

**MOLD TOWN COUNCIL  
CYNGOR TREF YR WYDDGRUG**

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[www.moldtowncouncil.org.uk](http://www.moldtowncouncil.org.uk)  
[www.totallymold.org.uk](http://www.totallymold.org.uk)

Uned 10  
Canolfan Daniel Owen  
Yr Wyddgrug  
Sir y Fflint  
CH7 1AP

Ffôn: 01352 758532

2<sup>nd</sup> September 2026

Dear Members,

You are requested to attend a meeting of the **Town Council Community Development and Regeneration Committee** to be held via Zoom Video Conferencing at **6.00pm** on **Monday 7<sup>th</sup> September**.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jane'.

Town Clerk and Finance Officer

**AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

To **receive** any known declarations of interest in items on the agenda.

**3. MINUTES**

To **note** the minutes from the previous CDR Committee (attached) which took place on the 22<sup>nd</sup> June 2026.

**4. SUNDAY GATHERING ARTISAN MARKET – FUTURE MANAGEMENT**

To **consider** the attached report.

**5. FRIENDS OF MAES BODLONFA - UPDATE**

To **consider** the attached report.

**6. TOTALLY MOLD WEBSITE – NEW YOUTH SECTION**

To **consider** the attached report.



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## **7. DEFIBRILLATORS**

To **consider** the attached report.

## **8. BAILEY HILL ACTIVITIES REPORT**

To **note** the attached report.

## **9. BAILEY HILL LODGE AND CENTRE UPDATE**

To **note** the attached report.

## **10. BUDGET REEPORT**

To **note** the attached budget report.

### **ZOOM link for online meeting**

Join Zoom Meeting

[https://us02web.zoom.us/j/85494958367?pwd=6p1l88ZFbhXqg9VFP2MnEHMhwaeLez.](https://us02web.zoom.us/j/85494958367?pwd=6p1l88ZFbhXqg9VFP2MnEHMhwaeLez.1)

1

Meeting ID: 854 9495 8367

Passcode: 258450



*e-mail : e-bost*

[townclerk@moldtowncouncil.org.uk](mailto:townclerk@moldtowncouncil.org.uk)

# **MOLD TOWN COUNCIL**

## **COMMUNITY, DEVELOPMENT AND REGENERATION COMMITTEE**

Minutes of the Community, Development & Regeneration Committee held virtually via Zoom at 6.00pm on Monday 22<sup>nd</sup> June 2026.

**PRESENT:** Councillors Joanne Edwards (Mayor), Pete Dando (Deputy Mayor), Nanette Davies, Haydn Jones, Robin Guest, Chris Bithell

Officers: Jo Lane (Town Clerk and Finance Officer), Jane Evans (Events and Community Engagement Officer) and Emma Lyth (Support Officer)

**ABSENT:**

### **1. APPOINTMENT OF CHAIR**

It was **resolved** that Councillor Nanette Davies be appointed as Chair of the Community, Development and Regeneration Committee.

### **2. APOLOGIES**

Councillors Paul Beacher, Geoff Collett and Teresa Carberry.

### **3. DECLARATIONS OF INTEREST**

Councillor Nanette Davies declared an interest in agenda item 10 - Friends of Maes Bodlonfa Park Report.

### **4. TERMS OF REFERENCE**

The terms of reference for the Community, Development and Regeneration Committee were **noted**.

### **5. MINUTES**

The minutes of the Community, Development and Regeneration Committee meeting held on Wednesday 18<sup>th</sup> March were **noted**.

### **6. BAILEY HILL INTERIM VISIT REPORT**

The interim visit report carried out by We've Got The Keys on the Bailey Hill Lodge on 26<sup>th</sup> May 2026 was **noted**.

### **7. CHRISTMAS LIGHTS DRAFT TENDER DOCUMENT**

The 'invitation to tender' contract for the installation, maintenance, removal and storage of the Christmas lights was discussed:

Section 2.2 Maintenance and Repair – it was **agreed** that the response time for emergency/dangerous fault should be 5 hours, and 24 hours for a non-emergency fault.

Section 4 Contractor Requirements – it was **agreed** that the Liability Insurance be minimum £10 million.

Section 7 Evaluation Criteria – the weighting percentages were **agreed**.

