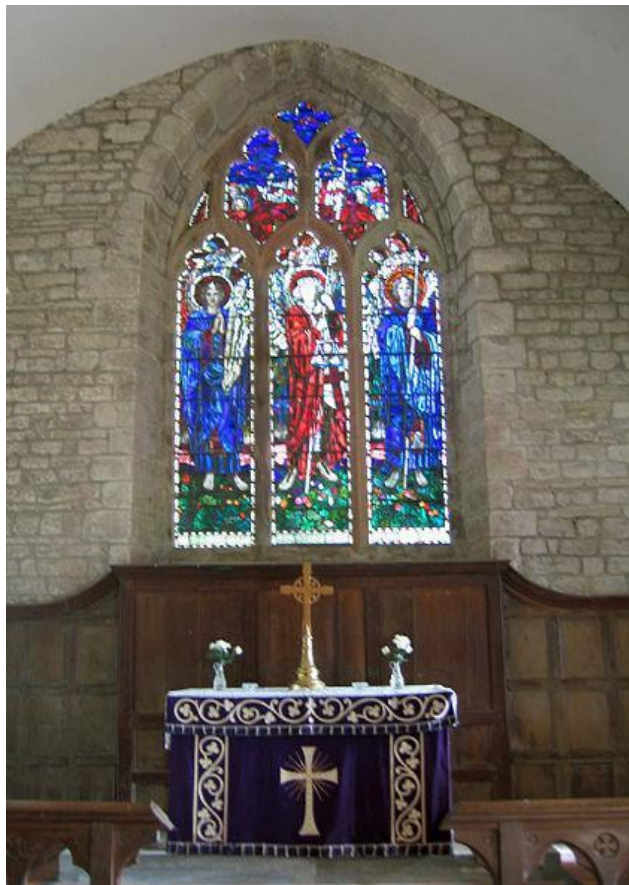


ST. CUTHBERT'S CHURCH, HOLME LACY

CHURCH PLAN



Introduction

Part A - Current Report

Church Introduction and Statement of Significance
Current Use (bookings) and voluntary activity
Collection Review
Conservation Reports
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Local Community Officers Report

Part B – Survey

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

Part C - Community Recommendations

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

Part D - Action Plan

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

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 communities, 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 actions to support the sustainable use and care of the church.

Part A - Current Report

Church Introduction & Statement Of Significance

The land on which the church stands was given to Walter de Lacy by William the Conqueror, after the Norman conquest. The estate later passed by marriage to the Scudamore family, who became its patrons. It remained in their possession until 1909–10, when it was bought by Sir Robert Lucas-Tooth, 1st Baronet. The Domesday Book records a priest at Holme Lacy, which implies that a church was present at that time. The church is now in an isolated position, but earthworks in its vicinity suggest that a village existed nearby, which was subsequently deserted. The fabric of the present church originates from the 13th century. The tower was added in the 14th century, and a north chapel and south porch in the 16th century. In 1833 a gallery was built and an organ installed. By 1924 the gallery had been removed and the old organ replaced by a new one. During this year extensive repairs to the roof, arcade and floors were also carried out, at a cost of about £1,000 (equivalent to £57,000 in 2019).

St Cuthbert's is constructed in sandstone with tiled roofs. Its plan consists of a six-bay nave with two-bay chancel, and a north chapel. It has a south aisle extending to a south chapel at its east end, and a south porch. At the west end is a tower. The tower is in three stages, the upper two being separated by a string course. There are diagonal buttresses at the northwest and southwest corners. On the west wall in the bottom stage is an arched doorway over which is a small arched window. Above this in the middle stage is another window, this one being square-headed. The upper stage contains an arched, louvred bell opening on each side of the tower. Above each bell opening is a pair of trefoil windows. The parapet is plain. Along the north wall of the nave are three pairs of windows; above the west pair is a gabled dormer. There is a pair of similar windows on the north wall of the chancel. The east window of the chancel has three lights, and there is a buttress between this and the two-light east window of the south chapel. There is a gable cross on the apex of the north chapel and the chancel. Along the south wall is a variety of windows, including two lancet windows. The west window of the aisle has two lights. The south porch contains benches along each side.

