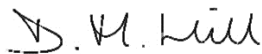


**TEWKESBURY TOWN COUNCIL  
BUILDINGS & MOORINGS COMMITTEE  
WEDNESDAY 27<sup>TH</sup> JANUARY 2021**

To: Councillors C Danter (Chairman), K Brennan, A. Carter, K. Powell, S. Raywood, A. Rudge

You are hereby summoned to a meeting of the Buildings & Moorings Committee to be remotely by Zoom on **Wednesday 27<sup>th</sup> January at 6.00 pm.**

**Members of the public and press are welcome to attend. Meeting id 929 1424 2241, passcode 244938**



Debbie Hill  
Town Clerk  
22<sup>nd</sup> January 2021

**AGENDA**

1. Receive apologies for absence
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Buildings & Moorings Committee meeting held on 10<sup>th</sup> December 2020
5. Matters arising from the minutes – for information only
6. Receive correspondence relating to the Buildings & Moorings Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. Approve payments to be made
9. Review the budget report
10. Review income position at the Town Hall and Watson Hall in view of the ongoing Covid-19 situation
11. Review the electrical installation report relating to Tewkesbury Museum
12. Receive an update from the Town Clerk regarding the Covid-19 Emergency Heritage at Risk Response Fund grant application
13. Review quotes for professional fundraising services in respect of essential works and maintenance at Tewkesbury Museum and to appoint the preferred professional

- 14.** Retrospectively approve the insulation of the roof space in the Tudor Bar at a cost of £450
- 15.** Consider appropriate action to move forwards the various ongoing issues in relation to Town Council owned Moorings
- 16.** Receive updates on the following ongoing matters:
  - i.** Repairs to windows at the Museum
  - ii.** Quote for Fire Alarm system
  - iii.** Lease of garden at 2 Saffron Road
  - iv.** Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum
  - v.** Quote for CCTV in the Town Hall
  - vi.** Planning application at Prior's Court

## MINUTES

### *of the*

### **Remote Buildings & Moorings Committee meeting held on 10<sup>th</sup> December 2020 via Zoom**

The meeting commenced at 18:04

**Present:** Cllrs C Danter (Chair); K Brennan, K Powell, S Raywood, A Rudge

**In attendance:** Cllrs P Devine, R Gurney, J Raywood, D Hill (Town Clerk), R Blockley (Events Officer) and three members of the public

**B&M.20.103 Receive apologies for absence**

Cllr A Carter

**B&M.20.104 Receive declarations of interest**

None.

**B&M.20.105 Receive dispensations**

None.

**B&M.20.106 Approve the minutes of the Building & Moorings Committee meeting held on 26<sup>th</sup> November 2020**

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 26<sup>th</sup> November 2020. Proposed by Cllr Powell, seconded by Cllr Danter.

**B&M.20.107 Matters arising from the minutes**

**B&M.20.033 – Tree work:** Back of Avon proposed work requires planning permission. Cllr S Raywood to progress. Carried forward.

**B&M.20.093 – Defibrillator quotes:** Events Officer to progress and bring to future meeting.

**B&M.20.096 – Back of Avon wall Structural Engineer Report:** Town Clerk awaiting response from Structural Engineer in respect of queries raised.

**B&M.20.096 – ANT re regular maintenance:** Cllr Brennan progressing.

**B&M.20.108 Receive correspondence relating to the Buildings & Moorings Committee**

Correspondence has been received in respect of the new buoys installed by The Environment Agency adjacent to the Millbank and the recently installed flood proof posts at the Old Ferry mooring.

Local residents are unhappy with the aesthetics and impact on the area of the new style buoys and the number, height and appearance of the flood proof posts.

Residents were also under the impression that a condition determining the use of the Old Ferry Mooring may still apply. Cllr S Raywood pointed out that the flood proof posts may look better painted black.

There was also a query concerning future plans from Avon Navigation Trust for operating the lock going forwards.

Correspondence had been received from Tewkesbury Borough Council concerning the use of the Watson Hall following a concern raised with them. The Events Officer explained that Environment Health had been in contact to discuss risk assessments and arrangements put in place for the safe running of events permitted in accordance with government guidelines. These queries have been answered and some additional measures will be put in place as recommended by Environmental Health. The Town Clerk added that there were no concerns about the use of the Watson Hall.

**B&M.20.109 Public Participation**

See correspondence above.

