



**Churches
Conservation
Trust**

ALTON PRIORS. ALL SAINTS

January 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

All Saints Church in Alton Priors, Wiltshire, England, dates from the 12th century. It is recorded in the National Heritage List for England as a designated Grade II* listed building. It was declared redundant on 28 July 1972, and was vested in the Trust on 12 December 1973

The church was built of limestone and malmstone rubble in the 12th century, but has undergone several major refurbishments since. In 1491, landowner John Button bequeathed lead to roof part of the church. In the 18th century the nave, two-stage west tower and chancel were all replaced. The church contains Jacobean stall fronts and on the north side of the chancel a 16th-century tomb-chest surmounted by a monumental brass commemorates landowner William Button (died 1591), great-grandson of John.

The presence in the floor of the church of trapdoors giving access to Sarsen stones, and the presence of the 1,700-year-old Yew tree in the churchyard, suggest it was a sacred site long before the church was built.

Current use (bookings) & voluntary activity

Whilst the church is no longer used for services on a regular basis, it has been the home (and beneficiary) of the Music for Awhile classical music festival in June for several decades.

The church also benefits from the support of a small team of local volunteers and residents.

Voluntary activity undertaken by this group includes

- Running the annual Festival and fundraising concerts, although this takes a great deal of work by the volunteer group to sustain.
- Conservation cleaning
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services.
- Recent provision of temporary visitor signage
- Ad hoc reporting of building change
- Funding some church repairs (eg. lead guttering extension) and churchyard maintenance (hedge cutting and tree pruning)

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Rachel Whitty
Current project:	Roof repair and installation of new engraved glass window
Cleaning schedule:	Occasional and before use.
Welcome table:	Present. Up to date Walk around Guide (2016) and leaflets. There is also an online audio tour available.
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, maintenance reporting)
Area volunteer role:	Vacant
Fundraising roles:	Volunteers run annual fundraising concerts, open gardens, as well as other fundraising for the roof repair.
Stewardship roles:	None
Research, interp & talks role:	None formal.
Accessibility details:	Provided via website
CCT silver plaque:	Installed, poor condition – lettering removed and temporary replacement laminated sign installed.
CCT information board:	Not installed.
Oak post:	Installed
CCT freestanding board:	Provided
Wall safe poster:	Installed, current
CCT A board:	Provided
Gift Aid envelopes:	Provided
Visitor book:	New one needed. Current one is full
Building services:	No electricity, no heating
Parking:	None formal. Spaces on road, which is a 30m walk away
Organ:	Electric
Churchyard:	Not owned by CCT, maintained by PCC and volunteers (mostly financed by Music for Awhile)
Ringable bells:	3. Hung for full-circle ringing but now only safe for swing-chiming
Pews:	Choir stalls only
Fire rated capacity:	100

Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Installed. Elecsec.Solar
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	The Ridgeway
Public transport:	Occasional local bus service
Social media presence:	None
Images on CCT website:	One of three
Regular feature parish news:	Occasional. Via volunteers
Services per year:	Up to three
C of E support for services:	Yes
Christmas memory tree:	No. Although it has been considered in the past.
Tea Party:	No
Historic Church Tour:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No, but possible. For further information, please see Champing introduction and typical church income at appendix 4.
Retail:	No
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	2015
Learning and Participation events	None
Explorer tags	None

Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT):</p> <p>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every cost which relates to maintenance is included except the twice-yearly maintenance visit. Any anticipated repairs are also excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at appendix 2.</p>	£3689.41
<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>	£712.80
<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>	£65.00
<p>- Broken quarry on n side</p>	£65.00
<p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£57,500.00
<p>- Reroof N side of nave roof</p>	£45,000.00
<p>- Repair nave roof structure</p>	£12,500.00

