

ST MARY'S CHURCH, STOCKLINCH OTTERSEY

MAY 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 Mary's Church in Stocklinch, Somerset, is one of two churches in the village. The style of the font suggests there was a church on the site in the Norman period, but no architectural features survive from that period.

The present building is built of golden Hamstone, with slate roofs. The South transept includes a three light window with radiating tracery. On the wall of the transept is a piscina with a carved head, and a 13th century female effigy.

The chancel was heavily restored in the 19th century and the vestry appears to be Victorian. The tower contains an oak bell frame believed to be from the 17th or 18th century, with some reused earlier timberwork. Of the three bells, the tenor (largest) is a late medieval casting from the Bristol foundry. The treble and second bells were cast by Somerset founders, the former in 1670 by RA and TB (identities unknown), and the latter in 1637 by William Purdue III.

St Mary's was vested with the Churches Conservation Trust in November 1973.

Current use (bookings) & voluntary activity

St Mary's Church currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of other services. There were occasional services at St Mary's before Covid Lockdowns, and the church has recently hosted a wedding, but there are currently no services taking place.

CCT are very grateful for the support of the local church warden for keeping such a good eye on the church. An Area Volunteer previously visited regularly, emptied the wall safe and completed building condition checks, but this role is currently vacant.

Voluntary activity undertaken includes:

- Looking after the key
- Ad hoc cleaning (currently once a year)
- Ad hoc reporting of building change

The Local Community Officer (LCO) completes biannual site inspection form, empties the wall safe and carries out regular mandatory checks and actions including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor and detailed Condition Reports from the allocated Architect, and regular inspections of the lightning conductor (where present).

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Nothing formal – at least once a year
Welcome table:	Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Fulfilled
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via CCT website
CCT silver plaque:	Installed
CCT information board:	Not installed, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Installed (on wall in porch)
Wall safe poster:	Installed
CCT A board:	Not installed, not necessary
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	None
Parking:	Limited, 2 or 3 spaces on the street at the bottom of the field
Organ:	Present, playable
Churchyard:	Owned by CCT
Ringable bells:	Yes
Pews:	Sound, no defects
Fire rated capacity:	60
Seating capacity:	90
Site plan:	Unavailable
Roof alarm:	Uninstalled

CCTV:	Not installed
Individual item security measures:	Not installed
Nearby attractions:	Taunton, Blackdown Hills AONB, Museum of Somerset, Quantock Hills AONB, other nearby CCT churches: Seavington, Thurlbear, Langport, Low Ham, Northover and Sutton Mallet.
Social media presence:	Nil
Images on CCT website:	One of three
Regular feature parish news:	Not known
Services per year:	None planned currently
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No, possible
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, 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>	£3,120.75
<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>	£579.60
<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>	£600.00
- Remove tree cuttings from churchyard (farmer)	£50.00
- Check railings and gates and repaint	£550.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£24,000.00
- Nave, transept and porch roof repairs	£12,000.00
- Rainwater goods	£5,500.00

- Coping replacements	£3,000.00
- Glazing repairs	£3,500.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£18,500.00
- Patch pointing	£18,500.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	None
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.	None
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	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
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2022/23	£28						TBC
2021/22	£0						£28
2020/21	£16						£16
2019/20	£50						£50
2018/19	£101						£101
2017/18	£0						£0
2016/17	£0						£35

Visitors

		Wall safe income per visitor
2022-23	1554	£0.02
2021-22	1,610	
2020-21	Data not collected	
2019-20	1,598	£0.03
2018-19	3,582	£0.03
2017-18	2,226	£0
2016-17	1,470	£0
2015-16	2,372	£0

Expenditure

Total spend since vesting (non maintenance): £121,698

	Conservation (repair) expenditure	Maintenance expenditure
2021-22	£0	£894
2020-21	£0	£242
2019-20	£0	£883
2018-19	£0	£601
2017-18	£0	£486
2016-17	£0	£1,097

2015-16	£400	£400
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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 £83.27

Income less expenditure 2019/20 - £866

(Income from all sources, minus maintenance and conservation expenditure)

Income less annualised maintenance 2019/20 - £3,092.75

(Income from all sources, minus the annualised maintenance cost, as shown in the Conservation Report section above)

Local Community Officer's Summary

St Mary's is an especially pretty church in a unique location, and it is popular with walkers. The church benefits from support from a small number of active community members, and additional members of the community support the church well but less regularly through attendance at events and cleaning days.

