

Sandwich Town Council Maddox Working Group Meeting



Agenda

Chair: Cllr Franklin
Councillors: Breen, Csuka, Gray and Marie

Co-opted
Members: Mr L Thompson, Mrs M Thomas


Officer: K Palmer RFO

Members are hereby cordially invited to attend a Maddox Working Group Meeting in the Council Chamber, Guildhall on 7th February 2024 at 10:30 to transact the business on the agenda below.

Date: 2nd February 2024
K Palmer: Responsible Finance Officer

1	Apologies for absence received:	
2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
3	Public Participation A 20-minute session to set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed five minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk by noon of the day of the meeting).	
4	Minutes of meeting of the Maddox Working Group on Wednesday 17th January 2024 Members to receive minutes of the Maddox Working Group.	Attach 1
5	Times of Working Group meetings Members to receive a request from Cllr Marie to change the times that the Working Group meets.	Attach 2
6	Draft Report – Bay Hall Members to receive and consider a draft report regarding survey results received and the future of Bay Hall. The intention is to bring this report to a Sandwich Town Council Extraordinary meeting in February.	Attach 3a, 3b & 3c
7	Electrical Installation Condition Report and Quote – Bay Hall Members to receive an Electrical Installation Report and quote for remedial works suggested by the electrician.	Attach 4a & 4b

8	<p>Draft Report - Charity Strategy / Overall Plan Members to receive a draft report regarding the charity purposes and strategy, which is to be discussed. The intention is to bring this report to a Sandwich Town Council Extraordinary meeting in February.</p>	Attach 5
9	<p>Draft Report – Headline Progress Report Members to receive a draft Headline Progress report. The intention is to bring this report to a Sandwich Town Council Extraordinary meeting in February.</p>	Attach 6
10	<p>Date, time, and place of next meeting: TBC</p>	

<p>Minutes of Sandwich Town Council Maddox Working Group Meeting held in the Council Chamber on: Wednesday 17th January 2024 at 10:30</p>		
<p>Chair: Cllr Franklin Councillors: P Breen, N Gray, E Csuka Co-optees: L Thompson Officer: K Palmer – Responsible Finance Officer</p>		
MWG.01.24.1	<p>Apologies for absence received: Apologies received from Cllr Marie who is working and Mrs Thomas who is away.</p>	
MWG.01.24.2	<p>Declarations of interest: Cllr Breen declared an Other Significant Interest regarding Bay Hall, as he lives in the close vicinity of the property. Cllr Breen stated that he would not take part in voting on property matters and planning.</p>	
MWG.01.24.3	<p>Public Participation: A 20-minute session to set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed five minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk by noon of the day of the meeting). No requests received.</p>	
MWG.01.24.4	<p>Minutes of the meeting of the Maddox Working Group on 17th November 2023 Members received the minutes of the Maddox Working Group. Members discussed the following points:</p> <ul style="list-style-type: none"> • The RFO updated the Working Group that she had been in touch with the Investment Company since Christmas and that the account opening was still proceeding as expected. • No meetings have been held with the Solicitor, but Cllr Gray read out a report in which it states that it is reasonable for an executor of a will to keep beneficiaries updated. He has suggested that a letter could be sent by the Town Clerk to the Solicitor stating this and asking to have an update including details of amounts under dispute with HMRC. • The RFO has been asked to modify the text in MWG.11.23.5 and take out the sentence ‘It was felt that Bay Hall should be used for local community organisations, which is what Georgina herself would have wanted’ as it didn’t present a fair balanced statement from the discussion. • The RFO updated the Working Group that the maintenance items mentioned in MWG.11.23.6 had been undertaken (i.e. gutters, gullies and manholes maintenance and electrical testing / certification had taken place). Cllr Breen and Cllr 	

	Franklin had also undertaken lawn mowing and said that they will continue to monitor the property.	
MWG.01.24.5	<p>Survey Results – Bay Hall</p> <p>The members received and considered a draft report analysing the results of the survey which have been updated after the survey was extended until 5th January 2024.</p> <p>Cllr Breen read through the results analysis. There was a discussion held about the updated survey results. Cllr Franklin suggested other possible uses for Bay Hall, and he is developing an alternative layout of the building.</p> <p>Unfortunately, DDC Planning are not able to meet informally – only an official pre-planning meeting can be arranged once more details are decided about the intended use, therefore, a decision should be made by Council as to what layout option is to be proposed to make the building work (for flexible hirer use), and a defined plan of this should be made and then costed up.</p> <p>The draft report is to be completed using the comments from the Working Group, and an Extra-ordinary meeting is to be requested to be held in February, when a full discussion can take place about the future plans for Bay Hall.</p>	
MWG.01.24.6	<p>Charity Accounts and Audit</p> <p>Members received a report from the RFO with three quotes for accountancy / audit services for the Maddox Fund charity.</p> <p>Recommendation</p> <p>1. That quote three is to be accepted.</p>	
MWG.01.24.7	<p>Draft Charity Constitution</p> <p>Members received a draft report regarding the charity purposes and strategy, for discussion.</p> <p>Cllr Breen talked through the draft report and took questions and comments from the members of the Working Group.</p> <p><u>Name and address of Charity:</u> No comments</p> <p><u>Structure:</u> Cllr Gray stated that there had been remarks that STC should not be the sole Trustee of the Georgina Maddox Fund. However, the Working Group felt that, as Georgina had stated in her will, the bequest was left to Sandwich Town Council, and it would be incorrect to invite other Trustees from outside of the Council.</p> <p><u>Trustees:</u> Cllr Csuka asked that items e) and f) be amended.</p> <p><u>Charitable Purposes (or Objectives):</u> No amendments made to suggested Charitable purposes.</p> <p><u>Governing Arrangements – Administration:</u> The RFO asked for clarification regarding a) <i>the GMCT shall Not directly employ staff on a full or part-time basis</i>. She stated that staff are employed by STC but their job descriptions also include Sandwich Toll Bridge Fund, and so job descriptions would have to be changed to also include the GMCT. Cllr Breen stated that the</p>	

	<p>charity would be chargeable for use of staff time in the same way that Sandwich Toll Bridge Fund operates. All staff time should be recorded, ready to be charged to the GMTC. This should include work already undertaken, not just at the point that the Charity is formed.</p> <p><u>Governing Arrangements – Investments & Expenditure:</u> Cllr Csuka asked for amendments to c) and e). The RFO asked for f) to be clarified and amended to make clear which parties would be able to apply for grants.</p> <p><u>Governing Arrangements – Local Community Organisations, groups & good causes:</u> It was clarified by Cllr Breen how he saw the 'Register of Approved Local Community Organisations, Groups and Other Organisations' working. Cllr Csuka asked that 'non-profit / surplus making' should be added to make it clear that profit making organisations would not be eligible. It was also requested that the term 'Sandwich based' be clarified, and Cllr Breen replied that the meaning of this should be at the discretion of the Charity.</p> <p>The RFO asked that it was stated in the document who the main contact, and approved signatory for the charity should be. It was felt that the Town Clerk would act in this capacity. This will be added into the document.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the requested amendments are made to the report. 2. That an Extraordinary meeting is requested to take place in February at which this Charity Constitution will be discussed and finalised. 	
MWG.01.24.8	<p>Activities for the Working Group Members reviewed the sequence of activities for the Working Group. The following items were noted: The RFO is to update the income / expenditure statement for the Charity and bring to next Working Group meeting.</p>	
MWG.01.24.9	<p>Date, time and place of next meeting: Wednesday 7th February at 10.30am in the Council Chamber.</p>	

Report to Councillors and Members of: Maddox Working Group
Meeting scheduled for: 7th February 2024
Report from: Responsible Finance Officer
Date: 2nd February 2024
Subject: Times of Working Group meetings
Classification: General
Purpose of report:
To consider a request from Cllr D Marie to move the Maddox Working Group meetings to take place in the evening.
Cllr Marie has emailed a request to ask that the Maddox Working Group meetings are moved to take place in the evenings. This is due to his current work pattern being mainly daytime hours and therefore he has more evenings free.
Recommendations:
The Maddox Working Group is asked to decide whether future Maddox Working Group meetings should take place in the evening.

Sandwich Town Council**Meeting scheduled for 7th Feb 2024 prior to STC extra ordinary meeting on Maddox****Report from: Maddox Working Group DRAFT FOR AGREEMENT BY WORKING GROUP****Date: 2nd February 2024****Subject: Bay Hall: Results of survey to establish demand by organisations****Classification: General****Purpose of report:**

To inform the Council of the demand for using Bay Hall as a community hub following responses received to the questionnaire issued to local community organisations.

