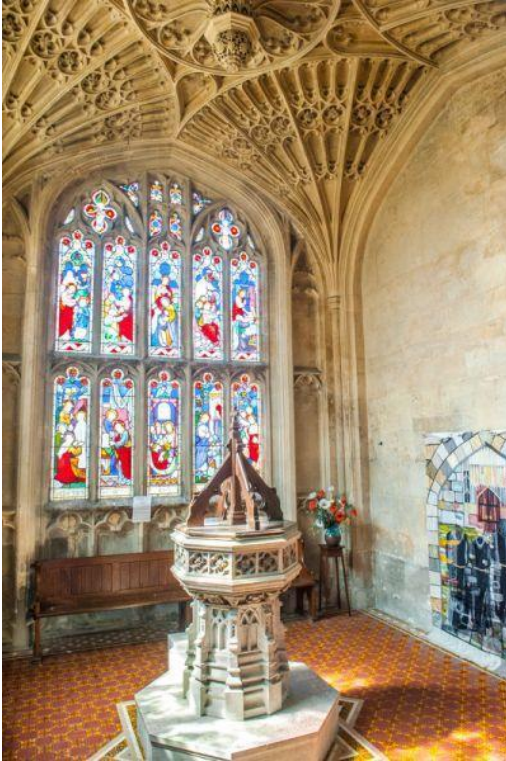


Evesham St. Lawrence's

March 2021 Church Plan



Part A - Current Report

Part B - Survey

Results of our open survey conducted in Summer and Autumn 2020, canvassing all community contacts for their reaction to Part A. The survey remains [open and available at this location](#). Please feel free to repeat your survey response or complete the survey for the first time.

Part C – Community Recommendations

Minutes of any community meetings held to discuss the information available in other parts of the Church Plan.

Part D - Action Plan

Details of any actions agreed through Community Recommendations, assigned to community participants, Churches Conservation Trust staff, or to the Churches Conservation Trust Local Community Officer specifically.

Part A - Current Report

Church Introduction & Statement of Significance

St Lawrence's Church and its neighbour All Saints were built by the Benedictine monks of Evesham Abbey in the 12th century. The first documentary evidence of the church is in 1195, and it was dedicated by the Bishop of St Asaph in 1295. This was probably a re-dedication following the Battle of Evesham in 1265. The church was significantly rebuilt in about 1470, replacing the earlier church. From 1659 it ceased to have its own vicar and was served by the clergy of All Saints. The fabric of the church deteriorated and by the winter of 1718 it had become unusable. Repairs started in 1737, but these were done badly, and the roof collapsed in 1800. The church was abandoned. In the early 19th century, Edward Rudge commissioned the architect Harvey Eginton, who carried out a major re-building in 1836–37. This included adding a north aisle in a similar style to the south aisle, and rebuilding the roof. During the 20th century, the size of the congregation declined. In 1978 the parish of St Lawrence united with that of All Saints, and St Lawrence's was declared redundant. It was vested in the Churches Conservation Trust the following year.

There is no chancel arch. Between the nave and the aisles are four-bay arcades, with Tudor-style arches carried on lozenge-shaped piers, and there is a three-bay arcade between the chancel and the chancel chapels. The stone reredos dates from 1838 and consists of canopies over inscriptions of the Creed, the Lord's Prayer and the Ten Commandments. There are carved screens between the chancel and the aisles dating from about 1900. The Jacobean communion table was donated to the church in 1610. The wooden pulpit is polygonal. It dates from 1906, and contains carved figures of the Four Evangelists, Bishop Egwin, and Saint Lawrence. The font is medieval and consists of an octagonal bowl on an octagonal stem. The south chapel has a stone fan vaulted rood and a floor of encaustic tiles. It contains a copy of the medieval font. In the east window is stained glass of 1862 by Thomas Willement, which includes depictions of the Resurrection, the Last Supper, and coats of arms. The windows in the north and south sanctuary walls are by Gibbs. The east window in the south aisle dated 1847 is by O'Connor, and the east window in the chapel is by Hardman & Co. In the north aisle are three windows from the early part of the 20th century by Geoffrey Webb, and there are

other windows from later in the 20th century by Evans and Co. of Smethwick, Paul Woodroffe of Stroud, A. L. Wilkinson and Francis Skeat. The two-manual organ was made by Nicholson of Worcester in 1867.