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

One or two services a year would increase visitor numbers, and present extra opportunities to raise awareness of the annualised maintenance costs and encourage additional collection contribution. Updates to the parish newsletter and inclusion of church reports at parish council meetings could also highlight the annualised maintenance costs.

Additional promotion of upcoming services and events via the Parish newsletter and at parish council meetings, on the CCT website, in CCT newsletters and in other locations would be useful in increasing visitor numbers, service collections and donations.

The location of the church is part of its beauty, but the walk up to the church is a consideration to bear in mind when planning events there. However, activities and events the community could consider to raise additional income are tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, craft skills events etc.

There are also possibilities for the church being used by location agents for filming and photography, and more weddings or blessings would also be possible depending upon Archbishops Special Licenses being obtained.

Additional marketing of the Church could focus on local historical, archaeological, ecological or other relevant special interest societies with an interest in the local area. Voluntary effort towards research and interpretation products could encourage these kinds of bookings with tours of the site and details about its architecture and history (eg for Heritage Open Day to encourage donations or ticketed special events during the Summer), at the same time as

enriching the visitor experience further. The Church could also be promoted through inclusion on local walking routes or heritage trails.

Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church. A supply of CCT Christmas cards might also help develop useful income against maintenance costs.

Part B - Consultation (September 2020 Survey)

Summary of consultation responses received

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 **St Mary's Church, Stocklinch Ottersey**.

The response received was from a respondent writing in a **personal capacity**, rather than on behalf of an organisation, and where they gave more than one answer to questions this is reflected below.

In addressing the question of **a perfect outcome for our work together at the church and what they would like to see happen in terms of community involvement and other use of the building** the respondent indicated the following:

- Would be nice to have more services there: 1 person
- Limited organ facilities as the organ no longer has a full set of pipes, and the lack of electricity means other alternatives are not possible: 1 person
- Increased awareness of the local area and tourist information might increase visitors: 1 person
- Selling postcards or other souvenirs for visitors: 1 person

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicated that **the challenges they anticipated for a sustainable future at the church included:**

- Financial challenge which is unlikely to be met by donations on site, and country-wide appeals will encounter the same issue: 1 person

Thinking about local life away from the church, when asked **which other community projects or activities might combine with our work to protect the church for the future**, the respondent stated the following:

- Venue for Somerset Art Week: 1 person

Considering **if increased use of the church might benefit the community, or if increased use might benefit the church itself**, the respondent replied:

- Yes: 1 person

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- Hopeful that although the local community is small there is a lot of interest in the church: 1 person
 - The views from the church are fabulous, and the church can be seen from the A303: 1 person
 - Using the church more often would result in it being kept cleaner: 1 person

In relation to identifying **the most important conservation priorities for the Church**, the respondent stated:

- Ensuring the roof is sound: 1 person
- Making sure the churchyard is maintained and continues to look cared for: 1 person

Regarding priorities, opportunities or ideas for fundraising, the respondent suggested the following **ideas and opportunities for fundraising** for the church:

- Already involved in fundraising for another church: 1 person
- Film location is a good idea: 1 person
- South Somerset District Council could be involved in promoting the church along with other attractions in the area: 1 person

Also when asked what would be **the best ways to get started with the above suggested fundraising** the respondent stated:

- Skipped the question: 1 person

When asked whether they would be **interested and available to take part in future fundraising** the respondent answered accordingly:

- Yes: 0 person
- No: 1 person
- Already take part in fundraising activity: 0 person

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

- Available either in person or through digital meetings: 0 person
- Available in person only: 1 person
- Available via phone or digital meetings: 1 person

In answering our final, open question about **any additional church matters not covered in other areas of the survey**, the following response was received:

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- Would be good to make more of the iconic location of the church, and its visibility from the A303: 1 person

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

Summary of community consultation meeting

Invitations to attend a consultation meeting to discuss the Church Plan, along with a Doodle Poll link to canvass availability and arrange a convenient meeting date and time, were sent to all Stocklinch Ottersey contacts on 2 February 2021.

