



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED THIS 3rd JANUARY 2025
MEMBERS OF HALE VILLAGE HALL MANAGEMENT COMMITTEE
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,
HALE, HALTON L24 4AE
ON 13th JANUARY 2025 AT 7.30pm
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail clerk@haleparishcouncil.gov.uk or telephone 07803611222.

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Apologies** - To receive apologies
2. **Declarations of Interest** - To receive declarations of interest.
3. **Public Participation** - To allow for a period of public participation.
4. **Minutes** – To approve the draft Minutes of the Ordinary Meeting on 11th November 2024 and accept them as a true record
5. **Payments & Receipts** - To receive and consider the list of payments and receipts made between 17th October 2024 – 31st December 2024 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed.
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 17th October 2024 - 31st December 2024 to consider accepting them as an accurate record and comparison against budget (See Attached)
7. **Defibrillator Maintenance** - P Turton 27th Nov 2024

I did my required 3 monthly inspection of the 3 Defibrillators I have installed in the Village this week and the pads for the one at the hall run out in January 2025. Do we want to keep the current defibrillator and if so, are the Parish Council prepared to buy the parts required to keep it in full working order? The alternative is that we return it and purchase our own. (£1250)

New pads will cost approx £150 and I hope that we will not need a new battery yet as that would be in the region of £500 but will last for at least 4 years.

I can, with your permission, ask if the NHS is willing to supply the parts required as the machine will always be on loan to us but part of the original agreement was that we would fund replacement parts where required if they cannot supply them. I don't want a delay in applying as the machine will automatically stop working if the pads go out of date.

As a matter of interest, I know that NWAS has notified four callers that a defibrillator is available for public use in the village though never actually used yet.

8. **Martyns Law** –To review the legal Obligation of Hale Village Hall and to make arrangements to include considerations in all management documentation and Insurance arrangements.
9. **Building maintenance: Audit**
To undertake an Annual Audit of the building so that the more serious aspects of the maintenance are noted and their importance then identified for what can be addressed urgently or in due course.
10. **Gas** - To seek comparable quotes that may be cheaper than the current supplier?

- 11. Electrical inlet fuse** - Identified and confirmed as out of date. This will need to be replaced by Scottish Power as this is main inlet. In addition, the position is not identified in any way within a cupboard where other things are stored. It should be relatively safe, however, should we air on the side of caution?
- 12. Certificate of Compliance** - I understand that a public building should have an electrical certificate of compliance every 5 years. Do we have one and if not should we endeavour to get one as the building is now 7 years old
- 13. Solar Panels** – To agree to fund a check which will confirm that they are connected and working. There are no batteries I know of so any electricity generated is not being stored for our use. There is nothing on any accounts I have seen that indicate how much has been provided or 'sold' to the National Grid and there seems no identity on the electricity bills we have seen that our supplier even knows we have solar panels. The two parts that concern me are that: a) we have been losing money for 7 years or there is no identity of it. b) Part of the lottery grant was that we must have some form of natural/renewable energy. We have the panels but do they work? If the monitor is in the electric cupboard it should show a green light if working but the only one I can see is red which from what I can ascertain means it is switched off
- 14. Future Meeting** - To agree a date for the next Village Hall Management Committee Meeting.

In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”

PART TWO

Private & Confidential

- 1. HR Advice** – To review a recent HR matter



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON MONDAY 11th NOVEMBER 2024 AT 7.30pm

Present: Cllr P Lewis, Cllr J McNamara, Cllr G Wright, Cllr C Anderson, N. Thompson,
P Turton, A McNamara,

In attendance: 2 Members of the Public and The Clerk

- 1. Apologies** – Apologies were received on behalf of Cllr C Williams
- 2. Declarations of Interest** – Cllr J McNamara informed the meeting that his Register of Interests needs updating to reflect his position as a Freeman of Hale. The Clerk will provide a new form for completion and update his records and Halton Borough Council's.
- 3. Public Participation** – No matters were raised by members of the Public.
- 4. Minutes** – The minutes of the Hale Village Hall Management Committee Ordinary meeting on 16th October 2024 were approved and accepted as a true and accurate account with a typing correction to the date.

Proposed by N Thompson and seconded by Cllr Lewis

The Motion was approved

- 5. Payments & Receipts** - The list of payments and receipts made between 4th October 2024 and 17th October 2024 as recorded in the cash book record which has been reconciled against the Bank statement to these dates as a true record, all payments having been made under Financial Regulation 6.4 as detailed were accepted by the committee

**** The Clerk was once again asked to check two payments to BT which appeared to be excessive. Due to his recent absence on annual leave this will be now be clarified at the January meeting**

Proposed by P Turton and Seconded by N Thompson

The Motion was approved

6. **Accounts** – The reconciled bank statement and summary of receipts & payments 4th October 2024 and 17th October were accepted as an accurate record and comparison against budget

Proposed by Cllr P Lewis and Seconded by Cllr C Anderson

The Motion was approved

7. **Soundproofing -**

- i. It was resolved that Cllrs Lewis & Anderson will liaise with the Clerk and purchase panels up to the value of £1000 (approx. 15 panels) using the 10% discount offered by the vendor. The panels will be installed by volunteers and will be assessed for their effectiveness before a decision is made to purchase additional panels.

Proposed by Cllr McNamara and seconded by Cllr C Anderson

The Motion was approved with 2 abstentions

8. **Village Hall External Decoration-**

- i. A budget of £1400 was proposed for a local contractor to paint the external walls of the Village Hall. It was agreed that a second option should be sought for comparison but it was felt that the price quoted is a competitive option from a local, trusted member of the community.

Proposed by Cllr G Wright and seconded by Cllr C Anderson

The Motion was approved with 2 abstentions

9. **Booking Officer Phone Contract** – It was resolved that the Clerk should review and arrange for a new business phone contract for the Village Hall. He will arrange for admin access by one of the current Councillors and look to update the current handset which is old and damaged.

Proposed by Cllr M Roberts and seconded by P Turton

The Motion was approved

10. **Village Hall Kitchen Equipment** – It was resolved that a budget of up to £800 be considered to renew the current damaged cooker and to purchase an airfryer for use by hirers of the Hall.

Proposed by Cllr M Roberts and seconded by Cllr C Anderson

The Motion was approved

- 11. Community Room Blinds** - It was agreed to defer this item until further information has been received. It was agreed that Cllr Anderson will contact IKEA to review the availability of blinds to replace the ones in the Community Room.

