

**Date: TUESDAY 4<sup>th</sup> SEPTEMBER 2018**

**Subject: BUDGET STRATEGY 2019/20**

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**Committee Member:**

**Officer Contributors:** Yvonne Merritt - Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Capital allocation of funds Appendix 1  
3

**Contact for further information:** Yvonne Merritt - Clerk

**1. RECOMMENDATIONS**

1.1 That the Committee agree the budget strategy for income and expenditure for the forthcoming financial year.

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 Members should be mindful of the details within the report and the current financial situation with regard to the proposed expenditure for the forthcoming months that will deplete the current reserves when considering the Budget Strategy.

**4. RISK MANAGEMENT ISSUES**

4.1 The Auditors have recommended that the Council should ensure that current and future revenue spending plans together with the impact on reserves are fully considered in setting the budget and precept requirements.

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 These are the following amounts currently in the Council's Investment Accounts

Nat West Bank 1 year fixed bond @ 0.5%	£ 71545
Scottish Widows 60 day notice @ 0.25%	£ 82065
NS&I	£ 4013
Instant Access @ 0.25%	£388699
Current Account	£ 2548
Precept still to pay	£ 234352
<b>Total</b>	<b>£783,222</b>

However, the estimated total spend to end of year of £413,970 needs to be taken into account leaving

**Total estimated reserves at year end                      £ 375,000**

## **6. LEGAL ISSUES**

6.1 Nil

## **7. BACKGROUND INFORMATION**

- 7.1 This Committee is tasked to set the guidelines which will form the basis for the construction of the Revenue Budget for 2019/20 for the spending committees of the Council
- 7.2 The tax base is as yet unknown and is unlikely to be known until December 2018.
- 7.3 The Council calculate budgets using the RPI index which is currently at 3.4% therefore if the Council wish the budget to remain static for 2019/20 this would equate to an overall increase of approximately £15,936
- 7.4 Members should also be aware that it is a requirement to have at least 6 months precept in reserves. The current precept of £468704 means that £234,352 needs to be set aside together with the current allocated reserves of £211,600 (Appendix 1) gives an estimated balance of £140,648 unallocated reserves giving a shortfall of £70,952 on auditor's recommendation. It would therefore be unwise to take any further monies from reserves that that already mentioned.
- 7.5 A better understanding of the estimated yearend figures will be known once the revised budgets have been calculated. The increase in reserves from 2016/17 to 2017/18 was £28,600 income over expenditure. For example, the impact of the increase in burial charges will become more apparent once the half year figures are available.
- 7.6 Each Committee will consider its budget including the revised budget in the next cycle of meetings and these in turn will be considered by this Committee at its next meeting on 20th November 2018. Assuming the Council is happy with the figures, a recommendation for the precept will then be made to Full Council on 5<sup>th</sup> February 2019.
- 7.7 The Revenue Budget does not include any one-off expenditure for capital items in considering its programme each Committee should bring forward special major items for bids of capital funds. In setting the precept the Council will have to consider each bid and decide whether or not these items can be met from reserves or whether these items should be budgeted for from next year's precept.

## **8. BACKGROUND PAPERS**

- 8.1 Office of National Statistics
- 8.2 RPI Index
- 8.3 Financial capital comparison

## Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 01/08/2018

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	12,770	
105	VAT Control Account	5,001	
200	Current Account	(21,608)	
210	Bank Instant Access Account	404,910	
220	Natwest Account	71,554	
230	NS&I	4,032	
240	Scottish Widows 60 Day Account	82,063	
280	Petty Cash	483	
	<b>Total Current Assets</b>		<b>559,206</b>
	<u>Current Liabilities</u>		
500	Creditors	5,940	
565	Village Day Advance Receipts	1,880	
566	Allotments Advance Receipts	3,245	
570	Chairmans Charity Creditor	493	
	<b>Total Current Liabilities</b>		<b>11,558</b>
	<b>Net Current Assets</b>		<b>547,648</b>
	<b>Total Assets less Current Liabilities</b>		<b>547,648</b>
	<u>Represented by :-</u>		
300	Current Year Fund	118,279	
310	General Reserve	264,218	
320	EMR Elections	12,742	
325	EMR Replacement IT	10,358	
335	EMR Replacement Boiler	1,465	
340	EMR Office Refurbishment	30,000	
345	EMR CIL Receipts	9,801	
350	EMR WMH Capital	13,117	
355	EMR Bullsland Capital	7,632	
370	EMR Replacement Equipment	57,435	
375	EMR Refurb of Parking Areas	4,775	
380	EMR Common Easements	12,433	
390	EMR Gateway Signs	5,000	
	<b>Total Equity</b>		<b>547,255</b>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Policy &amp; Resources</u>						
<u>200 Salaries - Policy &amp; Resources</u>						
4000 Salaries	28,831	92,000	63,169		63,169	31.3%
4020 PAYE & NI	12,206	38,250	26,045		26,045	31.9%
4030 Superannuation	10,880	33,150	22,270		22,270	32.8%
4050 Training & Conferences	470	2,000	1,530		1,530	23.5%
4055 Travelling Expenses	734	2,320	1,586		1,586	31.6%
4520 Mobile Telephone	72	220	148		148	32.7%
Salaries - Policy & Resources :- Indirect Expenditure	53,193	167,940	114,747	0	114,747	31.7%
Movement to/(from) Gen Reserve	(53,193)					
<u>210 General Administration</u>						
1200 Chorleywood in Bloom	250	800	550			31.3%
1210 Village Day Income	4,835	6,500	1,665			74.4%
1250 Contribution from WMH	0	1,425	1,425			0.0%
1255 Contribution from RBL	0	530	530			0.0%
1260 Community/NHP Income	(925)	0	925			0.0%
1900 Miscellaneous Income	0	750	750			0.0%
General Administration :- Income	4,160	10,005	5,845			41.6%
4100 Website	1,643	2,100	458		458	78.2%
4105 Photocopying	574	3,800	3,226		3,226	15.1%
4110 Postage	541	1,370	829		829	39.5%
4115 Stationery & Office Equipment	372	1,700	1,328		1,328	21.9%
4120 Subscriptions & Donations	3,584	3,800	216		216	94.3%
4125 Office Cleaning	55	500	445		445	11.0%
4130 Office Maintenance	1,657	1,830	173		173	90.5%
4135 Computer	2,807	4,785	1,978		1,978	58.7%
4140 Village Day	2,848	5,000	2,152		2,152	57.0%
4145 Christmas Lights	0	3,600	3,600		3,600	0.0%
4155 Chorleywood in Bloom	1,022	2,200	1,178		1,178	46.5%
4160 Mapping System	0	725	725		725	0.0%
4370 Health & Safety	241	0	(241)		(241)	0.0%
4900 Misc Expenditure	203	1,000	797		797	20.3%
General Administration :- Indirect Expenditure	15,546	32,410	16,864	0	16,864	48.0%
Movement to/(from) Gen Reserve	(11,386)					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>220 Services - General</u>						
4200 Rates	1,824	0	(1,824)		(1,824)	0.0%
4201 Recycling Office	0	175	175		175	0.0%
4205 Gas	324	1,800	1,476		1,476	18.0%
4210 Electric	343	2,000	1,657		1,657	17.1%
4215 Water	145	320	175		175	45.3%
4220 Telephone	1,992	4,840	2,848		2,848	41.2%
Services - General :- Indirect Expenditure	<u>4,627</u>	<u>9,135</u>	<u>4,508</u>	<u>0</u>	<u>4,508</u>	<u>50.7%</u>
Movement to/(from) Gen Reserve	<u>(4,627)</u>					
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	1,519	5,460	3,941		3,941	27.8%
4255 PCSOs	7,125	33,500	26,375		26,375	21.3%
4260 Defibrillators	0	1,000	1,000		1,000	0.0%
Community Engagement :- Indirect Expenditure	<u>8,644</u>	<u>39,960</u>	<u>31,316</u>	<u>0</u>	<u>31,316</u>	<u>21.6%</u>
Movement to/(from) Gen Reserve	<u>(8,644)</u>					
<u>250 Grants &amp; S137 Payments</u>						
4300 Grants Given	0	5,000	5,000		5,000	0.0%
4310 War Memorial Hall Grant	5,000	5,000	0		0	100.0%
Grants & S137 Payments :- Indirect Expenditure	<u>5,000</u>	<u>10,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>50.0%</u>
Movement to/(from) Gen Reserve	<u>(5,000)</u>					
<u>260 Professional Fees - P&amp;R</u>						
4350 Audit	(1,301)	3,200	4,501		4,501	(40.7%)
4355 Legal & Professional Fees	462	3,640	3,178		3,178	12.7%
4360 HR Service Contract	0	4,785	4,785		4,785	0.0%
4365 Insurance	8,788	9,500	712		712	92.5%
4370 Health & Safety	0	1,000	1,000		1,000	0.0%
4375 GDPR	3,750	11,000	7,250		7,250	34.1%
Professional Fees - P&R :- Indirect Expenditure	<u>11,699</u>	<u>33,125</u>	<u>21,426</u>	<u>0</u>	<u>21,426</u>	<u>35.3%</u>
Movement to/(from) Gen Reserve	<u>(11,699)</u>					
<u>270 Civic</u>						
1270 Chairman's Charity Income	0	400	400			0.0%
Civic :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>
4400 Chairman's Allowance	0	500	500		500	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4405 Chairman's Charity	0	400	400		400	0.0%
Civic :- Indirect Expenditure	<u>0</u>	<u>900</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					
Policy & Resources :- Income	4,160	10,405	6,245			40.0%
Expenditure	98,709	293,470	194,761	0	194,761	33.6%
Movement to/(from) Gen Reserve	<u>(94,549)</u>					
Grand Totals:- Income	4,160	10,405	6,245			40.0%
Expenditure	98,709	293,470	194,761	0	194,761	33.6%
Net Income over Expenditure	<u>(94,549)</u>	<u>(283,065)</u>	<u>(188,516)</u>			
Movement to/(from) Gen Reserve	<u>(94,549)</u>					

