considered the only matter which could be progressed under Schedule B would be the improved lighting in the vestry. Sorry about that.

You ask about detail required. I would suggest we would need to see

- Handrails : Photographs of proposed location; drawings giving dimensions, materials and details of fixings
- Lantern in side chapel : Photograph of context, and of existing lantern; details, from an NICEIC registered contractor of the wiring route; catalogue illustration of the proposed lantern (or written confirmation that it will match the existing as in photograph)
- Steps : Either your architect's specification for this work, or photographs and a detailed quotation from a suitable builder, detailing mortar mix; method of repair (and if replacing stone, drawings of how much; type of stone to be introduced as replacement).
- Vestry lighting : Detailed quotation from NICEIC contractor, with catalogue illustration of any new lighting.

I note you already hold a petition (for erecting a clock on the church tower) and you may wish to include the necessary other items on this petition. I will therefore not send you a further one unless you request it.

With every good wish,

Yours sincerely

Jan Croysdale, Secretary

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341
yvonne@3waysringmore.fsnet.co.uk

Miss J Croysdale
Secretary to the Exeter Diocesan Advisory Committee
Diocesan House
Palace Gate
Exeter
EX1 1HX

24 April 2002

Dear Jan

Church of All Hallows, Ringmore

The PCC are proposing to undertake the following work to improve safety and disabled access inside and outside the church following a brief survey by the Fabric sub-committee:

Install a hand-rail to steps leading up to main church door
Install a second lantern in the side chapel to give better light over the steps
Install a hand-rail on the wall by the steps in the side chapel
Re-point and repair steps which lead up to the bell-ringing chamber
Improve lighting for the vestry to be less intrusive and more effective

Please would you advise if these items would fall within Schedule B authorization and if so please would you let me know how much detail is required for the specification and costing of these items.

Yours sincerely



Yvonne Sheppard
Churchwarden

8 April 2002

To the Members of Ringmore Fabric sub-committee:- Michael Tagent
Yvonne Sheppard
copy John Elliott

Following our meeting of 19 March 2002 I have endeavoured to find someone to help us with restoration of the Sundial.

Jan Croysdale let us have a list of 8 people known to the DAC, from as far away as Dorset, but cannot actually make a recommendation.

The company at Honiton appear to have ceased trading. The company at South Molton are not interested but recommend Mr McNeilage of Bristol - who is also on the list.

I have spoken to Mr McNeilage who is willing to help. He has to visit Totnes at the end of April so he would be willing to waive travelling expenses, but he would charge £150 + VAT for his visit which includes a written report with his recommendations. (He states this report could be used for a grant application) He would need written confirmation of our instructions.

Comments please.



Jacqueline Patterson

7. Fabric Report Mr Allan,
 Architect:- Mr Trant, Mr Tagent & Mrs Patterson met Mr heeve (with Mr Tony Good, Vice Chairman DAC) of MSW Conservation, Lifton on 16th August at the Church. They felt them to be interested and good and were able to recommend they be employed as our new architect. This was agreed unanimously. Mr Barnaby accordingly will be advised by Mr Matten and the Secretary. Mrs Patterson had also agreed in her report. MSW Conservation employ Protim as roof specialists -- a quote will be obtained but also 2 other quotes to compare.
 Ladders:- Wingates, Alan King's & Jack Couch's quotes for renewing ladders in the tower were discussed. It was felt Jack Couch's scheme was sound and reasonable (£355) and subject to checking with the architect was approved unanimously. At the same time Mr Tagent suggested a firm rail in place of present rope should be fixed alongside the worn approach steps. It was agreed and that Mr Couch should be approached. Again, the repainting of the window grilles could be discussed with the architect, also the flag pole re-siting which may not be necessary as there were volunteers to hoist the flag as required.
8. Churchyard
 It was proposed by Mr Tagent and seconded by Mrs Allan that an area of the Churchyard which had been identified and agreed with Preb. Stevens should have the gravestones removed to an agreed place and the area re-used for burials in the future. This was unanimously agreed. Mr Matten stressed that this should proceed with all dispatch in view of the urgent situation -- the sub committee was authorised to deal with this matter. It was felt that a general notice should be placed in the Newsletter.
9. Harvest Supper (8th October) Mrs Allan reported the progress made in arrangements:- a chicken (& vegetarian) casserole, sweet, coffee -- entertainment by a group of children, choir and individuals was planned -- Cost £5 (tickets were printed) -- children free.
10. Millenium arrangements Mr Matten advised on team decisions sofar.
 (1) Primary School children were to receive a S.U. book in January
 (2) Older children - a book "Man behind the Millenium" would be recommended to Youth Groups and advertised in doctors/dentists waiting rooms.
 (3) Bookmark to every house in Parish
 (4) Each Parish to be thinking what appropriate in their area/village to be doing New Year's Eve/New Year's Day e.g. Service or Torchlight procession?
11. Any other business Sir Douglas Hall's move from Kingmore:- Mr Matten said he understood Sir Douglas Hall would be leaving Kingmore at the end of October. He and Rachel had been regular worshippers and benefactors for many years. He proposed that on his last Sunday there should be a 10.30 am Farewell Service at Kingmore -- everyone in our 3 Churches advised -- with a following reception in the Parish room with refreshments (wine & nibbles) and Presentation of a gift, the nature of which was discussed and a local painting by a local artist thought appropriate. These proposals were welcomed by everyone and accepted. Mr Matten would confirm details with Sarah.
 Church Heating:- Mr Mike Wynne-Powell gave his report earlier in the Meeting before he had to leave:- Mr Jarvis did not know of a clock to provide a monthly setting. Mr Wynne-Powell advised he was to meet the service engineer of MBK on 6th September to service the boiler, repair/adjust thermostat and switch on the supply.
 Church Clock:- faculty is being applied for.
 Proposed Autumn Churchyard cleanup:- agreed in principle and a skip is required -- date to be fixed.
 Cleaning of Church brasses:- Mrs Mason asked for volunteers to replace Mrs Lock -- agreed Mrs Patterson might try again to get a cleaning rate

5. Fabric Report Mrs Patterson thanked Mr Tagent for sorting out the fire extinguishers in the Church following comments in the Quinquennial Report. She advised a Faculty had been given for the clearing of the Churchyard and now a work force was required to remove the headstones to the boundary. Mr Matten & Mrs Patterson will arrange with the Archdeacon & Rev Christopher Robins at Kingsbridge who to contact for such work & report back to the Council. Mr Reeve has been held up by illness but will be letting us have the specification of repairs on the Church -- on a recent visit he had been concerned how the wet weather had affected the Church. Mr Wynne-Powell had been in contact with Mr Robertshaw and a time display for the thermostats was still awaited.
 6. Parish Room - Scheme & Lease
18 months ago it was felt necessary for a separate Parish Room Committee to run the Hall fully for the benefit of the local Church & Community. The Hall needed to be improved so had to fund raise and consider grants. It was recommended the PCC leased the Hall to the Parish Room Committee. Despite representation from the PCC on the PR Committee misunderstandings have arisen as to the necessity of a Lease and what is involved. It has been agreed therefore after some discussion that an ad-hoc "Standing Committee" (Chairman, Treasurer & Secretary) should meet as soon as possible with Mr Geof Dykes, the Chairman of the Parish Room Committee and one or two others of that Committee to plan the way forward and then all members of both Committees be advised.
 7. Millenium books Copies of the books for the teenage group "Why 2000", 5-7 year olds "Stories for 2000" & 8-11 year olds "Stories for the Millenium" were passed around. Also samples of the bookmark going to every home in each Parish were available for inspection & will be distributed early in March. A few guidelines on visiting were offered to each Member, also a Millenium issue of the Bible Society's "Word in Action".
 8. Resignations -- Mr Matten said he was prepared to chair the meetings until the Annual General Meeting. He read Mrs Patterson's letter of January 2000 resigning as Churchwarden after 2 years as from the next Annual General Meeting. We very much appreciated her term of office and were sorry she could not continue. New appointments must be prayerfully considered for both a Churchwarden and Lay Chairman.
Finally, copies of Dr Diané Collinson's letter submitting a draft guide to All Hallows Church drawn up by the Historical Society, for the PCC approval were circulated to the Members for their perusal and decision at the next meeting.
- Mr Tagent closed the Meeting at 9.50 pm with a Prayer.

Ringmore PCC Fabric sub-committee – meeting 19 March 2002

Attending: Michael Tagent, Jacqueline Patterson, Yvonne Sheppard

Architects Fees

Correspondence with the architect from appointment to date has been copied to a separate file to be sent to the Archdeacon. Michael will draw up a summary of the file, for initial review by the fabric committee, to accompany the file to the Archdeacon. The Archdeacon intends to visit us in Ringmore to discuss the fees. It was noted the letter from English Heritage refusing our request for a grant indicated repairs should be undertaken in All Hallows on a patching up basis and will not be considered urgent for 5 – 10 years, whereas our architect has suggested repairs are urgent and should have been started following the 1999 quinquennial inspection.

Strategy for Repairs

Disregarding any payment to the Architect, the PCC is likely to have £15-£20 thousand available for repairs. It was agreed to use up to ¾ of the money available on making All Hallows weatherproof at a high level in 2002 – guttering, roof, windows etc, and postpone to 2003 the re-pointing of the west wall and dealing with the rose window. A new architect would be appointed and a longer term strategy for repairs agreed when the dispute with Mr Reeve is resolved.

Disability access/safety

Yvonne would write to Jan Croysdale to find out what detail and estimates are required under Schedule B for the recommended improvements for handrails etc. before we contact local builders to do the work. It was agreed the outside handrail should be black metal set in the steps and the inside rails of wood.

Lighting

Yvonne had contacted St Andrews who said their overhead lighting had been made in 1957 with anglepoise lamps fixed to iron rings suspended from the walls by an iron arm and chains. It would be possible to make a similar item to order for the vestry costing about £250 or purchase similar lighting arrangements from John Lewis or Marks and Spencer for £100+ which may be adapted for the long drop. An alternative was wall lights in the vestry which would require electrical work but at the same time provide an electric socket in the vestry. Michael will inquire as to cost and suitability of the globe lights in Kingston church for the vestry and contact Francis Jarvis again for an electrical check. The PCC to be consulted on lighting preference and relative costs.

Slate sundial

Jacqueline will follow up the suggested conservators sent by Jan Croysdale. It was discussed whether the Historical Society might be interested in this item.

Di Collinson's list

Attached. Yvonne will acknowledge Di's letter and the fabric committee consider the suggestions in due course after inspection has been made.

Sound System

Keith Monks has arranged to visit All Hallows at 10.30am on Tuesday 2 April (Yvonne to meet him) to install the equipment (2-3 hours work) and show us how the system works.

Yvonne Sheppard
23/03/2002

Three Ways Ringmore Kingsbridge Devon TQ7 4HL

Dear Drina

Ringmore PCC Agenda 16 May 2002

I should be grateful if you would consider inclusion of these items for the agenda following consultation with John:

Election of officers and division of responsibilities

Matters arising – sound system (see separate note)

- church clock (see letter enclosing faculty application requested by Michael Tagent)
- Architects fees – suggest we set up a meeting between the fabric committee and the Archdeacon asap to decide action
- Wheelchair – still in church
- Clergy pensions etc.

} fabric.

Fundraising reports – see notes on open gardens and fete, review of friends.

Jubilee – consider PCC contribution (table tennis club has donated £100) and game
- consider a 'jubilee' service on Sunday 2 June (see attached).

Fabric report – see note re sundial, noticeboard and access improvements

|| Consider proposed service times and whether the Kingston and Ringmore services could be swapped around on 14 and 20 July for the garden service. Consider recording church services for housebound.

Yvonne Sheppard
7 April 2002

Note to Michael, Jacqueline and John

Sound System

Keith Monks has installed the new microphone on the pulpit as agreed and fitted a new volume control on the churchwarden's pew. He came back for second day on Friday 5 April because of a number of problems with the original system. The 30 watt amplifier had blown and he has temporarily replaced it with a 120 watt amplifier. The cost of repairing the amplifier is likely to be £80/90 and he recommends we consider replacing it with a 60watt amplifier which would also avoid the need for a separate mixer deck – probable cost £340 but the mixer would have been £145 and repair of old amplifier on top. The speaker by the bell tower does not work and it is not obvious where the wiring runs – he will need to come back to sort out this problem.

1. The lectern microphone is set on 1, pulpit microphone on 2 and radio microphone on 3 on the amplifier.
2. Tape deck etc is 6
3. Lights flashing on the amplifier means the loop system is operational (in case anyone complains it isn't working)
4. He recommends purchase of a Denon cassette deck tape (£174 or CD player £134). The advantage of the tape deck is recordings can be made of services and a number of churches offer this facility to housebound parishioners. ACD recorder is about £800. Phono outlets are needed on whatever system is purchased.
5. He said he would charge for about £100 extras on his invoice which would be the 4way block and new socket on pulpit and cable.
6. The volume control on the pew should be set on 4 to 5 in general.
7. Mike Meredith used the radio mike on 7 April but we need to check it is better positioned next time. The pulpit mike was not tested on Sunday but the lectern mike was fine.

Yvonne Sheppard
13 April 2002

FABRIC NOTE

To John Elliott, Michael Tagent, Jacqueline Patterson
Attached is my draft report on the church fabric for the APCM on Thursday.

Architect

Following my note of 19 March, I wondered if we are now in a position to meet the Archdeacon concerning the Architect's fees and urgency of repairs? It would also be helpful if we could agree with the Archdeacon the best strategy for repairs on a long term basis, whether we should raise short term funds from charitable trusts (since we may only get one shot at each in say 5-10 years period) and how and when we should undertake the high level work of £15000 to £20000 bearing in mind we will have to appoint a new architect and we would like to complete this work in 2002.

