



**Churches  
Conservation  
Trust**

# **PENSFORD. ST THOMAS A BECKET**

## **MARCH 2021 CHURCH PLAN**

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### **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.

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## Part A - Current Report

### Church Introduction & Statement of Significance

St Thomas à Becket Church in Pensford, Somerset southwest England dates from the 14th century, active in 1341, although only the tower remains from that date, the rest of the church having been rebuilt in 1868 by Giles and Robinson Architects and the church was reconsecrated in 1869.

The church became derelict as a result of flood damage caused by the River Chew in 1968. It remained in disuse until 2008.

The west tower and tierceron vault date from the 14th century. The west doorway with a two-centered arch, dates back to the 15th century, and the font which has quatrefoils and roses, is of similar age. The rest of the church was rebuilt in 1869, by Charles Edmund Giles of Taunton.

It is recorded in the National Heritage List for England as a designated Grade II\* listed building, and was on the English Heritage Buildings at Risk Register, following damage in a flood in 1968. The church was declared redundant on 30 July 1971 due to the impracticality of having 2 Churches in parish (Publow & Pensford ). Publow was kept open as it was larger, architecturally more splendid & historically linked to Keynsham Priory.

During the 1980s an attempt was made to turn it into an arts centre but this was abandoned when the extent of the repairs required to make the building safe became clear. In 2007 the church was put on the market for redevelopment, and in 2008 purchased for repair and use as a private dwelling. The conversion was recorded for a documentary as the first episode of the BBC television programme *Restoration Home*, which also explored the history of the church.

### Current use (bookings) & voluntary activity

St Thomas A Becket church benefits from a well established and enthusiastic Friends Group.. The group, consisting of approximately 10 members, have organised many unique and successful fundraising events for the church and CCT. There has previously been an annual tea

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party, and occasional services at the tower. The current incumbent is supportive of using the tower as much as possible. The annual nativity trail, created and run by the owner of the adjoining nave and chancel, has its culmination in the tower and encourages donations for the CCT.

Other voluntary activity undertaken by this group includes

- Regular locking and unlocking. The church is opened and locked every day of the year via local volunteers.
- Remittance of wall safe and service funds
- Occasional tower tours
- Planning and delivery of all bookings including services.
- Ad hoc reporting of building change

CCTs Heritage Learning Officer is currently working with the local school, building on a relationship built by the Friends group

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## Collection Review

Open Churches Policy status:	Partnership 2
Local Community Officer:	Ed McGregor
Current project:	None
Cleaning schedule:	Before events and services and occasional cleaning days led by volunteers in accordance with CCT guidelines
Welcome table:	Volunteer written guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled.
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer / friends group management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	None formal
Stewardship roles:	No stewards although tours and tower tours available if requested
Research, interp & talks role:	None formal. Occasional tower tours
Accessibility details:	Provided via website
CCT silver plaque:	Installed, good condition
CCT information board:	Not installed..
Oak post:	Not installed. One has been requested.
CCT freestanding board:	Not installed. Scheduled to receive one.
Wall safe poster:	Installed, current
CCT A board:	Provided
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	Mains Electricity and sockets
Parking:	None formal. Spaces on road.
Organ:	None
Churchyard:	Not owned by CCT, maintained by PCC and volunteers within the Friends group. CCT own the square of garden outside the door of the tower, the

	width of the tower all the way to the fence. .
Ringable bells:	Yes. Unringable
Pews:	Yes.
Fire rated capacity:	40
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	None
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	On the doorstep of several local attractions like the pub, village lockup and viaduct. Pensford sits on the busy A37 between Bristol and Temple Cloud
Public transport:	There are three bus stops in Pensford. Keynsham is the nearest train station.
Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Occassional. Via volunteers
Services per year:	0
CofE support for services:	Unsure
Christmas memory tree:	No. Although it's been considered in the past.
Tea Party:	Yes.
Historic Church Tour:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No, possible in the church room. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No.
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	2015
Learning and Participation events	Yes. The HLO has a relationship with the local

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	school.
Explorer tags	No.

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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>	£2574.44
<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>	£1344.00
<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>	£14,700 (repairs)
- Remove two protruding nails from the stairway	£20.00
- Redecorate weathervane	£125.00
- Refix parapet flashing	£150.00
- Parapet mortar repairs	£125.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£2,200.00
- Treat/paint bell frame steel plates	£1,000.00
- Structural engineers report on bell frame and bell report	£1,200.00
<p>Total medium term repairs:</p> <p>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£12,000.00

- high-level works; parapet + string course flaunching, install reinforced lead spout, modify sumps leadwork, cap grotesques	£12,000.00
Total long term repairs:  Items which are known to require works in the longer term but which are not essential in the near future.	£500.00
Repair font	£500.00
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
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.	

