

**St Andrew's Church, Sandon**  
**PCC Meeting Minutes**  
**3<sup>rd</sup> July 2023 at 7.30pm**  
**in the St Andrew's Room**



The Church of England  
in Essex and East London  
Diocese of Chelmsford

1. Opening prayers were led by Alison Read.
2. Present: Revd Terry Brown, Christine Mennie, Liz Bobeldijk, Cathie Horne, Andy Horne, David Farrar, Alison Read, John Gruby, Richard Cecil, Judy Cecil with Nick Bobeldijk, treasurer and Cedric Calmeyer, representing the Parish Council.  
Apologies for Absence: Colin Bryan.
3. Minutes of PCC: Meeting of 15<sup>th</sup> May 2023 David proposed, Christine seconded and all agreed these were a good record of the meeting.
4. Matters Arising: Item 6 the 'disabled' signs are up and being used, suggestion made to ask fit and healthy church members to park well down the car park and also to put out the church car park sign early for funerals; outside tap is now repaired and there is a plan for Mike Harris and Paul Hicks to liaise to improve the pipework and cover it with a protective box; lights up an working to give illumination to the path alongside the St Andrew's Room; item 7 Action to ask Lisa and Kate re being sidesmen and to let Cathie know for next rota; item 8 Laminated QR codes now available and will be available for the Fete as well as Sum up devices. Cedric suggested using World Pay; item 10 email was sent to the Archdeacon; item 12 letter of thanks was sent to Mike; item 14 Baycroft – 'Tea with the Vicar' will now be 'Tea with St Andrew's.'
5. Notification of any Other Business: Should we continue with the Cozy account? Maybe time to change. RC suggests we use a Google calendar and get access to all Google facilities such as Google Drive for sharing documents and photos. Christine proposed, Andy seconded and all agreed.
6. Parish Council Matters: Cedric Calmeyer reported that James Colbeck is very unwell. We will add him to go the prayer diary.

**Action Andy**

His wife is Daslyn. Terry led the meeting in prayer for them both.

Warehousing application near Howe Green not yet been submitted.

7. Finance Report and Electricity Supply. See Nick's report. Nick will move the Building Fund money and Bell Restoration Fund money back into general funds.

**Action Nick**

Electricity supply: we need to look more widely than British Gas. Richard suggested Ecotricity and Octopus. Cedric recommends Octopus. Some discussion re wanting to

look towards environmental issues as well as cost. The meeting generally agreed that environmental issues were a priority and that ideas for choosing a supplier be brought to the next meeting. Nick was thanked for his report which was approved with minor amendments.

8. Fabric Report and Quinquennial Inspection: Richard spoke about some items in the quinquennial report for which the churchwardens recommended we take no action for now. Richard proposed, Andy seconded and all agreed.  
Investigation and work are needed on the roof of the tower. Richard, Andy and Mike Worboys are working on a plan for the actions required.
9. Safeguarding Report and annual review: Alison reminded us that the annual review was presented at the APCM. Annual review statement was agreed, signed at the meeting and is on display on the notice board.  
Food hygiene: Claire Jefferies will arrange training for Judy, Gill Haddington, Terry, David, Christine, Janet as previously agreed and additionally Richard and James Valentine.
10. Fire and Health and Safety review. It was noted that the First Aid kit is now in church. Plans were reviewed and are on display on the notice board.
11. Note there will be an item on the September agenda to discuss the use, in Sandon church, of prayers for same sex couples. This will follow General Synod discussions. Terry would like the backing of the PCC for any decisions for the future.

**Action Judy will put on the September agenda**

12. Plans for Terry's final year in Sandon – Harvest and November.  
Harvest – plan service; Time to Remember – invitations to relatives of people who have died; Remembrance Sunday – maybe Scouts to help; Advent course – choose and arrange leaders; St Andrew's service.  
**Churchwardens and others will discuss and move these ideas forward with Terry.**  
John asked about clergy after Terry's retirement. Likelihood is we will be sharing someone.
13. Future PCC Meeting Dates (7:30 pm) in church  
Monday 18<sup>th</sup> September 2023  
?Monday 6<sup>th</sup> November 2023
14. Any Other Business  
Andy will open in prayer and Judy will close in prayer at the September meeting.
15. Closing prayers were led by David Farrar

Chelmsford Deanery Synod on Tuesday 13th June 2023 at All Saints Stock.

The meeting opened with prayer and after usual admin, Jill Readings gave a presentation on the role and purpose of the deanery within the structure of the Church of England.

The following officers were elected: Lay Chair - Jill Readings, Secretary - Gwilym Morris, Treasurer - Robert Andrews

The appointments and short listing process was underway for All Saints Springfield.

The Very Revd. Dr. Paul Kennington had been appointed interim Dean at the Cathedral for 18 months from February 2023 following the departure of the Very Revd. Nicholas Henshall to the Chichester Diocese.

Robert gave the treasurer's report. At the end of April 27.05% as a Deanery had been paid to date.

A review was underway to see if any adjustments needed to be made to the allocation process for 2024. The mutual support element was being looked at together with how the Mission Opportunities Fund was used.

The meeting concluded with prayer in groups.

# St Andrew's Church, Sandon

## Fire Plan

### 1. Evacuation of the Building

The following features exist:

- a. A fire door on the north side – can be opened from the inside even if locked and is in addition to the main church door.
- b. A green Running Man fire notice on the fire door. Large and clearly visible from inside the nave.
- c. Lights which come on automatically if the electricity fails during an evening service.
- d. A gas-horn warning device at the rear of the church. This is particularly to warn anyone in the tower or St Andrew's Room. Bellringers and organist can evacuate from organ loft into church or up the tower to the roof to await rescue, in the event of fire/smoke blocking their exit at the bottom of the tower.
- e. All main church services have a sidesman who would coordinate evacuation to the church car park with the churchwardens. Training in July each year.

### 2. Fire Extinguishers

The required number of extinguishers exist and are checked and serviced annually. These are sited at the pulpit, on the tower stairs by the organ loft door, in the kitchen and by the vestry door. Also, fire blankets in the kitchen and in the vestry.

### 3. General

In the event of a fire the primary concern is to evacuate the building to the church car park. Sidesman and churchwarden will always know the number of people present.

Adopted by PCC on 14<sup>th</sup> May 2012, Reviewed on July 4<sup>th</sup> 2022

# **St Andrew's Church, Sandon**

## **Health and Safety Policy**

With concern for the well-being of everyone, St Andrew's Church, Sandon will take all steps to:

- ensure internally and externally the buildings, plant and equipment are in a safe condition.
- keep all equipment stored safely.
- provide opportunities for training for all leaders in avoiding hazards.
- act responsibly towards all volunteers and ensure their safety and that of visitors, contractors and members of the general public.