Charitable Trusts/Grants

If we are to apply for money to Devon Historic Churches etc. I feel this should be a matter for the Fabric sub-committee. The Historical Society have agreed with Jacqueline their requests to become involved in grants for and refurbishment of church property will come from the Secretary, James Parkin.

English Heritage

I wondered if it might be an idea if I write for a copy of their detailed report on All Hallows following their assessment last November?

Noticeboard

Now the 'Friends' has been launched it would be helpful to develop the left hand porch noticeboard to include information on fabric repairs, friends and fundraising, pastoral and church services and overseas missions supported –and generally what we are doing as a church. I have produced an initial draft for fabric and Michael has since said he is refurbishing the noticeboard. Perhaps volunteers could be found from the PCC to look after each topic.

Bats

The Bat Wardens visited on 5 April and I enclose a copy of their report. They are happy to lead a Bat Watch evening in due course.

Sound system

See separate note

Sundial

Jacqueline has found a conservator and I am in favour of proceeding (cost £150)

Disability/Safety Access

I am writing to Jan Croysdale this week now she has returned from leave.

Yvonne Sheppard 21 April 2002

Ringmore PCC Meeting – Thursday 16 May 2002
Update on Fabric report

1. **Architect** - the file for the Archdeacon is complete and Michael has drafted a summary of events leading up to the disputed fees in February 2002. A meeting will be arranged between the fabric sub-committee and the Archdeacon in Ringmore shortly to discuss how to resolve matters. The church fabric repairs and applications for grants are on hold until the dispute with the architect is resolved.
2. **Sundial** – Jacqueline has arranged for Mr McNeilage to visit All Hallows on Monday 15 July to report on the sundial. (cost of £150 plus VAT)
3. **Safety and Disability Access** – Jan Croysdale has confirmed a faculty is required for all items except improved lighting in the vestry which falls under Schedule B. Suggest fabric sub-committee considers action.
4. **Church clock** – a faculty application has been received for the clock – suggest the fabric sub-committee considers action.
5. **Sound system** - An invoice has been received from Keith Monks for £478.87 including £27.77 VAT- see note re purchase or repair of amplifier and acquisition of recording equipment.

✓
Set
Photograph

– large part
Gov. ce box
– what amount? (by 6/16)

④ New wood suitable Molecquier
or part 1/3rd - investigate
£250-300.

COUNCIL FOR THE CARE OF CHURCHES

GENERAL CONDITIONS OF GRANT AID TOWARDS FABRIC REPAIRS

Under an agreement with the Wolfson Foundation the Council administers applications for grant aid towards fabric repairs in Anglican churches which are listed Grade I or Grade II*

The church shall send a letter to the Council accepting the grant on the terms and conditions stated below, to arrive within a month of the date of the offer letter

1. A faculty must be obtained before work begins.
2. The church shall commission the contractors, in writing, to carry out the work for which grant aid is offered.
3. The work must be carried out by the contractor named in the faculty petition and whose details were submitted in support of the application.
4. On completion of the work the request for payment of the grant shall be made by the church, accompanied by a copy of the relevant invoice(s). Payment can only be made by cheque, made payable to the church or an appropriate appeal fund requested by them. Cheques cannot be made payable to contractors and they should not send invoices directly to the Council.
5. The grant is made on condition that the project for which it is offered is completed within one year of the date of the offer letter. If payment has not been requested at the expiry of the year, the grant will be revoked. If work cannot reasonably be completed within the one-year period, it is the responsibility of the parish to seek such extensions as may be reasonable, explaining in writing to the Council the cause of delay.
6. The church shall ensure that the building is generally accessible to visitors as well as to worshippers.
7. The church shall take all reasonable steps to ensure that adequate insurance cover is provided for the building.

Three Ways Ringmore Kingsbridge Devon TQ7 4HL

01548 810341

yvonne@3waysringmore.fsnet.co.uk

The Archdeacon of Totnes, The Venerable Richard Gilpin
Blue Hills
Bradley Road
Bovey Tracey
Devon, TQ13 9EU

22 May 2002

Dear Archdeacon

Church of All Hallows, Ringmore

I should be grateful if you would advise the Ringmore Parochial Church Council how to deal with the fees dispute with our Architect, Mr F R Reeve of MSW (Conservation). I enclose a copy letter from Mr Reeve dated 10 May 2002 together with my acknowledgement. Also enclosed is a summary of the events since Mr Reeve's appointment as Quinquennial Inspector in August 1999 and a file of the correspondence from that date. The PCC have the following immediate problems to resolve:

1. Mr Reeve has invoiced for work during 2001 which the PCC feels is excessive for the work done.
2. Mr Reeve has requested proposals regarding payment of fees relating to tenders based on the repairs identified in the 1999 Quinquennial report. The Parochial Church Council paid £2,850 in respect of this work in August 2000 following consultation with DAC.
3. Mr Reeve suggests MSW Conservation resign as professional advisors to Ringmore PCC. Ringmore Parochial Church Council is concerned about the disparity in opinion between MSW Conservation and English Heritage over the urgency and scale of repairs needed to the church. The September 1999 Quinquennial report prepared by MSW Conservation indicates the repairs to the building are urgent (1-5 years), whereas the English Heritage architect says the roof should be patched up and suggests the other repairs identified by Mr Reeve, our architect, will not be necessary for 5 to 10 years. It is not clear to the PCC whose advice is correct.

Please could we arrange for PCC members to meet you in Ringmore to discuss the above matters with a view to resolving the dispute with MSW (Conservation)?

Yours sincerely

Yvonne Sheppard
Churchwarden

Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL

Mr F R Reeve FRICS ACI Arb.
Chartered Surveyor
MSW Conservation
PO BOX 27
Lifton
Devon
PL16 0YD

4 February 2002

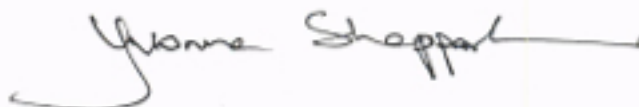
Dear Mr Reeve

Professional Services – Church of All Hallows, Ringmore

I refer to your invoice dated 9 January 2002 and our subsequent telephone conversation on Friday 18 January 2002.

Ringmore PCC discussed your invoice at our meeting on 31 January and the committee felt the invoice excessive for the work done in 2001. During our telephone conversation in January, you agreed to review the charges in your invoice dated 9 January, and I should be grateful for your reply as soon as possible, please.

Yours sincerely



Yvonne Sheppard
Churchwarden

Three Ways Ringmore Kingsbridge Devon TQ7 4HL

01548 810341

yvonne@3waysringmore.fsnet.co.uk

Miss J Croysdale
Secretary to the Exeter Diocesan Advisory Committee
Diocesan House
Palace Gate
Exeter
EX1 1HX

24 April 2002

Dear Jan

Church of All Hallows, Ringmore

The PCC are proposing to undertake the following work to improve safety and disabled access inside and outside the church following a brief survey by the Fabric sub-committee:

Install a hand-rail to steps leading up to main church door
Install a second lantern in the side chapel to give better light over the steps
Install a hand-rail on the wall by the steps in the side chapel
Re-point and repair steps which lead up to the bell-ringing chamber
Improve lighting for the vestry to be less intrusive and more effective

Please would you advise if these items would fall within Schedule B authorization and if so please would you let me know how much detail is required for the specification and costing of these items.

Yours sincerely



Yvonne Sheppard
Churchwarden

Walnut Tree Cottage
Sunday, 20th January 02.

Dee Yvonne

Here are any comments I have on the correspondence received from you and Michael this month.

Jan 2nd Michael's Comments - incomplete.

Jan 6th agree with your note to Jackie Target re idealisations.

And Safety Audit to be in the fabric report. ~~at the~~ And confirm agreement with improvements to sound system IF that is what John Elliott wishes, and money can be found.

12th January, Great disappointment that Fred Reeve has sent an unexpectedly large invoice and extremely concerned at the unsatisfactory relationship we have with him.

16th January

Michael's letter states nobody on PCC had any inkling re. fees that might be increased - maybe it would be helpful in future if all PCC members saw correspondence concerning Fred Reeve. The minutes of meeting held on 30th April state position had been clarified - did Michael receive a copy of that letter? I do remember he rebounded something or no that unfortunately had been omitted.

16. Feb 2002

Dear Michael

Enclosed is a copy of Mr Reeve's letter and credit note. I have not copied John or Jacqueline as yet.

Mr Reeve does not appear to have resigned as yet - see last paragraph of his letter and has not informed DAC or English Heritage, contrary to what I said to you last night after an initial read. I am not sure what his 'suggestion' is, but it is certainly not ~~acceptable~~ ^{to} pay the balance of fees if that is what he has in mind.

It is
that he
~~does~~ resigns
(page 4).

His letter seems to me to be a very aggressive response to our request for a review of his charges, and I also think he is providing a cover for himself and MSW in the event this fee dispute cannot be resolved amicably.

Yours,
Jane

To: Yvonne Sheppard
From: Jacqueline Patterson

14 April 2002

As a follow up to my note to you of 8 April please find below Mr McNeillage's new address which differs from that given by Jan Croysdale.

10 Bloy Street
Easton
Bristol BS5 6AY

The telephone number remains the same.

JP

01179553900

Walnut Tree Cottage
Ringmore
Kingsbridge
Devon
TQ7 4HL
Tel & Fax: 01548 - 810311
24 April 2002

Dear Mr McNeillage

Sundial - All Hallows Church, Ringmore

I am writing to confirm our telephone conversation of 22 April 2002.

You will let me or Mrs Sheppard (our Churchwarden) know when you will be in this area, which will probably be during May, so that you are able to waive your travelling costs. You will inspect the sundial and give us a report at a cost of £150 + VAT, this report will be comprehensive and may be used for a grant application.

Yours sincerely



Mrs Jacqueline Patterson
on behalf of All Hallows Fabric Committee

copy: Mrs Yvonne Sheppard

Your note of 21 April.
Yes - it would be a
good idea to see
report of English
Heritage's assessment
- if no costs accrue!

Y.

SOURCES OF FINANCIAL HELP FOR CHURCHES

1. PUBLIC FUNDS

- 1.1 **Local Authorities:** enabled by Local Authorities (Historic Building) Act 1962 to contribute grants or loans towards repair and maintenance of churches. Tenacity and support of local councillors is useful!
- 1.2 **English Heritage:** Application form from Archdeacon: talk to him about the implications of an English Heritage grant before you go too far down this road. Grants are offered on a 40% basis in most cases, but may be more or less: decision is based upon the architectural and historic quality of the building. For 1999 – 2002 grants are only being given for roof and high level work. **Read the application form carefully:** it must be supported and signed by the Archdeacon. English Heritage also grant aids Grade I or II* listed war memorials (**Friends of War Memorials**, 4 Lower Belgrave Street, London SW1W 0LA (020 7259 0403; fowm@eidonet.co.uk): Administers grants funded by English Heritage (for period 2000-02) for Grade II war memorials situated in a conservation area.)
- 1.3 **Landfill Tax Credits:** Landfill operators may claim a credit against their landfill tax payments if they make a voluntary contribution to an approved environmental body. Churches qualify to apply as having projects 'for the protection of the environment, the maintenance, repair or restoration of a building or other structure which is a place of religious worship or of historic or architectural interest'. ENTRUST is the body which deals with this. Contact John Rose, ENTRUST, Suite 6, St Fagan's House, St Fagan's Street, Caerphilly CF83 1FZ. (02920 869492; www.entrust.org.uk).

2. DIOCESAN FUNDS

- 2.1 **The Diocesan Board of Finance** is able to give modest assistance, either by way of grant or loan, depending on circumstances. Application forms from Derek Hexter, Diocesan House, Palace Gate, Exeter EX1 1HX (01392 272686; ext 223): Rural Dean and Archdeacon must support and sign. The Needs and Resources Committee meets 5 times a year in January, March, May, September and October: time your application accordingly!
- 2.2 **The Rural Churches Repair Fund.** Very small amounts of money are available from this for rural churches: apply to the Archdeacon.

3. PRIVATE SOURCES - General

- 3.1 **The Historic Churches Preservation Trust**, Fulham Palace, London SW6 6EA. Buildings must be of historical importance to qualify: the Diocesan Advisory Committee will be asked to comment upon applications.
- 3.2 **The Incorporated Church Building Society**, Fulham Palace, London SW6 6EA. Interest-free loans for Anglican churches, awarded irrespective of architectural quality.
- 3.3 **The Pilgrim Trust**, c/o Council for the Care of Churches, Church House, Great Smith Street, London SW1P 3NZ. Repair and conservation of churchyard walls and exterior funerary monuments.
- 3.4 **Devon Historic Churches Trust:** The Hon. Secretary, Philip Plumbley, Jarrah, Broadpath, Stoke Gabriel, Totnes, Devon TQ9 6SQ (Tel: 01803 782444)
- 3.5 **Council for the Care of Churches**, Church House, Great Smith Street, London SW1P 3NZ: grants for conservation of church furnishings and fittings of historic/aesthetic interest.
- 3.6 **The Chase Charity**, 2 The Court, High Street, Harwell, Oxon OX11 0EY. (Tel/fax 01235 820044) (www.chase-charity.org.uk). Grants from £1K-£3K for Grade I listed rural churches.
- 3.7 **The Leche Trust**, c/o Miss E.V. Murray, Christ Church Spitalfield, Commercial Street, London E1 6LY. The Trust helps only with buildings of the period 1680-1830.
- 3.8 **The Friends of Friendless Churches**, St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB. For churches and chapels of architectural or historic interest falling outside the scope or policy of other organisations.
- 3.9 **William & Jane Morris Fund**, Society of Antiquaries, Burlington House, Piccadilly, London W1V 0HS (020 7734 0193). Grants are made for limited work including *conservation* of decoration, stained glass, sculpture, internal monuments and tombs and wall paintings.
- 3.10 **Livery Companies.** The Livery Companies of the City of London are all charitably disposed but vary greatly in resources. Applications most likely to be successful are for work to be carried out on items of specific interest to that Company, e.g. the Worshipful Company of Glaziers for the

conservation of stained glass. Applications should be addressed to The Clerk. A list of the Companies and their addresses is given in Whitaker's Almanack.