The church is constructed in stone with slate roofs. Its plan consists of a four-bay nave with a clerestory and north and south aisles, and a two-bay chancel. The aisles are almost as wide as the nave and continue beside the chancel, with the east end of the chancel protruding beyond them to form a short sanctuary. At the west end is a tower with a porch, and there is a chapel on the south side. The tower has diagonal buttresses, and a stair turret to its southeast. On the west side is a Perpendicular doorway, over which is a large four-light window. The top stage contains two-light bell openings. At the top of the tower is a parapet with pinnacles, and it is surmounted by a short spire. The Perpendicular east window is large, with six lights, almost filling the east wall of the chancel. There are gables at the east and west ends of both aisles, which contain three-light Perpendicular windows. In the north aisle are three-light Perpendicular windows, an ogee-arched crocketed doorway, a pierced parapet, and crocketed finials. The chapel projects from the south side of the church, with diagonal buttresses, a pierced parapet, and a five-light transomed south window.

Current use (bookings) & voluntary activity

St. Lawrence's currently enjoys permission from The Church of England for six Sunday services each year and an unlimited number of additional services on an occasional basis, though no services are currently held. During the most recent three years the church has hosted learning events managed and delivered by the Churches Conservation Trust staff including KS1/2 'A Different View', 'Christmas Memories', and 'Simon de Montford'. The church is popular with tourists, though no *group* tours were recorded in 2019. St Lawrence's also hosts a Christmas tree festival every year throughout December, where local businesses decorate trees to be placed in the church for the public to come and view. Three local volunteers, along with the local historical society, regularly take on stewardship of the church, and are able to offer guided tours as requested by visitors. The historical society also create and maintain many of the displays in the church.

The church is set in the historical quarter in Evesham, and is situated next to the main parish church, as well as the Abbey ruins. The area is incredibly popular as a tourist attraction and St. Lawrence's benefits from this.

Voluntary activity undertaken by three local residents includes

- Daily unlocking and locking
- Cleaning
- Remittance of wall safe and service funds
- Stewarding the church regularly
- Ad hoc reporting of building change
- Creating and maintaining displays in partnership with CCT

Collection Review

Open Churches Policy status	Open
Local Community Officer:	Leigh-Anne Beattie
Current project:	See attached document
Cleaning schedule:	Regularly led by volunteers in accordance with CCT guidelines
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Key holder role:	Fulfilled

Key representative role:	Fulfilled (remittances, CCT liaison, Volunteer management, maintenance reporting)
Area volunteer role:	Vacant
Fundraising roles:	Vacant and necessary
Stewardship roles:	Fulfilled
Research, interp. & talks role:	Fulfilled by Vale of Evesham Historical Society Partnership
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Installed, requires updating
Oak post:	Not installed, not needed
CCT freestanding board:	Installed
Wall safe poster:	Installed, current
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting (LED efficient)

Parking:	None on site, available in the town and outside gates to the churchyard.
Organ:	Present, not playable
Churchyard:	Not owned by CCT, maintained by parish council
Ring-able bells:	Chiming
Pews:	Sound, no defects
Fire rated capacity:	200
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Installed, requires updates
Individual item security measures:	Uninstalled
Nearby attractions:	Croome Court, The Almonry, All Saint's Church, Abbey Ruins
Public transport:	Evesham Station, 2 miles
Social media presence:	Nil
Images on CCT website:	One of four

Regular feature parish news:	No
Services per year:	0
CofE support for services:	No
Christmas memory tree:	Yes, unsponsored
Tea Party:	No
Historic Church Tour:	2021
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No
Retail:	No, possible
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	Yes, requires restocking

Children's trail:	Yes
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Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT):</p> <p>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£4,486.44
<p>Routine maintenance costs (Per annum and exclusive of VAT):</p> <p>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>	£624.00
<p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£0.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£25,550.00
- Masonry repairs to the tower	£20,000.00
- RWG	£2,550.00

- Minor roof repairs	£3,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£22,700
- Electrical sockets not working	£1,500.00
- Carry out window repairs- masonry glazing and ferramenta	£18,200.00
- Masonry repairs	£3,000.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£18,050.00
- Repoint the spire as rope access report	£8,000.00
- Internal repairs as spec	£10,050.00
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.	£0.00
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.	

Income, Expenditure & Balances

Income

	Wall Safe	Total Income
2019/20	£3,656.00	£4,813.00
2018/19	£3,506.00	£3,940.00
2017/18	£4,245.00	£4,480.00
2016/17	£4,018.00	£5,324.00
2015/16	£3,605.00	£4,392.00

Visitors

		Wall safe income per visitor
2019-20	69,876	£0.05
2018-19	73,131	£0.05
2017-18	81,194	£0.05
2016-17	78,428	£0.05
2015-16	57,108	£0.06

Expenditure

Total spend since vesting (non-maintenance): £484,757

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
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2019-20	£2,454.00	£1,988.00	£128.00
2018-19	£0.00	£889.00	£119.00
2017-18	£0.00	£512.00	£149.00
2016-17	£0.00	£852.00	£137.00
2015-16	£958.00	£958.00	£135.00

Balances

The restricted balance is the amount of money which has been covenanted or restricted for expenditure at the church. Any expenditure needs to match the terms of the covenant under which the money was donated, for example, a term expressing that a donation is intended for roof repairs only.