Sections 8 and 10 to be completed by the Town Clerk and Finance Officer at the time of sending out the document.

## **8. BUDGET MONITORING REPORT**

The CDR budget monitoring report – quarter 1 2026/27 was **noted**.

## **9. CORRESPONDENCE – INTERPRETATION PANELS**

Members discussed the Correspondence Report in relation to the existing interpretation panels within Mold and potential opportunities for additional heritage interpretation panels.

Given that Lidl and Tesco are situated near to the panels, it was suggested that these supermarkets be contacted to see if they would be willing to contribute to the refurbishment of the panels.

Further discussion required which Councillor Bithell requested to be part of.

It was **resolved** that the Town Clerk and Finance Officer will approach the Museum Curator to see if there is additional funding that could be applied for.

## **10. FRIENDS OF MAES BODLONFA PARK REPORT**

Members considered the report on Friends of Maes Bodlonfa and expressed concern over a potential increase in workload for the Town Clerk / Mold Town Council. The Town Clerk stressed that it would be a joint arrangement between Flintshire County Council and Mold Town Council. The Friends Group would fall under Mold Town Council.

The Events and Community Engagement Officer alerted members to point 11 on the site map which is labelled as an emergency exit on events documentation, therefore emergency vehicles must still be able to gain access.

Members **resolved** to agree all recommendations.

## **11. DEFIBRILLATORS – LOCATION AND CURRENT STATUSES**

Members considered the report from the Support Officer regarding the current status of the defibrillators in the community which have been funded by Mold Town Council.

Councillor Joanne Edwards (Mayor) mentioned that Nationwide Building Society (High Street) will soon be acquiring a new defibrillator.

It was **resolved** that Mold Town Council purchase replacement pads for the defibrillators at the Daniel Owen Centre and Parkfields Community Centre on the basis that they take full responsibility for them.

It was resolved that the Support Officer contact those in ownership of a defibrillator that is not being actively managed and request they register it on The Circuit or return to Mold Town Council by a certain date.

Meeting ended at 6.45pm

**SUMMARY OF DECLARATIONS MADE BY MEMBERS  
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S CODE OF CONDUCT**

|                                                 |                                      |                          |
|-------------------------------------------------|--------------------------------------|--------------------------|
| Community, Development & Regeneration Committee |                                      | DATE: 22.06.26           |
| <b>MEMBER</b>                                   | <b>ITEM</b>                          | <b>MINUTE NO. REFERS</b> |
| Cllr Nanette Davies                             | Friends of Maes Bodlonfa Park Report | 10                       |

Chairman's signature: ..... Date: .....  
CDR/MIN 22/06/26 EL



Date of Meeting: 7<sup>th</sup> September 2026

## **Sunday Gathering Artisan Market – Future Management**

### **1. Purpose of Report**

To provide Members with an overview of the current arrangements for the Sunday Gathering Artisan Market and seek approval for Officers to explore the possibility of Mold Town Council taking full responsibility for the event from 2027.

### **2. Background**

The Sunday Gathering is currently operated as a Community Interest Company (CIC) with one Director, who is also a representative of a local business, supported by a small organising group including representatives from Flintshire County Council Markets, Mold Town Council and Council staff.

Mold Town Council has previously agreed that the Events and Community Officer provides administrative support for the Artisan Market. The Officer currently attends the Sunday events themselves in a voluntary capacity.

The Sunday Gathering has become a successful and established event within Mold's calendar and has had a positive impact on the town centre. It provides independent traders and small businesses with an affordable opportunity to promote and sell their products while attracting additional visitors and footfall into Mold.

The event has also received wider recognition, having been Highly Commended in the One Voice Wales Awards for Best Community Engagement Initiative.

### **3. Current Operation and Financial Position**

The Sunday Gathering takes place on the last Sunday of each month from March to October, providing eight markets each year.

The current stall fee is £30, with approximately 30–38 stalls attending each event. This generates annual stall income of approximately £7,200–£9,120.

The Daniel Owen Centre is used at a cost of approximately £200 per event (£1,600 annually), providing indoor stall space, toilets and use of the kitchen and café facilities.

The café operates a reduced service during the event and currently generates approximately £300–£350 per market, or £2,400–£2,800 annually, before stock costs.