- 3.11 **The Sainsbury Family Trust**, 9 Red Lion Court, London EC4A 3EB. There are a number of Sainsbury Family Charitable Trusts, several of which, particularly the Monument Historic Buildings Trust, grant aid church repair work.
- 3.12 **Bernard Sunley Charitable Foundation**, 50/51 Conduit Street, London W1R 9FB. (020 7287 8333). "Grants to registered charities for general charitable causes, including churches. Preference is given to small local causes and projects"

4. PRIVATE SOURCES - Specialist

Furnishings and Fittings

- 4.1. **The Council for the Care of Churches**, Church House, Westminster, London SW1P 3NZ. The Conservation Committee of the CCC administers various annual block grants which have been allocated for the conservation of church furnishings and fittings of aesthetic and historic interest in churches in use. The principal grant comes from the **Pilgrim Trust**. Smaller donations are currently received from other bodies including the **Hayward Foundation**, the **Baring Foundation**, the **Esmee Fairbairn Charitable Trust** and the **Draper's Company**. In addition the **Rupert Gunnis Memorial Trust** which exists to provide modest funds for the conservation of sepulchral monuments within the period 1660-1860, is administered by the Conservation Committee.
- 4.2. **The Leche Trust** (1680-1830) and **The Morris Bequest** (see 3.9 above) may also be able to help.
- 4.3. **Cottam Will Trust** c/o Friends of Friendless Churches, St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB. For 'the purchase for the advancement of religion of objects of beauty to be placed .. in ancient Gothic churches'.
- 4.4. **St Andrew's Conservation Trust**, c/o Simon Pomeroy, Duddle Farm, Bockhampton, Dorchester DT2 8QLF, for 'serious conservation, preservation and restoration of artefacts of antiquarian or artistic interest'. Grants are necessarily small and are NOT available for repairs to fabric.

Bells

- 4.5. **The Devon Bell Foundation**, c/o C.C. Adams, 16 Bramley Close, Kenton, Exeter EX6 8JZ.
- 4.6. **The Barron Bell Trust**, c/o The Managing Trustee, I.C. Walrond, 71 Lower Green Road, Pembury, Tunbridge Wells, Kent, TN2 4EB. This is an Evangelical trust which favours applications from parishes of similar churchmanship.
- 4.7. **The Manifold Trust**, c/o Ian Oram, The Cottage, School Hill, Warnham, Horsham, West Sussex RH12 3QN. Grants are made only in cases where the bells have been unringable for many years and where the bells are to be restored for full circle ringing, not for chiming.
- 4.8. **The Sharpe Trust**, c/o The Grant Secretary, Miss E.M. Bliss, Beech Pike, Elkstone, Cheltenham, Gloucestershire. Assists where bells are ancient or of historic significance.
- 4.9. **The Leche Trust** (1680-1830) and **The Council for the Care of Churches** may also be able to help (see 4.1 above).
- 4.10. **St Andrew's Conservation Trust** (see 4.4 above)

Open Churches Trust

- 4.11. c/o The Really Useful Group Ltd, 22 Tower Street, London WC2H 9NS (020 7240 0880), Grants to Grade I listed churches to help keep church open to the public.

Organs

- 4.12. **The O N Organ Fund**, Secretary: Mr David Williams, 36 Strode Road, Forest Gate, London E7. Grant assistance for organ repairs – national coverage.
- 4.13. **The Ouseley Trust**, c/o Clerk to the Trustees, Mr Martin Williams, 28 Clareville Grove, London SW7 5AS. Funding is available for organ repairs and other musical objects for churches **where there is an active choral tradition**.

The Directory of Grant-Making Trusts published by the Charities Aid Foundation, 48 Pembury Road, Tonbridge, Kent TN9 2JD is available at most public libraries and lists many helpful organisations. The Directory also contains advice on how to present an application.

WY

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341

yvonne@3waysringmore.fsnet.co.uk

The Conservation Officer
The Council for the Care of Churches
Church House
Great Smith Street
London
SW1P 3NZ

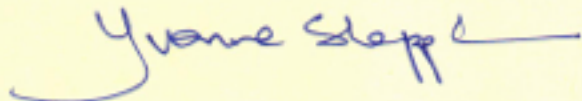
11 April 2002

Dear Sir

RINGMORE, Church of All Hallows, Devon (Exeter): fabric

I spoke to your office at the beginning of March to explain we wish to delay making an application for a grant from the Council for the Care of Churches to later this year. The PCC are making a re-assessment of the fabric priorities for the Church following a refusal of a grant from English Heritage and I should be grateful if you would permit the PCC to make an application for funding at a later date.

Yours faithfully



Yvonne Sheppard



 THE CHURCH
OF ENGLAND

ARCHBISHOPS'
COUNCIL

Mrs Y Sheppard
Three Ways
Ringmore
Kingsbridge
Devon TQ7 4HL

The Council for the Care of
Churches

Andrew Argyrakis
Conservation Officer

CARE 15/389/AA/ww

29 January 2002

Dear Mrs Sheppard

RINGMORE, All Hallows, Devon (Exeter): fabric

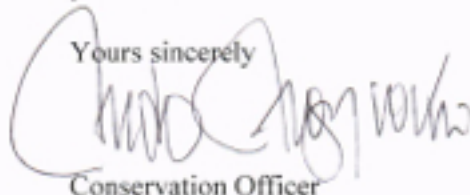
Thank you for your letter of 25 January. Under an agreement with the Wolfson Foundation, this Council administers, on their behalf, applications for grant aid towards fabric repairs. Applications for grants are considered on the grounds of the architectural and historic importance of the building, urgency of work required, and the ability of the church to contribute financially to the scheme.

I enclose an application form for grant aid to be completed by the parish and forwarded via the Archdeacon or other relevant authority to this office. When it is returned it should be supported by the following:

- Architect's report and costed schedule of works
- Colour photographs showing the exterior of the building and the area where work is to be undertaken
- Copy of the most recent Quinquennial Inspection Report or architect's report on the fabric of the church – annotated to show any work carried out, or in hand, since the report was drawn up
- Statement of most recent parish accounts (2001)

It should be noted that grants cannot be awarded retrospectively. Your application will be considered at the meeting of the Wolfson Foundation Trustees in June 2002. We will need to receive the completed documentation by 11 March 2002. If, however, the parish finds, for any reason, they are unable to proceed with the application please let us know as soon as possible.

Yours sincerely



Conservation Officer

Enc

Ringmore PCC Fabric Report Year Ended 31 December 2001 - APCM 25 April 2002

The PCC fabric sub-committee met several times during the year to consider the best approach to make repairs to the church building of All Hallows as identified in the 1999 quinquennial report and also to ensure care of the contents of the church and good maintenance of the churchyard. It had been hoped to repair the roof and rainwater disposal system in 2001 but this work was delayed pending a reply from our grant application to English Heritage. English Heritage have since refused a grant to All Hallows in February 2002 and the PCC is re-assessing fund raising strategy from charitable trusts.

The extent of the high level work including repairs around the windows meant the total cost of repairs required a faculty application. The faculty application was approved by the PCC in November 2001 (since submitted and agreed by DAC), and it is now possible to seek quotations for this priority high-level work. The strategy for repairs will be agreed by the new PCC in May.

1. The Diocesan Advisory Committee agreed ~~that~~ the freestanding notice board near the vestry in the church could be permanent.
- ~~2. The faculty application was prepared in November and December 2001 (and sent to DAC and approved by DAC earlier this year)~~
3. The church was cleaned and the churchyard maintained by parishioners in March and September 2001.
4. Various minor repairs have been done during the year. The PCC fabric committee have made recommendations to improve the sound system, suggested a disability access and safety audit (carried out in January 2002) and considered action to conserve the sundial. Other minor repairs have also been done to the fabric of the church and its contents; the oil tank has been moved away from the church wall, the historic glass in the window in the side-chapel has been temporarily repaired and wire mesh fitted to windows in the bell tower to prevent birds nesting inside.

Many thanks to members of the PCC fabric sub-committee (~~Michael Tagent and Jacqueline Patterson~~) for their advice and assistance, ~~to from~~ PCC members who manage the heating and make minor repairs and to all the other parishioners during the year who clean the church pews, floors, brass and furnishings and maintain the churchyard on a regular basis. Thanks to those who decorate the church with flowers each week and for special festivals and to those who open and shut the church on a regular basis for our visitors. I am also grateful for the support of the sidespersons and bell ringers (~~managed by Jackie Tagent~~), ~~everyone~~ and to those on the sacristan rota who care for the communion vessels and cloths. ~~and to the Reverend John Elliott for encouragement and support.~~

Yvonne Sheppard
Churchwarden
April 2002

**PCC Fabric Sub-Committee – meeting at Challaborough Cottage
Thurs Dec 13 8-10pm & safety/access audit 2 Jan 2002 10-11am**

Present: Michael Tagent, Jacqueline Patterson, Yvonne Sheppard

1. **Faculty Petition for repairs** – the petition has been signed by John Elliott, Michael Tagent and Yvonne Sheppard and will be sent to DAC in Exeter with the specification for repairs and other documentation for the deadline date of 11 January 2002 (meeting date 1 February). Following a conversation with Jan Croysdale after submission, it was agreed to continue with the petition for the meeting on 1 February despite the possibility English Heritage may amend the specification if our grant application is successful.
2. **Sound System** - following a meeting with John Elliott and Keith Monks on Tuesday 11 December it was agreed to consider improvements to the sound system in All Hallows. Mr Monks helpfully adjusted the system to enable the lectern microphone function properly, explained how the system should be used and confirmed the choir stalls were included in the loop system. The volume control in the churchwarden's pew does not work. Attached is a quotation for a second microphone on the pulpit, a mixer to enable music to be played through the speakers and a new volume control. The committee recommend the PCC approve this work, subject to funds.
3. **Storage of wheelchair** – Jackie Tagent would be asked to obtain details of the size of the wheelchair so that an appropriate position can be found (probably in the vestry). Safety and annual servicing of the wheelchair and clearing the area outside the Scoble gate for access would also be raised by Jackie at the January Parish Council meeting. The wheelchair should not be used at present. Schedule B authorization is probably required for storage of the wheelchair.
4. **Noticeboards** – it was agreed the 'repairs' noticeboard had served its purpose and would be removed. It was also agreed the 'missions' noticeboard in the porch could be improved and be used to provide more information as to what the PCC is doing, to support missions, friends, team council and fabric and fundraising. Michael will refurbish the board and Yvonne will ask George Grimshaw if his map could be removed. A welcome notice on the church noticeboard by the gate will be drafted by Michael – also to say All Hallows is open to visitors during the day (note to Michael - also a note as to keyholders). Jacqueline suggested a welcome card for all those who move to Ringmore from their local church.
5. **Shrubs** – Michael will ask John Reid if he can remove the laurel which overhangs the north side of the church. It was agreed a twice yearly clean of the church and churchyard in March and October 2002 would be arranged.
6. **Health and Safety and Disability Access** - the sub-committee carried out a brief audit on Wednesday 2 January at 11am in and around the church to identify access improvements – lighting, handrails etc. The fabric committee have the following recommendations following this audit:
 - a. **Access**
 - install a hand-rail to both steps leading up to church
 - agree no change was required to steps through screen archway as the screen itself provides an effective grab handle

b. **Safety**

- install a second lantern in the side chapel to give better light over the steps
- install a hand rail on the wall by the steps in the side chapel
- add to bell ringers rota a warning to take care
- add safety procedures for sidesmen to unlock priest's door at large services
- re-point and repair steps in bell ringing chamber
- lock the bell tower to prevent public access
- arrange for Francis Jarvis to carry out an electrical test and other minor repairs to the church door and stay to left-hand gate.
- research new chandelier style light for vestry

Schedule B authorization is probably required for all the access items and repair to bell tower steps.

7. **Memorial to Nancy Grimshaw** – George wishes to have a permanent memorial to Nancy in All Hallows and so far has suggested Books of Common Worship or improved lighting. It was agreed to draw up a wish list (see attached) of items the church needs for consultation with George and any other potential donor. Yvonne will liase with John.
8. **Victorian Gates** – it was agreed to consider, with John, where the gates could be re-sited in the church itself.
9. **Sundial and damaged window** – Yvonne would consult DAC for advice since both may be irreparable.
10. **Lightning conductor** – a leaflet has been ordered on this subject.
11. **Memorial seat to Gordon Mackintosh** – John Mylne-Smith has confirmed the seat is rotten and indicated he is willing to make a replacement and Hazel has been consulted and has no objection. Yvonne will find out if there will be a cost to the PCC for this work.
12. **Reference Books on churchyard etc.** – the books have been ordered and the cost will be spread between our three parishes with the library probably kept at Church House.
13. **Brassware** – Jacqueline has researched the loose brassware with Margaret Locke as an entry for the log book and has found a few items for disposal which are damaged and of no value. Two candle sticks in the side chapel are worth approximately £80 each and Jacqueline will produce a list of estimated values.
14. **Oil tank** – Kevin Light has moved the tank away from the church wall and made no charge – the new indicator will be followed up. The tank is now full of oil. George Freeman has installed fine wire mesh in the belfry except for one window where pigeons were nesting.

