ST PETER′S CHURCH, SATTERLEIGH

CHURCH PLAN



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Updated October 2024

Introduction

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

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

Part A - Current Report

Church Introduction & Statement of Significance

St Peter's Church in Satterleigh, Devon, England was built in the 15th century. It is recorded in the National Heritage List for England as a designated Grade I listed building.

The church is mainly 15th century, although it may incorporate parts of an earlier building. It has an aisleless nave, a wooden bell-cote, and a 15th century font and bench-ends. It has a barrel-vaulted roof and a tympanum which has four panels painted on it with the Lord's Prayer and the Creed. The painting is probably from 1852, but might cover 17th or 18th century, or earlier, predecessors. The chancel was rebuilt in 1852 as part of a wider restoration.

St Peter's was vested with the Churches Conservation Trust on 19 March 1996.

Current use (bookings) & voluntary activity

St Peter's Church currently has permission from the Church of England for up to six Sunday services each year, plus an unlimited number of occasional services. In the last three years the church has hosted annual Christmas Services, and a Compline Service for Holy Week. The churchyard (not CCT owned) is well maintained and always looks lovely.

The Church benefits from the time and support of a small number of active community members, and additional members of the community support the church well but less regularly through attendance at services. CCT are very grateful for the support of the key holders and the local incumbent for the care they show for the church, and for the services they organise.

Voluntary activity undertaken includes:

- Looking after the key
- Refreshing flowers in the church
- Planning and delivery of all services
- Ad hoc reporting of building change

The Local Community Officer (LCO) carries out biannual site inspection forms including collecting visitor numbers and meter readings, and completes regular mandatory checks and actions including regular Control of Substances Hazardous to Health (COSHH) checks, visual electrical inspections, Fire Risk assessments and Building and General Risk Assessments. In addition the church also receives two maintenance visits per year from CCTs specialist maintenance contractor, detailed Condition Reports from the allocated Architect, and regular inspections of the electrical system and lightning conductor (where present).

Collection Review

Open Churches Policy status:	Open
Local Community Officer:	Marie Leverett
Current project:	None
Cleaning schedule:	Nothing formal, ad hoc cleaning when required before services
Welcome table:	Maintains stock of current leaflets (note unavailability of future leaflets for re-stock)
Keyholder role:	Fulfilled
Key representative role:	Fulfilled (CCT liaison, maintenance reporting)
Area volunteer role:	Vacant
Fundraising roles:	Vacant and necessary
Stewardship roles:	Surplus to requirements
Research, interp & talks role:	Vacant and necessary
Accessibility details:	Provided via CCT website
CCT silver plaque:	Installed
CCT information board:	Not installed (for affix to noticeboard), also no CCT noticeboard
Oak post:	Not installed, not needed
CCT freestanding board:	Not installed
Wall safe poster:	Installed
CCT A board:	Not installed, not necessary (few passing visitors)
Gift Aid envelopes:	Provided
Visitor book:	Installed
Building services:	Electric lighting
Parking:	3-4 cars on road beyond farm gates
Organ:	Present, playable
Churchyard:	Not owned by CCT
Ringable bells:	Yes, 3, chiming
Pews:	Sound, no defects
Fire rated capacity:	60
Seating capacity:	40
Site plan:	Available
Roof alarm:	Not installed

CCTV:	Uninstalled
Individual item security measures:	Not installed
Nearby attractions:	Rosemoor Gardens, Honey Farm South Molton, Barnstaple, Exmoor National Park, Westward Ho!, and other nearby CCT churches: Parracombe and Upton Tower.
Social media presence:	Nil
Images on CCT website:	One of three
Regular feature parish news:	Not known
Services per year:	1 - 2
CofE support for services:	Yes
Christmas memory tree:	No
Tea Party:	No
Heritage Open Days:	No
Ride & Stride:	No
Champing:	No
Retail:	No, possible
Risk assessment general:	Current
Risk assessment fire:	Current
COSHH listing:	Current
Portable appliance listing:	Current
Security Audit:	Current
Children's explorer cart:	No, surplus to requirements
Children's trail:	No

