

ST MARY'S CHURCH, SEAVINGTON

CHURCH PLAN



Introduction

Part A - Current Report

- Church Introduction and Statement of Significance
- Current Use (bookings) and voluntary activity
- Collection Review
- Conservation Reports
- Income, Expenditure and Balances
- Local Community Officers Report

Part B - Survey

Results of our open survey conducted in

2020, canvassing all community contacts for feedback on the current report.

Part C - Community Recommendations

Minutes of community meetings held to discuss opportunities, activities and plans for the church.

Part D - Action Plan

Details of short, medium and long term actions agreed upon through Community Recommendations, assigned to community participants or Churches Conservation Trust staff

Introduction

The Churches Conservations Trust's strategy is to empower and support communities to care for historic places of worship, for the benefit of all. A sustainable CCT church is well used by its community(ies), generates sufficient funds for the maintenance that keeps it in a good state of repair and is able to raise funds for specific repair and improvement projects. Local Community Officers facilitate this through their work with the community to co-create Church Plans.

Church plans are a living document which combines information on the church's history, significance, maintenance and repair needs and the current use of the church, with feedback and recommendations from the community, and concludes with an action plan setting out agreed short, medium and long term goals to support the sustainable use and care of the church.

Part A - Current Report

Church Introduction & Statement of Significance

St Mary's Church in Seavington St Mary, Somerset, dates from the 15th century and is recorded in the National Heritage List for England as a designated Grade II* listed building.

The former Anglican parish Church of St Mary has 13th-century origins, but the current building is largely from the late 15th century, with restoration around 1880. The three-stage tower is from the 16th century, and contains six bells. Three of these date from 1621 and were made by George Purdue of Closworth; the others are from the 20th century, and were made by John Taylor & Co in Loughborough. The church was declared redundant on 1 July 1983, and was vested with the Churches Conservation Trust on 15 May 1985.

Current use (bookings) & voluntary activity

St Mary's Church currently has permission from the Church of England for up to six Sunday services each year, plus an unlimited number of occasional services.

Over the last three years St Mary's has hosted Christmas services, Holy Week services, St Mary's Day services in August, and a three day flower festival. The church also has a very active group of local bell ringers. CCT are very grateful for the support of the local community and key holders, and the local Area Volunteer who completes building condition checks and empties the wall safe twice a year.

Voluntary activity undertaken includes:

- Looking after the keys
- Remittance of wall safe and service funds
- Planning and delivery of services
- Ad hoc reporting of building change

The Local Community Officer (LCO) also completes building condition checks twice a year, regular mandatory checks and actions, including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor, detailed Condition Reports from the allocated Architect, electrical safety inspections and lightning conductor inspections.

Church Information

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Nothing formal
Welcome table:	Maintains stock of current leaflets
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Fulfilled
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via CCT website
CCT silver plaque:	Installed
CCT information board:	Not installed, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Installed
Wall safe poster:	Installed
CCT A board:	Not installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting
Parking:	Limited, 2 or 3 on road outside church yard
Organ:	Present, not playable
Churchyard:	Not owned by CCT
Ringable bells:	Yes
Pews:	Sound, no defects
Fire rated capacity:	90
Seating capacity:	90
Site plan:	Available

Roof alarm:	Not installed
CCTV:	Not installed
Individual item security measures:	Not installed
Nearby attractions:	Taunton, Blackdown Hills AONB, Museum of Somerset, Quantock Hills AONB, other nearby CCT churches: Stocklinch Ottersey, Thurlbear, Langport, Low Ham, Northover and Sutton Mallet.
Social media presence:	Nil
Images on CCT website:	One of three
Regular feature parish news:	Not known
Services per year:	3
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	Yes – the bellringers are happy to be involved
Ride & Stride:	Yes – the bellringers are happy to be involved
Champing:	No
Retail:	For further information, please see Champing introduction and typical church income at appendix 4.
Risk assessment general:	No, possible
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children' s explorer cart:	N/A
Children' s trail:	No, surplus to requirements

Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT): Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.</p>	£4,316.44
<p>Routine maintenance costs (Per annum and exclusive of VAT): Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.</p>	£535.20
<p>Other maintenance costs total (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£750.00
- Investigate and repair leak at nave tower junction	£750.00
<p>Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising, costed and listed individually below.</p>	£20,550.00
- Rainwater goods	£5,000.00
- External walling repairs including render	£15,000.00
- Window and glazing repairs	£550.00
<p>Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	None
<p>Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.</p>	None
<p>Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</p>	None
<p>All cost figures are estimates, exclusive of VAT and professional fees. VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.</p>	

