**Fabric Report for Holy Trinity Tewkesbury APCM 2025**

It has been another busy year for the wardens, with a number of important projects being completed.

A significant amount of time has been spent checking and updating our Fire procedures, with a new 21-page Fire Evacuation Policy being produced and a Fire Risk Assessment for each of our buildings being put together and published on our website. The wardens would particularly like to thank Helen Hart for her help with this. Signage around the building has been reviewed and updated, deputy wardens, members of the welcome team and TJC have been trained to help in the evacuation of the buildings, and two Fire drills were carried out in the summer. An audit from the Gloucestershire Fire and Rescue department at the end of the year was encouraging, with only a couple of minor points being made, which were immediately addressed.

With the gas boiler that heats the halls being 43 years old and only 50% efficient, it was decided at the beginning of the year to make plans to replace it with a better system. Following an energy audit, an Air-to-air heat pump system was chosen as being our best option, and many months were spent in gathering information, obtaining quotes and applying for the necessary permissions from both the DAC and the Tewkesbury Planning department. Although the Faculty was applied for in February and the planning application in June, it took until the middle of November for these to be in place. By the end of the year, a date had been fixed for installation at the start of 2025.

In order to facilitate the new electric heating system, it was necessary to run a 3-phase supply from the vestry to the church halls, and as this work did not require additional permissions, it was completed over 5-days in October.

Alongside the new heating system, it was suggested we improve the insulation above the hall ceilings and investigate the options for cavity wall insulation. The former we could do ourselves, but the latter would need to be done professionally, and plans have been made for these to be completed in 2025.

The heating, insulation and electrical work was going to incur significant expense, but a ‘Gift Day’ in March 2024 made all of this possible, and the wardens would like to express their appreciation to all the members of the church who gave so generously.

Many routine maintenance jobs have also been completed during the year, and we would like to thank Phil Loveridge for his help in completing a number of these. His skill in re-pointing the South wall of the church has been of particular benefit as well as saving us a considerable amount of money. We have improved security by replacing the lock on the hall doors and continued reducing our carbon footprint by replacing the lighting with LED units wherever possible. The maintenance log is appended.

During 2024, we sadly lost Peter Herrick and Allen Snow who served the church faithfully over many years and were always very supportive of the wardens.

Following the last APCM, we welcomed Alan Bedford as a warden, with Steve Burden having stood down after three years. We would like to thank Steve for all that he did during that time, and for his continued involvement and management of the heating project. His perseverance has meant that we end this year ready to progress and complete the heating project. Finally, the wardens would like to thank Andy Beadle, Sam Eedle, Clive Hopkins and Nick Kornjaca who have served faithfully as assistant wardens for the past year.

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| Maintenance Log 2024 |
| Room 4 fire doors need adjustment to clear threshold |
| Re-paint baptistry edges |
| Restore drainpipe position over Room 5 |
| Repair roof felt over first Room 4 cupboard |
| Office: Pull cord on ceiling mounted pull switch has broken off |
| Door to the OMH is getting stiff and squeaking loudly |
| PA speaker in foyer very erratic |
| change the clips on the baby changing mat in the disabled toilet please asap |
| Enlarge Fire sign over hatch in Kitchen |
| Dismantle rickety bench in churchyard |
| Light in room 4 cupboard does not work |
| Update T&Cs for hall letting |
| Install new paper towel dispensers |
| Slight leak in trap connection for kitchen sink in office. Trap reseated and tightened. No apparent leaks |
| Broken hook in corridor |
| Fit new safety sign in OMH carpark |
| Replace emergency light bottom of balcony to creche stairs |
| Phil and Alan to repair south wall pointing. We have also repointed on West and East walls and North wall in void between church and hall |
| Hall guttering - church side needs clearing of moss - caused a leak on 23rd September |
| Propose repair of base of vestry external door threshold |
| Buy more glasses for kitchen |
| Kitchen water heater needs new filter according to display |
| Old guttering stored in space outside boiler room needs disposal |
| Remove old padlock from bollard and replace with a new one. |
| Fit new ladies soap dispenser OMH / larger dispenser in Hall Disabled toilet |
| Test fire alarm in OMH |
| Fit new ladies soap dispenser OMH |
| Office: Replace heat-damaged socket in kitchen |
| Office toilet - cistern lever corroded |
| Kitchen inventory |
| Kitchen sink plug mechanism doesn't work and leaks water into cupboard below, causing rust stains |
| Cutout in electrical cupboard door required for new 3 phase switch |
| replace kitchen lightbulbs in office |
| Consider pir solar light for office backyard |
| Complete Fire risk assessment and get signed off by PCC |
| Clean kitchen fan |
| Clean Church heater fans, heating unevenly across width |
| Install emergency lights on Balcony |
| top emergency light not working creche side balcony stairs |
| replace bulb in projector |
| Push button switch for light outside room 4 firedoors is jammed |
| Install a light underneath the EW computer, similar to the one under the PA desk. |
| emergency light ladies toilet not working. |
| mini steps in kitchen - locking catch broken |
| Solar spotlight for church wheelie bin area |
| Maximum occupancy sign for balcony |
| Rainwater drain leakage on rear office wall |
| Repair front left main door. New paint peeling. |
| Broken child stairgate for Welcome Table |
| Ask locksmith for advice on Hall door locks. |
| New solar floodlight for wheelie bins area |
| Office gas meter cover needs splitting in two |
| gents toilet tap. casing degrading forming cut hand hazard |