The committee responsible for overseeing these matters is:

The Parochial Church Council

## **Health and Safety statement for St Andrew's, Sandon**

We will comply with Health and Safety legislation by:

1. Conducting an annual Health and Safety risk assessment of the church premises, including churchyard, main church, St Andrew's Room, Choir vestry/organ loft, bell ringing chamber and tower, to ensure that all and any defects or shortcomings are properly considered and repairs or improvements implemented
2. Ensuring the church maintains and where possible tests emergency evacuation procedures in July each year.
3. Ensuring 5 yearly electrical, annual fire extinguisher and quinquennial building checks are carried out by appropriate professionals
4. Maintaining a first aid kit (kept in the kitchen) and accident book with suitable notices indicating where to find them.
5. Providing Food Hygiene training for people involved in catering

For Covid-19 see separate risk assessment

Agreed by PCC on 18<sup>th</sup> September 2017

Reviewed by PCC on 4<sup>th</sup> July 2022

## Treasurer's Report

1 July 2023

The bank current account has been reconciled up to the end of June so these accounts show our standing at the halfway point in this financial year. To date we have received a total of £12,748.90 in giving compared to £12,952.42 at this point in 2022. Our total income from all sources stands at £21,728.56 compared to £32,414.34 for the first 6 months of 2022 although the latter figure is distorted by a grant of £8,500 received that year.

Our total expenses for this year so far stand at £18,176.14 while last year's figure for the same period includes large payments for the bell restoration project.

Our payment of the Parish Share continues to be up to date and is slightly less than at this time last year.

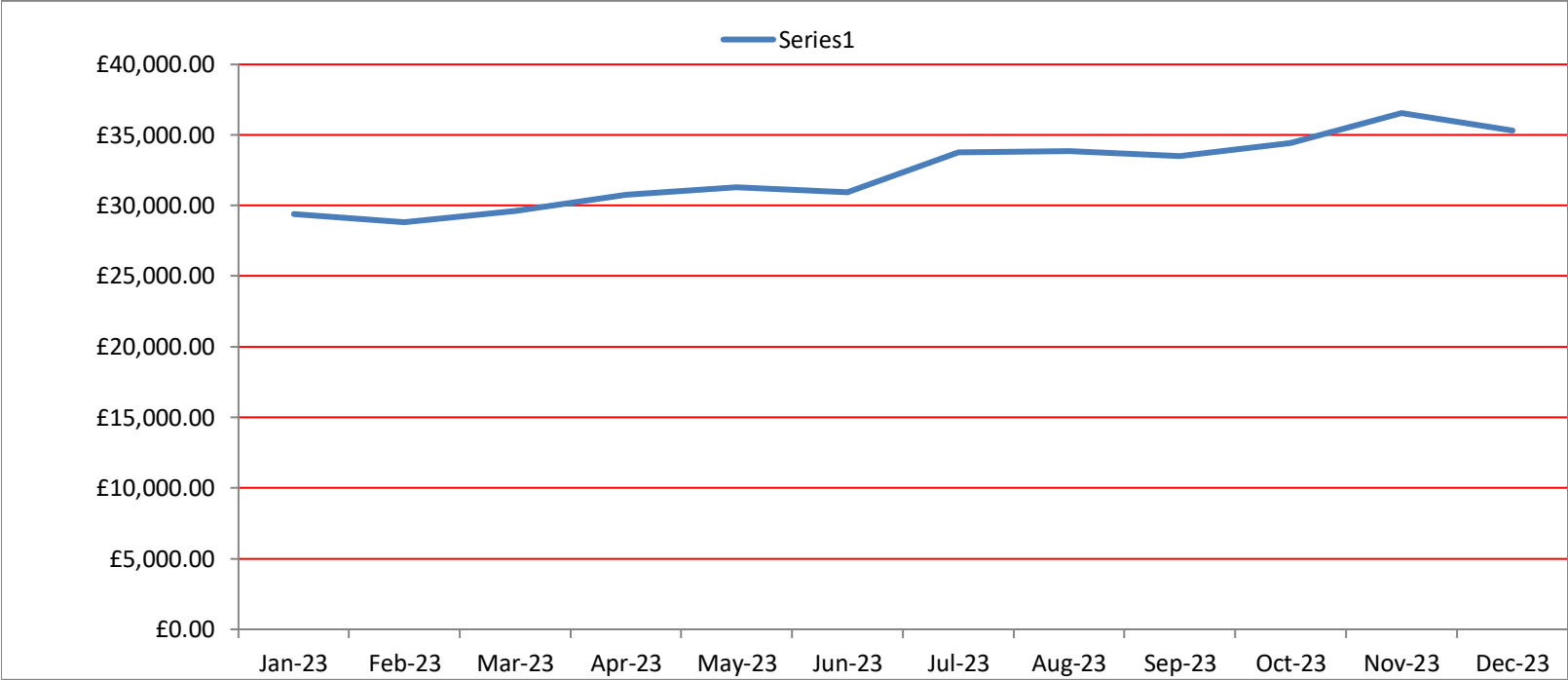
Our bank balances at the end of April were £1,702.22 in the current account and £20,000 in our Instant Access deposit account. We are also holding two fixed term deposit accounts of £10,000 each which are due to mature later in the year. These deposits will be renewed for a further 6 months each, unless instructed otherwise, with the interest received for one of the deposits being credited to the respective charity accounts on a proportional basis. Cash in hand was £288.37.

The residual balance of the Bell Restoration Fund stands at £578.32 and a further residual amount of £486.42 remains in the Building Maintenance Fund.

A cash flow projection is included with the interim accounts which shows a small increase in funds during the year.

Nick Bobeldijk  
Treasurer.

