ST JOHN THE BAPTIST INGLESHAM

CHURCH PLAN FEB 2025



# A church with wooden benches  AI-generated content may be incorrect.Part A - Current Report

## Church Introduction & Statement of Significance

## Current use (bookings) & voluntary activity

Collection Review

## Conservation & Maintenance 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](https://www.surveymonkey.co.uk/r/86VTZZL) 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

St John the Baptist Church in [Inglesham](https://en.wikipedia.org/wiki/Inglesham), [Swindon](https://en.wikipedia.org/wiki/Swindon), [Wiltshire](https://en.wikipedia.org/wiki/Wiltshire), England, has [Anglo-Saxon](https://en.wikipedia.org/wiki/Anglo-Saxon_architecture) origins but most of the current structure was built around 1205. Much of the church has not changed since the [medieval](https://en.wikipedia.org/wiki/Medieval) era. It is recorded in the [National Heritage List for England](https://en.wikipedia.org/wiki/National_Heritage_List_for_England) as a designated Grade I [listed building](https://en.wikipedia.org/wiki/Listed_building#England_and_Wales). It was declared redundant on 1 April 1980 and was [vested](https://en.wikipedia.org/wiki/Vesting) in the Trust on 28 October 1981.

The church is just above the surrounding [water meadows](https://en.wikipedia.org/wiki/Water_meadows) next to the confluence of the [River Thames](https://en.wikipedia.org/wiki/River_Thames), [River Coln](https://en.wikipedia.org/wiki/River_Coln) and the [Thames and Severn Canal](https://en.wikipedia.org/wiki/Thames_and_Severn_Canal). St John's was a particular favourite of [John Betjeman](https://en.wikipedia.org/wiki/John_Betjeman); an English poet, writer and broadcaster who was a founding member of the [Victorian Society](https://en.wikipedia.org/wiki/Victorian_Society) and [Poets Laureate](https://en.wikipedia.org/wiki/Poets_Laureate). [Richard Taylor](https://en.wikipedia.org/wiki/Richard_Taylor_%28author%29) presenter of [BBC Four](https://en.wikipedia.org/wiki/BBC_Four)'s *Churches: How To Read Them* picked Inglesham as his favourite of the hundreds of churches he visited for the television programme, saying "It was a totally unassuming building, sat in the middle of the countryside. But, despite its humble appearance, inside, this church told the story of over 1,000 years of religious history – from Anglo-Saxon carvings on one wall, to medieval wall paintings on another and then passages from the Bible etched elsewhere from the Reformation”. The programme also presented resistance by a local artist, [William Morris](https://en.wikipedia.org/wiki/William_Morris), a founder of the [Society for the Protection of Ancient Buildings](https://en.wikipedia.org/wiki/Society_for_the_Protection_of_Ancient_Buildings) against Victorian redevelopment, as a story of local campaigning in the 1880s.

Much of the fabric of the building is from the 13th century but includes remains of an earlier church on the site. The interior includes wall paintings spanning over 600 years and often one on top of the other up to seven layers thick. There is also a carving of the Mother and Child, which dates from the [Anglo-Saxon era](https://en.wikipedia.org/wiki/Anglo-Saxon_England). Until 1910 the carving was on the outside of the church attached to the south wall and used as a [sundial](https://en.wikipedia.org/wiki/Sundial). There are also historic [box pews](https://en.wikipedia.org/wiki/Box_pew), [pulpit](https://en.wikipedia.org/wiki/Pulpit) and [memorials](https://en.wikipedia.org/wiki/English_church_monuments).

The church’s location down a small, sparsely populated lane off the fast-flowing A-road from Highworth to Lechlade keeps it somewhat hidden to most passersby, apart from walkers of the Thames path, and those intending to visit the church.

The church has unfortunately been the victim of several crimes over the past decade including several donation box thefts, minor vandalism, and a significant theft of lead roofing from the North aisle roof in 2018.

## Current use (bookings) & voluntary activity

As arguably one of the most historically significant buildings in the CCTs portfolio, the use of St John’s for community and third party activities has always been somewhat limited and only taken on with great care and consideration taken to the impact of use on the building.

There are occasional services and a couple of fundraising concerts have been held. There have also been several requests for filming in the church over the past decade but not many have come to fruition.

