

caring for Claygate Village

15% of money received through the Community Infrastructure Levy, collected by Elmbridge Borough Council (EBC) from development in Claygate, is paid to Claygate Parish Council. Any CIL monies due are confirmed by EBC at the end of 6 month periods ending in March and September and paid to Claygate Parish Council shortly thereafter. The funds are available to spend on local projects in Claygate. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Claygate Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at clerk@claygateparishcouncil.gov.uk on 01372 467000.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and Boots on Hare Lane.

Please return the completed application forms and supporting information to: clerk@claygateparishcouncil.gov.uk at least 2 weeks prior to a meeting of the full Claygate Parish Council

Claygate Parish Council CIL Funding Application Form

1. Applicant organisation	Holy Trinity Church Claygate
2. Name and position of main contact	John Smith Trustee on Parochial Church Council and Project Manager of the Way Maker Churchyard Project
3. Applicant contact details (phone no, email and address)	JohnSmith@htclaygate.org 07730-397670 c/o Holy Trinity Church Church Road Claygate KT10 0JP
4. Type of organisation	Holy Trinity Claygate is part of the Church of England Charity Registration Number - 1128476
5. Is the organisation able to reclaim VAT?	No
6. Location of project	Holy Trinity Church, Church Road, Claygate
7. Summary of the project proposal	<p>Holy Trinity Church has a large churchyard (0.5 hectare) with a burial ground, including six war graves, together with a garden of remembrance. The churchyard is tucked away to the side and rear of the church out of sight from passersby. This extensive green space in the heart of the village remains a hidden asset which most local residents have never visited.</p> <p>Our project seeks to make the churchyard accessible so that the green space and all it offers can be enjoyed by the wider Claygate community. We want to improve and enhance the existing area to create a haven of peace and tranquillity in the heart of the village where people can come to enjoy the natural surroundings as well as remembering those who have gone before.</p> <p>The project encompasses several different elements including an upgraded entrance on the north side of the church, a new gate and pathway to the Recreation Ground, enhancements to the Garden of Remembrance and the upgrading of all the pathways.</p> <p>Full details can be found on the Holy Trinity website https://htclaygate.org/waymaker</p>

Following comments from the Claygate Parish Council provided at our initial application meeting in October 2024 and other discussions, the project team and PCC have agreed to split the project into separate stand-alone phases.

Funding is currently being sought for the first phase of the project as follows:

Phase 1

- Open up access through the churchyard to the Recreation Ground by installing a new gate to the family garden next to the Pavilion Café. **
- **Lay a new path between the existing tarmac path and the gate and joining up with the existing brick paved area next to the Pavilion Café. This has been agreed with the Claygate Recreation Ground Trust.**
- Relocation of three monuments to enable the new path to be laid.
- Creation of three 'peace pockets' with seating. *
- Creation of a wildlife area with new trees and shrubs and a shallow pond alongside the new path to the Recreation Ground. *
- Creation of grass pathways through the wildflower meadow to enable people to walk through the meadow. **
- Upgrade the existing path along the side of the church.
- Enhancement of the Garden of Remembrance including the addition of yew hedging, new seating and a new planted bed and oak sculpture at the centre.
- The site boundary will be enhanced with mixed native hedging and some additional trees. **
- Notice boards and litter bins will be installed at either end of the main path
- This phase will also need to cover the cost of landscape contractor site setup, overall project management and a contingency for unplanned alterations

Items in Bold – funding requested from Parish Council

Items with ** - funded by the Parish Council CIL grant in February 2025

Items with * - already funded by Your Fund Surrey

	<p>Phase 2</p> <p>Phase 2 comprises the remaining landscaping work. This part of the project will only proceed if/when additional funding can be raised.</p> <ul style="list-style-type: none"> • Creation of a seating area outside the new entrance with raised flower beds and fruit trees. • The relocation of four monuments to open up the space for this seating area. • Improvements to the existing path from the Garden of Remembrance to the back of the Village Hall. • Creation of an accessible 'peace pocket' with bespoke seating at the Village Hall end of the pathway. <p>Out of Scope</p> <p>The following elements of the original conceptual design have been dropped from the scope</p> <ul style="list-style-type: none"> • Modifications to the church building to create an entrance lobby on the north side of the church to facilitate access to the churchyard. • Enhancements to the War Memorial area
<p>8. Estimated project cost</p> <p>Up to £500 – One Quote</p> <p>£500-£1,500 – Two quotes</p> <p>Over £1,500 Three quotes</p>	<p>The estimated cost for Phase 1 of the project is £140,000. This includes 20 % VAT, 10% project management overhead and 10% contingency. A breakdown can be found in the table below.</p> <p>The church has obtained three quotes for the project. These quotes are attached to the application (only for circulation to Councillors not publicised because commercially sensitive).</p> <p>The costs in the summary spreadsheet reflect the lowest of the three quotes. The references relate to the various sections of the detailed tender quotes.</p>

Holy Trinity Claygate Way Maker Project	Tender Reference	exc VAT	inc VAT
HOLY TRINITY CLAYGATE INTERNALLY FUNDED			
Preliminaries	Section 1.0	£9,690	£11,628
Remembrance Garden	Section 6.0	£14,496	£17,395
Site Boundary Hedging and Trees	Section 2.0 (40%)	£4,327	£5,192
Resin Bound Paving - Main path by church	Section 3.0 (part)	£18,140	£21,768
Peripherals - noticeboards, signs, litter bins	Section 10	£3,000	£3,600
Relocation of monuments to enable new path	Requires specialist contractor. Not in quote	£5,000	£6,000
Planning related costs & design work		£20,000	£20,000
Tithe to local relief project	10% of project appeal (£20k)	£2,000	£2,000
Sub-total		£76,653	£91,984
YOUR FUND SURREY			
Wildlife Garden	Section 4.0 (exc some parts)	£8,346	£10,015
Mown Peace Pockets	Section 9.0	£3,227	£3,872
Sub-total		£11,573	£13,888
CLAYGATE PARISH COUNCIL CIL FUND - FEB 2025			
Security gate to Recreation Ground	Section 4.3.5	£1,144	£1,373
Mown paths	Section 2.5	£496	£595
Site Boundary Hedging and Trees	Section 2.0 (60%)	£6,491	£7,789
Sub-total		£8,131	£9,757
CLAYGATE PARISH COUNCIL CIL FUND - JULY 2025			
New resin bound paving path to Recreation Ground	Sections 3.2.1, 3.2.3 & 3.4.1 (part)	£5,637	£6,764
Sub-total		£5,637	£6,764
TOTAL		£100,354	£120,425
Project Management (10%)			£8,000
Contingency (10%)			£10,000
TOTAL inc Project Management and contingency			£138,425

9. Funding sources	Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme	
	Amount	Detail
CIL funding sought	£7,000	To cover the cost of the extension of existing footpath to Recreation Ground
CIL funding received (Feb)	£9,800	To cover the cost of the following: <ul style="list-style-type: none"> • New gate to Recreation Ground • Grass walkways in wildflower meadow • Boundary hedging and trees (part)
Any other Local authority contribution eg EBC and/or SCC	£17,000	Grant awarded by Your Fund Surrey and approved by Councillor Mark Sugden for mown peace pockets with seating and Wildlife area
Third party contributions received	£103,000	Church internal fund raising: Legacy Gift - £45,000 Special Donation = £38,000 Project Appeal = £20,000
Total funding (Phase 1)	£136,800	Church funds will cover the £2k shortfall

10. Detail of additional sources of funding available	<p>The project currently has no other available funding. There is a small budget within the Holy Trinity accounts to cover design work, planning permission and the tendering process, but no budget is allocated to the project implementation costs.</p> <p>Any additional funding that is received in the future, will be used to fund elements of Phase 2 of the project on a prioritised basis.</p>
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>CIL funding is being sought from Claygate Parish Council because we feel that the project will have significant benefits to the local community by providing an improvement to an open space within Claygate, both within the space itself and by providing additional access to the churchyard and Church Road from the Recreation Ground.</p> <p>The project team will be applying to other charitable trusts and organisations including Community Foundation for Surrey. Any money raised by the applications will be used to fund Phase 2 elements</p>

<p>12. Please indicate whether the organisation has previously received CIL or other funding sources from either Claygate Parish Council and/or Elmbridge Borough Council. If yes, provide amounts and timings</p>	<p>Holy Trinity Church has received CIL funding (£9,800) for part of the project from the Parish Council in February 2025. This is shown in the numbers above.</p> <p>Claygate Parish Council did provide a non-CIL grant of £14,500 in 2022 towards the costs of the refurbishment of Emmanuel Hall, Common Road, Claygate.</p>
<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>Holy Trinity's churchyard is a valuable community asset in the heart of the village but very few Claygate residents benefit from it currently and many have never set foot in it. We want to share this hidden gem by opening it up so that everyone in the village can enjoy the beautiful green space and benefit from it. With the Green Belt surrounding Claygate under increasing threat from development, the enhancement and protection of the churchyard as a haven for wildlife and native species assumes a greater importance for the village now and for generations to come.</p> <p>Phase 1 of this project will not only enhance and improve the existing open space, but it will make it accessible to the whole community by connecting the churchyard with the Recreation Ground.</p> <p>The new seating and mown walkways will provide a place where people of all ages can wander or sit and enjoy the natural environment away from the hustle and bustle of everyday life. We want the churchyard to be a place in the heart of the community where people come to be refreshed and where they can reconnect with nature to improve both their physical and mental wellbeing.</p> <p>The wildlife garden and wildflower meadow in particular will provide educational opportunities for the younger generations, who, through our links with Claygate Primary School, the local Scouts, Guides and youth organisations and our own Preschool, can visit the churchyard to learn about nature, build bug hotels, go pond dipping and other such pursuits. We will also engage with those in the village with an active interest in the local environment and the promotion of biodiversity.</p> <p>As well as the environment, there will be opportunities for younger people to learn about the lives of some of the people buried in the churchyard in particular the war graves and other memorials which provide an insight into the local history of Claygate. Interpretation boards and other signs will be placed discretely to enhance the visitor's experience and to bring to life the history and ecology of our churchyard.</p>

	<p>Over the years there have been numerous requests from local people to provide access from the Recreation Ground through the churchyard into Church Road, particularly from families using the recreation ground or taking their children to the primary school.</p> <p>This project however does much more than provide access, it creates a welcoming and attractive natural open space that will benefit both the local community and of the environment.</p> <p>By engaging with the wider community, we want everyone in Claygate to have the opportunity to be a part of this project and to have a sense of ownership of, and connection with, the churchyard and all that it offers.</p>
<p>14. What evidence is there of support from the community</p>	<p>Informal discussions with local community groups over the past 2-3 years to see if there would be support for the scope of the Way Maker project all received a positive response.</p> <p>When the conceptual design was launched in October 2023, around 100 people attended an open information meeting, with overwhelmingly positive responses to the plans and over 60 'likes' on the associated Facebook posting. For those with loved ones buried in the churchyard, we were able to reassure them that design took careful account of this aspect by providing more privacy around the Garden of Remembrance for family members.</p> <p>Further open meetings were held in September 2024 to share the detailed project design, with the same overwhelmingly positive response. Local community groups and Claygate Primary School have been consulted and all were supportive of the plans. There was a full page devoted to the project in the October edition of "The Courier" which is delivered to all Claygate households.</p> <p>The recent Residents' Survey carried out by the Claygate Village Association in 2024 confirmed that Claygate's green spaces are highly valued by local residents and that there is a strong desire to retain and enhance them. The survey found that Claygate residents are keen to engage with environmental conservation and there is widespread support for schemes to increase biodiversity in the village including a call for more community gardens such as that proposed in the churchyard. These findings provide clear evidence which supports the aims of our project</p> <p>This project covers all these aspects identified by local people, as well as providing access to the Recreation Ground, which has been requested in the past.</p> <p>More recently in November, a further Survey was conducted to seek as wide a view as possible from community members about the proposed Way Maker project. We have received around 250 responses to this survey with 90% being</p>

	<p>supportive of the project. 97% of respondents supported the biodiversity and wellbeing objectives of the project and 89% supported the planned access to the Recreation Ground. Nearly half the respondents also indicated a commitment to support the project financially.</p> <p>Examples of comments included in the survey responses: “Fantastic idea, would become a great place for the community to go and reflect in any way they choose” “Very creative and interesting plans” “Excellent and much needed access to re-wilded areas. Much needed to enhance and enrich life for the community”</p> <p>There were some comments about the high cost of the project, but these have been addressed by phasing the project and only proceeding with the second phase if/when funds became available.</p> <p>There were also some comments about the potential for anti-social behaviour. These will be addressed by ensuring that the gate into the Recreation Ground is locked overnight and by the installation of security cameras. This is obviously something that will be kept under review but our response would be to seek to engage with any ‘trouble-makers’ and explore ways of addressing any anti-social behaviour with more positive measures.</p>
<p>15. How does this project help mitigate climate change?</p>	<p>A large area will be converted into a managed meadow of wildflowers and seasonal bulbs, with a corner of the area being transformed into a wildlife area with new trees and shrubs. A shallow pond and adjoining wet ditch will encourage plants and animals who thrive on that type of environment. A number of fruit trees will also be planted. All this will go towards mitigating climate change.</p> <p>The churchyard has been untouched by pesticides and artificial fertilizers and boasts a rich variety of flora and fauna including rare species of lichen, mosses and fungi. The proposed planting includes a wildflower meadow to encourage biodiversity and offering an even richer habitat for wildlife.</p>
<p>16. Proposed timescales for the project</p>	<p>The main contractor will be chosen in July once they have re-quoted for the work.</p> <p>Work on Phase 1 of the project will then commence in August. Work on the paved areas will start a bit later, once planning permission is received. Work should be completed before the end of the year.</p> <p>Phase 2 of the project will only proceed if/when funds become available.</p>