**B&M.20.110 Approve payments to be made**

It was RESOLVED to approve payments totalling £93. Proposed by Cllr Rudge, seconded by Cllr Danter.

**B&M.20.111 Set the budget for 2021-22, 2022-23 and 2023-24**

The Committee considered the budget requirements for 2021/22 and agreed a draft budget which will be reviewed together with the other committee budgets at the Finance Committee meeting in January 2021.

In accordance with Standing Order 3y it was RESOLVED to extend the meeting by half an hour. Proposed by Cllr Brennan, seconded by Cllr Rudge.

**B&M.20.112 To review the Work Programme**

Deferred.

There being no further business the meeting closed at 8.03pm.

Signature of Chairman upon approval of the minutes ..... 27<sup>th</sup> January 2021

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2020

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>Building &amp; Moorings</u></b>							
<b><u>200 Moorings</u></b>							
1300 Moorings Income	101	2,493	5,500	3,007			
Moorings :- Income	<b>101</b>	<b>2,493</b>	<b>5,500</b>	<b>3,007</b>			<b>0</b>
4450 Maintenance	8,283	8,671	4,000	(4,671)		(4,671)	
4460 Rates	70	1,028	1,500	472		472	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	4,867	5,000	133	650	(517)	
4550 Water	0	17	0	(17)		(17)	
4960 Equipment	0	15	0	(15)		(15)	
Moorings :- Indirect Expenditure	<b>8,353</b>	<b>14,697</b>	<b>10,600</b>	<b>(4,097)</b>	<b>650</b>	<b>(4,747)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,252)</b>	<b>(12,204)</b>	<b>(5,100)</b>	<b>7,104</b>			
<b><u>210 Museum</u></b>							
4195 Health & Safety	(208)	(208)	0	208		208	
4450 Maintenance	0	12,849	12,000	(849)		(849)	
4500 Museum Projects	0	0	3,000	3,000		3,000	
Museum :- Indirect Expenditure	<b>(208)</b>	<b>12,641</b>	<b>15,000</b>	<b>2,360</b>	<b>0</b>	<b>2,360</b>	<b>0</b>
<b>Net Expenditure</b>	<b>208</b>	<b>(12,641)</b>	<b>(15,000)</b>	<b>(2,360)</b>			
<b><u>220 Town Hall</u></b>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	146	3,513	18,000	14,487			
Town Hall :- Income	<b>146</b>	<b>3,513</b>	<b>18,100</b>	<b>14,587</b>			<b>0</b>
4450 Maintenance	1,072	5,276	12,000	6,724	800	5,924	
4460 Rates	419	3,773	4,100	327		327	
4550 Water	0	517	700	183		183	
4560 Electric	84	564	1,500	936		936	
4570 Gas	285	787	2,500	1,713		1,713	
4580 Garden Expenditure	0	0	300	300		300	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	121	1,087	2,000	913		913	
Town Hall :- Indirect Expenditure	<b>1,981</b>	<b>12,002</b>	<b>38,100</b>	<b>26,098</b>	<b>800</b>	<b>25,298</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,835)</b>	<b>(8,490)</b>	<b>(20,000)</b>	<b>(11,510)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2020

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>230 War Memorial</u>							
1450 Fundraising	0	0	200	200			
1990 Other Income	0	0	100	100			
War Memorial :- Income	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>			<u>0</u>
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>			
Building & Moorings :- Income	247	6,005	23,900	17,895			
Expenditure	10,126	39,340	64,700	25,360	1,450	23,910	
<b>Movement to/(from) Gen Reserve</b>	<u>(9,879)</u>	<u>(33,334)</u>					
Grand Totals:- Income	247	6,005	23,900	17,895			
Expenditure	10,126	39,340	64,700	25,360	1,450	23,910	
<b>Net Income over Expenditure</b>	<u>(9,879)</u>	<u>(33,334)</u>	<u>(40,800)</u>	<u>(7,466)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(9,879)</u>	<u>(33,334)</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2020

