

# WHITCOMBE CHURCH

## MARCH 2021 CHURCH PLAN

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### **Part A - Current Report**

### **Part B - Survey**

Results of our open survey conducted in Summer and Autumn 2020, canvassing all community contacts for their reaction to Part A. The survey

remains [open and available at this location](#). Please feel free to repeat your survey response or complete the survey for the first time.

### **Part C - Community Recommendations**

Minutes of any community meetings held to discuss the information available in other parts of the Church Plan.

### **Part D - Action Plan**

Details of any actions agreed through Community Recommendations, assigned to community participants, Churches Conservation Trust staff, or to the Churches Conservation Trust Local Community Officer specifically.

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## **Part A - Current Report**

### **Church Introduction & Statement of Significance**

Whitcombe Church in Whitcombe, Dorset, England was built in the 12th century. It is recorded in the National Heritage List for England as a designated Grade I listed building, and is now a redundant church in the care of the Churches Conservation Trust. It was declared redundant on 29 October 1971, and was vested in the Trust on 12 February 1973.

The site of the church was used for worship in the Saxon era and there are fragments of two Saxon crosses. The nave of Whitcombe Church dates from the 12th century, with the chancel being added in the 15th. The tower was added in the late 16th century.

The interior includes several wall paintings, including one of St Christopher, and a 13th-century Purbeck marble font.

William Barnes the English writer, poet, minister, and philologist was the curate at Whitcombe from 1847 to 1852, and again from 1862 preaching his first and last sermons in the church. William Barnes became rector of Winterbourn Came with Whitcombe and is buried at Winterbourn Came. He wrote over 800 poems, some in Dorset dialect and much other work including a comprehensive English grammar quoting from more than 70 different languages.

### **Current use (bookings) & voluntary activity**

The Church at Whitcombe currently enjoys permission from The Church of England for six Sunday services each year and four additional services on an occasional basis. In 2019 we saw two weddings and an internment of ashes at the church as well as several evening bat surveys and was visited by the CCT Historic Church Tour in the summer 2019. The church has also hosted public meetings and concerts and the dedicated local volunteers support bi-annual Carol services.

Voluntary activity undertaken by four local residents includes

- Keyholding
- Cleaning as required

- Planning and delivery of all bookings/services
- Ad hoc reporting of building change
- Remittance of wall safe funds
- Grass cutting and maintenance of church yard

The Area volunteer takes responsibility for:

- Remittance of wall safe funds
- Ad hoc reporting of building change

## Collection Review

|                                |   |
|--------------------------------|---|
| Open Churches Policy status:   | Unlocked  |
| Local Community Officer:       | Tina Osgood   |
| Current project:               | None  |
| Cleaning schedule:             | As required, led by volunteers in accordance with CCT guidelines                          |
| Welcome table:                 | Maintains stock of current leaflets (note unavailability of future leaflets for re-stock) |
| Keyholder role:                | Fulfilled   |
| Key representative role:       | Fulfilled (remittances, CCT liaison, volunteer management, maintenance reporting)         |
| Area volunteer role:           | Fulfilled   |
| Fundraising roles:             | Vacant  |
| Stewardship roles:             | Surplus to requirements   |
| Research, interp & talks role: | Fulfilled   |
| Accessibility details:         | Provided via website  |
| CCT silver plaque:             | Installed   |
| CCT information board:         | Installed   |
| Oak post:                      | Not installed   |
| 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, a couple of spaces in layby other side of road  |
| Organ:                             | None   |
| Churchyard:                        | Owned by CCT, maintained by local volunteers   |
| Ringable bells:                    | No (2 present. Both un-hung on frame. 1 cracked)   |
| Pews:                              | None   |
| Fire rated capacity:               | 90   |
| Seating capacity:                  | 100 (no pews or chairs in church)  |
| Site plan:                         | Unavailable  |
| Roof alarm:                        | Uninstalled  |
| CCTV:                              | Uninstalled  |
| Individual item security measures: | Uninstalled  |
| Nearby attractions:                | The New Inn in Dorchester, Monart Spa in Poundbury, Athelhampton House and Gardens in Dorchester, Abbotsbury Swannery, Henley Hillbillies in Buckland Newton, Badger Watch Dorset in Dorchester, Brewery Square in Dorchester, Dorset County Museum in Dorchester, The Keep Military Museum in Dorchester, Shire Hall Historic Courthouse Museum in Dorchester, Dorset Falconry Park in Dorchester |
| Public transport:                  | Dorchester West Train Station (2.1 miles)  |
| Social media presence:             | Nil  |
| Images on CCT website:             | One of four  |
| Regular feature parish news:       | No   |
| Services per year:                 | 1+   |
| CofE support for services:         | Yes  |
| Christmas memory tree:             | No   |
| Historic Church Tour:              | 2019   |
| Tea Party:                         | No   |
| Heritage Open Days:                | No   |
| Ride & Stride:                     | Teams from other churches visit Whitcombe  |
| 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:   | No, surplus to requirements |
| Children's trail:           | No                          |