<p>Total medium term repairs:</p> <p>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£13,500
- Minor belfry repairs	£650
- Conservation to 'Button' and Burrough monuments	£3,000.00
- Repairs to Nave and Chanel plasterwork	£2,350.00
- Redecorate internal spaces	£7,500.00
- Window repairs Glazing and masonry	£650
<p>Total long term repairs:</p> <p>Items which are known to require works in the longer term but which are not essential in the near future.</p>	£4000
- Repair and redecorate rainwater goods	£2,500.00
- Repair newel staircase	£1500
<p>Total desirable repairs:</p> <p>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.</p>	£2,500.00
- Install man safe system	£2,500.00

<p>All cost figures are estimates, exclusive of VAT and professional fees.</p>	
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<p>VAT is charged at 20% of the total costs and can sometimes be recovered. Professional fees vary, but are either charged at an hourly rate or as a percentage of the total project cost. These are usually charged only on larger or more complex projects.</p>	
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Income, Expenditure & Balances

Income

	Wall Safe	Total Income
2020/21		16
2019/20	£307	£536
2018/19	£265	£2708
2017/18	£452	£6111
2016/17	£103	£11474
2015/16	£392	£1392

(N.B. In 2019 - 2020 Volunteers paid directly for repairs to guttering, undertaking of tree surgery, restoring and painting of inner and outer church doors)

Visitors

	Total Visitors	Wall safe income per visitor
2020-21	-	-
2019-20	2650	£0.12
2018-19	2048	£0.13
2017-18	4875	£0.09
2016-17	4169	£0.02
2015-16	5745	£0.07

Expenditure

Total expenditure since vesting: £73,312

	Conservation (repair) expenditure	Maintenance expenditure
2020-21	£0	2,905
2019-20	£0	£2,178
2018-19	£0	£1.416

2017-18	£660	£486
2016-17	£10,346	£7,857
2015-16	£4,297	£4,297

Balances

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

Restricted Balance Report Jul '19	£8293.31
Income less expenditure '19/'20	£2708
Income less ann. maint. '19/'20:	-£981.41

Local Community Officer's Summary

All Saints' Alton Priors is very lucky to have benefited from the long term voluntary support of several volunteers who have raised tens of thousands of pounds over decades of running the Music for Awhile festival in the church. The main volunteer responsible for these concerts was awarded Ecclesiastic's "Heritage Hero" award in 2018 in recognition of her efforts. The church also has good informal community support from its neighbours, who can always be counted on to get involved and help at events like the lime-washing day CCT held at the church in 2019.

Thanks to the community's efforts, funds were quickly raised to install the *rubberoid* membrane temporary roof, when the lead was stolen from the south side of the nave in 2016. This fundraising also paid for the alarm system and security lighting. This community have been the main contributors to the £8293.31 we were showing in restricted balances on 31st July 2019. The exact amount of restricted funds now available for the church is currently being queried with CCTs Finance Team.

In 2021 a community led project was completed at the church to install a new engraved glass panel, celebrating the church itself, local landscape and community as well as the 25th Anniversary of the Music for Awhile summer festival..

All Saints' inspires generous support from a relatively small number of visitors each year, the maximum number of visits limited perhaps by the limited options for parking, and poor signposting to the church. The addition of video-directions on the church webpage might encourage additional visits over time, all of which would be certain to encounter an extremely well-presented church thanks to the continuing and extremely dedicated care of its volunteers who visit to clean throughout the season.

Improved "open church" and donation signage and interpretation (although these are currently at a good standard with an up to date walk around guide and online audio tour) in the church could improve visitor numbers and donation per head.

A temporary electrical supply is made available for the Music for Awhile concerts, but a more permanent electrical supply could enable flexible use of the interior for other occasional performances.

It is hoped that new ideas for use and potential supporters for the church may emerge as part of the church planning process.

Part B - September 2020 Survey

Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A), **3 responses** were received for **Alton Priors, All Saints'** by the deadline of **August 30th**.*

Of the three responses received one was writing **on behalf of an organisation** and two were from respondents writing in a **personal** capacity, who all confirmed that their responses related to **All Saints', Alton Priors**.