Month No: 9

Committee Report

Watson Hall600 Watson Hall

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1800 Watson Hall Income	1,565	13,656	22,000	8,344			
1810 Leases	0	0	135	135			
1820 Tudor Bar Income	797	6,615	40,000	33,386			
1830 Events Income	165	1,845	10,000	8,155			
Watson Hall :- Income	<u>2,527</u>	<u>22,115</u>	<u>72,135</u>	<u>50,020</u>			<u>0</u>
4195 Health & Safety	0	277	1,000	723		723	
4221 Telephone/IT (WH)	66	1,165	0	(1,165)		(1,165)	
4280 Events & Services	265	4,452	10,000	5,548	2,069	3,479	
4450 Maintenance	0	11,360	10,000	(1,360)		(1,360)	
4550 Water	0	1,606	700	(906)		(906)	
4560 Electric	247	1,637	1,500	(137)		(137)	
4570 Gas	86	465	2,000	1,535		1,535	
4590 Projects	0	2,310	18,000	15,690		15,690	
4912 Bar Payroll Processing	0	53	0	(53)		(53)	
4913 Bar Equipment	0	1,410	0	(1,410)		(1,410)	
4914 Bar Card Charges	17	134	0	(134)		(134)	
4915 Events Card Charges	8	22	0	(22)		(22)	
4916 Bar Sales Charges	0	6	0	(6)		(6)	
4950 Bar Stock	(156)	4,475	12,000	7,525		7,525	
4955 Bar Salaries	670	3,407	4,000	593		593	
4960 Equipment	0	381	2,000	1,619		1,619	
4970 Telephone/Broadband	0	(1)	0	1		1	
4990 Sundries/Petty Cash	0	0	500	500		500	
Watson Hall :- Indirect Expenditure	<u>1,203</u>	<u>33,160</u>	<u>61,700</u>	<u>28,540</u>	<u>2,069</u>	<u>26,471</u>	<u>0</u>
Net Income over Expenditure	<u>1,324</u>	<u>(11,044)</u>	<u>10,435</u>	<u>21,479</u>			
Watson Hall :- Income	2,527	22,115	72,135	50,020			
Expenditure	1,203	33,160	61,700	28,540	2,069	26,471	
Movement to/(from) Gen Reserve	<u>1,324</u>	<u>(11,044)</u>					
Grand Totals:- Income	2,527	22,115	72,135	50,020			
Expenditure	1,203	33,160	61,700	28,540	2,069	26,471	
Net Income over Expenditure	<u>1,324</u>	<u>(11,044)</u>	<u>10,435</u>	<u>21,479</u>			
Movement to/(from) Gen Reserve	<u>1,324</u>	<u>(11,044)</u>					

**1 DETAILS OF THE PERSON ORDERING THE REPORT**

Client: Tewkesbury Town Council

Address: Town Hall, High Street, Tewkesbury, Gloucestershire, GL20 5AL

**2 REASON FOR PRODUCING THIS REPORT**

Reason for producing this report:  
5 Year EICR

Date(s) on which inspection and testing was carried out: 14/09/2020

**3 DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT**

Installation Address: Tewkesbury Museum, 64 Barton Street, Tewkesbury, Gloucestershire, GL20 5PX

Description of premises: Domestic  N/A Commercial  Industrial  Other:  N/A

Estimated age of wiring system: 20 years Evidence of additions/alterations: Yes if yes, estimated age: 1 years

Installation records available? (Regulation 651.1) No Date of last inspection: 14/09/2020

**4 EXTENT AND LIMITATIONS OF INSPECTION AND TESTING**

Extent of the electrical installation covered by this report:  
100% of the installation.

Agreed limitations including the reasons (see Regulation 653.2):  
10% of all accessories on each circuit have been removed to inspect for loose connections, bare copper, defects and general damage.

Agreed with: Client

Operational limitations including the reasons:  
N/A

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2018. It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

**5 SUMMARY OF THE CONDITION OF THE INSTALLATION**

See page 3 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use\*: **SATISFACTORY**

\* An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.

**6 RECOMMENDATIONS**

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'. Observations classified as 'Code 3 - Improvement recommended' should be given due consideration. Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by: **5 Years**

Note: The proposed date for the next inspection should take into consideration 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.





## 8 GENERAL CONDITION OF THE INSTALLATION

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

This installation has had very minor alterations and additions since the original installation was carried out and only minor observations and recommendations where found.

All areas where in a satisfactory condition on the date of the inspection.

Some of the heating points were inaccessible.