A Consultation Meeting was held via Zoom on **10 February 2021** with the following attendees:

The Local Community Officer (LCO)

Respondent A

The following was discussed:

- Introduction to Church Plans: to create a more structured and planned approach to our work at St Mary's Church.
- The aim of the Church Planning process: to increase usage of the church, visitor numbers and wall safe donations, and to increase income and fundraising activities; to move towards a point where the income generated pays for the annualised maintenance costs and other high priority or urgent conservation projects and repairs.
- The current situation at St Mary's including an overview of:
 - Visitor numbers
 - Income and expenditure including wall safe donations and total conservation spend since vesting

LCO to check with the Area Volunteer to see whether he has any records of wall safe takings for 2016-17 and 2017-18.

- The annualised maintenance cost and an explanation of what this includes
- Confirmation that CCT no longer has a budget for churchyard maintenance

The following items were discussed:

Incumbent and community support for extra services:

- It was felt that the incumbent would be supportive of a member of his team putting on one or two extra services a year at St Mary's, and that there would be enough community support and attendance for this as previous services at St Mary's were

well attended. Respondent A recommended contacting the incumbent directly about this.

- Previous successful and well attended events at St Mary's include picnics in the churchyard.

Action: LCO to contact the incumbent about organising one or two services at St Mary's in the future (when things with Covid have settled down).

Possible barriers to fundraising and running events:

- Access and parking: For past events the farmer has been kind enough to move his stock into a different field to enable people to drive right up to the church for specific events. However we should be careful not to ask this too frequently.
- Toilets: There are no toilets at St Mary's. The Village Hall has power and toilets which could potentially be opened during events at St Mary's, although this is a 10 minute walk from the church.
- Lack of lighting and cold temperatures: The lack of lighting and the cold are problematic, although might be suitable for candle-lit services at Christmas. Generally though, summer would be the best time of year for events or services.

Whether the Church is on any walking, cycling or heritage routes or trails:

- There are public footpaths across the fields past the church, and a cycle trail through the village but this does not go past the road leading to the church.
- The church is popular with walkers and the location is beautiful and unique. Therefore it would be good to capitalise on this.

The following other issues/points were also discussed:

- The need for more interpretation/literature in the church, and whether a copy of the map of CCT churches could be displayed in the porch noticeboard.

Actions: LCO to obtain an A4 version of a map of CCT churches either in the whole country or just of the West region to display in the church or in the noticeboard.

LCO to investigate creating online interpretation or an audio guide accessed via a QR code in the church.

LCO to investigate how to obtain a noticeboard insert for the noticeboard in the porch.

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- Respondent A confirmed that when the situation with Covid has settled they would be happy to organise 1 or 2 churchyard clearance and church cleaning days per year.

Action: Respondent A to let **LCO** know about any future churchyard clearance and church cleaning days so they can be booked in and Risk Assessments completed (**LCO** can help with the completion of risk assessments).

Actions from the meeting:

- **LCO** to check with the Area Volunteer to see whether he has any records of wall safe takings for 2016-17 and 2017-18.
- **LCO** to contact the incumbent about organising one or two services at St Mary's in the future (when things with Covid have settled down).
- **LCO** to obtain an A4 version of a map of CCT churches either in the whole country or just of the West region to display in the church or in the noticeboard.
- **LCO** to investigate creating online interpretation or an audio guide accessed via a QR code in the church.
- **Respondent A** to let **LCO** know about any future churchyard clearance and church cleaning days so they can be booked in and Risk Assessments completed.
- **LCO** to investigate how to obtain a noticeboard insert for the noticeboard in the porch.

Following the meeting Respondent A also got in touch to suggest the following:

- A sound and light show in or around this church, if electricity could be arranged somehow.
- The church can be seen from the new cafe and shop at nearby Dillington House and the staff in the cafe said customers often comment on the church. The cafe said they would be happy to have some literature about the church and she suggested a walking route between the church and cafe.

Action: LCO to investigate creating details of this walk and making contact with the shop.

Summary of community consultation meeting #2

A Church Plan meeting was held at St Mary's Church, Stocklinch Ottersey on Tuesday 16th May 2023 with the Local Community Officer (LCO) and a CCT community volunteer (their input added below as C1. Items discussed were:

1. Noticeboard

C1 is keen for the noticeboard to be used to publicise other CCT churches in the area and to put up timely information. Currently the only person with a key for the noticeboard is the LCO.

