

SUTTON VENY. ST LEONARD'S OLD CHURCH

January 21st 2023 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 Leonard's Church in Sutton Veny, Wiltshire, England, was built in the 12th century. It is recorded in the National Heritage List for England as a Grade II listed building, and is now a redundant church in the care of the Churches Conservation Trust. It was declared redundant on 28 May 1970, and was vested in the Trust on 27 October 1971.

The cruciform church was started in the 12th century and revised in the 13th and 16th centuries, and underwent a major restoration in 1831. It was originally linked to the Priory Church of St Mary, Abergavenny. Subsidence because of low-lying damp ground caused further damage, which had been repaired by the addition of buttresses in the 14th and 15th century, and by 1866 the decision was made to build a new church. This was dedicated to St John the Evangelist, designed by John Loughborough Pearson and built on higher ground 700 yards (640 m) to the north west, opening in 1868.

Only the chancel remains in usable condition and was used as a mortuary chapel; it contains benefaction boards, a bier, a font, a bell and there are memorials on the walls. The nave, transepts and crossing are ruined, and among the ruins stands a 12th-century doorway, possibly repositioned.

Current use (bookings) & voluntary activity

St Leonard's Old Church has been fortunate to benefit from the voluntary support of several community members over the past 9 years, including several "keyholders", churchyard volunteers and an Area Volunteer.

Between them, this group of supporters undertakes the following voluntary activity:

- Organising and supporting the annual service
- Care of the vested churchyard, saving the CCT vital funds.
- Remittance of wall safe and service funds
- Unlocking and locking daily.
- Completing 6 monthly site inspection
- Ad hoc reporting of building change
- One volunteer has completed some very thorough research on the memorials in the church,

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Rachel Whitty
Current project:	None

Cleaning schedule:	Regular cleaning by volunteers
Welcome table:	Present. No guidebook
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (Conservation cleaning, remittances, CCT liaison, maintenance reporting)
Area volunteer role:	In place
Fundraising roles:	None formal
Stewardship roles:	No stewards
Research, interp & talks role:	None formal.
Accessibility details:	Provided via website
CCT silver plaque:	Installed, poor condition
CCT information board:	Not installed.
Oak post:	Not installed..
CCT freestanding board:	Provided
Wall safe poster:	Installed, current
CCT A board:	Provided
Gift Aid envelopes:	Provided
Visitor book:	Provided
Building services:	No electricity, no heating
Parking:	None formal. Spaces on road.
Organ:	None
Churchyard:	Vested with CCT, maintained by volunteers
Ringable bells:	1. Hung for swing-chiming. Condition not known.
Pews:	1 pew, not fixed. Seats 9 people
Fire rated capacity:	60
Seating capacity:	Pew + 34 folding chairs = 45.
Site plan:	Available
Roof alarm:	None
CCTV:	None
Individual item security measures:	None
Nearby attractions:	Warminster.

Public transport:	Number 54 bus to/from Warminster stops in the village
Social media presence:	None.
Images on CCT website:	One of three
Regular feature parish news:	Occasional.
Services per year:	1. Annual service in August.
CofE support for services:	Yes.
Christmas memory tree:	No.
Tea Party:	Not currently. One held previously.
Historic Church Tour:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No.
Retail:	No.
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	2015
Learning and Participation events	None
Explorer tags	None

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>	£2,273.44
<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>	£26,100 (repairs)
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£2,400.00
- Replace defective tiles and flaunchings	£1,200.00
- Redecorate RWG and check catch pits etc.	£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>	£23,700.00
- Repairs to ruins	£15,000.00
- Redecorate ceilings and walls with some plaster repairs	£7,500.00
- Churchyard monuments	£1,200.00
<p>Total long term repairs:</p> <p>Items which are known to require works in the longer term but which are not essential in the near future.</p>	£0
- Conservation of the font	£650.00

<p>Total desirable repairs:</p> <p>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building. £0</p>	
<p>All cost figures are estimates, exclusive of VAT and professional fees.</p> <p>VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.</p>	

Income, Expenditure & Balances

Income

	2015/16	2016/17	2017/18	2018/19	2019/20
Wallsafe income	12	87	109	41	69
Total income	129	142	262	283	355

Visitors

	2015/16	2016/17	2017/18	2018/19	2019/20
Numbers of visitors	2,321	1,876	2,739	2,725	2,775
Wallsafe income per visitor (£)	0.01	0.05	0.04	0.02	0.02

Expenditure

Total expenditure since vesting: £129 567

	2015/16	2016/17	2017/18	2018/19	2019/20
Maintenance	3,324	2,674	1,596	1,776	852
Conservation	3,324	-	-	-	-

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	-£497
Income less ann. maint.'19/'20:	-£1,918.44

Local Community Officer's Summary

St Leonard's Old Church has been fortunate to benefit from the voluntary support of several local residents, neighbours and members of the Parish over the past 9 years that I've been with the CCT. Two main keyholders have endeavored lock and unlock the church daily, to keep it clean and tidy and generally keep an eye on the building.