The ceilings of the body of the church are plastered, while the wagon roof of the north chapel is open. Between the nave and the north chapel is a carved wooden screen. There is a piscina in the chancel, and another in the south chapel.

The font dates from the 17th century, and consists of a round bowl on a cylindrical stem. It is carved with rosettes and cherubs. On the floor near the entry to the north chapel is a round stone bowl. The chancel contains a communion table dating from the 17th century, and on its east wall is panelling from the same period. In the church are two sets of choir stalls dating possibly from the 15th century

with misericords carved with such features as a grotesque head and a bird. There are other items from the 17th century, including carved benches, a chest and chairs. The lectern consists of a gilded eagle on an oak plinth dated 1914. On the walls are four hatchments, and near the south door is a benefactions board dated 1790. At the west end of the church is a two-manual organ. This was built in 1912 at a cost of £300 (equivalent to £29,900 in 2019), and was moved to the west end in 1924 at a cost of £36 (equivalent to £2,100 in 2019). There is a ring of eight bells. These were all cast by Rudhall of Gloucester, six of them in 1709 and the other two in 1808 and 1829.

Most of the memorials in the church are to the Scudamore family. Between the chancel and the south chapel is a chest tomb dating from around 1550 bearing the alabaster effigies of John Scudamore and his wife Sibell. John Scudamore is dressed in armour, and his feet rest on a lion; she is dressed in a long gown. Along the sides of the tomb are shields containing coats of arms. On the north wall of the chancel is the white marble monument in Baroque style to James Scudamore who died in 1668. It contains a sculpture representing James Scudamore in a sitting position, wearing Roman dress. Above his head are two cherubs, and the whole is framed between two pilasters. To the left of this monument is one to his widow, Jane, also in Baroque style. In the south aisle is a wall monument to James Scudamore, 3rd Viscount Scudamore who died in 1716. This consists of a sarcophagus on which is an urn and two seated putti. Lower down, on each side of the sarcophagus, are two wreathed skulls. The whole is surrounded by Ionic columns and a broken segmental pediment. On the east wall of the south chapel is a monument to Mary Scudamore Stanhope, wife of Sir Edwyn Francis Scudamore Stanhope of Holme Lacy, who died in 1859. This was sculpted by Matthew Noble in white marble, and depicts a female figure standing in a niche. In the north chapel is another marble wall monument by Noble. This was to Chandos Scudamore Stanhope, a captain in the Royal Navy who died in 1871 and consists of an angel above an anchor.

The glass in the east window of the south chapel depicts Cornelius and the angel, and is to the memory of Francis Brydges Scudamore Stanhope who died in 1855. In the east window of the chancel is a depiction of the Archangel Michael weighing souls and is to the memory of Sir Robert Lucas-Tooth who died in 1915. The north window of the chancel contains fragments of medieval glass. The east window of the south wall of the south aisle depicts the Good Samaritan and is a memorial to William Pitt Scudamore Stanhope who was vicar of the church from 1872 to 1892. In the north chapel is a window depicting Sir Galahad and Sir Bors to the memory of Sir Archibald Lucas-Tooth, 2nd Baronet who died in active service in the First World War in 1918. Also in the north chapel is a window commemorating Henry Scudamore-Stanhope, 9th Earl of Chesterfield who died in 1887.

To the south of the church is a churchyard cross constructed in sandstone. Its oldest parts, the base and the lower part of the shaft, date probably from the 14th century. The three stone steps, the upper part of the shaft and the cross date from a 20th-century restoration. The cross is designated as a Grade II listed building. Also to the south of the church are three further items designated as Grade II listed buildings. To the east of the porch is a wide grave headstone dated 1660. Further to the west are two pairs of chest tombs. Those in the first pair are dated 1790 and 1847. The other pair are surrounded by railings and date from about 1835. To the east of the church are a gate with piers and attached walls. The gate and piers date probably from the later part of the 17th century, and the walls from later. The gates and the piers are in wrought iron, and the walls are sandstone. The overthrow contains an inscription and an achievement combining the Royal coat of arms and the arms of the Scudamore family. The gate, piers and walls constitute a Grade II* listed building. It is thought that they were moved from Holme Lacy House. To the north of the church tower is the war grave of a Canadian Army soldier of World War I.