Conservation reports

Annualised maintenance costs (Exclusive of VAT): **Annualised maintenance costs express the total costs of church maintenance divided by 25 years. Every forecasted cost which relates to the maintenance of this church over a period of 25 years is included. Any anticipated repairs are excluded. A list of typical maintenance tasks for any historic church, forecast over the period, is available to view at Appendix 2.**	**£4,316.44**
Routine maintenance costs (Per annum and exclusive of VAT): Total cost of two maintenance visits per year exclusive of any additional maintenance items included above. A list of the maintenance tasks included in the twice-annual maintenance visits is available to view at appendix 3.	£1,140.00
Other maintenance costs total (Exclusive of VAT): **Additional maintenance needs discovered during twice-yearly maintenance visits, costed and listed individually below.**	**£2,800.00**
- Clear the bird debris and examine the condition of the nave roof structure	£1,800.00
- Carry out emergency holding repairs to the wall paintings	£1,000.00
Total short term repairs: **Small scale items of limited cost which could be fulfilled with minimal fundraising.**	**£2,250.00**
- Inspect the timber bellcote. Allow to rake out and repoint the masonry around the base of the bellcote	£1,250.00
- Localised patch pointing	£750.00
- Install tell tales across the cracks in the west gable	£250.00
Total medium term repairs: **More expensive needs such as roof repairs and tower repairs which may require more involved fundraising and grant applications.**	**£2,450.00**
- Running repairs to the render and limewash	£2,450.00
Total long term repairs: **Items which are known to require works in the longer term but which are not essential in the near future.**	**£35,000.00**
- Repair of the roof structure which appears to be spreading	£35,000.00
Total desirable repairs: **Repairs which are not essential to the conservation health of the church but which might improve aesthetics or usability of the building.**	**None**

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.

Income, Expenditure & Balances

Income

Year	Wall Safe	Service Collection	Services Fees	Donations	Events	Third Party Hire	Total Income
2022/23	£5			£32			£37
2021/22	£86	£101					£187
2020/21	£11						£11
2019/20	£119	£103					£221
2018/19	£140						£221
2017/18	£293	£32.48					£140

Visitors

Year	Visitor Numbers	Wall safe income per visitor
2022-23	505	£0.01
2021-22	219	£0.39
2020-21	Data not collected	
2019-20	530	£0.22
2018-19	593	£0.24
2017-18	1,155	£0.25
2016-17	1,407	£0
2015-16	1,146	£0

Expenditure

Total spend since vesting (non maintenance): £122,018

Year	Conservation (repair) expenditure	Maintenance expenditure	Utilities
2022-23	£1092	£0	£124
2021-22	£600		
2020-21	£5,570		
2019-20	£297	£3,382	£62
2018-19	£1,462	£1,260	£65
2017-18	£0	£486	£64
2016-17	£0	£697	£64
2015-16	£0	£0	£73

Balances

The restricted balance is the amount of money which has been covenanted or restricted for expenditure at the church. Any expenditure needs to match the terms of the covenant under which the money was donated, for example, a term expressing that a donation is intended for roof repairs only.

Restricted Balance Report Jul 2023	Not known
Income less expenditure 2022/23	- £1,179
Income less annualised maintenance 2022/23	- £4,279

Local Community Officer's Summary

As there is currently a large gap between the existing income and the annualised maintenance costs we would need to explore additional income generating activities.

One or two additional services a year would increase visitor numbers and provide extra opportunities to raise awareness of the annualised maintenance costs, and encourage additional collection contribution. Updates to the parish newsletter and in
clusion of church reports at parish council meetings could also highlight the annualised maintenance costs.

Additional promotion of upcoming services and events via the Parish newsletter, at parish council meetings, on the CCT website, in CCT newsletters, and in other locations locally would be useful in increasing visitor numbers, service collections and donations.

Other activities and events the community could consider to raise additional income are tea parties, musical concerts, poetry evenings, theatre performances, lecture or speaker events, evensongs, clothes swaps, bake sales, art or photography exhibitions, craft skills events etc.

St Peter's is a particularly beautiful little church and there are also possibilities for it being used by location agents for filming and photography, and weddings or blessings would also be possible depending upon Archbishops Special Licenses being obtained.

Additional marketing of the church could focus on local historical, archaeology, ecological or other relevant special interest societies with an interest in the history of the local area. Voluntary effort towards research and interpretation products could encourage these kinds of bookings with tours of the site and details about its architecture and history (eg for Heritage Open Day to encourage donations or ticketed special events during the Summer), at the same time as enriching the visitor experience further. The Church could also be promoted through inclusion on local walking routes or heritage trails.