St John’s church is fortunate to benefit from the support of a small but dedicated local team of volunteers. Voluntary activity undertaken by this group includes

* Supporting the organisation of a Christmas Carol service, and other occasional services.
* Regular conservation cleaning
* Running occasional fundraising concerts and events.
* Remittance of wall safe and service funds.
* Ad hoc reporting of building change
* Volunteers also wrote and produced a new Walk around Guide for the church in 2017.

## Facilities & Collection Review

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| --- |
| **General Information** |
| Open Churches Policy status: | Open+ |
| Local Community Officer: | Philippa Wood |
| Current project: | Roof repairs |
| Parking: | Spaces on road opposite entrance (local restrictions in place) |
| Accessibility details: | Provided via website |
| Building services: | Electric lighting and sockets  |
| Organ: | Reed player organ |
| Churchyard: | Not owned by CCT, maintained by PCC and volunteers |
| Ringable bells: | 2. Hung in open cote for swing-chiming. |
| Pews: | Yes |
| **Volunteering** |
| Keyholder role: | Fulfilled |
| Key representative role: | Fulfilled (remittances, CCT liaison, maintenance reporting) |
| Area volunteer role: | None |
| Fundraising roles: | None |
| Cleaning | Before services and events |
| Stewardship roles: | No stewards although tours available if requested |
| Research, interpretation & talks: | None formal |
| **CCT Items** |
| Welcome table: | Present |
| Visitor book: | Provided |
| Gift Aid envelopes: | Provided |
| CCT silver plaque: | Installed, good condition |
| CCT information board: | Not installed |
| Oak post: | Not installed, requested |
| CCT freestanding board: | Installed |
| Wall safe poster: | Installed, current |
| CCT A board: | Provided |
| **Tourism and Marketing** |
| Nearby attractions: | Lechlade-on-Thames, Cotswold Water Park, Thames Walking Route, Kelmscott Manor |
| Public transport: | None |
| Social media presence: | None |
| CCT webpage: | https://www.visitchurches.org.uk/visit/church-listing/st-john-inglesham.html |
| Regular feature parish news: | No |
| **Events and Activities** |
| Services per year: | One annual carol service due to volunteer limitations |
| CofE support for services: | Yes, as above |
| Heritage Open Days: | No |
| 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 |
| **Health & Safety** |
| Fire rated capacity: | 110 |
| Seating capacity: | 76 (but one pew currently damaged and unfit for use) |
| Site plan: | Available |
| Risk assessment general: | Valid until March 2025 (barring alterations to use / access) |
| Risk assessment fire: | Valid until March 2025 (barring alterations to use / access) |
| COSHH listing: | Current |
| Portable appliance listing: | Valid until April 2025 |
| Security Audit: | 2016 |

##

## 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**

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| **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. | **£2,200.24** |
| **Routine Maintenance Costs (exc. VAT)** |
| Routine maintenance costs (two visits per annum). These are included in the annualised maintenance costs and are the total cost of two maintenance visits per year. A list of the typical maintenance tasks for any historic church included in the twice-annual maintenance visits is available to view at Appendix 3. | **£1,248.00** |
| **Other Maintenance Costs (exc. VAT)**Additional maintenance needs discovered during routine maintenance (see below) |
| Path Pointing | £450.00 |
| High Level Bulbs | £75.00 |
| Feramenta Repairs | £500.00 |
| Loose Cover Flashings | £250.00 |
| **Total** | **£1225.00** |

**Forecast Conservation Costs**

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| **Short Term Repairs** Small scale items of limited cost which could be fulfilled with minimal fundraising. |
|  Improvements in weather protection  | £6,500.00 |
|  Door repairs | £9,744.00 |
|  **Total:**  | **£16,244.00** |
| **Medium-Term Repairs** More expensive needs which may require more involved fundraising and grant applications. |
| Inspect all the drainage system and redecorate and repair the rainwater guttering | £7,500.00 |
| **Total:**  | **£7,500.00** |
| **Total Long-Term Repairs** Items which are known to require works in the longer term but which are not essential in the near future. |
| Strip and recover roofs | £230,000.00 |
| Strip, inspect and recover porch stone tile roof | £12,000.00 |
| Wall Paintings Conservation | £190,000.00 |
| **Total** | **£432,000.00** |
| **Total Desirable Repairs** Repairs not essential to the conservation health of the church but which might improve aesthetics or usability of the building. |
|  **Total** | **£0.00** |

