

## St Jude's Annual Fabric Report for year ending December 2023

This report is prepared for the APCM and concerns the material state of the church buildings and site over the last calendar year.

The Buildings Management Group (BMG) met twice during the year and comprised: Paul Milton, Colin Macleod, John Butler, Tim Smith, Sid Prout, Adrian Trace and Sue Turner (Chair/Sec). Adrian Trace has now moved away; his knowledge and expertise has been a huge asset over the years, particularly during the Next Era Project planning, and has been very much valued.

The BMG remit is to identify and prioritise work and maintenance requirements on the church site, and to report to the PCC.

### Monthly work parties (Doughnut Club)

Well-supplied with coffee and doughnuts, a cheerful band of volunteers carried out many essential tasks over the course of the year, including leaf-clearing, pruning and weeding; checking/clearing the bell tower, pipes, gullies, drains and gutters; pressure-washing, cleaning, and a variety of other tasks as necessary. Guidelines are issued to all volunteers to keep everyone as safe as possible.

### Testing and Inspections

All necessary annual system testing (Lightning conductor, Gas, Fire safety) was satisfactorily completed.

### The Church

- Over the summer period attention was focussed on cleaning, plastering and painting the south aisle walls and south transept, along with a clean-down and paint refresh on the raised area. Many thanks to Sid, Paul, Ian and others for all their hard work. Thanks also to the team who then cleaned the church ready for use after the Summer.
- An asbestos survey was carried out in August as a requirement before undertaking any major refurbishment in a building. Happily, no asbestos-containing material was found by the surveyor. A similar survey previously conducted over the rest of the site also showed no asbestos, so the whole site is asbestos-free.
- An engineer came to conduct a delayed (due to COVID) MPAN post-installation check of the 3-phase power supply.
- Concrete foundations were laid in the south transept ready for the relocation of the font.
- In December the church was closed and an intensive period of mainly volunteer effort took place to prepare it for the Next Era refurbishment to start in January 2024 (See attached report)

### Upper Hall

- An electricity smart meter was installed.

### Lower Hall

- A problem with the heating was reported, with concerns that a new boiler might be needed. Our gas engineer reassured us that the boiler is fine, and made adjustments to improve heat circulation. However, the boiler continues to need frequent recalibration of water-pressure with no obvious reason why.
- A small roof leak was identified and repaired by a local company.
- The door to the LH side room (next to toilets), badly damaged years ago by burglars, was painstakingly restored by Sid, and then repainted by Jackie.

## The Cottage

- A wasps' nest in the roof was successfully destroyed by a local company

## Site Grounds

- Work to repair/maintain the perimeter walls continued throughout the year.
- A regular programme of grass-cutting continued throughout the year.
- A new post was installed to strengthen the fence beside the wooden gate to the vicarage.
- A survey of the grounds took place in September on behalf of *Devon Green Churches*, to make a plan for improving the biodiversity of the site. This will be addressed after the work on the church is finished. However, two actions were able to be implemented straight away:
  - A crab-apple tree was planted on the mound
  - A 'bug hotel' was built in the grounds using wood cut down as part of extensive pruning work carried out adjacent to the vicarage. Temporary construction, so no faculty required!

This report is yet again testimony to the vast amount of work that continues throughout the year on behalf of the church family and community. Their efforts and expertise over the year have saved us many hundreds of pounds. Huge thanks to all who have contributed in any way to ensuring that the whole site is kept attractive, well managed and safe.



