

# **ST THOMAS' CHURCH, THURLBEAR**

## **CHURCH PLAN**

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### **Introduction**

#### **Part A - Current Report**

Church Introduction and Statement of Significance  
Current Use (bookings) and voluntary activity  
Church Information  
Conservation Reports  
Income, Expenditure and Balances  
Local Community Officers Report

#### **Part B - Survey**

Results of our open survey conducted in 2020, canvassing all community contacts for feedback on the current report.

#### **Part C - Community Recommendations**

Minutes of community meetings held to discuss opportunities, activities and plans for the church.

#### **Part D - Action Plan**

Details of short, medium and long term actions agreed upon through Community Recommendations, assigned to community participants or Churches Conservation Trust staff

**Version updated November 2023**

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## Introduction

The Churches Conservations Trust's strategy is to empower and support communities to care for historic places of worship, for the benefit of all. A sustainable CCT church is well used by its community(ies), generates sufficient funds for the maintenance that keeps it in a good state of repair and is able to raise funds for specific repair and improvement projects. Local Community Officers facilitate this through their work with the community to co-create Church Plans.

Church plans are a living document which combines information on the church's history, significance, maintenance and repair needs and the current use of the church, with feedback and recommendations from the community, and concludes with an action plan setting out agreed short, medium and long term goals to support the sustainable use and care of the church.

## Part A - Current Report

### Church Introduction & Statement of Significance

The Church of St Thomas in the village of Thurlbear, Somerset, dates from the 12th century. It has been designated by English Heritage as a Grade I listed building.

The church shows clear signs of the Norman church upon which later structures were built. Pevsner cites the Norman arcades and narrow aisles characteristic of that era and "never enlarged to satisfy later medieval taste." He dates the church to "hardly later than c. 1110."

The church was vested with the Churches Conservation Trust on 1 November 1988. The Churches Conservation Trust launched a programme of repairs at the church, with the Somerset County Council conducting an archaeological recording and survey in conjunction with these efforts.

### Current use (bookings) & voluntary activity

St Thomas' Church currently has permission from the Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. The Christmas Service at St Thomas' is its main service of the year, but the church has also hosted remembrance services and school learning activities run by CCT's Heritage Learning Officers. The churchyard (not CCT owned) is open and well maintained.

The Church benefits from generous support from the local community, including Thurlbear Primary who was a key holder for many years (church now unlocked). Additional members of the community support the church well but less regularly through attendance at services, in particular the Christmas service. CCT are extremely grateful for the support of local key holders, community members and the incumbent for the services they organise, and also to the Area Volunteer who carries out building condition checks and empties the wall safe.

Voluntary activity undertaken includes:

- Looking after the keys
- Ad hoc cleaning prior to services
- Remittance of wall safe and service funds

- Completion of biannual site inspection forms
- Planning and delivery of services
- Ad hoc reporting of building change

The Local Community Officer (LCO) also completes 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, detailed Condition Reports from the allocated Architect, and regular electrical installation and lightning conductor (where present) inspections.

## Church Information

<b>General Information:</b>	
Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current projects:	None
Parking:	Parking available on road side
Building services:	Electricity and lighting
Churchyard:	Not owned by CCT
Ringable bells:	Yes
Organ:	Present, playable
<b>Volunteering:</b>	
Keyholder role:	Fulfilled
Area Volunteer role:	Fulfilled – keyholder, maintenance reporting, support
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management)
Fundraising roles:	Vacant and necessary
Stewardship/events roles:	Existing events supported
Research, interp & talks role:	Vacant and necessary
Cleaning schedule:	Cleaned ad-hoc and prior to services
<b>CCT Items:</b>	
CCT silver plaque:	Installed
CCT information board:	Not installed (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed
CCT A board:	Yes
Gift Aid envelopes:	Provided
Visitor book:	Provided
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Children's explorer cart:	No
Children's trail:	No

<b>Tourism/Marketing:</b>	
Nearby attractions:	Taunton, Blackdown Hills AONB, Museum of Somerset, Quantock Hills AONB, other nearby CCT churches: Stocklinch Ottersey, Langport, Low Ham, Northover, Seavington and Sutton Mallet.
Social media presence:	Nil
Images on CCT website:	Three
Regular feature parish news:	Not at present
<b>Events/Activity:</b>	
Services per year:	1 Carol Concert
Christmas memory tree:	Not currently
Heritage Open Days:	Not currently
Ride & Stride:	Not currently
Champing:	No, possible
Retail:	Not currently
<b>Health and Safety:</b>	
Fire rated capacity:	135
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Not installed
CCTV:	Not installed
Individual item security measures:	None
Accessibility details:	Provided via CCT website
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Pews:	Sound, no defects

