

ST MICHAEL'S CHURCH PLAN

CLAPTON IN GORDANO APR 2025

Part A - Current Report

Church Introduction & Significance
Current Use & Voluntary Activity
Facilities & Collections
Conservation Reports
Income, Expenditure & Balances
Local Community Officer's Summary

Part B – Survey

Results of our open survey conducted in Summer and Autumn 2020, [open and available at this location](#) for initial or repeated surveys.



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.

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 relies on its communities. These communities keep the spaces alive, as well as helping to generate sufficient funds for maintenance to keep it in a good state of repair and campaigning to raise funds for specific repair and improvement projects.

Local Community Officers facilitate these aims by working with communities to co-create Church Plans.

These plans are living documents, subject to frequent review to ensure that they can meet the changing needs of their churches and communities.

This plan will outline information on the church's history and significance to illustrate why this church is so important, before explaining maintenance and repair needs to address the challenges faced. The document will then look at current use of the church with feedback and recommendations from the community, before concluding with an action plan to set out agreed short-, medium- and long-term goals to support the sustainable use and care of the church.

Further information on the maintenance and repair costs that CCT's churches face can be found in the appendices at the close of the document.

Part A - Current Report

Church Introduction & Statement of Significance

The Church of St Michael in Clapton in Gordano, Somerset, England, dates from the 13th century and is recorded in the National Heritage List for England as a designated Grade I listed building. It was vested in the Trust on 1 June 1995.

St Michael's closed in 1995 but due to its architectural interest was adopted by the Trust, however occasional services are still held throughout the year.

The 12th-century tympanum is the oldest visible part of the church to have survived, however the majority of the building is from the 13th century.

Inside are reredos and benches, a 14th-century font and a late 17th-century monument. The 13th-century oak screen in the church originally divided the Great Hall and the Buttery in the adjacent Court House.

The first record of the church is an agreement dated 1226 between William, son of Arthur de Clopton and Richard of Keynsham Abbey.

Current use (bookings) & voluntary activity

St Michael's is fortunate to benefit from the support of a well-established and organised volunteer Friends group.

Voluntary activity undertaken by this group includes:

- Fundraising for group activities and building improvements and adaptations, including installing new lighting in 2019.
- Management of the volunteer Friends group including organising group meetings, AGMs and fundraising for the groups' activities.
- Running several services and other secular events each year. Including: Gordano Open Days (Part of Heritage Open Days) in September. Easter, Harvest, Christmas and Remembrance services
- Remittance of wall safe and service funds
- Regular conservation cleaning
- Opening the church to visitors
- Planning and delivery of all bookings including services.
- Ad hoc reporting of building change
- Liaison with the CCT over several recent major projects, including the 2019 lighting installation, adaptation to the side chapel and wall painting conservation.

Collection Review

| General Information | |
|-----------------------------------|---|
| Open Churches Policy status: | Partnership. Key available at village pub. Open on Sundays 10:30 – 17:00 June to September |
| Local Community Officer: | Philippa Wood |
| Current project: | None |
| Parking: | Off road earth / gravel car park with spaces for 8 cars. Locked gate at foot of drive |
| Accessibility details: | Provided via website |
| Building services: | Electric lights and sockets. Water supply to the churchyard. |
| Organ: | Electronic organ owned by Friends. |
| Churchyard: | Not vested. Maintained by PCC and Friends group volunteers. |
| Ringable bells: | 6. Rung full-circle |
| Pews: | Yes |
| Volunteering | |
| Keyholder role: | Fulfilled |
| Key representative role: | Fulfilled (remittances, CCT liaison, volunteer / friends group management, maintenance reporting) |
| Area volunteer role: | None |
| Fundraising roles: | None formal, though the Friends do raise a lot of money. |
| Stewardship roles: | No stewards although tours available if requested |
| Research, interpretation & talks: | None formal. Guided tours available by pre-arrangement |
| CCT Items | |
| Welcome table: | Present and stocked with leaflets |
| Visitor book: | Provided but wrapped in plastic due to bats |
| Gift Aid envelopes: | Provided |
| CCT silver plaque: | Installed, poor condition |
| CCT information board: | Not installed |
| Oak post: | Not installed. |
| CCT freestanding board: | Provided |
| Wall safe poster: | Installed, current |
| CCT A board: | None. |
| Tourism and Marketing | |
| Nearby attractions: | Bristol, Clevedon and Weston Super-Mare. |