Proposed by P Turton and seconded by Cllr C Anderson

The Motion was approved

The meeting Closed at 8.40pm

DRAFT

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			594.64	
188	11/10/2024		Hall Rental	Halton BC	120.00	22,931.18	11/10/2024
189	11/10/2024		Hall Rental	Hale Parish Council	50.00	22,981.18	11/10/2024
190	14/10/2024		Hall Rental	Ruth Nickson	27.50	23,008.68	14/10/2024
191	14/10/2024		Hall Rental	Stephen Armstrong	100.00	23,108.68	14/10/2024
91	15/10/2024		Electricity	Crown Gas & Pow	-241.78	22,866.90	15/10/2024
92	15/10/2024		Gas	Cadent Gas	-647.81	22,219.09	15/10/2024
192	15/10/2024		Hall Rental	Rebecca Riley	36.00	22,255.09	15/10/2024
193	17/10/2024		Hall Rental	J L D S McNABB	30.00	22,285.09	17/10/2024
194	17/10/2024		Hall Rental	Andrew Kiridoshi	157.00	22,442.09	17/10/2024
94	18/10/2024		Hall Internet/Wifi	BT Group	-127.64	22,314.45	18/10/2024
195	18/10/2024		Hall Rental	McGregor	240.00	22,554.45	18/10/2024
95	21/10/2024		Hall Refund	D Finnigan	-10.00	22,544.45	21/10/2024
96	21/10/2024		Cleaning Service	EW Carpet & Uph	-70.00	22,474.45	21/10/2024
97	21/10/2024		Cleaning Materials	Freemans Industri	-40.80	22,433.65	21/10/2024
113	21/10/2024		Hall Maintenance	FIS Solutions	-43.00	22,390.65	21/10/2024
196	21/10/2024		Hall Rental	Stephen Armstrong	40.00	22,430.65	21/10/2024
197	21/10/2024		Hall Rental	Ruth Nickson	27.50	22,458.15	21/10/2024
198	21/10/2024		Hall Rental	JL Smith	27.00	22,485.15	21/10/2024
98	22/10/2024		Water	Water Plus	-48.27	22,436.88	22/10/2024
199	25/10/2024		Hall Rental	Martin P&F Roys	37.50	22,474.38	25/10/2024
200	28/10/2024		Hall Rental	Ruth Nickson	27.50	22,501.88	28/10/2024
201	28/10/2024		Hall Rental	J Arnaud	32.00	22,533.88	28/10/2024
202	28/10/2024		Hall Rental	J French	100.00	22,633.88	28/10/2024
203	28/10/2024		Hall Rental	Activity Co.	54.00	22,687.88	28/10/2024
204	28/10/2024		Hall Rental	Rebecca Riley	36.00	22,723.88	28/10/2024
205	28/10/2024		Hall Rental	Mersey Wave Cho	126.00	22,849.88	28/10/2024
206	28/10/2024		Hall Rental	J L D S McNABB	42.00	22,891.88	28/10/2024
99	29/10/2024		Flags		-22.89	22,869.19	29/10/2024
100	29/10/2024		HMRC	HMRC	-295.72	22,573.47	29/10/2024
101	29/10/2024		Equipment		-11.50	22,561.97	29/10/2024
102	29/10/2024		Repairs	M T Sutton	-955.00	21,606.97	29/10/2024
103	29/10/2024		Caretaker		-475.88	21,131.09	29/10/2024
104	29/10/2024		Hallmaster	Hallmaster Ltd	-265.00	20,866.09	29/10/2024
105	29/10/2024		Bookings Officer		-649.90	20,216.19	29/10/2024
106	29/10/2024		Repairs	Lucas Electrical	-182.35	20,033.84	29/10/2024
107	29/10/2024		Bookings Officer		-537.05	19,496.79	29/10/2024
108	29/10/2024		Cleaner		-687.43	18,809.36	29/10/2024
109	29/10/2024		Bookings Mobile Phone	O2 Mobile Phones	-21.66	18,787.70	29/10/2024
207	29/10/2024		Hall Rental	S L Foy	180.00	18,967.70	29/10/2024
208	29/10/2024		Hall Rental	Hale Village Hall	48.00	19,015.70	29/10/2024
209	29/10/2024		Hall Rental	McGregor	37.50	19,053.20	29/10/2024
210	29/10/2024		Hall Rental	McGregor	128.00	19,181.20	29/10/2024
211	29/10/2024		Hall Rental	McGregor	64.00	19,245.20	29/10/2024
212	29/10/2024		Hall Rental	McGregor	80.00	19,325.20	29/10/2024
213	29/10/2024		Hall Rental	McGregor	30.00	19,355.20	29/10/2024
214	29/10/2024		Hall Rental	C Forbes	100.00	19,455.20	29/10/2024
215	30/10/2024		Hall Rental	Knitting Club	75.00	19,530.20	30/10/2024
110	31/10/2024		Caretaker		-54.98	19,475.22	31/10/2024
111	31/10/2024		Bank Charges		-5.40	19,469.82	31/10/2024
216	31/10/2024		Hall Rental	Three Ministries	160.00	19,629.82	31/10/2024
112	01/11/2024		Cleaning Materials	FIS Solutions	-45.15	19,584.67	01/11/2024
217	01/11/2024		Hall Rental	M P Smith	110.00	19,694.67	01/11/2024
218	01/11/2024		Hall Rental	Francis Doyle	144.00	19,838.67	01/11/2024
219	01/11/2024		Hall Rental	L Mooney	36.00	19,874.67	01/11/2024