## Conservation reports

|   |            |
|---|------------|
| <p>Annualised maintenance costs (Exclusive of VAT):</p> <p>Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every 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> | £2,273.44  |
| <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>   | £435.60    |
| <p>Other maintenance costs total (Exclusive of VAT):</p> <p>Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.</p>   | £550       |
| - Some staining to the underside of the tower boarding investigate  | £250       |
| - Damage to windows (minor repairs to plain quarries)   | £300       |
| <p>Total short term repairs:</p> <p>Small scale items of limited cost which could be fulfilled with minimal fundraising.</p>  | £14,450.00 |
| - Re-lead east window, masonry repairs and removal of feramenta   | £8,500.00  |
|   |            |

|   |            |
|---|------------|
| - Rain water good   | £4,500.00  |
| - Redecoration and repair of doors  | £1,450.00  |
| Total medium term repairs:<br><br>More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.   | £15,000.00 |
| - Clear land drain and reinstate  | £6,500.00  |
| - Patch repoint   | £8,500.00  |
| Total long term repairs:<br><br>Items which are known to require works in the longer term but which are not essential in the near future.   | £87,000.00 |
| - Bells   | £15,000.00 |
| - Redecorate ceiling  | £22,000.00 |
| - Remove cementitious plaster   | £50,000.00 |
| Total desirable repairs:<br><br>Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.   | £0         |
| All cost figures are estimates, exclusive of VAT and professional fees.<br><br>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. |            |

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## Income, Expenditure & Balances

### Income

|         | Wall Safe | Total Income |
|---------|-----------|--------------|
| 2019/20 | £89       | £515         |
| 2018/19 | £147      | £397         |
| 2017/18 | £41       | £41          |
| 2016/17 | £43       | £343         |
| 2015/16 | £0        | £0           |

### Visitors

|         |       | Wall safe income per visitor |
|---------|-------|------------------------------|
| 2019-20 | 2,556 | £0.04                        |
| 2018-19 | 3,433 | £0.04                        |
| 2017-18 | 2,450 | £0.02                        |
| 2016-17 | 3,653 | £0.01                        |
| 2015-16 | 3,028 | -                            |

### Expenditure

Total spend since vesting 20th February 1973 (non maintenance): £102,555.

|         | Conservation (repair) expenditure | Maintenance expenditure |
|---------|-----------------------------------|-------------------------|
| 2019-20 | £0                                | £790                    |
| 2018-19 | £0                                | £666                    |
| 2017-18 | £0                                | £486                    |

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|         |        |        |
|---------|--------|--------|
| 2016-17 | £0     | £1,849 |
| 2015-16 | £3,150 | £3,150 |

## 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 2019         | £2.06      |
| Income less expenditure 2019/20            | -£269      |
| Income less annualised maintenance 2019/20 | -£1,876.44 |

## Local Community Officer's Summary

This charming Dorset church benefits from very generous support from a small number of local volunteers. Additional members of the community support the church but less regularly through attendance events and services; primarily the very popular bi-annual Candlelit Carol Service.

These occasional church services present an opportunity to review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability. This message could be amplified through regular updates to the parish newsletter and inclusion of church reports at parish council meetings. Interest and use by local schools may also enable the community to communicate church needs to pupils' parents and extend offers of booked use to this prospective audience for alternative uses.

