

Billesley All Saints

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

There is evidence that an earlier church was on the site dating from the 12th century, but the present church was built in 1692 by Bernard Whalley. Alterations were made to it in the 18th century. The church served the village of Billesley until its population declined in the 15th century, and also served the occupants of the nearby Billesley Hall.

The church is constructed in blue lias stone, and it has a tiled roof. Its architectural style is Georgian. The plan consists of a two-bay nave with an apse at the east end, a west porch and a south transept, which was initially a family pew and was later used as a vestry. At the west end is a bellcote. The apse contains a round-headed window, and there are two similar windows on both the north and south sides. Between the windows on the north is a blocked doorway, and on the south side the windows flank the transept. The transept has a gable decorated with urns and a finial, and it contains an oculus. At the west end the porch is also gabled, and this carries an urn finial and a ball finial. Above the porch is a smaller round-headed window. The bellcote is louvred and has a cornice, an ogival cupola, and a weathervane.

The interior of the church contains some re-used 12th-century masonry. In the transept is a fireplace with a bolection-moulded surround. There is a gallery at the west end. On the north side of the church are stalls, on the south side is a priest's desk and pews, and at the west end are box pews. The octagonal font is simple in design. In the transept are two pieces of carved stone. One is a tympanum dating from about 1140 that depicts a man being attacked by a snake and a dragon being defended by a dove. The other stone is carved on three sides. It dates from about 1150 and it contains a figure of Christ holding a cross shaft. It is probably part of a Harrowing of Hell. The single bell was cast in 1721 by Richard Sanders. When the church was active in 1945, its communion plate included a cup and cover dated 1634, and an alms plate inscribed 1700. Investigators looking through the church floor have found a crypt and have seen inside two sarcophagi and a chest; the crypt has not been opened in recent history but plans are underway to open it in 2011 as part of an inspection of the state of the church floor.^[5]

There is a tradition that William Shakespeare married Anne Hathaway in the earlier church on the site, and also that Shakespeare's granddaughter Elizabeth Barnard was married there. However, as the parish registers have not survived, this cannot be confirmed.

Current use (bookings) & voluntary activity

All Saints' 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, services held in 2019 include a Christmas service and a service for All Saints' day. During this period All Saints has also held three weddings, a public tour, and an annual retreat for the Diocese of Coventry.

The visitor book indicates that this is a popular visitor attraction, aided by the fact that the church is adjacent to the local hotel, who hold the key and give out information on the church to all of their guests.

Voluntary activity undertaken by three local residents includes

- Cleaning
- Remittance of wall safe and service funds
- Ad hoc reporting of building change

Collection Review

Open Churches Policy status	Open
Local Community Officer:	Leigh-Anne Beattie
Current project:	N/A

Cleaning schedule:	Cleaned 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:	Vacant and necessary (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Not needed
Fundraising roles:	Vacant and necessary
Stewardship roles:	Not needed
Research, interp. & talks role:	Vacant and necessary
Accessibility details:	Provided via website
CCT silver plaque:	Installed, requires removing
CCT information board:	Installed, requires updating
Oak post:	Installed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	None
Parking:	Available at the adjacent hotel gates to the churchyard.
Organ:	N/A
Churchyard:	Not owned by CCT, owned by PCC
Ring-able bells:	Chiming
Pews:	Sound, no defects

Fire rated capacity:	60
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Billesley Manor Hotel, Shakespeare's birthplace museum, Mary Arden's House, Anne Hathaway's House.
Public transport:	Wilmcote Station 2 miles, Stratford Station 4 miles away
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	02-Mar
CofE support for services:	Yes
Christmas memory tree:	Yes, unsponsored
Tea Party:	No
Historic Church Tour:	2020
Heritage Open Days:	Yes
Ride & Stride:	No
Champing:	Previously yes but not anymore.
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:	No
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>	£2,274.44
<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>	£552
<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>	£2,360.00
- Replace missing louvres with mesh	£500.00
- Reform Faulty Haunchings	£1,860.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£9,000.00
- Remove moss from all roof slopes	£500.00
- Monitor and allow to repair floor slabs	£8,500.00
Total medium term repairs:	£6,000.00