In addressing the question of *a perfect outcome for our work together at the church* the respondents indicated **1) Continued support for Music Awhile as they are seen as organisation closely involved with the community and use of the building, together with the PCC Altons** **2) I would love to see more musical events take place in the church. Having attended a number of the Music for Awhile recitals, I know how fabulous the acoustics in the church are. It's a special little place and looks lovely when lit by candles.** **3) Roof repair and more community activity**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondents indicated **1) CCT and Community involvement with grant aid support for a revered Norman Church** **2) The biggest challenge faced is the huge cost of the replacement of the lead roof, stolen in 2016. This makes me angry. I know how cheap it can be to install CCTV which may have at least caught the thieves and stopped them from, no doubt, thieving from other churches. The church needs to be able to generate more money to become sustainable.** **3) fundraising and visitor numbers**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondents indicated **1) Music Awhile and visitors to this historic church ensure a regular funding stream for CCT work to protect the church for the future.** **2) I think the local community try to include the two churches in most of the projects they organise. Either encouraging visits to them (to engender a feeling that the churches are part of the community) or making them the reason for fund raising. Open Gardens being one such project. In some ways I wish All Saints could be used as the Community Hall (as the prefab Community Hall is as ugly as sin).** **3) open gardens, visitors to locality,**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondents indicated **1) fundraising** **2) As facilities are somewhat limited church services have to be specially chosen. However, as a visitor attraction it not only enhances the church but the local community.**

In relation to identifying conservation priorities for the church, the respondents provided **1) Regular maintenance of the facade To complete roofing** **2) The proper repair of the roof. From what I can determine on my visits, any areas that need attention appear to be issues caused because the roof is not watertight.**

Regarding priorities, opportunities or ideas for fundraising the respondents noted **1) As we have two historic churches one in Alton Priors & one in Alton Barnes. It is extremely difficult to**

fundraise for both. Music For Awhile are to be congratulated as a successful fund raising vehicle for Alton Priors 2) more performances, more individual targeting for income. In respect of means for initiating fundraising activity, the respondents gave **1) CCT inform the community of their historic asset 2) find more volunteers to assist.** One respondent noted that they **would not be available to partake in any fundraising activity** and two indicated that they **are, and have been previously involved** in fundraising activity for the church.

In seeking respondents' participation in a future group discussion regarding church planning two respondents indicated **They'd be happy to meet through phone or video conference**, and one indicated that **they would be happy to meet in person or via phone or video conference.**

In answering our final, open question about any additional church matters not covered in other areas of the survey, the respondents indicated **[no response]**.

In addition to responses fielded through the questionnaire, a further **[no response]** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

Community Meeting 1: 1st December 2020

Attending: Ed McGregor (Local Community Officer) et al

A notes that there has only been one other prospective hirer/ user of the building that she's been aware of in her long experience with the church who expected lots of promotion etc to be provided which wasn't the case. Hence the action about exploring prospective alternative users of the church was somewhat optimistic.

The community are always talking about how to make better use of the two small churches in the parish but not many additional opportunities arise. A also notes that 2021 isn't the best year for this for seeking additional community activities to take place.

A notes that supporters of All Saints' Church did collaborate with open gardens in 2019 and something they'd be interested in doing again when life allows.

A expresses that the site isn't suitable for champing due to lack of amenities.

A mentions the idea of a pop up pub in the church.

A is happy to continue emptying the safe and providing lots of day to day support. Post pandemic A suggests better signage to the donation box.

A does not think they have the new wall safe signage in the church, with annual expenditure and text giving code. EM to send another copy.

Champing needs an accompanying definition to cover it for new recipients of the church plan.

Hand sanitizer is available in the church.

A is willing to attend the church for roof alarm calls. There is a problem with the system particularly with the solar panel charging. She is now the only contact for the roof alarm.

A notes that it has been decided locally to re-wild both church yards (Alton Barnes and Alton Priors) as part of a three-year plan, designed by a professional gardener amongst us to plant bulbs and other wild flowers, initially in designated sections of the church yards.

Music for Awhile will finance the start-up costs for re wilding the churchyard at All Saints. A expresses the desire to organise a talk (when permitted) in the church about the project by Louise, the designer, and encourage people to bring their own refreshments in order that we can stay and have a social event too. They will be recruiting further volunteers to take part in the planting and A will endeavor to bring visitors into the church as well as being outside.

