

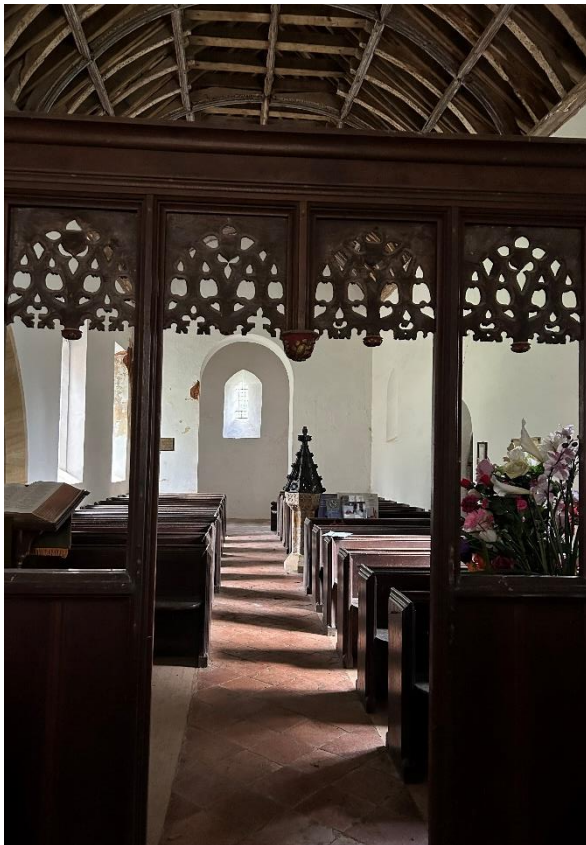


**Churches
Conservation
Trust**

CHURCH OF ST MARTIN OF TOURS, ELWORTHY

Introduction

Part A - Current Report



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Part B - Survey

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

Part C - Community Recommendations

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

Part D - Action Plan

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

Version updated November 2024

Introduction

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

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

Part A - Current Report

Church Introduction & Statement of Significance

The Church of St Martin of Tours in Elworthy, Somerset, dates from the 13th century and is recorded in the National Heritage List for England as a designated Grade II* listed building.

Whilst the unbuttressed 2-stage crenellated tower, with its unusual external stairs, is from the 13th century the porch and nave roof are from the late 15th century. The chancel was rebuilt in 1695 and again in 1846. It is built of red sandstone with Ham stone dressings and a slate roof. Within the church is an unusual alabaster font made with stone from a quarry near Watchet.

In 1969 the parish became a chapelry of Monksilver, within the benefice of Monksilver with Brompton Ralph and Nettlecombe. Now it' s in the Quantock Towers benefice.

The church was declared redundant on 1 August 1975, and was vested with the Churches Conservation Trust (CCT) on 19 December 1979.

Current use (bookings) & voluntary activity

The Church of St Martin of Tours has permission from The Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. It holds at least one service each year, usually in the summer. The Church has hosted a funeral in the last couple of years, and is sometimes visited by local bellringer. The churchyard (not CCT owned) is open and well maintained, and in 2019 benefitted from a new gate and a wooden noticeboard, both of which look lovely.

In 2019 a limewashing and conservation cleaning day took place at the Church, which considerably brightened up the porch and the area under the tower, as well as giving the rest of the inside a good spruce up. This event was really beneficial with making new contacts and ensuring that more people in the area were aware of CCT and our work.

The Church receives two maintenance visits each year from CCT's specialist maintenance contractor, and a detailed Condition report from the allocated Architect. The Local Community Officer also completes regular mandatory checks and actions at St Martin of Tours, including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments.

CCT is very grateful for the support of the local keyholder who keeps an eye on the Church.

Voluntary activity undertaken by local residents includes:

- Occasional cleaning days
- Ad hoc reporting of building change
- Keyholder for the tower

Church Information

| | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Open Churches Policy status: | Open |
| Local Community Officer: | Marie Leverett |
| Current project: | None |
| Cleaning schedule: | Nothing structured. |
| Welcome table: | Missing walkaround guide; maintains stock of current leaflets (note unavailability of future leaflets for re-stock) |
| Keyholder role: | Fulfilled (Keyholder & Area Volunteer) |
| Key representative role: | Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting) |
| Area volunteer role: | Fulfilled |
| Fundraising roles: | Vacant and necessary |
| Stewardship roles: | Surplus to requirements |
| Research, interp & talks role: | Vacant |
| Accessibility details: | Provided via CCT website |
| CCT silver plaque: | Installed |
| CCT information board: | Not installed (no CCT noticeboard to insert it in) |
| Oak post: | Not installed, not needed |
| CCT freestanding board: | Not installed |
| Wall safe poster: | Installed |
| CCT A board: | Not installed |
| Gift Aid envelopes: | Provided |
| Visitor book: | Installed |
| Building services: | None |
| Parking: | Limited, space for 1 or 2 cars in lane but very limited other parking in the area |
| Organ: | Present, playable |
| Churchyard: | Not owned by CCT |
| Ringable bells: | Yes |
| Pews: | Sound, no defects |
| Fire rated capacity: | 100 (with both doors unlocked) |
| Seating capacity: | 105 |
| Site plan: | Unavailable |
| Roof alarm: | Uninstalled |
| CCTV: | Uninstalled |