<p>17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>There could be some additional maintenance effort required within the churchyard once the project is completed. The maintenance is currently carried out by church employees and volunteers. Any additional work will be carried out by the existing (or augmented) volunteer group.</p>
<p>18. If the organisation is not in the public sector please provide details of the organisation's finances</p> <p>Please include a copy of the most recently audited accounts</p>	<p>A copy of the 2024 accounts is attached to the application. The statement of funds can be found on page 28 of the accounts.</p> <p>Unrestricted funds at the end of 2024 stood at £158,528. This excludes the nominal value of a property in Denman Drive that is owned by the Parochial Church Council. Only £21,560 is available for general operational expenditure.</p> <p>The financing of the Way Maker project will be separate to other church operational costs and won't draw on core church funds.</p>
<p>19. Do you need planning permission to carry out the works?</p>	<p>Holy Trinity is subject to Church of England faculty regulations, rather than most local authority planning regulations. This approval has already been obtained.</p> <p>Most of the work does not require planning permission for Elmbridge Council. A pre-application review has been carried out by Elmbridge Planning and they have confirmed that the only elements that require planning permission are the paths, the access gate into the recreation ground and the installation of security cameras.</p> <p>The planners have indicated that the chosen material for the paths (resin-bound gravel) is an acceptable material for this kind of usage (non-vehicular and moderate footfall). Councillor Anthony Sheppard also kindly made some enquiries with a cemetery that he has links with, and they are also using a resin-bound gravel material for their paths.</p>
<p>20. If planning permission is required is it in place to carry out the works? If so, please provide the application number</p>	<p>Planning permission application has been submitted. The Planning Application Reference is 2025/0387</p> <p>Planning permission has been delayed by the complex requirements of recent legislation on Biodiversity Net Gain regulations. Elmbridge Planning are currently developing options to minimise the financial and legal impact on small projects like ours and we are hopeful for a resolution shortly.</p> <p>Holy Trinity would not expect any grant award to be paid out until planning permission has been granted</p>

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

www.claygateparishcouncil.gov.uk. Statutory Information, then Privacy Policy.

Signed: John Smith

Organisation: HOLY TRINITY CHURCH CLAYGATE

Date: 16 JULY 2025

All organisations involved with the application will need to sign and date the form.

Signed: _____

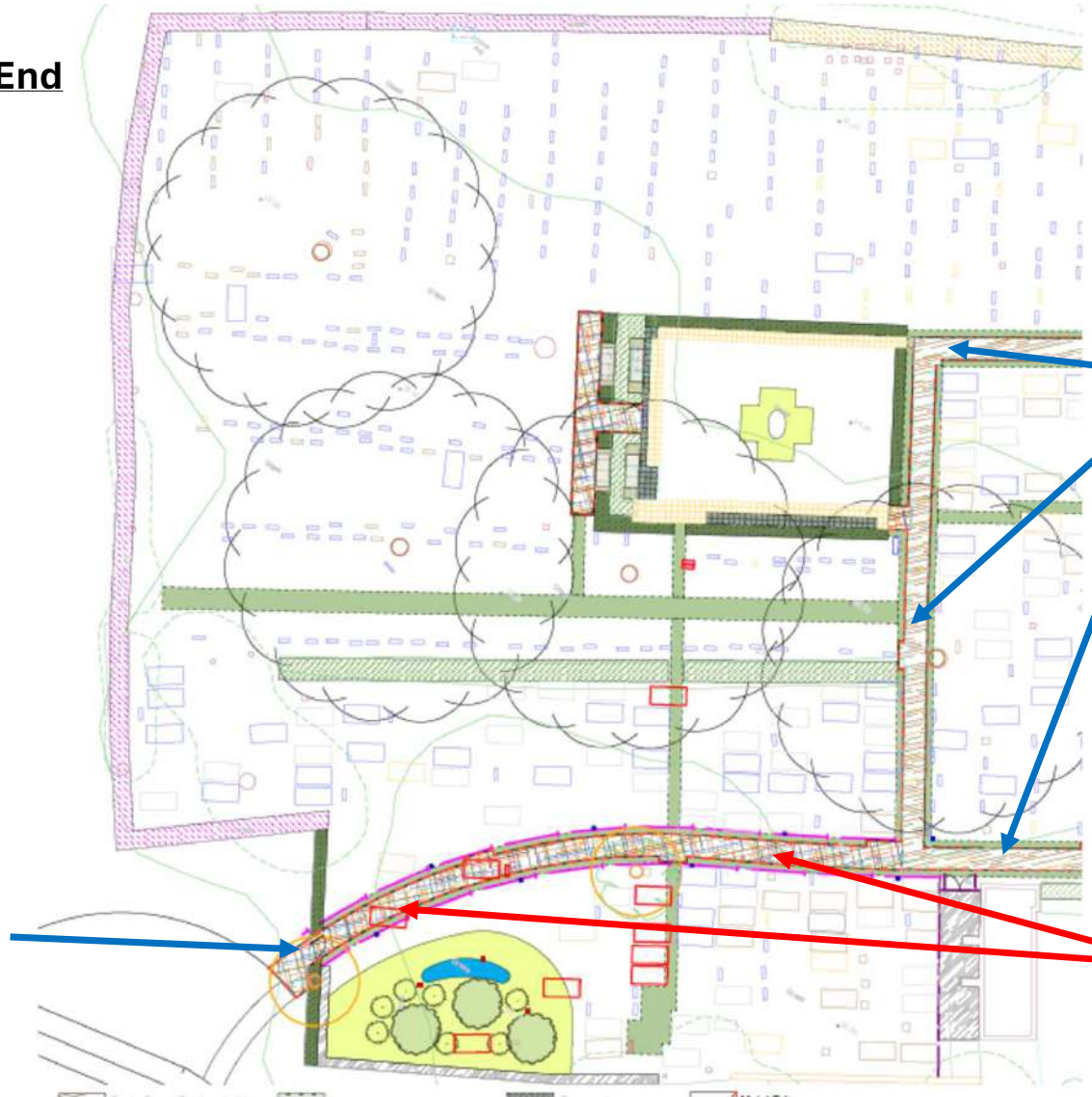
Organisation: _____

Date: _____

Adopted March 2021

Churchyard Plan – West End

Location of new path
- CPC application



Existing paths
Not part of application

Gate into Recreation
Ground
Covered by Feb grant

New path to Recreation
Ground

Charity number: 1128476

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF CLAYGATE**

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

**RPG Crouch Chapman LLP
Chartered Accountants & Statutory Auditor
40 Gracechurch Street
London
EC3V 0BT**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Trustees	Richard Aylmer-Hall Revd Patrick Bateman Mark Chapman Andrew Clifton Robi Sol Elsawey (elected 21 April 2024) Gillian Hall (elected 21 June 2024) Carey Jane Hamper (stood down 21 April 2024) Brian Howells Judy Madavo Andrew Matthews Revd Katherine Miller (joined 21 May 2024) Frances Reeve Andrew Reid Jennifer Roome (stood down 21 April 2024) Revd Richard Rugg (departed 21 September 2024) Beth Sadler (stood down 21 April 2024) Alison Shine Vicki Schmlidt John Smith Trevor Smith (elected 21 April 2024) Simon Tanner Janet Watkins
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The lay people are all PCC members, either elected directly to the PCC or ex officio by election onto the Diocesan or Deanery Synod.

The clergy listed here are the incumbent and associate minister and are ex officio members of the PCC.

CHARITY REGISTERED NUMBER	1128476
PRINCIPAL OFFICE	Holy Trinity Church Church Road Surrey KT10 0JP
SECRETARY	Janet Watkins

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
(CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

INCUMBENT	The Revd Patrick Bateman
CHURCHWARDENS	Andrew Reid Alison Shine
Accountants	RPG Crouch Chapman LLP Chartered Accountants 40 Gracechurch Street London EC3V 0BT
BANKERS	National Westminster Bank Plc 10 Victoria Road Surbiton KT6 4JY Barclays Bank Plc Leicester LE87 2BB Charity Bank Fosse House Tonbridge TN9 1BE
INDEPENDENT EXAMINER	Jeremy Tyrrell FCA RPG Crouch Chapman LLP 40 Gracechurch Street London EC3V 0BT

The Parochial Church Council of the Ecclesiastical Parish of Claygate, known as Holy Trinity Claygate, is a charity registered with the Charity Commission

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

BACKGROUND AND OBJECTIVES

Holy Trinity Claygate PCC has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for Holy Trinity Church and associated churchyard, the Church Hall, the Ministry Centre (formerly Church House), Emmanuel Hall and the house provided for staff accommodation.

The Parochial Church Council (PCC) is registered with the Charity Commission as Charity No. 1128476 and has prepared accounts in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

In addition to the core activities of the church, Holy Trinity Claygate runs Jigsaw Pre School. This has its own management structure, which reports to the PCC through the Jigsaw Management Group (JMG) which includes at least one PCC member. Currently there are two PCC members and the Vicar on JMG.

The Operation of the PCC

The PCC delegates the management of specific areas of ministry to the Ministry Team. Further areas of PCC responsibility are delegated to specialist advisory groups as required. The Standing Committee meets between PCC meetings as business requires.

This report describes how the Trustees have met their aims and objectives during 2024.

The PCC met 10 times and there were a further 4 meetings of the Standing Committee.

Each meeting of the Council includes a period of prayer. It is the aim that all major decisions are reached by consensus.

Church Attendance

On 31st December 2024 there were 457 (2023: 450) parishioners on the Church Electoral Roll of whom 146 (2023: 144) were not resident in the parish. The average attendance at Sunday services during 2024 was 303. An additional 221 people (including children) attended mid-week meetings such as Connections (Seniors) and Trinity Tots (pre-school infants).

Future Plans

There are no planned divergences from the current activities of Holy Trinity Claygate that will have significant impact on the financial stability of the church.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

RESERVES POLICY

Unrestricted

It is the policy of the PCC to retain, without detriment to the immediate needs of fulfilling the mission of the Church, sufficient funds for the payment of critical short-term expense. To this end a cash contingency reserve has been established as a designated fund which has priority over all other non restricted funds. This is currently set at £50,000 and is reviewed annually as part of the budget setting process. Jigsaw Pre-School had the equivalent funding, previously set at £5,000, and in the year to 31 December 2024 the PCC decided to combine both funds due to their similar nature.

The Building Maintenance fund is an additional designated fund that is set aside for use in unplanned maintenance or development building work. The value of this fund will fluctuate as funds are added and spent, with the intention to maintain a level of around £50,000. Lack of available funds in 2024 has meant that the fund has dropped below this level.

Other designated funds may be set aside for various purposes as agreed by the PCC.

The General Fund represents the balance of the non-designated unrestricted funds and is used for all regular expense during the year. The adequacy of this fund is reviewed by the PCC on an annual basis.

Restricted

It is the policy of the PCC to regularly review the purposes for which restricted funds are held and to ensure that appropriate action is taken to avoid any build-up of reserves for which there is no requirement in the foreseeable future.

RISK ASSESSMENT

Holy Trinity's risk assessment and management policy has again been reviewed during the year as have its insurances. The systems of financial control are considered adequate and any short term risks are taken into consideration in the preparation of the annual budget.

A safeguarding policy, which was reviewed during the year, is in place.

INVESTMENT POLICY

Short term funds are held on bank deposit accounts at the most advantageous interest rate available consistent with withdrawal terms. Longer term funds are held in the Church of England share account and deposit account.

DEPRECIATION POLICY

Building purchases are not depreciated, with their asset value remaining at the cost at time of purchase. Major building work is depreciated on a straight-line basis over 25 years. Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items with a purchase price of £10,000 or less are written off when the asset is acquired.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

FUNDRAISING ACTIVITIES

We do not employ a professional fundraiser and all fundraising is done through normal activities of staff and volunteers. Fundraising is predominately from member giving, and this is monitored regularly. Full details of individual giving is restricted to the Finance team, which does not include clergy or ministry team. We ask people to pledge regular giving in September and our Gift and Pledge Secretary will collect the information and forecast the giving for the year, and they will also do monthly reconciliations of the amounts received. The PCC has quarterly financial reports which includes monitoring the income/fundraising.

No complaints were received about the church's fundraising activities. We have fully complied with GDPR regulations, and our policy is available on the website for all to see. This will prevent unreasonable intrusion on a person's privacy. Holy Trinity Claygate has adopted the Church Of England "Promoting a Safer Church" Policy Statement, national policies and Practice Guidance approved by the House of Bishops.

Once a year, in September, we have a Vision Sunday, with follow up letter to all members seeking financial commitment to the year ahead. If required, in exceptional circumstances, we may need to ask members for more donations to fund a specific project or if the reserves were low. This would be done with the PCC's agreement to ensure there are no unreasonable persistent approaches for the purposes of obtaining donations from individuals and we are therefore comfortable that HTC does not place undue pressure on a person to give money or other property.

During 2024 the church made several grant applications. These were related to the operation of the youth drop-in centre, known as The Well, and also for the planned Way Maker churchyard project. These applications resulted in £2,500 being granted for The Well. In addition, there was a grant of £2,000 from Elmbridge Council towards churchyard maintenance. Further grant applications will be made in 2025.

During 2024, the church received legacies totalling just over £20,000. The PCC approved the use of £10,000 from legacy funds from previous years to be used to pay for half the cost of replacing the Ministry Centre windows.

