



**Churches
Conservation
Trust**

PORTLAND ST. GEORGE'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 George's Church is a Church of England church on the Isle of Portland, built between 1754 and 1766 to replace St. Andrew's which had fallen into disuse and was no longer suitable as a place of worship.

During the 1960s a restoration of the church took place under the stewardship of a group formed to protect the church. It then came under the care of the Churches Conservation Trust, which continues to the present. No longer retained for regular worship, services are nevertheless held twice annually, on St George's Day and Christmas Day.

The history of St. George's Church began in August 1753. A committee of Portlanders was formed to decide whether to put further finances into the dilapidated St. Andrew's Church or to erect a new church at a more accessible position. St. Andrew's suffered from an unstable site and was prone to landslips (notably those on the east side of Portland in 1665 and 1734). Within two months a decision was made, with a survey of the old church finding that repairs would be at least half the cost of a new building. A year after the completion of the church, a house was built nearby for the parish clerk, and this building would become The George Inn.

The church was closed in 1914 for many reasons, and fell into further disrepair ever since that time. In the 1960s however, the church fell under the protection of a newly formed group, the 'Friends of St George's Church', who were able to restore the church. Now no longer needed for regular worship, the church is now a redundant church in the care of the Churches Conservation Trust. It was declared redundant on 16 April 1970, and was vested in the Trust on 27 October 1971.

Designed by architect and quarry merchant Thomas Gilbert, St George's is regarded as one of the most impressive 18th-century churches in Dorset. It is a large church built of Portland stone and has a tower, a nave, transepts, an apse, and a kind of 'abortive dome' over the crossing. The design is reminiscent of the works of Christopher Wren (particularly the tower, in relation to those of St Paul's Cathedral). The windows are arranged in two tiers, all with simple,

broad raised frames that lack moulding. Architect John Vanbrugh called the result "a masculine show". It is designated by English Heritage as a Grade I listed building.

Current use (bookings) & voluntary activity

St. George's currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis. St George's is a popular church for weddings and funerals and holds well attended patronal and Christmas services. The Friends of St George's hold an annual garden party on the anniversary of its founding. Over the years, there have been a great range of events including concerts, theatre, poetry readings, a mock Georgian wedding, an Easter egg hunt and several art exhibitions here. St George's has also been used for exhibitions and art installations by the local festivals, including 'B-side'. St George's got the Great British Steeple Chase off to a wonderful start with the Town Mayor and a cheque for £200 of funds raised by the Friend's Group and presented to Peter Aiers, CEO of the Trust. St George's also formed part of the CCT Historic Church Tour in Summer 2019.

The additional benefit of a power and water supply has made it possible for a range of events and bookings to be hosted at St Georges including filming and photography bookings. The church is popular with walkers, and coach tours, one of which was a CCT Historic Church Tour in summer 2019.

Voluntary activity undertaken by the proactive Friends of St George's includes

- Keyholding
- Cleaning as necessary
- Remittance of wall safe and service funds
- Planning and delivery of events and services
- Ad hoc reporting of building change
- Guided tours of the church and church yard
- Production of guidebooks and postcards

The Friends group have established strong community links resulting in the local Academy and Rock Choir becoming part of the Christmas service, Scouting groups and individuals

volunteering time to help maintain the churchyard and local businesses making donations and participating in fundraising events.

Collection Review

Open Churches Policy status:	Electric Lock (not currently working) / opened daily
Local Community Officer:	Tina Osgood
Current project:	None
Cleaning schedule:	As required, led by volunteers in accordance with CCT guidelines
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Fulfilled
Stewardship roles:	Fulfilled
Research, interp & talks role:	Fulfilled
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Installed
Oak post:	Not installed, not needed
CCT freestanding board:	Installed
Wall safe poster:	Installed
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting, electric heating (some faulty), potable water
Parking:	Limited, small parking area on other side of road for approx 6 cars
Organ:	Present (but broken) + mobile organ
Churchyard:	Owned by CCT, maintained by volunteers at CCT
Ringable bells:	Hung for swing-chiming
Pews:	Sound, no defects

Fire rated capacity:	500
Seating capacity:	525
Site plan:	Unavailable
Roof alarm:	Installed
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Portland Museum, Grove Prison Museum, D Day Museum, Portland Bill Lighthouse, Tout Quarry Nature Reserve and Sculpture Park, The Merchants Incline, Church Ope Cove and East Weares, Portland Castle, Portland Quarries, Sandsfoot Castle and the Rodwell Trail, Chesil Beach, Weymouth
Public transport:	Weymouth Train Station (4.6 miles). Bus route number 1
Social media presence:	Yes, Facebook "Forget Them Not St George's"
Images on CCT website:	One of seven
Regular feature parish news:	No parish magazine, but featured in Free Portland News
Services per year:	2+
CofE support for services:	Yes
Christmas memory tree:	Yes, unsponsored
Tea Party:	Yes, garden party
Heritage Open Days:	Yes, Churchyard walks in 2020
Ride & Stride:	No
Champing:	No. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	Yes
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