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			594.64	
220	04/11/2024		Hall Rental	Ruth Nickson	27.50	19,902.17	04/11/2024
221	05/11/2024		Hall Rental	J L D S McNABB	48.00	19,950.17	05/11/2024
222	05/11/2024		Hall Rental	JL Smith	27.00	19,977.17	05/11/2024
223	06/11/2024		Hall Rental	E Pal	150.00	20,127.17	06/11/2024
224	11/11/2024		Hall Rental	Ruth Nickson	27.50	20,154.67	11/11/2024
225	11/11/2024		Hall Rental	Faisal Naeem	30.00	20,184.67	11/11/2024
226	11/11/2024		Hall Rental	Rebecca Riley	36.00	20,220.67	11/11/2024
227	11/11/2024		Hall Rental	JL Smith	27.00	20,247.67	11/11/2024
228	13/11/2024		Hall Rental	J M Sears	150.00	20,397.67	13/11/2024
229	15/11/2024		Hall Rental	Rebecca Riley	72.00	20,469.67	15/11/2024
230	15/11/2024		Hall Rental	Rebecca Riley	72.00	20,541.67	15/11/2024
231	15/11/2024		Hall Rental	Safiyah Ali	200.00	20,741.67	15/11/2024
114	18/11/2024		Hall Internet/Wifi	BT Group	-136.34	20,605.33	18/11/2024
115	18/11/2024		Water	Water Plus	-49.05	20,556.28	18/11/2024
232	18/11/2024		Hall Rental	Carolina Aime Fern	20.00	20,576.28	18/11/2024
233	18/11/2024		Hall Rental	National Associati	230.00	20,806.28	18/11/2024
234	18/11/2024		Hall Rental	Rebecca Riley	72.00	20,878.28	18/11/2024
235	18/11/2024		Hall Rental	JL Smith	27.00	20,905.28	18/11/2024
236	19/11/2024		Hall Rental	Ruth Nickson	27.50	20,932.78	21/11/2024
237	21/11/2024		Hall Rental	J L D S McNABB	24.00	20,956.78	21/11/2024
238	21/11/2024		Hall Rental	M B Dancing (Mer	32.00	20,988.78	21/11/2024
239	25/11/2024		Hall Rental	Ruth Nickson	27.50	21,016.28	27/11/2024
240	25/11/2024		Hall Rental	D Gleave	90.00	21,106.28	27/11/2024
241	25/11/2024		Hall Rental	J M Sears	30.00	21,136.28	27/11/2024
242	25/11/2024		Hall Rental	J L D S McNABB	36.00	21,172.28	25/11/2024
243	25/11/2024		Hall Rental	JL Smith	27.00	21,199.28	27/11/2024
116	27/11/2024		Repairs	Screwfix	-3.99	21,195.29	27/11/2024
117	27/11/2024		Cleaning Materials	Freemans Industri	-187.87	21,007.42	27/11/2024
118	27/11/2024		Equipment	Amazon	-219.14	20,788.28	27/11/2024
119	27/11/2024		Equipment	Amazon	-599.00	20,189.28	27/11/2024
244	27/11/2024		Hall Rental	Knitting Club	30.00	20,219.28	27/11/2024
245	27/11/2024	Crib Room Hi	Hall Rental	Hale Parish Counc	100.00	20,319.28	27/11/2024
246	27/11/2024	Remembranc	Hall Rental	Hale Parish Counc	25.00	20,344.28	27/11/2024
247	27/11/2024		Hall Rental	Activity Co.	72.00	20,416.28	27/11/2024
120	28/11/2024		Cleaner		-687.63	19,728.65	28/11/2024
121	28/11/2024		Bookings Officer		-650.10	19,078.55	28/11/2024
122	28/11/2024		Caretaker		-475.88	18,602.67	28/11/2024
123	28/11/2024		HMRC	HMRC	-295.32	18,307.35	28/11/2024
124	28/11/2024		Bookings Officer		-490.35	17,817.00	28/11/2024
248	28/11/2024		Hall Rental	Thoe Ministries	80.00	17,897.00	28/11/2024
249	29/11/2024		Hall Rental	Mersey Wave Cho	54.00	17,951.00	02/12/2024
125	30/11/2024		Bank Charges	Unity Bank	-6.00	17,945.00	30/11/2024
250	02/12/2024		Hall Rental	Martin P&F Roys	22.50	17,967.50	02/12/2024
251	02/12/2024		Hall Rental	Ruth Nickson	27.50	17,995.00	02/12/2024
252	02/12/2024	28th Nov 202	Hall Rental	M B Dancing (Mer	36.00	18,031.00	02/12/2024
253	02/12/2024	7th Nov 2024	Hall Rental	M B Dancing (Mer	36.00	18,067.00	02/12/2024
254	02/12/2024		Hall Rental	JL Smith	27.00	18,094.00	02/12/2024
255	02/12/2024		Hall Rental	Mersey Wave Cho	9.00	18,103.00	02/12/2024
256	02/12/2024		Hall Rental	Merseybeats Danc	116.50	18,219.50	02/12/2024
138	03/12/2024		Acoustic Panels	P Lewis	-1,496.00	16,723.50	03/12/2024
257	04/12/2024		Hall Rental	C Forbes	100.00	16,823.50	04/12/2024
258	04/12/2024		Hall Rental	Sanaa Akram	52.50	16,876.00	04/12/2024
259	04/12/2024		Hall Rental	K Ainsworth	400.00	17,276.00	04/12/2024
260	04/12/2024		Hall Rental	Francis Doyle	144.00	17,420.00	04/12/2024

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			594.64	
261	06/12/2024		Hall Rental	McGregor	54.00	17,474.00	06/12/2024
262	06/12/2024		Hall Rental	McGregor	50.00	17,524.00	06/12/2024
263	06/12/2024		Hall Rental	McGregor	72.00	17,596.00	06/12/2024
264	06/12/2024		Hall Rental	McGregor	30.00	17,626.00	06/12/2024
265	06/12/2024		Hall Rental	McGregor	72.00	17,698.00	06/12/2024
135	09/12/2024		Cleaning Materials	Costco	-19.64	17,678.36	09/12/2024
136	09/12/2024		Intruder/Fire Alarm Maintenance	FIS Solutions	-47.30	17,631.06	09/12/2024
137	09/12/2024		Cleaning Materials	Freemans Industri	-187.87	17,443.19	09/12/2024
266	09/12/2024		Hall Rental	JL Smith	27.00	17,470.19	09/12/2024
267	16/12/2024		Hall Rental	The Ministries Ltd	80.00	17,550.19	16/12/2024
268	16/12/2024		Hall Rental	Ruth Nickson	27.50	17,577.69	16/12/2024
269	17/12/2024		Hall Rental	JL Smith	27.00	17,604.69	17/12/2024
134	18/12/2024		Hall Internet/Wifi	BT Group	-136.34	17,468.35	18/12/2024
270	18/12/2024		Hall Rental	D O'Rourke	54.00	17,522.35	18/12/2024
271	20/12/2024		Hall Rental	C Forbes	75.00	17,597.35	20/12/2024
129	23/12/2024		Bookings Officer	Hale Village Hall	-649.90	16,947.45	23/12/2024
130	23/12/2024		Cleaner	Hale Village Hall	-687.63	16,259.82	23/12/2024
131	23/12/2024		Caretaker	Hale Village Hall	-476.08	15,783.74	23/12/2024
132	23/12/2024		HMRC	Hale Village Hall	-295.32	15,488.42	23/12/2024
133	23/12/2024		Water	Water Plus	-48.27	15,440.15	23/12/2024
128	27/12/2024		Bookings Mobile Phone	O2 Mobile Phones	-43.50	15,396.65	27/12/2024
127	30/12/2024		Bookings Officer	Hale Village Hall	-513.70	14,882.95	30/12/2024
272	30/12/2024		Hall Rental	Martin P&F Roys	37.50	14,920.45	30/12/2024
273	30/12/2024		Hall Rental	APSCCICO	288.00	15,208.45	30/12/2024
126	31/12/2024		Bank Charges	Unity Bank	-6.00	15,202.45	31/12/2024
274	31/12/2024		Hall Rental	Mersey Wave Cho	144.00	15,346.45	31/12/2024
275	02/01/2025		Hall Rental	J E Masters	160.00	15,506.45	02/01/2025
276	02/01/2025		Hall Rental	McGregor	54.00	15,560.45	02/01/2025
277	02/01/2025		Hall Rental	McGregor	30.00	15,590.45	02/01/2025
			CLOSING BALANCE			15,590.45	
				Bank statement should show		£15,590.45	



Hale Village Hall
 RCN: 1014055
 60-83-01 • 20430715

Balance Available
 £ 15,590.45 £ 15,590.45

Balances are correct as of 15:56 on 02 Jan 2025.