Current Use (Bookings) & Voluntary Activity

St. Cuthbert's currently enjoys permission from The Church of England for six Sunday services each year and an unlimited number of additional services on an occasional basis. During the most recent three years the church has hosted a tours, and bell ringing events for the CCT's 50th anniversary. This church is a Champing church, and enjoys regular use from this.

Voluntary activity undertaken by three local residents includes:-

- **Daily unlocking and locking**
- **Cleaning days twice annually**
- **Remittance of service funds**
- **Planning and delivery of all bookings including services**
- **Ad hoc reporting of building change**

Church Information

General Information:	
Open Churches Policy status:	Open
Local Community Officer:	Tracy Genever
Current projects:	Not at present
Parking:	Several spaces in front of the church gates
Building services:	Electric lighting and water
Churchyard:	Not owned by CCT, except gated area, maintained by the PCC of the South Wye Rural benefice
Ring-able bells:	Full circle change ringing bells and are perfectly ring-able
Organ:	Present, playable
Volunteering:	
Key holder role:	Fulfilled
Key representative role:	Fulfilled (remittances, CCT liaison)
Fundraising roles:	Vacant and necessary
Stewardship/events roles:	Vacant and necessary
Research, interp. & talks role:	Vacant and necessary
Cleaning schedule:	Regularly led by volunteers in accordance with CCT guideline
CCT Items:	
CCT silver plaque:	Installed
CCT information board:	Installed
Oak post:	Installed
CCT freestanding board:	Installed
Wall safe poster:	Installed, current
CCT A board:	Not installed
Gift Aid envelopes:	Provided
Contactless donation machine	Installed
Visitor book:	Installed
Welcome table:	Maintains stock of current leaflets

Children's explorer cart:	Not at present
Children's trail:	Present
Tourism/Marketing:	
Nearby attractions:	Hereford Cathedral, Hereford Cider Museum, NT Weir Garden
Social media presence:	Not at present
Images on CCT website:	One of four
Regular feature parish news:	Not at present
Events/Activity:	
Services per year:	A minimum of 2
Christmas memory tree:	Not currently
Heritage Open Days:	Not currently
Ride & Stride:	Not currently
Champing:	Yes
Retail:	Not currently
Health & Safety:	
Fire rated capacity:	150
Seating capacity:	Not determined
Site plan:	Available
Roof alarm:	Not installed
CCTV:	Not installed
Individual item security measures:	None
Accessibility details:	Provided via website
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Pews:	Some damage from recent floods

Conservation reports

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.	£6,828.44
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.	£624.00
Other maintenance costs total (Exclusive of VAT): Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.	£1,425.00
- Repairs to tabling stones	£650.00
- Removal of moss	£275.00
- Conservators report on the iron work gate to the rear of the church	£500.00
Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising.	£16,400.00
- RWG	£2,300.00
- Minor pointing repairs	£5,500.00
- Repair ceiling plaster	£8,600.00
Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.	£13,000.00
- Repair chancel wall panelling	£6,400.00
- Repair timber flooring	£6,600.00
Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future.	£10,600.00
- Repair tower door and window	£2,600.00
- Carry out lightning conductor RA and install if required	£8,000.00
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.	£0.00
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	Donations	Third Party Hire	Total Income
2023/24	£457.00		£500.00		£1,297.00		£2,254.00
2022/23	£10.00						£2,154.00
2021/22	£374.00				£1,000.00		£1,374.00
2020/21	£488.00						£488.00
2019/20	£437.00				£1,000.00		£1,437.00
2018/19	£1,074.00				£1,347.00		£2,421.00
2017/18	£1,115.00				£1,568.00		£2,683.00
2016/17	£1,004.00				£2,563.00		£3,567.00

Visitors

	Visitors	Wall safe income per visitor
2023-24	10,183	£0.04
2022-23	10,578	£0.00
2021-22	4,060	£0.09
2020-21	Data not collected	£0.00
2019-20	9,380	£0.05
2018-19	8,256	£0.13
2017-18	9,161	£0.12
2016-17	10,685	£0.09
2015-16	12,165	£0.05

