



CHURCH OF THE BLESSED VIRGIN MARY, EMBOROUGH

CHURCH PLAN



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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 the Blessed Virgin Mary in Emborough, Somerset, is medieval in origin but underwent extensive renovation in the 18th century. It is recorded in the National Heritage List for England as a designated Grade II* listed building.

It was originally built in the 12th century, with 14th and 18th-century alterations and some further restoration in the 19th century. The inside includes a Georgian gallery and a cast iron "Gurney Stove". The colour washing of the wall returned the church to its appearance before its Victorian restoration.

The Church was declared redundant on 1 August 1978, and was vested with the Churches Conservation Trust on 19 December 1979.

Current use (bookings) & voluntary activity

The Church of the Blessed Virgin Mary currently has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. There is an extremely popular Carol Service which is very well attended, and we are very grateful to the local residents who organise this service, and to the local incumbent who supports it. In the past few years the Church has also welcomed weddings.

The Church is also well supported by a local Area Volunteer who visits twice a year to complete site inspections.

Voluntary activity undertaken by local residents and the Area Volunteer include:

- A local keyholder role
- Completion of biannual site inspection forms
- Remittance of wall safe and service funds
- Planning and delivery of the Carol Service

- Ad hoc reporting of building change
- Setting up and packing away of the Christmas memory tree

The Local Community Officer 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 at the Church. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor and a detailed Condition report from the allocated Architect.

Church Information

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Nothing formal
Welcome table:	Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for restock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled
Area volunteer role:	Fulfilled (remittances, CCT liaison, maintenance reporting)
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
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed - needed
Wall safe poster:	Installed
CCT A board:	Not installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	
Parking:	Limited, parking in neighbouring driveway
Organ:	Present

Churchyard:	Not owned by CCT, not maintained by Local Authority
Ringable bells:	Yes
Pews:	Sound, no defects
Fire rated capacity:	60 (100 if side door unlocked)
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	Mendip Hills AONB and other CCT churches: Holcombe, Hemington and Hardington Bampfylde
Social media presence:	Nil
Images on CCT website:	Three
Regular feature parish news:	No
Services per year:	1
CofE support for services:	Yes
Christmas memory tree:	Yes, unsponsored
Tea Party:	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:	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 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.</p>	£4,633.24
<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>	£633.60
<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>	£50.00
- Fit padlock to tower hatch	£50.00
<p>Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising, costed and listed individually below.</p>	£19,100.00
- Repairs to lead work around roof hatch	£500.00
- Repairs to rainwater goods and drainage	£3,000.00
- Window and glazing repairs	£10,100.00
- Investigate and repair belfry floor structure	£4,000.00
- Repair and redecorate chancel roof structure	£2,500.00
<p>Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications, costed and listed individually below.</p>	£37,500.00
- Render and limewash repairs	£35,000.00
- Internal joinery repairs	£2,500.00
<p>Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.</p>	£28,800.00

- Repairs to nave roof	£25,800.00
- Conservators reports on the monuments	£3,000.00
Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.	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	Events	Third Party Hire	Total Income
2022/23	£11					£161
2021/22	£66		£500			£566
2020/21	£19					£19
2019/20	£310					£842
2018/19	£0					£300
2017/18	£17					£362
2016/17	£27					£537

Visitors

	Visitor Numbers	Wall safe income per visitor
2022-23	917	£0.01
2021-22	77	£0.86
2020-21	Data not collected	
2019-20	1,253	£0.05
2018-19	1,180	£0.02
2017-18	2,010	£0.01
2016-17	2,556	£0
2015-16	1,322	£0.23

Local Community Officer' s Summary

This pretty Somerset church benefits from generous support from a small number of local community members and a dedicated Area Volunteer, all of whom we are extremely grateful to. Additional members of the local area support the church well, but less regularly, through attendance at events like the annual Carol Service. The Church has been used in the past as a Champing site, but due to problems with the toilets is not currently in use.

The local volunteers deserve recognition for their organisation of the Carol Service which is very popular, and raises a significant amount of money, and for putting up the Christmas Memory tree.