Marketing the venue through location agents for filming, photography, concerts, weddings and additional audio recordings may prove fruitful. Additional marketing could focus on historical societies with an interest in William Barnes, who first preached at this church as a curate and wall paintings (as well as to the Ride & Stride scheme), seeking bookings to tour the church alongside other popular Dorset venues with a related connection. Voluntary effort towards



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research and interpretation products would certainly facilitate encouragement of these bookings at the same time as enriching the visitor experience further.

Additional revenue could derive from promotion of local, sympathetic businesses seeking to promote services and products through signage at the church.

The voluntary team deserves considerable recognition for their continued support of the church, and a fundraising tea party or barbecue, sponsored by a local business, could provide good means for such acknowledgement. The community might also like to consider fundraising events such as concerts, theatre performances or a flower or Christmas tree festival.

The Community may need to give consideration to the sustainability of the existing regime for maintaining the church grounds, primarily managed by one local resident at present, and 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.

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

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## 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 **Whitcombe Church** by the deadline of **August 30th**.*

The response received was from a respondent writing in a **personal capacity**, who confirmed that their responses related to **Whitcombe Church**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated that **they would like to think that the continued, and long-term use of the church by the bats is secure and suggests that events focussing on the bats could be arranged for local people and volunteers.**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates that **generating funds annually is challenging at the current time and did not feel there was much they could do as an individual, but would be happy to help where they could.**

Thinking about local life away from the church, in relation to other community projects or activities which might combine with our work to protect the church for the future, the respondent indicated that **they are not aware of any.**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **doubt that increased use would benefit the community as there is no logical spill over from such visits such as a visit to a local shop, but increased visitor numbers might result in increased donations. Targeted appeals for donations could prove successful.**

In relation to identifying conservation priorities for the church, the respondent **expressed uncertainty, but is keen that all proposed works are discussed with those involved with the bats so that any works do not adversely impact on the bats in the church.**

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Regarding priorities, opportunities or ideas for fundraising the respondent noted **that it might be possible to share information on the importance of the bat population inhabiting the church on the local ecology. A healthy bat population as there is at Whitcombe Church indicates a healthy ecology.** In respect of means for initiating fundraising activity, the respondent **indicated that they would be happy to work with the CCT on such a project.** The respondent also indicated that they **would** be available to participate in fundraising activity.

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated that **they would be available to join a digital meetings.**

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

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

**Nil**

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## Part C - Community Recommendations

### Community Meeting: 13 January 2021 15:30 on Zoom

Present: Attendee A, Attendee B, Attendee C, LCO (CCT Local Community Officer)

Apologies: Attendee D

Volunteers highlighted feedback on the following details in the September Draft of the Church plan:

**Additional information for Church Introduction and Statement of interest:** William Barnes was curate in the first period and he then became rector of Winterbourn Came with Whitcombe and is buried at Came. *(updated in this draft)*

#### Collection review amendments

- **Keyholder** information to be updated as there is now a local keyholder *(updated in this draft)*
- **Display board** is present. The information could do with an update. Roger Illingworth volunteered to provide more information about the church to go into the noticeboard. *(additional note from LCO added post meeting: the display board is a printed board with information about the church that has already been printed, but needs to be installed)*
- **Ride and stride** do visit, but Whitcombe Church doesn't have a team of riders.  
**ACTION:** LCO to ask new volunteers to consider riding for Whitcombe Church.
- **Research and Interpretation volunteer role** Attendee B volunteered to fulfil this role. LCO also noted that there is a new volunteer who is likely to be able to assist with this.

**Local walks** that could include a visit to the church were discussed and Attendee A mentioned that there used to be a day walk around all churches around the parishes. The new volunteer in the area has offered to support/create a walk visiting the church. **ACTION:** LCO to discuss walks with new volunteer for CCT Walking Festival in May.

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Volunteers noted that there are still lots of visitors to the church and that the pandemic has not had a significant impact on numbers.

**Interpretation** - Attendee B proposing creating an additional 3 or 4 boards approx 2ft x 18". Attendee A has a contact in Tolpuddle who would consider doing it at no cost and sponsoring them with logo. **ACTION:** Attendee A has agreed to draft and discuss moving forward and putting into templates with LCO.