↓ Date	Description	Paid In	Paid out	Balance
31/12/24	Service Charge		-6.00	15,346.45
31/12/24	MERSEY WAVE C.I.C. • HVH 2020 1064	144.00		15,352.45
30/12/24	• SALARY		-513.70	15,208.45
30/12/24	AP A C I CO • APOLLO SPORTS CLUB	288.00		15,722.15
30/12/24	MARTIN P&F/ROYS • INV# HVH-2020-933	37.50		15,434.15
27/12/24	Direct Debit (O2) • 06085499/001		-43.50	15,396.65
23/12/24	• SALARY		-687.63	15,440.15
23/12/24	• SALARY		-649.90	16,127.78
23/12/24	• SALARY		-476.08	16,777.68
23/12/24	B/P to: HMRC • 120/PA00288525		-295.32	17,253.76
23/12/24	Direct Debit (WATER PLUS) • 6000422984		-48.27	17,549.08
20/12/24	FORBES C • HVH-2020-942Dec24	75.00		17,597.35
18/12/24	Direct Debit (BT GROUP PLC) • GP00340133-000074		-136.34	17,522.35
18/12/24	D O'Rourke • January 3rd party	54.00		17,658.69
17/12/24	SMITH JL • DANCEBOOTCAMP 7TH	27.00		17,604.69
16/12/24	RUTH NICKSON • hale dance club	27.50		17,577.69
16/12/24	Thce Ministries Ltd • HVH2020691 AUGUST	80.00		17,550.19
09/12/24	SMITH JL • DANCEBOOTCAMP	27.00		17,470.19
09/12/24	• COSTCO CLEANING		-19.64	17,443.19
09/12/24	B/P to: FIS Int Solutions • INV 59909&60010		-47.30	17,462.83
09/12/24	B/P to: Freemans Ind. Sup. • INV 24756		-187.87	17,510.13

06/12/24	MCGREGOR S & P • HVH-2020-1024	72.00	17,698.00
06/12/24	MCGREGOR S & P • HVH-2020-1022	30.00	17,626.00
06/12/24	MCGREGOR S & P • HVH-2020-1004	72.00	17,596.00
06/12/24	MCGREGOR S & P • HVH-2020-1003	50.00	17,524.00
06/12/24	MCGREGOR S & P • HVH-2020-962	54.00	17,474.00
04/12/24	FRANCIS DOYLE • HVH-2020-1051	144.00	17,420.00
04/12/24	K Ainsworth • Hvh-2020-1053	400.00	17,276.00
04/12/24	SANAA AKRAM • HVH-2020-949	52.50	16,876.00
04/12/24	FORBES C • HVH-2020-941 Nov24	100.00	16,823.50
03/12/24	• ACCOUSTIC PANELS	-1,496.00	16,723.50
02/12/24	MB DANCING (MERSEYBEATS) • all november	116.50	18,219.50
02/12/24	MERSEY WAVE C.I.C. • HVH 2020 1048	9.00	18,103.00
02/12/24	SMITH JL • DANCEBOOTCAMP	27.00	18,094.00
02/12/24	MB DANCING (MERSEYBEATS) • thu 7th nov 24	36.00	18,067.00
02/12/24	MB DANCING (MERSEYBEATS) • thu 28 nov 24	36.00	18,031.00
02/12/24	RUTH NICKSON • hale dance club	27.50	17,995.00
02/12/24	MARTIN P&F/ROYS • INV# HVH-2020-933	22.50	17,967.50
30/11/24	Service Charge	-6.00	17,945.00
29/11/24	MERSEY WAVE C.I.C. • HVH 2020 1048	54.00	17,951.00
28/11/24	• SALARY	-490.35	17,897.00
28/11/24	B/P to: HMRC • 120/PA00288525	-295.32	18,387.35
28/11/24	• SALARY	-475.88	18,682.67
28/11/24	• SALARY	-650.10	19,158.55
28/11/24	• SALARY	-687.63	19,808.65
28/11/24	Thce Ministries Ltd • HVH2020985 DECPart	80.00	20,496.28
27/11/24	ACTIVITY CO T/AS • HVH-2020-1015	72.00	20,416.28
27/11/24	• COOKER	-599.00	20,344.28
27/11/24	HALE PARISH COUNCI • ROOM HIRE REM DAY	25.00	20,943.28
27/11/24	• AIR FRYER	-219.14	20,918.28

27/11/24	B/P to: Freemans Ind. Sup. • INV 24756		-187.87	21,137.42
27/11/24	HALE PARISH COUNCI • CRIB	100.00		21,325.29
27/11/24	• SCREWFIX LOCK		-3.99	21,225.29
27/11/24	Hale Ladies Knitti • MVH-2020-1029	30.00		21,229.28
25/11/24	SMITH JL • DANCEBOOTCAMP	27.00		21,199.28
25/11/24	MCNABB J/LDS • SAX 27/11/24	36.00		21,172.28
25/11/24	SEARS J M • HVH20201035	30.00		21,136.28
25/11/24	GLEAVE D • Danielle Gleave	90.00		21,106.28
25/11/24	RUTH NICKSON • hale dance club	27.50		21,016.28
21/11/24	MB DANCING (MERSEYBEATS) • thu 21 nov	32.00		20,988.78
21/11/24	MCNABB J/LDS • SAX 20/11/24	24.00		20,956.78
21/11/24	Direct Debit (WATER PLUS) • 6000422984		-49.05	20,932.78
19/11/24	RUTH NICKSON • hale dance club	27.50		20,981.83
18/11/24	SMITH JL • DANCEBOOTCAMP	27.00		20,954.33
18/11/24	Direct Debit (BT GROUP PLC) • GP00340133-000073		-136.34	20,927.33
18/11/24	REBECCA RILEY • HVH-2020-1018	72.00		21,063.67
18/11/24	NATIONAL ASSOCIA • 2024 XMAS KB HALL	230.00		20,991.67
18/11/24	Carolina Aime Ferreira Ticianeli • Extra time	20.00		20,761.67
15/11/24	ALI S • Safiyah Ali	200.00		20,741.67
15/11/24	REBECCA RILEY • HVH-2020-1018	72.00		20,541.67
15/11/24	REBECCA RILEY • HVH-2020-1037	72.00		20,469.67
13/11/24	SEARS J M • HVH20201035	150.00		20,397.67
11/11/24	SMITH JL • DANCEBOOTCAMP	27.00		20,247.67
11/11/24	REBECCA RILEY • HVH-2020-956	36.00		20,220.67
11/11/24	Faisal Naeem • HVH-2020-983	30.00		20,184.67
11/11/24	RUTH NICKSON • hale dance club	27.50		20,154.67
06/11/24	E Pal • HVH-2020-1034	150.00		20,127.17
05/11/24	SMITH JL • DANCEBOOTCAMP	27.00		19,977.17
05/11/24	MCNABB J/LDS • SAX 06/11/24	48.00		19,950.17