More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	
- Investigate vault space	£6,000.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£0.00
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	£1,131	£1,381
2018/19	£1,568	£2,468
2017/18	£1,194	£1,544
2016/17	£1,930	£2,230
2015/16	£1,399	£1,399

Visitors

	Wall safe income per visitor
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2019-20	9,471	£0.12
2018-19	14,745	£0.11
2017-18	12,796	£0.09
2016-17	10,465	£0.18
2015-16	13,402	£0.10

Expenditure

Total spend since vesting 28th May 1974 (non-maintenance): £233,472

	Conservation (repair) expenditure	Maintenance expenditure
2019-20	£0.00	£675.00
2018-19	£0.00	£798.00
2017-18	£750.00	£486.00
2016-17	£773.00	£697.00
2015-16	£851.00	£851.00

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	£0.00
Income less expenditure 2019/20	£706.00
Income less annualised maintenance 2019/20	-£893.44

Local Community Officer's Summary

This small but well-loved Warwickshire church benefits from very generous support from a small number of community members from Billesley and the surrounding area. 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 from volunteers, tourists and guests at the nearby hotel.

The renewal of interest in 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 hotel may also enable the community to communicate church needs to visitors and the local community.

Marketing could focus on historical societies with an interest in the history of the local area, including Shakespeare links), seeking bookings to tour the church alongside other popular Stratford 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.

There are a few volunteers who work particularly tirelessly at the church, however more recently there has been a renewed interest from the Friends of All Saints. This has led to discussions on a future partnership between the Friends and CCT.

The Community may need to give consideration to the sustainability of the opening and closing regime at the church, ably managed by the hotel, 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), **four** responses were received for Billesley All Saintss by the deadline of August 30th.

The responses received were from a respondents writing in a **personal** capacity, who confirmed that their responses related to All Saints', Billesley.

In addressing the question of a perfect outcome for our work together at the church the respondents indicated **that they would like to see the church used more, perhaps by the hotel or local historical societies who could make more of the Shakespeare link. Respondents mentioned that they would like the boundary wall to be rebuilt, and the wall safe to be replaced. One respondent mentioned that they would like to see more support for the Friends of All Saints'.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondents indicate **that maintaining the fabric of the building will be a challenge. More generally forming and maintaining a relationship with the hotel management and owners as noted as an obstacle.**

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 **that they believe the CCT ought to communicate with local church wardens or the diocese in order to make better links with them. As previously mentioned there is support from respondents for use of the church by local history societies, they would also like to see links with local schools reinstated.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondents indicated **that increased use by the hotel might bring extra income which would in turn support repairs, and that we should include**

the hotel in discussions. One respondent noted that they would like to see the path from the hotel to the church repaired as this floods regularly. Respondents noted that there are scattered local communities and that an article in local village magazines might be a useful starting point for community engagement.

In relation to identifying conservation priorities for the church, the respondents provided **that they would like to see regular inspections take place, and for a logbook to be installed so that they know these have taken place. Respondents would also like a report on the church and tympanun stones. They have noted that the boxed pews need to be maintained, and that they would be interested in investigating the possibility of a glass panel in the floor giving a view down to the crypt. There have been multiple mentions of the churchyard wall, which is in need of some repair, although this is not owned by CCT. Other repair priorities included the wall safe and some cracks in the porch which are beginning to let water in.**

Regarding priorities, opportunities or ideas for fundraising the respondents noted **they think there could be better links with the hotel, including weddings and christenings. Alongside this respondents recommended Shakespeare themed events, as well as other historical talks.** In respect of means for initiating fundraising activity, the respondents mentioned **that they would like more notice of trust events in order to advertise through local channels. They also mentioned again that we should initiate talks with the hotel regarding this topic.** The respondents also indicated that **two of them would participate in fundraising events, one respondent already takes part, and the final respondent is not interested in taking part in these events.**