Restricted Balance Report Jul 2019	£146.22
Income less expenditure 2019/20	£243.00
Income less annualised maintenance 2019/20	-£326.56

Local Community Officer's Summary

This pretty and popular Worcestershire church benefits from very generous support from a small number of regularly active community participants from the town of Evesham. Additional members of the community support the church well but less regularly through attendance at events. Signatures in the visitor book indicates popular support for the church and for The Churches Conservation Trust throughout the town and from tourism.

The regularity of stewardship presents an opportunity to review the level of contribution from wall safe donations, given that visitors may be currently unaware of our annualised maintenance liability. This message could be amplified through information presented in the

church. Interest and use by the school may also enable the community to communicate church needs to pupils' parents, and extend offers of booked use to this prospective audience for alternative uses.

Marketing could focus on historical societies with an interest in the history of the local area, including Preedy and Simon de Montford links), seeking bookings to tour the church alongside other popular Cotswold venues with a related connection. Voluntary effort towards research and interpretation products could facilitate encouragement of these bookings at the same time as enriching the visitor experience further.

The site has limited open floor space for alternative use. Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The voluntary team deserves considerable recognition for having adopted the requisites of support for a CCT site so fully, and attendance at the Battle of Evesham would give us an opportunity to thank them for this hard work.

The Community may need to give consideration to the sustainability of the opening and closing regime at the church, ably managed by two local residents at present, and to review some of the options detailed in this summary towards the shortfall against annualised maintenance costs, addressing the risk of necessary repairs wanting for funds in future seasons.

CCT will need to provide a walk around guide and additional notice board signage for visitors early in 2020.

The wall safe has attracted attention from thieves in recent months and as a result review of means for emptying the safe and providing associated signage would be beneficial.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability.

Part B - Survey

Summary of consultation responses received by end August 2020

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), no response was received for Evesham St. Lawrence's by the deadline of August 30th.

The response received was from a respondent writing in a **[no response]** capacity, who confirmed that their responses related to the St. Lawrence's, Evesham.

In addressing the question of a perfect outcome for our work together at the church the respondent indicated **[no response]**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **[no response]**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondent indicated **[no response]**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **[no response]**

In relation to identifying conservation priorities for the church, the respondent provided **[no response]**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **[no response]**. In respect of means for initiating fundraising activity, the respondent gave **[no response]**. The respondent also indicated that they would **[no response]** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **[no response]**.

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondent indicated **[no response]**.

In addition to responses fielded through the questionnaire, a further **[no response]** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations (to follow meetings scheduled for October 2020 - January 2021 ahead of final report April 2021.)

Community meeting 1: 15th December 2020

Attending: RB, JM, GH, EA, Leigh-Anne Beattie (LAB)

- GH notes that volunteers from Vale of Evesham Historical Society would like to help man the church, sell their publications and manage displays.
- EA observes that it is difficult to find regular volunteers, often people are able to help with one off events but cannot commit to more than this. This has been made more difficult due to the pandemic.
- Activities in the church may be able to take place again from the Spring, once the works to the tower have been completed. This would be dependent on the church being reopened.
- JM notes that he also has a key to the North door, but not the West door. We would need to look at the key holder situation and whether or not more than one person holds a key.
- It was suggested that the key could move from Church House to another local business (such as JellyPickleJam or The Almonry) in order to be more flexible with opening times. The opening and closing volunteer/s could then collect and return the key to and from there, cutting down the need for extra keys.
- Rota system could be created where the morning volunteer opens and the afternoon volunteer closes.
- In order to make the church more sustainable it was mentioned that we would need to increase donations from visitors, as well as the number of visitors.
- The church needs to attract more local people through increased usage so that the local people feel that they have a stake in the church.
- Better links with the Battle of Evesham organisers so that more people would visit the church for the Medieval Banquet, Medieval fair and the Battle of Evesham. LB is in contact with Mick already about CCT involvement, but this could be improved in the future.
- The church could be a venue for local art exhibitions, and for other organisations looking for a venue. A fee can then be charged based on CCT's hire costs.
- Prior to the pandemic JM had been compiling visitor statistics, including information about where people who sign the visitor book were from. A lot of the visitors lived locally but may have originated from other countries, there is a large eastern European community in Evesham.
- RB notes the need to have interpretation materials translated into other languages so that these communities can better enjoy the church. EA has already begun this work with other members of VEHS, and local volunteers are doing the translating.