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## Income, Expenditure & Balances

### Income

	2015/16	2016/17	2017/18	2018/19	2019/20
Wallsafe income	-	372	-	104	232
Total income	387	943	900	194	232

### Visitors

	2015/16	2016/17	2017/18	2018/19	2019/20
Numbers of visitors	4,467	2,278	1,220	3,051	2,733
Wallsafe income per visitor (£)	-	0.16	-	0.03	0.08

### Expenditure

Total expenditure since vesting: £114,999

	2015/16	2016/17	2017/18	2018/19	2019/20
Maintenance	1,094	894	1,088	1,284	984
Conservation	1,094	-	-	-	-

### 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 '19	£0
Income less expenditure '19/'20	-£752
Income less ann. maint.'19/'20:	-£2342.44

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## Local Community Officer's Summary

This medieval church tower, crammed with interesting features, is situated right in the heart of the village with a strong formal Volunteer Friends group and good informal community support.

The Tower inspires generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the poor signposting to the church. All visitors encounter a well-presented church thanks to the continuing and extremely dedicated care of its volunteers who visit to clean throughout the season.

There is currently a large gap between existing income and the annualised maintenance costs, therefore we will need to explore other income generating activities.

The Friends have historically run two main events each year: The Midsummer Tea Party and the Nativity Trail, the latter of which has been recognised as having potential for raising more money. Attendance to the well established, high quality and unique Nativity trail could be increased by better marketing support (which we made a first attempt at in 2019). Fundraising messaging could be improved on marketing and trail materials in future years.

The volunteers have previously run occasional tower tours, which are currently not compliant with CCTs risk assessment. Revisiting the risk assessment for access to the tower and roof needs to be prioritised. Once this is in place there might be potential to run these tours more frequently, if additional volunteers support can be found, which could generate additional income.

Improved visitor interpretation (currently an old CCT guidebook) and scheduled guided tours could increase the donation per head at Pensford.

The tower itself is very small and does not lend itself well to commercial opportunities, however there is perhaps potential in using the facilities provided in the nearby church room (which is owned by the PCC) to enable Champing to occur at the tower.

New ideas for use and potential supporters might emerge from the church planning process, but any community consultation should only be attempted in strict coordination with the Friends group so as not to disturb this currently positive relationship.

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## Part B - September 2020 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), **two responses** were received for **Pensford, St Thomas'** by the deadline of **February 1st**.*

The response received was from respondents writing in a **personal** capacity, who confirmed that their responses related to **St Thomas', Pensford**.

In addressing the question of *a perfect outcome for our work together at the church* the respondents indicated **a)**

- **risk assessment for Tower with ability then to offer regular Tower Tours - these are very much in demand & could bring significant income .**
- **more choral workshops - ( successful Taize groups in past ) help in promotion .**
- **promotion of links with nearby CCT Churches - visits / shared stories & activities / support.**
- **help / support in growing our Friends Group - finding locals who are willing to get involved with organising / working & administration.**
- **help in discussion over possible Champing in nearby Church room with support in getting this room improved .**

**b) It is used by a few people but more community involvement would be great**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondents indicated **a)**

- **lack of support / involvement / leadership i n the Tower Friends group**
- **lack of sufficient 'Profile ' ...need a few people of ' note ' to be part of group**
- **lack of interest or commitment from the local Church who have their own financial / administrative worries**
- **inability to hold Open days / Tea parties etc etc**

**b) When we can we must do some serious fundraising**

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 respondents indicated **a) the revival of the local Music Festival ( 2 years ago ) raised a significant amount of money for local charities. Nativity scenes around village could have more promotion ...if nearby Churches could make group visits with refreshments offered this could be a useful source for donations. The Church room could be used for w/end Cream Teas as we have many visitors in village**

**b) Perhaps more small singing groups**

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Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondents indicated **a) difficult to know b) The more people we could get to use this small space would be good as we would ask for a donation**

In relation to identifying conservation priorities for the church, the respondents provided **a) unsure - we rely on our Conservation builder to advise b) Keep it safe**

Regarding priorities, opportunities or ideas for fundraising the respondents noted **a) see above**. In respect of means for initiating fundraising activity, the respondents gave **a) enlarge our Friends Group ...many more willing hands / ideas needed b) we will come together after Covid to have meetings to decide fundraising**. The respondents also both indicated that they **already did** participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **a) that they would be happy to meet online or in person**.