Sue Turner  
Chair, Buildings Maintenance Group  
February 2024

**ATTACHED:** Appendix on preparation works for the Next Era Project

## **Appendix to fabric Report on preparation works for the Next Era project 2 Dec 23 – 11 Jan 24**

### **Summary of tasks completed**

Uplifted carpets in creche area, N/S aisles, transepts, chancel and vestry	Obtained quotes for recarpeting chancel, transepts and vestry
Lowered and stored main screen above chancel	Clean and store (consider buying new screen 16x9)
Dismantled swinging boom north side of chancel	Scrapped – no longer req'd
Dismantled coffee bar area	Maintain water supply
Renovated vestry door so it opens easily	No keys found for yale lock
Removed all pews and wooden wall sections.	Kept 5 pews for potential future use plus decorative pieces in font area.
Removed all AV equipment	Colin to store offsite
Removed large black skirting boards in Nave area	Repair plaster as required
Repaired plasterwork where damaged in wake of removing pews and skirting etc	Penquite Construction contracted for repairs
Moved WW1 memorial to Chancel	Refurbished frame
Moved font to South Transept	Concrete plinth constructive to receive font
Dismantled sound desk	
Sold large cupboard in N transept	
Removed old boiler (isolate gas supply) and retained power supply for sump pump	
Removed all radiators + pipework + system header tank in north transept	Isolated and drained system. Kept useful spares and scrapped the remainder
Removed AV wiring	Left 'tails' to all boxes on raised area.
Kept Virgin broadband supply	
Removed all security alarm wiring/PIRs	No longer req'd
Removed hearing loop	Replacement system needs consideration
Move 2 overhead radiant heaters in S. Aisle to N. Aisle and reposition thermostatic control	Consult Drew & Co. re extending thermostat. Hang heaters in N Aisle to be connected idc.
Removed all wiring for lighting and socket circuits.	Retained a bell tower supply for essential supply to sump pump, defib and o/s lights
Redecorated all walls to wall plate level - fill holes, scrape down 1 or 2 coats of Zinsser	Small areas still to be painted when warmer
Rubbed down large black skirting boards in both transepts and store room	To be painted when warmer

All of the above could not have been achieved without a huge amount of volunteer time and effort from many people, especially Sid Prout and Colin Macleod, whose skill and determination to carry out all the work within a relatively short period of time was truly amazing.

The project has also benefited from the generosity of the church congregation (and others) who responded to the 'Bridging the Gap' appeal in November 2023 which provided the extra finances to not only commit to going to tender, but also to replace all the carpeting needed for the Next Era project. God has been so good to us.

Ian Turner  
Next Era Project Team  
18 Jan 2024

## **Chronology of activity**

### **2 Dec:**

A Saturday church work party was held to decamp all moveable items from the church to the Lower Hall admin room. AV items have been safely removed and stored by Colin Macleod. The blue carpets in the aisles and transepts were lifted and ditched, plus the carpet in front of the raised area.

### **4 - 8 Dec:**

All the church pews (50) were unseated and most were flat-packed by removing the pew-ends and bench seats from the pew back. A variety of methods of pew construction were encountered: wooden dowels, screws and lots of nails. Raising the pews left slots in the wooden church floor and created a small amount of damage when the dowel fixings below the floor had to be broken from above. However the future floor will be covered with plywood plus an engineered board finish and this damage will be adequately covered.

Carpenter David Hill removed about half of the pews for repurposing the wood in a variety of projects, including making four cut-down pews (4 foot in length) for members of the church congregation. Two whole pews were also delivered to church members who had requested one. Most of the remaining pews were flat-packed ready for removal. Five whole pews were kept assembled in church for potential use in the new church layout.

The boiler system and radiators were taken apart ready for collection by a scrap metal dealer.

A 6.2metre (platform height) scaffold tower was delivered to enable access up to the level of the wall-plates in the nave and chancel whilst painting and removing lights and wiring.

The font was manoeuvred onto a steel frame for repositioning in the south transept.

AV wiring was removed except where it will be needed in certain speaker positions, or where it might be useful as 'pull-throughs' for future wiring.

### **12-15 Dec:**

Both side aisle walls where the pews had been fixed were hacked back to the stonework in preparation for replastering. The rubble was bagged up and set aside for use as ballast when the outside ramp is constructed.

The wood cladding in the area of the font has been set aside for use in the future prayer room.

The WW1 memorial was removed and set aside for extensive refurbishing of the oak frame and the brass plate was cleaned with just warm water and a light detergent.

Replastering the walls was carried out by 'Seanic' (Sean Flemming) and was the only significant cost arising during the preparation work. This work started on 14 Dec and was completed on 20 Dec.

'Jay's Scrap' removed all the metals from the church grounds arising from the that formed the heating system.

A painter was employed for a total of 10 days over the next 3 weeks to accomplish a full repaint of the nave and chancel from the wall-plate down using Zinsser Grade 1 Matt White. The north transept window was cleaned and the walls repaired prior to a repaint, plus the new plasterwork in both aisles received 2 coats of the same paint. The north aisle was damaged by previous incorrect plaster and paint being applied so extensive repairs had to be made prior to repainting.