With reference to the Maddox Working Group Plan, this report completes activity 4 of the Bayhall Hub to analyse responses and report and triggers the Initial Practicality Decision.

A summary view of the 17 responses is shown below:

Background:

The deadline for the Council approved questionnaire was 30th October 2023 and this was subsequently extended to 5th January 2024.

53 questionnaires were issued to local organisations and 17 responses were received.

Organisations Expressing Interest.

All Sorts of Music (Music School)
Gazen Salts Nature Reserve
Sandwich Chess Club
Sandwich Tree Champions
J Hampa Org
Sandwich Environment Conservation Group
Sandwich Folk Club

Organisations Declining

Eastry Church of England Primary School
Manwood Singers
Sandwich Bowling & Social Club
Sandwich Community Events Association
Sandwich Honfleur Twinning Association
St Clement's Church
Sandwich Arts Week
Sandwich Town Team
Sunflower Centre
United Reform Church

All Sorts of Music (Music School) (ASM)

<https://allsortsofmusic.co.uk/>

ASM is a private limited company which has been established for 16 years and is currently renting a property in Ash. ASM employs 16 part-time music teachers giving half-hour 1 to 1 lessons to children and adults from 3:30pm to 8:30pm every Monday to Saturday. They have a weekly group session lasting 1 hour with 5 or 6 students. They hold concerts in St Mary's Arts Centre

ASM receives funding from Dover and from Kent to support children who could not otherwise afford music lessons. ASM give scholarships to students and reinvest profits in the company as they are a not-for-profit organisation. The owner, Kate Griffin, is the sole director of the company All Sorts of Music and a second company ASM Admin; its' registered offices are in Shepherdswell.

ASM require space for an office, storage area for instruments, waiting area and 6 classrooms. Each room would require acoustic lining. ASM would like as many car parking spaces as possible and 1 disable parking space.

Bay Hall is smaller than their current rented premises They would want to rent the whole building and have control as to who was entering at all times for DBS and insurance purpose. ASM can't risk other people using the building while they are there or not there but are open to others (eg school visits) using the facility by appointment. ASM are also interested in creating community support groups (eg adult singing, young mothers meetings) meeting weekday mornings. Preferred layout option: as existing.

Gazen Salts Nature Reserve (GSNR)

<https://gazensalts.co.uk/>

This charitable company is well known to Sandwich Town Council as some Councillors are trustees. There are 12 trustees / directors in total, 30 members. Typically, 16 members volunteer weekly on Wednesdays for 3 hours to look after GSNR. Consideration is being given to reviving Saturday morning volunteer sessions.

GSNR hold monthly committee meetings attended by 30 members in the Kings Arms and hold an annual open day

GSNR would like an office plus use of the toilets, kitchen and meeting room. If a bridge over the Guestling is constructed, GSNR would potentially use the existing garage for storage of equipment – two small tractors, gardening equipment, trailer, grass cutter etc. Parking requirement for 3 cars. Preferred layout option: Option 3. Survey completed by Colin Wiles.

J Hampa Org

<https://jhampa.org.uk/>

This is a Tibetan Buddhist Study and Practice Group that offers meditation and mindfulness techniques as well as Buddhism for beginners. Currently 10 members meet in the home of Caroline Latham each year for retreat and teachings.

They would like bedrooms, living room, chairs, cushions and kitchen with utensils to prepare vegan meals. Ability to store a throne and bedding in the attic. They are looking for a quiet and beautiful space with as many disabled parking spaces as possible. No preferred option stated.

Sandwich Chess Club (SCC)

<https://sandwichchess.uk/>

SCC promotes interest, in all aspects of the game of chess including coaching, practice and league matches. They have 45 members and meet in St Clement Church Hall for club activities and local community centres (including the Guildhall) for competitions when double the number of regular attendees participate.

16 Adults & 4 experienced junior attend the weekly adult chess club meeting lasting 4 hours.

2 Adults, 12 youths and 6 children attend the junior meeting lasting 2 hours.

Occasional weekend coaching days and tournaments on Saturday & Sundays 1pm – 5pm.

Ideally SCC require a waiting room for parents and a large room. Trestle tables, chairs, projector, screen or large flat screen TV monitor. Large lockable cupboard for chess sets, boards, clocks and a club noticeboard. Kitchen facilities including hot water urn.

SCC would like 2 disabled parking spaces and 18 car spaces in an ideal world. It would be attractive to install outdoor chess tables in the garden.

Preferred layout option: Option 1. Survey completed by Jon Hunt & Kit Blundell

Sandwich Voluntary Tree Warden (Tree Champions) (SVTW)

Sandwich Community Tree Nursery (SCTN)

These organisations submitted a single response.

SVTW run seasonal campaigns; 5 sessions per annum approximately 1-2 hours per session with 10-15 adults and 4-8 children attending.

SVTW also run voluntary tree warden talks; 2 or 3 talks per year lasting between 1-2 hours with a maximum of 20 adults attending.

SVTW would like a large room with tables, chairs, projector, wifi; kitchen facilities for teas / coffees, jam & chutney making; community orchard.

SCTN would like raised beds to grow saplings for 1-2 years before going out to planting sites

Preferred layout option: Option 3. Survey completed by Nikky Warden

Sandwich Environment Conservation Group (SECG)

SECH has some 40 members, 10 of whom are active.

10 members currently meet in the White Mill or via Zoom to hold monthly 2 hour meetings.

Educational workshops are held on a quarterly / half yearly basis lasting 2-3 hours attended by 10 + adults and between 20-30 children.

SECG would like to use rooms 2 or 6 of the existing layout for the monthly meetings and room 4 for education / workshops.

Equipment wise, they require tables, chairs, display space eg fix to walls or screens; hot drinks facilities and 5 car parking places.

SECG would like the pillbox to be retained as a bat roost. SECG would encourage the garden to be maintained for wildlife and would be happy to advise on how to ensure this.

Sandwich Folk Club (SFC)

SFC are a group of between 10-15 musicians playing acoustic music who meet on a Sunday evening once a month for 2.5 hours and would POSSIBLY want to use one of the larger rooms of the existing Bay Hall layout.

SFC currently meet in the Kings Arms where they do not pay for the space as they do not collect money from attendees and would not expect to pay for the space used.

Summary of Need

	Requirement			Weekly equivalent					Summary	
	weekly	monthly	yearly	weekly	monthly	yearly	total weekly hrs	% weekly	Total Hours inc ASM	Total Hours exc ASM
ASM	30			30			30.00	36%	1560	
GSRN	3	3		3	0.69		3.69	4%	192	192
hampa			84			1.62	1.62	2%	84	84
SCC	6	4		6	0.92		6.92	8%	360	360
SVTW / SCTN			16			0.31	0.31	0.4%	16	16
SECG		2	12		0.46	0.23	0.69	0.8%	36	36
SFC		2.5			0.58		0.58	0.7%	30	30
Based on 9am to 5pm, 12 hours per day for 7 days per week 52 weeks per year ie 4,368 available hours								52%	2278	718
									52%	16%

Copies of the layout options are attached as appendices 3b and 3c

Impact on Other Community Hubs in Sandwich

The Chess Club currently rent space in St Clement's Church Hall on a weekly basis and occasionally rent other local community halls including the Guildhall for competitions.

All Sorts of Music currently rent a building from a private landlord in Ash.

As far as is known, Gazen Salts, J Hampa and the Tree Warden do not rent community space.

