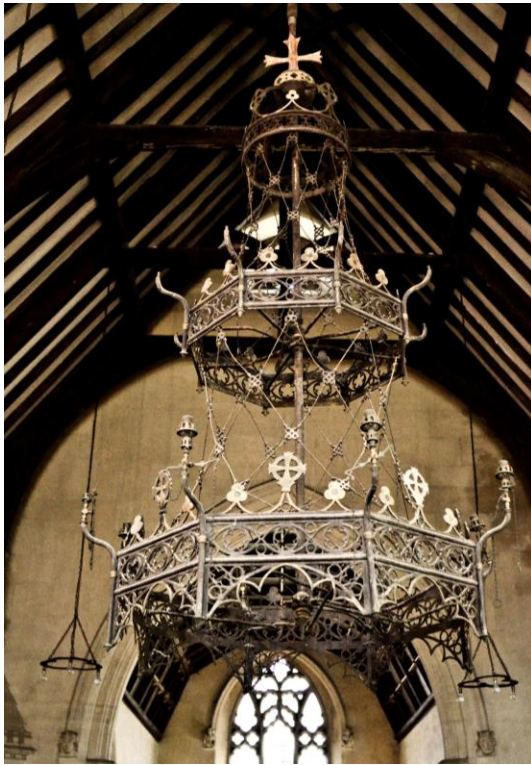




**Churches
Conservation
Trust**

ST. SAVIOUR'S CHURCH TETBURY

CHURCH PLAN



upon through Community Recommendations, Conservation Trust staff

Introduction

Part A - Current Report

Church Introduction and Statement of Significance
Current Use (bookings) and voluntary activity
Collection Review
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 assigned to community participants or Churches

Updated May 2023

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

St Saviour's Church is a historic 19th-century Anglican church in the town of Tetbury, Gloucestershire, under the care of The Churches Conservation Trust. It was designed by the architect Samuel Daukes. Augustus Pugin and John Hardman undertook the design and building of the chancel roof. St Saviour's is recorded in the National Heritage List for England as a designated Grade II* listed building. The church was built in 1848 as a chapel of ease in the parish of St Mary the Virgin's Church, Tetbury. At that time the richer people paid a fee for the use of a pew in St Mary's (a pew rent). St Saviour's was built for the poorer people who could not afford this charge, on the initiative of Tetbury's curate Charles Fuge Lowder, and it came to be described as "a little church for the poor".

St Saviour's is a Gothic Revival church in the Decorated Gothic style. The plan has a nave with side aisles and a chancel, with a vestry to the north. The main entrance is through a south porch into the nave. The church has steeply gabled ends, which project beyond the roofline, terminating in small crosses and, at the western end, a bellcote. There is no clerestory, the roof of the nave extending into catwalks of a less steep pitch over the aisles. The corners of the building have splayed stepped buttresses, with two more buttresses occurring on the west front, at the ends of the aisles. The main windows of the church have tracery in the Flowing Decorated Gothic style of the early 14th century, that at the east of the chancel being the largest with three lights. There are two light windows in the south wall of the chancel, the ends of the aisles and a larger two light window into the nave. High in the nave gables are two small rose windows. The sides of the aisles are lit by small lancets.

Inside the church the nave is separated from the aisles by arcades of four bays supported on alternate round and octagonal piers. All the fittings date from the time of the building of the church. These include the pews with poppyhead ends, the stone font, the stone pulpit, and the wooden chancel screen. The original gas fittings are still in the church, although they are no longer functioning. These include the pipes, the wall brackets, and on the top of the chancel screen, a burner bar consisting of a row of gas jets. The organ formerly in the church has been removed.

The Church and lychgate are designated as a Grade II listed buildings. The lychgate is thought to be contemporary with the church, and is built in stone with a Cotswold stone roof. The churchyard contains

the war graves of six Commonwealth service personnel of World War I, and ten of World War II and has a Grade II listed war memorial

Current use (bookings) & voluntary activity

Tetbury St. Saviour's enjoys an accessible location near the centre of a busy market town in the Cotswolds which results in a high number of visitors pleased by its simple, symmetrical clarity of architectural style and its cool, peaceful interior, well illuminated electrically throughout the year. St. Saviour's relies on its neighbour, who holds keys for the church, opening and closing the building every day, for all activity planning. Without this support the church would need to remain locked, with visitors locating keys held at a nearby shop or staffed public amenity. As a result of this very convenient and very welcome arrangement local residents have been able to use the church for annual services at Easter, Christmas, in memoriam its founder Charles Fuge Lowder, and for a Taize service in Spring.