| | |
|------------------------------------|---|
| Public transport: | |
| Social media presence: | None. |
| Images on CCT website: | One of three |
| Regular feature parish news: | Occasional. Via volunteers |
| Events and Activities | |
| Services per year: | 2 (Remembrance and Christmas) |
| CofE support for services: | Yes |
| Heritage Open Days: | Yes |
| Ride & Stride: | No |
| Christmas memory tree: | No |
| Tea Party: | No |
| Historic Church Tour: | No |
| Learning and Participation events | No |
| Explorer tags | No |
| Retail: | No |
| Champing: | No. For further information see Appendix 4. |
| Health & Safety | |
| Fire rated capacity: | 190 |
| Seating capacity: | Not determined |
| Site plan: | Available |
| Roof alarm: | Installed in 2019 |
| CCTV: | None |
| Individual item security measures: | None |
| Risk assessment general: | Current |
| Risk assessment fire: | Current |
| COSHH listing: | Current |
| Portable appliance listing: | Current |
| Security Audit: | 2015 |

Conservation & Maintenance

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.

Maintenance Costs

| Maintenance Liability | |
|--|--------------------|
| Forecast long-term maintenance costs taken from most recent periodic inspection | £210,512.50 |
| Annualised Maintenance Costs (exc. VAT) | |
| Total costs of church maintenance forecast over 25 years divided by 25. Includes all maintenance costs except the twice-yearly maintenance visit and any anticipated repairs are also excluded. See Appendix 2 for a list of typical maintenance tasks. | £4,096.44 |
| Routine Maintenance Costs (exc. VAT) | |
| Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. See Appendix 3 for tasks included in the twice-annual maintenance visits | £652.80 |
| Other Maintenance Costs (exc. VAT) | |
| Additional maintenance needs discovered during routine maintenance (see below) | |
| | £0 |

Forecast Conservation Costs

| | |
|---|-------------------|
| Short Term Repairs | |
| Small scale items of limited cost which could be fulfilled with minimal fundraising. | |
| RWG | £5,000.00 |
| Roof repairs | £9,000.00 |
| Repoint chimney masonry | £6,000.00 |
| Total | £20,000.00 |
| Medium-Term Repairs | |
| More expensive needs which may require more involved fundraising and grant applications. | |
| Repointing of tower and nave | £80,000.00 |
| Repairs/alterations to pews and platforms | £2,000.00 |
| Repair and ventilate dado at tower base | £3,000.00 |
| Total | £85,000.00 |
| Total Long-Term Repairs | |
| Items which are known to require works in the longer term but which are not essential in the near future. | |
| Repair to plaster in chancel and nave | £30,000.00 |
| North chapel decoration and plaster repair | £15,000.00 |
| Total | £45,000.00 |
| Total Desirable Repairs | |
| Repairs not essential to the conservation health of the church but which might improve aesthetics or usability of the building. | |
| Total | £0 |

| | |
|---------------------------------|--------------------|
| Total Essential Repairs: | £150,000.00 |
| Total Desirable Repairs: | £0 |
| Other Maintenance Costs: | £0 |
| Total Repair Costs: | £150,000.00 |

Income, Expenditure & Balances

Income

| | 2023/24 | 2022/23 | 2021/22 | 2020/21 | 2019/20 | 2018/19 | 2017/18 | 2016/17 |
|-----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Wallsafe | £92 | £0 | £0 | £0 | £93 | £148 | £0 | £146 |
| Total | £95 | £200 | £500 | £0 | £93 | £648 | £95 | £161 |
| Visitor # | 764 | 998 | 110 | 0 | 2298 | 2062 | 2054 | 1973 |
| Wallsafe per visitor | £0.12 | £0.00 | £0.00 | £0.00 | £0.04 | £0.07 | £0.00 | £0.07 |

Income / Expenditure (2023 – 2024)

| | Unrestricted | Restricted | Grant | Total |
|--------------------|--------------|------------|-------|-----------|
| Income | £94.55 | £0.00 | £0.00 | £94.55 |
| Expenditure | £1,650.25 | £33.49 | £0.00 | £1,683.74 |

| Restricted Funds* | | | |
|--------------------------------|--------|-------------|--------------------------------|
| Opening Balance 01-Apr-2023 | Income | Expenditure | Closing Balance 31-Mar-2024 |
| £33.49 | £0.00 | £33.49 | £0.00 |

| Income by Category (2023 – 2024) | | | Expenditure by Category (2023 – 2024) | | |
|----------------------------------|--------|---|---------------------------------------|---------|---|
| Category | Value | | Category | Value | |
| Box Collections | £92.05 | U | Routine Maintenance | £866.51 | U |
| Gift Aid Income | £2.50 | U | Periodic Maintenance | £591.60 | U |
| | | | Electricity | £192.14 | U |
| | | | Routine Maintenance | £33.49 | R |