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| --- | --- |
| **Total Essential Repairs:** | **£463,244.00** |
| **Total Desirable Repairs:** | **£0.00** |
| **Other Maintenance Costs:** | **£1,225.00** |
|  |
| **Total Repair Costs:** | **£464,469.00** |

## Income, Expenditure & Balances

**Income**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2023/24** | **2022/23** | **2021/22** | **2020/21** | **2019/20** | **2018/19** | **2017/18** | **2016/17** |
| **Wallsafe** | £427 | £469 | £497 | £207 | £1,367 | £1,268 | £1,245 | £77 |
| **Total** | £2,833 | £1,626 | £2,097 | £482 | £7,812 | £4,696 | £30,018 | £935 |
| **Visitor #** | 5009 | 2025 | 0 | 0 | 12988 | 9375 | 8664 | 11463 |
| **Wallsafe per visitor** | £0.09 | £0.23 | - | £0.00 | £0.11 | £0.14 | £0.14 | £0.01 |

**Income / Expenditure (2023 – 2024)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unrestricted** | **Restricted** | **Grant** | **Total** |
| **Income** | £252.45 | £1,000.00 | £0.00 | £1,252.45 |
| **Expenditure** | £3,542.99 | £0.00 | £0.00 | £3,542.99 |

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| **Income by Category (2023 – 2024)** |
| **Category** | **Value** |  |
| Filming | £1,000.00 | U |
| General Donations | £787.50 | R |
| Box Collections | £325.73 | U |
| Service Collection | £230.45 | U |
| Parochial Services Fees | £200.00 | U |
| Hire Fee | £175.00 | U |
| Text Giving | £101.11 | U |
| Gift Aid Income | £12.50 | R |
| Gift Aid Income | £0.75 | U |

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| **Restricted Funds\*** |
| Opening Balance 01-Apr-2023 | Income | Expenditure | Closing Balance 31-Mar-2024 |
| £31,949.05 | £800.00 | £4,240.00 | £28,509.05 |

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| **Expenditure by Category (2023 – 2024)** |
| **Category** | **Value** |  |
| Repairs - EE and NV | £3,190.00 | R |
| Routine Maintenance | £660.00 | R |
| Periodic Maintenance | £390.00 | R |
| Electricity | £134.80 | U |

\* 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.

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| Income less maintenance / conservation expenditure | - £ 2,290.54  |
| Income less annual maintenance costs | - £ 2,162.85 |

**Balances (2023 – 2024)**

## Local Community Officer’s Summary

*Updated by Philippa Wood in January 2025*

Arguably one of the most significant churches in the CCTs portfolio, Inglesham St John the Baptists is quite famous and beloved locally and nationally, with thousands of visitors from all of the country and the world visiting each year. Recent improvements to the Thames walking pathway has encouraged more visitors to the church.

The church benefits from the voluntary support of several local residents, who form an informal volunteer team and enable operations of the church, including organising occasional events and services, cleaning, emptying the wall safe and site inspections, and much more besides.

The church suffered a devastating theft of lead roofing in 2017. Within 24 hours of discovering the loss, CCT had put a temporary roof covering in place (paid for by CCTs emergency fund) to protect the interior of the church, but unfortunately some water damage to the interior walls had already occurred.

At a later date the North and South aisle roofs were covered three layers of mineral felt at a cost of £8700 thanks to two generous private donations. This roof has a ten-year maximum lifespan.

The majority of the staining resulting from the leaks from the temporary plastic roof on the internal walls has been removed but some staining over wall paintings has been left in situ as this could not be removed without removing/ damaging the historic paint beneath.

The staining on the Anglo Saxon Madonna and child sculpture has been removed.

Two meetings were organised at the church following the theft to involve the local community and as such there is fair local awareness and support.

There is a good audience development / research paper written by Rowena Tulloch in 2014 which, and an interpretation draft paper written by Rowena Riley in 2018, both of which will help inform any new interpretation at the church. Volunteers produced a walk around guide in 2017 and printing was again funded by a generous private donor.

In 2020 an online audio guide for the church was produced, based on 2017s walk around guide. There is no other visitor interpretation available at St John's and it is felt this is needed given the architectural significance of the building and contents, and complexity of the wall paintings.