Income & Expense by Category	2023		2022		Difference
	01/01/2023- 30/06/2023		01/01/2022- 30/06/2022		
<b>Income</b>					
<b>Giving - Gift Aided</b>					
Giving - Gift Aided:Direct Credits	£	1,158.00	£	1,368.00	-£ 210.00
Giving - Gift Aided:Donations	£	765.00	£	640.00	£ 125.00
Giving - Gift Aided:Gift Aid Envelopes	£	420.00	£	170.00	£ 250.00
<b>TOTAL Giving - Gift Aided</b>	£	2,343.00	£	2,178.00	£ 165.00
<b>Giving - Non Gift Aid</b>					
Giving - Non Gift Aid:Collections	£	-	£	-	£ -
Giving - Non Gift Aid:Direct Credits	£	710.00	£	710.00	£ -
Giving - Non Gift Aid:Donations	£	128.08	£	631.95	-£ 503.87
Giving - Non Gift Aid:Parish Giving Scheme	£	7,642.19	£	7,437.80	£ 204.39
Giving - Non Gift Aid:Shopping Rewards	£	7.50	£	7.50	£ -
<b>TOTAL Giving - Non Gift Aid</b>	£	8,487.77	£	8,787.25	-£ 299.48
Giving - Small Donations Scheme	£	1,918.13	£	1,987.17	-£ 69.04
<b>Other Receipts</b>					
Other Receipts:Fundraising - Gift Aided	£	-	£	105.00	-£ 105.00
Other Receipts:Fundraising - Non Gift Aided	£	105.00	£	162.50	-£ 57.50
Other Receipts:Fundraising - Non Gift Aided:Christmas Fayre	£	-	£	-	£ -
Other Receipts:Fundraising - Non Gift Aided:Ride & Stride	£	-	£	-	£ -
Other Receipts:Fundraising - Non Gift Aided:Sponsored Walk	£	55.00	£	590.00	-£ 535.00
Other Receipts:Fundraising - Non Gift Aided:Summer Fete	£	-	£	1,890.31	-£ 1,890.31
<b>TOTAL Other Receipts:Fundraising - Non Gift Aided</b>	£	160.00	£	2,642.81	-£ 2,482.81
Other Receipts:Gift Aid Recovered	£	2,927.49	£	3,913.31	-£ 985.82
Other Receipts:Grants	£	-	£	9,750.00	-£ 9,750.00
Other Receipts:Grants:Sandon Parish Council	£	-	£	-	£ -
<b>TOTAL Other Receipts:Grants</b>	£	-	£	9,750.00	-£ 9,750.00
Other Receipts:Interest	£	182.19	£	1.27	£ 180.92
Other Receipts:Investment Income	£	837.09	£	204.94	£ 632.15
Other Receipts:Legacies	£	-	£	-	£ -
Other Receipts:Miscellaneous	£	-	£	-	£ -
Other Receipts:Parish Magazine	£	25.00	£	10.00	£ 15.00
Other Receipts:Parish Magazine:Advertising	£	1,075.88	£	935.92	£ 139.96
<b>TOTAL Other Receipts:Parish Magazine</b>	£	1,100.88	£	945.92	£ 154.96
Other Receipts:Parochial Fees	£	3,772.01	£	1,898.67	£ 1,873.34
<b>TOTAL Other Receipts</b>	£	8,979.66	£	19,461.92	-£ 10,482.26
<b>TOTAL Income</b>	£	21,728.56	£	32,414.34	-£ 10,685.78
<b>Expenses</b>					
Bank Charges	£	2.63	£	-	£ 2.63
<b>Church Running Expenses</b>					
Church Running Expenses:Insurance	£	1,031.70	£	971.16	£ 60.54
Church Running Expenses:Utilities					£ -
Church Running Expenses:Utilities:Electricity	£	850.53	£	594.30	£ 256.23
Church Running Expenses:Utilities:Water Rates	£	46.28	£	46.93	-£ 0.65
<b>TOTAL Church Running Expenses:Utilities</b>	£	896.81	£	641.23	£ 255.58
Church Running Expenses:Vestry Supplies	£	243.58	£	184.45	£ 59.13
<b>TOTAL Church Running Expenses</b>	£	2,172.09	£	1,796.84	£ 375.25
Churchyard Expenses	-£	93.57	-£	200.00	£ 106.43
Clergy Expenses	£	-	£	-	£ -
Cost of Services	£	-	£	-	£ -
Event Expenses	£	-	£	50.00	-£ 50.00
<b>Fabric Maintenance</b>	£	70.00			
Fabric Maintenance:Buildings	£	133.20	£	32,452.81	-£ 32,319.61
Fabric Maintenance:Other	£	28.00	£	3.00	£ 25.00
<b>TOTAL Fabric Maintenance</b>	£	231.20	£	32,455.81	-£ 32,224.61
Fees	£	278.80	£	525.80	-£ 247.00
Magazine Costs	£	901.76	£	754.54	£ 147.22
Miscellaneous	£	38.92	£	159.55	-£ 120.63
Mission	£	1,967.95	£	1,887.41	£ 80.54
Parish Share	£	12,583.38	£	12,710.64	-£ 127.26
Printing & Stationary	£	92.98	£	48.70	£ 44.28
<b>TOTAL EXPENSES</b>	£	18,176.14	£	50,189.29	-£ 32,013.15
<b>OVERALL TOTAL</b>	£	3,552.42	-£	17,774.95	£ 21,327.37





# CHURCH OF ST ANDREW SANDON

2023

QUINQUENNIAL INSPECTION



DIOCESE OF CHELMSFORD  
ARCHDEACONRY OF CHELMSFORD  
DEANERY OF SANDON

DAVID WHYMARK ARCHITECTURE & CONSERVATION  
THE STUDIO, STACKWOOD ROAD, POLSTEAD, COLCHESTER, C06 5BA SUFFOLK  
TELEPHONE & FAX (01473) 827200      EMAIL [info@suffolk-architects.com](mailto:info@suffolk-architects.com)

## CONTENTS

27<sup>th</sup> April 2023

1. Introduction
2. General description of the church
3. Detailed description of the fabric
4. Recommendations
5. Maintenance Schedule

### 1.0 INTRODUCTION (revised March 2015)

#### 1.1 This general report is provided in accordance with The Inspection of Churches Measure, 1955 amended 1991.

It must not be used for evaluating or carrying out the recommended works as more detail is necessary to obtain a faculty and realistic competitive estimates.

An architect experienced in the conservation of ancient building fabric should be consulted for impartial professional advice if the building is more than approximately seventy years old.

### 1.2 LIMITATION OF THE SURVEY

The report is produced from a visual inspection from the ground or other places, which can be easily reached, or from the ladder provided. Inaccessible voids were not opened up and woodwork and other parts of the structure which were covered, unexposed or inaccessible were not inspected and we are therefore unable to report that any such part of the property is free from defect or mould.

Condensation and other moulds are a health hazard and must be removed.

We have not arranged for any investigations to determine whether or not any deleterious or hazardous material has been used in the construction of this property, or has since been incorporated, and we are therefore unable to report that the property is free from hazard.

The parish have a duty to inform users, builders and maintenance operatives including volunteers of the presence of asbestos under the Control of Asbestos at Work Regulations 2002. A list of products can be obtained from [www.hse.gov.uk](http://www.hse.gov.uk).

This report is not a Level One survey and the PCC must consult a suitably qualified Asbestos Expert for identification of risks and advice on implementation of recommendations. There must be a presumption that asbestos exists.