Other expenditure includes approximately £600 per annum for entertainment. In addition to this, the CIC currently incurs separate costs for insurance, professional accountancy services and other operating expenses.

The CIC currently pays for its own insurance and professional accountancy services. As a CIC, separate annual accounts and Companies House requirements also need to be completed.

If the Sunday Gathering were brought under Mold Town Council, these separate administrative arrangements would no longer be required. The finances could instead be managed through the Council's normal accounting procedures, with a dedicated budget heading established for the event.

Any surplus generated would then remain with Mold Town Council and could be reinvested in the Sunday Gathering, other town-centre initiatives or potentially contribute towards dedicated staffing for the market in future.

#### **4. Insurance**

Mold Town Council already organises a number of community events throughout the year which are not individually itemised on the Council's insurance schedule.

The Council's current policy records its business as "Town council" and provides £10 million Public and Products Liability cover.

The policy also provides Personal Accident cover for Councillors, volunteers and employees while working for the Council or on its behalf.

It is therefore anticipated that the Sunday Gathering could potentially be incorporated within the Council's existing insurance arrangements, removing the need for separate CIC insurance.

This would, however, need to be confirmed with the Council's insurance broker, including whether there would be any additional premium or conditions associated with the Council formally taking responsibility for the market.

#### **5. Benefits of Bringing the Event In-House**

Bringing the Sunday Gathering under Mold Town Council could provide a number of benefits, including:

- reducing duplication through the removal of separate CIC administration, accounts and insurance;
- bringing all income and expenditure within the Council's established financial controls;
- retaining any surplus generated for reinvestment within Mold;
- providing greater long-term stability for an established and successful event;
- strengthening links with the Council's wider events, tourism and town-centre initiatives;
- continuing to support independent traders and small businesses;
- attracting additional visitors and footfall into the town centre; and
- providing potential income to support the future development and staffing of the market.

The proposal would not involve establishing an entirely new Council event. It would bring an existing and successful event, which Mold Town Council already substantially supports, within the Council's formal management and governance arrangements.

## **6. Matters Requiring Further Investigation**

Before a final decision is made, Officers would need to obtain further information regarding:

- insurance implications and any additional premium;
- the CIC's current financial position, assets and liabilities;
- the process and costs associated with formally winding up the CIC;
- transfer of any existing contracts, agreements, permissions or assets;
- trader insurance and terms and conditions;
- licensing, highways and other operational requirements;
- financial and VAT implications;
- arrangements with the Daniel Owen Centre;
- staffing requirements and the sustainability of the current voluntary arrangements; and
- the potential annual surplus available to support the future operation and development of the market.

This information would enable Members to consider the full financial, legal and operational implications before making a final decision.

## **7. Conclusion**

The Sunday Gathering is now an established and successful part of Mold's events programme, supporting independent businesses, increasing footfall and contributing positively to the vibrancy of the town centre.

Mold Town Council already provides administrative and organisational support to the event. There is merit in exploring whether bringing the Sunday Gathering fully under the Council would provide a simpler, more sustainable and financially efficient arrangement.

The current level of income suggests that the event has the potential to remain largely self-financing and potentially generate a surplus which could be reinvested for the benefit of the event and the wider town.

Further investigation is required before Members can make an informed decision on whether Mold Town Council should formally assume responsibility.

## **8. Recommendation**

It is recommended that the Town Clerk and Events and Community Officer be authorised to further explore the proposal for Mold Town Council to assume full responsibility for the Sunday Gathering Artisan Market, including obtaining the necessary financial, insurance, legal, staffing and operational information.

A further report setting out the findings, financial implications and proposed arrangements will then be presented to Full Council at its September 2026 meeting for consideration and a decision on whether Mold Town Council should proceed with taking responsibility for the Sunday Gathering from 2027.



Date of Meeting: 7<sup>th</sup> September 2026

## **Friends of Maes Bodlonfa/ Kendrick's Field - Update**

### **1. Purpose of Report**

To provide Members with an update on the establishment of the Friends of Maes Bodlonfa/Kendrick's Field volunteer group following the public drop-in sessions held during July 2026.

### **2. Background**

Following a proposal from Councillor Nanette Davies it was agreed by Mold Town Council that a Friends group be established to support the care, improvement and development of Maes Bodlonfa/Kendrick's Field.