## 9 DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section 4 of this report.

Trading Title: Gloucestershire Electrical Services Ltd

Address:



96 Cherry Orchard  
Northway  
Tewkesbury

Postcode: GL20 8PJ

Registration Number  
(if applicable):

N/A

Telephone Number:

01684 292925

For the INSPECTION, TESTING AND ASSESSMENT of the report:

Name: Luke Boskett

Position: Qualified Supervisor

Signature:

Date: 06/12/2020

## 10 SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Earthing Arrangements	Number and Type of Live Conductors				Nature of Supply Parameters			Supply Protective Device	
TN-S	✓	ac: ✓	dc: N/A	Nominal voltage(s):	U: 400 V	Uo: 230 V	BS(EN):	1361 Fuse HBC	
TN-C-S	N/A	1-phase (2 wire): N/A	1-phase (3 wire): N/A	2 pole:	Nominal frequency, f: 50 Hz		Type:	2	
TNC	N/A	2-phase (3 wire): N/A	3-phase (4 wire): ✓	3 pole:	Prospective fault current, Ipf: 3.88 kA		Rated current:	60 A	
TT	N/A	Other: N/A	Other: N/A	Other:	External earth fault loop impedance, Ze: 0.12 Ω		Short-circuit capacity:	33 kA	
IT	N/A	Confirmation of supply polarity: ✓		Number of supplies: 1					

## 11 PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE

Means of Earthing		Details of Installation Earth Electrode (where applicable)				
Distributor's facility:	✓	Type:	N/A		Location:	N/A
Installation earth electrode:	N/A	Resistance to Earth:	N/A Ω		Method of measurement:	N/A
Maximum Demand (Load):	60 Amps	Protective measure(s) against electric shock:			ADS	
Main Switch / Switch-Fuse / Circuit-Breaker / RCD Type		Current rating:		Supply conductors material:	If RCD main switch:	
BS(EN):	60947-3 Isolator	100 A		Copper	Rated residual operating current (IΔn):	
Number of poles:	3	Fuse/device rating or setting:		Supply conductors csa:	Rated time delay:	
		N/A A		25 mm <sup>2</sup>	N/A ms	
		Voltage rating:		Measured operating time (at IΔn):		N/A ms
		240 V				
Earthing and Protective Bonding Conductors				Bonding of extraneous-conductive parts		
Earthing conductor		Connection/continuity verified: ✓		To water installation pipes: ✓	To gas installation pipes: N/A	
Conductor material:	Copper	csa:	16 mm <sup>2</sup>	To oil installation pipes: N/A	To lightning protection: N/A	
Main protective bonding conductors		Connection/continuity verified: ✓		To structural steel: N/A	To other service(s): N/A	
Conductor material:	Copper	csa:	10 mm <sup>2</sup>			

## 12 INSPECTION SCHEDULE

Item	Description	Comment	Outcome
1.0	EXTERNAL CONDITION OF INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)		
1.1	Service cable	N/A	✓
1.2	Service head	N/A	C3
1.3	Earthing arrangements	N/A	✓
1.4	Meter tails	N/A	C3
1.5	Metering equipment	N/A	✓
1.6	Isolator (where present)	N/A	✓
2.0	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 (551.6)	N/A	N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	N/A	N/A
3.0	AUTOMATIC DISCONNECTION OF SUPPLY		
3.1	Main earthing/bonding arrangements (411.3; Chap 54):		
3.1.1	Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3)	N/A	✓
3.1.2	Adequacy of earthing conductor size (542.3; 543.1.1)	N/A	✓
3.1.3	Adequacy of earthing conductor connections (542.3.2)	N/A	✓
3.1.4	Accessibility of earthing conductor connections (543.3.2)	N/A	✓
3.1.5	Adequacy of main protective bonding conductor sizes (544.1)	N/A	✓
3.1.6	Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)	N/A	✓
3.1.7	Accessibility of all protective bonding connections (543.3.2)	N/A	✓
3.1.8	Provision of earthing/bonding labels at all appropriate locations (514.13)	N/A	✓
3.2	FELV - requirements satisfied (411.7; 411.7.1)	N/A	N/A
4.0	OTHER METHODS OF PROTECTION (where any of the methods listed below are employed details should be provided on separate sheets)		
4.1	Non-conducting location (418.1)	N/A	N/A
4.2	Earth-free local equipotential bonding (418.2)	N/A	N/A
4.3	Electrical separation (Section 413; 418.3)	N/A	N/A
4.4	Double insulation (Section 412)	N/A	N/A
4.5	Reinforced insulation (Section 412)	N/A	N/A
5.0	DISTRIBUTION EQUIPMENT		
5.1	Adequacy of working space/accessibility to equipment (132.12; 513.1)	N/A	✓
5.2	Security of fixing (134.1.1)	N/A	✓
5.3	Condition of insulation of live parts (416.1)	N/A	✓
5.4	Adequacy/security of barriers (416.2)	N/A	✓
5.5	Condition of enclosure(s) in terms of IP rating etc (416.2)	N/A	✓
5.6	Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	N/A	✓
5.7	Enclosure not damaged/deteriorated so as to impair safety (651.2)	N/A	✓
5.8	Presence and effectiveness of obstacles (417.2)	N/A	✓
5.9	Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2)	N/A	✓

