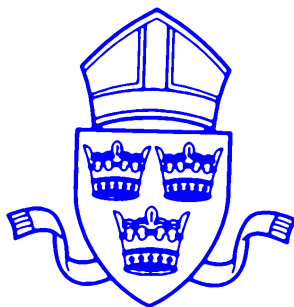


DIocese OF ELY



**Diocesan Office
Bishop Woodford House
Barton Road
ELY Cambridgeshire CB7 4DX**

Diocesan Secretary: Graham Shorter

Tel: (01353) 652700 Fax: (01353) 652745

To All Churchwardens

SGL/SAG
7th December 2011

EMPTY PARSONAGE HOUSES - CHRISTMAS 2011

I write to inform you that the Diocesan Office will be closed from 12.30pm on Friday, 23rd December and will re-open on Tuesday, 3rd January 2012 at 9.00am.

During that time, if there are any emergencies arising as a result of issues at the parsonage, I would be grateful if you could contact the individual contractors listed on the enclosed sheet directly.

Further information can be obtained on our website;
http://www.ely.anglican.org/information/clergy_housing

May I take this opportunity to wish you a very happy Christmas and Happy New Year.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Layton".

S G LAYTON
DIOCESAN SURVEYOR
For & On Behalf of
The Ely Diocesan Board of Finance

PTO

APPROVED DIOCESAN EMERGENCY CONTRACTORS:

The Diocesan Office has a number of contractors who are approved to carry out emergency work at all of its properties.

In the event of an emergency at your home, please try to contact one of the numbers below:-

A plumber or heating engineer:

Ray Noyce 01366 377583 **or mobile:** 07801 768722

All boilers: **Ray Noyce** 01366 377583 **or mobile:** 07801 768722 or 07801 768724

Gas Leaks Only

Transco **0800 111 999**

An electrician:

Gerald Harnwell 01945 773207

General emergency work:

Ashley Rump **mobile** 07939 059026

Blocked drains:

Assured **0800 078 7499**

Emergency locksmiths:

Cambs Lock & Safe **01223 353077**

Emergency **office number Diocesan Office** 01353 652704