The proposal forms part of wider work with FCC to enhance the biodiversity and appearance of the area. A number of potential improvements have already been identified, including wildflower areas, native bulb and perennial planting, new hedgerows and additional tree planting.

The intention is for the Friends group to be managed by Mold Town Council and work in partnership with FCC Streetscene under a Service Level Agreement (SLA).

Cllr Nanette Davies is leading on the initiative on behalf of Mold Town Council, with support from the Town Clerk, working alongside FCC to establish the group and coordinate its initial activities.

### **3. Drop-In Sessions**

Three public drop-in sessions were held during July 2026 to provide residents with an opportunity to:

- find out more about the proposed Friends group;
- discuss ideas for Maes Bodlonfa/Kendrick's Field;
- learn about the types of activities volunteers could become involved with; and
- register their interest in becoming a volunteer.
- 

The sessions received a very positive response, with 30 people signing up to become volunteers.

This provides an excellent starting point for establishing an active Friends group and demonstrates the level of community interest in helping to care for and improve this important green space. Potential volunteer activities are expected to include litter picking, planting, biodiversity improvements and caring for wildlife, working in partnership with FCC and the Town Council.

#### **4. Next Steps**

Cllr Nanette Davies and the Town Clerk are currently working with Flintshire County Council to arrange the first practical volunteer session, which it is hoped will take place during September 2026.

Before the group becomes fully operational, a small number of matters remain to be completed:

- a small number of volunteers still need to complete the required volunteer registration forms;
- the Service Level Agreement between Mold Town Council and Flintshire County Council needs to be drafted and finalised; and
- arrangements for the first volunteer session need to be agreed with FCC, including the proposed activity and any necessary equipment and health and safety requirements.

Once these arrangements are complete, the group will be able to begin practical activities.

The Friends group will also provide an opportunity for the community to become directly involved in some of the biodiversity improvements identified for the site, which include wildflower areas, native bulb planting, hedgerows, trees and other habitat improvements.

#### **5. Conclusion**

The response to the Friends of Maes Bodlonfa/Kendrick's Field initiative has been extremely encouraging.

Securing 30 volunteers from the initial drop-in sessions demonstrates a strong willingness within the community to become directly involved in improving and caring for the area.

The establishment of the Friends group will strengthen the partnership between Mold Town Council, Flintshire County Council and local residents and provide a practical way for volunteers to contribute to the future improvement and biodiversity of Maes Bodlonfa/Kendrick's Field.

Subject to the remaining administrative arrangements being completed, it is hoped that the group will undertake its first volunteer session during September 2026.

#### **6. Recommendation**

It is recommended that Members **note** the successful outcome of the Friends of Maes Bodlonfa/Kendrick's Field drop-in sessions and the registration of 30 volunteers.

It is further recommended that Cllr Nanette Davies, as lead Member for the initiative, supported by the Town Clerk, continue to work with Flintshire County Council to finalise the Service Level Agreement and arrangements for the first volunteer session, with the aim of this taking place during September 2026, and that Members continue to be updated on the progress and activities of the Friends group.

Date of Meeting: 7<sup>th</sup> September 2026

## **Totally Mold Website – New Youth Section**

### **1. Purpose of Report**

To provide Members with an update on the development of a dedicated youth section for the Totally Mold website and to consider how the new section should be branded, promoted and launched to young people within Mold.

### **2. Background**

Following discussions with Mold Town Council's Youth Councils, it became clear that although the Totally Mold website provides a wide range of information about the town, there is currently very little content specifically aimed at children and young people.

The Youth Councils expressed a desire to see a dedicated area of the website bringing together information about the youth provision, activities and opportunities available within Mold.

This would provide young people and their families with a central place to find out what is available, where it takes place and how they can get involved.

Emma, Admin Support Officer, has been working on gathering and developing the information for the new section and this work is now close to completion.

### **3. Branding and Promotion**

The existing Totally Mold posters and promotional leaflets are primarily designed to appeal to an adult audience.

If the new youth section is to be successful, it will need its own identity and promotional material which is more likely to attract the attention of children and young people.

It is suggested that the new section retains a clear connection with the existing Totally Mold brand.