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>	£12,663.00
<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>	£469.20
<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>	£4,680.00
Maintenance liability (excluding VAT)	£925.00
- Plan for return of brown moths	£250.00
- Take down any loose monuments (alongside churchyard survey)	£450.00
- Repoint areas of failed pointing on the path	£225.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£23,500.00
- Survey of Churchyard	£6,500.00
- Rainwater goods	£5,000.00

- Improvements to drainage and catch pits	£12,000.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£114,500.00
- Churchyard - urgent and H and S repairs	£75,000.00
- Internal Damp	£20,000.00
- Provide protections and repairs to tower cornices and openings	£19,500.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£175,500.00
- Churchyard - Intermediate and minor level repairs	£55,000.00
- Repointing	£22,500.00
- Window repairs	£85,000.00
- Heating upgrades	£7,500.00
- Lighting upgrades	£5,500.00
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.	£112,000.00
- Internal redecoration	£112,000.00
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	£3,897	£20,077
2018/19	£3,407	£13,756
2017/18	£4,639	£6,478
2016/17	£4,323	£6,803

Visitors

		Wall safe income per visitor
2019-20	16,214	£0.25
2018-19	20,337	£0.17
2017-18	18,432	£0.25
2016-17	22,852	£0.19

Expenditure

Total spend since vesting on 28th October 1971 (non maintenance): £915,879

	Conservation (repair) expenditure	Maintenance expenditure
2019-20	£5,130	£6,430
2018-19	£5,130	£6,430

2017-18	£4,231	£7,625
2016-17	£26,771	£33,326
2015-16	£24,707	£24,707

	Electricity cost
2019-20	£2,290
2018-19	£1,878
2017-18	£1,720
2016-17	£952
2015-16	£392

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	£2,735.81
Income less expenditure 2019/20	£6,227
Income less annualised maintenance 2019/20	£7,414

Local Community Officer's Summary

This striking and extremely popular Dorset church benefits from very generous support from the very proactive and resourceful Friends of St George's and the team of guides who volunteer at the church. Additional members of the community support the church well but less regularly by helping to maintain the church yard and attendance at events and services. In recent years

the church has hosted funeral and wedding services, as well as the popular Patronal, Anniversary and Christmas services and hosted the well attended annual Garden Party.

The regularity of church services presents an opportunity to review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings. Links with the local academy through involvement of it's students at events such as the Christmas service 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 the venue through location agents for filming, photography, concerts, weddings and audio recording may prove fruitful. Additional marketing could focus on historical societies with an interest in the history of Portland, maritime history and war graves, (as well as to the Ride & Stride scheme), seeking bookings to tour the church alongside other popular Dorset venues with a related connection. The Friends of St Georges and the CCT have collaborated with other heritage venues in Portland and Weymouth to produce a leaflet and website promoting local heritage sites and develop a programme for a Heritage Week. The team of volunteers at St George's have put a great amount of work into research and interpretation products to facilitate encouragement of these bookings at the same time as enriching the visitor experience further.

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 their support of St. George's, and a fundraising tea party or barbecue, sponsored by a local business, could provide good means for such acknowledgement. The community might also like to consider holding fundraising flower or Christmas tree festivals to complement the already extensive activities at St George's.

The Community may need to give consideration to increasing the team who volunteer at St George's, 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.

The wall safe has attracted attention from thieves in recent years, so the volunteers have a new and effective way of collecting and banking donations. The CCT will be supplying a machine to take cashless donations for trialling at St George's in the very near future.

Art works, postcards and guide books are already produced and successfully sold by the team at Portland. Online sales are being investigated to increase sales and there may be an opportunity to develop sales of Christmas cards during the festive season.

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), **one** response was received for **Portland, St George's** by the deadline of **August 30th**.*

The response received was from a respondent writing in a **personal capacity**, who confirmed that their responses related to **St. George's Portland**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that **things are fine as they are**.

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **this would depend on the financial commitment that the CCT is able to make**.

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 that **links with Tourist Information could attract visitors to the area from abroad**.

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **doubt as many see the building as their church where family members are buried**.

In relation to identifying conservation priorities for the church, the respondent **indicated that the damp needs to be addressed with increased ventilation and heating**.

Regarding priorities, opportunities or ideas for fundraising the respondent noted **that planning any fundraising activity is currently difficult with the Covid-19 risks as most volunteers at the church are over 70**. In respect of means for initiating fundraising activity, the respondent

gave no response. The respondent indicated that they **already participate** in fundraising activities.

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

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

In addition to responses fielded through the questionnaire, a further **0** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

Minutes of Zoom meeting held on 28 January 2021

Present: Attendee A
 Attendee B
 Attendee C
 Attendee D
 Attendee E
 Attendee F
 Attendee G
 LCO (CCT Local Community Officer)

It was noted that the information in the introduction about the architect Gilbert is incorrect (now corrected).

It was reported that one of the outside interpretation boards have blown away. **ACTION:** LCO to try to locate artwork and investigate replacing the information.