Community Meeting 2: 8th September 2021

Attending: Ed McGregor only. No attendees joined.

Nil

Notable Correspondence with Community 18/07/2022

Music for Awhile Festival has paid £700 for and installed a new lighting system at the church. The new LED lamps run off smaller cables and only take a tiny amount of electricity compared with the previous theatre lamps.

This is better for the people who live in the house where we get the supply (c 90 m away from the church) and easier for us to operate.

They are external grade cables and adaptors, and can be added to for other equipment.

If (a big if!) the solar panels and battery storage were more reliable, it's not impossible that this new system could supply a small amount of electricity to the church (lights, an organ, even a kettle!). At the moment the solar system is not quite consistent enough even for the alarm so I don't want to get ahead of ourselves!

Community Meeting 3: January 27th 2023 via Zoom

Attending Main Volunteer referred to as A and Rachel Whitty LCO

RW introduced herself with a brief overview of her background and the purpose of the Church Plan meeting. RW also explained that the figures in the current document were quite out of date and it was planned to update them later in the year. RW thanked A for sending the financial overview of fundraising carried out during 2022 and for the fabulous results and efforts all round, they are much appreciated. In total A raised nearly £3500 and spent £900 (new lighting system, cable rolls and hedge cutting) on the church in addition to the many days of management to run the Summer festival.

A explained about the delicate balance of surrounding churches, pub and village hall around Alton Priors and it was important to think about the competing priorities and impact when considering the uses for the CCT Church. RW agreed that any inquiries would be triaged with A to assess their suitability and impact on other events.

Action- immediate and ongoing – RW to let A know re Hire Inquiries for ALP.

A explained that they were the only person who organises everything at ALP (keys, money, churchyard, cleaning, events) and was happy to do continue to do so. RW expressed thanks for A's continuation and agreed that it was sensible for that to carry on at present.

A also recruited people for the concerts to help with food/accommodation for the performers/mowing/furniture moving (the farmer) and a couple of people to put flowers in the church.

The general state of the roof was raised and the issues with the Solar Alarm not working properly. A had tried to find someone to come and have a look but to no avail.

Action – short term- RW to arrange a visit with the EO to look at the Solar Alarm

Options for the roof were discussed such as simply to replace like with like (Rubber) when the time comes but **A** may not have sufficient funds to do so from the bespoke Priors Roof fund. It was agreed that maybe it hadn't come to replacement yet but it was worth having a plan for when the time comes.

RW said that she had shared pictures of the maintenance visit with the EO and they would look at it together on the planned visit for the Solar Alarm.

Action – short term RW to work with Conservation to monitor rubberoid roof seals

RW agreed to publicise the ALP MFA events in July on the CCT website if required. **A** mentioned that there would be a MFA concert at Imber at Easter and also that the sponsors had agreed additional funding so there be the opportunity to consider other suitable CCT churches to be considered.

Action – short term – RW along with colleagues (other LCOs/Conservation/Comms to consider suitable sites with sufficient volunteers to be able to support a large scale event.

The previous actions were reviewed and it was agreed to close some as they were no longer relevant and some would be carried forward as they were still pertinent and relevant.

The meeting closed with a plan to meet face to face later in the year post MFA concert programme in October.

Part D - Action Plan

Community Actions

Short term actions (to end March 2023)

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Medium term actions (to end March 2024)

- Consider upgrading of the solar battery system to allow powering of the lighting system and a socket in the church.

Long term actions (to end March 2025)

Actions complete (to end July 2022)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Consider following up on suggestions made to support the church in Part B in particular partnership with the local Open Gardens scheme.
- Consider resuming concerts when possible in relation to Covid-19 guidance.
- Engraved window installation / photography.
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- Consider the suitability of the site for Champing
- Community Celebration for the installation of the window.
- Organised Open Gardens Day raising over £1000 for the roof appeal.
- Purchased new welcome table and display materials.
- Repainted the doors of the church.