2. Volunteers

Local volunteers who could help with maintenance checks, visitor numbers and wall safe emptying, as well as fundraising events to help with annualised maintenance costs, are needed. C1 suggested an advert for the noticeboard asking for volunteers would be useful as a starting point.

3. Cleaning

C1 organises a church cleaning party once a year. People come in with strimmers and clear the churchyard and clean the interior as well.

3.Services and Events

Currently no events or services take place at St Mary's Church but have done before Covid lockdowns (services, picnics/community events). The LCO is new to the role and still needs to make contact with the incumbent vicar.

4.Walking Routes

The coffee shop at Dillington Estate, Whitelackington get enquiries about St Mary's and C1 suggests contacting them about putting promotional material about visiting St Mary's in the café for the benefit of tourists. It has just changed ownership and is now called Stuarts.

5.Maintenance Issues

C1 has previously contacted the CCT about a tile missing from the roof and pointed out that this has not yet been replaced.



Part D - Action Plan

Community Actions

Short Term Actions (arising from Meeting 2, May 2023)

- To organise this year's cleaning day.
- Put info in the noticeboard once a key is sent.

Actions complete

- The cleaning day took place in May – many thanks from the LCO to everyone who took part.

Local Community Officer Actions

Short Term Actions (arising from Meeting 2, May 2023)

- Find out about getting C1 a noticeboard key.
- Send C1 a map of churches in the West which they could put up in the noticeboard.
- Create a notice asking for volunteers to go on the noticeboard.
- Make contact with the incumbent vicar re services at St Marys.
- Contact Stuarts Coffee Shop at Whitelackington Dillington Estate re putting promotional material in the coffee shop.
- Follow up with the Estates Manager about the missing tile.

Actions complete

- A spare noticeboard key for C1 is in the post and a map of West churches has been sent.
- The LCO visited Stuarts coffee shop after the meeting and left a business card for the manager about putting some promotional material in the coffee shop for visitors.

Local Community Officer & Community Medium/Long term actions (discussed with previous LCO – look at during next Church Plan meeting)

- Investigate options for recruiting additional volunteers and community members, particularly for research about the church, organising events, activities and services, and for general fundraising
- Consider means for increasing additional public interest, footfall and consequent donations
- Investigate whether there were any postcards made of the church
- Investigate possibility of one or two church services a year
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Identify means and suitability of Christmas card sales

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- Investigate participation in Ride & Stride scheme
 - Investigate musicians, artists, theatre companies or poets who might wish to use the church, including exhibiting there during Somerset Art Week
 - Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
 - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
 - Share CCT Cleaning Churches standard and report
 - Provide guidance on Risk Assessments for any future churchyard clearance and church cleaning days
 - Investigate creating online interpretation or an audio guide accessed via a QR code in the church
 - Consider means for increasing additional public interest, footfall and consequent donations
 - Contact the incumbent about organising one or two services at St Mary's in the future
 - Investigate whether there were any postcards made of the church
 - Confirm the level of contribution from congregants' collections, given they may be currently unaware of the annualised maintenance liability
 - Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
 - Investigate musicians, artists, theatre companies or poets who might wish to use the church, including exhibiting there during Somerset Art Week
 - Investigate promotion of the church through organisations like South Somerset District Council, Visit Somerset etc
 - Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
 - Review methods for promoting church to location agents, wedding companies etc
 - Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings

CCT Actions Other

Short term actions

- None as yet

Actions complete

- None as yet.

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	1	£ 360.00	£ 9,000.00

	every year for loose fittings or damaged cables.			
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	7	£ 1,500.00	£ 5,357.14

	opportunity to inspect the item for damage.			
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	2021	2022
Langport, Somerset	£10,47	£2,766	£3,810	£3,128	£7,748	£4,938
Emborough, Somerset	/	£2,024	£1,378	£2,625	£5,270	/
Chiselhampton, Oxfordshire	£10,156	£2,696	£5,864	£1,705	/	/
Wolfhamcote, Warwickshire	/	£3,001	£2,214	£1,624	£4,763	£5,924
Holme Lacy, Herefordshire	/	£4,369	£4,759	£1,004	£7,501	£4,144
TOTAL	£20,628	£14,856	£18,025	£10,086	£25,282	£15,006