## Conservation reports

<p><b>Annualised maintenance costs (Exclusive of VAT):</b>  <b>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.</b></p>	<b>£3,925.61</b>
<p>Routine maintenance costs (Per annum and exclusive of VAT):  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>	£535.20
<p><b>Other maintenance costs total (Exclusive of VAT):</b>  <b>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</b></p>	<b>£1,450.00</b>
- Areas of tiling lifting re-fix	£1200.00
- Trip hazard in base of tower	£250.00
<p><b>Total short term repairs:</b>  <b>Small scale items of limited cost which could be fulfilled with minimal fundraising, costed and listed individually below.</b></p>	<b>£12,000.00</b>
- Plinth masonry repairs	£4,000.00
- Floor repairs	£6,000.00
- Pew repairs	£2,000.00
<p><b>Total medium term repairs:</b>  <b>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications, costed and listed individually below.</b></p>	<b>£12,000.00</b>
- Renew asphalt	£4,000.00
- Limewash rendered areas	£8,000.00
<p><b>Total long term repairs:</b>  <b>Items which are known to require works in the longer term but which are not essential in the near future, costed and listed individually below.</b></p>	<b>£25,000.00</b>
- Structural assessment of tower concrete	£1,000.00
- Rainwater goods	£2,500.00
- Tower and high level repairs	£18,000.00

- Tower low level patch plastering	£3,500.00
<b>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, costed and listed individually below.</b>	<b>None</b>
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

Year	Wall Safe	Service Collection	Services Fees	Events	Third Party Hire	Total Income
2022/23	£5.32		£224			£230
2021/22	£20					£201
2020/21	£0					£0
2019/20	£1					£99
2018/19	£14					£248
2017/18	£33					£291
2016/17	£70					£362

### Visitors

Year	Visitor Numbers	Wall safe income per visitor
2022-23	1232	£0.004
2021-22	548	£0.04
2020-21	Data not collected	
2019-20	1,245	£0.00
2018-19	1,000	£0.01
2017-18	1,094	£0.03
2016-17	1,742	£0.04
2015-16	2,195	£0.00

### Expenditure

Total spend since vesting (non maintenance): £351,107

	Conservation (repair)	Maintenance expenditure	Utilities
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	expenditure		
2022-23	£0	£912	-£54
2021-22	£0	£806	£66
2020-21	£0	£223	£27
2019-20	£0	£806	£70
2018-19	£0	£446	£68
2017-18	£0	£1,068	£68
2016-17	£0	£869	£66
2015-16	£674	£674	£39

### Balances

The restricted balance is the amount of money which has been covenanted or restricted for expenditure at the church. Any expenditure needs to match the terms of the covenant under which the money was donated, for example, a term expressing that a donation is intended for roof repairs only.

Restricted Balance Report Jul 2019 £2.06

Income less expenditure 2022/23 - £682

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

Income less annualised maintenance 2022/23 - £3,696

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

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## Local Community Officer' s Summary

Thurlbear St Thomas is a sizeable, attractive church, benefiting from electricity and reasonable roadside parking. It is also near to Thurlbear School whom the CCT's Heritage Learning Officer works with on a regular basis. Aside from the wall safe income and annual carol service not much activity currently takes place which would help with the annualised maintenance costs, although it is hoped that one or two events will take place in 2024. To offer this beautiful church a sustainable future it would be good to explore additional income generating activities.

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

Other 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, plant and seed sales/swops etc.

There are also possibilities for the church being used by location agents for filming and photography, and weddings (with an Archbishops Special Licenses) or blessings would also be possible.

Additional marketing of the Church could focus on local historical, Archaeology, ecological or other relevant special interest societies with an interest in the history of the local area. Voluntary effort towards research and interpretation 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, including routes linking up with other nearby CCT churches (or active Church of England churches).

The site has lots of open floor space so could be considered as a venue for Champing (camping overnight in historic churches - see Appendix 4 for more information). 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 or a Christmas memory tree might also help develop useful income.

The Church may benefit from a CCT noticeboard and insert, upon which site specific health and safety and historical information, and details about upcoming events and local information could be displayed.



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## Part B - 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), **three** responses were received for **St Thomas' Church, Thurlbear** by the deadline of **August 31st**.