Expenditure

Total spend since vesting (non-maintenance): £256,715

	Conservation (repair) expenditure	Maintenance expenditure
2023-24	£0.00	£1,474
2022-23	£0.00	£1,680.00
2021-22	£650.00	£2,264.00
2020-21	£960.00	£1,647.00
2019-20	£0.00	£1,968.00
2018-19	£0.00	£1,406.00
2017-18	£0.00	£512.00
2016-17	£576.00	£2,733.00
2015-16	£426.00	£426.00

Income less expenditure 2023/24 £780.00

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

Income less annualised maintenance 2023/24 **-£4,574.00**

(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 2023/24 £5,830

Local Community Officer's Summary

This pretty Herefordshire churches benefits from very generous support from a small number of regularly active community participants from Holme Lacy. Signatures in the visitor book indicates popular support for the church and for The Churches Conservation Trust throughout the village and from tourism, particularly from visitors from the Holme Lacy House Hotel.

The use of the church as a Champing site presents an opportunity to review the level of contribution from wall safe donations, given that visitors may be currently unaware of our annualised maintenance liability. This message could be amplified through information presented in the church. Interest and use by the local hotel might also enable the community to communicate church needs to visitors, and extend offers of booked use to this prospective audience for alternative uses.

Marketing could focus on historical societies with an interest in the history of the local area, including Roger De Lacy and the Scudamore family, seeking bookings to tour the church alongside other popular Herefordshire venues with a related connection. Voluntary effort in 2024 has improved the historical information available in and around the church, enriching the visitor experience further.

The voluntary team deserves considerable recognition for having adopted the requisites of support for a CCT site so fully. Work in the church yard has made the graves and monuments more accessible.

The Community may need to 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.

The wall safe has attracted attention from thieves previously and as a result the wall safe is emptied regularly and a contactless payment machine has been installed.

A supply of Christmas cards and a sponsor for the Christmas Memory Tree might also help develop useful income against maintenance liability.

Part B – 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 **Holme Lacy St. Cuthbert's Church** by the deadline of **August 30th**. An example of the survey is in appendix 1.

Part C - Community Recommendations

Holme Lacy Church Planning Meetings were held in July and August 2024. Attending TG (Local Community Officer), Rev J and several volunteers and local supporters.

Volunteers

Local volunteers keep the churchyard and church tidy and the addition of a Champing Assistant also helps to make the church clean and inviting.

A new volunteer has been very active in adding to the historical information on the Scudamore family and the use of the locality over the centuries. The addition of display boards and tables have enhanced the visitor experience and will lead to a route around the church for visitors. This could make St Cuthbert's a real destination church for tourists.

More volunteers could support the upkeep of the church and welcoming visitors to the church.

Events

Several weddings and blessings have happened in the church this year but Rev J felt it was getting harder to obtain a special licence and that blessings were more likely.

A new volunteer has planned and run several events this summer: A working party during Archaeology Fortnight in July has improved the churchyard and uncovered monuments. A mapping exercise of all the graves means they are now all logged. There are plans in place for historic tours during Heritage Open Days in September.

Evensong with bells will take place on 15th September 2024. This is currently the only service held at St Cuthbert's.

Champing continues to be very popular throughout the summer.

The church is a popular walking destination for guests at the Holme Lacy House Hotel and their reception offers a map of the walk.

Holme Lacy Church Planning Meeting Held - March 2023, Attending GS (Local Community Officer) et al.

Services/Events

It would be good if we could attract more bellringers to be involved at the church on a regular basis.

Parking could be an issue, however Farmer next to the church has previously allowed parking in his field by the church.

Another possible solution for parking, is car parks to be parked at the village hall and people walk to the church.

Champing is very popular at the church.

Detailed discussions took place and agreed that it would be great for the church to be used more for services and events.

GS suggested that the "This Is My Theatre" group who perform in other CCT churches could perform at the church.

Lots of great history at the church, possible project could be to be involved with the Hereford Art Week, which is held in the first week of September.