Possible names could include:

- Totally Mold: Youth Hub
- Totally Mold Youth
- Totally Mold: Young Mold
- Totally Mold: Your Space
- Totally Mold: Youth Zone

Of these, **Totally Mold: Youth Hub** is suggested as a strong option as it clearly identifies the purpose of the section while retaining the established Totally Mold identity.

#### **4. Involving Young People**

Rather than the Town Council simply designing promotional material on behalf of young people, there is an opportunity to involve them directly.

Members may wish to consider launching a design competition through local schools and youth organisations, asking young people to create artwork or a concept for the new Youth Hub promotional leaflet/poster.

This could include ideas for:

- the Youth Hub logo or identity;
- overall design;
- a slogan or tagline;
- how the leaflet should appeal to young people; and
- ideas for promoting the website through schools, youth groups and social media.

A QR code linking directly to the youth section could feature prominently on the final design, allowing young people to access the information immediately from their phones.

Entries could be considered by representatives of the Youth Councils, ensuring that young people themselves have a say in choosing the final design.

A small prize could be offered to encourage participation. Options could include a £50 Mold shopping voucher, Gwella leisure vouchers or another prize likely to appeal across the relevant age groups.

The winning young person could also be credited on the promotional material and invited to help formally launch the new section.

#### **5. Future Promotion**

Once the branding has been agreed, youth-specific promotional material could be distributed through:

- primary and secondary schools;
- youth clubs and organisations;
- sports clubs;
- libraries and community venues;
- Council events; and
- local businesses and venues regularly used by young people.

The promotional material should be visually different from the existing Totally Mold literature, while retaining enough of the existing branding for it to be immediately recognisable as part of the Totally Mold website.

## 6. Conclusion

The development of a dedicated youth section responds directly to feedback received from Mold's Youth Councils and addresses a clear gap within the existing Totally Mold website.

The information required for the new section is now close to completion and attention therefore needs to turn to how the section is branded and promoted.

Involving local young people in this process would ensure that the final promotional material is designed with young people rather than simply for them, while also providing an opportunity to raise awareness of the new section before it is formally launched.

## 7. Recommendation

It is recommended that Members **note** the progress being made by the Admin Support Officer in developing the new youth section of the Totally Mold website.

### **Members are further asked to:**

- **consider** and **agree** a working name for the new youth section;
- support the principle of developing separate youth-focused promotional material; and
- **consider** running a competition through Mold's schools and young people to help design the branding/promotional material, with the Youth Councils involved in selecting the successful entry and an appropriate prize being awarded.

Subject to Members' views, the Admin Support Officer can progress the branding and promotional proposals ready for the launch of the new youth section.



Date of Meeting: 7<sup>th</sup> September 2026

### Defibrillators – Locations and current statuses

#### 1. Purpose of Report

To provide Members with an update on actions arising from the Community Development & Regeneration Committee meeting held on 22 June 2026 in relation to defibrillators previously purchased or provided by Mold Town Council.

At that meeting, it was **resolved** that:

- Mold Town Council purchase replacement pads for the defibrillators located at the **Daniel Owen Centre** and **Parkfields Community Centre**, on the basis that each organisation accepts responsibility for the future management and maintenance of its defibrillator.
- The Support Officer contact organisations holding defibrillators previously purchased or provided by Mold Town Council which did not appear to be actively managed, and request that they either register the defibrillator on The Circuit or return it to Mold Town Council by a specified date.

#### 2. Replacement Pads – Daniel Owen Centre and Parkfields Community Centre

Both the Daniel Owen Centre and Parkfields Community Centre currently have HeartSine Samaritan 350P defibrillators.

The Support Officer has obtained the following prices for replacement pads:

| Company         | Cost               | Additional Information                                                                                                              |
|-----------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Defib Store     | £154.80 (inc.VAT)  | Replacement pads currently subject to supply delays. Defib Store has also provided trade-in options for replacement defibrillators. |
| Defib Warehouse | £180.00 (inc. VAT) | Available on back order                                                                                                             |
| The Defib Pad   | £113.99 (inc. VAT) | Available to order                                                                                                                  |

There are ongoing global supply delays affecting replacement pads for this model, with an estimated lead time of approximately 12 weeks from the date of order. Parkfields Community Centre has previously experienced difficulty obtaining replacement pads. Placing and paying for a back order is currently considered the quickest way of securing stock.