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**

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## Part C - Community Recommendations

### Community Meeting 1: 3rd March 2021

#### Attending: Ed McGregor (Local Community Officer) et al.

A notes that a cheque for £500 which was issued to the CCT in 2020 has not been cashed. EM explains that this will be cashed asap.

A notes that they are having their AGM next week which will include ideas for future fundraising. She has dates from the local church which they hope to link in to. Tower tours are a popular fundraising idea. The CCT appointed contractor installed additional safety measures several years ago. EM noted that this is one of his priorities.

A notes that they could do pre-booked tower tours, potentially with cream teas to raise additional funds. Pensford has become much busier since lockdown and she would like to investigate serving cream teas from the church room.

The Friends group noted that they would need at least 3 volunteers to enable tower tours and 3 for cream teas. The volunteers also note they have personal priorities which they need to take care of this year when lockdown eases which would impact on their ability to partake in fundraising activities. Suggested that they trail a couple of events in summer to see if it works.

A Ploughman's supper, singing around the Christmas tree and singing in the tower were the three most popular fundraising ideas discussed at the last friends meeting.

B notes that there is also potential to host a closed garden party (if Covid restrictions allow).

A notes that one local family living near to the church might be considering repeating a dinner in the river fundraising event this year too, and notes that there is a new family very close to the church who are interested in getting involved in the Friends Groups activities.

C notes that there is a local history group which the Friends are hopeful to become engaged with. There is a desire to perhaps recruit a member of the history group to the Friends team. The history group are actively researching churches in the area.

A reflects on the comments about having more friends in the group. They need "doers" in the group, rather than passive participation. They have discussed perhaps having an open evening to find out more about the group.

There is a local person who is very passionate about the clock who the Friends have identified as perhaps being able to play a more active role in the church. There are also several new younger families moving into the village.

EM notes that he will come to do the tower risk assessment before the 12<sup>th</sup> May opening date.

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A notes that the church is currently only open weekends and that temporary signage has been erected to notify visitors of this.

C requests a better sign for the donation box. EM notifies that they have the standard donation signage in place, but that they could advertise the text donate code in the churchyard. They could advertise this on the picnic benches with permanent signage

A notes that the silver CCT plaque is in a very bad state. EM describes alternative signage available and will bring some examples when he next comes to visit. There isn't a sign post from the main road. The friends will investigate options for installing a wooden finger post at their next AGM. They could also make a personalised sign calling for support for the church to be raised at the next AGM.

A notes that the CCT appointed contractor is undertaking the regular maintenance. They are hopeful that no new major expensive remedial problems develop. EM explains that the purpose of the church planning process isn't to imply that we will be relying on communities to raise all the money for repairs, as CCT still is committed to caring for the buildings, but to try improve communication and transparency around the need for additional support from communities in the long term.

The Friends would like to be in closer contact with other CCT churches. EM notes the existence of the regional facebook groups and also would like to organise some group visits for volunteers to other churches when Covid-19 restrictions allow.

D thinks that a big map showing other nearby CCT churches would be a very helpful addition for visitors. EM shows the group the map feature on the CCT website

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## Part D - Action Plan

### Community Actions

#### Short term actions (to end June 2021)

- Review CCT Cleaning Churches standard and report

#### Medium term actions (to end June 2022)

- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- Consider use of the church 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
- Consider the suitability of the site for Champing
- Identify suitable location for a wooden finger post to the church and advise / support LCO on seeking permissions for installation if applicable.
- Identify locations and suitable mediums for outdoor “text donate” signs in the churchyard, which the LCO can provide.

#### 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)

### Local Community Officer Actions

#### Short term actions (to end June 2021)

- 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
- Review church web page to ensure clear directions available for all visitors
- Consider producing an online audio guide for the church to address the current lack of printed interpretation

#### Medium term actions (to end June 2022)

- Consider adding video directions to the church for prospective visitors’ information

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- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
  - If the Nativity Trail is to take place again, then the LCO will seek to better support it via marketing and promotion.
  - Consider the suitability of the site for Champing
  - Seek to complete a risk assessment for the Friends Tower tours before 12<sup>th</sup> May 2021.
  - Support the volunteer teams desire to improve signage for visitors to the church, including a wooden fingerpost from the main road and text donate signage in the churchyard.

### **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
  - Champing data
- 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'

## **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.

### **Medium term actions (to end June 2022)**

### **Long term actions (to end March 2024)**

### **Actions complete (to end March 2021)**

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## 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

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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.

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## 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

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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

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## 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.
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## **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](http://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
<b>TOTAL</b>	<b>£20,628.69</b>	<b>£14,856.10</b>	<b>£18,024.86</b>	<b>£10,086.00</b>	<b>£63,595.65</b>