PCC MEMBERSHIP

The PCC are all registered as trustees, as listed earlier. They are elected at the Annual Parochial Church Meeting and normally serve for 3 years, with an option for re-election for a further 3 years. The PCC is also attended by other clergy and sometimes by ministry leads, but these individuals are not registered as trustees and, as such, have no voting rights on the PCC.

FINANCIAL REVIEW

During the year, the church had total income of £969,043 (2023: £905,825), which comprises unrestricted income of £871,198 (2023: £838,772) and restricted income of £97,845 (2023: £67,053). Total expenditure amounted to £979,452 (2023: £936,651), comprising unrestricted expenditure of £880,259 (2023: £831,029) and restricted expenditure of £99,193 (2023: £105,622). After net gains on investments of £1,177 (2023: £4,422), which represent unrestricted funds, and a funds transfer of £19,750 from unrestricted to restricted funds, this resulted in negative net movements of £27,634 on the unrestricted funds (2023: £12,165) and net movements of £18,402 on the restricted funds (2023: negative £38,569).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

Total funds carried forward are £1,255,073 (2023: £1,264,305), split into unrestricted funds of £516,168 (2023: £543,802) and restricted funds of £738,905 (2023: £720,503).

Independent Examiner

Mr J Tyrrell was appointed Independent Examiner.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Patrick Bateman

.....
Revd Patrick Bateman

Trustee

Date: 8/4/25

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:

Patrick Bateman

.....
Revd Patrick Bateman
Trustee

Date: 8/4/25

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024**

Independent Examiner's Report to the Trustees of The Parochial Church Council of the Ecclesiastical Parish of Claygate ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2024.

Responsibilities and Basis of Report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:


Jeremy Tyrrell FCA

Dated:

08/04/25

RPG Crouch Chapman LLP
Chartered Accountants
40 Gracechurch Street
London
EC3V 0BT

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	694,459	97,845	792,304	707,158
Charitable activities	4	142,569	-	142,569	153,996
Investments	5	34,170	-	34,170	44,671
Total income		871,198	97,845	969,043	905,825
Expenditure on:					
Charitable activities	6	880,259	99,193	979,452	936,651
Total expenditure		880,259	99,193	979,452	936,651
Net expenditure before net gains on investments		(9,061)	(1,348)	(10,409)	(30,826)
Net gains on investments		1,177	-	1,177	4,422
Net expenditure		(7,884)	(1,348)	(9,232)	(26,404)
Transfers between funds	17	(19,750)	19,750	-	-
Net movement in funds		(27,634)	18,402	(9,232)	(26,404)
Reconciliation of funds:					
Total funds brought forward		543,802	720,503	1,264,305	1,290,709
Net movement in funds		(27,634)	18,402	(9,232)	(26,404)
Total funds carried forward		516,168	738,905	1,255,073	1,264,305

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 36 form part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**BALANCE SHEET
AS AT 31 DECEMBER 2024**

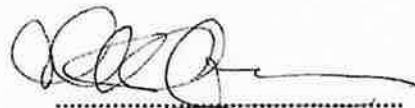
	Note	2024 £	2023 £
Fixed assets			
Tangible assets	10	1,066,498	1,077,905
Investments	11	52,604	51,427
		<hr/>	<hr/>
		1,119,102	1,129,332
Current assets			
Stocks	12	857	1,045
Debtors	13	11,745	15,054
Short term deposits	14	58,845	92,672
Cash at bank and in hand		100,495	63,961
		<hr/>	<hr/>
		171,942	172,732
Creditors: amounts falling due within one year	15	(35,971)	(37,759)
		<hr/>	<hr/>
Net current assets		135,971	134,973
Total assets less current liabilities		<hr/>	<hr/>
		1,255,073	1,264,305
Total net assets		<hr/> <hr/>	<hr/> <hr/>
		1,255,073	1,264,305
Charity funds			
Restricted funds	17	738,905	720,503
Unrestricted funds	17	516,168	543,802
		<hr/>	<hr/>
Total funds		1,255,073	1,264,305
		<hr/> <hr/>	<hr/> <hr/>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Vicki Schmidt
Treasurer

Date: 8/4/25



Mark Chapman
Trustee

The notes on pages 13 to 36 form part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2024**

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	15,681	(17,439)
	<hr/>	<hr/>
Cash flows from investing activities		
Dividends, interests and rents from investments	6,773	4,395
Purchase of tangible fixed assets	(19,747)	-
	<hr/>	<hr/>
Net cash (used in)/provided by Investing activities	(12,974)	4,395
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	2,707	(13,044)
Cash and cash equivalents at the beginning of the year	156,633	169,677
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	<u>159,340</u>	<u>156,633</u>

The notes on pages 13 to 36 form part of these financial statements

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1. General information

The entity is an unincorporated charity, charity number 1128476, registered with the Charity Commission in England & Wales. The contact address is Holy Trinity Church, Church Road, Claygate, Surrey, KT10 0JP, which is also its principal place of operation.

The principal activity of the charity remains the promotion of the Christian faith.

The financial statements have been prepared in GBP and all amounts are rounded to the nearest £.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Parochial Church Council of the Ecclesiastical Parish of Claygate meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Charity reported net outgoing resources for the year of £9,232 (2023: £26,404). Having sufficient reserves, the Trustees are of the opinion that the church has sufficient retained funds, both restricted and unrestricted, to ensure the going concern status of the church for the foreseeable future, this being at least the 12 months following the approval of the balance sheet.

2.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.3 Income (continued)

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. Accounting policies (continued)

2.6 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Consecrated land and buildings and movable church furnishings:

Consecrated and beneficial property is excluded from the accounts by S.10(2)(a) of the Charities Act 2011. No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Freehold property improvements	- Straight Line over 25 years
Fixtures and fittings	- Straight Line over 4 years

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

2. Accounting policies (continued)

2.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.13 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. Accounting policies (continued)

Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The trustees are of the opinion that there are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

3. Income from donations and legacies

	Un- restricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Donations	577,798	43,218	621,016
Legacies and Special Gifts	107,480	50,000	157,480
Grants	8,931	4,627	13,558
Other income	250	-	250
	<u>694,459</u>	<u>97,845</u>	<u>792,304</u>

	Un- restricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations	554,545	60,240	614,785
Legacies and Special Gifts	82,885	-	82,885
Grants	1,000	6,049	7,049
Other income	1,675	764	2,439
	<u>640,105</u>	<u>67,053</u>	<u>707,158</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

4. Income from charitable activities

	Un- restricted funds 2024 £	Total funds 2024 £
Church Activities	19,715	19,715
Jigsaw Pre-School	122,854	122,854
<u>Total 2024</u>	<u>142,569</u>	<u>142,569</u>
	Un- restricted funds 2023 £	Total funds 2023 £
Church Activities	21,594	21,594
Jigsaw Pre-School	132,402	132,402
<u>Total 2023</u>	<u>153,996</u>	<u>153,996</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

5. Investment income

	Un- restricted funds 2024 £	Total funds 2024 £
Letting of Church Property	27,397	27,397
Dividends & Interest	6,773	6,773
	<u>34,170</u>	<u>34,170</u>
	Un- restricted funds 2023 £	Total funds 2023 £
Letting of Church Property	40,276	40,276
Dividends & Interest	4,395	4,395
	<u>44,671</u>	<u>44,671</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

6. Analysis of expenditure on charitable activities

Summary by fund type

	Un- restricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Church Activities	758,039	99,193	857,232
Jigsaw Pre-School	122,220	-	122,220
	<u>880,259</u>	<u>99,193</u>	<u>979,452</u>

	Un- restricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Church Activities	719,757	105,622	825,379
Jigsaw Pre-School	111,272	-	111,272
	<u>831,029</u>	<u>105,622</u>	<u>936,651</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

7. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Total funds 2024 £
Church Activities	857,232	857,232
Jigsaw Pre-School	122,220	122,220
	<u>979,452</u>	<u>979,452</u>
	Activities undertaken directly 2023 £	Total funds 2023 £
Church Activities	825,379	825,379
Jigsaw Pre-School	111,272	111,272
	<u>936,651</u>	<u>936,651</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Church activities 2024 £	Jigsaw Pre- School 2024 £	Total funds 2024 £
Staff costs	317,475	117,545	435,020
Depreciation	31,154	-	31,154
Missionary & Charitable Giving	98,853	-	98,853
Diocesan Parish Share	170,244	-	170,244
Staff (other)	28,716	1,086	29,802
Staff Accommodation	6,393	-	6,393
Clergy & Leaders' Expenses	6,322	-	6,322
Ministry, Worship and Evangelism	32,149	-	32,149
Pastoral & Seniors	5,974	-	5,974
Children, Youth and Families	12,123	-	12,123
Church Complex - Utilities	35,656	-	35,656
Repairs, Maintenance & Upkeep of Church & PCC Property	52,649	-	52,649
Major Building Expenditure	23,129	-	23,129
Stationery & Photocopying	12,434	-	12,434
Coffee & Other Activities	8,641	-	8,641
Equipment	837	1,202	2,039
Telephone	3,959	-	3,959
IT including Website	3,203	-	3,203
Other	3,606	2,387	5,993
Independent Examination	3,016	-	3,016
Bookstall Purchases	699	-	699
	<u>857,232</u>	<u>122,220</u>	<u>979,452</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

7. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	Church activities 2023 £	Jigsaw Pre- School 2023 £	Total funds 2023 £
Staff costs	296,426	104,720	401,146
Depreciation	30,366	-	30,366
Missionary & Charitable Giving	82,043	-	82,043
Diocesan Parish Share	167,191	-	167,191
Staff (other)	13,119	2,608	15,727
Staff Accommodation	1,532	-	1,532
Clergy & Leaders' Expenses	4,755	-	4,755
Ministry, Worship and Evangelism	23,261	-	23,261
Pastoral & Seniors	43,020	-	43,020
Children, Youth and Families	19,727	-	19,727
Church Complex - Utilities	41,256	-	41,256
Repairs, Maintenance & Upkeep of Church & PCC Property	38,866	-	38,866
Major Building Expenditure	15,114	-	15,114
Stationery & Photocopying	19,804	-	19,804
Coffee & Other Activities	10,188	-	10,188
Equipment	1,258	554	1,812
Telephone	3,792	-	3,792
IT including Website	3,779	-	3,779
Other	3,544	3,390	6,934
Independent Examination	5,836	-	5,836
Bookstall Purchases	502	-	502
	<u>825,379</u>	<u>111,272</u>	<u>936,651</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

8. Staff costs

	2024 £	2023 £
Wages and salaries	395,383	365,153
Social security costs	24,438	22,413
Contribution to defined contribution pension schemes	15,199	13,580
	<u>435,020</u>	<u>401,146</u>

The average number of persons employed by the charity during the year was as follows:

	2024 No.	2023 No.
Church	14	14
Jigsaw	8	8
	<u>22</u>	<u>22</u>

No employee received remuneration amounting to more than £60,000 in either year.

There are no significant disclosure transactions in respect of PCC members, persons closely connected with them or any other related parties other than those disclosed in note 21.

Key management comprises the Vicar and the Associate Vicar, both of who are not on the PCC payroll (2023: re-charge to the Diocese of £13,119).

9. Trustees' remuneration and expenses

During the year, no Trustees received any direct remuneration or other benefits (2023 - £NIL). Additional disclosure is provided in Note 21.

During the year ended 31 December 2024, no Trustee expenses have been incurred (2023 - £NIL).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

10. Tangible fixed assets

	Freehold property £	Freehold Ministry Centre Additions £	Emmanuel Hall £	Fixtures and fittings £	Total £
<u>Cost or valuation</u>					
At 1 January 2024	766,490	406,054	89,676	42,661	1,304,881
Additions	-	19,747	-	-	19,747
At 31 December 2024	<u>766,490</u>	<u>425,801</u>	<u>89,676</u>	<u>42,661</u>	<u>1,324,628</u>
<u>Depreciation</u>					
At 1 January 2024	-	196,545	9,101	21,330	226,976
Charge for the year	-	16,903	3,586	10,665	31,154
At 31 December 2024	<u>-</u>	<u>213,448</u>	<u>12,687</u>	<u>31,995</u>	<u>258,130</u>
<u>Net book value</u>					
At 31 December 2024	<u>766,490</u>	<u>212,353</u>	<u>76,989</u>	<u>10,666</u>	<u>1,066,498</u>
At 31 December 2023	<u>766,490</u>	<u>209,509</u>	<u>80,575</u>	<u>21,331</u>	<u>1,077,905</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

11. Fixed asset investments

	Listed investments £
<u>Cost or valuation</u>	
At 1 January 2024	51,427
Revaluations	1,177
	<hr/>
At 31 December 2024	52,604
	<hr/> <hr/>
<u>Net book value</u>	
At 31 December 2024	52,604
	<hr/>
At 31 December 2023	51,427
	<hr/> <hr/>

General Funds

2,275 shares in the Investment Fund of the Central Board of Finance of the Church of England
- historical cost at 31 December 2024: £2,500 (2023: £2,500)

12. Stocks

	2024 £	2023 £
Books on bookstall	857	1,045
	<hr/>	<hr/>

13. Debtors

	2024 £	2023 £
<u>Due within one year</u>		
Trade debtors	3,155	5,255
Tax recoverable	8,590	9,799
	<hr/>	<hr/>
	11,745	15,054
	<hr/> <hr/>	<hr/> <hr/>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

14. Current asset investments

	2024	2023
	£	£
Short term deposits	58,845	92,672
	<u>58,845</u>	<u>92,672</u>

15. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	5,176	7,787
Other creditors	9,528	13,736
Accruals and deferred income	21,267	16,236
	<u>35,971</u>	<u>37,759</u>