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 7.**

**Date: 4<sup>th</sup> September 2018**

**Subject: Amendments to Standing Orders**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

- 1.1. Members will be aware that the Council adopted the NALC Model Standing Orders which were approved by this Committee on 3<sup>rd</sup> October 2017.
- 1.2. NALC has now produced new Model Standing Orders 2018

**Standing Order 17 Accounts and accounting statement**

A minor mistake was made in respect of model standing order 17(d) (ii) which stated

*“to the Council the accounting statements for the year in the form of **Section 1** of the annual governance and accountability return, as required by proper practices, for consideration and approval”*

The correct wording should be **Section 2**

**Standing Order 18 Financial Controls and Procurement**

Now reads

“A public contract regulated by the Public Contract Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement)

*Standing Order 11 Handling confidential or sensitive information* - is changed as follows

## **Standing Order 11 Management of Information**

See also standing order 20

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include decided who has access to personal data and encryption of personal data.**

*Standing order 20 Requests for information – is changed to*

## **Standing Order 20 Responsibilities to provide information**

See also standing order 21

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council**
- b [If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

Standing Order 21 is inserted as follows

## **Standing Order 21 Responsibilities under Data Protection Legislation**

(Below is not an exclusive list)

See also Standing Order 11.

- a **The Council may appoint a Data Protection Officer**  
  
*NB : standing order 15(b) (ix) has also been changed to conform to the new position*
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notices(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**



Standing order numbers from 21 are then increase by one to allow for the new Standing Order 21 as stated above.

**2. RELEVANT PREVIOUS DECISIONS**

2.1. None specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 These Model Standing Orders reflect changes in legislation which should be adopted by the Council and will form part of the Audit process.

**4. RISK MANAGEMENT ISSUES**

4.1 Failure to implement will result in the Council receiving a qualified audit and does not show best practise.

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 None Specific

**6. LEGAL ISSUES**

6.1 None specific

**7. RECOMMENDATIONS**

7.1 That the Committee considers the report and decides whether to recommend the proposals to Full Council for adoption.



**CHORLEYWOOD PARISH COUNCIL**  
**COMMUNITY INFRASTRUCTURE LEVY**  
**REGULATION 62A**  
**MONITORING REPORT 2017/18**  
**PUBLISHED 4th September 2018**

# Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge which allows the Council to raise funds from new developments for use on infrastructure to support the growth of the District. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. The money collected from the levy will be used to support development by funding infrastructure that the Council, local community and neighbourhoods need.