OUTCOMES													
Acceptable condition	TICK	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A

### 13 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Comment	Outcome
5.10	Operation of main switch(es) (functional check) (643.10)	N/A	✓
5.11	Manual operation of circuit-breakers and RCDs to prove disconnection (643.10)	N/A	✓
5.12	Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (643.10)	N/A	✓
5.13	RCD(s) provided for fault protection – includes RCBOs (411.4.204; 411.5.2; 531.2)	N/A	✓
5.14	RCD(s) provided for additional protection/requirements, where required – includes RCBOs (411.3.3; 415.1)	N/A	✓
5.15	Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2)	N/A	✓
5.16	Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	N/A	✓
5.17	Presence of non-standard (mixed) cable colour warning notice at or near equipment, where required (514.14)	N/A	✓
5.18	Presence of alternative supply warning notice at or near equipment, where required (514.15)	N/A	N/A
5.19	Presence of next inspection recommendation label (514.12.1)	N/A	✓
5.20	Presence of other required labelling (please specify) (Section 514)	N/A	✓
5.21	Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432, 433)	N/A	✓
5.22	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	N/A	✓
5.23	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)	N/A	✓
5.24	Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	N/A	✓
6.0	DISTRIBUTION CIRCUITS		
6.1	Identification of conductors (514.3.1)	N/A	✓
6.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	N/A	✓
6.3	Condition of insulation of live parts (416.1)	N/A	✓
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	N/A	✓
6.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	N/A	✓
6.6	Cables correctly terminated in enclosures (Section 526)	N/A	✓
6.7	Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	N/A	✓
6.8	Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6)	N/A	✓
6.9	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	N/A	✓
6.10	Adequacy of protective devices: type and rated current for fault protection (411.3)	N/A	✓
6.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	N/A	✓
6.12	Coordination between conductors and overload protective devices (433.1; 533.2.1)	N/A	✓

#### OUTCOMES

Acceptable condition	TICK	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A
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## 14 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Comment	Outcome
6.13	Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522)	N/A	✓
6.14	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	N/A	✓
6.15	Cables concealed under floors, above ceilings, in walls/partitions less than 50mm from a surface, and in partitions containing metal parts:		
6.15.1	Installed in prescribed zones (see Section 4. Extent and limitations) (522.6.202) or	N/A	✓
6.15.2	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 4. Extent and limitations) (522.6.204)	N/A	✓
6.16	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	N/A	✓
6.17	Band II cables segregated/separated from Band I cables (528.1)	N/A	✓
6.18	Cables segregated/separated from non-electrical services (528.3)	N/A	✓
6.19	Condition of circuit accessories (651.2)	N/A	✓
6.20	Suitability of circuit accessories for external influences (512.2)	N/A	✓
6.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	N/A	✓
6.22	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment – identify/record numbers and locations of items inspected (Section 526)	N/A	✓
6.23	Presence, operation and correct location of appropriate devices for isolation and switching (Chapter 46; Section 537)	N/A	✓
6.24	General condition of wiring systems (651.2)	N/A	✓
6.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	N/A	✓
7.0	<b>FINAL CIRCUITS</b>		
7.1	Identification of conductors (514.3.1)	N/A	✓
7.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	N/A	✓
7.3	Condition of insulation of live parts (416.1)	N/A	✓
7.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	N/A	✓
7.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	N/A	✓
7.6	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	N/A	✓
7.7	Adequacy of protective devices: type and rated current for fault protection (411.3)	N/A	✓
7.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	N/A	✓
7.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	N/A	✓
7.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)	N/A	✓
7.11	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):		
7.11.1	Installed in prescribed zones (see Section 4. Extent and limitations) (522.6.202)	N/A	✓
7.11.2	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 4. Extent and limitations) (522.6.201; 522.6.204)	N/A	✓

