ST PAUL’S BRISTOL

CHURCH PLAN MAY 2025

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# 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](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 Paul's Church gives its name to the surrounding [St Paul's](https://en.wikipedia.org/wiki/St_Pauls,_Bristol) area of [Bristol](https://en.wikipedia.org/wiki/Bristol). It was built in the 1790s but fell into disuse and disrepair by its closure in 1988. 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).

Major renovation work was undertaken to repair and convert the building for use as a performance space and [circus](https://en.wikipedia.org/wiki/Circus) skills school [Circomedia](https://en.wikipedia.org/wiki/Circomedia).

It is in the [Georgian](https://en.wikipedia.org/wiki/Georgian_architecture) [Portland Square](https://en.wikipedia.org/wiki/Portland_Square,_Bristol). It was designed by [Daniel Hague](https://en.wikipedia.org/w/index.php?title=Daniel_Hague&action=edit&redlink=1) although the original St Paul's Church was to be designed by James Allen in a Greek style. Work was started on the church in 1789 and completed in 1794. St Paul's became known as the Wedding Cake Church from the unusual tiered tower. The tower was designed to hold a ring of ten [bells](https://en.wikipedia.org/wiki/Church_bell), however only four bells were purchased, all cast by [John Rudhall of Gloucester](https://en.wikipedia.org/wiki/Rudhall_of_Gloucester), two in 1792 and the 6th and tenor bells of the proposed ring in 1795. The tenor bell is still hung for [full-circle ringing](https://en.wikipedia.org/wiki/Full_circle_ringing). The gates and railings are a grade II\* [listed building](https://en.wikipedia.org/wiki/Listed_building).

The church closed in 1988 in state of disrepair and was boarded up for many years. A lot of damage was caused by swollen ironwork exploding the [Bath Stone](https://en.wikipedia.org/wiki/Bath_Stone) and water leaking in, causing erosion to the plaster ceilings.

About £2.3 million from the [Heritage Lottery Fund](https://en.wikipedia.org/wiki/Heritage_Lottery_Fund) funded the restoration and conversion work. It was declared redundant on 1 November 1988, and was [vested](https://en.wikipedia.org/wiki/Vesting) in the Trust on 1 April 2000.

In 2005 the church was converted into its present form as the home of [Circomedia](https://en.wikipedia.org/wiki/Circomedia), a circus school, but remains [consecrated](https://en.wikipedia.org/wiki/Consecrated). It still boasts an ornate Georgian plaster ceiling, stone columns and a wealth of decorative [stained glass](https://en.wikipedia.org/wiki/Stained_glass), but has now been equipped with aerial and [trapeze](https://en.wikipedia.org/wiki/Trapeze) equipment and a pale [Maple](https://en.wikipedia.org/wiki/Maple) wood sprung dance floor.

On 19 October 2007, it won the international [RICS](https://en.wikipedia.org/wiki/RICS) Community Benefit Award 2007. St Paul's was chosen as the winner by judges because of the transformation it has undergone under the Churches Conservation Trust.

## Current use (bookings) & voluntary activity

St Paul’s is leased full time from the CCT by Circomedia.

## Collection Review

|  |  |
| --- | --- |
| **General Information** | |
| Open Churches Policy status: | Regeneration / Full Time Lease |
| Local Community Officer: | Philippa Wood |
| Current project: | None |
| Parking: | None formal. Metered parking on Portland Square |
| Accessibility details: | Provided via website  To hire or visit this venue please contact Circomedia. |
| Building services: | Three phase electricity, water, toilets, wifi, electric heating |
| Organ: | None |
| Churchyard: | Churchyard owned by Bristol City Council. |
| Ringable bells: | Yes |
| Pews: | Yes |
| **Volunteering** | |
| Keyholder role: | Fulfilled by Circomedia staff |
| Key representative role: | Fulfilled by Circomedia staff. |
| Area volunteer role: | None |
| Fundraising roles: | None |
| Cleaning | Regular cleaning by Circomedia |
| Stewardship roles: | None |
| Research, interpretation & talks: | None formal, but staff sometimes give tours. |
| **CCT Items** | |
| Welcome table: | Present. CCT leaflets, visitor book and laminate sheet history |
| Visitor book: | Provided |
| Gift Aid envelopes: | Provided |
| CCT silver plaque: | Installed, fair condition |
| CCT information board: | Not installed |
| Oak post: | Not installed |
| CCT freestanding board: | Installed |
| Wall safe poster: | Not installed |
| CCT A board: | None |
| **Tourism and Marketing** | |
| Nearby attractions: | Bristol city centre. |
| Public transport: | City Centre bus routes |
| Social media presence: | Circomedia have their own marketing and social media presence. |
| CCT webpage: | https://www.visitchurches.org.uk/visit/our-churches/brp |
| Regular feature parish news: | No |
| **Events and Activities** | |
| Services per year: | 0 |
| CofE support for services: | Unsuitable due to lease |
| Heritage Open Days: | Yes |
| Ride & Stride: | No |
| Christmas memory tree: | Previously. Not successful. |
| Historic Church Tour: | No |
| Learning and Participation events: | No |
| Explorer tags | No |
| Retail: | No |
| Champing: | No |
| **Health & Safety** | |
| Fire rated capacity: | 350 |
| Seating capacity: | Not determined |
| Site plan: | Available |
| Risk assessment general: | Maintained by Circomedia |
| Risk assessment fire: | Maintained by Circomedia |
| COSHH listing: | Maintained by Circomedia |
| Portable appliance listing: | Maintained by Circomedia |
| Security Audit: | Maintained by Circomedia |