Another suggestion is the church community working with the village hall and receptions held there and the weddings at the church.

Churchyard

Holme Lacey Prynces Trust very kindly pay for the maintenance of the Churchyard, this is facilitated through the PCC.

General Comments

High number of visitors mainly due to the people staying at the hotel and the church is a big attraction as a local place of interest.

Potential funding available from the Holme Lacey Prynces Trust, but need to be aware of their criteria before applying.

This church greatly benefits from a very committed team of volunteers.

Holme Lacy Church Planning Meeting Held – October 2023, Attending GS (Local Community Officer) et al.

General Maintenance

The organ has been restored and is now working.

GS had passed on keys to the CCT Champing Assistant.

The lights in the church are now working fine.

The church is liable to flooding, but been fine lately.

Services/Events

Bellringing is very popular and visiting teams of bell ringers have been attending recently.

A lot of discussion about 'This Is My Theatre'. GS explained that this is a mobile theatre company who sell tickets for the performances, profits are shared, no upfront cost to the church. This initiative received a very positive response, possibly a performance based on Shakespeare. A good time to hold

this would be either July or September, Holme Lacy village and neighbouring villages could result in good attendance, refreshments would also be sold, etc.

Music In Quiet Places is another possible initiative that could be held at the church.

Discussed possible project involving local school children (Key stage 1 and Key stage 2) visiting the church and undertaking various projects, everyone present believed this would be a great project.

Churches Conservation Trust

CCT head office has moved to Northampton, an old pub is being regenerated as part of the project.

The church plan has been updated and circulated by GS.

Legal requirements are that a minimum of four inspections are carried by CCT, two are undertaken by the Maintenance Contractor and two by the LCO.

General Comments

This meeting was requested by the community, to build on the last successful time we met and build on the momentum.

Rector of the Benefice looks after eight churches in Herefordshire.

Revd J has been in his role in Herefordshire for over 25 years.

Next meeting has been arranged for February 2024.

Part D - Action Plan

Community Actions

Short term actions (to end Dec 2024)

- Evening Song service will be kindly organised by **Revd J.**
- Recruit new volunteers.
- Complete the local history display in the church

Medium term actions (to end Dec 2025)

- The community to explore working with the village hall and using the facilities for events.
- Identify and approach contacts who may wish to use the church for exhibitions, use as gallery space or for other events.
- Investigate suitability of church for more regular religious use.
- Consider means for increasing footfall and consequent donations.
- Holme Lacey online group has over 200 members, investigate if we can involve them in a coffee/cake event and presentation about the history of the church.
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings.

Long term actions (to end August 2027)

Actions complete (to end August 24)

- Revd J very kindly confirmed that the Prynnes Trust will again pay for the maintenance of the churchyard in 2024.
- Revd J mentioned that Fawnhope Choir could participate in the next Sunday evening service, he will ask them.
- Service kindly organised by **Revd J.**

Local Community Officer Actions

Short term actions (to end Dec2024)

- Organise regular meetings with the community.
- Explore links with the local hotel to increase footfall and raise funds in 2025
- CCT will be producing a new strategy, **TG** to share the draft with the community.
- Report repairs needed on pews to estates team.

Medium term actions (to end Dec 2025)

- Recruit new volunteers.
- Consider means for increasing footfall and consequent donations.
- Investigate suitability of church for hire to increase usage and income.
- Explore a visit from 'This Is My Theatre'
- Enquire if Music In Quiet Places and Herefordshire Historic churches Trust want to use the church.

Long term actions (to end August 2027)

Actions complete (to end April 2024)

- Estates team informed about lighting problems.
- Leaflets provided at the church.
- Meet with Champing Officer and find out more about the church and local involvement

Appendix 1: Summer 2020 Questionnaire

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!)

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.

People are involved with our sites in so many different ways. In your own words, please describe your relationship with the church building. 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.

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?

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?

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?

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.

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.

What do you think might be the best ways to get started with any fundraising activities you have suggested?

If you don't already, would you be interested and available to take part in future fundraising activity?

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?

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 For A CCT Church Over 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 £4,303.94 (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	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