Yvonne Sheppard

15 December 2001/15 January 2002

Note: English Nature's bat wardens have asked to visit All Hallows which is a known roost for rare lesser horseshoe bats and long eared bats and wish to speak to our architect about the work on the fabric this year. I declined to give them details of our architect because of our fee dispute and told them to wait until February. yls 19/1/2002

To: Jan Croysdale, INTERNET:dac@exeter.anglican.org
To: "Yvonne Sheppard", INTERNET:yvonne@3waysringmore.fsnet.co.uk
From: John Elliott, 113032,3000
Date: 19/03/02, 15:45
Re: Glebe Map 1841

Dear Jan,

I am writing to seek your guidance, or alternatively your assistance in passing this message to the appropriate official; a copy goes for information to Yvonne Sheppard, Churchwarden at Ringmore.

The local History Society have in their possession one of , what is believed to be, three original copies of the Ringmore Tithe map dated circa 1841. It came to them around 1960 from the then Churchwarden who was also a member of the Society. They think it is the Rectors copy, and it had been found in a drawer at the Church in very poor damp and folded condition. Apparently one of the other originals is already held in good condition by the County Senior Archivist at the County Records Office. The map has been badly patched with ancient sellotape, which has added acidic deterioration to the other damage: but it has ben rolled and carefully dried before being stored in the home of a parishoner.

The society members wish to apply for a Jubilee Grant, before the end of April, to restore the map, and take a copy for display to the local community. As they think that this copy belongs to "the Rector" they asked my permission to go ahead. Being a devout philistine in regard to musty pieces of paper, and only an NSM on Licence, it troubles me not. I suspect that a long time predecessor, perhaps a proper Rector with freehold, deliberately lost the item in that church drawer.

I favour letting them go ahead, accepting that the other original is properly held and better maintained and that keeping a poor quality duplicate in County Records is a waste of time and resources. If indeed this copy once belonged to a previous Rector, it is long abandoned personal property and I would be happy to see it pass to the community for local display in Parish Hall or similar.

Is this Pilate like response okay? Can I wash my hands and leave them to it?

Sorry to ask another non routine question.

Blessings: John Elliott, Hon Ass't Curate, Bigbury, Ringmore & Kingston (Modbury Team)

28-1-02

Dear Yvonne,

Many thanks for letting me see the books. They have been extremely useful.

As I've worked on the history I've jotted down a few notes and thoughts about some of the things I've learned and seen in the church. I think you have most of them in mind anyway, but I am listing them for the sake of completeness and as an aide-memoire for myself (certainly not as any kind of rebuke to your stewardship of the church, which I regard as exemplary) and thought you might like a copy.

1. **The chancel screen doors, at present in the tower:** it would be possible to have these gently cleaned and then fixed somewhere in the church where they would be enjoyed.
2. **The banners:** are in need of conservation. It would be good to be able to hang these for festivals etc.
3. **The fragment of the old chancel screen:** is not securely positioned. It could have some preservative treatment and then be fixed securely for display.
4. **The one extant piece of tinplate** could have similar treatment.
5. **The Secker jug:** at the moment, has the worst of all worlds. It is 'hidden' for fear of being stolen, but is certainly not secure in its concealment. Could it perhaps be used by being discreetly padlocked in some suitable position?
6. **The Breeches Bible:** is deteriorating because of damp, in spite of being kept carefully in a box. Its decay could be arrested by specialist treatment.
7. **The pavement candlesticks (made by Alex Wood) in the tower:** could be cleaned and used for special occasions, either by the font, in the Lady Chapel, or in the sanctuary.
8. If **the sundial** is not properly repaired it will continue to disintegrate.
9. Perhaps a fat candle could be placed in the little **image niche** over the church entrance door, just to mark its existence and antiquity.

I think that's more or less it for the moment, except that if you want to have a go at upgrading the church further, or pleading for more grants, I could write a case for it. In particular, I think we could make a case for help with the windows. They are of fine quality and of interest. And in the last submission

for upgrading we did not make a lot of the mural. Now that we have Lady Wedgwood's work we could go to town on that.

Again, many thanks for all your help.

yours -

Di

PS

Do look at the Faculty granted for the Kenneth HR Litany desk. I do have a slight worry about the stipulation that it was to be used in the Sanctuary. (It isn't even in the chancel at the moment....).

10 Sept 2012

216

Council for the Care of Churches

**Archbishops' Council
of the Church of England**

Tel: 020 7898 1885 Fax: 020 7898 1881
Email: andrew.argyrakis@c-of-e.org.uk

**Application for Grant Aid from the Wolfson Foundation
(For fabric repairs to Grade I, and exceptionally, Grade II* listed buildings)**

CHURCH BUILDING

PLEASE USE BLOCK CAPITALS

Place		Name of Church	
County		Diocese (If appropriate)	
Listing (Grade I or Grade II*)			

Brief history of the church (approx 50 words)

APPLICANT:

The completed form should be signed by an authorised member of the church who will be our contact person for all correspondence

Signed:		Date:	
Name:		Position held:	
Address:	Tel:		
	Fax:		
	Email:		

Brief summary of the Project (not more than 200 words)

FACULTY/AUTHORISATION

- In almost every case, work proposed in an application for grant aid needs a Faculty or Authorisation. It is essential to seek the authorisation of the person and/or body in your denomination with overall responsibility for churches and of the local planning authority BEFORE the application is made.
- Has the necessary authorisation been obtained? YES/NO

CHURCH INFORMATION

Population of Parish/Area		Average number of services per month	
Church Electoral Roll/ Membership numbers		Number of visitors per annum	

ACCESS

A representative of the Council or another grant-giving body may wish to view the building. Is it normally accessible?	YES / NO
If not, please state the person who should be contacted about access, <i>if different from the person signing on behalf of the church</i>	
Name:	Tel:
Address:	Fax:
	Email:

FINANCIAL DETAILS

(more detailed information should be supplied on a separate sheet)	
<ul style="list-style-type: none">• Total cost of the project• Funds raised and money pledged to date• Amount still required• Previous support from Wolfson Foundation – date:	
<ul style="list-style-type: none">• Has the parish ever been offered a grant from English Heritage, or is it in the process of applying for such a grant? If YES, please give brief details of date, amount and project:	

ARCHITECT

Architect /surveyor responsible for overseeing the work	
Name:	Tel:
Address:	Fax:
	Email:

COUNTER-SIGNATURE OF RELEVANT AUTHORITY IN YOUR ORGANISATION (Archdeacon for the Church of England)

- I note and approve of the contents of this application for grant aid to the CCC

Signed:

Area represented:

Name:

Date:

- Comments of signatory

-
- **IN ORDER FOR THIS APPLICATION TO BE CONSIDERED AT THE NEXT MEETING OF THE APPROPRIATE COMMITTEE, IT MUST BE RETURNED TO :**

**The Conservation Officer
The Council for the Care of Churches
Church House
Great Smith Street
London SW1P 3NZ**

- **NO LATER THAN:**
- **GRANTS CANNOT NORMALLY BE AWARDED RETROSPECTIVELY**

• CHECK YOU HAVE INCLUDED THE FOLLOWING	Please tick
DETAILS OF THE PROJECT Professional reports or other advice on the repairs	
LABELLED COLOUR PHOTOGRAPHS please give number of prints	
QUINQUENNIAL INSPECTION REPORT & SUMMARY OF WORK DONE	
MOST RECENT CHURCH ANNUAL ACCOUNTS	

Note to John

From Yvonne

Fabric

Architect

Attached are draft letters to Mr Reeve and the Archdeacon. I have not copied anyone else as yet. Michael has not told me if he wishes to continue to deal with the architect dispute in his capacity as treasurer. I have approached Phil who is willing to be involved and it may be an idea to ask Drina. Can I assume you would attend a meeting please? I would like to send the letter to Mr Reeve tomorrow, but can delay on the archdeacon letter if you feel it should be amended or circulated. Assuming we can get the Archdeacon to visit shortly, I wondered if we can plan a special PCC meeting before 18 July to agree on his advice please?

Sundial

I didn't expect this item to be contentious. The PCC has a responsibility to maintain the fabric and Jan Croysdale advised we should obtain a conservator to make a report. The sundial is a hazard at present as some large portions have fallen from it (they are stored in the chest) and we can not decide to remove the sundial ourselves. I have spoken to Jacqueline who suggested that sending photographs could add to the cost, and in addition we may lose our conservator if we attempt to negotiate a lower fee. I would have thought a site visit is essential. I didn't get a straight answer on this point on Thursday and if the PCC do not meet before 15 July, I suggest we defer the conservator's visit until a firm decision is made.

Fabric sub-committee

Since Michael has resigned I suggest the PCC does not have a formal sub-committee. As churchwarden, I suggest I involve other members of the PCC in maintaining and caring for the building and furnishings (e.g. Mike Wynn-Powell on the heating and sound system) and bring matters to the whole PCC for consultation and decisions. Although I do not wish to burden you with a lot of fabric matters, it would be helpful if we could perhaps liaise on some matters with you and Phil before a PCC meeting. Is this acceptable to you please?

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341
yvonne@3waysringmore.fsnet.co.uk

Mr F R Reeve
MSW (Conservation)
PO Box 27
Lifton
Devon
PL16 0YD

18 May 2002

Dear Mr Reeve

Church of All Hallows, Ringmore

Thank you for your letter dated 10 May 2002 and enclosures. I apologise for the delay in responding to your letter dated 11 February 2002.

The matters raised in your two letters are being considered and I will respond on behalf of Ringmore Parochial Church Council as soon as possible.

Yours sincerely



Yvonne Sheppard
Churchwarden

Mr McNeilage
10 Bloy Street
Easton
Bristol
BS5 6AY

2 July 2002

Dear Mr McNeilage,

Church of All Hallows, Ringmore – Sundial

Following my conversation with Mrs McNeilage, I confirm we wish to postpone your visit on 15 July.

I apologise for any inconvenience and will contact you later this summer regarding the inspection of our sundial.

Yours sincerely,



Yvonne Sheppard
Churchwarden

Mr McNeilage
10 Bloy Street
Easton
Bristol
BS5 6AY

2 July 2002

Dear Mr McNeilage,

Church of All Hallows, Ringmore – Sundial

Following my conversation with Mrs McNeilage, I confirm we wish to postpone your visit on 15 July.

I apologise for any inconvenience and will contact you later this summer regarding the inspection of our sundial.

Yours sincerely,



Yvonne Sheppard
Churchwarden

① Archdeacon

② Sit re architect - new one? - no money

③ conservator glazes

④ lighting - vents - see glazes in Kingfisher.

⑤ disability - then ...

3 copies of file.

summary by MFT to look at.

Michael to summarize + let us all see before Kingfisher + Archdeacon for comment.

① Archdeacon will come to Kingfisher to visit church + us. with file of papers delivered, Michael fixed to archdeacon.

② English Heritage - repairs are not urgent (5-10 years) but have said repairs needed within 1-2 years as urgent (quinquennial).

③ condition - RBT



Lightly + see Kingfisher light.

④ strategy for repair. 15-20K - use 75%.

but rainwater gully, high level repairs to window etc - appoint new architect. + re-pointing if possible

? (are rose window?): - whole west wall need re-pointing

YLS } - Fixing of wood roof - drill out steps (block).
- West side rails - George Freeman?
Alan King - rails for o/s + inside



YLS ④ Contact Jen Craydale - what info is required for YLS.

YLS

Jacqueline ⑤ state essential - Jacqueline to contact conservator cell.

YLS ⑥ Dr Colman's list - Saturday - acknowledge letter. - form committed to works. - light + banner to a museum - Vestments

BAR 01548 843791. (m)

Bliff Path
11/14/02

Dear Yvonne,

Just in case you get involved as Cheryl Worder, here is our explanation regarding the ledge next to the Bracey's.

The decision to cut it down was made "on the ground" by a number of people including myself.

The Fuschias were hanging over the ground encroaching on to some

of the graves. (That is their nature when they are several years old) Because cuttings etc have been pushed under the hedge in the past and left on the ground, the primroses and some of thecelandines had been covered up. They were such a feature in the past.

The decision was taken after ~~the~~ deciding it was the best thing to do in everybody's interest.

The fuselias are already 6-9" long (new growth) or

the wife is wanting well
I personally believe it
was the right decision.

Regards

Stan Brewster

FAX MESSAGE

To Mr FR Levee FMCs, ACI Arb
MSW Conservation

From Yvonne Sheppal
Churchwarden, Ringmore

Date 6. Feb. 2002

Subject Church of All Hallows, Ringmore

I enclose an amended letter to replace
that sent by post yesterday in error.
The revised letter dated 6.2.2002
will also be sent by post.

I look forward to hearing from you

Regards

Yvonne Sheppal

MISW Conservation
Chartered Architects & Surveyors

Anthony E. Good M.Sc. (Conservation) Dip. Arch. RIBA
Chartered Architect

Frederick R. Reeve FRICS ACI Arb.
Chartered Surveyor

Tuesday, 12 February 2002

CREDIT NOTE NUMBER: AHC 00068

The Parochial Church Council
The Church of All Hallows
Ringmore
Nr. Kingsbridge
Devon TQ7 4HL

PROFESSIONAL SERVICES IN RESPECT OF
THE CHURCH OF ALL HALLOWS, RINGMORE, DEVON

This fee account refers to the work carried out at the instruction
of the Parochial Church Council during the year 2001.

January - May

Research and letters to the Department of
Culture, Media & Sport:

4 hours @ £40.00 = £160.00 No Charge Made

April - June

Preparation of revised specification
Sending to client. Letters to selected
Contractors, verifying their ability to
submit a tender. Sending copy of draft
specification to Parochial Church Council.
This revised project subsequently aborted.