Management of asbestos should include a marked sketch plan, location and condition of known or presumed asbestos containing materials. Label these with warning signs. Assess the risk of exposure; plan monitoring, safety maintenance or removal. Provide copies to anyone liable to disturb asbestos including emergency services. Review the assessment, plan of action and its implementation. Show assessment to the Parish Architect before the quinquennial is undertaken – the PA is unable to survey or advise upon asbestos. It is essential to take the advice of your insurance company.

### 1.3 INSURANCE

Insurance cover must be index-linked and the sum insured adequate to avoid averaging claims. The sum assured must be assessed by the church insurers.

### 1.4 FIRE PRECAUTIONS

Refer to The Churches Main Committee Fire Precautions Guide Circular No 1998/2. Available from The Church Buildings Council, Publications Department.

All extinguishers must be inspected annually by a specialist company and recharged/renewed as advised. The church insurers must be consulted and recommendations followed, minimum normal requirements may be summarised:-

**Location:**

**Type of extinguisher:**

General Area:	Water – 1 per 200m <sup>2</sup> and on each floor
Organ:	CO2 (suitable for electrical installations)
Boiler House:-	
Solid Fuel Boiler	Water
Gas Fired Boiler	Dry Powder (causes corrosion)
Oil Fired Boiler	Foam – Dry Powder as advised (causes corrosion)
Kitchen	Wet Chemical Extinguisher/CO <sup>2</sup> .

#### 1.5 ELECTRICAL INSTALLATION

Any electrical installation MUST be tested every five years by an ECA or NICEIC COMMERCIAL registered electrician. An insulation resistance and earth continuity test should be obtained on all circuits.

The electricians test report should be kept with the Church Log Book. Where possible a visual inspection of the main switchboard and random sections of the wiring are commented on without the use of instruments. Any recommendations for essential repairs must be completed for safety.

#### 1.6 HEATING INSTALLATION

A thorough examination and test of the heating apparatus is recommended by a qualified engineer each summer before the heating season. The PCC should preferably arrange a regular inspection and maintenance contract. Recommended repairs should ideally be completed before winter.

#### 1.7 LIGHTNING CONDUCTORS

Lightning conductors should be tested annually in accordance with BS6651 by a competent electrical engineer, and retained with the log book and any recommendations for repairs completed.

#### 1.8 MAINTENANCE BETWEEN INSPECTIONS

The Log Book, “The Church Wardens Year” and “How to Look After Your Church” obtained from the Diocesan Resources Centre (bookshop) or Church House Bookshop, Great Smith Street, London, SW1 are an invaluable guide for this essential task to limit capital expenditure upon fabric repairs.

A contract to cleanse lead roofs, gutters, downpipes and drains, twice a year is highly recommended. The contractors report will facilitate the church warden’s report to the annual PCC meeting.

The Tree Surgeon’s annual maintenance report will help the PCC tree officer to prepare the report upon trees for submission to the DAC and faculty. Booklets are available from the Diocesan Resources Centre. Approval must also be sought from the Local Authority.

#### 1.9 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 AND THE HEALTH AND SAFETY AT WORK ACT

##### Works:

The PCC must appoint a competent Principal Designer and Principal Contractor if the project (construction work) involves more than one contractor. The PCC will also have to comply with the Client Duties under the Regulations. A health and safety consultant may need to be appointed to assist the PCC in completion of the Client Duties. A Health and Safety Plan must be prepared from the outset, developed during the project planning stages, and administered at the works contract stage. The Health and Safety File is retained by the PCC and passed to those completing future works and maintenance (and eventual dismantling) to reduce hazards for operatives.

##### Users and volunteers:

The Health and Safety at Work Act applies to volunteers working on the church and churchyard and therefore a safe working environment must be provided as for employees under the Act. Recommendations for Health and Safety may be mentioned but must not be considered complete and separate advice must be obtained from the Local Authority. The Parish must provide a safe environment for example delineating steps and ensuring grave markers are vertical and firm etc. The EIG will also give guidance that is essential to maintain the third party indemnity.

Maintenance of equipment is essential and information, on for example Fall Restraint systems, is available from The Health and Safety Executive on [www.hse.gov.uk](http://www.hse.gov.uk) and where work is to be undertaken consult the Local Authority.

#### 1.10 RECOMMENDATIONS

These are recommendations for works required to be done at this church.  
This report does not include a formal estimate of costs, nor a specification for repair works.

Further investigations:	To assess the priority, if any, of repair.	✱
Maintenance:	Elements of the fabric requiring particular attention (also refer to log book and maintenance schedule).	M
Priority A:	Conditions that are a danger to the fabric or people if postponed. Works that should be completed within 12 months.	A
Priority B:	Works recommended during the next five years and should be completed before the next quinquennial review.	B
Priority C:	Works, which will become 'B' by the next quinquennial inspection.	C
Improvements:	Improvements and future desirable repairs or renewals.	I

#### 1.11 EQUALITY ACT 2010/PART M BUILDING CONTROL

The PCC must maintain access and other requirements, for example take account of:-

- a) All activities.
- b) All disabilities – blindness, visually impaired, deafness, ambulant disabled etc.
- c) All exiting and refuge.

Steps – marking and/or lighting.

Ramps – if steeper than recommended justify and provide warning.

Information – large print, improve accessibility.

Consider access routes to key if church locked.

Management of building.

Also do not forget children.

This list is not exhaustive. Refer also to “Widening the Eye of the Needle” available from The Diocesan Bookshop or Church House Publishing [www.chpublishing.co.uk](http://www.chpublishing.co.uk)

#### 1.12 GRANTS

Contact your DAC secretary for guidance on grant assistance.

## 2.0 GENERAL DESCRIPTION OF THE CHURCH

- 2.1 The church stands at the centre of the community among a group of listed historic buildings by the village green and one of the best churchyards in the county.  
Much work has been achieved by an enthusiastic and well organised PCC.
- 2.2 The building comprises an imposing west Tudor tower, nave, chancel, north aisle, south porch and good north extension by Gerald Barrett 1993. A boiler house and shed to the north of the tower.
- 2.3 Roofs are of plain clay tiles including the tower roof dome; walls of random reused Roman brick quoins, field stones of flint and so-called Pudding stone and iron stone conglomerate with lime stone quoins and dressings.
- 2.4 Render was removed during the Chancellor restoration 1903/4 exposing parts of the 12<sup>th</sup> C construction materials; the RCHM plan shows the evolution of the body of the church and the 16<sup>th</sup> C tower is complete externally; the tower floor levels have been modified except the belfry stage. The south porch is also Tudor and notable are the tower and stair turret brick domes and porch vaulted brick roof. The Victorian work includes the soft wood roofs, plain pews and floor tiles, the latter lower than the original – some original floor survivals are by the font as the base was not lowered. The bell frame is dated 1908 by James Barwell of Birmingham. The 1993 extension was achieved by un-blocking the north nave door with glazed link for wheelchair access.