The organ is broken, so collection review needs to be updated to that effect and a note that there is also a mobile organ.

The metal A board is not currently being used and is being stored inside.

The church has a Facebook page called “Forget Them Not St George’s”.

ACTION: LCO to share Ride and Stride contact details.

The group confirmed that St George’s is not suitable for Champing. This has already been discussed with CCT and agreed to be the case.

It was agreed that Christmas cards would be sold and to test selling through local retailers.

The attractions listed in the church plan need to be updated to include Portland Museum, Grove Prison Museum and the D Day Museum.

Heritage Open Days information in Collection Review to be amended as churchyard tours took place in 2020.

It was agreed that it would be useful to have a meeting with the Estates officer to go through the figures in the Conservation Report. **ACTION:** LCo to set up meeting.

The community reported that the drainage at the lychgate is blocked and some monuments are in need to work. **ACTION:** Attendee As and E to take photographs of the monuments to feed back to LCO.

50% of service collections are currently given to the CCT.

There isn't a parish newsletter to share information about St George's, but there is the Portland News that the St George's Friends use to communicate news. There isn't a Parish Council, but a Town Council. There is a diary in the Free Portland News and walk through St George's Churchyard have been listed there.

Attendee F reported that a local photographer has taken drone pictures of St George's and they have requested permission to use them.

A Christmas memory Tree is put up at St George's which is used by individuals who make donations, but not sponsored.

The group were pleased to report that a new volunteer is keen to help encourage growth of wild flowers in the churchyard.

Volunteer numbers have increased in the churchyard and guides. The Friends are also excited to welcome a new volunteer from the Antiques Roadshow to the team.

The broken automatic locks to the main doors were discussed. Attendee G suggested volunteers replacing the unit. **ACTION:** LCO to discuss with Estates Officer.

The Friends Group have worked to build new links with the Academy, St George's School and All Saint's School with a focus on the historic walks.

The Friends did not feel that it would be appropriate to promote St George's as a wedding venue.

Attendee C suggested linking walks with Portland Pathways.

There are plans for an art exhibition and photography event which will be an opportunity to invite new people to St George's.

Attendee B suggested using the 2011 report as part of the social media campaign. **ACTION:** Attendee F to share the report.

Part D - Action Plan

Community Actions

Short term actions (to end June 2021)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Investigate necessity and potential for scheduled cleaning days
- Review opening and closing regime in terms of safety and sustainability
- Volunteers to provide photographs of monuments in need of attention to the Local Community Officer

Medium term actions (to end June 2022)

- Complete redecoration of entrance doors
- Develop plan to facilitate visits from groups on tours from cruise ships
- Continue to recruiting new volunteers for church yard projects and as guides
- Investigate local opportunities for the church to be used for concerts, exhibitions or as gallery space
- Investigate suitability of church for recording and live-streaming of performances
- Investigate participation in Ride & Stride scheme
- Move forward with sale of Christmas card, investigating sales through local retailers and continuation of the Christmas Memory Tree initiative
- Build on existing links with school parents', governors' and staff's interest in church updates
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
- Review methods for promoting church to historical societies
- Review prioritisation of and means for repair / conservation works outlined in Conservation report
- Consider means for increasing footfall and consequent donations

-
- Continue to build on tours and talks already offered at the church, in the church yard and in the wider community

Long term actions (to end March 2024)

Complete

Local Community Officer Actions

Short term actions (to end June 2021)

- 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
- 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'

Medium term actions (to end June 2022)

- Share CCT Cleaning Churches standard and report
- Investigate potential for scheduled cleaning days

-
- Review opening and closing regime in terms of safety and sustainability
 - Publish walk around guide
 - Review church web page to ensure clear directions and parking information is available for all visitors
 - Investigate opportunities for producing CCT/St George's calendar
 - Investigate options for recruiting additional volunteers
 - Investigate opportunities for the church to be used for concerts, exhibitions or use as gallery space
 - Investigate suitability of church for recording and live-streaming of performances
 - Investigate participation in Ride & Stride scheme
 - Consider means for increasing footfall and consequent donations
 - Identify means and suitability of Christmas card sales and continuation of the sponsored Christmas Memory Tree initiative
 - Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
 - Review methods for promoting church to historical societies
 - Review prioritisation of and means for repair / conservation works outlined in Conservation Report
 - Decide on arrangements for a celebration event to recognise and acknowledge community support for the church

Long term actions (to end March 2024)

Complete

- 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
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Update wall safe signage
- Set up meeting with Friends Group and Estates Officer to discuss Conservation Report

CCT Actions Other

Short term actions (to end March 2021)

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.

Medium term actions (to end March 2022)

Long term actions (to end March 2024)

Actions complete (to end March 2021)

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 (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,	Annual servicing of the heating system to ensure the efficiency and	1	£ 384.00	£ 9,600.00

servicing	safe working order of the boiler etc.			
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	9	£ 450.00	£ 1,250.00

	all required repairs will be created.			
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