16.25 Hours @ £40.00 = £ 650.00

Lithography £ 23.67

Postage costs £ 3.24

£ 676.91

Providing two addition copies of
Quinquennial Inspection:

3.5 Hours @ £40.00 = £ 140.00

Lithography £ 63.28

PO BOX 27
LIFTON
DEVON
PL16 0YD

Tel:

01566 784 905

Fax:

01566 784 906

FABRIC NOTE

To John Elliott, Michael Tagent, Jacqueline Patterson
Attached is my draft report on the church fabric for the APCM on Thursday.

Architect

Following my note of 19 March, I wondered if we are now in a position to meet the Archdeacon concerning the Architect's fees and urgency of repairs? It would also be helpful if we could agree with the Archdeacon the best strategy for repairs on a long term basis, whether we should raise short term funds from charitable trusts (since we may only get one shot at each in say 5-10 years period) and how and when we should undertake the high level work of £15000 to £20000 bearing in mind we will have to appoint a new architect and we would like to complete this work in 2002.

Charitable Trusts/Grants

If we are to apply for money to Devon Historic Churches etc. I feel this should be a matter for the Fabric sub-committee. The Historical Society have agreed with Jacqueline their requests to become involved in grants for and refurbishment of church property will come from the Secretary, James Parkin.

English Heritage

I wondered if it might be an idea if I write for a copy of their detailed report on All Hallows following their assessment last November?

Noticeboard

Now the 'Friends' has been launched it would be helpful to develop the left hand porch noticeboard to include information on fabric repairs, friends and fundraising, pastoral and church services and overseas missions supported –and generally what we are doing as a church. I have produced an initial draft for fabric and Michael has since said he is refurbishing the noticeboard. Perhaps volunteers could be found from the PCC to look after each topic.

Bats

The Bat Wardens visited on 5 April and I enclose a copy of their report. They are happy to lead a Bat Watch evening in due course.

Sound system

See separate note

Sundial

Jacqueline has found a conservator and I am in favour of proceeding (cost £150)

Disability/Safety Access

I am writing to Jan Croysdale this week now she has returned from leave.

Yvonne Sheppard 21 April 2002

FABRIC NOTE

To John Elliott, Michael Tagent, Jacqueline Patterson
Attached is my draft report on the church fabric for the APCM on Thursday.

Architect

Following my note of 19 March, I wondered if we are now in a position to meet the Archdeacon concerning the Architect's fees and urgency of repairs? It would also be helpful if we could agree with the Archdeacon the best strategy for repairs on a long term basis, whether we should raise short term funds from charitable trusts (since we may only get one shot at each in say 5-10 years period) and how and when we should undertake the high level work of £15000 to £20000 bearing in mind we will have to appoint a new architect and we would like to complete this work in 2002.

Charitable Trusts/Grants

If we are to apply for money to Devon Historic Churches etc. I feel this should be a matter for the Fabric sub-committee. The Historical Society have agreed with Jacqueline their requests to become involved in grants for and refurbishment of church property will come from the Secretary, James Parkin.

English Heritage

I wondered if it might be an idea if I write for a copy of their detailed report on All Hallows following their assessment last November?

Noticeboard

Now the 'Friends' has been launched it would be helpful to develop the left hand porch noticeboard to include information on fabric repairs, friends and fundraising, pastoral and church services and overseas missions supported –and generally what we are doing as a church. I have produced an initial draft for fabric and Michael has since said he is refurbishing the noticeboard. Perhaps volunteers could be found from the PCC to look after each topic.

Bats

The Bat Wardens visited on 5 April and I enclose a copy of their report. They are happy to lead a Bat Watch evening in due course.

Sound system

See separate note

Sundial

Jacqueline has found a conservator and I am in favour of proceeding (cost £150)

Disability/Safety Access

I am writing to Jan Croysdale this week now she has returned from leave.

Yvonne Sheppard 21 April 2002

Anthony E. Good M.Sc. (Conservation) Dip. Arch. RIBA, RIAS
 Chartered Architect

Frederick R. Reeve FRICS ACI Arb.
 Chartered Surveyor

Tuesday, 12 February 2002

CREDIT NOTE NUMBER: AHC 00068

The Parochial Church Council
 The Church of All Hallows
 Ringmore
 Nr. Kingsbridge
 Devon TQ7 4HL

**PROFESSIONAL SERVICES IN RESPECT OF
 THE CHURCH OF ALL HALLOWS, RINGMORE, DEVON**

This fee account refers to the work carried out at the instruction
 of the Parochial Church Council during the year 2001.

January - May

Research and letters to the Department of
 Culture, Media & sport:

4 hours @ £40.00 = £160.00 No Charge Made

April - June

Preparation of revised specification
 Sending to client. Letters to selected
 Contractors, verifying their ability to
 submit a tender. Sending copy of draft
 specification to Parochial Church Council.
 This revised project subsequently aborted.

16.25 Hours @ £40.00	=	£ 650.00	
Lithography		£ 23.67	
Postage costs		<u>£ 3.24</u>	
			£ 676.91

Providing two addition copies of
 Quinquennial Inspection:

3.5 Hours @ £40.00	=	£ 140.00
Lithography		£ 63.28

PO BOX 27
 LIFTON
 DEVON
 PL16 0YD

Tel:
 01566 784 905

Fax:
 01566 784 906

Postage costs

£ 3.24

£ 206.52

December

Making revisions to and providing two copies of the Specification of Works to Parochial Church Council to support faculty submission

5.75 Hours @ £40.00 = £ 230.00

Lithography £ 64.51

Postage costs £ 2.00

£ 296.51

Meeting with Mr S Cartlidge of English Heritage on December 12th to review works required at your church.

6 Hours @ £40.00 = £ 240.00

£ 240.00

Sub Total £1,419.94

VAT @ 17.5% £ 248.50

Total £1,668.44

LESS Previous Payments £ 0.00

Amount requested

£1,668.44

Ringmore PCC Fabric sub-committee – meeting 19 March 2002

Attending: Michael Tagent, Jacqueline Patterson, Yvonne Sheppard

Architects Fees

Correspondence with the architect from appointment to date has been copied to a separate file to be sent to the Archdeacon. Michael will draw up a summary of the file, for initial review by the fabric committee, to accompany the file to the Archdeacon. The Archdeacon intends to visit us in Ringmore to discuss the fees. It was noted the letter from English Heritage refusing our request for a grant indicated repairs should be undertaken in All Hallows on a patching up basis and will not be considered urgent for 5 – 10 years, whereas our architect has suggested repairs are urgent and should have been started following the 1999 quinquennial inspection.

Strategy for Repairs

Disregarding any payment to the Architect, the PCC is likely to have £15-£20 thousand available for repairs. It was agreed to use up to ¼ of the money available on making All Hallows weatherproof at a high level in 2002 – guttering, roof, windows etc, and postpone to 2003 the re-pointing of the west wall and dealing with the rose window. A new architect would be appointed and a longer term strategy for repairs agreed when the dispute with Mr Reeve is resolved.

Disability access/safety

Yvonne would write to Jan Croysdale to find out what detail and estimates are required under Schedule B for the recommended improvements for handrails etc. before we contact local builders to do the work. It was agreed the outside handrail should be black metal set in the steps and the inside rails of wood.

Lighting

Yvonne had contacted St Andrews who said their overhead lighting had been made in 1957 with anglepoise lamps fixed to iron rings suspended from the walls by an iron arm and chains. It would be possible to make a similar item to order for the vestry costing about £250 or purchase similar lighting arrangements from John Lewis or Marks and Spencer for £100+ which may be adapted for the long drop. An alternative was wall lights in the vestry which would require electrical work but at the same time provide an electric socket in the vestry. Michael will inquire as to cost and suitability of the globe lights in Kingston church for the vestry and contact Francis Jarvis again for an electrical check. The PCC to be consulted on lighting preference and relative costs.

Slate sundial

Jacqueline will follow up the suggested conservators sent by Jan Croysdale. It was discussed whether the Historical Society might be interested in this item.

Di Collinson's list

Attached. Yvonne will acknowledge Di's letter and the fabric committee consider the suggestions in due course after inspection has been made.

Sound System

Keith Monks has arranged to visit All Hallows at 10.30am on Tuesday 2 April (Yvonne to meet him) to install the equipment (2-3 hours work) and show us how the system works.

Yvonne Sheppard
23/03/2002

Challaborough Cottage
Ringmore, Kingsbridge, Devon TQ7 4HW
Telephone/fax: 01548 810520
e-mail: met@cix.co.uk

Mrs Yvonne Sheppard,
Three Ways,
Ringmore.

April 19, 2002

Dear Yvonne

Thank you for the copy of your message to John regarding the medieval wall painting.

It would clearly be quite wrong for any organisation to proceed with a grant application for work in a church without the full support of the PCC concerned, and I doubt whether any application would succeed in its absence.

The PCC is confronted with a number of issues, and our decisions on priorities will not necessarily please everyone. You have rightly mentioned the sundial, which (unlike the wall painting) is actively deteriorating. We obviously want to work with anyone who wishes to assist us, but the point does need to be made (firmly, but lovingly!) that the PCC cannot in any event support ideas and proposals unless they are first channelled through the PCC.

The concern which Di Collinson has for All Hallows is indeed laudable. However, she has declined to come on to the electoral roll and be a voting member of the church and has so far not become a "Friend of All Hallows", and this, I think, weakens her position considerably.

As with your message, I am copying this letter to Jacqueline and to John.

Mavis

Amalad

FAX

To Michael Tagent
From Yvonne Sheppard (01752 220333)
Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL

Mr F R Reeve FRICS ACI Arb.
Chartered Surveyor
MSW Conservation
PO BOX 27
Lifton
Devon
PL16 0YD

6 February 2002

Dear Mr Reeve

Professional Services – Church of All Hallows, Ringmore

I refer to your invoice dated 9 January 2002 and our subsequent telephone conversation on Friday 18 January 2002.

Ringmore PCC discussed your invoice at our meeting on 31 January and I confirm the Committee dispute the invoice which we agreed to be excessive for the work done in 2001. During our telephone conversation in January, you agreed to review the charges in your invoice dated 9 January, and I should be grateful for your reply in writing as soon as possible, please.

Yours sincerely

Yvonne Sheppard
Churchwarden

Michael

Above is a revised wording for my letter - please confirm you agree or not. I will fax it and post it to Mr Reeve when you get back.

Many thanks

Yvonne 6.2.2002.

Challaborough Cottage
Ringmore, Kingsbridge, Devon TQ7 4HW
Telephone/fax: 01548 810520
e-mail: met@cix.co.uk

Mrs Yvonne Sheppard,
Three Ways,
Ringmore,
Kingsbridge, TQ7 4HL.

January 16, 2002

Dear Yvonne,

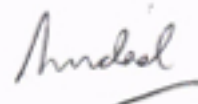
I was appalled by the invoice from MSW Conservation, and by the fact that nobody on the PCC had any inkling that fees of this amount might be incurred.

Since Fred Reeve is approved by the diocese, the matter needs to be placed before the Archdeacon, but before doing so, we need to know clearly what instructions, verbal or written, were given to MSW Conservation. Would you please let me have copies of all instructions (letters or whatever) relating to each of the invoiced amounts.

Until we have decided what action should be taken in response to the invoice, there should be no communication with Fred Reeve, other than to reply to any enquiry that the invoice is under investigation.

For the future, it is essential that all work performed by MSW Conservation is for a fixed fee, confirmed in writing, and approved by the PCC or Fabric Committee before any work is carried out.

Yours sincerely,



Michael Tagent

Copies to Jacqueline Patterson, John Elliott

Three Ways Ringmore Kingsbridge Devon TQ7 4HL

Mr Michael Tagent
Challaborough Cottage
Ringmore

17 January 2002

Dear Michael

Thank you for your letter of 16 January.

Everyone on the PCC is aware of the items on the MSW invoice for which the PCC have been charged, but the hours allocated to fairly small items during the year is totally out of proportion to the work involved and unreasonable. I agree the Archdeacon should be informed and I have put together the instructions as requested. The copy quinquennial reports and specification reports were requested over the telephone because we agreed at our fabric meetings that a couple small points would be clarified with Mr Reeve – probably a conversation of a 10 – 15 minutes at the most.

Please note the Archdeacon is well aware of the listing application, English Heritage grant application, Schedule B application and Faculty petition, as is Jan Croysdale, DAC secretary and should be able to assess whether the fees are reasonable without too much other information. Mr Reeve's letter of 25 April also indicates a credit may be available from the £2850 paid in respect of the original specification but none is given in the invoice dated 9 January 2002.

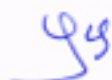
Yours sincerely



Yvonne Sheppard

Copy to John Elliott and Jacqueline Patterson

P.S. Please can we agree
the content of the letter
to Archdeacon



Agreed with MET to
report verbally to the
infronally to find out
why the bill is so large

Challaborough Cottage
Ringmore, Kingsbridge, Devon TQ7 4HW
Telephone/fax: 01548 810520
e-mail: met@cix.co.uk

Mrs Yvonne Sheppard,
Three Ways,
Ringmore.

January 3, 2002

Dear Yvonne

I enclose a list of the things we agreed to do (or not do) at the Fabric Committee meeting yesterday, and have given a copy to Jacqueline.

I will in any event go ahead with items 11 and 12, and you kindly agreed to do item 10. Will you contact Jan Croysdale to see whether the works we identified need a faculty, or would you like me to do so? As soon as we have her reply, we can proceed to cost the work itself and get PCC approval to carry it out.