CCT staff produced and submitted a project plan for St John the Baptist’s as part of the 2019 – 2024 strategy, but as the church is not within the CCTs Top 15 priorities this project has not been taken forward. The project outline follows below:

**What the project will involve and deliver**

Fitting a new permanent sheet metal roof and installation of roof alarm at cost of £432K

1. Decision to be made on what kind of / scope of the repair to the roof.
2. Specification preparation by term consultant.
3. Tendering of roof repair contract.
4. Scaffolding and roof repairs.
5. Craft Skills training whilst making repairs.

Consolidation of wall paintings which have been damaged, are liable to be damaged by the lead theft / roof repairs. To achieve this we will;

1. Commission a Conservators Report
2. Cleaning work relating to tannin staining
3. Design, production and installation of interpretative materials illustrating and describing the process of conservation, methods and basis for philosophical decisions, as information for visitors interested in conservation approaches.

Improve the visitor experience by designing, producing and installing new visitor interpretation of historically significant wall paintings. In conjunction with the volunteer team we will;

1. Identify interpretation themes
2. Write an interpretation brief and tender interpretation contract.
3. Manage the production of interpretation and installation in the church.

Enter into communications with Kelmscott Manor to see if a more formal partnership can be established to generate additional income, visitors and community support for the church.

1. Identify nominated staff / volunteer contact at Kelmscott
2. Identify shared aims and joint objectives.

**Project Goals**

* Raising £432,000 for repairing the roof and protecting / conserving the wall paintings and contents at risk of damage.
* A new permanent sheet metal roof installed and the building is watertight. Further damage to the wall paintings is prevented by end 2024.
* Increased average donation per visitor by improving interpretation and investigating ways to enable coinless giving.
* Installation of suitable preventative measures to ensure the future security of the building and contents.
* A working partnership and memorandum of understanding with neighbouring Kelmscott Manor, who regularly take groups of visitors to the church informally.
* A team of volunteers able to welcome and lead groups of visitors in tours of the church at least 4 times a year.
* Host a series of fundraising specialist lectures at the church.
* Raise the international profile of the church by showing off the conservation works
* Ensuring sustainability of volunteer team

In lieu of this project going forward, it is hoped that new ideas for using the church, and potential supporters might emerge as part of the church planning consultation process. Part B - September 2020 Survey

## Summary of consultation responses received by end August 2020

*Following distribution of fifteen questions through our standard church plan questionnaire in summer 2020 to existing Churches Conservation Trust correspondents, (together with an invitation for correspondents to share the survey and associated Church Plan Part A),* ***no response*** *was received for* ***Inglesham, St John the Baptist’s*** *by the deadline of* ***August 30th****.*

The response received was from a respondent writing in a **[no response]** capacity, who confirmed that their responses related to **St John the Baptist’s, Inglesham.**

In addressing the question of *a perfect outcome for our work together at the church* the respondent indicated **[no response]**

In writing about challenges anticipated in respect of repair liabilities and running costs, the respondent indicates **[no response]**

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 **[no response]**

Considering if increased use of the church might benefit the community, or if increased use might benefit the church itself, the respondent indicated **[no response]**

In relation to identifying conservation priorities for the church, the respondent provided **[no response]**

Regarding priorities, opportunities or ideas for fundraising the respondent noted **[no response].** In respect of means for initiating fundraising activity, the respondent gave **[no response].** The respondent also indicated that they would **[no response]** be available to participate in fundraising activity.

In seeking respondents’ participation in a future group discussion regarding church planning the respondent indicated **[no response].**

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 2 Tuesday 21st January 2025

Present: Philippa Wood (LCO), B and J (Volunteers)

Apologies: C (Volunteer)

**General Update**

* New vicar from Highworth, is very good at engaging people and led an excellent carol service. Runs a medieval dancing class at his ‘home’ parish.
* Carol Service in 2024 went very well
* The group expressed concerns that they sometimes go to the church to find group visits present who have not booked and have arrived unannounced.
* Some celebrity visits to the site
* LCO to take responsibility for emptying cashbox and reading meters, but C can read meters when needed.