Balances (2023 – 2024)

| | |
|--|-------------|
| Income less maintenance / conservation expenditure | - £1,589.19 |
| Income less annual maintenance costs | - £4,001.89 |
| Restricted balance* | £0.00 |

*Restricted funds are restricted or covenanted for expenditure at this church. Restricted funds without a covenant will be used for maintenance of the building fabric. Covenanted funds (those donated for a specific purpose such as roof repairs) must be spent according to the terms of this covenant and are not shown in these figures.

Local Community Officer's Summary

Situated conveniently between the populous areas of Bristol and Weston Super-mare, St Michaels is a large and well serviced church building, which is much used and loved by its local community.

St Michael's is fortunate to benefit from the support of a well-established and organised volunteer friends group who have invested, and continue to invest a great deal of money, time and effort into improving the building for community use. This includes most recently a new lighting installation in 2019, adaptation to the side chapel for community use, through the installation of a tempered glass screen, and wall painting conservation several years ago.

The large financial contributions the friends group make through paying for these works directly mean that they are not reflected in the CCTs annual income and expenditure reports, or indeed this document. Importantly this means that their fundraising efforts are not acknowledged or celebrated properly by the CCT. Remedying this should be made a priority and could be at least partly achieved by the friends group sharing copies of their annual accounts with the CCT.

Certainly the church would be contributing over and above the annualised maintenance costs if 2019 expenditure on lighting were taken into account.

Some clarity should be sought over how the Friends group treats income from services and other events held at the church. For instance, there were 3 services and 1 wedding in 2019/20, none of which showed on CCTs income report.

The church is currently some way off meeting CCTs "Open Church" policy. Improved opening (currently Open on Sundays, 10:30 – 17:00, June to September) could increase visitor numbers. A team of volunteer stewards (occasional) and improved interpretation (currently CCT Walk around guide and a few laminated sheets) could provide a better visitor experience and increase donations per head.

New ideas for use and potential supporters might emerge from the church planning process, but any community consultation should only be attempted in strict coordination with the Friends group so as not to disturb this currently positive relationship.

Part B - Consultation (Interim Round September 2020)

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 **Clapton in Gordano, St Michael's** by the deadline of **August 30th**.*

The response received was from a respondent writing **on behalf of the Friends of St Michael's**, who confirmed that their responses related to **St Michael's, Clapton in Gordano**.

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **5 services a year, 1 summer concert, weddings (when permitted) funerals and 1 parish council meeting per annum**.

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **Aside from this effects of covid 19, the thorough cleaning and disinfecting of the building from bat droppings. The permission to erect a basic kitchen servery would also benefit us**.

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 **We have only a public house and a church in our village. We were to hold a summer concert in the grounds of the pub, to raise money for the church, but this was cancelled due to the virus issues**.

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **Many patrons of the church come from villages around the area, the summer concert does attract these folk. We also advertise our services at this time so this increases the gathering size. The general feelings of the visitors is a warm and friendly church**.

In relation to identifying conservation priorities for the church, the respondent provided **As the building is quite remote we were concerned about theft of the roofing lead. But the CCT has funded and installed an alarm system. That's good for us. Apart from the permission to install a kitchen servery and proper toilet facilities, both of which will go a long way in a more hospitable welcome to visitors**.

Regarding priorities, opportunities or ideas for fundraising the respondent noted **These were discussed at the CCT conference in Birmingham, last Jan. But Covid. 19 has scuppered these**. In respect of means for initiating fundraising activity, the respondent said **We can only think of this after we sort out the in house bat issue, and thus start services and the use of the church**. The respondent also indicated that they **already take part in fundraising activity for CCT at the church**

In seeking respondents' participation in a future group discussion regarding church planning the respondent indicated **They'd be happy to meet**.