The levy will apply to most new buildings and development over 100 square metres in size. Charges will be based on the size, type and location of the new development and are set out in the Charging Schedule.

Three Rivers' CIL Charging Schedule was adopted by a decision of Full Council on 24 February 2015. It came into force on 1 April 2015.

**Further information can be found on the Three Rivers District Council Website:**

<http://www.threerivers.gov.uk/egcl-page/community-infrastructure-levy>

**In line with The Community Infrastructure Levy Regulations 2010 (as amended) the Charging Authority (TRDC) has a duty to pass a proportion of CIL receipts to local councils as per Regulation 59A, and in line with Regulation 62A, the Parish Council is required to list a yearly CIL report on its website for funds received from the Charging Authority and expenditure of such funds.**

## **Reporting by local councils**

62A. (1) A local council must prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

(2) The report must include—

- (a) the total CIL receipts for the reported year;
- (b) the total CIL expenditure for the reported year;
- (c) summary of CIL expenditure during the reported year including—
  - (i) the items to which CIL has been applied; and
  - (ii) the amount of CIL expenditure on each item; and
- (d) details of any notices received in accordance with regulation 59E,

including—

- (i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;
- (ii) the total value of CIL receipts subject to a notice served in accordance with

regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.

(e) the total amount of—

(i) CIL receipts for the reported year retained at the end of the reported year;

and

(ii) CIL receipts from previous years retained at the end of the reported year.

(3) The local council must—

(a) publish the report—

(i) on its website;

(ii) on the website of the charging authority for the area if the local council does

not have a website; or

(iii) within its area as it considers appropriate if neither the local council nor the charging authority have a website, or the charging authority refuses to put the report on its website in accordance with paragraph (ii); and

(b) send a copy of the report to the charging authority from which it received CIL receipts,

no later than 31st December following the reported year, unless the report is, or is to be, published on the charging authority's website

Chorleywood Parish Council currently receives 15% of the Levy collected by Three Rivers District Council for development carried out within the parish.

As the Parish Council has the General Power of Competence it can choose what the money is spent on. In the last twelve months up to and including 31<sup>st</sup> March 2017 the Parish Council has received a total sum of £17503.50 made up as follows:-

# CIL Summary Breakdown

Financial Year 2017/18 (covering period from 01 April 2017 to 31 March 2018)

Total CIL Summary	
Total CIL B/F 2016/17	£17,503.50
Total CIL receipts for the reported year 2017/18	£28,922.04
Total Balance	£46,425.54
Total CIL expenditure for the reported year 2017/18	£36,694.86
Total Balance 2017/18 C/F	£9,730.68

CIL Fund Expenditure (Details)	
Items of infrastructure to which CIL has been applied:	Amount of expenditure on each item
Wildwood Dens	£29,259.86
Chainsaw Carvings	£7,435.00
Details of any notices received in accordance with regulation 59E including:	
(i) the total value of the CIL receipts subject to notices served in accordance with regulation 59E during the reported year;	
N/A	N/A
(ii) the total of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	
N/A	N/A

CIL Receipts Retained	
For the reported year retained at the end of the reported year	£9,730.68
From previous years retained at the end of the reported year	£0.00

The Parish Council has agreed to spend the first £45,000 of monies collected towards the Nature Trail on Chorleywood Common which will include two Wildwood Dens, Chainsaw Carvings, Welcome Noticeboards and additional signage.

If you would like more information on this project please contact the Parish Office.