**Maintenance Concerns**

* Door
	+ Community anxious to have a return date for this as worried that the gap around the temporary door is letting in more weather and pests
* Pews
	+ Pew near the font is unsound and requires maintenance (gave way when a visitor sat on it last year so was roped off for Christmas carol service)
	+ Noted on last 6 month inspection but fears it might have settled further
* Roof
	+ Table near visitor book was wet after heavy rain following Christmas, raising concerns about status of temporary roof
	+ Some water ingress noted on right-hand side of church – request for maintenance to check this

**Community Support**

* Volunteers feel they are struggling to meet needs of site due to low number of helpers and are feeling ‘volunteered out’. Still happy to continue looking after the church, but in need of assistance.
* The supporter who did timeline on the back of the church guide has now moved away
* J, Jean, B and C the only individuals in the village assisting at the church. Others do not seem to care, and often don’t even come to carol service
* Previous LCO spoke at Parish Council meeting to try to gain support but did not receive a good response
* LCO asked what the existing community felt they needed most in volunteering terms. Answers were as follows:
	+ Fundraising (to help improve maintenance issues such as the roof)
	+ Ideas and creativity
	+ Events
		- LCO suggested classical guitar and opera concerts. One opera concert given previously by B’s daughter but unsure she would repeat this
		- Easter or Harvest services (if incumbent and additional volunteers available from Highworth)
	+ Local history interest
	+ Younger volunteers to branch out activities

**Outreach**

* LCO suggested reaching out to other local communities such as Lechlade or Highworth, given that the significance of the site may bring in heritage volunteers from further afield
	+ Felt that Highworth would be the better target, given that it is in the same county as Inglesham and is the ‘parent’ parish
	+ LCO to reach out to Tourist Information Centres and post on volunteering sites to try to gain support.
* Suggested that a link to William Morris’ home Kelmscott Manor might be of help, previous LCO was also looking into this.
* LCO suggested that she could write to local history societies making them aware of opportunities and needs of the site
	+ B asked LCO to wait until she’d talked to a local contact.
* LCO mentioned the Celebrating Churches campaign running 6th – 16th June, pointing out that this campaign was also celebrating the impact of our volunteers and could be a good way to highlight the need and opportunity
	+ B & J wary of having their photo taken in the church as part of the campaign.
* Village’s Link magazine (distributed by B) goes to all residents with information about the church and events
* Church information is clearly displayed on village notice board

**Events / Services**

* New vicar is happier about holding services at the site
* The Easter and Harvest services at the site have been missed for a few years as not enough time to organise it and as incumbent’s time occupied elsewhere
* A few funerals in the church lately

**Fundraising**

* Previous LCO tried very hard to make contactless machine work but was defeated by lack of signal
* Money from local solar farm is available to the parish council but has not been able to be used for the church as it is not intended for places of worship. LCO asked if it could be used to run an event that could raise money for the church, but some doubt about this.
* QR code on back of leaflet is broken, and more of these will be needed before long. Previous set was funded by Local donor who lives near the church and is a key local supporter and fundraiser
	+ LCO to write a letter of introduction for herself to Local donor
* Wall safe is in poor condition after previous attempted theft. LCO to see if this can be replaced.
* LCO asked if there was a specific funding pot for the church roof and said she thought there was - to check the code when back at the office
* Watercolour art postcards – B did not hear anything further about permission to use artwork for gift cards or prints for sale.

**Other**

* B is currently looking after the church brass at her home, a cross dedicated to a young soldier who died in the last months of WWII.

### Community Meeting 1 Tuesday 7th February 2023

No records of previous meetings from 2020-2023 could be located.

**Summary of meeting held on May 4th in the church between Rachel Whitty Local Community Officer and the 2 main volunteers referred to as A1 and B1.**

RW welcomed both the volunteers to the meeting and thanked for sparing the time to meet. RW had already met with A1 on a previous maintenance visit and was pleased to have finally met with B1. RW thanked them for their hard work and support of the church and the volunteers who helped with the cleaning. RW also thanked B1 for emptying the wall safe and to both for reporting the recent maintenance issues with the door and the electricity which Conservation were dealing with. A1 mentioned that they had invited another key volunteer but unfortunately they were not able to attend due to work commitments. RW hoped that she would be able to meet this volunteer at the next Church Plan meeting and/or the Parish Meeting that A1 had kindly invited her to speak at in October.