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 **[no response]** respondents wrote back to their Local Community Officer, expressing the following perspectives:

Nil

Part C - Community Recommendations

Community Meeting 3

17th January 2025

Clapton-in-Gordano Church Plan Meeting 17/01/2025

Present: PW (LCO), A1 and B1 (Volunteers / Members of Friends)

LCO thanked A1 and B1 for their time. The meeting started with a tour of the church, including a look at the glazed North Chapel with its family monument, medieval wall paintings and more recent upgrade to the church's electrical wiring completed just before Covid. The removal of 2 pews and replacement with pavers makes the North Chapel a very useful and pleasant area, though previous plans for a servery in this space have been abandoned. The church's hagioscope (squinch) from the Elizabethan side chapel to the altar in the chancel is a fascinating survival.

LCO asked about the note in previous meeting minutes regarding reduced opening of the church after a volunteer became unwell after cleaning bat leavings but was told that normality has now resumed. A toy bat named Barry has even been hung above the main door and is apparently very popular with visiting children.

Events

Services

- The number of church services held each year has been greatly reduced in recent years as the vicar Noel has been struggling post-Covid.
There are now only two services per year (Remembrance and Christmas), with the Easter and Harvest services being missed.
The Friends send the service collection from the Remembrance service to the British Legion.

Other

- The Friends do engage with Heritage Open Days
- The church hosts a summer concert, featuring folk music and a local Acapella group (Wendy Sergeant). It was felt running more events of this kind would be too intensive. A1 & B1 were interested in This Is My Theatre, however.
- LCO asked for community booking forms to be filled in for events, as these were not received in 2024. A1 and B1 agreed to do this; LCO to send forms.
- LCO asked for A1 and B1's thoughts on potential to hold art displays in the church; the suggestion was positively received, but with some concerns over safety of artworks. LCO said she should be able to create a document with Terms and Conditions that would safeguard the CCT and Friends from any liability from losses.

Housekeeping

- The church is cleaned for events and looked very tidy at time of visit.

Access

- A key for the church is held at the village pub, the Black Horse.
- Two members of the community also have keys
- The bellringers have keys. Their presence also attracts school groups into the building as well as bringing in other bands for bellringing competitions. LCO asked about connecting the

bellringers here with those at Uphill and was told that George Wyatt would be the best person to talk to.

Income

- LCO asked about the financial relationship between the Friends of the church and the CCT, stating that church service collections and wall box income is normally required to be paid directly to the CCT's unrestricted funds.
- A1 and B1 said the Friends would be willing to pay the electricity bill for the site
 - LCO informed A1 and B1 that the CCT had recently produced a new Friends Constitution to formalise the relationship between Friends groups and the CCT, one option for which does include paying the site's electricity.
 - A1 & B1 said they would be happy to raise this at the next Friends meeting
- LCO asked whether the community would be willing to have the church used for Champing
 - Some concerns over lack of toilets or running water, but not against the idea
 - To be raised at Friends meeting at end of month; LCO to send details.

Community Meeting 2

29th November 2022

Note to cover interactions - telephone conversations / text / email messages with Friends Chair 2022/23

1.RW Local Community Officer and Chair November 29th 2022

Email response to 'phone conversation:

Many thanks for taking the time to call me today.

I was so pleased to have made contact and it was great to hear all the wonderful things that have been happening at Clapton-in-Gordano over the years. I would be interested to hear more about the bell ringing too when we meet up.

Good to know when the Carol Service is being held, please let me know if you would like to me to post it on the CCT website. Just to confirm, it's Sunday December 11th at 3pm ? If you could also let me know the name of the Vicar that would be much appreciated so I can check our records are up to date, thank you.

I am very keen to arrange a meet-up with the local community in early January. If you could spread the word and please feel free to share my contact details with the Friends Group, that would be much appreciated. As I said I can be flexible on dates and times (the only commitment I have as I write this is on Saturday January 7th where I am meeting up with the volunteers at Idmiston near Salisbury.)

2. RW also emailed Friends Group email address to connect then with the Uphill Bellringers 09/02/23 – unfortunately no response received.

- **Meeting up** : I had a call with your Chair back in December and we spoke about me coming over to meet up at the Black Horse. I am keen to introduce myself to the Friends Group, hear what plans you have for St Michael's this year and how I can support you. I was wondering if you had a Friends Group Meeting coming up soon that maybe I could join, please ? As an alternative, I would be happy to meet up with key members and on a Saturday if that makes life easier. I could do Saturday February 18th or the 25th or Tuesday February 21st or Wednesday 22nd. Please let me know.
- **Bells** : I have cc'd in one of the bellringers from St Nicholas' at Uphill who is very keen to have a chat with you along with fellow bell-ringer Sue (and both fantastic volunteers to boot) regarding the work carried out to restore the bells at St Michael's. The bells at Uphill need a fair bit of restoration, they have had a quote to carry out the work and wondered if you would be happy to share how you went about getting your bells restored.