Yours

Michael

✓
spoke
JC-
work
to be
done
under
original
faculty.
Does not want
new application

JS 15.2.2002
+ talk MET

Anthony E. Good M.Sc. (Conservation) Dip. Arch. RIBA, RIAS
Chartered Architect

Frederick R. Reeve FRICS ACI Arb.
Chartered Surveyor

Friday, 21 December 2001

The Parochial Church Council of the Church of All Hallows
C/o Mrs Yvonne Sheppard
'Three ways'
Ringmore
Nr. Kingsbridge
Devon TQ7 4HL

Dear Mrs Sheppard

All Hallows Church, Ringmore

I enclose two copies of the specification document relating to the remedial work required for your church.

As we discussed the document has been revised to reflect the current Churchwardens and also includes the Reverend John Elliott your latest minister.

Yours sincerely



F R Reeve
Partner

PO BOX 27
LIFTON
DEVON
PL16 0YD

Tel:
01566 784 905

Fax:
01566 784 906

Anthony E. Good M.Sc. (Conservation) Dip. Arch. RIBA, RIAS
Chartered Architect

Frederick R. Reeve FRICS ACI Arb.
Chartered Surveyor

Thursday, 10 January 2002

The Parochial Church Council of the Church of All Hallows
C/o Mrs Yvonne Sheppard
'Three ways'
Ringmore
Nr. Kingsbridge
Devon TQ7 4HL

Dear Mrs Sheppard

All Hallows Church, Ringmore

I enclose a copy of our fee account for work carried out on behalf of the Parochial Church Council during 2001. I trust this meets with your approval.

Should you require any additional information or I trust I have interpreted your requirements correctly. Should you have any queries or require clarification on any issue, do let me know. Of any issue please let me know.

Yours sincerely



F R Reeve
Partner

PO BOX 27
LIFTON
DEVON
PL16 0YD

Tel:
01566 784 905

Fax:
01566 784 906

Three Ways Ringmore Kingsbridge Devon TQ7 4HL

Dear Michael

12 January 2002

Enclosed is a copy of an invoice I received yesterday from Fred Reeve. The invoice was unexpected, and excessive and I propose we do not pay the fees charged and seek a major reduction in the invoice. The contact with our architect has been very limited in 2001, with no meetings, and I will go through each item:

January – May £160 but not charged - it was essential to obtain a letter from our architect to support our request to upgrade the listing of All Hallows from Grade 11 to Grade 11*. I originally wrote to Mr Reeve at the end of 2000 and it was only after further letters, faxes, telephone calls he eventually replied in February 2001. I assume he has not charged for the letter because of these difficulties.

April-June £676.91 - this fee refers to our unsuccessful Schedule B application to carry out repairs to the roof and rain disposal system. As far as I can see the new 'draft' consisted only of those pages which relate to the roof and rain disposal system extracted from the original March 2000 specification (which we now know following our later review with Andrew Ireland to be inadequate) and no new work was done apart from the amending the date to May 2001. Mr Reeve did not visit All Hallows and did not review the need for additional work required as a result of further weathering deterioration since the September 1999 quinquennial inspection. I have not received any information from him relating to the contractors whom we selected or their quotations for this work. The amount charged is excessive.

£206.52 – this fee is a charge for two further bound copies of the 1999 quinquennial inspections one to accompany our English Heritage grant application and one to accompany the faculty petition. I fail to see how 3.5 hours could be spent on producing two copies of an unchanged report and if lithography of £63.28 refers to printing a 24 page report with a few coloured photographs, that is also unreasonable – a charge of up to £20 would seem to be sufficient.

December £296.51 – this fee is a charge for amending the specification for dates (December 2001), and inserting John as our minister and myself and Jeanne as churchwardens and providing two bound copies of a 40 page report (with no colour photographs) to accompany the faculty petition as required by DAC. I cannot see how the the 5.75 hours charged can be justified. A charge of up to £20 would seem to be sufficient.

£240 – we have already discussed the possibility of a charge for this meeting with Mr Cartlidge of English Heritage, about which Mr Reeve did not make us aware before his attendance. I also think it is unreasonable to charge for travelling at the rate of £40.

In conclusion, I feel the amounts charged are totally unreasonable and we should dispute the bill and would be grateful for your comments please.

JS

copy to JE + JP

fees

Note - Church dean
- Bats

**PCC Fabric Sub-Committee - meeting at Challaborough Cottage
Thurs Dec 13 8-10pm & safety/access audit 2 Jan 2002 10-11am**

Present: Michael Tagent, Jacqueline Patterson, Yvonne Sheppard

1. **Faculty Petition for repairs** - the petition has been signed by John Elliott, Michael Tagent and Yvonne Sheppard and will be sent to DAC in Exeter with the specification for repairs and other documentation for the deadline date of 11 January 2002 (meeting date 1 February). Following a conversation with Jan Croysdale after submission, it was agreed to continue with the petition for the meeting on 1 February despite the possibility English Heritage may amend the specification if our grant application is successful.

① Note

2. **Sound System** - following a meeting with John Elliott and Keith Monks on Tuesday 11 December it was agreed to consider improvements to the sound system in All Hallows. Mr Monks helpfully adjusted the system to enable the lectern microphone function properly, explained how the system should be used and confirmed the choir stalls were included in the loop system. The volume control in the churchwarden's pew does not work. Attached is a quotation for a second microphone on the pulpit, a mixer to enable music to be played through the speakers and a new volume control. The committee recommend the PCC approve this work, subject to funds.

Par
PCC
Deans
Parishioner?
Mints
Ye.
PCC
Pew
Rest - ?

② unanimous

3. **Storage of wheelchair** - Jackie Tagent would be asked to obtain details of the size of the wheelchair so that an appropriate position can be found (probably in the vestry). Safety and annual servicing of the wheelchair and clearing the area outside the Scoble gate for access would also be raised by Jackie at the January Parish Council meeting. The wheelchair should not be used at present. Schedule B authorization is probably required for storage of the wheelchair.

③ willgo

PCC
Parishioner

4. **Noticeboards** - it was agreed the 'repairs' noticeboard had served its purpose and would be removed. It was also agreed the 'missions' noticeboard in the porch could be improved and be used to provide more information as to what the PCC is doing, to support missions, friends, team council and fabric and fundraising. Michael will refurbish the board and Yvonne will ask George Grimshaw if his map could be removed. A welcome notice on the church noticeboard by the gate will be drafted by Michael - also to say All Hallows is open to visitors during the day (note to Michael - also a note as to keyholders). Jacqueline suggested a welcome card for all those who move to Ringmore from their local church.

?

Done
Annals?

5. **Shrubs** - Michael will ask John Reid if he can remove the laurel which overhangs the north side of the church. It was agreed a twice yearly clean of the church and churchyard in March and October 2002 would be arranged.

16 Mar //

Date
Mar

6. **Health and Safety and Disability Access** - the sub-committee carried out a brief audit on Wednesday 2 January at 11am in and around the church to identify access improvements - lighting, handrails etc. The fabric committee have the following recommendations following this audit:

④

- a. **Access**
 - install a hand-rail to both steps leading up to church
 - agree no change was required to steps through screen archway as the screen itself provides an effective grab handle

b. Safety

- install a second lantern in the side chapel to give better light over the steps
- install a hand rail on the wall by the steps in the side chapel
- add to bell ringers rota a warning to take care
- add safety procedures for sidesmen to unlock priest's door at large services
- re-point and repair steps in bell ringing chamber
- lock the bell tower to prevent public access
- arrange for Francis Jarvis to carry out an electrical test and other minor repairs to the church door and stay to left-hand gate.
- research new chandelier style light for vestry

~~Project~~
Program for
March
meeting

+ improve
hand rail
in bell
tower

PCC
request

Schedule B authorization is probably required for all the access items and repair to bell tower steps.

7. **Memorial to Nancy Grimshaw** – George wishes to have a permanent memorial to Nancy in All Hallows and so far has suggested Books of Common Worship or improved lighting. It was agreed to draw up a wish list (see attached) of items the church needs for consultation with George and any other potential donor. Yvonne will liaise with John.
8. **Victorian Gates** – it was agreed to consider, with John, where the gates could be re-sited in the church itself.
9. **Sundial and damaged window** – Yvonne would consult DAC for advice since both may be irreparable.
10. **Lightning conductor** – a leaflet has been ordered on this subject.
11. **Memorial seat to Gordon Mackintosh** – John Mylne-Smith has confirmed the seat is rotten and indicated he is willing to make a replacement and Hazel has been consulted and has no objection. Yvonne will find out if there will be a cost to the PCC for this work.
12. **Reference Books on churchyard etc.** – the books have been ordered and the cost will be spread between our three parishes with the library probably kept at Church House.
13. **Brassware** – Jacqueline has researched the loose brassware with Margaret Locke as an entry for the log book and has found a few items for disposal which are damaged and of no value. Two candle sticks in the side chapel are worth approximately £80 each and Jacqueline will produce a list of estimated values.
14. **Oil tank** – Kevin Light has moved the tank away from the church wall and made no charge – the new indicator will be followed up. The tank is now full of oil. George Freeman has installed fine wire mesh in the belfry except for one window where pigeons were nesting.

- read out?

OK

OK

OK

OK

✓

?

✓

Yvonne Sheppard

15 December 2001/15 January 2002

Note: English Nature's bat wardens have asked to visit All Hallows which is a known roost for rare lesser horseshoe bats and long eared bats and wish to speak to our architect about the work on the fabric this year. I declined to give them details of our architect because of our fee dispute and told them to wait until February. yls 19/1/2002

PCC
Decision

1 on book

5

JK

FACULTY APPLICATION

Note to John Elliott, Michael Tagent and Jacqueline Patterson

Jan Croysdale of DAC called on Friday to let me know she has received the petition. Since we have not yet heard from English Heritage whether All Hallows is eligible for a grant, she wondered if we wished to hold the petition for the timebeing in the event English Heritage amend the specification and a new faculty is required. I said the PCC plan was to go ahead with some repairs in 2002 (subject to any conditions from English Heritage) because the roof and rain disposal system and west wall need urgent attention. In addition, the PCC can not apply to the Devon Churches Trust, Historic Churches Trust and the Diocese, all of whom have promised grants verbally, without a faculty application in place, and therefore we would like the petition to go forward to the meeting on 1 February. Please let me know if you feel our approach should be different.

Yvonne Sheppard
6/1/2002

7/1/02 - I agree that the application should go ahead.

(You sent me 2 copies of this should you be missing one!)

Mike found the calibration chart for the Church Oil Tank.

YAS.

Three Ways Ringmore Kingsbridge Devon TQ7 4HL

Dear Michael

12 January 2002

Enclosed is a copy of an invoice I received yesterday from Fred Reeve. The invoice was unexpected, and excessive and I propose we do not pay the fees charged and seek a major reduction in the invoice. The contact with our architect has been very limited in 2001, with no meetings, and I will go through each item:

January – May £160 but not charged -it was essential to obtain a letter from our architect to support our request to upgrade the listing of All Hallows from Grade 11 to Grade 11*. I originally wrote to Mr Reeve at the end of 2000 and it was only after further letters, faxes, telephone calls he eventually replied in February 2001. I assume he has not charged for the letter because of these difficulties.

April-June £676.91 - this fee refers to our unsuccessful Schedule B application to carry out repairs to the roof and rain disposal system. As far as I can see the new 'draft' consisted only of those pages which relate to the roof and rain disposal system extracted from the original March 2000 specification (which we now know following our later review with Andrew Ireland to be inadequate) and no new work was done apart from the amending the date to May 2001. Mr Reeve did not visit All Hallows and did not review the need for additional work required as a result of further weathering deterioration since the September 1999 quinquennial inspection. I have not received any information from him relating to the contractors whom we selected or their quotations for this work. The amount charged is excessive.

£206.52 – this fee is a charge for two further bound copies of the 1999 quinquennial inspections one to accompany our English Heritage grant application and one to accompany the faculty petition. I fail to see how 3.5 hours could be spent on producing two copies of an unchanged report and if lithography of £63.28 refers to printing a 24 page report with a few coloured photographs, that is also unreasonable – a charge of up to £20 would seem to be sufficient.

December £296.51 – this fee is a charge for amending the specification for dates (December 2001), and inserting John as our minister and myself and Jeanne as churchwardens and providing two bound copies of a 40 page report (with no colour photographs) to accompany the faculty petition as required by DAC. I cannot see how the 5.75 hours charged can be justified. A charge of up to £20 would seem to be sufficient.

£240 – we have already discussed the possibility of a charge for this meeting with Mr Cartlidge of English Heritage, about which Mr Reeve did not make us aware before his attendance. I also think it is unreasonable to charge for travelling at the rate of £40.

In conclusion, I feel the amounts charged are totally unreasonable and we should dispute the bill and would be grateful for your comments please.

Note of PCC fabric sub-committee

Wednesday 14 November 2001 5pm-6pm at Three Ways

Present: John Elliott, Jacqueline Patterson, Yvonne Sheppard and Michael Tagent

The meeting was arranged to discuss the faculty application to undertake the repairs to the Church of All Hallows based on the the specification for the full tender dated May 2001. Recommendations to the PCC are:

The Statement of Significance agreed subject to describing the font as Norman style. The letters to South Hams District Council (planning) and English Nature (bats) to be sent.

The PCC resolution was agreed for proposal at the November 2001 PCC meeting.

Faculty petition

The petitioners to be John Elliott, Yvonne Sheppard and Michael Tagent. The petition to be sent to DAC with the May 2000 specification, tender documents and 1999 quinquennial report.

Michael Tagent will supply figures for the PCC's current balances of general funds and fabric fund.

The petition to be sent to Exeter DAC before Christmas for consideration at the meeting on 11 January 2002.

Specific points on the petition:

Our architect Mr Fred Reeve to be consulted relating to point (E)17(b) relating to possible disturbance of bats in the church.

Jan Croysdale to be consulted on (F) Archaeological matters.