Sandwich Environment Conservation Group use White Mill

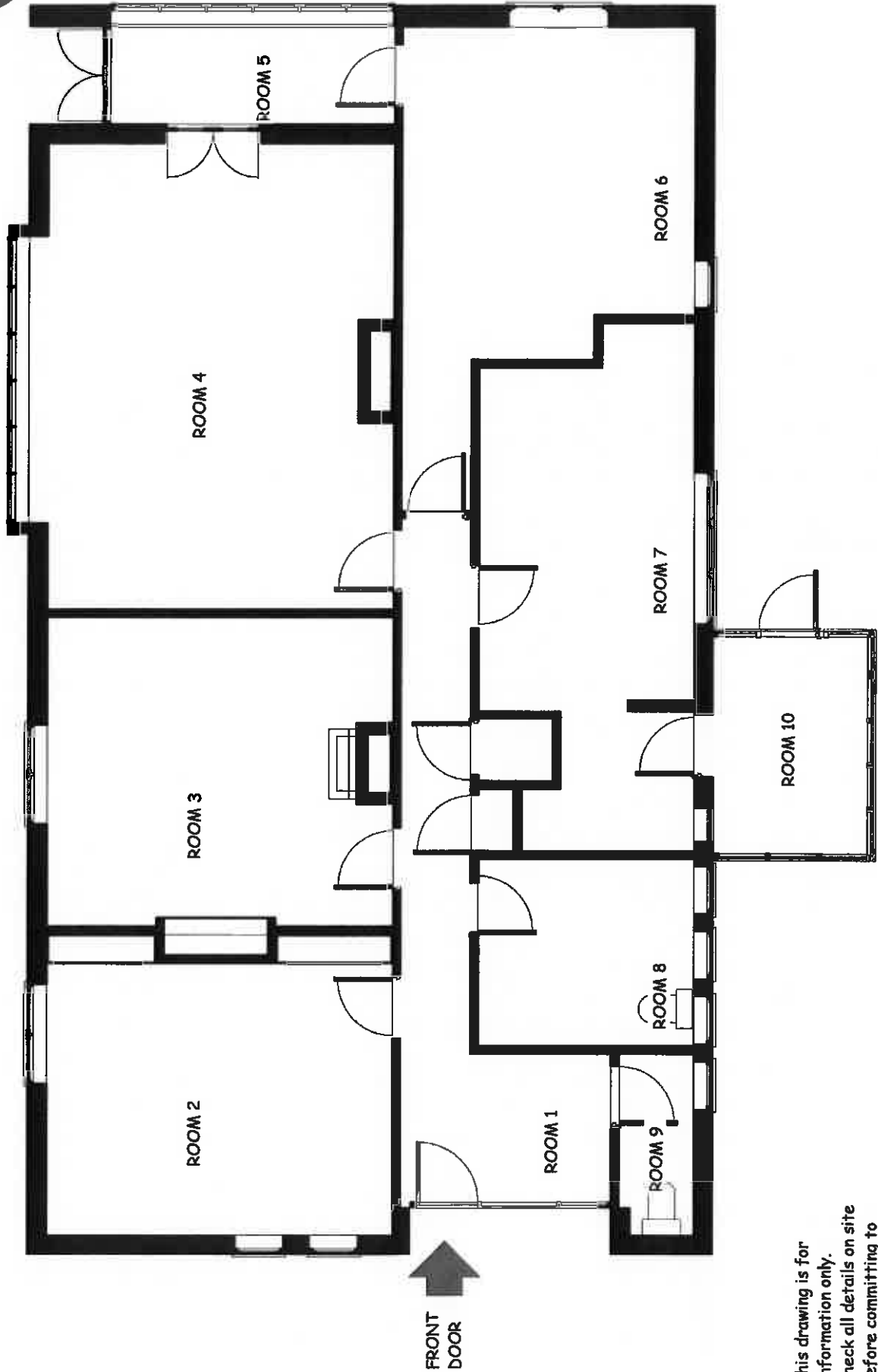
Sandwich Folk Club use the Kings Arms and do not pay for the space.

Working Group Comments:

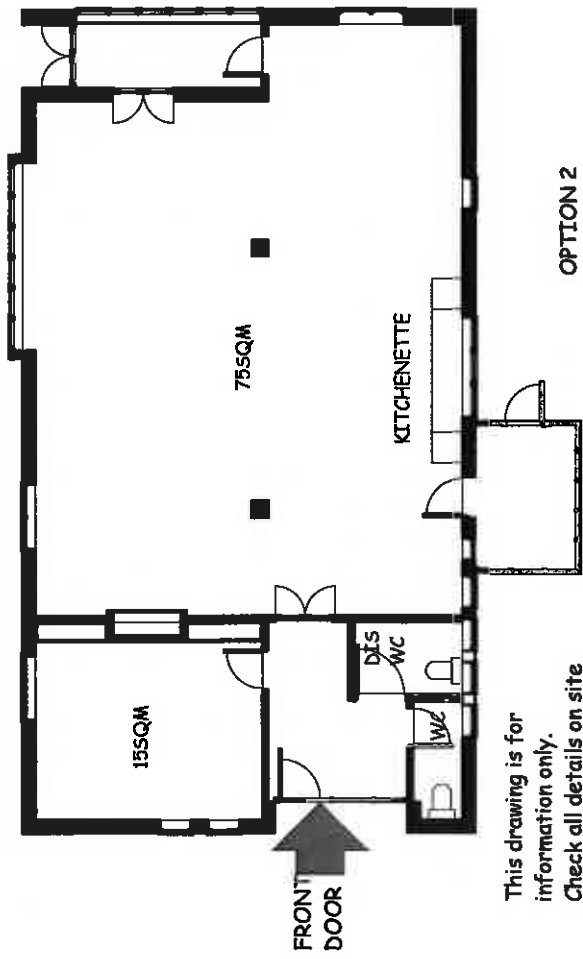
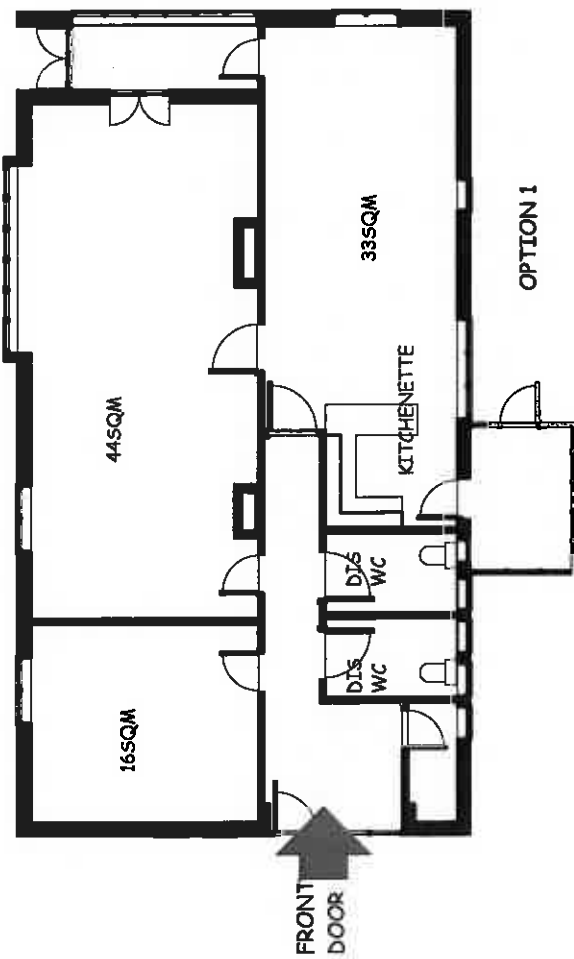
1. The WG recommend that Bay Hall should not be rented out to All Sorts of Music as this is a business, control of the building would be lost and generally not in line with Georgina's wishes that it should be a community hub.
2. The 16% overall demand for using the building is considered low.
3. The preferred layout options for the organisations vary and as such, the demand may reduce depending on the layout selected.
4. The WG recognises that if the building was refurbished, local organisations may then step forward and the demand increase.
5. The WG recognises that some local organisations may have had difficulty in completing the questionnaire, felt that it was not worthwhile or simply didn't have the time or resources to complete.

Recommendations:

Council to decide if the demand is sufficient for the Council to invest time taking the scheme forward to the next stage ie to make the Initial Practicality Decision as per the Working Group Plan. **Decision Required**



This drawing is for
Information only.
Check all details on site
before committing to
any action or
expenditure



This drawing is for information only. Check all details on site before committing to any action or expenditure

WYMAN (Electrical) Ltd.

Directors: J. Wyman, M. T. Wyman & A. J. Wyman
10 Market Street Sandwich, Kent CT13 9DA
Tel: 01304 613113 Fax: 01304 620178
email: wyman.electrical@googlemail.com
VAT Reg. No. 201 9763 75

Gill Gray PSLCC
Town Clerk

Sandwich Town Council
The Guildhall
Sandwich
Kent
CT13 9AH

24th January 2024

Dear Gill

Re Bay Hall, 84 Strand Street.

Following the EICR we carried out at the above property, just the following 4 issues were identified requiring remedial attention in order to achieve a 'satisfactory condition' grading

1. Live cable exposed in boiler cupboard (Disconnected at time of test).
2. Main Earth Connection on Sheath needs improving as currently loose.
3. No continuity on Live Conductors (Circuit 1) - Circuits require splitting and downrating to 20 AMPS each - Unfortunately we are unable to obtain new MCB's to fit the consumer unit so we recommend installing a replacement consumer unit in order for the circuits to put on the correct rating- this will benefit the install and future proof.
4. The P.I.R sensor at the front of property is cracked - requires replacing.

