



ST. JAMES PAROCHIAL CHURCH
COUNCIL
THE CHURCH OF ST. JAMES THE
GREATER SALAMANCA STREET
TORPOINT
PL11 2BE

06 FEBRUARY 2026

TORPOINT TOWN COUNCILLORS AND TOWN CLERK

Dear Milly,

The PCC would like to invite the Town Council to join with them in carrying out essential works on St. James Church Torpoint. We are beginning applying for grants to enable us to repair the church roof which has damage in three areas, the vestry roof, the roof above the upper room and the portico roof outside the main door. Our Quinquennial inspection described these works as an emergency requiring immediate action. This work will require us to erect scaffolding around sections of the church and whilst not actually reaching the height of the clock tower, it would seem expedient to work with the Town Council enabling scaffold to access to the clock tower. This would advance any works which need to be carried out as per the existing memorandum of agreement between the town council and St. James PCC.

The works outlined above will cost several thousands of pounds which is beyond the scope that present church funds could finance. The Church receives no financial help from the government. Like many voluntary organisations, we do not feel we have the necessary skills to undertake the grant search and application process, and so have asked Matthew Pontin to assist us in this respect. He has agreed to undertake the grant application work for us, and to build his fee into the funds that are awarded (should we be successful.) The PCC agree with this application model. As the grant funding will benefit both the PCC and the Town Council, we ask that we are able to put both the PCC and the town council down as applicants on grant applications, as this demonstrates community partnership which is looked upon favourably when submitting grant applications. We would also be able to demonstrate a degree of match funding, since the town council has an agreed budget for the works to the clock tower. The PCC will also be applying for match funding, as their budget allows, towards the essential repairs to the roof.

The PCC with the help of the church family are looking to increase their community outreach, expanding the church facilities and amenities with the aim of appealing to

a wider and a more representative cross section of the town population. The PCC seek to achieve this in partnership with the town council and other community stake holders. We appreciate that the church is God's people living and working within the community. Our building is an asset not just to the Church of England but also the wider community. St James is looked upon as the town church and the PCC and the Council have always enjoyed a close, friendly and mutually beneficial relationship. This strong bond is demonstrated by the ongoing memorandum of understanding. The PCC are aware that the understanding regarding the clock and clock tower is to be renewed every five years, this maybe an opportune moment to renew this agreement

To allow us to progress with grant applications, we ask that you issue a letter of support for the grant application process, and to allow Matthew Pontin to complete the application process on behalf of the PCC and the Town Council. This may include other agreed stake holder partners which, with their expertise ,may assist the grant application. This would demonstrate commitment to the project and a positive proactive influence to the process. Working in tandem with the Town Council, the PCC would of course inform the Council of any new stake holders coming forward prior to any grant application.

The identification of additional stake holders could include:

- Professional community artists / sign writers who could assist in painting the clock tower. Thus, attracting arts and community funding to the project.
- A local community blacksmith could add knowledge and expertise with projects relating to the scheme. This could attract Architectural heritage funding.
- Community partnership consultation helping to identify projects and development of community activities within the Parish Church and hall. A business case could then be written with help from research and development funding. This business case would centre around a forward looking, progressive church which will benefit the present and future town community.
- Local organisations who already use the church building may attract funding from sports, arts, musical, cultural, and military sources.
- Land owners such as the Antony Estate or the Duchy of Cornwall, as well as private individuals, who may wish to make financial contributions to the restoration of a Cornish gateway community asset.
- Historic Churches Trust and other architectural trusts for the preservation of listed buildings.

We are applying for a broad selection of grants in response to the documented evidence of need in the Neighbourhood Development Plan and Torpoint Arts and Culture strategy to support this grant application.

We were very pleased to hear that the Town Council are supportive of the town church, wishing to continue maintaining this historic town landmark. We in turn want to work in partnership to positively support and promote St. James not only as the parish church but also as the Torpoint town church.

We are aware that Phill Griffith (the council's operations manager) has already undertaken a lot of work around shared community grant funding, looking at ways in which the clock tower could be restored and maintained, and we would welcome his expertise and experience in helping us to deliver this project. Councillor Moon has existing links with St. James church and he is willing to act as the link between the council, Matthew, who is applying for the grants and the PCC. Although Councillor

Moon has said he is happy to act as the link in this project, he does not wish to undermine or replace Phil Griffith's role in operations manager.

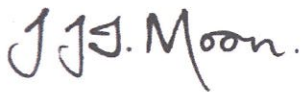
We respectfully ask if the Council would support our endeavour and look favourably in providing a letter of support for our applications for grant funding to repair the church roof, restore the clock tower and to improve facilities offered to the Torpoint community.

That the Town Council confirm that Matthew Pontin has their confidence to act as an external consultant on behalf of the PCC, Town Council and agreed stakeholders to apply for grant funding as out lined above.

That the existing memorandum of understanding between the Town Council and the PCC is updated and renewed.

St. James Parochial Church Council on behalf of the larger church congregation thank you for your support. We look forward to continue to work in partnership with the Council, proactively listening to provide assets for the benefit of our town community. Thank you for considering this important project and dare to hope for a positive response. We remain committed to working alongside the Town Council for the benefit of Torpoint now and in the future.

KINDEST REGARDS,

A handwritten signature in dark ink, appearing to read 'JJS. Moon'.

Jeffrey Moon (PCC Secretary)

On behalf of St James PCC