01923 285594

[info@chorleywood-pc.gov.uk](mailto:info@chorleywood-pc.gov.uk)

[www.chorleywood-pc](http://www.chorleywood-pc)

**CHORLEYWOOD PARISH COUNCIL**

**POLICY & RESOURCES COMMITTEE MEETING**

**Agenda Item 10**

**Date: 4<sup>th</sup> September 2018**

**Subject: World War One Event**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

- 1.1** The Parish Council has arranged a weekend of remembrance which will be based at the War Memorial Hall. The weekend of the 8<sup>th</sup> -11<sup>th</sup> November has been set aside in the Hall diary.
- 1.2** A programme of events has been agreed with local businesses and organisations listed as follows
- 8<sup>th</sup> November – Chorleywood Book Shop Literary evening
  - 9<sup>th</sup> November – Chorleywood Film Club presentation
  - 10<sup>th</sup> November – afternoon the Parish Council organising a show and afternoon tea with local groups who use the hall
  - 10<sup>th</sup> November – evening the Chorleywood Orchestra
  - 11<sup>th</sup> November – the hall will be open in the morning for quiet reflection and for members of the public to look at the displays
  - 11<sup>th</sup> November – Service of Remembrance

There will be an exhibition in the Common Room for local organisations to exhibit information relating to WW1 which will be in place for the whole of the event.

- 1.3** Hall hire will not be charged by the Council, but it will be expected that each organisation to make charitable donations for at least the cost of the hall hire. The two chosen charities are Help for Hero's and the Royal British Legion.
- 1.4** Three Rivers has grant funding of £500 available for WW1 events. Attached in Appendix 1 are examples of benches that can be purchased for the village. The Chorleywood Residents have been approached to ask if they wanted a bench within their memorial garden which is due to start in the Autumn, but they have not responded. There is a semi-circular bench which could be located around the tree near the Parish Notice Board which would be a lasting reminder in the public domain.

- 1.5 The Council have been successful in being award four silhouettes by the There But Not There and Armed Forces Covenant Fund Trust Grant scheme. These are life sized silhouettes which will be placed around the village and in the hall for the month of November. The Parish Council also will fly the 'Lest We Forget' flag at the Parish Office.
- 1.6 A meeting is taking place with all interested parties on the 30<sup>th</sup> August and the Clerk will feedback additional information at the meeting.

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 None specific

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The Council is covered by insurance for this type of event

## **4. RISK MANAGEMENT ISSUES**

- 4.1 None specific

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 TRDC have grant funding available for WW1 events of £500. Once the Council has agreed the form of action, the application will be made
- 5.2 Whilst the afternoon event should be self-funding, sponsorship is being sort to enable a greater contribution towards the charities to be made.
- 5.3 There is no budget for this event, and it will require additional staffing especially for the Saturday afternoon event. Help from Councillors will reduce the costs involved. It is anticipated that most of the funding can be taken from current budgets.

## **6. LEGAL ISSUES**

- 6.1 None specific at this stage.

## **7. RECOMMENDATIONS**

- 7.1 That the Committee considers the details within the report, and makes further suggestions to ensure that the event is a fitting tribute.
- 7.2 That the Committee decides if the grant funding from TRDC should be used towards a memorial bench in the village and if so the style of the bench.

Examples of Memorial Benches



£695



£695



£966



## 1. Policy & Resources

Item	Detail	Other Committees affected	Prioritisation rank 1-5, 1 is the highest priority	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion	Progress
Property Register	Document all the buildings within the Council's ownership and buildings of significance in the area (Localism Act ref – first refusal) – a Panel to be established to manage this going forward	All	<b>3</b>	Office to commence work on the directory working through leases and other relevant documentation to establish a database that allows the Council to understand when renewals, maintenance etc. are required	Staff time Database software?	September 2017	Review in September 2018 at P&R	Commenced with working party set up Cllrs White, Khiroya, Wood & Clerk
Website	To Look at the website for all committees and update details with easy to understand direction.	All	<b>2</b>	Committee set up of Cllrs Wood and White with the Admin Assistant and Deputy Clerk	None Specific	September 2016	April 2018	Initial website completed and live- additional pages and information being considered – this will be ongoing and should be reviewed by this committee annually.
South Lodge refurbishments	To look at the maintenance of South Lodge to include internal and external decoration. To look at office accommodation.	All	<b>1</b>	A sub Committee be setup to look at all the council owned and leased buildings with a view of creating a proper maintenance schedule.	£45000	Spring 2017	Autumn 2018	See the report

Request ion of Assets	That a working e be created to look in more detail at the feasibility study and come up with recommendations reporting in the first instance to the P&R Committee.			That the working party look at the requirements for the asset in the short, medium and long term. Working party to consist of Cllrs, Edwards, Khroya, Kipps, Kristian and White				
Strategic/ Succession Planning	That the Council look at the strategic and succession planning for replacement of expertise within the council			Look at succession planning for both officers and Councillors. To have in place a recruitment pack for the clerk with the necessary skill set now required.				