Michael Tagent will inform the church's insurers that work is to be carried out on the church (H).

Work will start in April 2002, subject to funds being raised and the architect advised will take 26 weeks to complete(P).

The works are external and we have not been advised it is necessary to hold public worship elsewhere (P) but confirmation will be sought from Fred Reeve.

A note will be included on the Church page of the January 2002 newsletter informing parishioners of the PCCs plan to submit a faculty and carry out the repair works to the Church of All Hallows, subject to funds, from April 2002.

Other fabric points:

John ~~would~~ agreed to be an ex officio member of the fabric committee but would not necessarily attend meetings.

The fabric committee would meet again on Thursday 13 December at 8pm to discuss other agenda items.

A meeting will be arranged with Mr Keith Monks (before Christmas if possible) to check operation of the sound system in the church which has been causing problems, discuss possible improvements and enable a service to be carried out.

Yvonne Sheppard
17 November 2001



KEITH MONKS

SOUND SYSTEMS (S.W.) LTD

Also at:
2 Pickford Street
Aldershot
Hampshire
GU11 1TY (Engineers only)
Tel: (01252) 334123
Fax: (01252) 332429

The Red House
32 Daglands Road
Fowey, Cornwall PL23 1JN
Tel: (01726) 833783 (24 hour)
Emergency 833198
Fax: (01726) 833800
Mobile (0831) 385308

25th. May, 1996.

Rev. D. Matten,
Church House,
Ringmore,
Kingsbridge,
TQ7 4HR.

COPY

Dear Mr. Matten,

re: Ringmore Parish Church.

Thank you for giving my company the opportunity to quote for a sound reinforcement system and loop system in your church. It was nice to meet you and I hope you found my visit of interest and benefit. My company specialises in this field and has, over a number of years, installed systems in all parts of the country. I have pleasure in submitting my quotation, which I hope you will find acceptable. If you would like any further help please let me know.

The sound system uses the Keith Monks specialised line source speakers. These were designed for church use by Geoffrey Horn of Oxford to create a proper sound reinforcement effect, with the natural voice sound and the amplified voice sound coming from the same direction. (In my opinion, the conventional column speaker cannot produce the same directional sound). The speaker cabinet and cloth are specially made to tone in with the walls and pillars of the church, and so blend into the decor. I advise the use of 2 x AL10 speakers positioned, as shown on the enclosed photographs, and they are for the sound in the main portion of the church. These speakers are capable of very clear reproduction of speech and give more than acceptable quality of music. Due to their construction they give gradual increase in sound the further back in the church you go, and are better positioned in a criss cross pattern. If properly installed excess sound is absorbed by people and furnishings. These speakers normally run on 100 volt line operation, and therefore different speakers on different power ratings can easily be added now or later. The AL10's are of sufficient quality not only to use them in conjunction with a sound reinforcement system, but they can be used for playing back tapes from a cassette recorder, CD player or even a keyboard. They are of a lot higher quality than a conventional column, and of course, as already mentioned they are more directional, so that a proper sound reinforcement effect is created.

I find that most churches want a sound system which is very simple to operate, so I advise a master volume control situated at the rear of the building. This means that there is only one control necessary to make any adjustment. Also, if this control is fitted the electronics can be housed in a secure cupboard or room. The master volume control will only work effectively on 100 volt operation.

Regarding the amplifier, I recommend the Inkel range, and I am suggesting the Inkel 1000 which is 30 watts (R.M.S.). It has 3 variable balanced line inputs each with its own volume control, but if you use the Toa radio microphone, as I have specified, there will be no need to put this through the amplifier as it has a control on the receiver, so if you only have one conventional microphone you will have room for expansion. There are separate base and treble controls.

May I suggest that you consider one radio microphone. Normally churches use the pocket type with a lapel microphone, but a hand held type on a floor stand is very useful. As there are many combinations, please look at the separate leaflet (black & white) where, on the back page, you will find the various systems. One major advantage of our radio microphones is that they are designed so that equipment can easily be added at any time. All the radio microphones my company supplies are D.T.I./Home Office approved.

I believe that the choice of conventional microphones is very important in a sound reinforcement system, and I normally recommend the Audio Technica range as they give very good value for money. They have a clarity essential for an installation like yours and there are models suitable for your application and price. Each model I suggest is detailed on the quotation, and is priced separately, so it is easy to substitute alternatives should you wish to. Naturally, all microphones are low impedance and balanced line, so long cable runs are possible with no loss of quality and with no unwanted radio or C.B. breakthrough.

Keith Monks Sound Systems are one of the few contractors, who install loop systems to the latest British Standard, and also meet laid down guidelines approved by the Royal National Institute for the Deaf. These systems can be added at the same time as the sound system or later, if preferred. My company only uses R.N.I.D. approved amplifiers which are current driven with built in compressor limiters - essential to avoid unwanted strong signals damaging the ear drum. I can offer a loop receiver with headphone which is very useful for testing the system, and also for use by those with hearing difficulties who do not have a hearing aid.

Regarding the installation, my company can offer three alternatives. The first is to supply the equipment only, with an option to buy the installation materials from us. The second is becoming more and more popular where members of the church fit all the cables and leave 'tails' at each junction. Our engineers then come in and connect up the cables to the electronics, speakers etc., and finally they commission the whole system. The third option is a full installation by our engineers. Each system, whichever of these alternatives is chosen, is covered by a one year guarantee on equipment & labour, and where we have done the full installation five years on the cabling. However, we are pleased to say that, from our experience, equipment and the installation are extremely reliable, and give years of trouble free operation.


If your church, or part of it, is a listed building, V.A.T. may only be chargeable on microphones, their accessories and other portable equipment. If the church is not listed, V.A.T. is charged at the standard rate on the complete sound system. There is, however, no V.A.T. at all on loop systems for the hard of hearing.

I hope you have found my proposals both interesting and acceptable. Systems which I design and install, if adjusted correctly, create the effect where few in the congregation will even be aware that a sound system is operating, although they will be able to hear everything clearly. If I can be of any further assistance, please get in touch with me. I look forward to hearing from you.

Yours sincerely,



T.K. Monks,
Director.



**KEITH MONKS****SOUND SYSTEMS (S.W.) LTD**

Also at:
 2 Pickford Street
 Aldershot
 Hampshire
 GU11 1TY (Engineers only)
 Tel: (01252) 334123
 Fax: (01252) 332429

The Red House
 32 Daglands Road
 Fowey, Cornwall PL23 1JN
 Tel: (01726) 833783 (24 hour)
 Emergency 833198
 Fax: (01726) 833800
 Mobile (0831) 385308

QUOTATION

25th. May, 1996.

re: Ringmore Parish Church

1 x	Inkel 1000 Amplifier		£158.00
2 x	AL10 Line Source Loudspeakers		397.50
1 x	Master Volume Control		72.00
1 x	Toa Radio Microphone System - 1 x WT780 Receiver with 1 x WM370 Pocket Transmitter with lapel microphone		406.00
1 x	Audio Technica PRO10HE Microphone c/w gooseneck & cast base floor stand		155.55
2 x	Microphone Sockets		25.00
1 x	5 pin Din Socket for Tape, Keyboard, etc		12.50
	Microphone Cable		5.00
	Loudspeaker Cable		19.80
			<u>1251.35</u>
	V.A.T. (Listed Building)		63.97
			<u>1315.32</u>

Option of Loop System

1 x	AVX 500 Loop Amplifier	£358.30	
	Loop Cable	41.40	
	Connecting Lead	11.90	
		<u>411.60</u>	411.60
			<u>1726.92</u>

Partial Installation - with church members fitting cables and our engineer connecting up & Commissioning System		<u>162.00</u>
		1888.92

Option of Full Installation by our engineer (extra to £162.00 Partial Installation charge above)		<u>145.00</u>
		<u>£2033.92</u>

This quotation is valid until 15th June, 1996



KEITH MONKS

SOUND SYSTEMS (S.W.) LTD

Factory
Unit 7 Beech Nut Industrial Park
Beech Nut Road
Aldershot
Hampshire
GU12 4JA
Tel: (01252) 334123
Fax: (01252) 332429

29 Tower Park
Fowey, Cornwall PL23 1JD
Tel: (01726) 833783 (24 hour)
Emergency: 833198
Fax: (01726) 833800
Mobile: 07771 964028

3rd. September.

Mrs. Yvonne Shepherd,
Three Ways,
Ringmore,
Kingsbridge,
TQ7 4HL.

Dear Mrs. Shepherd,

Further to our telephone conversation I have pleasure in submitting my price for 2 options for your P.C.G. to consider. In giving you prices the first option is a firm quotation and the second an estimate on labour with a maximum price.

OPTION 1.

1 x Pocket type radio microphone with lapel microphone & receiver. WT780/WM370 £377.00
This price includes a firm price for installation. VAT extra.

OPTION 2.

1 x Audio Technica 4000 microphone with 5 metre lead VAT extra. Firm price £57
£155.00

Estimate 1 x Socket with microphone cable and plug back to amplifier which includes labour (Maximum £193.00) £143.50
VAT extra £298.50

It is almost certain that with Option 2 I could do the work, installed for under £300.00

These prices are valid till 31st. October 2001, and if you placed an order for either option then I could check out the system for you, and give some basic instructions for use, naturally free of charge. If an work was to be done on re wiring etc then it would be an extra, but it is almost certain if the system is working satisfactory except for sound levels then there would be no charge.

Yours sincerely,

Keith Monks
T.K. Monks,
Director.

*Spoke to him 21.11.2001
Said service up to £60
+ we will finish the items.
JK*



Factory
 Unit 7 Beech Nut Industrial Park
 Beech Nut Road
 Aldershot
 Hampshire
 GU12 4JA
 Tel : (01252) 334123
 Fax : (01252) 332429

29 Tower Park
 Fowey, Cornwall PL23 1JD
 Tel : (01726) 833783 (24 hour)
 Emergency : 833198
 Fax : (01726) 833800
 Mobile : 07771 964028

12th. December 2001.

Ms. Yvonne Sheppard,
 Three Ways,
 Ringsmore,
 Kingsbridge,
 TQ7 4HL.

Dear Yvonne,

It was nice to meet you all this week, and as promised I am submitting my report and quotation, which I hope your Parish Church Council will find acceptable. As I stated at our meeting that to replace the system with a new one would be in my opinion a waste of money. You have a nucleus of a system that should last at least 10 to 15 years at least.

The limiting factor is the few inputs you have in your amplifier, and the problem of a microphone at the pulpit. In addition it would be helpful to have a facility for the playback of either cassette or C.D. I hope I was able to suggest to Rev. John on how to get the best of the radio microphone. He needs some velcro on his other vestments. This means he can wear any of the vestments with his radio transmitter.

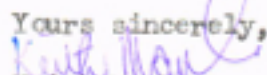
The loop seems to be along the altar rail so your Organist should be able to hear with a hearing aid, and I don't consider it is necessary to have an extra speaker in the Chancel. The volume control at the rear of the Church needs changing as it appears to be faulty. To repair it would I am sure cost more than the replacement.

1 x Note pad mixer with phantom power	£145.00	No
1 x Audio Technica 4000 condenser microphone with panel mounted ring and shock mounted clamp (This costs £16.90)	£158.70	✓
1 x Microphone socket with XLR to be fixed at the rear of the cupboard, and alter it to play tapes or C.D. Complete with cable	19.90	✓
1 x New volume control at rear of the Church. *	72.00	✓
Labour to include visit on 10th. December (nominal)	£102.00	✓
Plugs and leads	19.74	✓
	<u>£517.34</u>	
VAT (Listed building)	52.77	
	<u>£570.11</u>	

OPTIONAL EXTRAS

1 x C.D. player with remote control and connecting lead. £32.00 + VAT	£155.10
1 x Twin cassette deck with remote control £206.50 + VAT	<u>£212.64</u>
1 x Spare Radio Microphone WM370 pocket type on same frequency. 1/c VAT	<u>£204.45</u>

These prices are valid till 31st. March 2002. If you want any more help or advice please let me know.

Yours sincerely,

 Keith Monks.

* Allowing not re wiring is not necessary to volume control.

Yvonne Sheppard

From: "Jan Croysdale, DAC Secretary" <dac@exeter.anglican.org>
To: "Yvonne Sheppard (E-mail)"
Sent: Friday, February 15, 2002 4:02 PM
Subject: Conservators

As promised a list of people known to the DAC - some of whom might be able to help with slate sundial

The DAC cannot recommend anyone, but the following are known to work in this field :

Henry Chesher Stone Conservation, Eastleigh, Brister End, Yetminster, Dorset DT9 6NH

(01935 872184)

Piers Denny, Carrek Ltd, Gilletts Farm, James Lane, Yarcombe, Honiton EX14 9AZ

(01404 66877)

Glynwood & Plint, 11 Hooper Avenue, Wells BA5 3NA (01749 671609)

Hugh Harrison, Ringcombe Farm, West Anstey, South Molton EX36 3NZ (01398 341382)

Sue & Lawrence Kelland, Rose Cottage, Sharpham, Walton, Street BA16 9SF (01458 446381)

Torquil McNeilage/Ruth Davis, 40 Upper Cheltenham Place, Bristol BS6 5HR (0117 955 3900)

Nimbus Conservation, Woodbury Barn, Mells, Frome BA11 3PA (01373 812545)

St Cuthbert Conservation, The Tithe Barn, Dunster, Minehead TA24 6RY (01643 821827)

Hope this helps.