OUTCOMES													
Acceptable condition	TICK	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A

## 15 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Comment	Outcome
7.12	Provision of additional protection by 30mA RCD:		
7.12.1	For all socket-outlets of rating 32A or less unless exempt (411.3.3) *	N/A	✓
7.12.2	For the supply of mobile equipment not exceeding 32A rating for use outdoors (411.3.3) *	N/A	✓
7.12.3	For cables concealed in walls at a depth of less than 50mm (522.6.202, 522.6.203) *	N/A	✓
7.12.4	For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) *	N/A	✓
7.12.5	For final circuits supplying luminaires within domestic (household) premises (411.3.4) *	N/A	✓
* Note: Older installations designed prior to BS 7671:2018 may not have been provided with RCDs for additional protection.			
7.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	N/A	✓
7.14	Band II cables segregated/separated from Band I cables (528.1)	N/A	✓
7.15	Cables segregated/separated from non-electrical services (528.3)	N/A	✓
7.16	Termination of cables at enclosures – identify/record numbers and locations of items inspected (Section 526):		
7.16.1	Connections under no undue strain (526.6)	N/A	✓
7.16.2	No basic insulation of a conductor visible outside enclosure (526.8)	N/A	✓
7.16.3	Connections of live conductors adequately enclosed (526.5)	N/A	✓
7.16.4	Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)	N/A	✓
7.17	Condition of accessories including socket-outlets, switches and joint boxes (651.2)	N/A	✓
7.18	Suitability of accessories for external influences (512.2)	N/A	✓
7.19	Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3)	N/A	✓
8.0	<b>ISOLATION AND SWITCHING</b>		
8.1	Isolators (Sections 460; 537):		
8.1.1	Presence and condition of appropriate devices (Section 462; 537.2.7)	N/A	✓
8.1.2	Acceptable location – state if local or remote from equipment in question (Section 462; 537.2.7)	N/A	✓
8.1.3	Capable of being secured in the OFF position (462.3)	N/A	✓
8.1.4	Correct operation verified (643.10)	N/A	✓
8.1.5	Clearly identified by position and/or durable marking (537.2.6)	N/A	✓
8.1.6	Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2)	N/A	✓
8.2	Switching off for mechanical maintenance (Section 464; 537.3.2):		
8.2.1	Presence and condition of appropriate devices (464.1; 537.3.2)	N/A	✓
8.2.2	Acceptable location – state if local or remote from equipment in question (537.3.2.4)	N/A	✓
8.2.3	Capable of being secured in the OFF position (462.3)	N/A	✓
8.2.4	Correct operation verified (643.10)	N/A	✓
8.2.5	Clearly identified by position and/or durable marking (537.3.2.4)	N/A	✓

### OUTCOMES

Acceptable condition	TICK	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A
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## 16 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Comment	Outcome
8.3	Emergency switching/stopping (Section 465; 537.3.3):		
8.3.1	Presence and condition of appropriate devices (Section 465; 537.3.3; 537.4)	N/A	✓
8.3.2	Readily accessible for operation where danger might occur (537.3.3.6)	N/A	✓
8.3.3	Correct operation verified (643.10)	N/A	✓
8.3.4	Clearly identified by position and/or durable marking (537.3.3.6)	N/A	✓
8.4	Functional switching (Section 463; 537.3.1):		
8.4.1	Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2)	N/A	✓
8.4.2	Correct operation verified (537.3.1.1; 537.3.1.2)	N/A	✓
9.0	CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)		
9.1	Condition of equipment in terms of IP rating etc (416.2)	N/A	✓
9.2	Equipment does not constitute a fire hazard (Section 421)	N/A	✓
9.3	Enclosure not damaged/deteriorated so as to impair safety (134.1.1; 416.2; 512.2)	N/A	✓
9.4	Suitability for the environment and external influences (512.2)	N/A	✓
9.5	Security of fixing (134.1.1)	N/A	✓
9.6	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)	N/A	✓
9.7	Recessed luminaires (downlighters):		
9.7.1	Correct type of lamps fitted (559.3.1)	N/A	✓
9.7.2	Installed to minimise build-up of heat by use of 'fire rated' fittings, insulation displacement box or similar (421.1.2)	N/A	✓
9.7.3	No signs of overheating to surrounding building fabric (559.4.1)	N/A	✓
9.7.4	No signs of overheating to conductors/terminations (526.1)	N/A	✓
10.0	LOCATION(S) CONTAINING A BATH OR SHOWER		
10.1	Additional protection for all low voltage (LV) circuits by RCD not exceeding 30mA (701.411.3.3)	N/A	✓
10.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)	N/A	✓
10.3	Shaver sockets comply with BS EN 61558-2-5 formerly BS 3535 (701.512.3)	N/A	N/A
10.4	Presence of supplementary bonding conductors, unless not required by BS 7671: 2018 (701.415.2)	N/A	✓
10.5	Low voltage (e.g. 230 volt) socket-outlets sited at least 3m from zone 1 (701.512.3)	N/A	✓
10.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)	N/A	✓
10.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)	N/A	✓
10.8	Suitability of current-using equipment for particular position within the location (701.55)	N/A	✓
11.0	OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS List all other special installation or locations present, if any. (Record separately the results of particular inspections)		
11.1	N/A	N/A	N/A
11.2	N/A	N/A	N/A
11.3	N/A	N/A	N/A