Earthing arrangements		Number and Type of Live Conductors				Nature of Supply Parameters			Supply protective device			
TN-S	✓	a.c.	✓	d.c.	N/A	Nominal Voltage	$U^{(1)}$	N/A	V	BS(EN) 1361 Fuse HBC		
TN-C-S	N/A	1-Phase (2 wire)	✓	1-Phase (3 wire)	N/A	Nominal Voltage	$U_0^{(1)}$	230	V	Type		
TN-C	N/A	2-Phase (3 wire)	N/A	3 Wire	N/A	Nominal frequency	$f^{(1)}$	50	Hz	2		
TT	N/A	3-Phase (3 wire)	N/A	3-Phase (4 wire)	N/A	Prospective fault current	$I_{pf}^{(2)}$	0.705	kA	Nominal current rating 100 A		
IT	N/A	Other	N/A	Other	N/A	External loop impedance	$Z_e^{(2)}$	0.35	$\Omega$	Short circuit capacity 33 kA		
Confirmation of supply polarity						✓			(Note: (1) by enquiry, (2) by enquiry or by measurement)			

## J. Particulars of Installation Referred to in the Report

Means of earthing		Details of installation Earth Electrode (where applicable)					
Distributor's facility	✓	Type (e.g. rod(s), tape etc.)	N/A		Location	N/A	
Installation earth electrode	N/A	Resistance to Earth	N/A		$\Omega$	Method of measurement	N/A

## Main Protective Conductors

Tick boxes and enter details as applicable

Earthing Conductor	Material	Copper	csa	16	$\text{mm}^2$	Connection and Continuity Verified	✓
Main protective bonding conductors	Material	Copper	csa	10	$\text{mm}^2$	Connection and Continuity Verified	✓

## Bonding of Incoming Service

Water installation pipes	✓	Gas installation pipes	✓	Structural Steel	N/A	Lightning protection	N/A	Maximum Demand (Load)	15	KVA
Oil installation pipes	N/A	Please State				Protective measure(s) against electric shock				
Other incoming service(s)		N/A	N/A	ADS						

## Main Switch / Switch-Fuse / Circuit-Breaker / RCD

Location	Within office Kitchen Consumer Unit or External White Box				Current rating	100	A	if RCD main switch		
Type BS(EN)	60947-3				Fuse/Device rating or setting	100	A	Rated residual operation current, $I_{\Delta n}$	N/A	mA
Supply Conductors material	Copper				Voltage rating	230	V	Rated time delay	N/A	ms
No of poles		2		Supply Conductors csa	25	$\text{mm}^2$	RCD Operating time at, $I_{\Delta n}$	N/A	ms	

## K. Observations

Referring to the attached schedule(s) of Inspection and Test Results, and subject to the limitations specified at the Extent and Limitations of the Inspection and testing section.

No remedial action is required. N/A The following observations are made ✓

Item No	Observations	Code
1	4 CONSUMER UNIT (S) / DISTRIBUTION BOARD(S) 4.4 Condition of enclosure(s) in terms of fire rating etc (421.1.201; 526.5)	C3
2	4 CONSUMER UNIT (S) / DISTRIBUTION BOARD(S) 4.18 RCD(s) provided for fault protection – includes RCBOs(411.4.9; 411.5.2; 531.2)	C3
3	4 CONSUMER UNIT (S) / DISTRIBUTION BOARD(S) 4.19 RCD(s) provided for additional protection - includes --Observations continue on continuation sheet(s)--	C3