Attendee B proposed interpretation outside on posts. **ACTION:** LCO to investigate this proposal with colleagues.

Attendee B mentions that 1 bell is cracked and other bells shouldn't be rung as they would upset the bats. Ropes have been removed, so that they are unringable. **ACTION:** LCO to update Collection review to state that bells are there, but unringable (*amended in this draft*).

Attendee C, Bat Ecologist joined the meeting at this point and Attendee A requested an update on the bats at the. Attendee C reported that the second bat count was low, and that he plans to invest in infrared cameras. Attendee C reported that the recent work to the hedge will affect the proportion of bats exiting from different exits. Attendee C plans to do monthly counts in the future, expecting numbers in the region of 200 at a count when the young are around. It was noted that the amount of bat droppings at moment are expected to be reduced, which volunteers agreed is the case. Attendee C confirmed that this is because they are hibernating and also some of the colony will be hibernating in different locations. Nick has a volunteer who would be prepared to clear away the bat poo. **ACTION:** Attendee C to investigate if volunteer would be able to make this a regular task.

The group discussed the bat poo and urine affecting the wall paintings as there are concerns locally. LCO relayed Attendee D's concerns regarding this from his emailed feedback prior to the meeting. Attendee C updated that there are projects taking place with Bats in Churches to investigate different options. **ACTION:** Attendee C to make enquiries into the Bat Conservation Trust making a visit to see what can be done.

There was further discussion about reports that the wall paintings have faded and the likelihood of having windows and damp affecting them. It was also suggested that increased levels of light could be bleaching them.

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Attendee B asked if there is any risk that bats might transmit Covid 19 and Attendee C assured the group that they could not.

Volunteers reported that there have been instances when there has been splattering on walls, but this was noticed when birds had been caught in the church, so it could have been from the birds rather than bats.

**ACTION:** Attendee C is going to send info on the exits that are being used at different times. It could be that there is less poo on the walls due to the bats entering lower access points because of a change to the height of nearby trees. Attendee C could do a study on an area of the wall painting (without touching it) to see if there is a correlation.

**ACTION:** Attendee C to ask colleagues about a risk assessment for cleaning up after bats.

Attendee A reported that the hedge has finished being laid with additional planting including hawthorn. Attendee B offered some small oak trees and hazel to fill gaps.

Attendee A reported having worked on creating a wild flower meadow over the past 4 years. Attendee A has been focussing on small flowers that will thrive in mowed areas. Attendee B suggested introducing local botanist. Original wild flowers are likely to return with cutting back.

Attendee A reported that an area of the stone wall has been knocked down by sheep and wondered if there is funding from CCT to cover a professional repair. **ACTION:** LCO to investigate repair with colleagues. Attendee B suggested geocaching might have been responsible for the damage.

Attendee A reported that he has the window that has come out of the tower that had fallen out and that it would need to be put in from the inside when it is replaced.

The broken windows were discussed and the priority of fixing them.

Attendee A reported that there are a couple of holes in the roof between the clay and stone tiles that appear as if the stone tiles have slipped. There is one on the side by the hedge and the other on the other side of the same nave roof. **ACTION:** LCO to report to Estates Officer.

Attendee A also reported that he is still approaching the local council for a kissing gate, but Alec has raised concern in the past that this might allow sheep to exit. Attendee B reported that

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this might still not be possible as council had previously enquired and the drop of level would not allow wheelchair access. **ACTION:** LCO to check information on CCT website regarding access is correct.

Attendee A reported that a tree surgeon would be needed for the big holme Oak at the entrance. **ACTION:** Attendee A will talk to the Maintenance Contractor about this.