Commercial outfits have booked the church for wine tastings, occasional plays and on one occasion, a concert, but its use by civic bodies has been considerable as well. In particular, the Town Council and Royal British Legion have collaborated to decorate the interior and exterior with poppies for Remembrance, local schools and nurseries have organised field trips suitable for Key Stages one and two, and the Town Council has organised a popular annual Christmas Tree festival.

Tetbury mobility has used the site for storing, charging and providing access to scooters enabling visitors to explore the town centre, but this organisation is not well publicised and the service seldom used.

Voluntary activity undertaken includes

- Unlocking and locking on most days throughout the year.
- Cleaning days twice a year.
- Remittance of wall safe and service funds
- Planning and delivery of all bookings including services
- Ad hoc reporting of building change or damage

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Isobel Milne
Current project:	None
Cleaning schedule:	Bi-annually led by volunteers in accordance with CCT guidelines
Welcome table:	Maintains stock of current leaflets (note unavailability of future St Saviour' s leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)
Area volunteer role:	Surplus to requirements
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via website
CCT silver plaque:	Installed
CCT information board:	Not installed, overdue (for affix to noticeboard)
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed, current
CCT A board:	Not installed
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting, electric sockets
Parking:	Limited, on street parking
Organ:	Small modern organ
Churchyard:	Not owned by CCT, maintained by Local Authority
Ringable bells:	No
Pews:	Sound, no defects, moveable - heavy
Fire rated capacity:	340
Seating capacity:	340

Site plan:	Unavailable
Roof alarm:	Uninstalled
CCTV:	Uninstalled
Individual item security measures:	Uninstalled
Nearby attractions:	The Close Hotel, St. James' Charfield, St. Nicholas' Ozleworth, The Ormond Hotel, The Goods Shed Arts Centre, Chavenage House, Highgrove, St. Mary's Tetbury, The Police Museum, Beverston Castle, Dolphins' Memorial Recreation Ground
Social media presence:	Nil
Images on CCT website:	One of four
Regular feature parish news:	No
Services per year:	4
CofE support for services:	Yes
Christmas memory tree:	Yes, unsponsored (provided by Tetbury Town Council)
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No. 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:	Current
Children's explorer cart:	Yes
Children's trail:	No

Conservation reports

<p>Annualised maintenance costs (Exclusive of VAT): 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>	£4,316.44
<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>	£552.00
<p>Additional maintenance costs: (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>	£250.00
Repairs to the swept gully	£250.00
<p>Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>	£26,200.00
Replacement of slipped/damaged stone tiles and roof repairs	£5,200.00
Overhaul of rainwater goods including porch gutters	£21,000.00
<p>Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.</p>	£3,200.00
Cracks in the chancel ceiling	£1,500.00
Internal wall repairs	£2,700.00
<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>	£102,000.00
Re-roofing	£100,000.00
<p>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.</p>	

Income, Expenditure & Balances

Income

	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£11 Text	£71					£82
2021/22	£152			£235		£100	£497
2020/21	£0						£0
2019/20	£489						£1857
2018/19	£0						£477
2017/18	£704						£1256
2016/17	£0						£139

Visitors

		Wall safe income per visitor
2022-23	3,521	£0
2021-22	1,428	£0.11
2020-21	Data not collected	
2019-20	5114	£0.10
2018-19	4900	£0.00
2017-18	4995	£0.14
2016-17	4336	£0.00
2015-16	3423	£0.00
2014-15	2390	£0.00

Expenditure

Total spend since vesting 15th December 1976 (non-maintenance): £80,600

	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2022-23	£0	£766	£161
2021-22	£0	£832	£118
2020-21	£0	£641	£92
2019-20	£0	£827	£161
2018-19	£0	£1,746	£397
2017-18	£160	£486	£242
2016-17	£756	£1,810	£180
2015-16	£107	£107	£61
2014-15	£1,087	£1,087	£75

Income less expenditure 2022/23 -£684

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

Income less annualised maintenance 2019/20 -£4234.44

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

Balances

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

Restricted Balance Report Jul 19 £0

Local Community Officer' s Summary

As a cool, still, tranquil oasis at the edge of such a well-known and oft-visited Cotswold market town St. Saviours has the opportunity to attract significantly greater interest and support than presently. Daily opening and closing depends on just one extremely devoted volunteer who enables all of the site' s 5,000 annual visitors. However, the current quantity of income generated by occasional services, wall safe donations and private hire represent less than ten percent of annual maintenance costs.