For the estimated sum of **£554.88 plus VAT.**

In addition, to the necessary items found, we identified the following 2 recommendations. These have not been included in the quotation but if you are interested in having these carried out please contact us and we will be happy to give you an estimate.

1. All lighting apart from the bathroom is old style halogen/fluorescent fittings. It may be beneficial to upgrade to LED fittings.
2. There are no mains smoke/heat alarms throughout, although a battery carbon monoxide alarm has been installed by the boiler. Depending on the future use of the property it may be that these alarms should be installed.

We await your further instructions, but in the meantime, please do not hesitate to contact us should you have any queries regarding the above.

Yours sincerely

Amy

For WYMAN (Electrical) Ltd

NB: Estimate is valid for 1 month from the date at the top of this letter



This report is not valid if the serial number has been defaced or altered

482281

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Registration No: 007462 Branch No: (*where applicable)
Trading Title: Wyman Electrical Ltd
Address: 10 Market Street, Sandwich, Kent
Postcode: CT13 9DA Tel No: 01304 613113

DETAILS OF THE CLIENT

Contractor Reference Number (CRM):
Name: Sandwich Town Council
Address: Guildhall, Cattle Market, Sandwich, Kent
Postcode: CT13 9AH Tel No: 0130461797

DETAILS OF THE INSTALLATION

Occupier: Sandwich Town Council
UPRN:
Address: Bay Hall, 84 Strand Street, Sandwich, Kent
Postcode: CT13 9HX Tel No: 0130461797

PART 2: PURPOSE OF THE REPORT

Purpose for which this report is required:
Proprietors requested EICR on property.

Date(s) when inspection and testing was carried out: (15/01/2024) Records available (6511): (No) Previous inspection report available (6511): (No) Previous report date: (N/A)

PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

Fair Condition - A few items are required in order to achieve a satisfactory condition as well as a number of recommendations being included to improve the install.

Description of premises: Dwelling: Commercial: Industrial: Other (include brief description): N/A
Estimated age of electrical installation: (30) years Evidence of additions or alterations: (No) if Yes, estimated age (N/A) years Overall assessment of the installation is: **Unsatisfactory***

*An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4: DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capitalis) on behalf of the contractor identified in PART 1: OLIVER MILES Signature: Date: 15/01/2024

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 15/01/2029 (date)

Give reason for recommendation: RECOMMENDED TESTING PERIOD FOR PROPERTY TYPE

The proposed date for the next inspection should take into consideration any legislative or industry requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitalis) on behalf of the contractor identified in PART 1: JAMES GORING Signature: Date: 15/01/2024

Attach 4b

Original (to the person ordering the work)



This report is not valid if the serial number has been defaced or altered

482281

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 5 : OBSERVATIONS

One of the following Codes, as appropriate, has been allocated to each of the observations made below to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action:

Referring to the Schedule of Items Inspected (see PART 9), the attached Schedule of Circuit Details and Test Results (see PART 11A & 11B), and subject to any agreed limitations listed in PART 6 -

There are no items affecting electrical safety N/A, OR The following observations are made:

Item No	Observation(s)	Code	Location Reference	CODE C1 Danger Present Risk of injury, immediate remedial action required	CODE C2 Potentially Dangerous Urgent remedial action required	CODE C3 Improvement Recommended	CODE F1 Further Investigation Required
1	Live Cable Exposed in Boiler Cupboard (Disconnected at time of test).	C1	BOILER CUPBOARD				
2	Main Earth Connection on Sheath needs improving as currently loose.	C2	MAINS CUPBOARD				
3	CIRCUIT 1 - No continuity on conductors. Cables require splitting and putting on to 20AMP radial circuits.	C2	D.B.1 - CIRCUIT 1				
4	P.L.R. at the front of property is cracked and requires replacing.	C2	EXTERNAL - FRONT OF PROPERTY.				
5	RECOMMENDATIONS: (None of these are included in the estimate but if you would like us to provide an estimate for all of these items or individual items then please contact us). 1) All lighting apart from the bathroom is old style halogen/fluorescent. It may be beneficial to upgrade to LED fittings. 2) There are no mains smoke/heat alarms present throughout the property. Although a battery carbon monoxide has been installed by the boiler. It would be beneficial to install mains powered smoke alarms to protect the property. 3) The consumer unit is dated, although in a satisfactory condition it is difficult to obtain spares. Updating the consumer unit would futureproof the install and allow for future installs.	N/B	N/B.				

Immediate action required for items: 0

Improvement recommended for items: (N/A)

Additional pages? (N/A)

State page numbers: (N/A)

Urgent remedial action required for items: (2,3,4)

Further investigation required for items: (N/A)

ELECTRICAL INSTALLATION CONDITION REPORT

issued in accordance with **BS 7671: 2018+A2:2022** - Requirements for Electrical Installations

PART 6 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with **BS 7671: 2018** as amended to N/A (date). Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report:

All fixed wiring outlets - No plug in appliances.

Agreed limitations including the reasons, if any, on the inspection and testing (653.2):

NONE

Extent of sampling: A 20% sample rate was taken.

Operational limitations including the reasons: None

(see additional page No. N/A)

Agreed with (print name): N/A

(see additional page No. N/A)

(see additional page No. N/A)

PART 7 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements

TN-C: (N/A) TN-S: (N/A) TN-C-S: ()
TT: (N/A) IT: (N/A)

Supply protective device

(BS EN 1361 Fuse IBC)

Type: (2) Rated current: (N/A) A

Number and type of live conductors

AC 1-phase, 2-wire: ()

3-phase, 3-wire: (N/A)

DC 2-wire: (N/A)

3-wire: (N/A)

Other: ()

Confirmation of supply polarity: ()

Other sources of supply (Schedule of Test Results)

Nature of supply parameters

Nominal voltage between lines, U_0 : (N/A) V

Nominal line voltage to Earth, U_g : (230) V

Nominal frequency, f : (50) Hz

Prospective fault current, I_p : (0.27) kA

External earth fault loop impedance, Z_e : (0.888) Ω

(1) By enquiry

(2) By enquiry or by measurement

PART 8 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Maximum demand (load): (20) A (delete as appropriate)

Main protective conductors

Earthing conductor:

(Material) Copper

csa 16 mm² Connection/continuity ()

Main protective bonding connections

Water installation pipes: ()

Gas installation pipes: ()

Structural steel: (N/A)

Oil installation pipes: (N/A)

Lightning protection: (N/A)

Other (state): N/A

Main switch / Switch-fuse / Circuit-breaker / RCD

Location: (DB)

BS EN: (60947-3) Type: (MAIN)

No. of poles: (2) Current rating: (100) A

Rating / setting of device: (N/A) A

Voltage rating: (230) V

Where an RCD is used as the main switch

RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA

Rated time delay: (N/A) ms

Measured operating time: (N/A) ms

Electrode resistance to Earth: (N/A) Ω

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_p , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists, or

Code appropriately: CODE 'C1', 'C2', 'C3' or 'FF' (codes to be recorded in PART 5, with additional comments (where appropriate) on attached numbered sheets)



This report is not valid if the serial number has been deleted or altered

482281

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

issued in accordance with BS 7671: 2018 - A2:2022 - Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