Jan Croysdale
DAC Secretary
(01392 272686 ext 225)

Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341
yvonne@3waysringmore.fsnet.co.uk

Miss J Croysdale
Secretary, Diocesan Advisory Committee
For the Care of Churches
Diocesan House
Palace Gate
Exeter
EX1 1HX

2 January 2002

Dear Jan

Ringmore, Church of All Hallows (Grade 11* listed) : Q1 repairs

Following our recent telephone conversation, I enclose the completed petition for faculty for repairs to the church, together with a copy of the tender details. The contractor, Good Roofing was chosen on the advice of our architect. Also enclosed are the following documents:

1. Two copies of the specification document relating to the repairs work for the church.
 2. Letter from South Hams District Council confirming no planning application is required.
 3. Letter from Ecclesiastical Insurance Group relating to approval to the faculty application.
 4. Copy letter to English Nature (reply awaited).
- S. Resolution, letter from (my) Heritage statement of significance*

Please let me know if any other information is required.

I am also very pleased to let you know The Headley Trust have made a one-off grant of £3500 towards the repairs for the church following our application. Thank you very much for recommending our case to the Trust.

Yours sincerely



Yvonne Sheppard
Churchwarden

**Three Ways Ringmore Kingsbridge Devon TQ7 4HL
01548 810341**

yvonne@3waysringmore.fsnet.co.uk

Miss J Croysdale
Secretary, Diocesan Advisory Committee
For the Care of Churches
Diocesan House
Palace Gate
Exeter
EX1 1HX

2 January 2002

Dear Jan

Ringmore, Church of All Hallows (Grade 11* listed) : Q1 repairs

Following our recent telephone conversation, I enclose the completed petition for faculty for repairs to the church, together with a copy of the tender details. The contractor, Good Roofing was chosen on the advice of our architect. Also enclosed are the following documents:

1. Two copies of the specification document relating to the repairs work for the church.
2. Letter from South Hams District Council confirming no planning application is required.
3. Letter from Ecclesiastical Insurance Group relating to approval to the faculty application.
4. Copy letter to English Nature (reply awaited).

Please let me know if any other information is required.

I am also very pleased to let you know The Headley Trust have made a one-off grant of £3500 towards the repairs for the church following our application. Thank you very much for recommending our case to the Trust.

Church of All Hallows, Ringmore

Diocese of Exeter

Ringmore, Kingsbridge

Devon, TQ7 4HL

200 44 22

The Church of All Hallows was built around 1240 on an ancient site with the addition of a 14th century tower and steeple standing south of the nave. The north transept and vestry appear to have earlier origins, possibly as a chapel built by the Saxon Hecce who was Lord of the Manor in the 11th century. The construction of the church building is exceptional in Devon for being hardly altered since the 13th and 14th centuries. The church has several unique treasures: the square Norman font; the medieval chancel arch wall painting uncovered by the Rector of Ringmore, Prebendary Francis Hingeston-Randolphe in 1884; the 18th century sundial on the south porch; and the high quality internal Victorian restoration sympathetic to the medieval church.

Carry out necessary repairs to slate roofs.

Re-point external walls.

To overhaul, repair and provide some additional rainwater goods.

Strip tower roof, establish extent of any defective timbers, renew defective lead roof including rolls and gutter.

£99449.22 (Includes £9404.18 fees and 14,811.59 VAT)

Builder's tender for schedule of works dated May 2000

An application has been made and an assessment is in progress.

Nothing promised.

An application can not be made until the English Heritage outcome is known but 25% of the deficiency is possible.

A further application will be made to the Diocese to request an enhancement to the £500 grant and £1000 loan already promised.

No approach has yet been made to the Patron.

The Parish has available reserves of £11600 towards the repairs.

The Parish is intending to raise £20000 in total from reserves, fundraising, parishioners and friends.

Ringmore has been a settlement for over 1000 years and until the end of the 19th century none of the houses were privately owned with many villagers working for one of the six farms around the

village or related rural trades. The village Public House is 13th century and the village contains many examples of local cob and thatched cottages. The land around Ringmore is designated an area of outstanding natural beauty and the Church is sited in the conservation area in the heart of the village with views from the churchyard overlooking Ayrmer Cove. The National Trust have recently acquired farmland worked by local farmers and the village population are engaged in tourism, retired or work in Plymouth or the South Hams. The Church is full of historical interest including the lives of two dynamic Rectors (see attached guide).

The Church is kept unlocked during daylight hours.

Keyholders are:

Yvonne Sheppard, Three Ways 01548 810341

Michael Tagent, Challaborough Cottage 01548 810520

From Exeter A38, 17 miles from Plymouth take the exit for Modbury and Ermington. Follow road to Ermington, drive through the village and turn right for Yealmpton and next left at Hollowcombe Cross for Modbury. Drive through Modbury and head towards Kingsbridge on A379, and two miles outside Modbury, at Harraton Cross, turn right for Burgh Island, Bigbury and Ringmore. At St Ann's Chapel (Holywell Stores and Pickwick Inn), turn right for Ringmore.

Ringmore Parochial Church Council

PCC Fabric Committee – points for discussion
Meeting – Thursday 13 December 8pm at Challaborough Cottage

1. Update on faculty petition
2. Sound system following meeting of 11/12/2001 – *misheard = want with fabric committee*
3. Storage of wheelchair *at behind organ - not discussed*
4. Improve position of and update repairs noticeboard. Consider 'welcome' notice.
5. Shrubs removal and leaves removal around outside church building.
6. Health and safety policy *> 13/4 & Jan 2001*
7. Disability access policy
8. Memorial to Nancy Grimshaw (request by George Grimshaw)
9. Protection of Victorian gates etc in Belfry
10. Other points:

look at history
Jahin
wife
ah
PC

quote
letter
reads
George
with her
to agree
approve
see
John + Michael
hear or proposed

Sundial and broken window – conservator needed *to put on hold until*

Lightning conductor – if needed *ask Jean or not a response - insurer.*

New seat to replace memorial seat to Hazel Mackintosh's husband (Boston)

Reference books on churchyard etc. *order 1 material*

Documentation of brasswear – Jacqueline has obtained *of few items*

Oil tank and birds – progress. *for disposal & no valves*

indicate *check logbook*

electrician? *(e.g. brass candlestick in 'lady' chapel?)*

Yvonne Sheppard

6 December 2001

John
Myline:
Smith - makes
seat seat
with plaque.
Richard
pay for seat
cut to PC??
of wood?

Copy to The Reverend John Elliott, Michael Tagent, Jacqueline Patterson

- repair* - Strategy to refurbish & improve
4. Take out noticeboard for hire being *more information about what PCC is doing.*
- Theravada's* idea -
- ~~friend~~ - Missionary society
 - friends
 - Team Council
 - fabric / fundraising
- replace*
my of
world
- re do noticeboard on left side of*
church - move it away + kept guy to date
- Yes to*
create
George
remap
5. 'Welcome' to newcomers in village? - *ask John Dept or cost of*
removal + to talk to tip or make
- other arrangements a new way*
twice yearly church clean up + churchyard. Mar/Oct.
6. DO a 'Health + Safety audit'
7. (1) Tower - *disabled until*
done.
fabric committee to meet in All Hallows at next meeting

* considers both health + safety + disabled access. - fulfill law + also duty of care to public + church users + contractors
ask people with ~~past~~ physical disabilities what are some of their

8/ Wish list

e.g. Newington basis:

- new handrail - white/grey - kitchen
- bank bike to new kitchen. bike
- improvements to light ^{behind organ} (but ~~facelift?~~)
- lighting in vestry
- silver communion set
- sound system improvements
- new window in lady chapel - historic glass
- Sunbird repair.
- ~~to~~ outside handrail up steps.
- replacement set for back Melinton -

YK: talk to John about list of items.

9/ writes where Victorian gates ^{would be} ~~would be~~
sites e.g. inside chapel/near organ.

PETITIONING FOR A FACULTY

ADDENDUM TO INFORMATION issued in May 2000 to Churchwardens

1. Do remember that the petition is an application to the Consistory Court for a Faculty. It is not an application to the Diocesan Advisory Committee. Throughout these notes it is assumed a churchwarden is completing the petition, since churchwardens have prime responsibility for the maintenance of the fabric and it is to them DAC guidelines have been issued. If you are not a churchwarden, please make sure you liaise with the churchwardens in providing the information necessary.
2. The commentary attached to the front of the petition is to help ensure that when the petition is submitted to the *Diocesan Registry* for a decision in the Consistory Court you have filled it in correctly.
3. However, the DAC needs to see the information provided in and with the petition, and therefore requires the petition be sent to it with all details of proposals for work. This avoids your having to fill in two forms with the same information (ie one for the DAC and then the petition to the Consistory Court).
4. You should provide the DAC with TWO copies of the details of the work proposed. One copy will be returned to you, duly stamped with the DAC's stamp, and this copy should be sent by you to the Diocesan Registry with the completed petition. I would therefore strongly suggest that a third copy of all the details is retained in the parish, for the public to scrutinise, as it their right, and eventually for the church's records. *If consultation with other bodies is required further copies of the documentation will also be required (see Section G below, and Appendix B, enclosed).*

DAC NOTES ON COMMENTARY TO PETITION

5. *Page 1 - Details of petitioners* : If you are an individual or representative of some other body you should fill in your details. (In all petitions, please include a day time telephone number for ease of contact.)

You should include with the petition clear evidence for the DAC that you have consulted the Parochial Church Council over the same proposals being presented to the DAC and if possible a dated and signed minute of the PCC's thinking on the proposal. If this is not available the DAC will obtain one from the PCC, but that will involve a certain amount of delay.
6. *Page 2 - Schedule of works* : This should NOT be filled in until the DAC has considered the work. The details to put here will be those given on the DAC's certificate which will be sent to you once the works have been fully considered.
7. *Section A - Information about your church* : The DAC does not as yet have a database. Where the DAC has listing details of your church these have either in the past two years been forwarded to your incumbent or churchwarden, or are enclosed herewith. *Please keep them carefully for future reference*. The listing grade is also included on the heading of the letter accompanying the petition.

Questions 4 and 5 : Your local planning authority should be able to provide you with answers.
8. *Section B - Changes to the interior and/or exterior* : It is helpful that where changes are proposed the Statement of Needs sets out not only the reasons for the proposed changes but also any alternative changes the PCC may have considered and discarded, and the reasons behind not pursuing these alternatives.
9. *Section D - Financial information*: You may need to liaise with your PCC Secretary and/or Treasurer over this.

If you are not sure whether the terms of any earlier grant from English Heritage, still apply, check with English Heritage (0117 975 0700; 29 Queen Square, Bristol BS1 4ND) and remember to include copy correspondence with the petition when sending it to the DAC. **See also point 8 on Appendix B (enclosed).**
10. *Section E - Permission from other bodies* : Faculty Jurisdiction only exempts churches from obtaining Listed Building Consent. Planning permission is therefore still required where applicable. (*English Nature*, Renslade House, Bonhay Road, Exeter EX4 8BG. [01392 889770])

11. *Section F - Archaeological matters* : For minor matters the Diocesan Archaeological Adviser (DAA) will carry out a desk based archaeological evaluation of the proposals when they are submitted to the DAC. If he considers there needs to be archaeological involvement this will be recorded on the DAC's certificate. **Therefore you should not fill in this section until you have received this certificate.**

If major work is proposed affecting the fabric of the church or requiring excavation in the churchyard please contact the DAC Secretary at an early date so that the DAA can assess the impact of the proposals. He may be able to give helpful advice, which may well have implications for the way in which the work is carried out, and therefore on the cost. Sometimes the DDA may be able to suggest a strategy to minimise the impact of the work and which therefore lessens the cost.

12. *Section G - Consultations for works of alteration to the exterior or interior of a listed church* : The enclosed Appendix B from the Faculty Jurisdiction Rules 2000 details what works require consultation with English Heritage, the National Amenity Societies, and the local Planning Authority. **Please note in paras 6-8 of Appendix B the documentation these bodies will require, and the procedure you should follow.**
13. *Section H - Church insurance* : Electrical, as well as building, work affects the security of the building. Electrical contractors must be NICEIC or ECA registered.
14. *Section N - New memorial in the church* : Please note the DAC does not consider any petition for a memorial to be placed in a church until five years after the death of the person to be commemorated.
15. *Section Q - Work in a churchyard or burial ground* : The Diocesan Registrar can be contacted on 01392 421171; 18 Cathedral Yard, Exeter EX1 1HE.
16. *The booklets mentioned in the commentary, both of which have been issued to incumbents in the last two years, may also be obtained as follows :*

Making Changes to a Listed Church : Send your request to the DAC Secretary with a stamped addressed envelope (either one first or one second class stamp) **PLUS** 2 first class stamp (to cover photocopying, package and postage).

The National Amenity Societies : Their Role in the Conservation of Anglican Churches : Free (with A5 [9" x 6"] SAE) from the Council for the Care of Churches, Fifth Floor, Church House, Great Smith Street, London SW1P 3NZ

ALSO

17. *Section T - The DAC* : The petition will be returned to you in due course, with the DAC's certificate (ie saying whether it recommends the work(s), has no objection, or does not recommend it). When the petition is returned you will need to fill in page 2, using the description of the work(s) given in the certificate.

A detailed letter will tell you of all the steps you need to take. You might however find it useful to know now that you will need to send the petition and documentation stamped by the DAC to the Diocesan Registry, together with the Faculty fee. For petitions *submitted to the Diocesan Registry before 31/12/2001* Faculty fees are £56.40 (Archdeacon's Faculty); £122.30 (Chancellor's Faculty). These fees, set by General Synod, rise annually.

18. The DAC's certificate does NOT give permission for work to be undertaken. You must await the issue of a Faculty.
19. A public notice, provided to you when the petition is returned with the DAC certificate, has to be displayed for 28 days, during which time members of the public may ask to see the proposals. At the end of that period the certificate of publication on the reverse of the public notice must be completed and returned to the Diocesan Registry.