In recent years new use of the site by The Town Council for its Christmas Tree Festival could indicate civic interest of a type which might lead to fresh sources of income, perhaps related to use of the space as an indoor market or gallery space for local makers and artists. A solution to the problem of means for moving unfixed, heavy pews to clear central space might also enable creative proposals for third-party hire or community use. Public awareness of these types of opportunities might be enabled both through the process of church planning and through occasional articles in parish or civic newsletters or websites.

The church is particularly suitable as a venue for performing arts, with potential for multiple performances in a day mounted within a well-lit, potentially heatable space. The recent cello recital at a Trust church in Oxfordshire might be a model for this type of use.

Finally it should be noted that St. Saviours' would be a suitable site for the previously successful Champing™ model as applied to other Trust churches in the area.

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), **no response** was received for **Tetbury St. Saviour 's** by the deadline of **August 31st**. See appendix 1 for a copy of the questionnaire distributed.*

Part C - Community Recommendations

Community Meeting 2. 18th May 2023. Attending IM (Local Community Officer) et al

- Regarding cleaning A reported the group has disbanded. IM to research who the cleaners were to see if they may be interested in cleaning again.
- IM asked A if she had any ideas for ways that income could be raised to cover the annualised maintenance cost which is over £4,000. When discussing future events A noted the church felt more accessible than other sites in the town such as the Good Shed so could have more potential. A suggested dollies could be invested in to move the pews.
- Regarding the type of events, A reported that plays that have been put on were not popular. A Stroud theatre company performed as part of the WW1 project, but the event was not well attended. This project was a collaboration between ST Mary's School and the Spaniel in the Works company. A also mentioned a wine tasting event by Vinetopia which had taken place.
- Regarding electrics – A noted that these have been checked in 2022 but noted further plug sockets would be needed to increase the options for events to be held.
- Regarding repairs A noted that the dropped gutter on the south side of the church still remains a high-priority repair.
- A stated that she still has the parts of the rood screen that were knocked off by vandals. IM identifies that fixing the rood screen could potentially be a good community initiative project.
- A noted that every other Sunday she is away, and the church is not open. IM and A agreed that A could add a message on the Old Tetbury Facebook group as a potential source for finding someone who would be interested in helping with opening and closing as well as using the group as a source for collecting memories about St Saviours.
- When discussing annual events A noticed the Royal British Legion are still displaying poppies in the grounds and church. A passed on the contact's name.
- A confirmed that many organisations, including the Scouts participate with Christmas trees in the church, is organised by the Town Council as part of the Christmas Tree festival. IM suggested there could be potential learning opportunities with the scouts or local beavers in the future and also with the two nurseries noted as visiting in the Visitor Book. A passed on a contact name for the scouts.
- When discussing potential additional services IM suggested a pet service. A confirmed there were lots of pet owners locally who could walk to the church so it might be popular although there is a service locally at Beverston.
- When discussing Champing A noted that there are public toilets a short distance away from the church or a discreet toilet could potentially be put in the churchyard. A noted if the vestry was cleared of the mobility scooters which are currently stored it could make a good space for sleeping. She noted there was even a small sink and fireplace.
- IM and A discussed the Mobility Scooter currently stored at sight. A confirmed these were not currently used and they had been added to the agenda to be discussed at the Town Council's Health, Wellbeing and Youth meeting on the 7th June .
- A suggested linking with the Tetbury History Society.
- When talking about parking for potential events the Fire Station and Dolphins Hall were suggested as options to investigate with joint events utilising Dolphin Hall providing an option for access for toilets.

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- A stated that she did not feel she was personally able to be responsible for organising fundraising events. IM stated she understood but was hopeful that A may be able to help with recruitment for potential supporter who would be.
 - A and IM agreed that a church plan meeting with the incumbent, Town Council and other potential interested parties would be useful
 - A identified the Cotswold Wardens as a local volunteer organisation that might be able to offer skilled support as well as the local Lions Club and the Feoffees of Tetbury who offer grants.
 - A mentioned that they have a church leaflet but there could be potential to add laminates around the church with information from the guide.