-
- Could a booklet or leaflet be produced that people could pick up and take round with them that then isn't used for 72 hours.
 - LB mentioned the possibility of producing audio tours for the church, and it was suggested that these could also be translated so that they can be enjoyed by more audiences.
 - Concerts and events, both ticketed and free with a retiring collection, could be considered for fundraising. Or events such as mulled wine and mince pie afternoons could be held during the winter months.
 - LB notes that currently the incumbent does not give permission for any religious services to take place in the church, though secular events are allowed.
 - Green fundraising – Once a volunteer system is up and running people could drop off old batteries and electronics to the church which we could then recycle to claim the money back.
 - Some repairs are needed to the Western Porch and doorway – LB to check if these are included in the project plan.
 - The North vestry could be a useful space if it were tidied and the plaster repaired. Currently it is used as a storeroom and there are several hazards. This could be used as a space for a permanent display, at the moment it is unclear whether it is an area for visitors or not.
 - The works to the tower are due to begin in January and will be completed by March 31st at the latest.
 - An audio-visual display at the church might be a welcome addition. Currently our CPM is in touch with the Enlighten Evesham project in order to have lights projected onto the outside of the church, LB to find out the timescale of this project.
 - The Abbey Trust – this project is moving along and could provide an opportunity to partner with another organisation to have a mutually beneficial relationship. LB to contact the Abbey Trust when they have appointed their new Community Engagement Worker in order to build this relationship.
 - The main priority at present is to get the church re-opened.
 - It was suggested that we contact the Evesham Journal and Vale magazine with information regarding the tower and see if they will come out and do a piece on this.
 - LB to send info about the tower works to GH for their next newsletter.

Part D - Action Plan

The action plan below has been written for the *interim edition* of the church plan, published at the end of **September 2020**. The action plan, summary of consultation responses in part B above and the initial report (part A) will form the reference material for face-to-face and / or digital meetings between Autumn 2020 and Spring 2021. These meetings, together with review of findings by expert colleagues at The Churches Conservation Trust, will lead to a first full edition of the church plan to be published at the end of March 2021.

As inclusions in the *interim* church plan, the suggested actions listed below under **community actions**, indicated by the survey responses summarised in part B above as well as in the Local Community Officer's summary (part A), are subject to confirmation by community participants.

Community Actions

Short term actions (to end June 2021)

- Agree a new opening and closing pattern or local keyholder
- Consider fundraising opportunities for the tower project
- Translate interpretation materials
- Investigate event ideas such as mince pies and mulled wine

Medium term actions (to end June 2022)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences or audiences travelling from the surrounding area
- Consider use of St. Lawrence's as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
- Agree partnership agreement with VEHS to include: stewarding, selling of publications and management of displays
- Put together audio tour
- Investigate green fundraising

Long term actions (to end March 2024)

Actions complete (to end March 2021)

-
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
 - Review CCT Cleaning Churches standard and report
 - Article for VEHS newsletter

Local Community Officer Actions

Short term actions (to end June 2021)

- Consider fundraising opportunities for tower project
- Build relationships with others in the historic quarter, including the Abbey Trust.
- Re-open church and establish rota or key holding system

Medium term actions (to end June 2022)

- Consider adding video directions to the church for prospective visitors' information
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences or audiences travelling from the surrounding area
- Consider use of St. Lawrence's as gallery space, offering local artists and makers a chance to mount exhibitions, or providing community groups and educational establishments with a suitable venue for temporary displays
- Establish partnership agreement with VEHS
- Improve links with Battle of Evesham festival
- Recruit volunteer for help with audio tours

Long term actions (to end March 2024)

Actions complete (to end March 2021)

- Distribution Part A reports for each church to all existing correspondents, together with survey
- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include
 - Conservation interpretations
 - Presentation improvements
- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end November 2020
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)

-
- Publish Church Plan Version '2021-22'
 - Review church web page to ensure clear directions available for all visitors
 - Share CCT Cleaning Churches standard and report
 - Contact local newspapers and magazines with information on the upcoming works to the tower.
 - Write to local councillors to ask for support from their divisional funds
 - Put together conservation boards to tell members of the public about the tower project
 - Send information to VEHS for inclusion in their newsletter

CCT Actions Other

Short term actions (to end June 2021)

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
- Completion of Heritage Stimulus Fund project.
- Repairs to West porch and doorway

Medium term actions (to end June 2022)

- Repair plaster in North vestry
- Give details on the timeline for the Enlighten project

Long term actions (to end March 2024)

Actions complete (to end March 2021)

Appendix 1: Summer 2020 Questionnaire

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!)

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.

People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.

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.

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?

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?

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?

Here are two questions together... Could increased use of the church benefit the community?
How would this increased use benefit the church itself?

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.

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.

What do you think might be the best ways to get started with any fundraising activities you have suggested?

If you don't already, would you be interested and available to take part in future fundraising activity?

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?

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 (Not Including Twice-Annual Maintenance Visits)

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)				£107,598.57
TOTAL (Excluding VAT) / 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 amply 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