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## Part D - Action Plan

### Community Actions

#### Short term actions (to end June 2021)

- Agree dates for face-to-face or digital meeting to review interim church plan (September 2020 edition)
- Investigate potential for scheduled cleaning days
- Review CCT Cleaning Churches standard and report
- Attendee C to consult colleagues about providing a risk assessment for cleaning up after bats.
- Attendee C to investigate if his volunteer contact can regularly visit church to clear up after bats.
- Review CCT Cleaning Churches standard and report

#### Medium term actions (to end June 2022)

- Investigate options for recruiting additional volunteers
- Investigate suitability of church for concerts
- Investigate suitability of church for exhibitions or use as gallery space
- Investigate suitability of church for vents focussing on the bat population in the church
- Investigate suitability of church for recording and live-streaming of performances
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Consider the suitability of the site for Champing
- Investigate participation in Ride & Stride scheme
- Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative
- Identify school parents', governors' and staff's interest in church updates
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability
- Review methods for promoting church to location agents, wedding companies et cetera



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- Review methods for promoting church to historical societies and groups interested in bats
  - Review prioritisation of and means for repair / conservation works outlined in Conservation report
  - Consider means for increasing footfall and consequent donations
  - Review current access to the church
  - Richard Illingworth to work with LCO on interpretation boards.
  - Attendee C to make enquiries into a visit from the Bat Conservation Trust to look at ways the wall paintings could be protected from bats.
  - Attendee C to share information on the exits that are being used at different times.
  - Attendee C to do a study on an area of the wall painting (without touching it) to investigate patterns between any spattering from bats and their access patterns.
  - Attendee A to discuss work needed to holme oak with Maintenance Contractor

### **Long term actions (to end March 2024)**

#### **Complete**

### **Local Community Officer Actions**

#### **Short term actions (to end June 2021)**

- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include:
  - Conservation interpretations
  - Presentation improvements
  - Champing data
- Complete community audit to identify additional survey respondents and participants in face-to-face or digital meetings by end November 2020
- Repeat survey for additional respondents by end January 2021
- Agree dates for face-to-face or digital community meetings by end January 2021

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- 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'
  - Work with new volunteer to develop walking route for CCT Walking Festival in May.
  - Work with Richard Illingworth on interpretation boards.
  - Investigate possibility of interpretation boards in church yard with conservation colleagues
  - Share CCT Cleaning Churches standard and report
  - Publish walk around guide
  - Review church web page to ensure clear directions, parking and accessibility information is available for all visitors
  - Investigate repair of fallen wall with colleagues in CCT
  - Report damage/slipped tiles to Estates Officer

### **Medium term actions (to end June 2022)**

- Investigate options for recruiting additional volunteers
- Investigate suitability of church for concerts
- Investigate suitability of church for exhibitions or use as gallery space
- Investigate suitability of church for recording and live-streaming of performances
- Investigate opportunities for event focussing on bat population in church
- Investigate opportunities for riders representing Whitcombe to take part in Ride and Stride
- Discuss potential for regular church related features, parish newsletter and inclusion of church updates in parish council meetings
- Consider the suitability of the site for Champing
- Consider means for increasing footfall and consequent donations
- Consider adding video directions to the church for prospective visitors' information
- Identify means and suitability of Christmas card sales and the sponsored Christmas Memory Tree initiative
- Identify school parents', governors' and staff's interest in church updates
- Review the level of contribution from congregants' collections, given they may be currently unaware of our annualised maintenance liability

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- Review methods for promoting church to location agents, wedding companies et cetera
  - Review methods for promoting church to historical societies and groups interested in bat population
  - Review prioritisation of and means for repair / conservation works outlined in Conservation Report
  - Decide on arrangements for a fundraising tea party or barbecue to recognise and acknowledge community support for the church

### **Long term actions (to end March 2024)**

#### **Complete**

- 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 March 2021)**

- Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.

#### **Medium term actions (to end March 2022)**

#### **Long term actions (to end March 2024)**

#### **Actions complete (to end March 2021)**

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## 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?

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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,                  | Annual servicing of the heating system to ensure the efficiency and   | 1  | £ 384.00   | £ 9,600.00 |

|  |   |   |            |            |
|--|---|---|------------|------------|
| servicing                                    | safe working order of the boiler etc.   |   |            |            |
| 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  | 9 | £ 450.00   | £ 1,250.00 |



|                                     |  |     |            |             |
|-------------------------------------|--|-----|------------|-------------|
|                                     | all required repairs will be created.  |     |            |             |
| 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<br>(Excluding VAT)            |  |     |            | £107,598.57 |
| TOTAL<br>(Excluding VAT) / 25 years |  |     |            | £4,303.94   |

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## 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.   |

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## **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](http://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.

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