Local Community Officer Actions

Short term actions (to end October 2023)

- arrange a visit with the EO to look at Solar Alarm
- Consider with colleagues (other LCOs/Conservation/Comms suitable sites with sufficient volunteers to be able to support a large scale event.
- Consider community audit to identify additional survey respondents and participants in face-to-face or digital meetings
- Continue to support and acknowledge local volunteers' significant regular contributions (both financially and in time / skills given) to the church.
- Review potential for promoting availability of secure parking outside church
- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report

Medium term actions (to end March 2024)

- Consider adding video directions to the church for prospective visitors' information
- Investigate suitability of church for concerts or other uses, and of promotion to prospective local audiences.
- Consider the suitability of the site for Champing

Long term actions (to end March 2025)

Actions complete (to end July 2022)

- Distribution Part A reports for each church to all existing correspondents, together with survey
- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include
 - Conservation interpretations
 - Presentation improvements
 - Champing data
- Agree dates for face-to-face or digital community meetings by end January 2021
- Resolve updated findings, conclusions and recommendations based on Part A, B & C expressed as short, medium and long-term actions for each site (Part D)
- Publish Church Plan Version '2021-22'
- Reply to respondents to the survey issued as Part B, to thank and to follow up on helpful suggestions and ideas, notably the partnership with the local Open Gardens scheme.
- Support local volunteers and CPM in progressing the new glass window installation and seek ways to promote this positive project both internally and externally
- Support the EO in fixing the roof alarm system which is currently producing lots of false alarms due to a solar power charging issue.
- Share the annual maintenance figure via CCT website "church page" and other channels

CCT Actions Other

Short term actions (to end March 2023)

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
- False Alarm issues need to be resolved by EO / LCO
- Consider options for replacing rubberoid roof and monitor external and internal signs of failure of seals and water ingress.

Medium term actions (to end March 2024)

Long term actions (to end March 2025)

Actions complete (to end July 2022)

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?

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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/Yr s	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00

Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00

Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00

Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43

Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00

Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
TOTAL (Excluding VAT)				£107,598.57
TOTAL (Excluding VAT) / 25 years				£4,303.94

Appendix 3: Typical Maintenance Tasks Forecast - (Twice-Annual Maintenance Visits)

Item	Method & Purpose
Gutters, downpipes and gully clearance	Gutters, hoppers and downpipes are easily blocked by leaves and debris both windborne and dropped by birds which can lead to overflowing and water damage to the building.
Roof, inspection & replacing slipped/missing slates/tiles	Over time some slates/tiles or the pegs/nails which hold them will reach the end of their useful lifespan. When this happens it will allow slates to move from their correct position which can let rain in to the building and potentially poses a risk to visitors as the slate/tiles can fall.
Vegetation, control of growth	Overgrown vegetation against walls and buildings can hold moisture against the building potentially causing damage and some plant species are invasive. Vegetation can also obscure the building hiding potential damage and can provide shelter for vermin such as mice.
Tower stairs & boiler room steps, sweeping	Leaves and other debris can build up on steps which could lead to accidents if people slip. Regular sweeping reduces the risk for potential accidents.
Principal steps and paths, clearance	Leaves and other debris can build up on steps which could lead to accidents if people slip. This is especially the case for churches with trees in the area. Regular sweeping of the steps reduces the risk for potential accidents.
Wall Safe, servicing	Servicing of the wall safe helps to ensure that the donations can be easily collected and also checks to ensure that there hasn't been an attempt to steal from the safe.

Appendix 4: Typical Champing™ Arrangements and Related Income

Champing™ is the exclusive overnight hire of a church to visitors. Camp beds and chairs are set up inside the church, along with tea making provisions, battery lighting, and cushions and blankets to give guests a cosy stay.

Guests book online through the Champing™ website www.champing.co.uk and these bookings are related to local contacts so everyone knows when visitors are staying. A local member of staff sets out equipment for the night and removes all gear each morning. Guests have exclusive access to the church between 6.00 p.m. until 10.00 a.m. so visitors can enjoy the church during the day.

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

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

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

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

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