## 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**

|  |  |
| --- | --- |
| **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. | £6947.44 |
| **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. | £1,344.00 |
| **Other Maintenance Costs (exc. VAT)** | |
| Additional maintenance needs discovered during routine maintenance (see below) | £2,400.00 |

|  |  |
| --- | --- |
| **Other Maintenance Costs** | |
| Loose handrail to pulpit | £500.00 |
| Loose boards on stairs to seating gallery | £350.00 |
| Missing gate | £1200.00 |
| South nave light | £350.00 |
| **Total** | **£2,400.00** |

**Forecast Conservation Costs**

|  |  |
| --- | --- |
| **Short Term Repairs**  Small scale items of limited cost which could be fulfilled with minimal fundraising. | |
| Re-fix loose 'ears' to downpipes and repaint rainwater goods. | £8,000.00 |
| Inspect and repair vestry roof and inspect roof voids | £1,500.00 |
| Patch / repoint cover flashings | £2,000.00 |
| **Total** | **£11,500.00** |
| **Medium-Term Repairs**  More expensive needs which may require more involved fundraising and grant applications. | |
| Check tower top parapet gutter and outlets regularly using steeplejacks/rope access | £1,800.00 |
| Obtain structural engineer's advice on movement & allow to monitor | £2,000.00 |
| Renew 2no. coping stones to south chapel parapet and reset loose sections | £700.00 |
| **Total** | **£4,500.00** |
| **Total Long-Term Repairs**  Items which are known to require works in the longer term but which are not essential in the near future. | |
| Undertake rope access inspection of stonework at high level periodically | £1,800.00 |
| Repairs to ceilings | £17,300.00 |
| Repair and make good internal walls | £25,700.00 |
| Conservation repairs to internal sculptural items | £13,100.00 |
| Renew and modify heating | £65,000.00 |
| **Total** | **£122,900.00** |
| **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:** | **£138,900** |
| **Total Desirable Repairs:** | **£0.00** |
| **Other Maintenance Costs:** | **£0.00** |
|  | |
| **Total Repair Costs:** | **£138,900** |

## Income, Expenditure & Balances

**Income**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2023/24** | **2022/23** | **2021/22** | **2020/21** | **2019/20** | **2018/19** | **2017/18** | **2016/17** |
| **Wallsafe** | £0 | £0 | £0 | £0 | £0 | £0 | £0 | £0 |
| **Total** | £23,000 | £23,000 | £23,000 | £29,380 | £31,333 | £18,583 | £23,475 | £17,083 |
| **Visitor #** | 7893 | 13525 | 1000 | 0 | 23545 | 22446 | 15616 | 16649 |
| **Wallsafe per visitor** | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unrestricted** | **Restricted** | **Grant** | **Total** |
| **Income** | £22,999.92 | £0.00 | £0.00 | £22,999.92 |
| **Expenditure** | £12,268.91 | £0.00 | £0.00 | £12,268.91 |

|  |  |  |
| --- | --- | --- |
| **Income by Category (2023 – 2024)** | | |
| **Category** | **Value** |  |
| Rental/Licence Fees | £22,999.92 | U |

|  |  |  |  |
| --- | --- | --- | --- |
| **Restricted Funds\*** | | | |
| Opening Balance  01-Apr-2023 | Income | Expenditure | Closing Balance  31-Mar-2024 |
| -£711.88 | £0.00 | £0.00 | -£711.88 |

|  |  |  |
| --- | --- | --- |
| **Expenditure by Category (2023 – 2024)** | | |
| **Category** | **Value** |  |
| Routine Maintenance | £976.18 | U |
| Urgent Maintenance | £600.00 | R |
| Routine Maintenance | £1,000.80 | U |
| Routine Churchyard Maintenance | £500.40 | U |

**Balances (2023 – 2024)**

|  |  |
| --- | --- |
| Income less maintenance / conservation expenditure | £ 10,731.01 |
| Income less annual maintenance costs | £ 16,052.48 |
| Restricted balance\* | - £ 711.88 |

\* 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

Bristol St Paul’s is an unusual CCT church in that most communication with Circomedia is carried out with the Head of Region and the Business Support Officer who manage the lease. This means that I have so far had relatively little contact with the staff at Circomedia and therefore feel ill qualified to comment on its future use and plans.