Additional promotion of the existing services and events via the Parish newsletter and at parish meetings council, on the CCT website and in other locations would be useful in increasing visitor numbers, service collections and donations to go towards the annualised maintenance costs. One or two additional services a year would present extra opportunities to raise awareness of the annualised maintenance costs and to encourage additional collection contribution.

The local community could review some of the options detailed in this summary towards the shortfall against annualised maintenance costs, addressing the risk of necessary repairs wanting for funds in future seasons. Activities and events the community could consider holding 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, more weddings or blessings are possible depending upon Archbishops Special Licenses being obtained. Additional marketing of the Church could focus on local historical, Archaeology or other relevant special interest societies with an interest in the history of the local area. Voluntary effort towards research and interpretation products could facilitate encouragement of these 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 would 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. It is also interesting to see that someone has already posted a 360 degree [Streetview tour](#) of the church on Google, which could be a really useful resource for promoting the church for events (see Appendix 4) and walking, cycling or heritage tours.

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

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), **one** response was received for **The Church of the Blessed Virgin Mary, Emborough**, by the deadline of **31 August**.

The response received was from a respondent writing in a **personal capacity**, rather than on behalf of an organisation, and if 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:

- For the church to be used by parishioners and 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:**

- If there was a sustainable future the church would not have come to the CCT: 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:

- Don't know: 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:

- The community uses the nearby church at Ston Easton, which has lighting and heating: 1 person

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

- Making the church wind and water tight, which it is: 1 person

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

- Charitable trusts and Church of England funds, no funds are available locally: 1 person

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

- A CCT team dedicated to approaching charitable trusts: 1 person

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

- Yes: 0 people
- No: 1 person

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

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

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

- Not available for getting involved in fundraising due to other existing commitments: 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 1

Invitations to attend a consultation meeting to discuss the Church Plan, along with a Doodle Poll link to canvass availability and arrange a meeting date and time, were sent to all Emborough contacts on 22 December 2021.

A Consultation Meeting was held by Zoom on 26 January 2021 with the following attendees:

The Local Community Officer (LCO) and Respondent A

Notes of the meeting:

The LCO explained:

- Introduction to Church Plans: to create a more structured and planned approach to our work at CCT churches.
- 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 from the site pays for the annualised maintenance costs and other high priority or urgent conservation projects and repairs.
- The current situation at Emborough, including a focus on:
 - Visitor numbers
 - Income and expenditure, including wall safe donations and total conservation spend since vesting
 - The annualised maintenance cost and an explanation of what this includes

The following was then discussed:

- Respondent A confirmed that they had read through the draft Church Plan with the main key holder and Champbot prior to completing the September survey.
- Respondent A suggested contacting Ston Easton Park, a local stately home and hotel, which originally painted The Church of the Blessed Virgin Mary as they think it used to be part of Ston Easton Parks estate.
- Ston Easton Church is the active church in the village, but it is hard to complete with because it has electricity, lights and heating, whereas Emborough has none.
- There are members of the Rees-Moggs family buried at Emborough, as there are also at Cameley.
- Respondent A queried why CCT do not use automatic 'clickers' over the doorway to count the number of visitors.
- Respondent A felt it would be helpful for Area Volunteers to have more details for local contacts, such as the incumbents.
- Respondent A felt a CCT noticeboard would be beneficial in encouraging people to visit the church.

Fundraising ideas:

The following fundraising ideas were suggested by Respondent A:

- A Rogation service with tea in the churchyard
- 'Walk with the Warden' : A walk in the evening around CCT churches and active churches, ending with supper in a pub. This would also help build links between different CCT churches, and CCT and active churches.

Actions arising from the meeting:

- LCO to investigate 'clickers' to count visitors and whether they need electricity or wifi to work.
- LCO to investigate whether a CCT noticeboard could be obtained for Embourgh
- LCO to consider a Rogation service and 'Walk with the Warden' , and speak to other nearby CCT churches to gauge their thoughts on linking up nearby CCT churches for events.