### **18-20 Dec:**

Painting continued apace, which was just as well as the low temperatures in the New Year meant little painting could take place prior to the main contractor taking over the site.

Wiring was removed progressively through out the church leaving a minimum of socket power from the bell tower to power essential items such as the boiler house sump pump, the defibrillator and the outside lighting.

### **3-5 Jan 2024:**

Final painting days prior to the cold spell of weather starting.

The remaining flat-packed pews plus one assembled pew were taken away.

The project team decided that sufficient funds were raised by the 'Bridging the Gap' appeal to allow the chancel carpet to be removed. This carpet was taken up and the wooden chancel floor cleaned.

WW1 memorial was erected in its new position in the chancel.

The vestry outside door was taken off its old hinges, adjusted at the bottom where it tended to stick and put back with three new hinges. No yale keys could be found for the yale lock.

### **8-12 Jan:**

Too cold for painting, but black skirting boards in both transepts were rubbed down ready for painting in the future.

Two high level radiant heaters (no.11 & 12) were disconnected in the south aisle and repositioned in the north aisle ceiling but not provided with a supply at this stage. The thermostat for the south aisle needs to be repositioned beyond the new servery wall to be effective with the remaining south aisle radiant heaters.

The focus moved to giving the church a good clean and removing final items to the halls and outside store sheds.

All the lighting inside the church was removed and wiring taken for scrap at SIMS metals.

Returned scaffold tower to Jewsons.

The large granite slab in the boiler house stairwell was recovered and stored with other stones for a possible future use as a bench seat in the church grounds.

Moved 5 pews and 3 large wooden tables onto the raised area for future use. These, together with the memorials and the re-redros were covered with plastic sheeting for protection against dust or damage.

Church ladders were stowed in the north aisle against the bell tower wall (not expected to be used by the contractor).

The bell tower and mezzanine floor was checked and swept for a final time.

Contractors arrived on site on 12 Jan to set up welfare and office facilities on the 'church green' outside the bell tower door.

### **Remaining work for the church to organise outside of the main contract:**

- Painting of large black skirting boards in the transept areas.
- Laying plywood (5mm) in transepts and vestry prior to carpets being laid.
- Painting in north aisle where damage has been made good in and around windows.
- Apply Sadolin Teak Woodstain to wall plates in aisles where needed.
- Repair the old porch light to see if it can be reinstated.
- Supervise contracts for laying carpets (Larry Speare) and external ramp (SJS).
- Order chairs from Alpha furniture.

## Summary of income and expenditure

An initial budget for the preparation works was set at £5,000. This was very soon absorbed by the cost of re-plastering the aisle walls after the pews were removed. However, there was income from the sale of various items and scrap which offset most of the other costs.

### **Expenditure:**

Steel for font frame	£74.63
Fixings for font move	£15.63
Labour (painter - 10 days at £100/day)	£1,000
Painting supplies	£24.72
Paint (Zinsser Grade 1 – 14x5ltr)	£1,290.41
Black Sadolin paint for skirting	£19.66
Protective sheeting (8 sheets)	£55.12
Work wear	£29.99
PVA (5Ltr)	£14.95
CT1 Glue for stonework repairs	£14.50
Jewsons scaffold hire	£384.48
Sump pump cable	£65.28
Jewsons supplies various	£99.99
Jewsons supplies various	£41.66
Total supplies etc (ex plastering)	£3,131.02
Plastering costs (inc. VAT)	£5,058
<b>Total expenditure</b>	<b>£8,189.02</b>

### **Income:**

Sale of pews (so far)	£1,740
Sale of large cupboard and old gutters	£230
Scrap boiler/heaters/piping	£200
Scrap metal/wiring	£228.40
<b>Total</b>	<b>£2,398.40</b>
<b>Final Expenditure – Income =</b>	<b>£5,790.62</b>

### Notes:

1. Further income may arise from donations for the cut-down pews being made by David Hill the carpenter.
2. The large cost of the plastering work was discussed with the Next Era project team before being approved. This work was vital in order to repair the walls prior to the main contract starting. There was no alternative but to get the work done professionally. The VAT will be claimed back and should provide a credit of £843.00 which will decrease the final cost of the preparation work to £4,947.62 – 1% under the original budget (PTL!).