| | |
|------------------------------------|----------------------------------------------|
| Individual item security measures: | Uninstalled |
| Nearby attractions: | Exmoor National Park and Quantock Hills AONB |
| Social media presence: | Nil |
| Images on CCT website: | Two |
| Regular feature parish news: | No |
| Services per year: | 1 |
| CofE support for services: | Yes |
| Christmas memory tree: | No |
| Tea Party: | No |
| Heritage Open Days: | No |
| Ride & Stride: | No |
| Champing: | No, possible |
| Retail: | No |
| Risk assessment general: | Current |
| Risk assessment fire: | Current |
| COSHH listing: | Current |
| Portable appliance listing: | Current |
| Security Audit: | Current |
| Children ' s explorer cart: | No, surplus to requirements |
| Children ' s trail: | No |

Conservation reports

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>Annualised maintenance costs (Exclusive of VAT): Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.</p> | £1,828.44 |
| <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> | £700.80 |
| <p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below, costed and listed individually below.</p> | £1,775.00 |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| - Repair painted boss (stored on site) | £45.00 |
| - Monitor crack above door | £80.00 |
| - Assess condition of all hip stones and allow for repairs | £1,650.00 |
| Total short term repairs: Small scale items of limited cost which could be fulfilled with minimal fundraising., costed and listed individually below. | £9,650.00 |
| - Minor roofing repairs | £2,650.00 |
| - Overhaul and redecorate rainwater goods | £3,500.00 |
| - Investigate leak at junction of nave & tower stairs and repairs | £3,500.00 |
| Total medium term repairs: More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications, costed and listed individually below. | £12,500.00 |
| - Repairs to decaying lintels in tower | £10,000.00 |
| - External render repairs | £2,500.00 |
| Total long term repairs: Items which are known to require works in the longer term but which are not essential in the near future, costed and listed individually below. | £12,500.00 |
| - Internal redecoration | £12,500.00 |
| Total desirable repairs: Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building. | None |
| <p>All cost figures are estimates, exclusive of VAT and professional fees.</p> <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> | |

Income, Expenditure & Balances

Income

| Year | Wall Safe | Service Collection | Services Fees | Events | Third Party Hire | Total Income |
|---------|-----------|--------------------|---------------|--------|------------------|--------------|
| 2023/24 | £39 | | | | | £69 |
| 2022/23 | £35 | | | | | £35 |
| 2021/22 | £28 | | | | | £28 |
| 2020/21 | £7 | £134 | | | | £141 |
| 2019/20 | £73 | | | | | £73 |
| 2018/19 | £55 | | | | | £212 |
| 2017/18 | £60 | | | | | £60 |
| 2016/17 | £73 | | | | | £297 |

Visitors

| Year | Visitor Numbers | Wall safe income per visitor |
|---------|--------------------|------------------------------|
| 2023/24 | 612 | £0.06 |
| 2022-23 | 482 | £0.07 |
| 2021-22 | 168 | £0.16 |
| 2020-21 | Data not collected | |
| 2019-20 | 944 | £0.08 |
| 2018-19 | 656 | £0.08 |
| 2017-18 | 770 | £0.08 |
| 2016-17 | 1,001 | £0.07 |
| 2015-16 | 1,049 | £0.02 |

Expenditure

Total spend since vesting (non maintenance): £197,089

| Year | Conservation (repair) expenditure | Maintenance expenditure |
|---------|-----------------------------------|-------------------------|
| 2023/24 | £0 | £3947 |
| 2021-22 | £0 | £834 |
| 2020-21 | £0 | £292 |
| 2019-20 | £0 | £952 |
| 2018-19 | £0 | £584 |
| 2017-18 | £0 | £512 |

| | | |
|---------|--------|--------|
| 2016-17 | £0 | £762 |
| 2015-16 | £3,360 | £3,360 |

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 31st March 2024 **£0**

Income less expenditure 2022/23 **-£3878**

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

Income less annualised maintenance 2022/23 **-£1759**

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

Local Community Officer' s Summary

This pretty Church on Exmoor National Park benefits from the support of a small number of local residents. It previously hosted one service a year and it's hopeful this might be restarted under the new incumbent.

There is currently a large gap between the existing income and the annualised maintenance costs (£1828). To offer this beautiful church a sustainable future we need to explore additional income generating activities and also encourage increased support from the community to use and care for this church.

One or two services a year would provide an opportunity for the community to use the space and by helping raise funds through collection contributions. It is hopeful that a service may take place in 2024. Updates to the parish newsletter and inclusion of church reports at parish council meetings could also highlight the annualised maintenance costs.

Volunteer roles needed at this church are help with cleaning (either an individual or regular cleaning parties) and someone (or a group) interested in helping with history research, interpretation and talks. This could lead to tours of the site for Heritage Open Days or ticketed special events during the Summer), at the same time as enriching the visitor experience further.