1.0 Intake equipment (visual inspection only) An outcome against an item in section 11, other than access to live parts, should not be used to determine the overall assessment of the installation. Where inadequacies are identified, a cross should be put against the appropriate item and a comment made in part 5 of this report.	(✓)	(✓)	(N/A)
1.1 Distributor / supplier intake equipment	(✓)	(✓)	(N/A)
• Service cable	(✓)	(✓)	(✓)
• Service head	(✓)	(✓)	(✓)
• Earthing arrangement	(✓)	(✓)	(✓)
• Meter tails	(✓)	(✓)	(✓)
• Metering equipment	(✓)	(✓)	(✓)
• Isolator, where present	(N/A)	(✓)	(✓)
<i>Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and / or the holder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.</i>			
1.2 Consumer's isolator, where present.	(✓)	(✓)	(✓)
1.3 Consumer's meter tails	(✓)	(✓)	(✓)
2.0 Presence of adequate arrangements for parallel or switched alternative sources	(N/A)	(N/A)	(N/A)
2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	(N/A)	(C3)	(N/A)
2.2 Adequate arrangements where generating set operates in parallel with the public supply (551.7)	(N/A)	(✓)	(N/A)
3.0 Methods of protection			
3.1 Automatic disconnection of supply (ADS)			
• Main earthing / bonding arrangement (411.3; Chap. 54) -	(✓)	(✓)	(N/A)
• Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or	(✓)	(✓)	(N/A)
• Presence of installation earth electrode arrangement (542.1.2.3)	(✓)	(✓)	(N/A)
• Adequacy of earthing conductor size (542.3; 543.1.1)	(✓)	(✓)	(N/A)
• Adequacy of earthing conductor connections (542.3.2)	(✓)	(✓)	(N/A)
• Accessibility of earthing conductor connections (543.3.2)	(✓)	(✓)	(N/A)
• Adequacy of main protective bonding conductor sizes (544.1.1)	(✓)	(✓)	(N/A)
• Adequacy and location of main protective bonding conductor connections (544.1.2)	(✓)	(✓)	(N/A)
• Accessability of all protective bonding connections (543.3.2)	(✓)	(✓)	(N/A)
• Presence of diagrams, charts or schedules at or near equipment, where required (514.3.1)	(✓)	(✓)	(N/A)
• Presence of alternative supply warning notice at or near equipment, where required (514.15)	(✓)	(✓)	(N/A)
• Presence of next inspection recommendation label, where required (514.12.1)	(✓)	(✓)	(✓)
• Presence of other required labelling (please specify) (514)	(✓)	(✓)	(✓)
• Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (432; 433; 434)	(✓)	(✓)	(✓)
• Single-pole switching or protective devices in line conductors only (192.14.1; 530.3.3)	(✓)	(✓)	(✓)
• Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)	(✓)	(✓)	(✓)
• Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	(✓)	(✓)	(✓)
5.0 Distribution circuits			
5.1 Identification of conductors (514.3)	(✓)	(✓)	(N/A)
5.2 Cables correctly supported throughout their run (521.10.202; 522.8.5)	(✓)	(✓)	(N/A)
5.3 Condition of insulation of live parts (416.1)	(✓)	(✓)	(N/A)
5.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	(✓)	(✓)	(N/A)
5.5 Suitability of containment systems for continued use (including flexible conduit) (522)	(✓)	(✓)	(N/A)
5.6 Cables correctly terminated in enclosures (526)	(✓)	(✓)	(N/A)
5.7 Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	(✓)	(✓)	(N/A)
5.8 Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6)	(✓)	(✓)	(N/A)
5.9 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation (523)	(✓)	(✓)	(N/A)
3.2 FELV - requirements satisfied (411.7)	(N/A)	(N/A)	(N/A)
3.3 Other methods of protection Where any of the methods listed below are employed, details should be provided on separate sheets	(N/A)	(N/A)	(N/A)
• Non-conducting location (418.1)	(N/A)	(N/A)	(N/A)
• Earth-free local equipotential bonding (418.2)	(N/A)	(N/A)	(N/A)
• Electrical separation (413; 418.3)	(N/A)	(N/A)	(N/A)
• Double insulation (412)	(N/A)	(N/A)	(N/A)
• Reinforced insulation (412)	(N/A)	(N/A)	(N/A)
• Provisions where automatic disconnection of supply is not feasible (419)	(N/A)	(N/A)	(N/A)
4.0 Distribution equipment, including consumer units and distribution boards			
4.1 Adequacy of working space / accessibility to equipment (132.12; 513.1)	(✓)	(✓)	(✓)
4.2 Security of fixing (134.1.1)	(✓)	(✓)	(✓)
4.3 Condition of insulation of live parts (416.1)	(✓)	(✓)	(✓)
4.4 Adequacy security of barriers or enclosures (416.2.3)	(✓)	(✓)	(✓)
4.5 Condition of enclosure(s) in terms of IP rating, etc. (416.2)	(✓)	(✓)	(✓)
4.6 Condition of enclosure(s) in terms of fire rating, etc. (421.1.201; 421.1.6; 526.5)(C3)	(✓)	(✓)	(✓)
4.7 Enclosure not damaged / deteriorated so as to impair safety (651.2)	(✓)	(✓)	(✓)
4.8 Presence and effectiveness of obstacles (417.2)	(✓)	(✓)	(✓)
4.9 Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2)	(✓)	(✓)	(✓)
4.10 Operation of main switch(es) (functional check) (643.10)	(✓)	(✓)	(✓)
4.11 Manual operation of circuit-breakers, RCDs and AFDUs to prove functionality (643.10)	(✓)	(✓)	(✓)
4.12 Confirmation that integral test button / switch causes RCD(s) to trip when operated (functional check) (643.10)	(✓)	(✓)	(✓)
4.13 RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.4.5; 411.5.2; 531.2)	(N/A)	(N/A)	(N/A)
4.14 RCD(s) provided for additional protection / requirements, where required - includes RCBOs (411.3.3; 415.1)	(✓)	(✓)	(✓)
4.15 Presence of RCD six-monthly test notice, where required (514.12.2)	(✓)	(✓)	(✓)



This report is not valid if the serial number has been defaced or altered

482281

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or F1, as applicable)

5.10	Adequacy of protective devices; type and rated current for fault protection (411.3)	(N/A)	(✓)			(✓)
5.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 5.43.1)	(N/A)	(✓)			(✓)
5.12	Coordination between conductors and overload protective devices (433.1; 533.2.1)	(N/A)	(N/A)			(✓)
5.13	Cable installation methods / practices with regard to the type and nature of installation and external influences (522)	(N/A)	(✓)			(✓)
5.14	Where exposed to direct sunlight, cable of a suitable type (522.1.1)	(N/A)	(✓)			(✓)
5.15	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) - installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202)	(N/A)	(✓)			(✓)
5.16	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(N/A)	(✓)			(✓)
5.16	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)	(N/A)	(✓)			(✓)
5.17	Band II cables segregated / separated from Band I cables (528.1)	(N/A)	(✓)			(✓)
5.18	Cables segregated / separated from non-electrical services (528.3)	(N/A)	(✓)			(✓)
5.19	Condition of circuit accessories (651.2)	(N/A)	(✓)			(✓)
5.20	Suitability of circuit accessories for external influences (512.2)	(N/A)	(✓)			(✓)
5.21	Single-pole switching or protective devices in line conductors only (322.141; 530.3.3)	(N/A)	(✓)			(✓)
5.22	Adequacy of connections, including cpccs, within accessories and to fixed and stationary equipment - identify / record numbers and locations of items inspected (526)	(N/A)	(✓)			(✓)
5.23	Presence, operation and correct location of appropriate devices for isolation and switching (Chap. 46; 537)	(N/A)	(✓)			(✓)
5.24	General condition of wiring system (651.2)	(N/A)	(N/A)			(✓)
5.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	(N/A)	(✓)			(✓)
6.0	Final circuits	(✓)	(✓)			(✓)
6.1	Identification of conductors (514.3)	(✓)	(✓)			(✓)
6.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	(✓)	(✓)			(✓)
6.3	Condition of insulation of live parts (416.1)	(✓)	(✓)			(✓)
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	(N/A)	(N/A)			(✓)
6.5	Suitability of containment systems for continued use (including flexible conduit) (522)	(✓)	(✓)			(✓)
6.6	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation (523)	(✓)	(✓)			(✓)
6.7	Adequacy of protective devices; type and rated current for fault protection (411.3)	(✓)	(✓)			(✓)
6.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 5.43.1)	(✓)	(✓)			(✓)
6.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	(✓)	(✓)			(✓)
6.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (522)	(✓)	(✓)			(✓)
6.11	Where exposed to direct sunlight, cable of a suitable type (522.1.1)	(✓)	(✓)			(✓)
6.12	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) - installed in prescribed zones (see Section D. <i>Extent and limitations</i>) (522.6.202)	(✓)	(✓)			(✓)
6.12	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(✓)	(✓)			(✓)
6.13	Provision of additional protection by RCD having rated residual operating current not exceeding 30 mA - *For all socket-outlets of rating 32 A or less (411.3.3) <i>Additional protection by RCD may not have been provided as a noted exception in certain non-domestic installations covered by Incident (B) of Regulation 411.3.3</i>	(✓)	(✓)			(✓)
6.13	*For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)	(N/A)	(N/A)			(✓)
6.13	*For cables concealed in walls at a depth of less than 50 mm (522.6.202)	(✓)	(✓)			(✓)
6.14	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)	(✓)	(✓)			(✓)
6.15	Band II cables segregated / separated from Band I cables (528.1)	(✓)	(✓)			(✓)
6.16	Cables segregated / separated from non-electrical services (528.3)	(✓)	(✓)			(✓)
6.17	Termination of cables at enclosures - identify / record numbers and locations of items inspected (526) - Connection under no undue strain (526.6) No basic insulation of a conductor visible outside enclosure (526.8) Connections of live conductors adequately enclosed (526.5) Adequately connected at point of entry to enclosure (glands, bushes, etc.) (522.8.5)	(✓)	(✓)			(✓)
6.18	Condition of accessories including socket-outlets, switches and joint boxes (651.2)	(✓)	(✓)			(✓)
6.19	Suitability of accessories for external influences (512.2)	(✓)	(✓)			(✓)
6.20	Single-pole switching or protective devices in line conductors only (322.141; 530.3.3)	(✓)	(✓)			(✓)
7.0	Isolation and switching	(✓)	(✓)			(✓)
7.1	Isolators - Presence and condition of appropriate devices (462; 537.2) Acceptable location - state if local or remote from equipment in question (462; 537.2.7) Capable of being secured in the OFF position (462.3) Correct operation verified (643.10) Clearly identified by position and / or durable marking (537.2.7) Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2)	(✓)	(✓)			(✓)