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

The Church would benefit from a CCT noticeboard and insert, upon which site specific health and safety and historical information, and details about upcoming events and local information could be displayed. A supply of CCT Christmas cards or a Christmas memory tree might also help develop useful income against maintenance costs.

It would be fantastic to find for someone locally who would be interested in completing basic building condition checks twice a year. No specialist knowledge would be required for this, and all necessary training would be provided.

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* ***St Peter's Satterleigh*** *by the deadline of* ***August 31st****. See appendix 1 for a copy of the questionnaire distributed.*

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

The respondent confirmed that:

- Fundraising locally is not easy, but they are happy to help with fundraising for St Peter's.
- When a service is held at St Peter's it is well supported, and the respondent will investigate whether an increase in services at the church would be possible.
- Unfortunately there are no other community organisations who can be approached for help.
- The church is popular with visitors, especially in the summer and they think a CCT notice board would be a good idea.
- The respondent offered to carry out the basic building checks twice a year and empty the wall safe if they are provided with a key, and to make enquiries about wedding companies and perhaps afternoon tea or morning coffee with the sale of Christmas cards.
- They feel it is difficult to see how concerts could be arranged in the church with a temperamental organ and lack of space.
- They felt that the church is not suitable for Champing, there is no water and no toilet facilities - see Appendix 4 for more details about Champing.
- The respondent also confirmed that news about St Peter's is included in the local magazine, and the church is open every year for Ride and Stride event and the community supply refreshments, but there are very rarely any visitors.

Actions: LCO to forward any future news about St Peter's to the respondent for inclusion in the local magazine.

Part C - Community Recommendations

Summary of community consultation meeting #1

A Church Plan meeting was held at St Peter's Church Satterleigh on Tuesday 23rd May 2023 with the Local Community Officer (LCO) and two members of the community. Items discussed were:

1. Income

In terms of fundraising the parish are tied up with fundraising for the other active churches so there isn't the will to help with raising money for the annualised maintenance costs for St Peter's. J is happy to try and sell the CCT's Christmas cards but said that they need to come out early – in October.

P has offered to empty the wall safe for the CCT. The LCO needs to organise a wall safe key and Post Office paying in book.

2.Visitor Numbers

Currently St Peter's gets very few visitors. There are lots of attractions nearby and during the meeting the group found boxes of walkaround guides for St Peter's stored in the church. They idea of taking them around to visitor attractions with a map insert was discussed although it was agreed that CCT's Devon Guide was more aimed at tourists since it has a map and general information included already.

J also helps with Ride and Stride which brings in visitors.

3.Volunteers

Ideas to try and get more volunteers and supporters on board were discussed. South Molton is not far so there may be interest in volunteering there. The Chittlehampton and Umberleigh Chronicle may also be able to help with publicity. J will try and find out if the local history group would be interested in getting involved with guided tours.

4.Services

There are currently 1-2 services a year at St Peter's which raise a small amount of funds from the service collections. The LCO will send a service booking form for the community to fill in.

5.Maintenance Issues

P asked about the hole in the wall near the wall painting and the sticking door. The LCO to ask the Conservation team about these concerns.

Summary of community consultation meeting #2

A Church Plan meeting was held at St Peter's Church Satterleigh on Tuesday 26th Sept 2023 with the Local Community Officer (LCO) and two CCT community volunteer (their input added below as C1 and C2. Items discussed were:

1. Income and Events

The two participants are organising a Christmas Card sale and Coffee morning on the 4th November at St Peter's and also a service on the 3rd Dec which will hopefully raise some money for the CCT.

P now has the wall safe key and paying in book and has successfully paid in wall safe money into the CCT.

2.Organ

The organ (1960s/70s) does not work and the group would like to remove it from the church. The LCO contacted conservation after the meeting and they advised checking more widely whether people are in agreement before removing it.

3.History Group

J asked the local history group about getting more involved in St Peter's but didn't get an enthusiastic response. The LCO would like to find someone who might be interested in taking on the role of research, interpretation and talks.