### Replacement Defibrillator Options

Defib Store has also offered the following trade-in options for the existing HeartSine defibrillators:

- **ZOLL AED Plus** – reduced from £925 + VAT to **£850 + VAT** with trade-in.
- **Primedic HeartSave** – reduced from £845 + VAT to **£760 + VAT** with trade-in.

This information has been provided to both Parkfields Community Centre and the Daniel Owen Centre.

Parkfields Community Centre has subsequently applied to Mold Town Council's Community Grant Scheme for financial assistance towards the purchase of a new defibrillator. The application was successful, with a grant of £500 awarded towards the purchase. Parkfields Community Centre is currently seeking additional funding to meet the remaining cost of a new defibrillator.

The Daniel Owen Centre has advised that its budget for the next financial year has already been set but that the replacement of the defibrillator will be considered again when budgets are reviewed next March.

### **3. Defibrillators Previously Purchased or Provided By Mold Town Council**

The Support Officer has reviewed the position regarding defibrillators previously purchased or provided by Mold Town Council which were not showing on Defibfinder and therefore may not have been registered on The Circuit or may have required replacement pads, batteries or a general status check.

The current position is as follows:

| <b>Company / Location</b> | <b>Make / Model</b>      | <b>Update</b>                                                                                                                                                                                                                                                                     |
|---------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Daniel Owen Centre        | Heartsine Samaritan 350P | Mold Town Council previously agreed to purchase replacement pads. The Centre has been provided with information regarding replacement defibrillator trade-in options.                                                                                                             |
| Glanrafon School          | iPAD SP1                 | A recent inspection identified that both the battery and pads had expired. The School has removed the defibrillator from The Circuit and is considering purchasing a new unit to be located externally and available 24/7. The existing unit may be returned to Mold Town Council |

|                             |                          |                                                                                                                                                                               |
|-----------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parkfields Community Centre | Heartsine Samaritan 350P | Mold Town Council previously agreed to purchase replacement pads. Parkfields has also applied for an MTC Community Grant towards the purchase of a replacement defibrillator. |
| Y Pentan                    | ZOLL AED Plus            | The Support Officer provided guidance on registering the defibrillator on The Circuit. The Manager confirmed that this would be actioned.                                     |

#### 4. Considerations

The Committee should note that the immediate decision required relates to the purchase of replacement pads for the Daniel Owen Centre and Parkfields Community Centre, in accordance with the resolution made on 22 June 2026.

The lowest quotation obtained is £113.99 including VAT per set from The Defib Pad. Subject to confirmation of availability and compatibility at the point of ordering, the total cost for two sets would therefore be £227.98 including VAT.

Members should also note that both organisations are considering longer-term replacement of their existing HeartSine units. Purchasing replacement pads now would ensure that the existing units can remain operational in the interim, subject to the batteries and all other components remaining within their expiry dates and the units passing the required status checks.

#### 5. Recommendations

Members are asked to:

1. **Note** the update regarding defibrillators previously purchased or provided by Mold Town Council.
2. **Approve** the purchase of two sets of replacement pads for the HeartSine Samaritan 350P defibrillators at the Daniel Owen Centre and Parkfields Community Centre from The Defib Pad at a total cost of £227.98 including VAT, subject to confirmation of availability and compatibility at the point of order.
3. **Note** that Parkfields Community Centre has applied separately to the Council's Community Grant Scheme for financial assistance towards a replacement defibrillator.
4. **Note** the position regarding the defibrillators at Glanrafon School and Y Pentan and that the Support Officer will continue to monitor any outstanding actions relating to registration or return of the equipment.



Date of Meeting: 7<sup>th</sup> September 2026

### Bailey Hill – Activities Report

#### 1. Purpose of Report

To provide Members with a positive overview of the community activities taking place at Bailey Hill and the work being undertaken by Mold Town Council and its partners to encourage greater use and awareness of this important community and heritage asset.

#### 2. Community Use of Bailey Hill

Mold Town Council continues to actively support and promote the use of Bailey Hill and the Bailey Hill Centre through regular bookings, community activities, guided tours, youth provision and partnership events.