Income, Expenditure & Balances

Income

Year	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£28						£28
2021/22	£51						£51
2020/21	£0						£0
2019/20	£14						£14
2018/19	£4						£4
2017/18	£155				£207		£363
2016/17	£0	£139		£400			£539

Visitors

Year	Visitor numbers	Wall safe income per visitor
2022-23	1942	£0.01
2021-22	748	£0.07
2020-21	Data not collected	
2019-20	378	£0.04
2018-19	116	£0.04
2017-18	1,141	£0.14
2016-17	1,029	£0
2015-16	1,470	£0

Expenditure

Total spend since vesting (non maintenance): £198,637

Year	Conservation (repair) expenditure	Maintenance expenditure	Utilities
------	-----------------------------------	-------------------------	-----------

Local Community Officer's Summary

This pretty Somerset church benefits from the support of a number of engaged community members, key holders and bell ringers who care a lot about the church. For the past two years an annual concert has been held at St Mary's which has been a significant fundraiser for the church and thanks are due to the organisers.

It would be good to more find ways of boosting the visitor numbers, increasing the use of the building and generating more income, as there is currently potential to raise more money towards the annualised maintenance costs (£4316).

Reinstating the annual Christmas service and maybe one or two additional services a year would boost visitor numbers and encourage collection contribution. Other activities and events the community could consider to raise additional income are tea parties, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, craft skills events, plant and seed sales/swops etc.

There are also possibilities for the church being used by location agents for filming and photography, and weddings (if an Archbishops Special License was obtained) or blessings are also possible. Another volunteer role needed would be people interested in helping with history research, interpretation and talks. This could lead to tours of the site for Heritage Open Days or ticketed special events during the Summer), at the same time as enriching the visitor experience further. The Church could also be promoted through inclusion on local walking routes or heritage trails.

Part B - Consultation (September 2020 Survey)

Summary of consultation responses received

Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **one** response was received for **St Mary's Church, Seavington**.

The response received was from someone writing on behalf of an organisation, rather than writing in a personal capacity, and if they gave more than one answer to questions this is reflected below.

In addressing the question of **a perfect outcome for our work together at the church and what they would like to see happen in terms of community involvement and other use of the building** the respondent indicated the following:

- Continuing bell ringing

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicated that **the challenges they anticipated for a sustainable future at the church included:**

- The lack of water and toilets

Thinking about local life away from the church, when asked **which other community projects or activities might combine with our work to protect the church for the future**, the respondent stated the following:

- The church is used by bellringers from all over the Diocese, and the bellringers run courses and training there

Considering **if increased use of the church might benefit the community, or if increased use might benefit the church itself**, the respondent replied:

- Skipped the question

In relation to identifying **the most important conservation priorities for the Church**, the respondent stated:

- Keeping the building dry, in the past there have been delays between problems being reported and the repairs taking place

Regarding priorities, opportunities or ideas for fundraising, the respondent suggested the following **ideas and opportunities for fundraising** for the church:

- The bellringers give donations each time they ring, and this is used for repairs and running costs of the bells and belfry. Recently a large donation was made to CCT from this fund.

Also when asked what would be **the best ways to get started with the above suggested fundraising** the respondent stated:

-
- Closer links between the community and CCT are needed, with clear lines of contact.
 - Members of the community would get involved in helping with events if CCT proposed an event, but are unlikely to have the time to lead on events and have other commitments.

When asked whether they would be **interested and available to take part in future fundraising** the respondent answered accordingly:

- I already take part in fundraising activity for CCT at the church

In seeking the respondents' **participation in a future group discussion regarding church planning**:

- Available in person only

In answering our final, open question about **any additional church matters not covered in other areas of the survey**, the following response was received:

- Some of the site specific information in Part A is incorrect in the Church Plan.

LCO response: These amendments will be updated before this Interim Church Plan is published and distributed.

Part C - Community Recommendations

Invitations to attend a consultation meeting to discuss the Church Plan, along with a Doodle Poll link to canvass availability and arrange a convenient meeting date and time, were sent to all Seavington contacts on 25 January 2021.