This report is not valid if the serial number has been defaced or altered

482281

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

7.2	Switching off for mechanical maintenance -	(✓)	8.5	Security of fixing (I3A1.1)	(✓)	- Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5 m from zone 1 (701.512.3)	(N/A)	
-	Presence and condition of appropriate devices (464.1; 537.3.2)	(✓)	8.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: list number and location of luminaires inspected (separate page) (527.2)	(✓)	- Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)	(✓)	
-	Capable of being secured in the OFF position where not under continuous supervision (464.2)	(✓)	8.7	Recessed luminaires (downlighters) -	(✓)	- Suitability of accessories and controlgear etc. for a particular zone (701.512.3)	(✓)	
-	Correct operation verified (643.10)	(✓)	-	Correct type of lamps fitted (559.3.1)	(✓)	- Suitability of current-using equipment for particular position within the location (701.555)	(✓)	
-	Clearly identified by position and / or durable marking (537.3.2.4)	(✓)	-	Installed to minimise build-up of heat by use of "fire rated" fittings, insulation, displacement box or similar (421.1.2)	(✓)	Other special installations or locations -	(N/A)	
7.3	Emergency switching off -	(✓)	-	No signs of overheating to surrounding building fabric (559.4.1)	(✓)		()	
-	Presence and condition of appropriate devices (465; 537.3.3; 537.4)	(✓)	-	No signs of overheating to conductors / terminations (528.1)	(✓)		()	
-	Readily accessible for operation where danger might occur (537.3.3.6)	(✓)	9.0	Special locations and installations	(✓)		()	
-	Correct operation verified (643.10)	(✓)	-	Where special installations or locations relating to a particular Section of Part 7, an additional inspection Schedule(s) should be provided on separate pages	(✓)		()	
-	Clearly identified by position and / or durable marking (537.3.3.5; 537.3.3.6; 537.4.3; 537.4.4)	(✓)	9.1	Location(s) containing a bath or shower -	(✓)	10.0	Prosumer's low voltage installation	(N/A)
7.4	Functional switching -	(✓)	-	Additional protection by RCD having rated residual operating current not exceeding 30 mA for all low voltage (LV) circuits serving the location or passing through zones 1 and / or 2 of the location (701.414)	(✓)	-	Where elements of a presumed installation falling within the scope of Chapter 82 are covered by the report, additional schedules detailing the associated inspection and testing should be provided on separate pages.	()
-	Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2)	(✓)	-	Where used as a protective measure, requirements for SELV or PELV met (701.414.4-5)	(N/A)	Schedule of items inspected by		
-	Correct operation verified (643.10)	(✓)	-	Shaver supply units complying with BS EN 61559-2-5 formerly BS 3636 (701.512.3)	(N/A)	Name (capitals):	OLIVER MILES	
8.0	Current-using equipment (permanently connected)	(✓)	-	Presence of supplementary bonding conductors, unless not required by BS 7671: 2018 (701.415-2)	(N/A)	Signature:		Date: 15/01/2024
8.1	Condition of equipment in terms of IP rating, etc. (416.2; 422.3; 422.4; 522.4)	(✓)						
8.2	Equipment does not constitute a fire hazard (421)	(✓)						
8.3	Enclosure not damaged / deteriorated so as to impair safety (I3A.11; 416.2)	(✓)						
8.4	Suitability for the environment and external influences (512.2)	(✓)						

PART 10 : SCHEDULES AND ADDITIONAL PAGES (the pages identified are an essential part of this report (see Regulation 653.2))

Schedule of inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9.2 above)	Schedules relating to Prosumer's installations (indicated in item 10 above)	Continuation sheets
Page No(s): (4, 5 & 6)	Page No(s): (7 & 8)	Page No(s): ()	Page No(s): ()	Page No(s): ()	Page No(s): (N/A)



This report is not valid if the serial number has been defaced or altered

482281

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 11A : SCHEDULE OF CIRCUIT DETAILS (GO TO PART 11B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see notes to PART 11B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max. disconnection time (BS 7671) (s)	Overcurrent protective device				RCD				
					Live (mm ²)	opc (mm ²)		BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted Z _s ^a (Ω)	ES (EN)	Type	Rating (A)	Operating current, I _{OP} (mA)
1	KITCHEN SOCKETS & SHOWER PUMP	A	B	7	4	1.5	0.4	60898 MCB	B	32	6	1.37	61008 RCD	AC	80	30
2	FRONT OFFICE SOCKETS	A	B	5	4	1.5	0.4	60898 MCB	B	20	6	2.19	61008 RCD	AC	80	30
3	BEDROOM AND HALLWAY SOCKETS	A	B	4	2.5	1.5	0.4	60898 MCB	B	20	6	2.19	61008 RCD	AC	80	30
4	GARAGE	A	B	2	2.5	1.5	0.4	60898 MCB	B	20	6	2.19	61008 RCD	AC	80	30
5	LIGHTS - FRONT HALL, OFFICE, W/C, BATHROOM & BEDROOM POINTS	A	B	13	1	1	0.4	60898 MCB	B	6	6	7.28	61008 RCD	AC	80	30
6	SPARE															
7	COOKER	A	B	3	6	2.5	0.4	60898 MCB	B	32	6	1.37	61008 RCD	AC	80	30
8	LOUNGE SOCKETS	A	B	3	2.5	1.5	0.4	60898 MCB	B	32	6	1.37	61008 RCD	AC	80	30
9	DINING ROOM SOCKETS	A	B	2	2.5	1.5	0.4	60898 MCB	B	20	6	2.19	61008 RCD	AC	80	30
10	LIGHTING - KITCHEN, LOUNGE, DINING, REAR ENTRANCE, REAR O/S LIGHT	A	B	2	1	1	0.4	60898 MCB	B	6	6	7.28	61008 RCD	AC	80	30
11	SPARE															
12	SPARE															

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB1
 Location of DB: KITCHEN CLIPBOARD
 Z_{db}: 0.27 Ω at DB†: 0.888 Ω (kA)
 Confirmation of supply polarity: (Yes) Phase sequence confirmed: (N/A)
 SPD Details** Types: T1 (N/A) T2 (N/A) T3 (N/A) N/A ()
 Status indicator checked (where functionality indicator is present): (N/A)

**SPD Type.
 Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.
 Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART 11B). (See Section 534 for further details).
 Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION
 Supply to DB is from: (N/A)
 Overcurrent protection device for the distribution circuit
 BS (EN): () Type: () Nominal voltage: () V Rating: () A No. of phases: ()
 Associated RCD (if any)
 BS (EN): () RCD Type: () / Δn () mA No. of poles: () Operating time: () ms



This report is not valid if the serial number has been deleted or altered

482281

EICR18.2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018+A2:2022 - Requirements for Electrical Installations

PART 11B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part 11A)

Circuit number	Continuity (Ω)			Insulation resistance		Polarity	Max. measured earth fault loop impedance, Z _s (Ω)	RCD		AFDD** AFDD test button	Comments and additional information, where required
	Ring final circuits only (measured end to end)		All circuits (complete at least one column)	Live / Live (MΩ)	Live / Earth (MΩ)			Operating time*	Test button		
	(Line) L _n	(Neutral) N	(CPC) C _p	R _s (R _s +R _e)	R _s			(ms)	(✓)		
1	N/A	N/A	N/A	>999	>999	500	0.57	✓	✓	N/A	
2	N/A	N/A	N/A	>999	>999	500	0.82	✓	✓	N/A	
3	N/A	N/A	N/A	>999	>999	500	0.65	✓	✓	N/A	
4	N/A	N/A	N/A	>999	>350	500	0.72	✓	✓	N/A	
5	N/A	N/A	N/A	>999	>75	500	1.14	✓	✓	N/A	
6											
7	N/A	N/A	N/A	>200	>999	500	0.47	✓	✓	N/A	
8	N/A	N/A	N/A	>200	>999	500	0.80	✓	✓	N/A	
9	N/A	N/A	N/A	>200	>999	500	0.59	✓	✓	N/A	
10	N/A	N/A	N/A	N/A	>100	500	1.07	✓	✓	N/A	
11											
12											

Circuits/equipment vulnerable to damage when testing (where applicable):

TESTED BY Name (capital): OLIVER MILES Position: ELECTRICIAN Signature: [Signature] Date: (15/01/2024)

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function: QU0812310240278556 Continuity: [] Insulation resistance: [] Earth fault loop impedance: [] Earth electrode resistance: [] RCD: []

* RCD effectiveness is verified using an alternating current test at rated residual operating current (I_{Δn}) ** Where installed. Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring	(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermoplastic / SWA cables	(H) Armored insulated cables	Other - state
Enter a (✓) (✗) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A									



This report is not valid if the serial number has been defaced or altered

482281

EICR18;2C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with **BS 7671:2018-A2:2022** - Requirements for Electrical Installations

ADDITIONAL NOTES

Large empty rectangular area for additional notes.