One resident has coordinated with volunteers at the village's main church to help with maintaining the vested churchyard at Old St Leonard's. Another has helped by completing 6 monthly building inspections and also researching and fundraising for repairs to the church.

Since the church was left unlocked in 2016 there has been an increase in visitor numbers. It has suffered from some minor anti-social behaviour, such as vandalism of the visitor book and tampering to the door lock, and subsequently we have reverted to unlocking and locking daily. The church is very well signposted from the main road and all visitors who come to the church find a well presented building, thanks to the volunteers who clean regularly.

St Leonard's has a relatively low regular income in comparison to the annualised maintenance cost. In terms of making small increases in income the following could be tried:

- Improved visitor interpretation (currently no guidebook) and scheduled guided tours could increase the donation per head at St Leonard's
- Sutton Veny might be a suitable site for the previously successful Champing™ model as applied to other Trust churches in the area.

It is hoped that new ideas and potential supporters for the church will emerge from the church planning process.

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 **Sutton Veny, St Leonard's Old Church** by the deadline of **August 30th**.*

The responses received were from respondents writing in a **personal capacity**. Both confirmed that their responses related to **St Leonard's Old Church, Sutton Veny**.

In addressing the question of *a perfect outcome for our work together at the church* the respondents indicated **1) I am a little wary of any formal arrangements. At present I assume that volunteers have a some indemnity cover (As I was given some years ago)**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondents indicated **1) My main concern is the care of the chancel doors. Our local history Group now disbanded had funds of £1600 that hoped would be available to pay for their repair. Unfortunately the majority vote was to give the money to replace the gates of the new church.**

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 **1) Those who care are already involved and welcome others 2) The annual flower show, if it makes a profit, shares the spoils with village organizations. The CCT could apply to be included.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondents indicated **1) Perhaps advertising an event but there is no parking or other facility. This keeps its remote peaceful atmosphere which everyone seems to value..2) Perhaps the Rector would consider holding a special service in St John's on St Leonard's Day.**

In relation to identifying conservation priorities for the church, the respondents provided **1) As above .the chancel doors! 2) Maintenance of the churchyard and the fabric of the building.**

Regarding priorities, opportunities or ideas for fundraising the respondents noted **1) Perhaps a regular paragraph by The CCT in the village newsletter would help! 2) Please see previous questions.**

In respect of means for initiating fundraising activity, one respondent gave **I don't know**. One respondent also indicated that they would be available to participate in fundraising activity. The other would not.

In seeking respondents' participation in a future group discussion regarding church planning the respondents indicated **They would both be willing to meet either online or in person.**

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondents indicated **As well as the information on the memorials tablets and the 1983 survey of the Gravestones, it might be of interest to visitors to read a brief history. I am happy to do this based on the script for my presentations.**

(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: 15th March 2021

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

A Asks for clarity if volunteers completed the 6 monthly site inspection. EM confirms that there is currently a CCT area volunteer doing it, but it is appreciated that the local community are supportive of these efforts and could input if required.

A asks for confirmation of how CCT extrapolates the visitor numbers estimation. EM confirmed that visitor signatures in the visitor book are counted and then multiplied by 7 across all un-staffed / volunteer stewarded CCT sites.

A asks about the welcome table and the current lack of guidebook. They suggest a laminated sheet should be displayed. B has produced a transcription of the memorials in the church and the tombstones in the churchyard, which is usually available inside the church (barre Covid-19 restrictions). A has displayed the laminated history sheet which is available and the qr code for the newly produced audio guide on-top of the old external CCT silver plaque which is no longer readable. A notes that he was asked for credit card details when using the QR code to access the audio guide. EM to investigate.

A notes that regarding public transport to the church there is a No 54 bus stop from Warminster near to the church. EM to add into the church plan part A.

A notes that there is occasional CCT content in the parish newsletter, which he edits, and which EM will duly note in Part A

Also in the church plan Part A A would like to change the “CofE support” comment from neutral to positive. There is an annual service and the incumbent priest supports other community use of the church.

Maintenance expenditure in 2018/19 – A queries what this expenditure was and in particular how much churchyard maintenance cost. EM to investigate and report back. A notes that some additional community support with maintaining the churchyard would be ideal and aspirational at present.

A flags their concern with champing in the church, and notes that other community members probably have the same concerns.

A notes that the ruins are easily climbable and perhaps something for future consideration. EM to raise with conservation colleagues. He also notes that some of the gravestones are de-laminating / eroding and are now unreadable. A offers to take photos and EM will refer to EO.

A is hopeful that the community could encourage attendance to the August service to bring in income for the CCT. He also raises the idea of a teddy bears picnic for additional future fundraising.