## 2.5 WORK DONE DURING THE QUINQUENNIUM

- a) Timber shed in the churchyard on concrete base for chair storage and Gopak tables etc.
- b) Churchyard gates altered for car entry.
- c) Gibson tomb repaired.
- d) Fire extinguishers serviced annually.
- e) Electrical tests and repairs completed, including the organ. Organ tuned. Time switch control to outside lights.
- f) Lightning conductor tested.
- g) Smart water applied.
- h) Church decorated following patch test (limewash and casein distemper) - Lodge & Sons using lime wash.
- i) Outside tap repair.
- j) Emergency lighting installed.
- k) Southwest window perimeter pointing; southwest buttress pointing; southeast nave window pointing; Porch masonry.
- l) Replacement sound system and loop.
- m) Gravel replaced with York stone paving at west of church to the link entrance.
- n) Bell restoration and tuning (Nicholson's). Bell ringing simulator added.
- o) Yew hedge planted by the north footpath fence. Posts and rails to be removed when established.
- p) Linseed oil applied to main door and frame; Lady Chapel windows; Vestry window exterior; south window frame exterior and extension joinery exterior.
- q) Oak table gifted from URC Great Baddow.
- r) Chair stall timbers treated against beetle.
- s) Carpark re-surfaced.
- t) Tower roof treated against weeds.
- u) Gutter clearance; silt traps emptied.

## 2.6 THIS QUINQUENNIUM

- a) Water disposal should be improved to protect the fabric.
- b) Tower dome roof materials. Check also the turret roof dome.

3.0 DETAILED DESCRIPTION OF THE FABRIC	ACTION
<b>3.1 Tower roof:</b>	
a) Tile and lead repairs are necessary on the dome. The lead cap must extend down to below the minimum tile angle of 42° and be screw fixed.	A
b) Inspect the dome top and turret roof with David Whymark.	*
c) Repair detached render at the dome base. Ideally renew all with sacrificial lime render or preferably tile hanging so the dome brick structure can breathe.	B A
d) Point isolated open joints to the parapet and turret brickwork (with steeplejack).	B
<b>3.2 Belfry:</b>	
a) Check condition of louvres by removing the inside shutters, steeplejack or drone.	*
b) Note damper bricks where cement render is outside below the tiles. Increase cross ventilation to dry the masonry dome and top water ingress.	Important observation A
<b>3.3 Ringing Chamber:</b>	
a) Keep cracks under observation during ringing – use a movement gauge.	*
b) The original Silence floor was removed which sat upon the wall step. A good location for a reinforced brick ring beam above the door head level, if strengthening is recommended by crack observation/measuring during ringing.	
<b>3.4 Organ Chamber:</b>	
a) Glazing repairs to the west tower window stained glass cracked glass are desirable	B
b) Treat / renew corroded copper electric cables.	B
<b>3.5 Vestry:</b>	
a) Re-affix window saddle bars and re-lead glazing – contact Auravisions Ltd	B
b) Ideally, renovate the cast iron fireplace fittings and the flue must be ventilated.	B
c) The de-humidifier is redundant and wasting electricity as it is asked to dehumidify the World at present due to designed ventilation. Try without and report to DW.	II
<b>3.6 Nave:</b>	
a) Check tiling above lime stains at the roof boarding and repair.	*
b) Electrical auto-locking with new security locks would improve use and safety. E-Bound can supply and fix the electronic latch- also obtain an estimate for Protection/detection to the lead valley gutter. Contact: angus@e-bound.co.uk	II
c) Remove the centre suspended fitting - to improve / restore the appearance. <a href="http://www.aedsound.co.uk">www.aedsound.co.uk</a> for advice.	II
d) Chancel arch cracks have closed as lime layers are bulging.	*

	ACTION
<b>3.7 Chancel:</b>	
a) Arrange for Martin Stuchfield to report on the brasses which are detached from the background bedding.	*
b) Secure the black round headed memorial with a stainless-steel screw and black cover.	B
c) Replace beetle infested skirting at the choir stalls and treat behind as necessary.	B
d) Fill gaps at E1 mullions / glass with acid free silicone, to keep out water.	B
e) Re-bed loose sanctuary floor tiles.	B
f) Keep east wall corner cracks observed and report any changes to DW.	*
g) Treat the north wall plate with wood paste preservative (dust sifting down).	B
h) Secure the reredos figurines and eagle lectern. Use DNA adhesive.	A
i) Security mark and/ or alarm the candle sticks and cross. These are unique and in memorial	A
<b>3.8 North aisle:</b>	
a) Conserve the hatchment and George 1 <sup>st</sup> Coats of Arms. Nave eastern needs new stretcher and backing canvas.	A
b) Generally fit LED lamps when replacing. Electrician not to use a Meggar.	I
<b>3.9 St. Andrew Rooms (SAR):</b>	
a) Use limed Bees wax inside joinery eg Libron	Maintenance.
b) Fit surge protection and cross bonding to the lightning conductor.	Maintenance.
c) The kitchen could be enlarged by reordering the cupboard and to ease wheelchair access to current DDA and Part M requirements (WC not visible from the room). Solid core doors with seals would be used. This is grant worthy work.	I
<b>3.10 South porch:</b>	
a) Generally best not to use hydraulic lime wash (stored in the organ chamber). Touch in with “Pure and Simple” from Ingilby Paints Ltd. of Sudbury.	Maintenance.
<b>3.11 Roofs:</b>	
a) Nave: Replace tiles as necessary. Reform the tower tile and mortar fillet at the tower by the valley end. Raise the hopper level (full of water).	A
b) Porch: Rubber EPDM patched in one area.	
c) Chancel: Push back slipped tiles. Point the tile fillet against the east wall. South side was re-tiled with Type 747 1F felt, sawn battens and galvanised nails – no priority.	B
d) North aisle: Push back slipped tiles. Extension: Remove moss at the link and north roof.	B B

**ACTION**

**3.12 Walls:**

- a) Tower: Point open perp joints by steeplejack when renewing the lead cap on the dome. B
- b) Generally point at water traps at decaying stone / brick at the hard pointing detachment. A mason for two days (?). B
- c) Restore the rainwater goods with new sections where taped and pointed over. B
- d) Lower high ground levels e.g., porch and install a drainage system taking water from each down pipe bypassing the runnels. A

**3.13 Churchyard:**

- a) Reinforce the east fence posts or remove now the Yew hedge is established. B
- b) Cart away the accumulated grave spoil. B
- c) Remove dead wood from trees and lay down in the conservation area for insect habitat. B
- d) Restore tombs with the new CCC grant as applicable and/or Essex Heritage Trust. One by the path is to Frederic Carne Rasch 1808 under John Millington 1737, which is not separately listed but worthy of restoration. A
- e) Remove leaves and debris from the base of west Beech tree to help prevent fungal attack. Maintenance
- f) Check and secure grave markers. B



#### 4.0 RECOMMENDATIONS

##### 4.1 FURTHER INVESTIGATION \*

- a) Inspect the tower dome top, external belfry louvres.
- b) Keep observing cracks and report changes.
- c) Check at signs of roof leaks, renew tiles accordingly.
- d) Martin Stuchfield to inspect brasses if not recently visited.