Original (to the person ordering the work)

NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overhead at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018-1-2:2022* - Requirements for Electrical Installations.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 5), together with any items for which improvement is recommended.

You should have received the report marked 'Original' and the contractor should retain a duplicate. If you were the person ordering this report, but not the owner or user of the installation, you should pass this report, or a full copy of it, including these notes, the schedules and additional pages (if any), immediately to the owner or user of the installation.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work, NICEIC™ recommends that you engage the services of an NICEIC contractor for the inspection. Only an NICEIC contractor is authorised to issue this NICEIC Electrical Installation Condition Report, which has a unique serial number that is traceable to the contractor to which it was supplied by NICEIC.

The recommended date by which the next inspection should be carried out is stated in PART 4 of this report. With the exception of domestic (household) premises, there should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

This report is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least eight numbered pages. The report is only valid if the Schedule of Items Inspected (PART 9) has been completed to confirm that all relevant inspections have been carried out and the Schedule of Circuit Details (PART 11A) and the Schedule of Test Results (PART 11B) are attached. For installations having more than one distribution board (or consumer unit) or more circuits than can be recorded in PARTS 11A & 11B, one or more additional Schedule of Circuit Details and Schedule of Test Results, should form part of the report. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. The report is invalid if any of the additional pages, listed in PART 10 are missing.

Where the installation includes a residual current device (RCD) it should be tested every six months by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions should be followed with respect to test button operation.

Where the installation includes a surge protection device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 7 Supply Characteristics and Earthing Arrangements, and the Schedules of Circuit Details and Test Results (PART 11A & 11B) compiled accordingly.

PART 6 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 6. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 5. Where one or more observations have been made in PART 5, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) the safety of those using the installation is at risk. Wherever practicable, items classified as C1 should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where inadequacies in the intake equipment have been observed (item 1 of PART 9), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

For further information about electrical safety and how NICEIC can help you, visit:

www.niceic.com

** NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the Charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

ONLY ONE CLASSIFICATION CODE SHOULD BE GIVEN FOR EACH RECORDED OBSERVATION

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing (entered in PART 6), could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*.

The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

For further information about electrical safety and how NICEIC can help you, visit www.niceic.com

Sandwich Town Council and Maddox Working Group
Meeting scheduled for 7th Feb 2024 prior to STC extra ordinary meeting on Maddox
Report from: Nick Gray & Peter Breen
Date: January 6th, 2024
Subject: Maddox Charity Strategy / Overall Plan
Classification: General

Purpose of report:

Draft report for discussion and agreement prior to submission to Council in January.

The Working Group recommend that the Council have a clear understanding of the purpose and arrangements for the Maddox charity so that the charity can be established efficiently.

An accountant has been employed to prepare the documentation to be submitted to the Charity Commission. This report will enable the accountant who drafts the document on behalf of STC to be given clear instruction thereby enabling efficient working.

The Governing Document, when prepared will be brought to STC for approval.

The governing document will explain how the charity is to be run so that trustees and other interested parties understand:

- charity's purpose
- who runs it and how they run it
- how trustees will be appointed
- rules about trustees' expenses
- rules about payments to trustees
- how to close the charity

Background

Georgina Maddox's will contains three separate sections setting out her wishes:

1. The wish, without imposing any binding obligation, that in so far as reasonably practicable, Bay Hall be utilised as a meeting place for local community organisations or groups BUT failing that the proceeds of sale be used for the benefit of the said local community groups and organisations as the Sandwich Town Council shall in its absolute discretion think fit,
2. The wish that the portion (70%) of the remaining residue of her estate bequeathed to Sandwich Town Council be used by them for the benefit of such local community groups, organisations and good causes as the Council shall in its absolute discretion think fit.
3. The remaining 30% of her estate to be divided equally by St Mary's Church Ripple; St Mary's Church Woodnesborough; St Mary's Church Eastry; St Clement's Church Sandwich; St Bartholomew's Chapel Sandwich; St Andrew's Church Tilmanstone; St Augustine's Church Nothbourne and the Church of St Peter and St Paul Worth.

STC has the power to establish a separate Charitable Trust and to transfer to the trust ownership of Bay Hall (or its proceeds of sale) and the residue, the Council using the General Power of Competence which it is now empowered to exercise.

Set out below are the proposed details of the charity:

1. General

a) Name: The Georgina Maddox Charitable Trust (GMCT)

b) Address: Guildhall, Sandwich

2. Structure

This Working Group has agreed and recommends to the Council that a Charitable Incorporated Organisation (CIO) be established having the Council as its sole trustee, in the same way as the Council is the sole trustee of the Sandwich Toll Bridge Charitable Fund.

A CIO is an incorporated structure designed for charities. A CIO is created by registering with the Charity Commission. There is no need to register with Companies House. Trustees have limited or no liability for CIO debts or liabilities.

3. Trustees

- a) Sandwich Town Council shall be the single trustee. STC traditionally comprises of 16 elected councillors with a meeting quorate of 9 Councillors. Co-opted Councillors shall have voting rights.
- b) In the event that there are less than 16 serving councillors, the percentages below apply. A simple majority (>50%) is required at meetings for decisions other than major decisions ie change of charity rules, amendment to the governing document, purchase of property, borrowing money, appointment of investment manager(s), open or close a bank account, change of charity structure, dissolution provisions detailing how the charity can be wound up, and a decision to wind up the charity when a 75% majority is required.
- c) Meetings of the trustees shall be 3 times each year but other extra ordinary meetings may be held when a written request to the Town Clerk is supported by 9 or >50% Councillors.
- d) Additionally, the Trustee shall meet with Local Community Organisations once per year.
- e) Trustee shall not be entitled to fees but may charge expenses incurred eg room hire.
- f) Expenses are not generally claimable by Councillors who form the Trustee but reasonable expenses will be reimbursed for a specific purpose which has been approved in advance by the Town Clerk of the expenditure being incurred.
- g) Any dispute amongst the Councillors who are the Trustee, shall be referred in the first instance to an independent third party agreed by the Trustee. If the Trustee cannot agree on a third party, the Charity Commission shall be asked to nominate one.

4. Charitable Purpose (or Objectives)

The charity must have 'charitable purposes' that help the public (known as being 'for public benefit'). Charitable purposes include objectives that contribute to:

- | | | |
|------------------------------------|---------------------------------|-----------------------------------|
| a) <i>relieving poverty</i> | g) <i>the arts</i> | l) <i>animal welfare</i> |
| b) <i>education</i> | h) <i>amateur sport</i> | m) <i>the efficiency of the</i> |
| c) <i>religion</i> | i) <i>human rights</i> | <i>armed forces, police, fire</i> |
| d) <i>health</i> | j) <i>religious or racial</i> | <i>or ambulance services</i> |
| e) <i>saving lives</i> | <i>harmony</i> | |
| f) <i>citizenship or community</i> | k) <i>the protection of the</i> | |
| <i>development</i> | <i>environment</i> | |

The Working Group recommends those purposes in italics above are adopted.

5. Governing Arrangements – Administration

The GMCT shall:

- a) Not directly employ staff on a full or part-time basis.
- b) Appoint professional advisors ie solicitor and accountant / auditor.
- c) Review the appointment of the investment manager, currently EFG Harris Allday, every 5 or at any other time agreed by the Trustee.
- d) Approve all payments and nominate two councillors to instruct the bank.
- e) Contract services for a management agent, clerk which may be provided by STC.
- f) Develop processes and procedures as required by law, the Charities Commission or agreed by the Trustee.
- g) Establish a voluntary management committee to advise the Trustee.
- h) Develop detailed procedures as deemed necessary to enable the smooth working of the charity eg grant application, meeting protocol, administration.