OUTCOMES													
Acceptable condition	TICK	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A

## 17 CIRCUIT DETAILS

Distribution board designation:

D.B. 1

Location:

Basement

Circuit number and phase	Circuit designation	Type of wiring	Reference Method	Number of points served	Circuit conductors: csa			Max disconnect time permitted by BS7671 s	Overcurrent protective devices				RCD	
					Live mm	cpc mm	BS(EN)		Type No	Rating A	Short-circuit Capacity kA	Operating current, I <sub>Δn</sub> mA	Maximum Z <sub>s</sub> permitted by BS7671 Ω	
1 L1	Water Heater & Kitchen a Sockets	C	B	3	2.5	1.5	0.4	61009	B	20	6	30	2.19	
1 L2	Civic Room Sockets	C	B	1	2.5	1.5	0.4	61009	B	20	6	30	2.19	
1 L3	Lighting - Lower grid switch circuits	C	B	5	1.0	1.0	0.4	60898	B	6	6	30	7.28	
2 L1	Lighting - Top grid switch circuits	C	B	23	1.0	1.0	0.4	60898	B	6	6	30	7.28	
2 L2	Lighting - Middle grid switch circuits	C	B	12	1.0	1.0	0.4	60898	B	6	6	30	7.28	
2 L3	Smoke Detectors	C	B	6	1.0	1.0	0.4	60898	B	6	6	30	7.28	
3 L1	Lighting - Office, WC & Kitchen	C	B	6	1.0	1.0	0.4	60898	B	6	6	30	7.28	
3 L2	Civic room & loft lighting	C	B	3	1.0	1.0	0.4	60898	B	6	6	30	7.28	
3 L3	Spare	---	---	---	---	---	---	---	---	---	---	---	---	
4 L1	Sockets - middle & top floors	C	B	10	2.5	1.5	0.4	61009	B	32	6	30	1.37	
4 L2	Sockets - Office & ground floor	C	B	8	2.5	1.5	0.4	61009	B	32	6	30	1.37	
4 L3	Lighting - Foyer & front ground floor room	C	B	11	1.0	1.0	0.4	60898	B	6	6	30	7.28	
5 L1	Spare	---	---	---	---	---	---	---	---	---	---	---	---	
5 L2	Fair ground stage power	C	B	3	2.5	1.5	0.4	61009	B	20	20	30	2.19	
5 L3	Spare	---	---	---	---	---	---	---	---	---	---	---	---	
6 TP	Heater board (DB 2) (Supply to D.B. 2)	C	B	1	25	16	0.4	60898	B	63	6	30	0.69	

CODES FOR TYPE OF WIRING	A	Thermoplastic insulated/sheathed cables	D	Thermoplastic cables in metallic trunking	G	Thermosetting/SWA cables
	B	Thermoplastic cables in metallic conduit	E	Thermoplastic cables in nonmetallic trunking	H	Mineral insulated cables
	C	Thermoplastic cables in nonmetallic conduit	F	Thermoplastic/SWA cables	O - Other	N/A

## 18 BOARD CHARACTERISTICS

APPLIES WHEN THE BOARD IS NOT CONNECTED TO THE ORIGIN OF THE INSTALLATION

Supply to this distribution board is from:	N/A		No of phases:	N/A		
Overcurrent protective device for the distribution circuit:	BS(EN):	N/A		Rating:	N/A A	
RCD	BS(EN):	N/A		No of poles:	N/A	
Confirmation of supply polarity	N/A	Zs:	N/A Ω	lpf:	N/A kA	
		RCD operating times	At In:	N/A ms	At 5In:	N/A ms