##### 4.2 PRIORITY A (12 MONTHS) A

- a) Tower roof dome cladding repairs. Tile hanging to replace impervious render. Provide cross ventilation to the belfry. Tile roof abutment fillets. Reform hopper heads.
- b) Security marking valuables “Smartwater” and/or alarms.
- c) Conservation repairs to the Coats of Arms and Hatchments with grant aid (CCC).
- d) Historic tomb repairs with grant aid from the CCC. Contact John Webster.

##### 4.3 PRIORITY B (2-5 YEARS) B

- a) Repair dome render (or change), isolated pointing around the church; open joints at the tower walls; buttress water table open joints, southeast chancel quoin,
- b) Glazing repairs; Paint and tip saddle bars; fill gaps with acid free silicone;
- c) Vestry tower base fireplace renovation and ventilate the flue;
- d) Round headed wall monument fixing;
- e) Renew chancel choir stall skirting and treat timbers behind as necessary. Treat the northeast wall plate (where bore dust sifting down);
- f) Bed loose floor tiles;
- g) Push back slipped roof tiles, renew broken tiles; remove moss from roofs fit copper LC tape along under the ridge;
- h) Restore the rainwater goods
- i) Restore the east churchyard fence posts (falling into the car park) or remove as the hedge is established.
- j) Remove dead wood from tress for safety.
- k) Check and secure grave markers for safety.

##### 4.4 PRIORITY C (NEXT QUINQUENNIUM) C

- a) None

4.5 IMPROVEMENTS



- a) Experiment with the vestry de-humidifier turned off and monitor.
- b) Electronic door locking was suggested for safety of key holders and convenience.
- c) Sound system suspended speaker removal.
- d) Fitting of LED as replacements are required (not LED luminaires, but LED replacement lamps).
- e) Improve access to WC compartment and increase usable kitchen space.

Distribution

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Incumbent  
1(email copy)

DAC Secretary  
1(email copy)

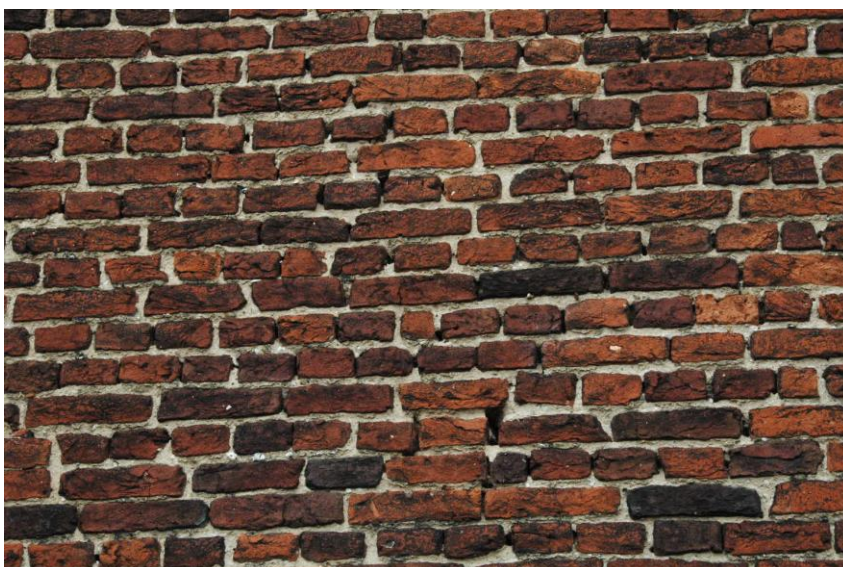
Archdeacon



The west valley outlet hopper head has sitting water – reform to be self-cleansing



The tile and mortar fillet, lower 600mm is detached from the tower; bond to the tower wall with a slip membrane over the tiles.



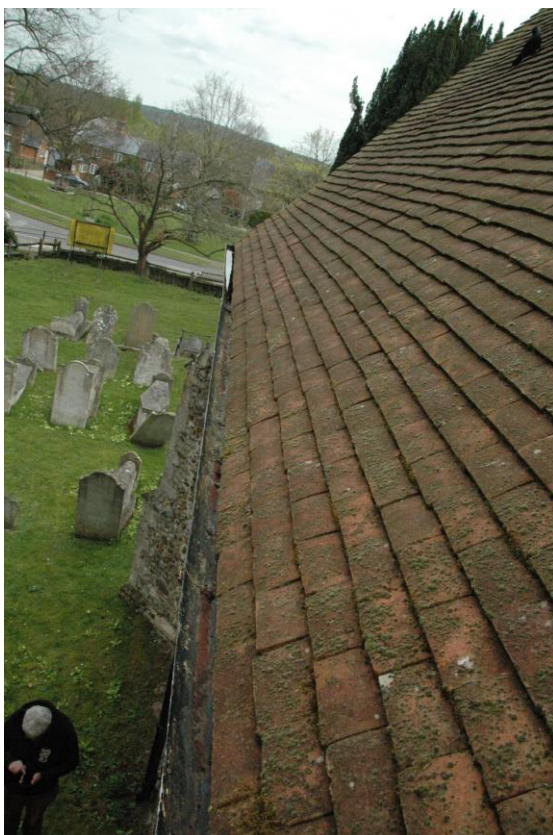
The shallow hybrid cement mortar is detached in isolated areas – a steeplejack can point open joints and provide new lead on the dome top. On occasion we have added back the coating that gave the original diaper pattern that is more evident in photos taken 100 years ago.



Plan to renew cast iron goods that are taped together with new cast iron preferably with overflow warning of blocked down pipes.



The north chancel abutment with the east nave wall tiled fillet is stuck to the tiles instead of the wall – point or preferable improve.



Water sits in the east end of the north chancel gutter – raise to be self-cleansing.



There are isolated areas of detached shallow cement hybrid mortar to attend to when a mason is on site.

Cracked down pipe collar at the southeast chancel – de-caulk down pipe sockets and paint inside sockets.