Two responses received were from respondents writing in a **personal capacity**, and one was writing on behalf of an organisation. Some respondents gave more than one answer to questions and this is reflected in the responses 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 respondents indicated the following:

- Would be great for the church to be open 24/7: 1 person
- For the church to be used more frequently by the community and the primary school: 1 person
- Happy for it to continue as it is, the main user is the primary school : 1 person

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

- Raising sufficient money to meet the costs: 1 person
- Visitor numbers: 1 person
- Dwindling use for worship: 1 person
- Maintaining the stability of the fabric of the building: 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**, respondents stated the following:

- School projects eg studying the Normans: 1 person
- The primary school: 1 person
- No answer/skipped question: 1 person

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

- The school is the only realistic user of the church, with perhaps an additional service by the Benefice: 1 person
- Increasing the awareness and use of the building to increase visitors and donations: 1 person
- The school previously used it as a learning resource, which led to a service and additional income: 1 person

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

- Keeping it safe and protected: 1 person
- Lock the rood screen or better protect the void: 1 person
- Church is stable so maybe only basic maintenance required: 1 person
- None/no answer: 1 person

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Regarding priorities, opportunities or ideas for fundraising, respondents suggested the following **ideas and opportunities for fundraising** for St James' Church:

- Use of the church for fetes etc: 1 person
- Visitor donations from the church being open: 1 person
- Now the church is open the donations might increase, but the risk of damage and theft is higher: 1 person

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

- Engage new volunteer: 1 person
- Already addressed by CCT opening the church: 1 person
- None/no answer/skipped question: 1 person

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

- Yes: 1 person
- No: 2 people
- Already take part in fundraising activity: 0 people

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

- Available either in person or through digital meetings: 1 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 responses were received:

- Would be good to have the church open 24/7: 1
- The church is valued but it takes a lot of preparation to get the church ready for the annual Carol Service: 1 person
- None/no answer/skipped question: 1 person

In addition to responses fielded through the questionnaire, a further **1** respondent wrote back to their Local Community Officer, expressing the following perspectives:

Their concern about the church being left unlocked, as they feel that this leaves the church and its contents vulnerable to harm.

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## Part C - Community Recommendations

### Summary of Community Meeting 1: 24<sup>th</sup> May 2023

#### Attending: Local Community Officer and 2 members of the community

Items discussed were:

##### 1. Events/Fundraising

There are no events happening at Thurlbear at the moment which might help contribute towards the annualised maintenance costs for St Thomas' and only one service per year (a carol concert). It was suggested that publicising the church in the parish magazine could be useful to let more people know that they can book the church for events. There is also a history group in the village who could maybe do a talk at the church as a fundraiser. P would be interested in learning from a history talk and possibly offering future tours to small groups.

##### 2. Maintenance Issues

JT is concerned that the tower is still moving as a stone looks loose in the bellchamber. This is something the LCO will bring up with the Estates Manager.

There is also a problem with the gate but since the churchyard is not owned by the CCT it's something which needs to be raised with the Parochial Church Council (PCC).

P is happy to carry out the bi-annual maintenance checks for the CCT and pay in wall safe money.

##### 3. Church Access and Wallsafe

The church was locked during Covid and the keys kept at the rectory. The church is now open 24/7. The volunteer who previously emptied the wall safe suspected that notes were being fished from the wall safe and the LCO and P can confirm that this is definitely the case after having both left notes in recent weeks. The LCO suggested that the wall safe is emptied more frequently and will send wall safe keys to P and JT. It was suggested that using a QR code on a poster so people can make cashless donations would also be good.

### Summary of Community Meeting 2: 22nd Sept 2023

#### Attending: Local Community Officer, Estates Officer and 4 members of the community

Items discussed were:

##### 1. Events/Fundraising

The group discussed possible events for 2024. T is happy to present a **history talk** ( 'Tales of Thurlbear & its Church' ) and the date of Weds May 8<sup>th</sup> at 7pm was agreed. Another possible event is a **brass concert**, led by a CCT volunteer who lives in Somerset. If this goes ahead JP can help with publicity in the local newsletter and parish magazine and P can help with refreshments. Both events will be free with donations to the CCT.

##### 2. Maintenance Issues

JT had previously raised concerns about possible movement in the tower, in the old entrance to the belfry. The EO had a look and will ask the maintenance contractor to repoint in the loose stone so it is then easier to monitor cracks.

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## Summary of Community Meeting 3: 20th Feb 2024

### Attending: Local Community Officer and 4 members of the community

Items discussed were:

#### 1. Events/Fundraising

The group discussed the planned **history talk** ( 'Discovering Thurlbear & its Church' ) on Weds May 8<sup>th</sup> at 7pm. It may be that the bellringers can ring the bells as people arrive and the organ can be played at the end of the talk. The event will be free with donations to the CCT. Wine will also be by donation.