Meeting with Rachel Whitty Local Community Officer and 2 main volunteers referred as **A1 and B1 in the summary below.**

The meeting was held on Tuesday January 21st 2023 at the church

RW welcomes the volunteers to the first Church Plan meeting. RW notes that they already met back in October during her first maintenance visit so it was really appreciated that they had spared the time to meet again. This was an opportunity to build on that initial conversation and explore opportunities on how to raise the profile of the church in the wider community and increase income.

RW went through the detail of the Church Plan with the 2 main volunteers and to check through what had been raised before and to close off any action points or carry them forward.

RW explained that the figures required updating on the current church plan so shared the latest figures from Finance. **A1** thought the figure seemed much lower than anticipated as they had been emptying the wall safe and had deposited £374 which included the annual service collection.

Action – short term – A1 to send RW email trail for monies deposited to follow up with CCT Finance

The group discussed fundraising ideas whilst considering the limitations of the site such as parking, space etc but agreed there was scope for photography, art classes, exhibitions, small theatre productions as the ruins created an interesting and atmospheric setting. They would be keen to more but in reality they are the only residents who seem to be interested and have limited capacity to do any more than they do now. RW was grateful for all that they do with unlocking and opening the church daily, emptying the wall safe and maintaining the churchyard so beautifully, it was really appreciated.

RW suggested that a call for volunteers could be put on the door and also advertised in the Parish newsletter to raise the profile of St Leonards.

A1 flagged that they are now Churchwarden at the active church so the time they can dedicate to St Leonard's would be impacted but they would still continue to maintain the churchyard as much as they were able. RW asked if they were considering the teddy bears' picnic again but **A1** said the village focus very much on the active church including the upcoming coronation so really the most they could hope for would be the Annual Service as the main fundraiser.

Mention was made of Professor Alice Roberts entry in the visitor's book – it appears that they used part of the ruins for filming but it was billed as something else in the programme and no credit was given either.

Action – short term - RW to investigate further with a view to follow up with the programme creators

The group did a walk around of the interior and exterior of the church, flagging any maintenance issues as they went, for example:

Interior-cracked and flaking plaster, some orange staining on the monuments, cracking in the ceiling

Exterior -some cracking and flaking of graves and in the exterior ruins, the hollow dip to the left of the exterior of the door which appears to be getting deeper.

Action – short term – RW took photos to report to Conservation Team

The state of the silver plaque came up and options discussed for replacing it.

The meeting concluded with agreeing the action points, to meet up again in the late summer and to continue to keep in touch via email.

Part D - Action Plan

Community Actions

Short term actions (to end September 2023)

- Send RW email trail for monies deposited to follow up with CCT Finance
- Request for annual service to be held on nearest Sunday to St Leonard's Day in August

Medium term actions (to end March 2024)

- Consider adding some content from the LCOs regular quarterly email bulletin to the village newsletter
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.

Long term actions (to end September 2024)

Actions complete (to end January 2023)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Consider the suitability of the site for Champing
- Seek additional community / voluntary support for maintaining the churchyard
- Consider making progress on items suggested in part B, notably St Leonard's being included in the annual flower show, and a St Leonard's day service being held.
- Consider hosting a picnic in the ruins to raise additional funds for the church upkeep.
- Review CCT Cleaning Churches standard and report
- Consider hosting a picnic in the ruins to raise additional funds for the church upkeep.
- Consider making progress on items suggested in part B, notably St Leonard's being included in the annual flower show, and a St Leonard's day service being held.
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Local Community Officer Actions

Short term actions (to end September 2023)

- Follow up missing deposits with CCT Finance
- Follow up on filming use by Professor Alice Roberts
- Report maintenance concerns to Conservation Team

Medium term actions (to end March 2024)

- 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.
 - Consider the suitability of the site for Champing
 - Provide a clearer interpretation of maintenance costs in 2018/19 as requested by the community in Part C.
 - Investigate QR code routing for the audio guide as noted in Part C.

Long term actions (to end September 2024)

Actions complete (to end January 2023)

- 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
- Consider producing an online audio guide for the church, to address the lack of printed interpretation.
- 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'
- Investigate producing an online audio guide for the church
- Advertise completed audio guide on the CCT website, church pages.
- Advertise the annualised maintenance costs and text giving codes on the church page of the CCT website.
- 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
- Contact church plan survey (part B) respondents who both gave very helpful answers with multiple lines of enquiry. Particularly in response to the annual flower show, regular item in the parish newsletter, and the St Leonard's Day service.
- Specifically respond to the one respondents offer of a interpretative sheet regarding the memorials
- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report

CCT Actions Other

Short term actions (to end of September 2023)

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- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
 - Report maintenance issues flagged for interior and exterior of the church

Medium term actions (to end March 2024)

Long term actions (to end September 2024)

Actions complete (to end January 2023)

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, 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