Missing detached shallow hard mortars are leaving upward facing depressions where water is funnelled into the core and will cause frost damage.

Open quoin joint at the southeast chancel corner to be filled with lime and stone dust mortar.





De-weed and point where roots are removed.



The suggestion is to reduce the carbon footprint by removing the 24kW water boiler (currently standing in water) and installing infra red Halogen overhead heaters throughout if the DAC agree, so as not to heat the air. This will also prevent condensation issues such as beetle attack.



The subterranean boiler house retaining wall has eroded bricks (wetting and frost damage) and access is dangerous. Removing and back filling will permit a vertical down pipe from the long valley gutter.



Several tombs require maintenance repairs by a mason to remove iron cramps and replacing with stainless steel. De-weeding and pointing will preserve the brick tombs

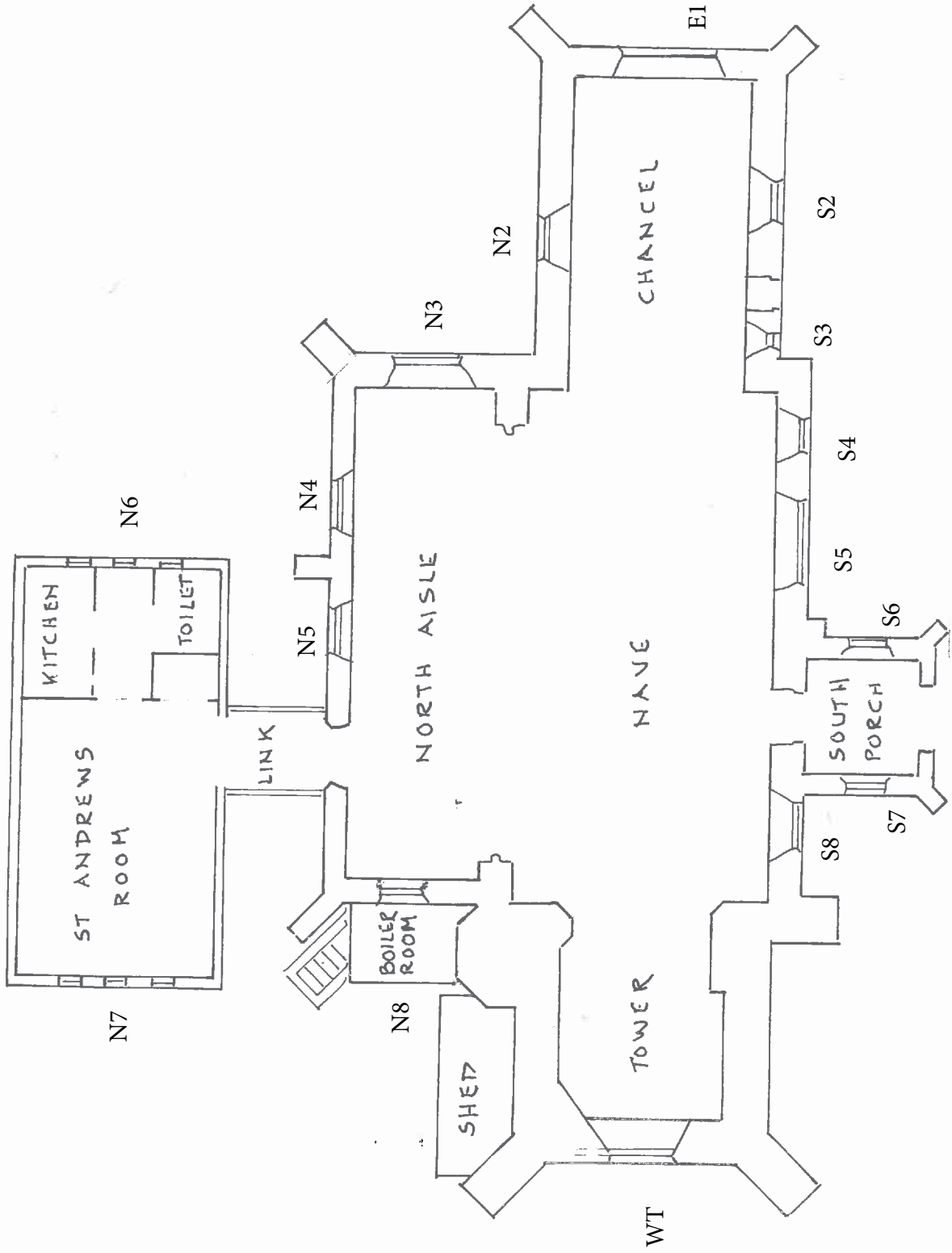






An historic tomb may be eligible for grant from the CCC – research the inhabitants to help the case if not separately listed. The church fabric would benefit from a gulley and drain system from each down pipe in place of runnels which are leading water into the wall core.





ST ANDREWS CHURCH. SANDOH

**Maintenance schedule Church of Andrew, Sandon - 2023 Q1 Report.**

The Church Buildings Council calendar, <a href="http://www.churchcare.co.uk">www.churchcare.co.uk</a> General guidance	Church of St. Andrew, Sandon.	Contractor	Volunteers	Health and Safety	Completed Tick when done										Comments
					2023 Q1	2024	2025	2026	2027	2028 Q1	2029	2030	2031	2032	

JANUARY																			
1) Check the church boiler and make sure that the frost thermostat is working. Double check that all exposed water tanks, water pipes, heating pipes and oil-feed pipes are protected against severe frost. Prepare a <b>report</b> for the <b>Annual Parish Meeting</b> on the progress of any works to the building in the last year.			✓																Add contractors names and costs allowing for inflation. Adapt and develop as required. Please return a copy before the next Q1 to <a href="mailto:david@suffolk-architects.com">david@suffolk-architects.com</a>
2) Be sure that the <b>rainwater goods</b> are clean and working satisfactorily The best time to do this is when it is raining.		Contractor costs	✓																Add costs per annum here.
Flat roof			✓																
Valley gutter	Tower roof parapets & outlets		✓																
Hopper heads			✓																
Downpipes			✓																
Gullies			✓																
Drains	Silt trap emptying		✓																

FEBRUARY																			
1) Check the <b>roof</b> , using a pair of binoculars if necessary, to ensure that no slates have slipped during the snow. If you spot any damage to the roof, arrange for it to be mended as soon as possible.			✓																
2) Check the <b>gutters</b> and <b>downpipes</b> for any damage caused by frost.			✓																
3) Now is a good time to plan <b>spring-cleaning</b> for April. Is a working party needed?			✓																