Community Meeting 1: 16th February 2021 Attending: PJ (Local Community Officer) et al

- A notes that there is no connection between her and church cleaners, and PJ notes that he is not connected with church cleaners at present. A & PJ agree that PJ will contact church cleaners after end March 2021
- A's perceptions of a perfect future for the church are best reflected by an open aspiration for increased use, for example as a concert venue.
- In relation to PJ's question about the potential use of the church for retail A indicates that a primary question would be means for managing the large, heavy original pews. These pews, while theoretically portable, are so heavy and large that a totally new solution would be required in order to provide open space for retail display in the church. This suggestion and the previous one would depend on pew-moving, marketing, extensive participation and relative suitability of the church by comparison with other venues with better facilities. Consequently it seems that the ideal next action relating to options for use will be to engage the widest local audience in options appraisal.
- A expresses that a high priority for repair will be the dropped gutter at the South side of the church, where water running down the wall is likely to be introducing damp conditions to the interior. A expects that a new soffit board and brackets will be necessary.
- A also notes the report includes mention of slipped tiles, but A has not noticed any such or ill effects related to any such.
- A recommends that the electrics in the church seem suspect and due for examination on grounds that a fixed wiring inspection may be long overdue. A notes that Town Council may have contacts available to address this need.
- A notes that missing parts of the rood screen may still be with whichever antiques restoration expert The Trust appointed to assess damage, but that, if these were located, screen repair would be a worthwhile community aspiration.
- In respect of work with The Town Council A assesses that our relationship is good, especially in relation to the annual Christmas Tree Festival.
- In terms of work with other community groups the church also works well with the Royal British Legion each year for Remembrance displays.
- The Scout Association might have an ongoing interest in the church following a visit by The Beavers in 2020.
- Opportunities for additional religious use exist in addition to the annual Christmas service and the passing visit on Palm Sunday, and the Taize Service which takes place annually.
- In respect of these positive community relationships it is apparent that The Trust, and thereby St. Saviour's, is not benefitting sufficiently from the associated footfall in terms of income towards maintenance expenditure. Consequently discussion with any of these community

partners could ideally invite review of arrangements towards the best maintenance of the church.

- If, for example, a local body was interested to fund repair of broken gutters, a clear process by which they could offer support, identify efficient means for undertaking works and agree covenanting of funds to The Trust for expenditure in the agreed way would be necessary. Consequently it would be ideal to canvass community partners for any expressions of interest in such a collaboration.
- As a result successful church planning should entail additional invitations to prospective community partners and participants in order to resolve town-wide aspirations for our work together.
- A identifies additional community participants in the town might include The Lions Club, The Feoffees and The Dolphin Hall, and the Facebook group *Old Tetbury*.
- A also suggests that community participation might be maximised by scripting an appeal which addresses the repair and maintenance needs of the church towards a specified target outcome.
- Distribution of the church plan to residents via publication online may help maximise community participation.

Part D - Action Plan

Community Actions

Short term actions (to end Sept 2023)

- Review CCT Cleaning Churches standard and report
- A to post on Old Tetbury facebook group for potential second keyholder and other supporters who may be interested in being involved in future plans for the church

Medium term actions (to end May 2024)

- Investigate best means to develop civic interest in conjunction with Town Council and Christmas Tree Festival
- Review feasibility of church use for retail (indoor market or gallery)
- Consider conservation-led means for moving pews as needed
- Assess potential to contribute to local parish or civic newsletters or websites
- Review opportunities to offer space for performing arts
- Investigate Rood screen repair as a community initiative project

Long term actions (to end March 2025)

Actions complete (to end May 2023)

- Supply photographs of broken guttering at South side of church to CCT
- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Consider suitability for Champing

Local Community Officer Actions

Short term actions (to end September 2023)

- Review potential for secure parking outside church
- Review church web page to ensure clear directions available for all visitors
- Share CCT Cleaning Churches standard and report
- Contact all community groups listed in Part C above regarding any expressions of their interest and organise a church plan meeting with them to look at developing links.