Two Consultation Meetings were held via Zoom on **8 February 2021** with the following attendees:

Meeting #1 (at 15:00)

Helen Booker, LCO (HB)
Attendee A,B,C,D,E
Attendee G

Meeting #2 (at 17:00)

Helen Booker, LCO (HB)
Attendee F and G

HB explained the following at both meetings:

- Introduction to Church Plans: to create a more structured and planned approach to our work at St Mary's Church
- The aim of the Church Planning process: to increase usage of the church, visitor numbers and wall safe donations, and to increase income and fundraising activities; to move towards a point where the income generated pays for the annualised maintenance costs and other high priority or urgent conservation projects and repairs.
- The current situation at St Mary's including an overview of:
 - Visitor numbers
 - Income and expenditure including wall safe donations and total conservation spend since vesting
 - The annualised maintenance cost and an explanation of what this includes

Discussions at the meetings included:

Visitor numbers and access / keys for the church:

- The 2018-2019 visitor numbers were queried as it was felt they might not include the visitor numbers in the Service Book (stored in St Michael's Church) and in previous visitor books stored in the church.

Action: HB to investigate the old visitor books on her next visit to St Mary's.

- There was an update on who has which keys (Attendee C has a complete set of keys; Attendee A has the tower key but not a main door key; Attendee B has a main door key).
- There was a query about whether the church could be left unlocked as this might increase visitor numbers. Alternatively if an additional key was kept at the Community Shop this could be mutually beneficial as it would provide additional access, and the Church could be advertised in the shop and vice versa (NB: update May 23 – there is now a key at the Community Shop). Attendee F confirmed that she often walks around the church, so would be able to check on it every 2 or 3 days if anyone had any concerns about the church being left unlocked. HB confirmed that CCT would be very supportive of this.

Action: Attendee F and Attendee G to investigate local feeling about the possibility of leaving the church unlocked.

Communication:

- It was suggested that better communication between CCT, local bellringers, churchwardens, Attendee C and community members including Attendee B would be beneficial, as we would all be aware of when services and bell ringing events are taking place. Services and events are also listed on the community website.

Action: Attendee C to set up an email list for all parties to keep in touch and share details of events and for all sides to keep in closer contact about their plans.

Previous successful / well attended events at the church have included:

- A flower festival
- Carol service: These are usually well attended with around 80 attendees.
- This year's Christingle Service and the outdoor Carol Service were well attended, although it was thought that there were no collections taken at them this year.

Other events which currently happen in the local area that St Mary's could join in with include:

- Ride & Stride: Seavington does take part in Ride & Stride so this is something St Mary's could be opened for in the future, and refreshments could be provided either at the church or at the pub or community cafe.

Possible barriers to fundraising / running events:

- The lack of lighting, which is the reason why there have not been any more flower festivals in the church.
- The lack of water, although there are ways around this.
- The church can also be very cold, so the summer months would be best for events due to the warmer temperatures.

Strengths of the church for events:

- Services at St Mary's are generally well attended, possibly because the access to St Mary's is better than St Michael's (the nearest active church) which has more steps and is on a steep hill. Attendee C confirmed that there are 3 services scheduled in St Mary's this year.

Action: Attendee C to send details of these services to **HB** to book in.

- The pews are moveable which could create more open floor area and provide a flexible space.
- Parking is not usually a big problem as in the past one of the local farmers has allowed people to park in a nearby field.

Ideas discussed for future events / fundraising included:

- Bell ringing masterclasses (NB: update May 23 – these are happening).
- St Mary's could be opened for Heritage Open Days
- Tower open days: Attendee E would be happy to organise this, and HB could advise on health & safety and risk assessments.

-
- A concert by a local pianist: there would be a cost of £375 for a piano and £200 for the pianist, but this could be made into a champagne evening with a raffle which could make it more financially viable.

Action: Attendee A to find out more information about the pianists charges and investigate the concert idea

- Concerts by local Primary schools could also be an option.
- The Church could be included on the 'Discover Churches' map (NB: update May 23 – current participants in the Church Plan meeting are not sure what this is).

Champing:

- Champing, camping in historic churches (see champing.co.uk), was also discussed and HB showed some photographs of Champing at other sites and explained how Champing works. Everyone at both meetings were very positive about the idea of Champing at St Mary's, and it was suggested that the community cafe or the pub could be approached for any necessary dinners or breakfasts.

Action: HB to contact the Champing team and suggest Seavington as a possible future Champing location.

HB would like to express her thanks to everyone who attended these meetings.