04/11/24	RUTH NICKSON • hale dance club	27.50	19,902.17
01/11/24	L Mooney • LYNNYOGA 1+8th Nov	36.00	19,874.67
01/11/24	FRANCIS DOYLE • HVH-2020-1016	144.00	19,838.67
01/11/24	B/P to: FIS Int Solutions • INV 56661		-45.15 19,694.67
01/11/24	SMITH MP • HVH-2020-1028	110.00	19,739.82
31/10/24	Service Charge		-5.40 19,629.82
31/10/24	• B&M PAINT		-54.98 19,635.22
31/10/24	Thce Ministries Ltd • HVH2020984 NOV	160.00	19,690.20
30/10/24	Hale Ladies Knitti • MVH-2020-1000	75.00	19,530.20
29/10/24	FORBES C • HVH-2020-915 Oct	100.00	19,455.20
29/10/24	MCGREGOR S & P • HVH-2020-961	30.00	19,355.20
29/10/24	MCGREGOR S & P • HVH-2020-911	80.00	19,325.20
29/10/24	MCGREGOR S & P • HVH-2020-895	64.00	19,245.20
29/10/24	MCGREGOR S & P • HVH-2020-865	128.00	19,181.20
29/10/24	MCGREGOR S & P • HVH-2020-896	37.50	19,053.20
29/10/24	• BOOKING PHONE REPA		-21.66 19,015.70
29/10/24	• SALARY		-687.43 19,037.36
29/10/24	• SALARY		-537.05 19,724.79
29/10/24	HALE PARISH COUNCI • INV 1014	48.00	20,261.84
29/10/24	B/P to: Lucas Electrical • INVOICE NO 029		-182.35 20,213.84
29/10/24	• SALARY		-649.90 20,396.19

Hale Village Hall

Summary of Receipts and Payments

All Cost Centres and Codes

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Telephone / Internet /website				750.00	1,295.54	-545.54	-545.54 (-72%)
2	Water				735.00	384.51	350.49	350.49 (47%)
6	Rates				160.00	81.05	78.95	78.95 (49%)
7	Subscriptions				1,600.00	590.62	1,009.38	1,009.38 (63%)
8	Repairs & Maintenance				10,000.00	6,873.54	3,126.46	3,126.46 (31%)
10	Refunds					161.73	-161.73	-161.73 (N/A)
11	Electricity				4,100.00	170.25	3,929.75	3,929.75 (95%)
21	Gas				8,000.00	6,552.79	1,447.21	1,447.21 (18%)
24	Capital Equipment				250.00		250.00	250.00 (100%)
26	Staff Costs				27,000.00	21,679.36	5,320.64	5,320.64 (19%)
27	Contingency				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					55,095.00	37,789.39	17,305.61	17,305.61 (31%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Room/Hall Hire	25,000.00	22,270.65	-2,729.35				-2,729.35 (-10%)
17	Hale Parish Council Support	31,000.00	31,000.00					(0%)
28	Refund		949.91	949.91				949.91 (N/A)
SUB TOTAL		56,000.00	54,220.56	-1,779.44				-1,779.44 (-3%)

Summary

NET TOTAL	56,000.00	54,220.56	-1,779.44	55,095.00	37,789.39	17,305.61	15,526.17 (13%)
V.A.T.					1,834.40		
GROSS TOTAL		54,220.56			39,623.79		

Hale Village Hall
RECONCILIATION - Unity Trust Bank Current A/C 02-01-2025

From Accounts	£15,590.45
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£15,590.45
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Supplier	Term	Day Rate (p/kWh)	Standing Charge (p/day)	Annual Cost	Difference	% Difference
Current Supply						
SSE		32.7690	22.1200	£684.67		

New Supply

	24	27.17000	42.00000	£654.04	-£30.63	-4.47%
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Plan Type: Renewable.

	12	27.69000	40.00000	£656.33	-£28.34	-4.14%
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Plan Type: Renewable.

	36	27.72000	45.00000	£675.13	-£9.54	-1.39%
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Plan Type: Renewable.

	12	25.30000	60.00000	£685.28	+£0.61	+0.09%
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Plan Type: Online Only.

	24	26.00000	60.00000	£698.18	+£13.51	+1.97%
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Plan Type: Online Only.

	36	26.30000	60.00000	£703.71	+£19.04	+2.78%
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Plan Type: Online Only.

Utility Aid WebCRM

Prices are valid at the time of quotation but may be withdrawn at the supplier's discretion due to fluctuations in the energy market. For more information please see your contract terms and conditions or contact the sender. The sender does not accept responsibility for any errors or omissions. .



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

26500075

IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: 607631000 Branch No: 000	Contractor Reference Number (CRN): N/A	Occupier: Hale Village Hall
Trading Title: Graham Wainwright Electrical Ltd	Name: Hale Village Hall	Address: Hale Village Hall, Hale, Hale Village, Liverpool, Merseyside
Address: 152 Addenbrooke Drive, Speke, Liverpool	Address: Hale Village Hall, Hale, Hale Village, Liverpool, Merseyside	Postcode: L24 4AE Tel No: N/A
Postcode: L24 9NA Tel No: 07432030152	Postcode: L24 4AE Tel No: N/A	Postcode: L24 4AE Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: scheduled report

Date(s) when inspection and testing was carried out: 21/12/2022 Records available: () Previous inspection report available: () Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): wiring new and in a very safe condition

Estimated age of electrical installation: (6) years Evidence of additions or alterations: () Overall assessment of the installation is: **Satisfactory** ~~Unsatisfactory~~ * (delete as appropriate)

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals): GRAHAM WAINWRIGHT Signature: G Wainwright Date: 21/12/2022

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capitals): GRAHAM WAINWRIGHT Signature: G Wainwright Date: 21/12/2022

*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.



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26500075 IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 5 : NEXT INSPECTION

I/We (as indicated on page 1) recommend, subject to the necessary remedial work being taken, this installation should be further inspected and tested after an interval of not more than 5 years/XXXX* (delete as appropriate).
Give reason for recommendation: commercial premises

PART 6 : OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

CODES: 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	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'
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Referring to the Schedule of Items Inspected (see PART 10), the attached Schedule of Circuit Details and Test Results (see PART 12), and subject to any agreed limitations listed in PART 7:

There are no items adversely affecting electrical safety (.....), OR The following observations and recommendations for action are made:

Item No	Observation(s)	Code	Location Reference
1	6.7 No spd protection	C3	(.....)
2	6.8 No afdd protection	C3	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)
(.....)	(.....)	(.....)	(.....)

Additional pages? (None) State page numbers: (N/A)

Immediate action required for items: (N/A) **Improvement recommended** for items: (1,2)
Urgent remedial action required for items: (N/A) **Further investigation required** for items: (N/A)

*The proposed date for the next inspection should take into consideration any legislative or licensing 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.