Summary of community consultation meeting 2

A Church Plan meeting was held at Emborough Church of the Blessed Virgin Mary on Friday 24th April 2023 with two CCT volunteers (their input added below as C1 & C2). Items discussed were:

1. Champing

Emborough has previously been used as a Champing site. The Champing loos were causing a problem and were removed so C1 is not keen to do more champing unless there are different loos. They would also prefer 2 nights minimum.

2. Events

The main/only event at Emborough is the annual carol service. Last year it had 150 people which is a fantastic number. The band are the "Somerset Russets" and one ex member moved to Wales, and likes to come to Emborough for the Carols. This is a great fundraiser for the church. There is no vicar at the moment so no regular services. There's a choir coming in July.

3. Bells

There's a report on the bells which was carried out by a bellhanger who visited 2 or 3 years ago.

4. Silver Plaque

The silver CCT plaque has delaminated and needs removing. The LCO explained that the maintenance team are removing them as they see them.

5. Volunteers

More volunteers are needed at Emborough to help with fundraising. It's a remote location and the two volunteers at the meeting already do as much as they can.

Summary of community consultation meeting 3

A Church Plan meeting was held at Emborough Church of the Blessed Virgin Mary on Monday 19th July 2023 with five members of the community/CCT volunteers (their input added below as C1-5). Items discussed were:

1. Events and Fundraising ideas

This meeting took place after C2 responded to the call out for volunteers in the parish magazine. There was lots of energy and enthusiasm for holding events to bring the community into the church and help raise funds (the annualised maintenance costs for the church are £4633). C3 was also interested in getting the school involved. The LCO mentioned Music for A While (music concert – LCO to send more details) as a possibility to raise funds for the church and bring the community together.

2. Events

The main events discussed were a flower festival (one was held previously which was very successful), summer picnic, school performances, art/painting event, storytelling and concerts. Since there is not much time to organise a summer event for 2023 an event in October was popular. C2 will make contact with a local storytelling group about a possible event at Emborough church in the autumn.

Community Meeting 4: 26th February 2024

Attending: Local Community Officer and 5 members of the community

Items discussed were:

1. Events/Fundraisers

The group discussed possible events which would aim to raise the profile of St Mary's within the local community, create opportunities for the community to get together and raise funds for St Mary's and the CCT. The following events and dates were discussed:

Beer Can Photography: Weds 29th May (family friendly event for Half Term)

Celebration of Summer: Saturday 6th July (possibly 3pm onwards – picnic/cakes)

Autumn Wreath Making: Saturday 14th Sept (4-6pm age 10 and over)

Christmas Carols: 12th Dec

2. Maintenance

If Champing is no longer planned at Emborough the loo would need to be removed.

J pointed out some areas of damp inside the church.

Part D - Action Plan

Community Actions

Short Term Actions (to end August 2024)

- L to register as a volunteer and provide more details on the beer can and wreath making workshops
- J to lead on community summer event

Actions complete

- J has had a very productive meeting with the local storytelling group. The group are not available this autumn but may help with a summer event.
- K sent LCO the bell report

Local Community Officer Actions

Short Term Actions (to end August 2024)

- Ask Champing team re loo at Emborough
- Talk to Estates Officer re damp inside the church.

Actions complete

- Sent details on Music for Awhile concert to J.
- Asked re resources for the local primary school to get involved at the church. Need to follow this up.
- The LCO has spoken to the Champing team and they currently have no plans to change the toilets. Hence Champing cannot recommence at Emborough in the foreseeable future.
- The LCO has requested that the silver sign is removed. Wrote a short article for the Parish Magazine asking for volunteers in June.

Long term actions (to end Dec 2025)

- Investigate potential for linking up nearby CCT (CCT and active) churches for events
- 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
- 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
- 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.
- Create walk around guide or information about the history of the church

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? Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
8. 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.
9. 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.
10. What do you think might be the best ways to get started with any fundraising activities you have suggested?
11. If you don't already, would you be interested and available to take part in future fundraising activity?
12. 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?
13. 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 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