RW was also pleased have been able to attend the Carol Service in December and meet many members of the community. RW updated the volunteers on the email exchanges regarding a potential donor to help with replacing the temporary roof repair after the lead theft and would keep them posted with any further developments. A1 and B1 were pleased to hear that there might be some progress and expressed concerns on how to raise the profile of the church within the community. The church was a bit out on a limb from the main houses and the focus tended to be on Highworth. A1 felt that the small group who supported the church were somewhat volunteered out and previous efforts/events had not been supported by the wider community. RW suggested putting something in the Parish Newsletter might help such as call out for volunteers and displaying a poster in the church porch. Also RW being able to speak at the next Parish Meeting would draw attention to the church. RW was also able to share that funding had been made available from Historic England to stabilise the wall paintings and publicity from that would be useful to raise the profile of the church too.

**Actions – short term-**

* **Keep volunteers updated with potential major donor for the roof replacement**
* **Send Volunteer poster for display and “advert” for Parish Newsletter.**
* **Update volunteers with wall painting stabilisation project**

The discussion moved to work through the detail of the latest Church plan document.

RW explained that all the figures in the current document were due to be updated and it was hoped that this would be completed by the next Church plan meeting. RW shared with the group the latest electricity and wall safe figures. B1 expressed concern as they had paid in at least £300 including the money from the Carol Service and there was no record of this. B1 explained that it was getting more difficult to pay monies in with the lack of banks in the local area and had been driving to Witney to pay the cash in. On this occasion they had paid the money into their own bank account and transferred to it the CCT with an accompanying email to Finance.

RW requested that B1 forwarded the email so that be investigated and rectified.

**Action – short term B1 to send email details of back deposits to RW**

The location of the wall safe was discussed as it was some distance from the welcome table and after a botched attempt to break into it had been repaired but it did not look great. RW suggested that more overt signage could be displayed to ask for donations and would send out what was currently available including creating a QR code for the roof project. Electronic card readers were discussed and as Inglesham had good signals for 4G on both Vodaphone and Three networks it would be a good candidate to consider for the forthcoming rollout of payment devices.

**Action – short term RW – issue wall safe posters, QR code and ensure Inglesham a priority on project list for card payment devices.**

Other fundraising opportunities were discussed including selling postcards/prints and greeting cards especially with the number of visitors at the church.

A1 showed the watercolour by a local artist of the church now deceased. RW wondered if the family might be happy for it to be used for prints/greeting cards. A1 agreed to follow up that.

**Action – A1 to follow up usage of watercolour for potential postcards/greeting cards**

The group also discussed potential use of the church for events and forge the church’s connection with William Morris to Kelmscott Manor where there were loads of volunteers. RW had approached Kelmscott at the end of last year but needed to chase this as there would be great potential for leaflet sharing/events/exhibitions and volunteers.

**Action – RW to follow up collaboration with Kelmscott Manor**

**The meeting concluded with action points being agreed and A1 handing RW only written record of burials etc at Inglesham for digitisation and upload onto website. (medium term action)**

The next meeting is planned for September/October

# Part D - Action Plan

## Community Actions

### Short term actions (to end June 2025)

### Keep LCO informed about events and activities

### B to contact friend at Local History Society with an introduction

### Report on building condition and maintain cleaning at church

### Report any monies paid in to LCO

### Medium term actions (to end June 2026)

### Look at potential for church to host concerts e.g. opera, classical music etc.

### Work on fundraising opportunities for roof project with LCO

### Long term actions (to end January 2028)

**Local Community Officer Actions**

**Short term actions** **(to end June 2025)**

* Investigate replacement of wall safe
* Check funding code for roof
* Write letter of introduction to Local donor
* Contact local TCIs, Libraries and history groups about highlighting significance and needs of Inglesham church
* Investigate link with Kelmscott Manor
* Post volunteering activities on volunteer advert sites
* Forward maintenance concerns to Estates

**Medium term actions (to end June 2026)**

* Empty wall safe regularly
* Investigate possibility of bringing in events groups such as This Is My Theatre

**Long term actions (to end January 2028)**

* Investigate the possibility of producing an online audio guide for the church

## CCT Actions Other

### Short term actions (to end June 2025)

* Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
* Estates Officer and Conservation Project Manager to keep LCO abreast of conservation works, with this to be reported to community

### Medium term actions (to end June 2026)

**Long term actions (to end January 2028)**

# 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 |

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

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| --- | --- |
| **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 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 |