

## Church Organ Review Sub-Committee Update 7<sup>th</sup> September 2007

Members:

Martin Jackson  
Alan Leach  
Nigel Howard  
Jeremy Fenn

A meeting was arranged for 2.30pm on Friday 7<sup>th</sup> September 2007 at the offices of Heriateg lottery Fund (HLF) in Nottingham to review progress made and outline the tasks required to be completed at each stage in the project. Alan Leach very kindly offered to drive the three of us to visit the HLF offices for the meeting.

We started by reviewing progress made as detailed in the Update report dated July/August 2007, and the draft contract with Gwynn & Goetze and also the outline plan spreadsheet detailing tasks.

Although Jeremy was pleased we had agreed a start date with the supplier and drawn up a draft contract, there were some remaining issues that needed attending to before we would be in a position to send in our formal request for the first installment from the HLF. For planning purposes, it takes 15 working days (3 weeks) to get the payment from the time of submission of the request.

The figures for the total cost had been calculated on the basis of an assumed index for inflation, but it was still not clear exactly how the final figures had been obtained, so they need to be carefully checked before finalising.

The draft contract does not include a detailed specification about exactly which options have been agreed by the HLF, CCC and us. These would include pitch, pedal board, blower box etc. A separate appendix will be drawn up and included in the draft contract.

The pedal-board remains an unresolved issue and needs to be finalised at the earliest opportunity, and once that is done then the agreed option needs to be included in the specification of the contract. We need to get back in touch with G&G to arrange an on-site meeting preferably with as many of us attending as possible. (i.e. Alan, Martin, Nigel, Nicholas and of course G&G).

The organ blower box has been assessed and has been found to contain asbestos. This will be removed and disposed of by us after the organ is dismantled for restoration. Although briefly mentioned in passing in the G&G report, we would definitely require G&G to install a new organ blower and box after restoration is completed. This wording also needs to be added into the contract.

A spreadsheet has been set up detailing activities needing to be done over the project duration. This will be updated on a regular basis to reflect an up to date picture of how the restoration is actually progressing and will also serve the purpose for reporting progress back to the HLF throughout the project. Jeremy asked if we could amend this

spreadsheet to show a column for each month so that it can clearly be seen when these tasks are due to be worked on and completed by.

Further requests for funding assistance will be made and this activity has been added to the project plan as an ongoing activity.

On the publicity side, we should start thinking about taking some photos before, during and after the restoration process. The project poster board will need to be set up in the church, along with a site board (with the HLF logo) in the church porch, to increase the visibility of the organ restoration project.

It was considered a good idea for us to set up the web site as soon as possible, and preferably ask the PCC for volunteers to help with this work, so as not to overload our sub-committee, since they will be busy with other activities. Colin Mynott's name was mentioned a couple of times in this capacity. If necessary a small amount of the funds put aside for publicity could be allocated for the setting up of a professional web-site.

Our project team should consider making one visit up to the restorers during the project, in order to check up first hand on progress but also to obtain a few photos on how the work is progressing.

As the project develops and copies of receipts are required to be sent to HLF, these must be authorised copies, signed by Alan and I on the bottom of the invoices.

Copies of these last two reports will be submitted at the next PCC meeting for review and Alan and I will ask the PCC to confirm that they are happy for us to go ahead and sign the contract for this restoration work, once it has been finally agreed. The DAC approval process does require us to display a notice in the church detailing our intention to restore the organ; so this notice will be put up in the next couple of weeks.

Nigel Howard

8<sup>th</sup> September 2007