16. Financial instruments

	2024	2023
	£	£
<u>Financial assets</u>		
Financial assets measured at fair value through income and expenditure	52,604	51,427
	<u>52,604</u>	<u>51,427</u>

Financial assets measured at fair value through income and expenditure comprise fixed asset investments.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

17. Statement of funds

Statement of funds - current year

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2024 £
<u>Unrestricted funds</u>						
<u>Designated funds</u>						
Cash						
Contingency Fund	50,000	-	-	5,000	-	55,000
Denman Drive - Staff Accommodation Fund	357,640	-	-	-	-	357,640
Equipment Fund	21,331	-	(10,665)	-	-	10,666
Building Maintenance Fund	20,880	-	-	-	-	20,880
Legacies Fund	40,385	20,037	-	(10,000)	-	50,422
	<u>490,236</u>	<u>20,037</u>	<u>(10,665)</u>	<u>(5,000)</u>	<u>-</u>	<u>494,608</u>
	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2024 £
<u>General funds</u>						
Jigsaw	5,000	-	-	(5,000)	-	-
Unrestricted	48,566	851,161	(869,594)	(9,750)	1,177	21,560
	<u>53,566</u>	<u>851,161</u>	<u>(869,594)</u>	<u>(14,750)</u>	<u>1,177</u>	<u>21,560</u>
<u>Total Unrestricted funds</u>	<u>543,802</u>	<u>871,198</u>	<u>(880,259)</u>	<u>(19,750)</u>	<u>1,177</u>	<u>516,168</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

17. Statement of funds (continued)

	Balance at 1 January 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2024 £
Restricted funds						
Church House	408,849	-	-	-	-	408,849
Ministry Centre	209,509	-	(16,904)	19,750	-	212,355
The Well	-	2,531	(2,531)	-	-	-
Ministry Training Grant	-	-	-	-	-	-
Discipleship Year Students	14,529	-	(9,568)	-	-	4,961
Agency appeals	-	41,015	(41,015)	-	-	-
Seniors	-	6,523	(1,523)	-	-	5,000
Children and families	-	125	(125)	-	-	-
Youth (Not The Well)	-	100	(100)	-	-	-
Churchyard	-	2,097	(2,097)	-	-	-
National Seniors Ministry	-	46	(16)	-	-	30
Emmanuel Hall	80,575	-	(3,587)	-	-	76,988
Creation Care	4,111	-	(4,111)	-	-	-
Way Maker	2,930	45,408	(17,616)	-	-	30,722
	<u>720,503</u>	<u>97,845</u>	<u>(99,193)</u>	<u>19,750</u>	<u>-</u>	<u>738,905</u>
Total of funds	<u><u>1,264,305</u></u>	<u><u>969,043</u></u>	<u><u>(979,452)</u></u>	<u><u>-</u></u>	<u><u>1,177</u></u>	<u><u>1,255,073</u></u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

17. Statement of funds (continued)

	Balance at 1 January 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2023 £
<u>Restricted funds</u>						
Church House	408,849	-	-	-	-	408,849
Ministry Centre	225,621	-	(16,114)	-	-	209,507
The Well	1,977	5,000	(6,977)	-	-	-
Ministry Training Grant	197	-	(197)	-	-	-
Discipleship Year Students	20,000	-	(5,471)	-	-	14,529
Agency appeals	-	22,849	(22,849)	-	-	-
Seniors	-	300	(300)	-	-	-
Children and families	-	-	-	-	-	-
Youth (Not The Well)	-	50	(50)	-	-	-
Churchyard	-	1,049	(1,049)	-	-	-
National Seniors Ministry	8,266	34,873	(43,139)	-	-	-
Emmanuel Hall	84,162	-	(3,587)	-	-	80,575
Creation Care	10,000	-	(5,889)	-	-	4,111
Way Maker	-	2,932	-	-	-	2,932
	<u>759,072</u>	<u>67,053</u>	<u>(105,622)</u>	<u>-</u>	<u>-</u>	<u>720,503</u>
<u>Total of funds</u>	<u>1,290,709</u>	<u>905,825</u>	<u>(936,651)</u>	<u>-</u>	<u>4,422</u>	<u>1,264,305</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

17. Statement of funds (continued)

The unrestricted funds comprise the following funds:

General Fund

This fund is the primary unrestricted fund and is used to cover all operational costs apart from those specifically assigned to one of the designated or restricted funds.

Cash Contingency Reserve

This fund is designated for use only in the event of a sudden and serious shortfall in income, that cannot be met in any other way. The value of this fund is currently set at £50,000.

Denman Drive - Staff Accommodation

This fund represents the money used to purchase a freehold property in Denman Drive, Claygate for use by one of the staff team. The fund has not been revalued to reflect current market value of the property as it is not intended to be sold in the foreseeable future.

Equipment Fund

This fund represents the balance and depreciation on various items of capitalised equipment on the fixed asset register. There were no new items in 2023. Two items from previous years – Chairs for the main church and a projection system. This fund is being depreciated over 4 years.

Legacies Fund

This fund represents any legacies and significant Special Gifts that the church has received. The intention is to use these funds for projects or special activities or for staffing requirements. In 2023, two legacies were received (totalling £40,385) and the fund was used to cover partial funding for staff in the Seniors ministry team, to enable the expansion of our Connections Ministry and to free some time for our Seniors Minister to work on national initiatives. Some of this fund has yet to be allocated.

Jigsaw

This fund is like the main cash contingency fund but is designated for Jigsaw, the church's pre-school setting. The value of this fund is currently set at £5,000.

Building Maintenance Fund

This fund has been designated to cover any unplanned but essential building maintenance expense. Use of this fund requires approval by the Standing Committee and review by the PCC. In 2023, this fund was used to cover some refurbishment work at the staff accommodation property at Denman Drive on the departure of the occupant.

The restricted funds comprise the following funds:

Church House

This fund represents the money used to purchase the old Vicarage in 1999, when the Diocese built a new vicarage in the grounds of the old one. The fund has not been revalued to reflect current market value of the property as it is not intended to be sold in the foreseeable future.

Ministry Centre

This fund represents the cost of converting Church House for use as staff offices (upstairs) and meeting rooms (downstairs), with a foyer, kitchenette, and toilet facilities. Previously the upstairs area was used for staff accommodation. This fund is being depreciated over 25 years.

Emmanuel Hall

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

17. Statement of funds (continued)

The fund represents the cost of a project to refurbish Emmanuel Hall. This property was a former Free Evangelical Church which was closed a few years ago. Initially the FIEC, who owned the property allowed the church to use it for a peppercorn rent. In 2018, they handed the property over to the church at no cost, apart from the legal fees. The hall is used primarily for youth activities, but also for other church groups. This fund will be depreciated over 25 years.

Agency Appeals

This fund represents the money raised by the church for third party charitable organisations, primarily at the festival services at Easter, Harvest and Christmas. All money received is passed on, so the balance will always revert to zero.

Discipleship Year Students

This fund is used to provide opportunities for young adults to gain experience in serving within the local church. It can also include attendance of external training courses where appropriate. In 2023, this fund was used to cover an individual working as an assistant in the worship group and children's ministry.

Creation Care and Way Maker

These funds are designated for use in a new initiative aiming to make greater use of our churchyard by opening it up to the local community. The Creation Care fund is linked to a specific restricted donation by a church member of £10k and the Way Maker fund contains money received as part of a wider appeal. The money spent in 2023 has covered the initial design work for this project.

National Seniors Ministry

The fund was established to cover the development of a national seniors ministry and the launch of the Hymns We Love initiative. During 2023 a separate charity was established, the Silver Hope Trust, as the ongoing funding entity for this work. All the residual money in the HTC fund was transferred across to the trust towards the end of 2023.

Restricted Funds for Ministry Areas

There are several individual funds to hold income that is restricted for use in a specific area of church ministry or operation. This income may be the result of grants from third party funding organisations or restricted donations from individual church members. Funds have been established for the following areas:

- Churchyard
- Children & Families
- Seniors (Primarily in support of the Connections mid-week group)
- Youth – The Well (A community drop-in activity run by the church)
- Youth – Other (Not The Well)

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

18. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Un- restricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	368,306	698,192	1,066,498
Fixed asset investments	52,604	-	52,604
Current assets	126,488	45,454	171,942
Creditors due within one year	(31,230)	(4,741)	(35,971)
<u>Total</u>	<u>516,168</u>	<u>738,905</u>	<u>1,255,073</u>

Analysis of net assets between funds - prior period

	Un- restricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	378,972	698,933	1,077,905
Fixed asset investments	51,427	-	51,427
Current assets	144,627	28,105	172,732
Creditors due within one year	(31,224)	(6,535)	(37,759)
<u>Total</u>	<u>543,802</u>	<u>720,503</u>	<u>1,264,305</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net expenditure for the period (as per Statement of Financial Activities)	(9,232)	(26,404)
<u>Adjustments for:</u>		
Depreciation charges	31,154	30,366
Gains on investments	(1,177)	(4,422)
Dividends, interests and rents from investments	(6,773)	(4,395)
Decrease in stocks	188	187
Decrease/(increase) in debtors	3,309	(1,255)
Decrease in creditors	(1,788)	(11,516)
<u>Net cash provided by/(used in) operating activities</u>	<u>15,681</u>	<u>(17,439)</u>

20. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	100,495	63,961
Notice deposits (less than 3 months)	58,845	92,672
<u>Total cash and cash equivalents</u>	<u>159,340</u>	<u>156,633</u>

	At 1 January 2024 £	Cash flows £	At 31 December 2024 £
Cash at bank and in hand	63,961	36,534	100,495
Liquid investments	92,672	(33,827)	58,845

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CLAYGATE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

21. Related party transactions

During the year, the total donations made by trustees amounted to £90,628 (2023: £64,894).

During the year, the charity employed the following individuals who are related to trustees:

A Rugg (wife of R Rugg), Children and Families Minister: salary of £22,635 (2023: £32,583)

J Howells (daughter in law of B Howells), Pastoral Care and Senior Administrator: salary of £3,009 (2023: £3,639)

M Aylmer-Hall (daughter of R Aylmer-Hall), Ministry Assistant: salary of £9,401 (2023: £5,372)

Holy Trinity Church_Schedule of Works

LDC Ref: 10609F804

Date: 22.01.25

HTC 2207_doc_002: Schedule of Works						
Date Submitted:	13.12.2024					
Date Filled Out:	21.01.25					
Contractor:	LDC Ltd					
The following schedule of works identify the main elements of work. The prices inserted shall include for all work as detailed in the Contract Schedule. The individual prices for the elements of work shall be used to assist with the valuation of variations and assessment of progress payments. Any reference to clauses relates to the Scope of works.						
Item	Description	Quant	Unit	Rate	Total	
1.0 PRELIMINARIES						
1.1	Allow for protecting all services during the works, and making good any damage caused by the works.		1.0 item			Inclusive
1.2	Allow for making good any existing features disturbed during the works.		1.0 item	£500.00	£500.00	
1.3	Allow for church access for burials and internments visitors to access the newer graves (refer to 2270_Appendix 3 Guidelines for working in the churchyard		1.0 item			Inclusive
1.4	Ensure that vehicular access to the church is maintained at all times.		1.0 item			Inclusive
1.5	Allow for lifting existing manhole drainage covers, services covers, gullies, etc., adjusting frame to new levels and refixing upon completion.		each	£225.00		Quantity TBC
1.6	Allow for RAMS		1.0 item	£350.00	£350.00	
1.7	Allow for weekly meetings with designer on site.		1.0 item			Inclusive
1.8	Allow for appropriate insurances		1.0 item			Inclusive
1.9	Allow for appropriate site security		1.0 item			Ref 1.9A
1.9a	Preliminaries 10609F802		1.0 item		£8,840.00	
1.1	SUB TOTAL FOR PRELIMINARIES (CARRIED TO COLLECTION)				£9,690.00	
2.0 SITE BOUNDARY HEDGING & TREES and MOWN PATHS (Refer 110/111/310/311)						
Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.						
2.1 Boundary Clearance	2.1.1	Churchyard boundary clearance for all boundary planting as per clause 2.5.	1.0 item	£6,500.00	£6,500.00	Provisional sum
2.2 Bed Preparation	2.1.1	Bed Prep for native hedging. Refer 4.1.4 (30.50 m2)	61.0 lin m		£312.02	
	2.2.2	Bed Prep for all yew boundary planting. Refer 4.1.4 (23 m2)	23.0 lin m		£235.29	
	2.2.3	Bed Prep for the birch boundary planting. Refer 4.1.4 (30 m2)	30.0 lin m		£306.90	
	2.2.3	Bed Prep for fruit trees. Refer 4.1.4 (5 m2)	5.0 item		£51.15	
2.3 Boundary Planting	2.3.1	Supply and install of mixed native whips @300mm centres. Refer dwg LP_110 and clause 4.4.2	209.0 nr	£2.89	£604.01	
	2.3.2	Supply and install yew hedge along boundary with the recreation ground garden supplied at 60-80 cm high good bushy 500mm centres. Refer 4.4.2	1.0 item		£587.16	
	2.3.3	Supply and install yew hedge along boundary with village hall. Supplied at 60-80 cm high good bushy 500mm centres. Refer 4.4.2				Included above 2.3.2
2.4 Tree Planting	2.4.1	Supply and plant Betula jacqumontii standards @12-14 girth along boundary with Village hall. Refer 4.3. Refer dwg 307 for tree specification	7.0 item	£281.90	£1,973.30	
	2.4.2	Supply and plant Fruit Trees. 2 yr old fruit trees Blackmoors. Refer 4.3. Refer dwg 307 for tree specification	5.0 item	£49.70	£248.50	