Another volunteer role which would be of huge value to this church would be support with fundraising: organising one or two community events each year would also be very valuable. CCT would be very open to discussing any activities at the church, and activities and events the community could consider include tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography or art exhibitions, craft skills events, sound journeys or linking in with walking routes across Exmoor National Park etc.

A CCT branded noticeboard in the porch could be beneficial to help promote upcoming services, and to display Health and Safety and historical information about the Church, as well as items of particular importance and interest such as the rood screen and the stained glass.

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), **one** response was received for **The Church of St Martin of Tours, Elworthy**, by the deadline of **31 August**.*

The respondent was writing in a **personal capacity**, rather than on behalf of an organisation.

In addressing the question of a **perfect outcome for our work together at the church and what they would like to see happen in terms of community involvement and other use of the building** the respondent indicated the following:

- Use of the church for weddings: 1 person

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

- Keeping the building safe: 1 person

Thinking about local life away from the church, when asked **which other community projects or activities might combine with our work to protect the church for the future**, respondents stated the following:

- Local bell ringing groups: 1 person

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

- None/no answer/skipped question: 1 person

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

- None/no answer/skipped question: 1 person

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

- Promoting the church with location agents for filming: 1 person

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

- None/no answer/skipped question: 1 person

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

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

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

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

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

- None/no answer/skipped question:1 person

In addition to responses fielded through the questionnaire, a further **0** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

Summary of Community Meeting 1: 10th July 2023

Attending: Local Community Officer and 5 members of the community

1. Services and Events

No services or events currently take place at Elworthy church, so there is very little activity which would help towards the annualised maintenance costs and total income from 2022-3 for Elworthy was just £35. The last service was an advent service 4-5 years ago. A new incumbent is just starting in the Quantock Towers benefice so hopefully occasional services can be resumed. The LCO looks forward to making contact in due course.

2. Fundraising

Fundraising is a struggle since the community is very small at Elworthy (about 70 people), there's a lack of facilities and parking at the church and most of the group present are actively involved in the church at Monksilver. C1 kindly offered to open a field for occasional events if anything were to be organised.

Adding extra signage asking people to donate in the wall safe and adding a QR code to the donate page was suggested.

2. Maintenance

The church is in need of some love and care with dust, dirt and cobwebs building up and there was interest in organising a cleaning day. The LCO is happy to attend this or any other event which would provide the opportunity to meet more people in the community. The other issue discussed was the failing plaster on the NW side of the nave. The CCT's Estates Officer is aware of the issue and looking into it with our maintenance contractor – C2 made some helpful suggestions about the cause of the leak which the LCO has passed on. C1 is concerned they have the only tower key since the LCO did not have one.

Summary of Community Meeting 2: 7th June 2024

Attending: Local Community Officer, incumbent and 5 members of the community

1. Services and Events

The idea of a service at Elworthy church was discussed. CCT asks for the service collection to come to the charity to help us look after our churches and it was raised as a potential barrier to the church community organising a service at Elworthy (as they need to focus on fundraising for their active churches). The idea of a service which focused on celebrating churches in the care of the CCT was discussed as an idea to try in 2025. This would give a clear reason as to why the service was being held at Elworthy church and may bring in new people who wouldn't normally come to a parish service, so hopefully a positive move for both the church community and the CCT.

2. History

A couple attended who have carried out burial and monument recordings at Elworthy church. They sent a hard copy many years ago to a previous LCO and will also send on their records for other CCT churches in the area.

2. Maintenance

There has been a problem with damp in the south west corner of the nave. The Estates Officer thinks this should be resolved now.

Summary of Community Meeting 3: 27th Sept 2024

Attending: Local Community Officer, incumbent and 3 members of the community

1. Services and Events

The idea of an event to celebrate CCT churches was discussed further. The event will be called the Elworthy Revel and take place on Sunday 8th June 3-4pm. The aim is to have some musicians or a band who will perform for free with possibly a short talk by the CCT to share with people a bit about the organisation and the history of the church. The aim is to have a community gardening day beforehand to tidy up the churchyard.

Part D - Action Plan

Community Actions

Short Term Actions (to end March 2025)

- Find a band/choir to perform
- Help with publicity once LCO has created web page and poster
- Organise gardening day in spring to clear churchyard
-

Actions complete

- Organise a cleaning day – the LCO to send out our Church Cleaning Guidelines.
- R to ask someone to check the organ (date, significance and condition)
- Think about service re celebrating churches in the care of the CCT for 2025

Local Community Officer Actions

Short Term Actions (to end March 2025)

- Create web page and poster re the Elworthy Revel
- Ask conservation about possible talk
- Look into second tower key (discussed at July 2023 meeting)

Actions complete

- Add sign asking for donations in the wall safe or via QR code.
- Keep people updated re the repair work at Elworthy
- Ask internally re the idea of a celebration of churches in the care of the CCT service

Medium-Long term actions (to end Dec 2025)

- Investigate options for recruiting additional volunteers and community members, particularly for research about the church, organising events, tours, activities and services, and for general fundraising
- Consider means for increasing additional public interest, footfall and consequent donations
- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Investigate musicians, artists, theatre companies or poets who might wish to use the church
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc
- Consider means for increasing additional public interest, footfall and consequent donations

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 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 |