



THREE WEAVE
Aerial Intelligence

CHURCH WARDENS HUB • PCC BRIEFING TEMPLATE

Talking to Your PCC

A ready to use briefing template for fabric proposals.

A structured, fillable template to help you bring a fabric issue or repair proposal to your PCC — condition summary, cost-of-delay evidence, options considered, and a clear recommendation, ready to present and minute.



Please Read Before You Continue

This document is provided for general information only and does not constitute professional, financial, or legal advice specific to your building or PCC.

It is a template to help structure a conversation with your PCC, and includes summary statistics from published third-party research. It is not a substitute for a quinquennial inspection, a professional quotation, or formal PCC governance procedure.

Limitation of liability. Screen Weave Ltd, trading as Three Weave, provides this template in good faith and accepts no responsibility for decisions made using it. To the fullest extent permitted by law, Screen Weave Ltd accepts no liability for any loss, cost, or damage of any kind arising from reliance on, or use of, this document. Cost figures and statistics referenced here are drawn from third-party research (see References) and are illustrative, not a quotation or valuation for your specific building.

This template does not replace your PCC's own governance procedures. Always follow your parish's standing orders, your diocese's guidance, and the faculty jurisdiction system where formal approval is required for building works.

Use this template as a starting point, and adapt it to reflect the specific circumstances of your church and PCC.



Meeting Details

Complete the details below, then work through the sections that follow to build your briefing. Each section is designed to be filled in ahead of the meeting, then read out or shared as a paper alongside your PCC agenda.

Church Name

PCC meeting date

Item title (e.g. Tower gutter repair)

Proposed by

How to use this template: work through sections 1–4 before the meeting, then bring this document (printed or on screen) to present your proposal. Section 5 is completed during or after the meeting to record the PCC's decision.

Tip: the more concrete your evidence in Section 1 and 2 — dated photos, specific locations, real cost comparisons — the easier it is for your PCC to make a confident decision rather than deferring for more information.

What We Found

A clear, factual condition summary — what it is, where it is, and how you know.

Location / building element

Date first identified

Warden’s own visual check / Church Fabric Risk Checklist

Quinquennial inspection report

Aerial / professional inspection

Reported by a member of the congregation or public

Current risk rating

Overall condition



No concern



Monitor



Urgent

Description of the issue

Photo / evidence reference (e.g. filename, folder, or report page)

Why It Matters

Delaying repairs rarely saves money - it defers a bigger bill.



**Historic
England**

What the evidence shows: Historic England's 2019 study of 30 listed churches found delaying repairs, rather than addressing them as found, added an avoidable £1.2 million to total repair bills across the sample. One gutter repair, flagged at £1,250, was left for five years and became a £20,000 job — a 16x cost increase.

Estimated cost if actioned now (£)

Estimated cost if delayed 12+ months (£)

Source of cost estimate (e.g. quote, QI report, comparable job)

Consequence of delay specific to this church

For example: is this a rainwater goods issue that could cause consequential damage to walls, timber or plaster if left? Is it in an area affecting worship, access, or safety?

Options Considered

Showing the PCC that alternatives were weighed builds confidence in the recommendation.

- ☐
- Do nothing for now
- ☐
- Monitor and re-check at next scheduled inspection
- ☐
- Commission further inspection (e.g. aerial, structural, specialist survey)
- ☐
- Obtain repair quotes before deciding
- ☐
- Proceed with repair now

Notes on options considered (including why any were ruled out)

Faculty or DAC consultation required ?

Recommendation & Proposed Motion

A clear, single recommendation the PCC can vote on.

Recommendation

Proposed Budget (£)

Proposed timeline

Proposed motion (for the minutes)

Proposer

Seconder

PCC Decision Record

Complete during or immediately after the meeting.

- ☐ Warden’s own visual check / Church Fabric Risk Checklist
- ☐ Quinquennial inspection report
- ☐ Aerial / professional inspection
- ☐ Reported by a member of the congregation or public

Decision notes

Next Review Date

Action Owner

Chair’s signature

Wardens Signature/s

References & Further Reading

1. Historic England — The Value of Maintenance? report (2019), produced by APEC Architects Ltd and Greenwood Projects Ltd, analysing repair costs across 30 listed churches. historicengland.org.uk
2. Three Weave — The Cost of Looking Away, a summary infographic of the above research. threeweave.co.uk/heritage-building-maintenance-costs
3. Three Weave — Church Fabric Risk Checklist, for structured condition recording ahead of a PCC meeting. threeweave.co.uk/church-wardens-hub
4. Church Buildings Council / ChurchCare — general guidance on faculty jurisdiction and DAC consultation requirements. churchcare.co.uk
5. National Churches Trust — guidance on funding, grants and maintenance planning for church buildings. nationalchurchestrust.org

This document reflects guidance and research believed current at the time of publication. Cost figures are illustrative and drawn from third-party research — always verify against your own quotes and professional advice before making a financial decision.

Next step: [gain visibility on your building's condition](#)

If this proposal relates to a high-level area — roof, tower, spire or upper rainwater goods — Three Weave provides aerial inspection so you and your PCC can see the condition clearly, without the cost or delay of scaffolding.

Learn more: threeweave.co.uk/heritage-aerial-intelligence

Church Wardens' Hub: threeweave.co.uk/church-wardens-hub