2.5 Mown Paths	2.5.1	Mown paths throughout the churchyard as per dwgs 110/111 -600mm wide. Fill in holes reusing on site soil mixed with sharp sand.50:50 leave to colonise with native plants. Assume mowing done by others. Refer 4.2.2. (Allow 3.50m3) NB do not include price for mown areas of peace pockets as priced separately. (54.60m2)	91.0	lin m	£5.45	£495.95	
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£11,314.28	
	3.0	RESIN BOUND PAVING (Site wide) (Refer dwg 110/111)					
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.					
3.1.1 Resin bound on existing tarmac	3.1.1	Prepare existing tarmac. Allow for 25% of the existing tarmac to be grubbed out where tying into existing levels may be required. Refer clause 3.1.1	194.0	m2	£19.00	£3,686.00	Provisional sum
	3.1.2	Allow for lifting existing manhole drainage covers, services covers, gullies, etc., adjusting frame to new levels and refixing upon completion.	3.0	item	£225.00	£675.00	Using existing cover/frames. Is there only 3nr?
	3.1.3	Lay Resin bound paving on existing paving as per manufacturers recommendation. Refer clause 3.1.1	194.0	m2	£70.28	£13,634.32	
3.2 No dig resin paving to: Wildlife Garden Remembrance Garden	3.2.1	Prepare soil/ground for resin in Wildlife Garden Excavate and level existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2a for method.	46.0	m2	£21.90	£1,007.40	
	3.2.2	Prepare soil/ground for resin in Remembrance Garden. Excavate and level existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2a for method.	19.0	m2	£21.90	£416.10	
	3.2.3	Lay no dig resin paving for Wildlife garden. Including all sub-base and build up. For new path to recreation ground. Refer 3.1.2a	46.0	m2	£70.28	£3,232.88	
	3.2.4	Lay no dig resin paving for Remembrance Garden. Including all sub-base and build up. For new path at back of remembrance garden in Oak tree protection area. Refer 3.1.2a	19.0	m2	£70.28	£1,335.32	
3.3 Dig solution resin paving to: War Memorial Garden Welcome Garden Accessible Peace Pocket	3.3.1	Prepare soil/ground for resin in War Memorial Garden Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2b for method.	40.0	m2	£26.63	£1,065.20	
	3.3.2	Prepare soil/ground for resin in Welcome Garden Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation.	21.0	m2	£26.63	£559.23	
	3.3.3	Prepare soil/ground for resin in Accessible Peace Pocket. Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2b for method.	10.0	m2	£26.63	£266.30	
	3.3.4	Lay dug solution resin paving in War Memorial Garden. Including all sub-base and build up. For new path to war memorial plus extra around war memorial to match existing levels. Refer 3.1.2b	40.0	m2	£70.28	£2,811.20	
	3.3.5	Lay dug solution resin paving in Welcome Garden. Including all sub-base and build up. For additional area for welcome garden to match existing tarmac heights. Refer 3.1.2b	21.0	m2	£70.28	£1,475.88	
	3.3.6	Lay dug solution resin paving in Accessible Peace Pocket. Including all sub-base and build up. For new resin area for accessible peace pocket plus small area leading to Remembrance garden.	10.0	m2	£70.28	£702.80	
3.4 Edging	3.4.1	Supply and install metal edging for all resin bound. Refer 3.2.1. NB Edging for lawn in war memorial garden are also included here.	435.0	lin m	£30.38	£13,215.30	
	3.4.2	Grass Edge. Create smooth soil level for on both edges of mown edge to all the resin paths, seed with species rich seed to form mown paths along either side of the path. NB Length shown is approx. path length. Provide cost for both sides.	200.0	lin m	£14.62	£2,924.00	Assume both sides of 200lm = 400lm
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£47,006.93	

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4.0 WILDLIFE GARDEN (Refer dwg 102/110/302)						
Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.						
4.1 Clearance	4.1.1	Clearance of turf for all areas of planting beds. Save topsoil for reuse. Refer clause 2.0.	86.0 m2	£6.39	£549.54	
	4.1.2	Clearance of existing scrub from recreation ground boundary. Refer clause 2.0.	1.0 item			Included 2.1.1
4.2 Groundworks	4.2.1	Dig out for shallow pond and save topsoil for reuse and dispose of waste sub soil. Refer 3.4.15.	1.0 item	£450.00	£450.00	
	4.1.2	Excavate existing soft landscaping for bases for bug hotel. Refer 3.4.14	6.0 item			Included 4.4.1
	4.1.3	Excavate existing soft landscaping to make 400mm holes for waymaker posts. Refer 3.4.13	8.0 item			Included 4.4.2
4.3 Paving, Edging and Fences	4.3.1	Supply and install bark path along boundary and utility area. Allow for timber edge. Each side 58lm Refer 3.1.5.	29.0 m2	£63.83	£1,851.07	
	4.3.2	Supply and install knee rail hoops. Refer 3.3.1	69.0 lin m	£21.26	£1,466.94	
	4.3.3	Supply and install 5ft high chestnut hurdle fencing and gates around compost area 10lm of hurdle and double gates 5ft high. Refer 3.3.2. (Driven posts)	11.0 lin m	£217.84	£2,396.24	
	4.3.4	Supply and install double gates 5ft high. Refer 3.3.4.	1.0 item	£1,441.50	£1,441.50	Assume PC includes gate posts?
	4.3.5	Supply and install security gate. Refer 3.3.3.	1.0 item	£1,143.90	£1,143.90	
4.4 Features	4.4.1	Supply and install bug hotel bases. 400x400 sandstone bases on suitable foundation with metal posts for bug hotels. Refer 3.4.14	6.0 item	£323.00	£1,938.00	
	4.4.2	Install only, waymaker posts. Refer 3.4.13	8.0 item	£75.00	£600.00	
	4.4.3	Assist sculptor to install bug hotels on bases.	6.0 item			Inclusive
	4.4.4	Install pond. Shallow pond 30cm deep. Refer 3.4.15	1.0 item	£868.00	£868.00	
	4.4.5	Supply and install log piles using wood retained from the tree surgery. Refer 3.4.16.	3.0 item	£113.00	£339.00	
4.5 Planting	4.5.1	Bed prep B for planting areas. Refer 4.1.2.	80.0 m2	£16.31	£1,304.80	Based on cultivating existing soil and incorporating 4m3 1.3 mix sand/compost.
	4.5.2	Supply and install plants. Refer 4.4.1. Use dwg 302 for plant specification.	1.0 item		£887.07	
	4.5.3	Supply and install trees. Refer 4.3. Use dwg 302 for plant specification.	1.0 item		£2,097.20	
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)			£17,333.26	
5.0 WELCOME GARDEN (Refer dwg 103/110/303)						
Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.						
5.1 Clearance	5.1.1	Clearance of turf for planting beds and hard landscaping. Save topsoil for reuse. Refer clause 2.0.	22.0 m2	£6.39	£140.58	
	5.1.2	Clear all plants from both existing bed near the church.	15.0 m2	£9.17	£137.55	
5.2 Groundworks	5.2.1	Excavate existing lawn to suitable depth for new planting area. Refer 2.4.	22.0 m2	£22.50	£495.00	
	5.2.2	Excavate existing hard landscaping to suitable depth for new planting area. Refer 2.4.	1.0 m2	£30.00	£30.00	
5.3 Paving, Edging and Fences	5.3.1	Existing concrete slab paving. Lift and re-lay slabs to suit new levels. Refer 3.1.7.	5.0 m2	£130.00	£650.00	Quantity TBC. Incl for 100mm type 1 & geotextile. Assume 5m2
5.4 Features	5.4.1	Supply and install square 600x600mm timber planters. Include securing to ground with metal bracket. Include adding drainage layer and John Innes no 2 compost. Refer 3.4.2	5.0 item	£296.00	£1,480.00	
	5.4.2	Supply and install rectangular 900x600mm timber planters. Include securing to ground with metal bracket. Refer 3.4.3. Include adding drainage layer and John Innes no 2 compost. Refer 4.1.5	1.0 item	£466.00	£466.00	
	5.4.3	Supply and install bespoke angular timber planters. Include securing to ground with metal bracket. Include adding drainage layer and John Innes no 2 compost. Refer 3.4.4	2.0 item	£600.00	£1,200.00	

	5.4.4	Supply and install 3 seater bench. Include securing to ground with metal bracket. Refer 3.4.6	2.0	item	£760.00	£1,520.00	
	5.4.4	Supply and install 2 seater bench. Include securing to ground with metal bracket. Refer 3.4.5	2.0	item	£703.00	£1,406.00	
5.5 Planting	5.5.1	Bed prep A new and existing planting areas. Refer 4.1.1.	18.0	m2	£17.73	£319.14	Relay site won topsoil 300mm depth, cultivate & incorporate compost 4.1 (soil/compost).
	5.5.2	Supply and install plants. Refer 4.4.1. Use dwg 303 for plant specification.	1.0	item		£633.56	
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£8,477.83	
	6.0	REMEMBRANCE GARDEN (Refer dwg 401440/200) Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.					
6.1 Clearance	6.1.1	Clearance of turf for planting beds and hard landscaping. Save topsoil for reuse. Refer clause 2.0	44.0	m2	£6.39	£281.16	
	6.1.1	Cut back existing yew hedge to make gap in hedge. Refer clause 2.0.	1.0	item	£50.00	£50.00	
6.2 Groundworks	6.2.1	Excavate landscaping to suitable depth for sandstone bench bases. Refer 2.4. 200mm depth	9.0	m2	£25.00	£225.00	
	6.2.2	Excavate existing grass to suitable depth for new planting area and hedge. Refer 2.4. 300mm depth	40.0	m2	£22.50	£900.00	
6.3 Paving, Edging and Fences	6.3.1	Supply and install sandstone paving bench bases 4x slabs. Refer 3.1.4. 2.16m2 each	2.0	item	£345.60	£691.20	
	6.3.2	Supply and install sandstone paving bench bases 5x slabs. Refer 3.1.4. 2.70m2 each	2.0	item	£432.00	£864.00	
	6.3.3	Lay base and temporary concrete paving ready for new plaque paving. Refer 3.1.3	30.4	m2	£149.60	£4,547.84	Provisional sum - Exact specification TBA. Assume 75mm depth concrete on 100mm type 1 + paving. Includes excavation 300mm depth.
	6.3.3	Lift and relay existing plaques with proper sub-base and mortar base. Refer 3.1.8	4.3	m2	£130.00	£559.00	Provisional sum - Exact specification TBA. Assume 75mm depth concrete on 100mm type 1 + paving. Includes excavation 300mm depth.
6.4 Features	6.4.1	Supply and install sculpture of remembrance base only. Refer 3.4.11.	1.0	item	£750.00	£750.00	Provisional sum - Full details required.
	6.4.2	Relocate plaque. Refer 3.4.12.	1.0	item	£500.00	£500.00	
	6.4.3	Supply and install 4 seater bench on 4x slab base. Include securing to ground with metal bracket. Refer 3.4.8. NB do not include price for	2.0	item	£933.00	£1,866.00	
	6.4.4	Supply and install 4 seater bench on 5x slab base. Include securing to ground with metal bracket. Refer 3.4.9. NB do not include price for	2.0	item	£933.00	£1,866.00	
6.5 Planting	6.5.1	Bed prep C for planting areas. Refer 4.1.3.	12.0	m2	£17.73	£212.76	Relay site won topsoil 300mm depth, cultivate & incorporate compost 4.1 (soil/compost).
	6.5.2	Bed prep C for hedging. Refer 4.1.3.	21.5	m2	£17.73	£380.31	Relay site won topsoil 300mm depth, cultivate & incorporate compost 4.1 (soil/compost).