Original (to the person ordering the work)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 7 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended. 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: Fixed wiring only
 (see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing: only 30% of accessories have been visually inspected

Extent of sampling: removed accessories and inspected cables
 Agreed with (print name): N/A (see additional page No. N/A)

Operational limitations including the reasons: no insulation resistance tests taken between live and neutral
 (see additional page No. N/A)

PART 8 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements	Number and type of live conductors	Nature of supply parameters
TN-C-S: (...✓...) TN-S: (N/A...) TT: (N/A...)	AC 1-phase, 2-wire: (...✓...) 2-phase, 3-wire: (N/A...) 3-phase, 3-wire: (N/A...) 3-phase, 4-wire: (N/A...)	Nominal line voltage, $U^{(1)}$: (N/A...) V Nominal line voltage to Earth, $U_0^{(1)}$: (230...) V ^{(1) By enquiry, measurement, or by calculation}
Other (state): N/A	DC 2-wire: (N/A...) 3-wire: (N/A...) Other: (N/A...)	Nominal frequency, $f^{(1)}$: (50...) Hz
Supply protective device (BS (EN) 1361 Type: (II) Rated current: (100...) A	Confirmation of supply polarity: (...✓...) Other sources of supply (as detailed on attached schedule) Page No: (N/A...)	Nominal frequency, $f^{(1)}$: (50...) Hz Prospective fault current, $I_{pf}^{(1)*}$: (1.35...) kA External loop impedance, $Z_e^{(1)*}$: (0.15...) Ω (By Enquiry)

PART 9 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Means of Earthing	Main protective conductors	Main protective bonding connections	Main switch / Switch-fuse / Circuit-breaker / RCD
Distributor's facility: (...✓...) Installation earth electrode: (N/A)	Earthing conductor: (material Copper csa 16 mm ²) Connection / continuity verified: (...✓...)	Water installation pipes: (N/A) Gas installation pipes: (...✓...) Structural steel: (N/A) Oil installation pipes: (N/A) Lightning protection: (N/A) Other (state): N/A	Type: (BS (EN) 60947-3) Location: (fuse board) No. of poles: (2) Rating / setting of device: (25...) A Current rating: (100...) A Voltage rating: (230...) V
Where an earth electrode is used insert Type – rod(s), tape, etc: (None) Location: (N/A) Electrode resistance to Earth: (N/A) Ω	Main protective bonding conductors: (material Copper csa 10 mm ²) Connection / continuity verified: (...✓...)		Where an RCD is used as the main switch RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA Measured operating time: (N/A) ms Rated time delay: (N/A) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , 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 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 10 : SCHEDULE OF ITEMS INSPECTED

1. External condition of electrical intake equipment (visual inspection only)
(If inadequacies are identified with the intake equipment, it is recommended the person ordering the report informs the appropriate authority.)

- 1.1 Service cable: (.....) ✓
 1.2 Service head: (.....) ✓
 1.3 Earthing arrangement: (.....) ✓
 1.4 Meter tails: (.....) ✓
 1.5 Metering equipment: (.....) ✓
 1.6 Isolator (where present): (.....) ✓

2. Presence of adequate arrangements for parallel or switched alternative sources

- 2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply: (N/A) (.....)
 2.2 Adequate arrangements where generating set operates in parallel with the public supply: (N/A) (.....)
 2.3 Presence of alternative / additional supply arrangement warning notice(s) at or near equipment, where required: (N/A) (.....)

3. Automatic disconnection of supply

- 3.1 Main earthing and bonding arrangements
- a) Presence and condition of distributor's earthing arrangement: (.....) ✓
 - b) Presence and condition of earth electrode arrangement, if present: (.....) ✓
 - c) Adequacy of earthing conductor size: (.....) ✓
 - d) Adequacy of earthing conductor connections: (.....) ✓
 - e) Accessibility of earthing conductor connections: (.....) ✓
 - f) Adequacy of main protective bonding conductor size(s): (.....) ✓
 - g) Adequacy of main protective bonding conductor connections: (.....) ✓
 - h) Accessibility of main protective bonding connections: (.....) ✓
 - i) Accessibility and condition of other protective bonding connections: (.....) ✓
 - j) Provision of earthing / bonding labels at all appropriate locations: (.....) ✓
- 3.2 FELV
- a) Source providing at least simple separation: (.....) ✓
 - b) Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises: (.....) ✓

4. Other methods of protection

Details should be provided on separate sheets: Page No. (N/A) (.....)

5. Distribution equipment

- 5.1 Adequacy of working space / accessibility of equipment: (.....) ✓
 5.2 Security of fixing: (.....) ✓
 5.3 Condition of insulation of live parts: (.....) ✓
 5.4 Adequacy / security of barriers: (.....) ✓
 5.5 Condition of enclosure(s) in terms of IP rating: (.....) ✓
 5.6 Condition of enclosure(s) in terms of fire rating: (.....) ✓
 5.7 Enclosure not damaged / deteriorated so as to impair safety: (.....) ✓
 5.8 Presence and effectiveness of obstacles: (.....) ✓
 5.9 Presence of main switch(es), linked where required: (.....) ✓
 5.10 Operation of main switch(es) (functional check): (.....) ✓
 5.11 Correct identification of circuit protective devices: (.....) ✓
 5.12 Adequacy of protective devices for prospective fault current: (.....) ✓
 5.13 RCD(s) provided for fault protection – includes RCBOs: (.....) ✓
 5.14 RCD(s) provided for additional protection – includes RCBOs: (.....) ✓
 5.15 RCD(s) provided for protection against fire – includes RCBOs: (.....) ✓
 5.16 Manual operation of circuit-breakers and RCDs to prove disconnection: (.....) ✓
 5.17 Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (.....) ✓
 5.18 Presence of RCD six-monthly retest notice at or near equipment, where required: (.....) ✓
 5.19 Presence of diagrams, charts or schedules at or near equipment, where required: (.....) ✓
 5.20 Presence of non-standard (mixed) cable colour warning notices at or near equipment, where required: (N/A) (.....)
 5.21 Presence of next inspection recommendation label: (.....) ✓
 5.22 All other required labelling provided: (.....) ✓
 5.23 Compatibility of protective device(s), base(s) and other components: (.....) ✓

- 5.24 Single-pole switching or protective devices in line conductors only: (.....) ✓
 5.25 Protection against mechanical damage where cables enter equipment: (.....) ✓
 5.26 Protection against electromagnetic effects where cables enter ferromagnetic enclosures: (.....) ✓

6. Distribution / final circuits

- 6.1 Identification of conductors: (.....) ✓
 6.2 Cables correctly supported throughout their length: (.....) ✓
 6.3 Condition of insulation of live parts: (.....) ✓
 6.4 Non-sheathed cables protected by enclosures in conduit, ducting or trunking: (.....) ✓
 6.5 Suitability of containment systems for continued use (including flexible conduit): (.....) ✓
 6.6 Cables correctly terminated in enclosures (indicate extent of sampling in PART 7 of report): (.....) ✓
 6.7 Indication of SPD(s) continued functionality confirmed: (C3) (.....)
 6.8 Adequacy of AFDD(s), where specified: (C3) (.....)
 6.9 Confirmation that conductor connections, including connections to busbars are correctly located in terminals and are tight and secure: (.....) ✓
 6.10 Examination of cables for signs of unacceptable thermal and mechanical damage / deterioration: (.....) ✓
 6.11 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation: (.....) ✓
 6.12 Adequacy of protective devices; type and rated current for fault protection: (.....) ✓
 6.13 Presence and adequacy of circuit protective conductors: (.....) ✓
 6.14 Co-ordination between conductors and overload protective devices: (.....) ✓
 6.15 Cable installation methods / practices appropriate to the type and nature of installation and external influences: (.....) ✓
 6.16 Cables where exposed to direct sunlight, of a suitable type or adequately protected against solar radiation: (.....) ✓
 6.17 Cables adequately protected against damage and abrasion: (.....) ✓