Actions from the meeting:

- **HB** to investigate old visitor books on her next visit to St Mary's to obtain more accurate 2018 - 2019 visitor numbers.
- **Attendee F** and **Attendee G** to investigate local feeling about the possibility of leaving the church unlocked.
- **Attendee C** to set up an email list for all parties to keep in touch and share details of events and for all sides to keep in closer contact about their plans.
- **Attendee C** to send details of the upcoming services to **HB** to book in.
- **Attendee A** to find out more information about the pianists charges and investigate the concert idea
- **HB** to contact the Champing team and suggest Seavington as a possible future Champing location.

Summary of Community Meeting 3: 3rd May 2023

Attending: Local Community Officer and 4 members of the community

Items discussed were:

1. Keys

The nearby keyholder is moving soon. At the moment it is not necessary that the keyholder lives very close by since it is left open. A & M are happy to collect the keys and M will be a keyholder. M will also put a sign in the church entrance saying if it is locked who people should contact. H & M also have a noticeboard key.

2.Wallsafe

It wasn't clear where the wall safe keys were but the LCO has now located a set after visiting a former volunteer. This key has now been passed onto H who is happy to empty the wall safe regularly and pay in the money.

3.Porch Door

M asked about the porch door – when you unlock it the latch sticks.

4. Fundraising

H is organising a piano concert to raise funds for the church.

T commented that there is no fundraising group for St Mary's. H has tried to set one up but is struggling to get others active. This is something we can discuss again more at the next meeting.

H approached Ride and Stride about taking part but never heard back.

H is interested in following up the idea of selling Christmas cards for the CCT.

St Mary's currently has a second hand book shop which is raising money for the church. A offered to bring a bookcase for use there.

5.Champing

Champing has been raised as a possibility at Seavington before. The LCO is very new to this role and is unsure whether it was chased up. The LCO will talk to the Champing team about it. Some discussion was had about whether it would be a positive to the community or not and how it would work.

6.Sharing of Community Events

H would like the CCT to add events and services to the website to help promote them. M also suggested that the village Community Shop could be added to the web page and a link to the CCT page on Seavington could be added to the local website. There is also a new map of the village coming out which St Mary's could be added to. Previous actions refer to the Discover Churches map but nobody was sure what this is.

Summary of Community Meeting 4: 3rd Oct 2023

Attending: Local Community Officer and 2 members of the community

Items discussed were:

1. Events and Services

H and L organised a successful concert earlier this year which raised £1000 for the church. This will really help towards the annualised maintenance costs for Seavington St Mary's. The group would like to organise something for 2023 and H was keen to ask the same pianist. The problem of organising something when there are overheads to consider was discussed since there is the worry of not making the money back from ticket sales. The LCO will send on info about another possible concert, Music for Awhile.

A Harvest Festival is taking place at Seavington St Mary's this October. It wasn't clear whether the collections from services goes towards the CCT.

2.Maintenance Issues

Before the meeting H had pointed out a damp problem on the north nave wall which could be due to the nave roof downpipe. There is also a bulb which needs replacing which is high up in the nave.

Part D - Action Plan

Community Actions

Short Term Actions (to end March 2024)

- Group to progress plans for another concert in 2024.

Short Term Actions (arising from Meeting 3, May 2023)

- H to help with Ride and Stride if we can make contact. H has also expressed an interest in taking part in Heritage Open Days 2023 which will be progressed.
- A to add a sign in the noticeboard about the Community Shop & Cafe.
- M to check whether St Mary's will be added to the new map of the village which is coming out. Also to see if a link to the CCT webpage for Seavington can be added to the village website.

Actions complete

- H to empty wall safe now they have a key and to pay the money in for the CCT
- A / M collected keys from current keyholder and both have keys.

Local Community Officer Actions

Short Term Actions (to end March 2024)

- Send details on Music for Awhile
- Contact conservation re the damp north wall at St Mary's and light bulb

Medium Term Actions (to end March 2025)

- Investigate options for involving village shop in church activity (NB: update May 23 – the shop now holds a key for the church and a poster advertising St Mary's Church is in the shop)
- Consider means for increasing additional public interest, footfall and consequent donations
- Investigate participation of St Mary's in Heritage Open Days
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Investigate musicians, artists, theatre companies or poets who might wish to use the church
- Identify means and suitability of the sponsored Christmas Memory Tree initiative
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Review methods for promoting church to location agents, wedding companies etc

Actions complete

- Talk to Champing team about possibility of Champing at Seavington - The LCO has spoken to the Champing team. Seavington is not an ideal site for Champing since there are no toilets. There is also currently Champing at Langport which is fairly nearby. Champing sites also need an assistant who lives nearby and places for evening meals and breakfasts in the local area.
- The LCO has sent an enquiry to the Ride and Stride team re Seavington taking part.