	6.5.3	Supply and install plants. Refer 4.4.1. Use dwg 304 for plant specification.	1.0 item		£803.21	
	6.5.4	Supply and install yew hedging. 2L pots 40cm high @40cm centres. Refer 4.3. Use dwg 304 for plant specification.				Included above 6.5.3
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)			£14,496.48	
	7.0	ACCESSIBLE PEACE POCKET (Refer dwg 105/111/305)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
7.1 Clearance	7.1.1	Clearance of turf for planting beds. Save topsoil for reuse. Refer clause 2.0.	3.0 m2	£8.00	£24.00	
7.2 Groundworks	7.2.1	Excavate existing tarmac to suitable depth for new planting area. Refer 2.4. 300mm depth	1.7 m2	£37.50	£63.75	
	7.2.2	Excavate existing soft landscaping to suitable depth for new planting area. Refer 2.4. 300mm depth	3.0 m2	£28.00	£84.00	
7.3 Paving, Edging and Fences	7.3.1	<i>NB Edging for path and lawn are priced for in resin path section</i>				
7.4 Features	7.4.1	Accessible bench assist in delivery and installation of bespoke accessible bench made by	1.0 item	£350.00	£350.00	1 man day - provisional sum
7.5 Planting	7.5.1	Bed prep C for planting areas. Refer 4.1.3. 300mm depth	4.7 m2	£22.00	£103.40	
	7.5.2	Supply and install plants. Refer 4.4.1. Use dwg 305 for plant specification.	1.0 item	£54.39	£54.39	
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)			£679.54	
	8.0	WAR MEMORIAL GARDEN (Refer dwg 106/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
8.1 Clearance	8.1.1	Clearance of turf for planting beds and proposed lawn. Save topsoil for reuse. Refer clause 2.0.	33.0 m2	£6.39	£210.87	
	8.1.2	Cut back existing yew hedge to make gap in hedger path. Refer clause 2.0.	1.0 item	£50.00	£50.00	
	8.1.3	Remove existing curved yew hedge at the back. Refer clause 2.0.	1.0 item			Included 2.1.1
8.2 Groundworks	8.2.1	Excavate existing grass to suitable depth for new lawn area. Refer 2.4. 150mm depth	13.0 m2	£15.00	£195.00	
	8.2.2	Excavate existing grass to suitable depth for new planting area. Refer 2.4. 300mm depth	13.0 m2	£22.50	£292.50	
8.3 Paving, Edging and Fences	8.3.1	NA				
8.4 Features	8.4.4	Supply and install 4 seater bench. Include securing to ground with metal bracket. Refer 3.4.10.	1.0 item	£933.00	£933.00	
8.5 Planting	8.5.1	Bed prep A for planting areas. Refer 4.1.1.	23.0 m2	£17.73	£407.79	Relay site won topsoil 300mm depth. Cultivate and incorporate compost 4.1 (soil/compost)
	8.5.2	Bed prep A for hedging. Refer 4.1.1.	9.0 m2	£17.73	£159.57	Relay site won topsoil 300mm depth. Cultivate and incorporate compost 4.1 (soil/compost)
	8.5.3	Supply and install plants. Refer 4.4.1. Use dwg 306 for plant specification.	1.0 item		£700.37	
	8.5.4	Supply and install yew hedging. 2L pots 40cm high @40cm centres. Refer 4.3. Use dwg 306 for plant specification.				Included above 8.5.3
	8.5.5	Proposed lawn. Lay good quality turf and top soil as per 4.2.1.	10.0 m2	£18.75	£187.50	
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)			£3,136.60	

	9.0 MOWN PEACE POCKETS (Refer 107/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.			
9.1 Clearance	9.1.1 Clearance of turf for sandstone bench bases. Save topsoil for reuse. Refer clause 2.0.	5.0 m2	£8.00	£40.00	
9.2 Groundworks	9.2.1 Excavate existing soft landscaping to suitable depth for sandstone bench bases. Refer 2.4. 200mm depth	5.0 m2	£25.00	£125.00	
9.3 Paving, Edging and Fences	9.3.1 Supply and install sandstone paving bench bases 3x slabs. Refer 3.1.4. 1.62m2 each	3.0 item	£260.00	£780.00	
9.4 Features	9.4.4 Supply and install 2 seater bench. Include securing to ground with metal bracket. Refer 3.4.7	3.0 item	£703.00	£2,109.00	
9.5 Planting	9.5.1 Mown grass to create mown areas as shown on plan, fill in holes in mown areas, reusing on site soil mixed with sharp sand.50:50 leave to colonise with native plants. NB do not include price for mown paths leading to pockets as they are priced	19.0 m2	£9.10	£172.90	
	SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)			£3,226.90	
	10.0 PERIPHERALS				
	10.1 Notice Boards supply and install (include provisional sum for supply = £2,000)	1.0 Item	£2,000.00	£2,000.00	
	10.2 Waste Bins lay suitable sandstone bases supply and install (include provisional sum for supply = £1,000)	1.0 Item	£1,000.00	£1,000.00	
	SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)			£3,000.00	
TOTALS	1.0 PRELIMINARIES			£ 9,690.00	
	2.0 SITE BOUNDARY HEDGING & TREES and MOWN PATHS (Refer 110/111/310/311)			£ 11,314.28	
	3.0 RESIN BOUND PAVING (Site wide) (Refer dwg 110/111)			£ 47,006.93	
	4.0 WILDLIFE GARDEN (Refer dwg 102/110/302)			£ 17,333.26	
	5.0 WELCOME GARDEN (Refer dwg 103/110/303)			£ 8,477.83	
	6.0 REMEMBRANCE GARDEN (Refer dwg 104/110/304)			£ 14,496.48	
	7.0 ACCESSIBLE PEACE POCKET (Refer dwg 105/111/305)			£ 679.54	
	8.0 WAR MEMORIAL GARDEN (Refer dwg 106/111)			£ 3,136.60	
	9.0 MOWN PEACE POCKETS (Refer 107/111)			£ 3,226.90	
	10.0 PERIPHERALS			£ 3,000.00	
	Contractor's Allowances:				
	This schedule is intended to include for all allowances necessary for the proper carrying out of the works as specifically detailed within and/or otherwise implied by the tender documentation. The tenderer shall insert here allowance(s) for any other item(s) that he may see as being necessary for the proper execution of the works and include description(s) thereof below.				
	Description:.....				
				
				
				
				
	TOTAL TO SUMMARY	£	118,361.82		
	CONTINGENCIES @ 10%	£	11,836.18		
	TOTAL CARRIED TO FORM OF TENDER	£	130,198.00		
	Prepared by DFAS				

Holy Trinity Church_Schedule of Works

HTC 2207_doc_002: Schedule of Works					
Date Submitted:	13.12.2024				
Date Filled Out:					
Contractor:					
	The following schedule of works identify the main elements of work. The prices inserted shall include for all work as detailed in the Contract Schedule. The individual prices for the elements of work shall be used to assist with the valuation of variations and assessment of progress payments. Any reference to clauses relates to the Scope of works.				
Item	Description	Quant	Unit	Rate	Total
1.0	PRELIMINARIES				
1.1	Allow for protecting all services during the works, and making good any damage caused by the works.	1.0	item		£1,000.00
1.2	Allow for making good any existing features disturbed during the works.	1.0	item		£1,000.00
1.3	Allow for church access for burials and interments visitors to access the newer graves (refer to 2270_Appendix 3 Guidelines for working in the churchyard	1.0	item		£1,000.00
1.4	Ensure that vehicular access to the church is maintained at all times.	1.0	item		£0.00
1.5	Allow for lifting existing manhole drainage covers, services covers, gullies, etc., adjusting frame to new levels and refixing upon completion. ITEM ALSO SHOWN 3.1.2	1.0	item		£0.00
1.6	Allow for RAMS	1.0	item		£0.00
1.7	Allow for weekly meetings with designer on site.	1.0	item		£300.00
1.8	Allow for appropriate insurances	1.0	item		£0.00
1.9	Allow for appropriate site security	1.0	item		£1,200.00
1.1	SUB TOTAL FOR PRELIMINARIES (CARRIED TO COLLECTION)				£4,500.00
2.0	SITE BOUNDARY HEDGING & TREES and MOWN PATHS (Refer 110/111/310/311)				
	Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
2.1 Boundary Clearance	2.1.1	Churchyard boundary clearance for all boundary planting as per clause 2.5.	1.0	item	£3,850.00
2.2 Bed Preparation	2.1.1	Bed Prep for native hedging. Refer 4.1.4	61.0	lin m	£21.00 £1,281.00
	2.2.2	Bed Prep for all yew boundary planting. Refer 4.1.4	23.0	lin m	£50.00 £1,150.00
	2.2.3	Bed Prep for the birch boundary planting. Refer 4.1.4	30.0	lin m	£32.00 £960.00
	2.2.3	Bed Prep for fruit trees. Refer 4.1.4	5.0	item	£33.00 £165.00
2.3 Boundary Planting	2.3.1	Supply and install of mixed native whips @300mm centres. Refer dwg LP_110 and clause 4.4.2	61.0	lin m	£18.00 £1,098.00
	2.3.2	Supply and install yew hedge along boundary with the recreation ground garden supplied at 60-80 cm high good bushy 500mm centres. Refer 4.4.2	13.0	lin m	£72.00 £936.00
	2.3.3	Supply and install yew hedge along boundary with village hall. Supplied at 60-80 cm high good bushy 500mm centres. Refer 4.4.2	10.0	lin m	£76.00 £760.00
2.4 Tree Planting	2.4.1	Supply and plant Betula jacquemontii standards @12-14 girth along boundary with Village hall. Refer 4.3. Refer dwg 307 for tree specification	7.0	item	£400.00 £2,800.00
	2.4.2	Supply and plant Fruit Trees. 2 yr old fruit trees Blackmoors. Refer 4.3. Refer dwg 307 for tree specification	5.0	item	£56.00 £280.00

2.5 Mown Paths	2.5.1	Mown paths throughout the churchyard as per dwgs 110/111 -600mm wide. Fill in holes reusing on site soil mixed with sharp sand.50:50 leave to colonise with native plants. Assume mowing done by others. Refer 4.2.2. NB do not include price for mown areas of peace pockets as priced seperately.	91.0	lin m	£16.50	£1,501.50
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£14,781.50
	3.0	RESIN BOUND PAVING (Site wide) (Refer dwg 110/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
3.1.1 Resin bound on existing tarmac	3.1.1	Prepare existing tarmac. Allow for 25% of the existing tarmac to be grubbed out where tying into existing levels may be required. Refer clause 3.1.1	194.0	m2	£17.00	£3,298.00
	3.1.2	Allow for lifting existing manhole drainage covers, services covers, gullies, etc., adjusting frame to new levels and refixing upon completion.	3.0	item	£225.00	£675.00
	3.1.3	Lay Resin bound paving on existing paving as per manufacturers recommendation. Refer clause 3.1.1	194.0	m2	£70.00	£13,580.00
3.2 No dig resin paving to: Wildlife Garden Remembrance Garden	3.2.1	Prepare soil/ground for resin in Wildlife Garden Excavate and level existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2a for method.	46.0	m2	£22.00	£1,012.00
	3.2.2	Prepare soil/ground for resin in Remembrance Garden. Excavate and level existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2a for method.	19.0	m2	£22.00	£418.00
	3.2.3	Lay no dig resin paving for Wildlife garden. Including all sub-base and build up. For new path to recreation ground. Refer 3.1.2a	46.0	m2	£136.00	£6,256.00
	3.2.4	Lay no dig resin paving for Remembrance Garden. Including all sub-base and build up. For new path at back of remembrance garden in Oak tree protection area. Refer 3.1.2a	19.0	m2	£136.00	£2,584.00
3.3 Dig solution resin paving to: War Memorial Garden Welcome Garden Accessible Peace Pocket	3.3.1	Prepare soil/ground for resin in War Memorial Garden Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2b for method.	40.0	m2	£27.00	£1,080.00
	3.3.2	Prepare soil/ground for resin in Welcome Garden Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2b for method.	21.0	m2	£27.00	£567.00
	3.3.3	Prepare soil/ground for resin in Accessible Peace Pocket. Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2b for method.	10.0	m2	£27.00	£270.00
	3.3.4	Lay dug solution resin paving in War Memorial Garden. Including all sub-base and build up. For new path to war memorial plus extra around war memorial to match existing levels. Refer 3.1.2b	40.0	m2	£110.00	£4,400.00
	3.3.5	Lay dug solution resin paving in Welcome Garden. Including all sub-base and build up. For additional area for welcome garden to match existing tarmac heights. Refer 3.1.2b	21.0	m2	£110.00	£2,310.00
	3.3.6	Lay dug solution resin paving in Accessible Peace Pocket. Including all sub-base and build up. For new resin area for accessible peace pocket plus small area leading to Remembrance garden.	10.0	m2	£110.00	£1,100.00
3.4 Edging	3.4.1	Supply and install metal edging for all resin bound. Refer 3.2.1. NB Edging for lawn in war memorial garden are also included here.	435.0	lin m	£36.00	£15,660.00

	3.4.2	Grass Edge. Create smooth soil level for on both edges of mown edge to all the resin paths, seed with species rich seed to form mown paths along either side of the path. <i>NB Length shown is approx path length. Provide cost for both sides.</i>	200.0	lin m	£8.00	£1,600.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£54,810.00
	4.0	WILDLIFE GARDEN (Refer dwg 102/110/302)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
4.1 Clearance	4.1.1	Clearance of turf for all areas of planting beds. Save topsoil for reuse. Refer clause 2.0.	86.0	m2	£10.00	£860.00
	4.1.2	Clearance of existing scrub from recreation ground boundary. Refer clause 2.0.	1.0	item	£80.00	£80.00
4.2 Groundworks	4.2.1	Dig out for shallow pond and save topsoil for reuse and dispose of waste sub soil. Refer 3.4.15.	1.0	item	£90.00	£90.00
	4.1.2	Excavate existing soft landscaping for bases for bug hotel. Refer 3.4.14	6.0	item	£20.00	£120.00
	4.1.3	Excavate existing soft landscaping to make 400mm holes for waymaker posts. Refer 3.4.13	8.0	item	£20.00	£160.00
4.3 Paving, Edging and Fences	4.3.1	Supply and install bark path along boundary and utility area. Allow for timber edge. Refer 3.1.5.	29.0	m2	£36.00	£1,044.00
	4.3.2	Supply and install knee rail hoops. Refer 3.3.1	69.0	lin m	£6.00	£414.00
	4.3.3	Supply and install 5ft high chestnut hurdle fencing and gates around compost area 10lm of hurdle and double gates 5ft high. Refer 3.3.2.	11.0	lin m	£213.00	£2,343.00
	4.3.4	Supply and install double gates 5ft high. Refer 2.2.4	1.0	item	£1,500.00	£1,500.00
	4.3.5	Supply and install security gate. Refer 3.3.3.	1.0	item	£1,282.00	£1,282.00
4.4 Features	4.4.1	Supply and install bug hotel bases. 400x400 sandstone bases on suitable foundation with metal posts for bug hotels. Refer 3.4.14	6.0	item	£80.00	£480.00
	4.4.2	Install only, waymaker posts. Refer 3.4.13	8.0	item	£165.00	£1,320.00
	4.4.3	Assist sculptor to install bug hotels on bases.	6.0	item	£130.00	£780.00
	4.4.4	Install pond. Shallow pond 30cm deep. Refer 2.4.15	1.0	item	£1,120.00	£1,120.00
	4.4.5	Supply and install log piles using wood retained from the tree surgery. Refer 3.4.16.	3.0	item	£70.00	£210.00
4.5 Planting	4.5.1	Bed prep B for planting areas. Refer 4.1.2.	80.0	m2	£12.00	£960.00
	4.5.2	Supply and install plants. Refer 4.4.1. Use dwg 302 for plant specification.	80.0	m2	£22.00	£1,760.00
	4.5.3	Supply and install trees. Refer 4.3. Use dwg 302 for plant specification.	5.0	item	£630.00	£3,150.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£17,673.00
	5.0	WELCOME GARDEN (Refer dwg 103/110/303)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
5.1 Clearance	5.1.1	Clearance of turf for planting beds and hard landscaping. Save topsoil for reuse. Refer clause 2.0	22.0	m2	£11.00	£242.00
	5.1.2	Clear all plants from both existing bed near the church.	15.0	m2	£8.00	£120.00
5.2 Groundworks	5.2.1	Excavate existing lawn to suitable depth for new planting area. Refer 2.4.	22.0	m2	£4.00	£88.00
	5.2.2	Excavate existing hard landscaping to suitable depth for new planting area. Refer 2.4.	1.0	m2	£65.00	£65.00
5.3 Paving, Edging and Fences	5.3.1	Existing concrete slab paving. Lift and re-lay slabs to suit new levels. Refer 3.1.7.	1.0	item	£160.00	£160.00
5.4 Features	5.4.1	Supply and install square 600x600mm timber planters. Include securing to ground with metal bracket. Include adding drainage layer and John Innes no 2 compost. Refer 3.4.2	5.0	item	£240.00	£1,200.00