## 19 TEST RESULTS

Distribution board designation:

D.B. 1

Location:

Basement

Circuit number and phase	Circuit impedances (Ohms)					Insulation resistance			Polarity ✓	Maximum measured earth fault loop impedance Z <sub>s</sub> Ω	RCD		AFDD
	Ring final circuits only (measured end to end)			All circuits (one column to be completed)		Live - Live MΩ	Live - Earth MΩ	Test voltage V			Disconnection time ms	Test button operation ✓	Test button operation ✓
	r <sub>1</sub> (Line)	r <sub>n</sub> (Neutral)	r <sub>2</sub> (cpc)	R <sub>1</sub> +R <sub>2</sub>	R <sub>2</sub>								
1 L1	N/A	N/A	N/A	0.28	N/A	N/A	> 999	500	✓	0.40	18.6	✓	N/A
1 L2	N/A	N/A	N/A	1.01	N/A	N/A	> 999	500	✓	1.02	18.9	✓	N/A
1 L3	N/A	N/A	N/A	0.56	N/A	N/A	> 999	500	✓	0.68	N/A	N/A	N/A
2 L1	N/A	N/A	N/A	1.59	N/A	N/A	> 999	500	✓	2.41	N/A	N/A	N/A
2 L2	N/A	N/A	N/A	1.02	N/A	N/A	> 999	500	✓	1.18	N/A	N/A	N/A
2 L3	N/A	N/A	N/A	1.58	N/A	N/A	> 999	500	✓	1.60	N/A	N/A	N/A
3 L1	N/A	N/A	N/A	0.76	N/A	N/A	> 999	500	✓	0.88	N/A	N/A	N/A
3 L2	N/A	N/A	N/A	1.64	N/A	N/A	> 999	500	✓	1.93	N/A	N/A	N/A
3 L3	---	---	---	---	---	---	---	---	---	---	---	---	---
4 L1	1.01	1.04	1.68	0.59	N/A	N/A	> 999	500	✓	0.78	19.3	✓	N/A
4 L2	0.73	0.72	1.28	0.61	N/A	N/A	> 999	500	✓	0.73	19.0	✓	N/A
4 L3	N/A	N/A	N/A		N/A	N/A	> 999	500	✓	0.70	N/A	N/A	N/A
5 L1	---	---	---	---	---	---	---	---	---	---	---	---	---
5 L2	N/A	N/A	N/A	0.13	N/A	N/A	> 999	500	✓	0.36	17.8	✓	N/A
5 L3	---	---	---	---	---	---	---	---	---	---	---	---	---
6 TP	N/A	N/A	N/A	0.02	N/A	N/A	> 999	500	✓	0.12	N/A	N/A	N/A

## 20 DETAILS OF TEST INSTRUMENTS

Details of Test Instruments used (state serial and/or asset numbers):

Multi-functional:	101972266	Earth electrode resistance:	N/A
Insulation resistance:	N/A	Earth fault loop impedance:	N/A
Continuity:	N/A	RCD:	N/A

## 21 TESTED BY

 Name: Luke Boskett Position: Qualified Supervisor Signature: *LJBoskett* Date: 14/09/2020





## ELECTRICAL INSTALLATION CONDITION REPORT GUIDANCE FOR RECIPIENTS

(to be appended to the Report)

This Report is an important and valuable document which should be retained for future reference.

1. The purpose of this Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section 5). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger.
2. The person ordering the Report should have received the 'original' Report and the inspector should have retained a duplicate.
3. The 'original' Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner/occupier with details of the condition of the electrical installation at the time the Report was issued.
4. 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 six-monthly. For safety reasons it is important that this instruction is followed.
5. Section 4 (Extent 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.
6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section 4.
7. For items classified in Section 7 as C1 ('Danger present'), the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.
8. For items classified in Section 7 as C2 ('Potentially dangerous'), the safety of those using the installation may be at risk and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.
9. Where it has been stated in Section 7 that an observation requires further investigation (code FI) the inspection has revealed an apparent deficiency which may result in a code C1 or C2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section 6).
10. For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due is stated in Section 6 of the Report under 'Recommendations' and on a label at or near to the consumer unit/ distribution board.