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

C1 - Danger present. Risk of injury. Immediate remedial action required	0
C2 - Potentially dangerous - urgent remedial action required	0
C3 - Improvement recommended	17
FI - Further investigation required without delay	0

itions Continued from Page 2

Item No	Description	Code
	RCBOs (411.3.3; 415.1)	
4	5 FINAL CIRCUITS 5.12.1 For all socket-outlets of rating 20 A or less, unless an exception is permitted (411.3.3)	C3
5	5 FINAL CIRCUITS 5.12.3 For cables concealed in walls at a depth of less than 50mm (522.6.202; 522.6.203)	C3
6	5 FINAL CIRCUITS 5.12.4 For cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203)	C3
7	DB 1 - 5 DISTRIBUTION EQUIPMENT 5.6 Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	C3
8	DB 1 - 5 DISTRIBUTION EQUIPMENT 5.13 RCD(s) provided for fault protection - includes RCBOs (411.4.9; 411.5.2; 531.2)	C3
9	DB 1 - 5 DISTRIBUTION EQUIPMENT 5.14 RCD(s) provided for additional protection where required - includes RCBOs (411.3.3; 415.1)	C3
10	DB 1 - 7 FINAL CIRCUITS 7.1 Identification of conductors (514.3.1), Comment: Absence of id to switch lines and cpc within fluorescent lights	C3
11	DB 1 - 7 FINAL CIRCUITS 7.12 Provision of additional protection by 30mA RCD	C3
12	DB 1 - 7 FINAL CIRCUITS 7.12.2 for all socket-outlets of rating 20 A or less provided for use by ordinary persons unless exempt - (411.3.3)	C3
13	DB 1 - 7 FINAL CIRCUITS 7.12.3 for cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203)	C3
14	DB 1 - 9 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED) 9.7.2 Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2), Comment: Absence of fire hood to porch recessed light fitting	C3
15	DB 1 - 7 FINAL CIRCUITS 7.13 Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	C3
16	DB 1 - 9 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED) 9.2 Equipment does not constitute a fire hazard (Section 421)	C3
17	DB 1 - 9 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED) 9.3 Enclosure not damaged/deteriorated so as to impair safety (621.2 iii), Comment: Poor enclosure (insulation taped) around termination of existing down light in porch	C3

Code Key

C1 - Danger present. Risk of injury. Immediate remedial action required

C2 - Potentially dangerous - urgent remedial action required

C3 - Improvement recommended

FI - Further investigation required without delay

**Date: TUESDAY 4th SEPTEMBER 2018**

**Subject: Electrical Testing**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1 Parish Office Electrical Inspection Report

**Contact for further information:** Clerk, Deputy Clerk

**1. RECOMMENDATIONS**

1.1 To consider any actions necessary as a result of the recommendations brought to the attention of the Council by the electrician completing the Electrical Testing and Emergency Lighting annual checks this year at the Parish Office

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None Specific

**4. RISK MANAGEMENT ISSUES**

**Electrical Inspection:**

The Electrician has stated that 'the Council Offices are now the most electrically antiquated installation still in service belonging to the Parish Council'. The Distribution board is of a type that has no RCD protection and older style MCB's. This however was installed to the current regulations at the time and was seen as compliant. As the regulations have changed over the past 25 years this installation has not been modernised and is falling behind with a lot of departures against the current version of BS7671. He advises that the lack of RDC protection to sockets should now be thought about on an upgrade and also with the current fire regulations it would be seen as a good investment to update just the consumer unit to the main offices. It has been passed as satisfactory this year but, in their opinion,, it should be upgraded for overall safety reasons.

The remaining information is highlighted in the attached appendix which identifies other areas for consideration. Much of which can be included in any refurbishment of the office.

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 None specific at this time.

## **6. LEGAL ISSUES**

6.1 None Specific

## **7. BACKGROUND INFORMATION**

7.1 The electrician is required to raise any issues or observations from the annual emergency lighting and Electrical testing checks that need to be brought to the attention of the employer ie the Parish Council.

7.2 The reports and observations within this report are for the Parish Office only. Observations for the Halls will be reported to the next Village Halls Committee.

7.3 It is hoped that during the next year works will be carried out to re-arrange the Parish Office accommodation and consideration could therefore be given to any necessary electrical works being carried out at this time.