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

Happy to meet in person x 2

Happy to meet either way x 1

Happy to meet via video x1

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

Community meeting 1: 3rd February 2021

Attending: MT, DH, AB, Leigh-Anne Beattie (LAB)

- DH notes that the wall safe still needs replacing, LAB to chase up with James.
- Very little community around Billesley, just AB, the hotel and the farmer – isolation is an issue, so we need to involve the wider community from neighbouring towns and villages.
- Churchyard is retained by PCC who have their own churchyard to look after. They will not see Billesley as a priority, we need to work in partnership with them.
- The best chance of a good relationship is with the hotel and their new owners. AB and MT had a successful meeting about joint projects with the hotel that also covered fundraising events. Laura Murphy is the events manager who is quite keen to look at some sort of promotion as part of the hotel's programme, which was open to the general public and local history societies. There might be presentations in the church and the library, as well as afternoon tea put on by the hotel.
- Previous management used to ask their cleaners to clean the church every now and then, so it would be nice if we can resurrect this. JP and JJ have been cleaning prior to services, but it is difficult to get a consistent group of people together for cleaning.
- The farmer has maintained the churchyard previously on a one off basis, but if the hotel grounds staff were to go in once a month to tidy up it would keep the church much more presentable for the public. There are a lot of interesting things to look at on the outside of the church so it would be useful to maintain a path around the church in order for people to be able to view these features.
- Could we look into asking the PCC officially what they are willing to do in regards to maintaining the churchyard. JP is on the parish council and may have raised this previously. Are they willing to be partners or do they wish to leave us to it?
- We could look into the idea of people who are completing community service doing some work in the churchyard.
- Social distancing is hindering a lot of partnership work at the moment, so forging new links may be difficult at the moment.
- NEETs may be a group worth looking into, could we look at a project that would include them? There could be links here to the Kickstarter scheme that the Trust is currently investigating. The Duke of Edinburgh Award scheme might also be somewhere to look at. A six month placement at the hotel might also focus on maintenance to the church and churchyard.
- A new structure would have to be established for this type of volunteering around the links with the hotel and who is supervising any volunteers. This may be something that must wait until 2022 and beyond.
- Need to look at achievable activities for 2021: Links can be established through video calling/ other correspondence; meetings can be set with the hotel to probe the kind of relationship that they are willing to maintain. Any events planned must be movable, if they can't be achieved between June-September they should be moved back to 2022.
- The newsletter for the history society should be used as a mechanism for volunteer recruitment. AB to draft something for the March newsletter on volunteering and what it could mean.
- LAB clarified that the church is allowed to be open for private prayer or volunteering but should not be open to visitors. DH suggests a sanitizing station, LAB to order necessary products.
- Could potentially put more information on the noticeboard in the church, which needs updating, so that people can still read information about the church while leaflets are not being displayed.

AB is willing to go, with proper sanitising equipment etc, to clean up the noticeboard and put better information in place.

- The church has remained popular with walkers/ geocachers throughout the lockdown, and we may be seeing new local audiences because of this.
- There are unlikely to be bigger meetings until next year, but the group has agreed that they would like to investigate the possibility of a summer meeting with local history society at the hotel.
- The porch is coming away from where it joins the porch, letting water in which is affecting the plaster work. LAB to forward this information to JR.
- The group has agreed they do not wish for any more champing in the church.
- LAB to arrange follow up meeting.

Community meeting 2: 16th March 2021

Attending: DH, MT, Leigh-Anne Beattie (LAB)