Summary of community consultation meeting #3

A Church Plan meeting was held at St Peter's Church Satterleigh on Tuesday 19th March 2024 with the Local Community Officer (LCO), the incumbent and two members of the community. Items discussed were:

1. Income and Events

Xmas cards didn't sell well at Christmas coffee morning in November so returned to LCO. The event was advertised in parish magazines and via posters and despite awful weather 12 people came, with tea and cake sales raising money for the CCT**.**

Future plans could include a possible tea party in the summer. If someone interested in the history of the church could be found locally it would be great to offer history tours during Heritage Open Days.

2.Organ

The organ (1960s/70s) does not work and the group would like to remove it from the church. The LCO explained that removing the organ isn't something the CCT would undertake as it isn't a priority for us but if the community want to remove it they are welcome to do so provided local people are consulted on its removal.

3.Publicity

It is hard to find the church and the fact it is accessed via a private drive can be off putting for visitors. The LCO has updated the web page with a little more info on access. Putting inserts into the walkaround guides showing the location of St Peter's and putting them in other venues could help with footfall.

Community Meeting 4: 1st Oct 2024

Attending: Local Community Officer and 2 members of the community

Items discussed were:

1. Events/Fundraisers

The parish is in vacancy but someone has been found to take the advent service on 1st Dec 2024. The idea of holding a patronal day service on 29th June 2025 was discussed (a saints day service for St Andrew's who Satterleigh church is dedicated to).

2.Publicity

The current web text needs more detail to help people find the church. It was also suggested that the LCO make contact with the South Molton Mission community website re sending them some info about Satterleigh church to go on their site. The LCO could help with posters for the services so visitors to the church could see what events/services are coming up.

Part D - Action Plan

Community Actions

Short Term Actions (by March 2025)

- J to investigate possible patronal day service in 2025

Actions complete

- Event to sell CCT Xmas cards this autumn.
- J & P to help sell CCT Christmas cards
- P to pay in wall safe money
- J to help with Ride and Stride
- J will try and find out if the local history group would be interested in getting involved with guided tours
- Find out from the wider community whether they are happy for the organ to be removed (the organ will be left in situ for the time being and a key-board used when necessary).

Local Community Officer Actions

Short Term Actions (by March 2025)

- Change website directions text
- Create posters for advent and patronal services
- Contact the South Molton Mission community website re sending them some info about Satterleigh church to go on their site.
- Produce A6 insert into walkaround guides showing map of how to access St Peter's.

Actions complete

- Investigate how communities can receive and sell CCTs Christmas Cards – done (being posted)
- Investigate whether CCTs Devon Guides can be taken to local tourist attractions to help increase visitor numbers – no more in print
- Organise PO paying in book and wall safe key for P
- Send a service booking form for the community to fill in
- Ask Conservation about the hole in the wall near the wall painting and the sticking door – passed on. Hole is from our investigations.
- Follow up with Conservation re the sticking door (It is on the maintenance contractors list)

Long Term Actions

- Review methods for promoting church to historical, archaeological or ecological societies, and inclusion in local heritage trails or walking/cycling routes.
- Consider potential for introduction of venue to prospective new participants for events, hires, group visits etc

- Investigate musicians, artists, theatre or filming companies who might wish to use the church

CCT Actions Other

Short term actions

- None as yet

Actions complete

- None as yet

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)	Cumulative Estimated Total Cost After 25 Years (2020 values)
Drains, rodding	Below-ground drains can be blocked by debris which stops the rain water dispersing properly and potentially leading to water backing up and overflowing. To prevent this they require rodding and cleaning even ten years.	1	£ 39.00	£ 975.00
Soakaways, inspection and clearance of silt build-up	Soakaways consist of a large pit filled with gravel of varying sizes which act as a filter to allow rainwater to slowly seep into the surrounding ground. Over time material carried into the soakaway in the rain water fills in the gaps and slows the rate of dispersal which can lead to water backing up and potentially damaging or even flooding the church	10	£ 600.00	£ 1,500.00
Mansafe hatchway system	Man safe systems are steel cables or anchor points which are fixed to the roofs of churches to allow people to safely access and work on the roof. As these systems are used for safety it is a legal requirement that they are tested every year for loose fittings or damaged cables.	1	£ 360.00	£ 9,000.00
Lightning conductor testing	Lightning conductors are required to be checked every three years to make sure that they are still performing correctly and will be able to disperse a lightning strike effectively. Metal thefts have often targeted lightning conductors and they may need replacing.	3	£ 480.00	£ 4,000.00
Organ maintenance	Organs are complex machines built using numerous natural materials which can be damaged by moisture, heat and animal attack. It is recommended that organs are checked every year to carry out minor repairs and to be re-tuned as required. Regular servicing can also reduce the likelihood of large unexpected repair bills.	1	£ 140.00	£ 3,500.00
Fire extinguisher inspection	Fire extinguishers servicing checks that the fire extinguishers are functional and maintaining adequate pressure for use in an emergency. Note the CCT only provides fire extinguisher in churches which are either stewarded, used for Champing™ or have significant timber items.	1	£ 166.00	£ 4,150.00
Electrical periodic inspection testing	Electrical tests ensure that the electrical system of the church is both safe and fully functioning. The test will check all elements of the system and highlight any concerns.	5	£ 350.00	£ 1,750.00
Replacement of electrical fittings	As items are highlighted as faulty through periodic testing and maintenance visits they will need to be replaced.	15	£ 1,500.00	£ 2,500.00