	5.4.2	Supply and install rectangular 900x600mm timber planters. Include securing to ground with metal bracket. Refer 3.4.3. Include adding drainage layer and John Innes no 2 compost. Refer 4.1.5	1.0	item	£605.00	£605.00
	5.4.3	Supply and install bespoke angular timber planters. Include securing to ground with metal bracket. Include adding drainage layer and John Innes no 2 compost. Refer 3.4.4	2.0	item	£880.00	£1,760.00
	5.4.4	Supply and install 3 seater bench. Include securing to ground with metal bracket. Refer 3.4.6	2.0	item	£655.00	£1,310.00
	5.4.4	Supply and install 2 seater bench. Include securing to ground with metal bracket. Refer 3.4.5	2.0	item	£610.00	£1,220.00
5.5 Planting	5.5.1	Bed prep A new and existing planting areas. Refer 4.1.1.	18.0	m2	£16.00	£288.00
	5.5.2	Supply and install plants. Refer 4.4.1. Use dwg 303 for plant specification.	18.0	m2	£86.00	£1,548.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£8,606.00
	6.0	REMEMBRANCE GARDEN (Refer dwg 105/111/304) Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
6.1 Clearance	6.1.1	Clearance of turf for planting beds and hard landscaping. Save topsoil for reuse. Refer clause 2.0	44.0	m2	£20.00	£880.00
	6.1.1	Cut back existing yew hedge to make gap in hedge. Refer clause 2.0.	1.0	item	£315.00	£315.00
6.2 Groundworks	6.2.1	Excavate landscaping to suitable depth for sandstone bench bases. Refer 2.4.	9.0	m2	£58.00	£522.00
	6.2.2	Excavate existing grass to suitable depth for new planting area and hedge. Refer 2.4.	40.0	m2	£5.00	£200.00
6.3 Paving, Edging and Fences	6.3.1	Supply and install sandstone paving bench bases 4x slabs. Refer 3.1.4.	2.0	item	£353.00	£706.00
	6.3.2	Supply and install sandstone paving bench bases 5x slabs. Refer 3.1.4.	2.0	item	£380.00	£760.00
	6.3.3	Lay base and temporary concrete paving ready for new plaque paving. Refer 3.1.3	30.4	m2	£54.00	£1,641.60
	6.3.3	Lift and relay existing plaques with proper sub-base and mortar base. Refer 3.1.8	4.3	m2	£38.00	£163.40
6.4 Features	6.4.1	Supply and install sculpture of remembrance base only. Refer 3.4.11.	1.0	item	£585.00	£585.00
	6.4.2	Relocate plaque. Refer 3.4.12.	1.0	item	£320.00	£320.00
	6.4.3	Supply and install 4 seater bench on 4x slab base. Include securing to ground with metal bracket. Refer 3.4.8. <i>NB do not include price for</i>	2.0	item	£820.00	£1,640.00
	6.4.4	Supply and install 4 seater bench on 5x slab base. Include securing to ground with metal bracket. Refer 3.4.9. <i>NB do not include price for</i>	2.0	item	£820.00	£1,640.00
6.5 Planting	6.5.1	Bed prep C for planting areas. Refer 4.1.3.	12.0	m2	£12.00	£144.00
	6.5.2	Bed prep C for hedging. Refer 4.1.3.	42.9	lin m	£12.00	£514.80
	6.5.3	Supply and install plants. Refer 4.4.1. Use dwg 304 for plant specification.	12.0	m2	£65.00	£780.00
	6.5.4	Supply and install yew hedging. 2L pots 40cm high @40cm centres. Refer 4.3. Use dwg 304 for plant specification.	42.9	lin m	£29.00	£1,244.10
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£12,055.90
	7.0	ACCESSIBLE PEACE POCKET (Refer dwg 105/111/305) Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
7.1 Clearance	7.1.1	Clearance of turf for planting beds. Save topsoil for reuse. Refer clause 2.0.	3.0	m2	£22.00	£66.00
7.2 Groundworks	7.2.1	Excavate existing tarmac to suitable depth for new planting area. Refer 2.4.	1.7	m2	£50.00	£85.00

	7.2.2	Excavate existing soft landscaping to suitable depth for new planting area. Refer 2.4.	3.0	m2	£14.00	£42.00
7.3 Paving, Edging and Fences	7.3.1	NB Edging for path and lawn are priced for in resin path section	0.0			£0.00
7.4 Features	7.4.1	Accessible bench assist in delivery and installation of bespoke accessible bench made by	1.0	item	£250.00	£250.00
7.5 Planting	7.5.1	Bed prep C for planting areas. Refer 4.1.3.	4.7	m2	£13.00	£61.10
	7.5.2	Supply and install plants. Refer 4.4.1. Use dwg 305 for plant specification.	4.7	m2	£30.00	£141.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£645.10
	8.0	WAR MEMORIAL GARDEN (Refer dwg 106/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
8.1 Clearance	8.1.1	Clearance of turf for planting beds and proposed lawn. Save topsoil for reuse. Refer clause 2.0.	33.0	m2	£17.00	£561.00
	8.1.2	Cut back existing yew hedge to make gap in hedger path.	1.0	item	£80.00	£80.00
	8.1.3	Remove existing curved yew hedge at the back. ITEM INCLUDED IN 2.1.1	1.0	item		£0.00
8.2 Groundworks	8.2.1	Excavate existing grass to suitable depth for new lawn area. Refer 2.4.	13.0	m2	£5.00	£65.00
	8.2.2	Excavate existing grass to suitable depth for new planting area. Refer 2.4.	13.0	m2	£5.00	£65.00
8.3 Paving, Edging and Fences	8.3.1	NA	0.0			£0.00
8.4 Features	8.4.4	Supply and install 4 seater bench. Include securing to ground with metal bracket. Refer 3.4.10.	1.0	item	£820.00	£820.00
8.5 Planting	8.5.1	Bed prep A for planting areas. Refer 4.1.1.	23.0	m2	£16.00	£368.00
	8.5.2	Bed prep A for hedging. Refer 4.1.1.	9.0	lin m	£8.00	£72.00
	8.5.3	Supply and install plants. Refer 4.4.1. Use dwg 306 for plant specification.	23.0	m2	£39.00	£897.00
	8.5.4	Supply and install yew hedging. 2L pots 40cm high @40cm centres. DIFFERS FROM PLANTING PLAN - Rootball 80-100 quoted here	9.0	lin m	£83.00	£747.00
	8.5.5	Proposed lawn. Lay good quality turf and top soil as per 4.2.1.	10.0	m2	£18.00	£180.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£3,855.00
	9.0	MOWN PEACE POCKETS (Refer 107/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
9.1 Clearance	9.1.1	Clearance of turf for sandstone bench bases. Save topsoil for reuse. Refer clause 2.0.	5.0	m2	£20.00	£100.00
9.2 Groundworks	9.2.1	Excavate existing soft landscaping to suitable depth for sandstone bench bases. Refer 2.4.	5.0	m2	£60.00	£300.00
9.3 Paving, Edging and Fences	9.3.1	Supply and install sandstone paving bench bases 3x slabs. Refer 3.1.4.	3.0	item	£326.00	£978.00
9.4 Features	9.4.4	Supply and install 2 seater bench. Include securing to ground with metal bracket. Refer 3.4.7	3.0	item	£647.00	£1,941.00
9.5 Planting	9.5.1	Mown grass to create mown areas as shown on plan, fill in holes in mown areas, reusing on site soil mixed with sharp sand.50:50 leave to colonise with native plants. NB do not include price for mown paths leading to pockets as they are priced	19.0	m2	£14.00	£266.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£3,585.00
	10.0	PERIPHERALS				
	10.1	Notice Boards supply and install (include provisional sum for supply = £2,000)	1.0	Item	£2,000.00	£2,000.00

Holy Trinity Church_Schedule of Works

HTC 2207_doc_002: Schedule of Works					
Date Submitted:	13.12.2024				
Date Filled Out:	20.01.25				
Contractor:	Cobham Court landscaping				
<p>The following schedule of works identify the main elements of work. The prices inserted shall include for all work as detailed in the Contract Schedule. The individual prices for the elements of work shall be used to assist with the valuation of variations and assessment of progress payments. Any reference to clauses relates to the Scope of works.</p>					
Item	Description	Quant	Unit	Rate	Total
1.0 PRELIMINARIES					
1.1	Allow for protecting all services during the works, and making good any damage caused by the works.		1.0 item	£7765.00	£7,765.00
1.2	Allow for making good any existing features disturbed during the works.		1.0 item	£3400.00	£3,400.00
1.3	Allow for church access for burials and internments visitors to access the newer graves (refer to 2270_Appendix 3 Guidelines for working in the churchyard		1.0 item	£4800.00	£4,800.00
1.4	Ensure that vehicular access to the church is maintained at all times.		1.0 item		£0.00
1.5	Allow for lifting existing manhole drainage covers, services covers, gullies, etc., adjusting frame to new levels and refixing upon completion.		1.0 item	£3200.00	£3,200.00
1.6	Allow for RAMS		1.0 item	£2800.00	£2,800.00
1.7	Allow for weekly meetings with designer on site.		1.0 item	£1500.00	£1,500.00
1.8	Allow for appropriate insurances		1.0 item	£4200.00	£4,200.00
1.9	Allow for appropriate site security		1.0 item	£2100.00	£2,100.00
1.1	SUB TOTAL FOR PRELIMINARIES (CARRIED TO COLLECTION)				£29,765.00
2.0 SITE BOUNDARY HEDGING & TREES and MOWN PATHS (Refer 110/111/310/311)					
Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.					
2.1 Boundary Clearance	2.1.1	Churchyard boundary clearance for all boundary planting as per clause 2.5.	1.0 item	£2,400.00	£2,400.00
2.2 Bed Preparation	2.1.1	Bed Prep for native hedging. Refer 4.1.4	61.0 lin m	£25.00	£1,525.00
	2.2.2	Bed Prep for all yew boundary planting. Refer 4.1.4	23.0 lin m	£25.00	£575.00
	2.2.3	Bed Prep for the birch boundary planting. Refer 4.1.4	30.0 lin m	£25.00	£750.00
	2.2.3	Bed Prep for fruit trees. Refer 4.1.4	5.0 item	£60.00	£300.00
2.3 Boundary Planting	2.3.1	Supply and install of mixed native whips @300mm centres. Refer dwg LP_110 and clause 4.4.2	61.0 lin m	£54.00	£3,294.00
	2.3.2	Supply and install yew hedge along boundary with the recreation ground garden supplied at 60-80 cm high good bushy 500mm centres. Refer 4.4.2	13.0 lin m	£98.00	£1,274.00
	2.3.3	Supply and install yew hedge along boundary with village hall . Supplied at 60-80 cm high good bushy 500mm centres. Refer 4.4.2	10.0 lin m	£98.00	£980.00
2.4 Tree Planting	2.4.1	Supply and plant <i>Betula jacquemontii</i> standards @12-14 girth along boundary with Village hall. Refer 4.3. Refer dwg 307 for tree specification	7.0 item	£825.00	£5,775.00