#### 2. Maintenance Issues

P brought up the slipped slate which was reported in January. Other concerns are the wobby pews which currently have signs on them.

## Part D - Action Plan

### Community Actions

#### Short Term Actions (to end May 2024)

- T to present talk next May 2024, bring projector and put in gazette
- JP to help publicise talk in Seven Sowers Benefice magazine and to ask school re carparking. To bring wine and glasses.
- JT to ask ringers about bellringing 6.50-7pm
- P to put in Blackdown Benefice magazine and help with refreshments

#### Actions complete

- P and JT to check wall safe regularly once they have keys and P to pay in money around the time of the bi-annual maintenance checks in September and March – this is being done.
- JT to investigate whether the history group could do a talk at the church about the history of St Thomas - this is going ahead in May 2024

### Local Community Officer Actions

#### Short Term Actions (to end May 2024)

- Keep the group updated re the brass concert, history talk and maintenance updates.
- LCO to help with poster for history talk, add to CCT website and bring email sign up on night

#### Actions complete

- The LCO has spoken with the Estates Officer (€) about the tower. There has been lots of interventions to the tower in the past so it's hard to know if any movement it new. The EO will get in touch with JT.
- Two sets of wall safe keys have been posted to JT who will pass one set onto P
- Created donation poster with QR code so people can make cashless donations
- Outstanding from May 23: Investigate whether another service could take place at St Thomas' each year. (just one for now)

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## 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 organising events, activities and services, and for general fundraising
- Investigate potential for scheduled cleaning days
- Consider means for increasing additional public interest, footfall and consequent donations
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Consider the suitability of the site for Champing (see Appendix 4 for more information)
- Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Investigate participation in Ride & Stride scheme
- Create walk around guide or information about the history of the church
- Investigate suitability of church for fetes etc
- Investigate musicians, artists, theatre companies or poets who might wish to use the church
- 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
- Review church web page to ensure clear directions, access and parking information is available for all visitors
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Investigate whether it is possible to obtain a CCT noticeboard and insert

## CCT Actions Other

### Short term actions

- None as yet

### Actions complete

- None as yet.

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## Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for 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

The list below gives examples of items that CCT needs to maintain in its churches. Some items on this list will not relate to this church but give guidance as to the typical items we cover. These estimations are based on the cost in 2020, please note we are not able to predict inflation costs and therefore these are not included.

A specific report is created for each church every nine years by an experienced and trained building inspector. This details the repair needs of the building and lists the repairs required according to their priority. Please contact your Local Community Officer if you wish to see this report.

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

The total cost over 25 years for this example of a typical church is £107,598.57 (exc. VAT)

The average yearly cost for this example of a typical church is £4303.94 (exc VAT)



### 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](http://www.champing.co.uk) and these bookings are related to local contacts so everyone knows when visitors are staying. A local member of staff sets out equipment for the night and removes all gear each morning. Guests have exclusive access to the church between 6.00 p.m. until 10.00 a.m. so visitors can enjoy the church during the day.

Champers don't expect much in the way of facilities and understand that these are ancient buildings. For most churches we've installed eco-loos either inside or outside in wooden cabins. We don't allow candles but provide battery lanterns and fairy lights. As most of our churches don't have heating we only operate Champing™ between the end of March and the end of October, and we recommend Champers bring warm sleeping bags and extra blankets. We also supply bedding and breakfasts but this option isn't available at all churches. Most Champers will eat out locally or may bring their own picnic.

For those churches without electricity we provide a gas camping stove and we also provide amply bottled water for Champers and all visitors to use.

Typically Champers are couples and families. Some of our churches are large enough to welcome groups of up to 16 people. We are dog-friendly, and child-friendly. Many Champers appreciate the history, architecture, and unique features of their surroundings, and come to learn about the building and its locale through this unique accommodation. We offer those staying for the first time a free CCT membership so they can learn more about our work and consider support for The Trust after their visit.

You can evaluate typical income which derives from Champing™ in the table below.

Church	2017	2018	2019	2020	Total
Langport, Somerset	£10,472.40	£2,765.60	£3,809.94	£3,128.00	£20,175.94
Emborough, Somerset		£2,024.30	£1,378.49	£2,625.00	£6,027.79
Chiselhampton, Oxfordshire	£10,156.29	£2,696.40	£5,864.11	£1,705.00	£20,421.80
Wolfhamcote, Warwickshire		£3,001.00	£2,213.77	£1,624.00	£6,838.77
Holme Lacy, Herefordshire		£4,368.80	£4,758.55	£1,004.00	£10,131.35
TOTAL	£20,628.69	£14,856.10	£18,024.86	£10,086.00	£63,595.65