Original (to the person ordering the work)

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 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 10 : SCHEDULE OF ITEMS INSPECTED

6.18 Provision of additional protection by an RCD not exceeding 30 mA	✓
a) For all socket-outlets with a rated current not exceeding 32 A, unless exempt:	(.....)
b) Supplies for mobile equipment with a rated current not exceeding 32 A for use outdoors:	(.....)
c) For cables concealed in walls / partitions at a depth of less than 50 mm:	(.....)
d) For cables concealed in walls / partitions containing metal parts regardless of depth:	(.....)
e) Circuits supplying luminaires within domestic (household) premises:	(.....)
<i>Note: Older installations designed prior to BS 7671: 2018 may not have been provided with RCDs for additional protection.</i>	
6.19 Provision of fire barriers, sealing arrangements and protection against thermal effects:	(.....)
6.20 Band II cables segregated / separated from Band I cables:	(.....)
6.21 Cables segregated / separated from non-electrical services:	(.....)
6.22 Termination of cables at enclosures (indicate extent of sampling in PART 7 of report)	✓
a) Connections under no undue strain:	(.....)
b) No basic insulation of a conductor, visible outside an enclosure:	(.....)
c) Connections of live conductors adequately enclosed:	(.....)
d) Adequacy of connection at point of entry to enclosure:	(.....)
6.23 Temperature rating of cable insulation adequate:	(.....)
6.24 Condition of accessories including socket-outlets, switches and joint boxes satisfactory:	(.....)
6.25 Suitability of accessories for external influences:	(.....)

6.26 Single-pole switching or protective devices in line conductors only:	✓
6.27 Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment:	(.....)
7. Isolation and switching	
7.1 Isolators	✓
a) Presence and condition of appropriate devices:	(.....)
b) Acceptable location (local / remote):	(.....)
c) Capable of being secured in the OFF position:	(.....)
d) Correct operation verified:	(.....)
e) Clearly identified by position and / or durable markings:	(.....)
f) Warning label posted in situations where live parts cannot be isolated by the operation of a single device:	(.....)
7.2 Switching off for mechanical maintenance	✓
a) Presence and condition of appropriate devices:	(.....)
b) Acceptable location:	(.....)
c) Capable of being secured in the OFF position:	(.....)
d) Correct operation verified:	(.....)
e) Clearly identified by position and / or durable marking(s):	(.....)
7.3 Emergency switching off / stopping	✓
a) Presence and condition of appropriate devices:	(.....)
b) Readily accessible for operation where danger might occur:	(.....)
c) Correct operation verified:	(.....)
7.4 Functional switching	✓
a) Presence and condition of appropriate devices:	(.....)
b) Correct operation (functionality) verified:	(.....)

8. Current-using equipment (permanently connected)	
8.1 Condition of equipment in terms of IP rating:	(.....)
8.2 Equipment does not constitute a fire hazard:	(.....)
8.3 Enclosure not damaged / deteriorated so as to impair safety:	(.....)
8.4 Suitability for the environment and external influences:	(.....)
8.5 Security of fixing:	(.....)
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 on a separate page:	Page No. (N/A)
8.7 Recessed luminaires (e.g. downlighters)	✓
a) Correct type of lamps fitted:	(.....)
b) Installed to minimise build-up of heat:	(.....)
c) No signs of overheating to surrounding building fabric:	(.....)
d) No signs of overheating to conductors / terminations:	(.....)
9. List all special installations or locations covered by this report:	
N/A	(N/A)
Indicate if the relevant requirements of Part 7 are satisfied and append results of inspection on a separate numbered page.	

SCHEDULE OF ITEMS INSPECTED BY

Name (capitals): GRAHAM WAINWRIGHT
Signature: *G Wainwright* Date: 21/12/2022

PART 11 : SCHEDULES AND ADDITIONAL PAGES

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. above)	Continuation sheets
Page No(s): (4 & 5)	Page No(s): (6, 7)	Page No(s): (None)	Page No(s): (None)	Page No(s): (None)

The pages identified are an essential part of this report (see Regulation 653.2).

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 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 12 : SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing?

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) Thermosetting / SWA cables	(H) Mineral-insulated cables	(I) other - state: N/A																
Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa			Protective device				RCD Operating current, I _{Δn} (mA)	Maximum permitted Z _s for installed protective device* (Ω)	Circuit impedances (Ω)					Insulation resistance			Polarity (✓)	Max. measured earth fault loop impedance, Z _s (Ω)	RCD operating time (ms)	Test buttons	
					Live (mm ²)	cpc (mm ²)	Max. disconnection time (BS 7671) (s)	BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)			Ring final circuits only (measured end to end)			All circuits (complete at least one column)		Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)				RCD (✓)	AFDD (✓)
														(Line) r ₁	(Neutral) r _n	(cpc) r ₂	(R ₁ + R ₂)	R ₂								
1	outside lights	A	100	9	1.5	1	0.4	60898	B	6	10	30	7.28	N/A	N/A	N/A	1.07	N/A	N/A	>999	500	✓	2.22	24	✓	N/A
2	Hall lights	A	100	16	1.5	1	0.4	60898	B	6	10	30	7.28	N/A	N/A	N/A	1.65	N/A	N/A	>999	500	✓	1.80	24	✓	N/A
3	Hall lights and wall lights	A	100	24	1.5	1	0.4	60898	B	6	10	30	7.28	N/A	N/A	N/A	1.75	N/A	N/A	>999	500	✓	1.90	24	✓	N/A
4	Alarm not tested	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	Hall wall lights contactor not tested	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	Dishwasher	A	100	1	6	2.5	0.4	60898	B	32	6	30	1.37	N/A	N/A	N/A	0.22	N/A	N/A	>999	500	✓	0.28	24	✓	N/A
7	Corridor, kitchen & toilet lights	A	100	10	1.5	1	0.4	60898	B	6	6	30	7.28	N/A	N/A	N/A	0.88	N/A	N/A	>999	500	✓	0.94	24	✓	N/A
8	Foyer and stairs lights	A	100	15	1.5	1	0.4	60898	B	6	6	30	7.28	N/A	N/A	N/A	1.24	N/A	N/A	>999	500	✓	1.30	24	✓	N/A
9	Office lights	A	100	8	1.5	1	0.4	60898	B	6	6	30	7.28	N/A	N/A	N/A	1.03	N/A	N/A	>999	500	✓	1.18	24	✓	N/A
10	Coffee area lights	A	100	12	1.5	1	0.4	60898	B	10	6	30	4.37	N/A	N/A	N/A	0.73	N/A	N/A	>999	500	✓	0.88	24	✓	N/A
11	Female toilet and store lights	A	100	10	1.5	1	0.4	60898	B	10	6	30	4.37	N/A	N/A	N/A	0.74	N/A	N/A	>999	500	✓	0.89	24	✓	N/A
12	Lights	A	100	8	1.5	1	0.4	60898	B	10	6	30	4.37	N/A	N/A	N/A	0.79	N/A	N/A	>999	500	✓	0.94	24	✓	N/A
13	Solar panels not tested	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	fire alarm not tested	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	Cooker	A	100	1	6	2.5	0.4	60898	B	32	6	30	1.37	N/A	N/A	N/A	0.12	N/A	N/A	>999	500	✓	0.27	17	✓	N/A
16	Sockets kitchen	A	100	12	2.5	1.5	0.4	60898	B	32	6	30	1.37	0.20	0.22	0.41	0.39	N/A	N/A	>999	500	✓	0.44	17	✓	N/A
17	Sockets Office	A	100	9	2.5	1.5	0.4	60898	B	32	6	30	1.37	0.32	0.32	0.58	0.40	N/A	N/A	>999	500	✓	0.55	17	✓	N/A
18	Hand dryer gents & disabled	A	100	3	2.5	1.5	0.4	60898	B	20	6	30	2.19	N/A	N/A	N/A	0.63	N/A	N/A	>999	500	✓	0.78	17	✓	N/A