	2.4.2	Supply and plant Fruit Trees. 2 yr old fruit trees Blackmoors. Refer 4.3. Refer dwg 307 for tree specification	5.0	item	£215.00	£1,075.00
2.5 Mown Paths	2.5.1	Mown paths throughout the churchyard as per dwgs 110/111 -600mm wide. Fill in holes reusing on site soil mixed with sharp sand.50:50 leave to colonise with native plants. Assume mowing done by others. Refer 4.2.2. NB do not include price for mown areas of peace pockets as priced separately.	91.0	lin m	£8.00	£728.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£18,676.00
	3.0	RESIN BOUND PAVING (Site wide) (Refer dwg 110/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
3.1.1 Resin bound on existing tarmac	3.1.1	Prepare existing tarmac. Allow for 25% of the existing tarmac to be grubbed out where tying into existing levels may be required. Refer clause 3.1.1	1.0	m2	£6,080.00	£6,080.00
	3.1.2	Allow for lifting existing manhole drainage covers, services covers, gullies, etc., adjusting frame to new levels and refixing upon completion.	3.0	item	£320.00	£960.00
	3.1.3	Lay Resin bound paving on existing paving as per manufacturers recommendation. Refer clause 2.4	194.0	m2	£120.00	£23,280.00
3.2 No dig resin paving to: Wildlife Garden Remembrance Garden	3.2.1	Prepare soil/ground for resin in Wildlife Garden Excavate and level existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2a for method.	46.0	m2	£42.00	£1,932.00
	3.2.2	Prepare soil/ground for resin in Remembrance Garden. Excavate and level existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2a for method.	19.0	m2	£42.00	£798.00
	3.2.3	Lay no dig resin paving for Wildlife garden. Including all sub-base and build up. For new path to recreation ground. Refer 3.1.2a	46.0	m2	£150.00	£6,900.00
	3.2.4	Lay no dig resin paving for Remembrance Garden. Including all sub-base and build up. For new path at back of remembrance garden in Oak tree protection area. Refer 3.1.2a	19.0	m2	£150.00	£2,850.00
3.3 Dig solution resin paving to: War Memorial Garden Welcome Garden Accessible Peace Pocket	3.3.1	Prepare soil/ground for resin in War Memorial Garden Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2b for method.	40.0	m2	£42.00	£1,680.00
	3.3.2	Prepare soil/ground for resin in Welcome Garden Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation.	21.0	m2	£42.00	£882.00
	3.3.3	Prepare soil/ground for resin in Accessible Peace Pocket. Excavate existing soft landscaping to suitable depth for resin as per manufacturer's recommendation. Refer clause 2.4 for excavation. Refer 3.1.2b for method.	10.0	m2	£42.00	£420.00
	3.3.4	Lay dug solution resin paving in War Memorial Garden. Including all sub-base and build up. For new path to war memorial plus extra around war memorial to match existing levels. Refer 3.1.2b	40.0	m2	£150.00	£6,000.00
	3.3.5	Lay dug solution resin paving in Welcome Garden. Including all sub-base and build up. For additional area for welcome garden to match existing tarmac heights. Refer 3.1.2b	21.0	m2	£150.00	£3,150.00

	3.3.6	Lay dug solution resin paving in Accessible Peace Pocket. Including all sub-base and build up. For new resin area for accessible peace pocket plus small area leading to Remembrance garden.	10.0	m2	£150.00	£1,500.00
3.4 Edging	3.4.1	Supply and install metal edging for all resin bound. Refer 3.2.1. NB Edging for lawn in war memorial garden are also included here.	435.0	lin m	£44.00	£19,140.00
	3.4.2	Grass Edge. Create smooth soil level for on both edges of mown edge to all the resin paths, seed with species rich seed to form mown paths along either side of the path. NB Length shown is approx path length. Provide cost for both sides.	200.0	lin m	£25.25	£5,050.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£80,622.00
	4.0	WILDLIFE GARDEN (Refer dwg 102/110/302)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
4.1 Clearance	4.1.1	Clearance of turf for all areas of planting beds. Save topsoil for reuse. Refer clause 2.0.	86.0	m2	£15.00	£1,290.00
	4.1.2	Clearance of existing scrub from recreation ground boundary. Refer clause 2.0.	1.0	item	£45.00	£45.00
4.2 Groundworks	4.2.1	Dig out for shallow pond and save topsoil for reuse and dispose of waste sub soil. Refer 3.4.15.	1.0	item	£1,200.00	£1,200.00
	4.1.2	Excavate existing soft landscaping for bases for bug hotel. Refer 3.4.14	6.0	item	£150.00	£900.00
	4.1.3	Excavate existing soft landscaping to make 400mm holes for waymaker posts. Refer 3.4.13	8.0	item	£75.00	£600.00
4.3 Paving, Edging and Fences	4.3.1	Supply and install bark path along boundary and utility area. Allow for timber edge. Refer 3.1.5.	29.0	m2	£142.00	£4,118.00
	4.3.2	Supply and install knee rail hoops. Refer 3.3.1	69.0	lin m	£51.00	£3,519.00
	4.3.3	Supply and install 5ft high chestnut hurdle fencing and gates around compost area 10lm of hurdle and double gates 5ft high. Refer 3.3.2.	11.0	lin m	£260.00	£2,860.00
	4.3.4	Supply and install double gates 5ft high. Refer 3.3.4	1.0	item	£1,800.00	£1,800.00
	4.3.5	Supply and install security gate. Refer 3.3.3.	1.0	item	£1,500.00	£1,500.00
4.4 Features	4.4.1	Supply and install bug hotel bases. 400x400 sandstone bases on suitable foundation with metal posts for bug hotels. Refer 3.4.14	6.0	item	£150.00	£900.00
	4.4.2	Install only, waymaker posts. Refer 3.4.13	8.0	item	£95.00	£760.00
	4.4.3	Assist sculptor to install bug hotels on bases.	6.0	item	£650.00	£3,900.00
	4.4.4	Install pond. Shallow pond 30cm deep. Refer 3.4.15	1.0	item	£2,200.00	£2,200.00
	4.4.5	Supply and install log piles using wood retained from the tree surgery. Refer 3.4.16.	3.0	item	£20.00	£60.00
4.5 Planting	4.5.1	Bed prep B for planting areas. Refer 4.1.2.	80.0	m2	£25.00	£2,000.00
	4.5.2	Supply and install plants. Refer 4.4.1. Use dwg 302 for plant specification.	80.0	m2	£44.00	£3,520.00
	4.5.3	Supply and install trees. Refer 4.3. Use dwg 302 for plant specification.	5.0	item	£2,100.00	£10,500.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£41,672.00
	5.0	WELCOME GARDEN (Refer dwg 103/110/303)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
5.1 Clearance	5.1.1	Clearance of turf for planting beds and hard landscaping. Save topsoil for reuse. Refer clause 2.0	22.0	m2	£15.00	£330.00
	5.1.2	Clear all plants from both existing bed near the church.	15.0	m2	£15.00	£225.00

5.2 Groundworks	5.2.1	Excavate existing lawn to suitable depth for new planting area. Refer 2.4.	22.0 m2	£40.00	£880.00
	5.2.2	Excavate existing hard landscaping to suitable depth for new planting area. Refer 2.4.	1.0 m2	£40.00	£40.00
5.3 Paving, Edging and Fences	5.3.1	Existing concrete slab paving. Lift and re-lay slabs to suit new levels. Refer 3.1.7.	1.0 item	£850.00	£850.00
5.4 Features	5.4.1	Supply and install square 600x600mm timber planters. Include securing to ground with metal bracket. Include adding drainage layer and John Innes no 2 compost. Refer 3.4.2	5.0 item	£350.00	£1,750.00
	5.4.2	Supply and install rectangular 900x600mm timber planters. Include securing to ground with metal bracket. Refer 3.4.3. Include adding drainage layer and John Innes no 2 compost. Refer	1.0 item	£700.00	£700.00
	5.4.3	Supply and install bespoke angular timber planters. Include securing to ground with metal bracket. Include adding drainage layer and John Innes no 2 compost. Refer 3.4.4	2.0 item	£700.00	£1,400.00
	5.4.4	Supply and install 3 seater bench. Include securing to ground with metal bracket. Refer 3.4.6	2.0 item	£800.00	£1,600.00
	5.4.4	Supply and install 2 seater bench. Include securing to ground with metal bracket. Refer 3.4.5	2.0 item	£750.00	£1,500.00
5.5 Planting	5.5.1	Bed prep A new and existing planting areas. Refer 4.1.1.	18.0 m2	£40.00	£720.00
	5.5.2	Supply and install plants. Refer 4.4.1. Use dwg 303 for plant specification.	1.0	£1,167.50	£1,167.50
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)			£11,162.50
		6.0 REMEMBRANCE GARDEN (Refer dwg 104/110/20A)			
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.			
6.1 Clearance	6.1.1	Clearance of turf for planting beds and hard landscaping. Save topsoil for reuse. Refer clause 2.0	44.0 m2	£15.00	£660.00
	6.1.1	Cut back existing yew hedge to make gap in hedge. Refer clause 2.0.	1.0 item	£350.00	£350.00
6.2 Groundworks	6.2.1	Excavate landscaping to suitable depth for sandstone bench bases. Refer 2.4.	9.0 m2	£40.00	£360.00
	6.2.2	Excavate existing grass to suitable depth for new planting area and hedge. Refer 2.4.	40.0 m2	£40.00	£1,600.00
6.3 Paving, Edging and Fences	6.3.1	Supply and install sandstone paving bench bases 4x slabs. Refer 3.1.4.	2.0 item	£520.00	£1,040.00
	6.3.2	Supply and install sandstone paving bench bases 5x slabs. Refer 3.1.4.	2.0 item	£550.00	£1,100.00
	6.3.3	Lay base and temporary concrete paving ready for new plaque paving. Refer 3.1.3	30.4 m2	£128.00	£3,891.20
	6.3.3	Lift and relay existing plaques with proper sub-base and mortar base. Refer 3.1.8	4.3 m2	£380.00	£1,634.00
6.4 Features	6.4.1	Supply and install sculpture of remembrance base only. Refer 3.4.11.	1.0 item	£1,350.00	£1,350.00
	6.4.2	Relocate plaque. Refer 3.4.12.	1.0 item	£450.00	£450.00
	6.4.3	Supply and install 4 seater bench on 4x slab base. Include securing to ground with metal bracket. Refer 3.4.8. NB do not include price for	2.0 item	£700.00	£1,400.00
	6.4.4	Supply and install 4 seater bench on 5x slab base. Include securing to ground with metal bracket. Refer 3.4.9. NB do not include price for	2.0 item	£700.00	£1,400.00
6.5 Planting	6.5.1	Bed prep C for planting areas. Refer 4.1.3.	12.0 m2	£25.00	£300.00
	6.5.2	Bed prep C for hedging. Refer 4.1.3.	42.9 lin m	£25.00	£1,072.50
	6.5.3	Supply and install plants. Refer 4.4.1. Use dwg 304 for plant specification.	1.0 m2	£1,315.00	£1,315.00

	6.5.4	Supply and install yew hedging. 2L pots 40cm high @40cm centres. Refer 4.3. Use dwg 304 for plant specification.	42.9	lin m	£55.00	£2,359.50
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£20,282.20
	7.0	ACCESSIBLE PEACE POCKET (Refer dwg 105/111/305)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
7.1 Clearance	7.1.1	Clearance of turf for planting beds. Save topsoil for reuse. Refer clause 2.0.	3.0	m2	£15.00	£45.00
7.2 Groundworks	7.2.1	Excavate existing tarmac to suitable depth for new planting area. Refer 2.4.	1.7	m2	£40.00	£68.00
	7.2.2	Excavate existing soft landscaping to suitable depth for new planting area. Refer 2.4.	3.0	m2	£40.00	£120.00
7.3 Paving, Edging and Fences	7.3.1	<i>NB Edging for path and lawn are priced for in resin path section</i>	0.0			£0.00
7.4 Features	7.4.1	Accessible bench assist in delivery and installation of bespoke accessible bench made by	1.0	item	£4,000.00	£4,000.00
7.5 Planting	7.5.1	Bed prep C for planting areas. Refer 4.1.3.	4.7	m2	£25.00	£117.50
	7.5.2	Supply and install plants. Refer 4.4.1. Use dwg 305 for plant specification.	4.7	m2	£35.00	£164.50
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£4,515.00
	8.0	WAR MEMORIAL GARDEN (Refer dwg 106/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
8.1 Clearance	8.1.1	Clearance of turf for planting beds and proposed lawn. Save topsoil for reuse. Refer clause 2.0.	33.0	m2	£15.00	£495.00
	8.1.2	Cut back existing yew hedge to make gap in hedger path. Refer clause 2.0.	1.0	item	£250.00	£250.00
	8.1.3	Remove existing curved yew hedge at the back. Refer clause 2.0.	1.0	item	£950.00	£950.00
8.2 Groundworks	8.2.1	Excavate existing grass to suitable depth for new lawn area. Refer 2.4.	13.0	m2	£40.00	£520.00
	8.2.2	Excavate existing grass to suitable depth for new planting area. Refer 2.4.	13.0	m2	£40.00	£520.00
8.3 Paving, Edging and Fences	8.3.1	NA	0.0			£0.00
8.4 Features	8.4.4	Supply and install 4 seater bench. Include securing to ground with metal bracket. Refer 3.4.10.	1.0	item	£700.00	£700.00
8.5 Planting	8.5.1	Bed prep A for planting areas. Refer 4.1.1.	23.0	m2	£25.00	£575.00
	8.5.2	Bed prep A for hedging. Refer 4.1.1.	9.0	lin m	£25.00	£225.00
	8.5.3	Supply and install plants. Refer 4.4.1. Use dwg 306 for plant specification.	1.0		£863.00	£863.00
	8.5.4	Supply and install yew hedging. 2L pots 40cm high @40cm centres. Refer 4.3. Use dwg 306 for plant specification.	9.0	lin m	£55.00	£495.00
	8.5.5	Proposed lawn. Lay good quality turf and top soil as per 4.2.1.	10.0	m2	£80.00	£800.00
		SUB TOTAL FOR SECTION (CARRIED TO COLLECTION)				£6,393.00
	9.0	MOWN PEACE POCKETS (Refer 107/111)				
		Unless otherwise stated, dispose of all unwanted arisings to a licensed waste or recycling facility.				
9.1 Clearance	9.1.1	Clearance of turf for sandstone bench bases. Save topsoil for reuse. Refer clause 2.0.	5.0	m2	£15.00	£75.00