- Publication of Church Plan – anonymised version of the church plan to go on the website at the end of the month. Aim is to be updating this every 3 months as a working document.
- Reopening updates – checks, leaflets, visitor books, dates – checks to be completed in the first couple of weeks of April, from this point on the visitor book and leaflets will be put back out. LAB to confirm the date of the re-opening check.
- Cover – LAB finishing April 30th till November, a job advert has been put out for this but PJ will be the point of contact until cover is in place.
- Wall safe updates – Send key to DH when it arrives and send confirmation of the amount that was in the safe when emptied.
- Hand sanitiser/ wipes – LAB has ordered sanitiser for the church and this will be distributed when completing the checks.
- Path around church – when is PH next visiting? Will need to investigate the possibility of someone maintaining this between maintenance visits.
- Historic Church Tours 2021, will be visiting Evesham, Billesley, Brownsover and Avon Dassett, 9th September 2021. Further information to be confirmed.
- Let FoAS know when there are weddings and services coming up, so that they can help with cleaning where necessary.
- Audio guides – LAB to ask EM for website details and send to DH. Something to investigate, is the signal at the church good enough to do something like this?
- Crack on left hand side is letting water in and damaging plaster on the inside of the porch – chase JR for more information on that, and ensure pictures are taken during the re-opening checks.
- Walk around guide is currently out of stock – LAB to enquire with comms team about restocking these.

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 dates for face-to-face or digital meeting to review church plan
- Review Covid-safe Cleaning guidance
- Review the contents of the noticeboard
- Information to go out in the Historical Society newsletter around volunteering

Medium term actions (to end June 2022)

- Investigate suitability of church for lectures or other uses, and of promotion to prospective local audiences or audiences travelling from Warwick, Evesham, and Stratford.
- Consider use of All Saints' 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
- Identify areas in the wider community that we could better engage
- Identify achievable volunteer activities for 2021/22 considering Covid-19 restrictions
- Investigate the possibility of a joint hotel-church event
- Investigate the role the PCC will be willing to undertake regarding the churchyard
- Consider what information should be on the updated noticeboard
- Investigate the viability of audio guides at the church

Long term actions (to end March 2024)

Actions complete (to end March 2021)

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- Remove out of date information from the noticeboard
 - Attend community meetings

Local Community Officer Actions

Short term actions (to end June 2021)

- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report
- Distribute hand sanitiser at the church when completing re-opening check
- Update noticeboard
- Relay community thoughts on Champing to the Champing team
- Arrange third community meeting (March 2021)
- Complete re-opening visits – confirm dates with FoAS, put visitor book and leaflets back out
- Share information about cover as soon as it is available
- Distribute new wall safe key
- Share wall safe takings information when it is available
- Get information about creating audio guides
- Enquire with Comms about the possibility of new walk around guides

Medium term actions (to end June

2022)

- Consider adding video directions to the church for prospective visitors' information
- Investigate suitability of church for lectures or other uses, and of promotion to prospective local audiences or audiences travelling from Warwick, Evesham and Stratford
- Consider use of All Saints' 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
- Contact the PCC to ask what they are willing to do with regards to maintaining the churchyard
- Review progress of talks with the hotel
- Investigate possible links with local school and organisations who engage in things such as the Duke of Edinburgh Award Scheme
- Identify achievable volunteer activities for 2021/22 considering Covid-19 restrictions
- Investigate possibility of a joint hotel-church event
- Contact the hotel to ask about the previous cleaning arrangements – this may be delayed by Covid-19 lockdown restrictions

Long term actions (to end March 2024)

Actions complete (to end March 2021)

- Publish Part A, B, C & D as Interim Church Plan to colleagues by end March 2021
- Publish Church Plan Version '2021-22'

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- 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
 - Review colleagues' feedback regarding updates to church plan part A, to include
 - Conservation interpretations
 - Presentation improvements
 - Champing data
 - Enquire with colleagues about the timeline for replacing the wall safe
 - Order hand sanitiser and distribute to church
 - Enquire with other colleagues about whether a path could be strimmed around the church during maintenance visits
 - Forward information to other colleagues regarding damage to the plaster and the porch

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.
- Confirm amount banked when wall safe was replaced
- Distribute new wall safe key to LCO
- Confirm next maintenance visit date
- Investigate damage to the porch

Medium term actions (to end June 2022)

- Review damage to the porch and plaster to decide if any action is needed here

Long term actions (to end March 2024)

Actions complete (to end March 2021)

- Confirm arrangements for installation of a new wall safe
- Confirm completion of installation of the new wall safe

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