-
- The LCO has added the piano concert to the CCT events page.
 - Find out re selling CCT Christmas cards in church – the Comms team will contact H direct

Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
12. If you don't already, would you be interested and available to take part in future fundraising activity?
13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

Appendix 2: Typical Maintenance Tasks Forecast - 25 Years

These are typical costs so some may not be relevant to this church. The annualised maintenance costs for St Mary's, Seavington (see Conservation Report in Part A) are worked out depending on which items in this task list apply.

Item	Method & Purpose	Cycle /Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00

Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00

Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
TOTAL (Excluding VAT)	Typical Maintenance Tasks Forecast over 25 Years			£107,598.57
TOTAL (Excluding VAT) / 25 years	Annualised maintenance costs express the total costs of church maintenance divided by 25 years.			£4,303.94

Appendix 3: Typical Maintenance Tasks Forecast - (Twice-Annual Maintenance Visits)

Item	Method & Purpose
Gutters, downpipes and gully clearance	Gutters, hoppers and downpipes are easily blocked by leaves and debris both windborne and dropped by birds which can lead to overflowing and water damage to the building.
Roof, inspection & replacing slipped/missing slates/tiles	Over time some slates/tiles or the pegs/nails which hold them will reach the end of their useful lifespan. When this happens it will allow slates to move from their correct position which can let rain in to the building and potentially poses a risk to visitors as the slate/tiles can fall.
Vegetation, control of growth	Overgrown vegetation against walls and buildings can hold moisture against the building potentially causing damage and some plant species are invasive. Vegetation can also obscure the building hiding potential damage and can provide shelter for vermin such as mice.
Tower stairs & boiler room steps, sweeping	Leaves and other debris can build up on steps which could lead to accidents if people slip. Regular sweeping reduces the risk for potential accidents.
Principal steps and paths, clearance	Leaves and other debris can build up on steps which could lead to accidents if people slip. This is especially the case for churches with trees in the area. Regular sweeping of the steps reduces the risk for potential accidents.
Wall Safe, servicing	Servicing of the wall safe helps to ensure that the donations can be easily collected and also checks to ensure that there hasn't been an attempt to steal from the safe.

Appendix 4: Typical Champing™ Arrangements and Related Income

Champing™ is the exclusive overnight hire of a church to visitors. Camp beds and chairs are set up inside the church, along with tea making provisions, battery lighting, and cushions and blankets to give guests a cosy stay.

Guests book online through the Champing™ website www.champing.co.uk and these bookings are related to local contacts so everyone knows when visitors are staying. A local member of staff sets out equipment for the night and removes all gear each morning. Guests have exclusive access to the church between 6.00 p.m. until 10.00 a.m. so visitors can enjoy the church during the day.

Champers don't expect much in the way of facilities and understand that these are ancient buildings. For most churches we've installed eco-loos either inside or outside in wooden cabins. We don't allow candles but provide battery lanterns and fairy lights. As most of our churches don't have heating we only operate Champing™ between the end of March and the end of October, and we recommend Champers bring warm sleeping bags and extra blankets. We also supply bedding and breakfasts but this option isn't available at all churches. Most Champers will eat out locally or may bring their own picnic.

For those churches without electricity we provide a gas camping stove and we also provide ample bottled water for Champers and all visitors to use.

Typically Champers are couples and families. Some of our churches are large enough to welcome groups of up to 16 people. We are dog-friendly, and child-friendly. Many Champers appreciate the history, architecture, and unique features of their surroundings, and come to learn about the building and its locale through this unique accommodation. We offer those staying for the first time a free CCT membership so they can learn more about our work and consider support for The Trust after their visit.

You can evaluate typical income which derives from Champing™ in the table below.

Church	2017	2018	2019	2020	Total
Langport, Somerset	£10,472.40	£2,765.60	£3,809.94	£3,128.00	£20,175.94
Emborough, Somerset		£2,024.30	£1,378.49	£2,625.00	£6,027.79
Chiselhampton, Oxfordshire	£10,156.29	£2,696.40	£5,864.11	£1,705.00	£20,421.80
Wolfhamcote, Warwickshire		£3,001.00	£2,213.77	£1,624.00	£6,838.77
Holme Lacy, Herefordshire		£4,368.80	£4,758.55	£1,004.00	£10,131.35
TOTAL	£20,628.69	£14,856.10	£18,024.86	£10,086.00	£63,595.65