

CF/AL/17_094

2 February 2018

Matthew Clements, Church Warden
St Edburg's Church
c/o Church Hall
Old Place Yard
Bicester OX26 6AU



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Dear Matthew

**RE: URGENT WINDOW REPAIRS –
ST EDBURG'S CHURCH, BICESTER**

I am pleased to write and confirm that Practical Completion has been achieved on the programme of emergency works to the west window of the Tower.

I understand that there has been no significant change to the scope of work and associated costs for the works to the west window, which we understand are as follows:

- Chapel Studio £175 + VAT Emergency onsite works
- Weldon Stone £485 + VAT Internal scaffolding (only)
- Chapel Studio £4,375 + VAT Restoration of the stained glass
- Weldon Stone £1,016 + VAT Scaffolding internal and external
- Weldon Stone £804 + VAT Scaffold Alarm
- Weldon Stone £1,868 + VAT Replacement guarding

We understand that the total cost of the works and associated scaffold access and security measures is £8,723 + VAT.

The associated professional fees for reporting and overseeing the restoration works to the stained glass are £1,485 + VAT. Our final invoice for this work will follow shortly.

Yours sincerely

Camilla Finlay

CC Ian Cribbes, ZS

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