Replacement of lamps	General wear and tear - Bulbs require regular replacement. Note LED bulbs will be used where possible	2	£ 250.00	£ 3,125.00
Heating installation, servicing	Annual servicing of the heating system to ensure the efficiency and safe working order of the boiler etc.	1	£ 384.00	£ 9,600.00
Roof alarm, servicing	Roof alarms require annual servicing to check that the system is in good working order and to replace minor parts such as the batteries in sensors.	1	£ 316.80	£ 7,920.00
Rainwater goods, redecoration	All external rainwater Goods (RWG) require redecoration as they are in exposed locations and are exposed to significant amounts of water. The redecoration significantly extends the lifespan of the RWGs and ensures that they are working correctly and are securely fixed in position.	7	£ 1,560.00	£ 5,571.43
Internal & external ironwork redecoration	Redecorating the ironwork prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a good opportunity to inspect the item for damage.	7	£ 1,500.00	£ 5,357.14
External joinery, redecoration	Redecorating external joinery prolongs the life of the item and improves the aesthetic of the church. The redecoration of ironwork also provides a very good opportunity to inspect the item for damage.	7	£ 1,875.00	£ 6,696.43
Window repairs	Minor repairs to the windows such as broken panes of glass, replacement of glazing bars, mortar repairs or lead work repairs are important to exclude the weather and birds and other animals.	5	£ 350.00	£ 1,750.00
Bell maintenance	Bells require ad hoc inspection and minor maintenance to fixtures and fittings	5	£ 235.00	£ 1,175.00
Condition inspection report, all specialists	We have a 9 yearly architect or surveyors inspection plan. When the survey is undertaken all elements of the church will be inspected and a prioritised plan for all required repairs will be created.	9	£ 450.00	£ 1,250.00
Roof overhaul	Roofs require constant minor maintenance with a major overhaul every seven years	7	£ 2,500.00	£ 8,928.57
Clock maintenance	An annual service of the clock with minor repairs and checks to ensure good timekeeping	1	£ 140.00	£ 3,500.00
Tree inspection	A five yearly inspection of all the trees in the churchyards we are responsible for to check for defects and enable us to plan for any required works.	5	£ 225.00	£ 1,125.00
Churchyard maintenance	Grass cutting and minor trimming of plants and bushes etc.	0.5	£ 200.00	£ 10,000.00
Overheads	Office costs to support maintenance planning etc.	1	£ 20.00	£ 500.00
Staff Costs	Staff costs incurred in preparing the required inspections and reports	1	£ 97.00	£ 2,425.00

The **total cost over 25 years** for this example of a typical church is **£107,598.57** (exc. VAT)
The **average yearly cost** for this example of a typical church is **£4303.94** (exc VAT)

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 Marchand the end of October, and we recommend Champers bring warm sleeping bags and extra blankets. We also supply bedding and breakfasts but this option isn't available at all churches. Most Champers will eat out locally or may bring their own picnic.

For those churches without electricity we provide a gas camping stove and we also provide amply bottled water for Champers and all visitors to use.

Typically Champers are couples and families. Some of our churches are large enough to welcome groups of up to 16 people. We are dog-friendly, and child-friendly. Many Champers appreciate the history, architecture, and unique features of their surroundings, and come to learn about the building and its locale through this unique accommodation. We offer those staying for the first time a free CCT membership so they can learn more about our work and consider support for The Trust after their visit.

You can evaluate typical income which derives from Champing™ in the table below.

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