DISTRIBUTION BOARD (DB) DETAILS (to be completed in every case)

DB designation: DB 1
Location of DB: Kitchen

TESTED BY Name (capitals): GRAHAM WAINWRIGHT
Signature: *G Wainwright*

Position: QS
Date: 21/12/2022

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (N/A) Nominal voltage: (N/A) V No. of phases: (N/A)

Overcurrent protection device for the distribution circuit Type: (BS EN N/A) Rating: (N/A) A

Associated RCD (if any) Type: (BS EN N/A) No. of poles: (N/A) I_{Δn} (N/A) mA Operating time (N/A) ms

Characteristics at this DB Confirmation of supply polarity: (N/A) Phase sequence confirmed (where appropriate): (N/A) Z_s (N/A) Ω I_{pf} (N/A) kA

TEST INSTRUMENTS (enter serial number against each instrument used)

Multi-function: (N/A) Continuity: (N/A)

Insulation resistance: (N/A) Earth fault loop impedance: (N/A)

Earth electrode resistance: (N/A) RCD: (N/A)

Original (to the person ordering the work)



This continuation sheet is not valid if the serial number is not the same as the corresponding certificate or report.

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CONTINUATION SHEET: ELECTRICAL INSTALLATION CERTIFICATES & ELECTRICAL INSTALLATION CONDITION REPORTS

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

XXX / IPN : SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing :

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) Thermosetting / SWA cables (H) Mineral-insulated cables (O) other - state: **N/A**

Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa			Protective device				RCD Operating current, I _{Δn} (mA)	Maximum permitted Z _s for installed protective device* (Ω)	Circuit impedances (Ω)					Insulation resistance			Polarity (✓)	Max. measured earth fault loop impedance, Z _s (Ω)	RCD operating time (ms)	Test buttons	
					Live (mm ²)	cpc (mm ²)	Max. disconnection time (BS 7671) (s)	BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)			Ring final circuits only (measured end to end)			All circuits (complete at least one column)		Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)				RCD (✓)	AFDD (✓)
														(Line) r ₁	(Neutral) r _n	(cpc) r ₂	(R ₁ + R ₂)	R ₂								
																									(ms)	(✓)
19	Hand dryer Female	A	100	2	2.5	1.5	0.4	60898	B	20	6	30	2.19	N/A	N/A	N/A	0.54	N/A	N/A	>999	500	✓	0.69	17	✓	N/A
20	Sockets right hand side hall	A	100	4	2.5	1.5	0.4	60898	B	20	6	30	2.19	N/A	N/A	N/A	0.90	N/A	N/A	>999	500	✓	1.05	17	✓	N/A
21	Socket cleaning toilet fan	A	100	3	2.5	1.5	0.4	60898	B	20	6	30	2.19	N/A	N/A	N/A	0.71	N/A	N/A	>999	500	✓	0.86	17	✓	N/A
22	Water heater	A	100	1	2.5	1.5	0.4	60898	B	20	6	30	2.19	N/A	N/A	N/A	0.73	N/A	N/A	>999	500	✓	0.88	17	✓	N/A
23	Roof socket not tested	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24	Sockets left hand side hall	A	100	4	2.5	1.5	0.4	60898	B	20	6	30	2.19	N/A	N/A	N/A	1.00	N/A	N/A	>999	500	✓	1.15	17	✓	N/A
25	Lift not tested	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26	kitchen water heater	A	100	1	2.5	1.5	0.4	60898	B	20	6	30	2.19	N/A	N/A	N/A	0.43	N/A	N/A	>999	500	✓	0.58	17	✓	N/A

DISTRIBUTION BOARD (DB) DETAILS (to be completed in every case) DB designation: **DB 1** TESTED BY Name (capital): **GRAHAM WAINWRIGHT** Position: **QS**
 Location of DB: **Kitchen** Signature: *G Wainwright* Date: **21/12/2022**

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (**N/A**) Nominal voltage: (**N/A**) V No. of phases: (**N/A**)

Overcurrent protection device for the distribution circuit Type: (BS EN **N/A**) Rating: (**N/A**) A

Associated RCD (if any) Type: (BS EN **N/A**) No. of poles: (**N/A**) I_{Δn} (**N/A**) mA Operating time (**N/A**) ms

Characteristics at this DB Confirmation of supply polarity: (**N/A**) Phase sequence confirmed (where appropriate): (**N/A**) Z_s (**N/A**) Ω I_{pf} (**N/A**) kA

TEST INSTRUMENTS (enter serial number against each instrument used)

Multi-function: (**N/A**) Continuity: (**N/A**)

Insulation resistance: (**N/A**) Earth fault loop impedance: (**N/A**)

Earth electrode resistance: (**N/A**) RCD: (**N/A**)

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 overleaf 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 – 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 6), together with any items for which improvement is recommended.

If you were the person ordering this report, but not the 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 user.

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.

Where the installation incorporates a residual current device (RCD) there should be a notice at or near the device stating that it should be tested every six months. For safety reasons it is important that this instruction is followed.

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 Approved Contractor for the inspection.

The recommended date by which the next inspection should be carried out is stated in PART 5 of this report. 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.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Electrical Installation Condition Report. You should have received the report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

This report form 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 six numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on PART 12, one or more additional *Schedules of Circuit Details and Test Results* should form part of the report. The report is invalid if any of the schedules identified in PART 10 are missing. The report has a printed serial number, which is traceable to the Contractor to which it was supplied.

PART 7 (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 7. 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 6. Where one or more observations have been made in PART 6, 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(s) 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 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 8 *Supply Characteristics and Earthing Arrangements*, and the *Schedules of Circuit Details and Test Results* (PART 12) compiled accordingly.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 10), 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 Approved 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).

** 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).*

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

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 Approved 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 Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at PART 5 of this report (Next Inspection) for the maximum interval until the next inspection 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 Approved 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, 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 Approved 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