6. Governing Arrangements – Investments & Expenditure

- a) The maintenance, refurbishment and on-going management of Bay Hall shall be the primary demand on funds, without any annual constraint on the limit expended, as long as the Trustee deem ownership of the property as practical.
- b) The objective is to allow the charity to run in perpetuity.
- c) The maximum grants awarded in any one year shall not exceed an average of the dividends or interest received in the previous three financial years.
- d) Unspent dividend shall be reinvested at the discretion of the Trustee.
- e) The Charity may own or purchase shares, property and hold cash in bank accounts.
- f) The Charity may only provide money to local non-profit or surplus making community organisations, (including local individual members of local organisations), groups or other good causes in accordance with the will.

7. Governing Arrangements – Local Community Organisations, groups & good causes.

- a) The GMCT recognises that local community organisations and groups are the beneficiaries of Georgina's will.
- b) The GMCT recognises that membership of local organisations and groups in Sandwich is not limited to Sandwich Town residents only and as such only Sandwich based organisations shall benefit from this charity.
- c) The GMCT shall maintain a register of approved local community organisations, groups, and other good causes. The Trustee shall in sole discretion determine Sandwich based organisations.
- d) The Trustee may invite local organisations or groups to register and may suggest possible areas of support or organise charitable events.
- e) The GMCT recognises that the local charities and groups have been in existence without the support of the GMCT and so grants to those charities are intended to make a real difference to their normal activities.

Recommendations:

The Council is asked to approve the contents of this report: **Decision Required**

Sandwich Town Council

Meeting scheduled for 7 February 2024

Report from: Maddox Working Group

Date: 2 Feb 2024 DRAFT report for STC Extraordinary meeting on maddox

Subject: Headline Progress Update

Classification: General

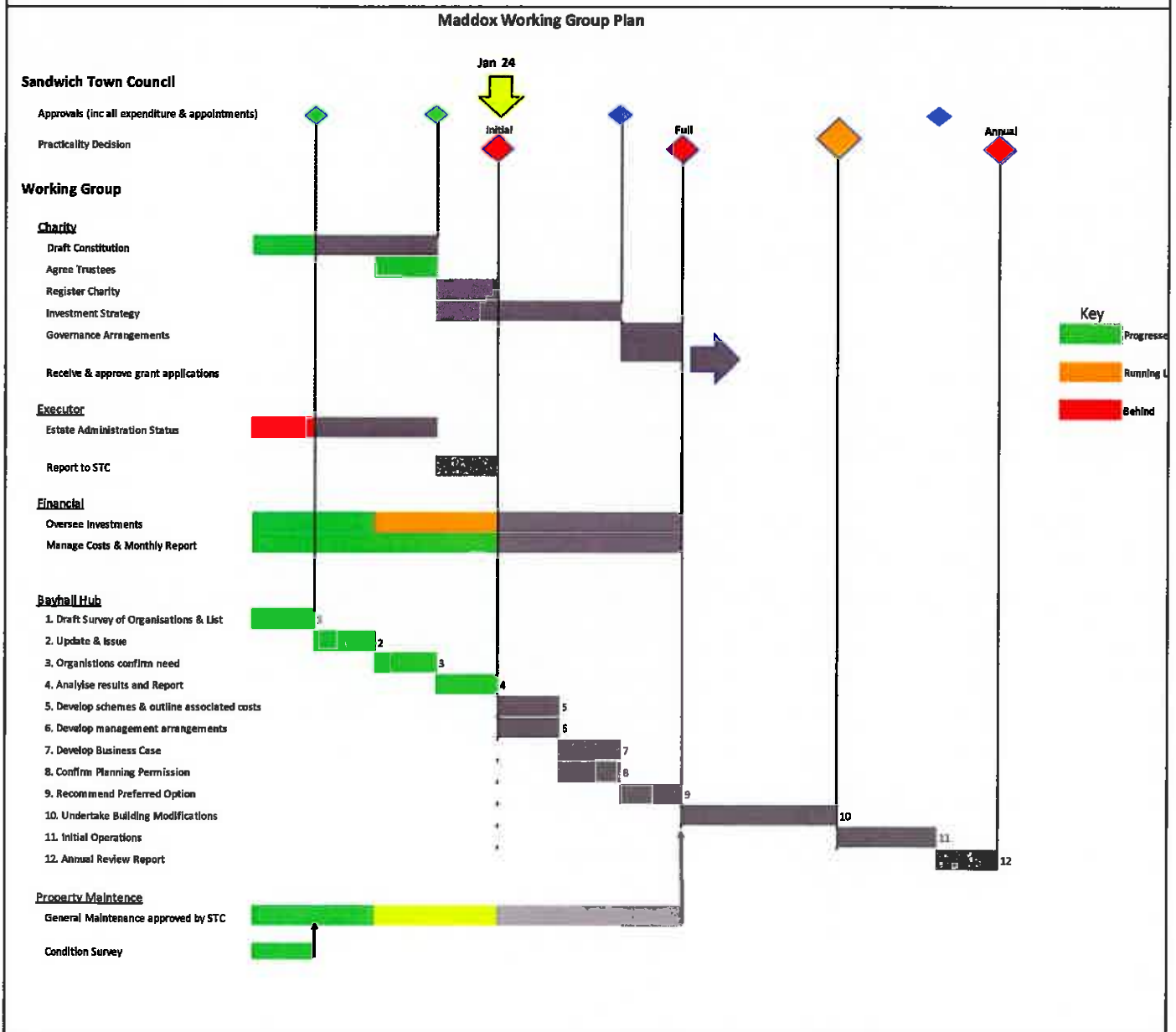
Purpose of report:

To keep Sandwich Town Council apprised of the main areas of progress on the Maddox legacy and in particular to:

- 1) To receive and approve the Charity Governing Document brief,
- 2) To receive and note an update on progress with the executor report,
- 3) To receive a financial update on investments, cash held and expenditure
- 4) To receive a report on the summarising the demand by local organisations and to make a decision on the practicality of refurbishing Bay Hall to become a community hub.
- 5) To discuss other aspects eg planning permission

Background

The roadmap sequence below shows the progress to plan previously presented to STC.



Establishing The Maddox Charity

STC have agreed the appointment of Levicks to help with the establishment of the charity

The attached Charity Governing Document Brief sets out the purpose of the charity and how the charity will be run. This document when approved by STC will be used to inform Levicks with the preparation of the Maddox Charity Governing Document. Once drafted, the Governing Document will be presented to Council prior to submission to the Charity Commission.

The council is asked to approve the contents of the above-mentioned report: **Decision Required**

Executor

Last letter from the executor was presented in the October meeting – *“it continues to be the case that the estate cannot be finalised because HMRC are not satisfied that the full extent of Miss Maddox’s lifetime tax liability has been ascertained”*

The working Group is seeking more details from the executor on the status with HMRC.

The Council is asked to note report this report and provide and directions.

Financial

EFG Harris Allday are processing the paperwork to establish a Discretionary Managed Account. They have raised some queries with the RFO, which are being reviewed, but these are not impacting the progress of establishing an account.

STC have agreed the appointment of Levicks to carry out preparation and audit of the year one accounts.

The budgeted expenditure for this year: £7,000; the actual expenditure to end Oct £3,786.37; Ringfenced cash held is £206,386.34

The Council is asked to note report this report and provide and directions.

Bay Hall Hub

To establish the demand for using Bay Hall as a Community Hub, 53 questionnaires were issued to local organisations and 17 responses were received by the extended deadline 5th January 2024. Of the 14 responses, 7 expressed an interest:

A report is attached Questionnaire Response Report Feb 24.

Council to decide if the demand is sufficient for the Council to invest time taking the scheme forward to the next stage ie to make the Initial Practicality Decision as per the Working Group Plan. **Decision Required**

Maintenance Activities

The central heating boiler has been serviced and new thermostat fitted; electrical safety testing undertaken; broken double glazed unit replaced; weeds to front removed; driveway grass cut; gutters cleaned and drains rodded.

An order has been placed for tree pruning and is awaiting permission from DDC.

Maintenance activities are ongoing.

Consultations with Dover Planning and Dover Conservation are planned, with the aim of undertaking these early in 2024.

Recommendations:

The Council is asked to note the contents of this report and to provide decisions as above and any directions to the Working Group on next steps.