I plan to meet with the Circomedia team informally in the coming months to better familiarise myself with the possibilities made for members of the public to visit the site and with the interpretation present for open days, with the latter being an area which previous LCOs have identified as an area for improvement. The installation of a functioning donation box would be one small way to encourage some wall safe income, as would collection buckets for Heritage Open Days when run. However, such a meeting would not look to require or request any changes or conditions due to the nature of Circomedia’s lease.

Part B - September 2020 Survey

## Summary of consultation responses received by end August 2020

*The Church Plan survey was not circulated as the LCO at the time felt that a consultation with CCT staff should take place before any attempt is made at external community consultation.*

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 1. 2021/12/10. Attending: Dan Broadbent (Events Officer for Circomedia, DB), Ed McGregor (Local Community Officer for CCT, EM)

*EM shared the church plan with DB who was appointed to his post at Circomedia a few months ago. EM explained the twice yearly visitor number reporting and discussion around the general relationship between CCT/ Circomedia.*

*Discussed the Culture Recovery funding which St Paul’s received earlier this year and last. EM requested that positive news like this be shared more freely and in a timely manner with CCT in future so we can publicly celebrate circomedias achievements, and sponsor’s contributions. DB agreed to add EM to various internal Circomedia circulation lists.*

*DB notified EM that he is considering the purchase of a folding and movable set of tiered seating for the main performance space, as currently it costs several hundred pounds to erect the seating platform each time for a show.*

*DB raised questions about the heating system. £65K is allocated on the church plan in the long term conservation costs section for the heating system. EM understood that Circomedia were responsible for the upkeep of the heating. Resolved action for EM to discuss with the CCTs Conservation Team and feed back to DB. EM and DB discussed potential for fundraising for an overhaul of the heating system and it was agreed that working in partnership would be of mutual benefit as neither party has assigned funding for these repair costs and both organisations have different appeal to potential funders.*

*DB informed EM of a new initiative in Portland Square whereby approx £460K has been allocated for improvements to the area. DB to send EM more details of this scheme.*

*Circomedia have also been offered a bike locking / storage solution which they would like to install at the west end of the churchyard, and seek permissions / input from the CCT on the potential locating of this. EM to query with CCT Conservation Team.*

*EM raised the development of an audio guide for St Paul’s, inline with the audio guides he’s been producing for other churches. DB expressed interest in this initiative. EM to send DB further details.*

*DB notified EM that they are investigating hosting an outdoor bar next year, with support from various sponsors and supporters. Em agreed this is a positive step in engaging the neighbouring community, which he hopes CCT might contribute further towards with the proposed interpretation / audio guide.*

# Part D - Action Plan

## Community Actions

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

* Send LCO twice-annual visitor figures for the 6-monthly reports in early April and early October
* Liaise with Estates Officer, HoR & BSO re: ongoing lease and conservation works
* Ensure that Health and Safety documentation is maintained and made available to CCT staff

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

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

## Local Community Officer Actions

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

* Arrange informal discussion with Circomedia staff (DB & ZC) at St Paul’s to familiarise self with site, practices and activities.

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

* Update Church Plan in Autumn 2025 according to findings from meeting (see Short Term actions)

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

## CCT Actions Other

### Short term actions (to end March 2022)

* HoR & BSO to continue to liaise with Circomedia re: Lease.
* Provide interpretation of maintenance and repair plans to further explain anticipated costs described in part A above.
* Work to appraise works required for heating system as per findings from survey (documents in Cloud under Bristol City Leap Community Energy Funding.)

### Medium term actions (to end March 2023)

* HoR & BSO to continue to liaise with Circomedia re: Lease.
* Ensure conservation activities are carried out

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

### Actions Complete (to end April 2025)

### Community Actions

### LCO Actions

* 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
* 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’
* EM to send DB further details of the St Paul’s interpretation plan.

### CCT Actions

# 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)

|  |  |
| --- | --- |
| **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.

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| --- | --- | --- | --- | --- | --- |
| 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 |