MARCH																			
1) Using a pair of binoculars, look at the <b>roof</b> carefully for any frost, snow and wind damage. Also check that <b>gutters and downpipes</b> are in good working order.			✓																

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2) Carry out a visual examination of all external <b>brickwork and stonework</b> for signs of frost damage. If any damage is spotted, contact your architect quickly. Also check your insurance policy to see if any of the damage is covered. Contact your DAC Secretary or Archdeacon for the necessary permissions prior to <b>carrying out repairs</b> .			✓  ✓														
3) Early spring is a good time for oiling <b>hinges and locks</b> on door and windows. While doing this, think about how secure your church building is.	Tower door hinges rusting		✓														
4) Check the last <b>quinquennial inspection</b> to ensure all recommended works have been put in hand. Contact your Architect to arrange one if due.			✓														

**APRIL**

1) The <b>Annual Parish Meeting</b> will normally be held in April. At this meeting the church wardens should present a brief report on the state of the building and of the progress of any necessary work. Will a fund raising effort be necessary this year to pay for building repairs? The parish meeting is a good time to plan this.			✓														
2) Check the inventory is up to date prior to the Archdeacon's visitation. If there has been a change of church warden at the annual meeting, the outgoing church wardens should run through the inventory with the new ones.			✓														
3) Make sure that the <b>tower, roofs and spire</b> are bird proof before birds start to nest. Remember to clear out any resident birds first but be careful not to disturb bats.	Form cross ventilation in the belfry																

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4) The <b>spring clean</b> that was planned in February can take place in April. Ensure all areas of the church are cleaned but remember that old furnishings, monuments, floor and windows may be damaged by cleaning and that no chemicals should be used on them. For advice on how to clean such things, contact your DAC Secretary.	Roof timbers with long handled dusters.		✓														
5) Ask the Bell Captain to check the <b>bells</b> and ringing chamber are in good order and that the <b>steps and ladders</b> in the tower are safe.																	
6) Tidy the <b>churchyard</b> and start to cut the grass if necessary. Not all grass in a churchyard needs to be kept short - it can be attractive and beneficial to wildlife to leave some areas longer. However, leaving the grass long does not necessarily mean less work as meadow areas need to be managed effectively and there can be Health & Safety implications. For more advice, see <i>The book Wildlife in church and churchyard</i> (Church House Publishing).			✓														

<b>MAY</b>																	
1) Shut down the <b>heating</b> system, have the boiler serviced and leave the boiler house and boiler well ventilated to prevent condensation.	Sump pump required?	Add name of Heater Service Company															Add cost of heater servicing
2) Get the <b>electrics</b> checked, especially those of the heating system.	24kW electric boiler	Electrical test 5 years Add name of NICEIC Electrician	✓			500				700							Prior to Quinquennial Inspection change costs 900
3) Clear <b>gutters, downpipes and other rainwater goods</b> (again!).	Silt traps and gullies		✓														
4) Cut back vegetation from around the outside walls of the church.	Lower soil levels eg porch		✓														
5) A management plan for the churchyard is very useful for planning the future use of the churchyard and the care of its wildlife. Now is a good time to set up small groups to draw up such a plan. Advice on managing your churchyard can be found in the publications - <i>The Churchyards Handbook and Wildlife in church and Churchyard</i> (Church House Publishing). If you already have a management plan, does it need revising?			✓														

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JUNE														
1) Check that <b>opening windows</b> are in good working order. <b>Ventilate</b> the church on dry days when there is somebody in the building.			✓											
2) Look for <b>woodworm</b> or <b>death-watch beetle</b> on exposed wood-work June is when the larvae hatch and the beetles fly.	Dust streams down walls as Chancel north wall		✓											
3) Has your <b>lightning conductor</b> been checked in the last five years? If not, arrange to have this done.		Lightning Protection Engineer Add name.	✓											
4) Continue work in the <b>churchyard</b> .			✓											

JULY														
1) Look out for <b>fungus</b> and <b>dry rot</b> .			✓											
2) Check any <b>bird screens</b> .			✓											
3) Take a good look at the <b>notice-board</b> - a well presented notice-board can greatly enhance the image of your church. Is it in good order and tidy? Are the notices up-to-date? A Faculty will be required to erect a new board.			✓											
4) Are there any ways in which the energy efficiency of the church could be improved ready for next winter? Discuss this with your Architect but remember to get the necessary permissions.			✓											

AUGUST														
Enjoy the summer!!														

SEPTEMBER														
1) Replace any broken <b>bulbs</b> including outside and security lights			✓											
2) Test the <b>boiler</b> and check the heating system for leaks. Remember to bleed the <b>radiators</b> .			✓											
3) If your church is heated, using oil, Calor Gas or Solid fuel, make sure you will have adequate fuel for the winter.														
4) Does the <b>organ</b> need tuning?		Add the name of the organ builder	✓											Costs
5) Is the wiring to the blower safe?		Add to electrical test	✓											Costs
6) Clear out any rubbish accumulating round the organ.			✓											

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OCTOBER															
1) Treat the <b>snowboards</b> with creosote or similar and repair any which have broken. Put them in place.															
2) Check that all exposed water tanks, water pipes, heating pipes and oil-feed pipes are protected against severe frost.	WC		✓												
3) Clear fallen leaves from gutters, down spouts and drains.	Gullies & silt traps		✓												
4) Cut the grass for the final time and service the lawn mower.			✓												
5) If you have central heating, consider turning it on.			✓												
6) When Daylight Saving Time finishes at the end of the month take the opportunity to check your turret clock. Maintenance should be undertaken by a qualified professional turret-clock maker following conservation principles.															

NOVEMBER															
1) Keep clearing up the autumn leaves			✓												
2) Check the flagpole is secure.			✓												
3) Keep your church dry throughout the winter.			✓												

DECEMBER															
1) Check <b>frost protection</b> .			✓												
2) Be ready for snow.			✓												
3) Ensure all <b>repairs or alterations</b> have been entered in the Church Log Book.			✓												
4) Clean church and decorate for Christmas.			✓												
5) Ensure that all <b>fire extinguishers</b> have been serviced before any candlelit events.		Fire extinguisher Contract Add name of company	✓												Discharge test every five years and re-pressurising Change costs
<b>TOTAL</b>					90	39	42	45	48	105	54	57	60	63	966

This will be emailed to the PCC upon request for ease of use and may be adapted and developed as required. Please return by email before the next QI is requested to david@suffolk-architects.com

This guidance is issued by the Church Buildings Council under section 55(1)(d) of the Dioceses, Mission and Pastoral Measure 2007. As it is statutory guidance, it must be considered with great care. The standards of good practice set out in the guidance should not be departed from unless the departure is justified by reasons that are spelled out clearly, logically and convincingly.