Medium term actions (to end May 2024)

- Propose publication of church plan to residential and business audience throughout the town followed by repetition of church plan survey Part B
- Identify previous church cleaners and see if they are able to continue supporting the church
- Approach Benjamin Dry cellist in case of availability and interest in a concert
- Investigate best means to develop civic interest in conjunction with Town Council and Christmas Tree Festival
- Review feasibility of church use for retail (indoor market or gallery)
- Consider conservation-led means for moving pews as needed

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- Assess potential to contribute to local parish or civic newsletters or websites
 - Review opportunities to offer space for performing arts
 - Consider suitability for Champing
 - Investigate Rood screen repair as a community initiative project

Long term actions (to end May 2025)

Actions complete (to end May 2023)

- Complete staff consultation of initial church plan and update according to feedback
- Repeat survey for additional respondents by end January 2021
- 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'
- 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

CCT Actions Other

Short term actions (to end Sept 2023)

- Locate broken pieces removed from rood screen (David Hicks antiques dealer)?

Medium term actions (to end May 2024)

- Respond to reports of damaged guttering and of slipped tiles.

Long term actions (to end March 2025)

Actions complete (to end March 2023)

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
- Identify any need for fixed wiring inspection

Appendix 1: Summer 2020 Questionnaire

1. This is the first of fourteen questions in the survey - thank you in advance for working through each one. First of all, we need to know if you're completing the survey on behalf of an organisation or writing in a personal capacity (If you're writing on behalf of an organisation, please use the text box to let us know which one. Thank you!)
2. Which church are you writing about? (Don't worry, you can complete additional questionnaires for other sites if you like!) Please state the location and dedication, as in 'Sapperton, St. Kenelm's'. Thank you.
3. People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building.
4. Some people are actively involved at the churches we look after together. If you're part of this group, tell us about your involvement. Cleaning, attending services and fundraising are just a few of the most frequent activities we share, but we'd appreciate as much detail as you might be happy to provide.
5. In your own words, and having reviewed 'Part A' of our church plan (sent to you by email with the invitation to this questionnaire), please describe a perfect outcome for our work together at the church. What would you like to see happen in terms of community involvement and other use of the building?
6. Bearing in mind the repair liabilities and running costs described in the report you've read, what challenges do you anticipate for a sustainable future at your church?
7. Thinking about local life away from the church, which other community projects or activities are you aware of that could combine with our work to protect the church for the future?
8. Here are two questions together... Could increased use of the church benefit the community? How would this increased use benefit the church itself?
9. What do you think are the most important conservation priorities at your church? For each or all of these priorities, please also let us know about any ideas you have for addressing them.
10. Income and expenditure for the church is detailed in 'Part A' of the report we sent you. Addressing conservation priorities will entail finding new ways to raise funds. Tell us about any ideas or opportunities you have identified for raising additional income at the church.
11. What do you think might be the best ways to get started with any fundraising activities you have suggested?
12. If you don't already, would you be interested and available to take part in future fundraising activity?
13. Almost done! We'd like to invite you to join us in a group discussion about the church later this year, either in person or through 'phone / video conference. Would you be willing to join the discussion?
14. Last question! Is there anything else you'd like to share about your interest in the church which we haven't asked you already? Otherwise, thank you again so much for reflecting on the future of the church through your answers.

Appendix 2: Typical Maintenance Tasks Forecast - 25 Years (Not Including Twice-Annual Maintenance Visits)

Item	Method & Purpose	Cycle/ Yrs	Estimated Cost per visit (present day levels)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00

Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00
Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43

Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00
TOTAL (Excluding VAT)				£107,598.57
TOTAL (Excluding VAT) / 25 years				£4,303.94

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

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

Appendix 4: Typical Champing™ Arrangements and Related Income

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

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

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

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

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

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

Church	2017	2018	2019	2020	2021	2022
Langport, Somerset	£10,47	£2,766	£3,810	£3,128	£7,748	£4,938
Emborough, Somerset	/	£2,024	£1,378	£2,625	£5,270	/
Chiselhampton, Oxfordshire	£10,156	£2,696	£5,864	£1,705	/	/
Wolfhamcote, Warwickshire	/	£3,001	£2,214	£1,624	£4,763	£5,924
Holme Lacy, Herefordshire	/	£4,369	£4,759	£1,004	£7,501	£4,144
TOTAL	£20,628	£14,856	£18,025	£10,086	£25,282	£15,006