3. RW to join meeting at local pub with Friends Group post-Christmas date to be advised.

- Chair advised Head of Region that meeting had gone ahead but they were struggling with numbers post covid.
4. RW carried out maintenance check in April and left comment in the visitors' book complimenting how beautifully the church had been decorated for Easter.
 5. A 'phone message was left by the Chair to advise that AGM was coming up. RW sent a message back on May 12th and then a follow up on May 19th to request to attend AGM but was advised AGM had happened on May 15th and there had been a poor response to Church matters
 6. RW to arrange a follow up call with Chair and set up a face to face meeting hopefully in July, in conjunction with bell-ringers from Uphill.

Telephone Call with Ed McGregor 20 Jan 2021

A notes receipt of EM's invitation to schedule an online discussion of the church plan. **A** explains that the Friends are content with the feedback given in the survey above, forming Part B of this document, and with EM's contribution through Part A of the church plan.

A notes that during this period of lockdown and Covid-19 restrictions the friends group has gone into a kind of hibernation and there are no further comments or actions arising which haven't already been noted in the Church Plan. **A** repeats that they will continue to open the church for private worship on Sundays but have had to postpone or cancel all other events and activities for the foreseeable future.

A reflects that the Friends of St Michael's would like to continue to offer to pay for ongoing maintenance works at the church, to be discussed and confirmed with the CCT at an appropriate time. EM thanks for this kind offer.

EM adds that he has been notified that another of the Friends would be unable to attend an online meeting due to poor internet signal at his home.

EM suggests that they schedule a further discussion around the church plan when lockdown restrictions are eased and when the Friends of St Michael's are operational once more.

Part D - Action Plan

Community Actions

Short term actions (to end June 2025)

- Fill in booking forms for any services, events, group visits etc.
- Consider use of the church as gallery space
- Consider suitability of site for Champing
- Look at new Friends Constitution document to assess suitability and provide feedback to LCO
- Continue to keep church clean, reviewing CCT Cleaning Churches standard and report
- Communicate opening days in Spring/Summer with LCO so that these can be publicised more widely for increased accessibility

Medium term actions (to end June 2026)

- Work with LCO to formalise CCT / Friends group relationship
- Provide frequent updates on the Friends activities and fundraising so that achievements can be recognised by the CCT

Long term actions (to end January 2028)

Local Community Officer Actions

Short term actions (to end of June 2025)

- Email A1 with:
 - o updated Church Plan
 - o CCT Cleaning Churches advice
 - o new Friends Constitution
- Review Church Plan and website entry
- Advise how services and events need to be booked
- Consider the production of an online audio guide for the church to address the lack of printed interpretation.
- Look at how income from the church wallsafe and services are held/treated and how income spent by on the church by the Friends can be properly acknowledged by CCT and reflected in against our income targets.

Medium term actions (to end June 2026)

- Offer to attend a Friends Meeting or AGM to answer questions from the wider community
- Discuss potential for use of church as a gallery space, providing possible terms and conditions for exhibitors
- Look at providing video guidance for approach to the church
- Consider the production of an online audio guide for the church to address the lack of printed interpretation.
- Consider adding video directions to the church for prospective visitors' information

Long term actions (to end January 2028)

Actions complete (to end May 2023)

- Distribution Part A reports for each church to all existing correspondents, together with survey

- Receive, anonymise and collate survey responses and add to Church Plan Part B
- Resolve initial findings, conclusions and recommendations based on Part A & B, expressed as short, medium and long-term actions
- Publish Part A, B & D as Interim Church Plan to colleagues by end September 2020
- Undertake staff consultation against Interim Church Plan by end November 2020
- By end November 2020 review colleagues' feedback regarding updates to church plan part A, to include
 - Conservation interpretations
 - Presentation improvements
 - Champing data
- 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
- 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'
- Review potential for promoting availability of secure parking outside church
- Review church web page to ensure clear directions available for all visitors

CCT Actions Other

Short term actions (to end September 2023)

Medium term actions (to end March 2024)

Long term actions (to end September 2024)

Actions complete (to end May 2023)

None

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

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) | 25 Years Cumulative Est. Cost (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 |
| Man-safe 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 |

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