Current users and activities include:

| Type of Use               | Hirer/<br>Group                                | Frequency<br>/ Date                         | Activity                                                                     | Attendees                         | No. of<br>Volunteers |
|---------------------------|------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------|-----------------------------------|----------------------|
| Regular User<br>of Centre | Mind's Eye<br>Meditation                       | Once a<br>month                             | Sound Bath and<br>Meditation                                                 | 3 – 6<br>Adults                   |                      |
| Regular User<br>of Centre | New<br>Dragons<br>Youth Club                   | Thursdays<br>during<br>school<br>term times | Activities inside<br>and outside on<br>decking                               | 15-20+<br>Youth                   |                      |
| User of<br>Centre         | Carly<br>Sandham<br>Designs                    | August                                      | Children's<br>creative arts                                                  | 10 young<br>children              |                      |
| Group<br>Guided Tour      | Ysgol Bryn<br>Coch                             | May                                         | Year 4 School<br>Visit<br>3 tours<br><br>Medieval history<br>and archaeology | 73<br>children<br>and 8<br>adults | 7                    |
| Group<br>Guided Tour      | Chester<br>Society for<br>Landscape<br>History | June                                        | Adults<br><br>Flora and<br>Archaeology                                       | 8                                 | 2                    |

|                            |                                     |      |                                                                     |                               |   |
|----------------------------|-------------------------------------|------|---------------------------------------------------------------------|-------------------------------|---|
| Group<br>Guided Tour       | St Matthews<br>Buckley<br>Beavers   | July | Scout Group –<br>age 6-8<br><br>Medieval history<br>and archaeology | 14 scouts<br>and 10<br>adults | 6 |
| Organisation<br>Group Tour | Heneb<br>Festival of<br>Archaeology | July | Adults<br><br>Archaeology                                           | 13                            | 1 |

### **3. Bailey Hill Partners Event – August 2026**

The first Bailey Hill Partners Event, hosted by Mold Town Council on Sunday 16<sup>th</sup> August 2026.

The event was organised by Leila Jones, Support Officer, with support from MTC staff, Councillors, volunteers and partner organisations.

It brought together Flintshire County Council, Mold Town Council, Gwella Museums & Libraries, Friends of Bailey Hill, Bailey Hill Men's Shed and Bailey Hill Volunteers.

The event attracted an estimated 100+ visitors throughout the day and included archaeology activities, nature and biodiversity information, children's crafts, traditional woodworking demonstrations, partner displays and mini guided tours.

Feedback from visitors and partner representatives was extremely positive, with strong support for another joint Partners Event in 2027.

### **4. Positive Impact and Future Opportunities**

The combination of regular Centre users, youth activities, guided tours, volunteering and partnership events demonstrates the wider community value of Bailey Hill. The site is being used for:

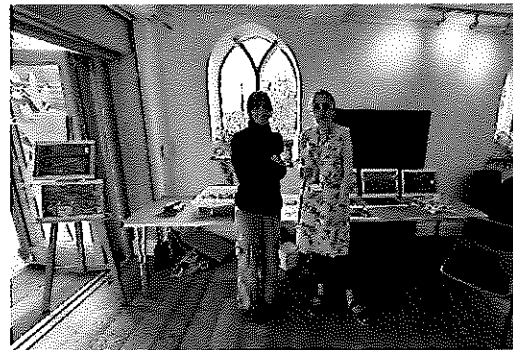
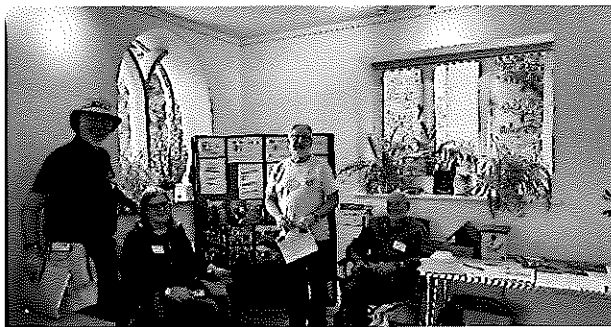
- youth and children's activities;
- health and wellbeing;
- education and school visits;
- heritage and archaeology;
- community activities;
- volunteering; and
- visitor engagement.

These activities also provide opportunities to introduce people to the Bailey Hill Centre and promote it as a venue for future hire.

The success of the Partners Event further demonstrated the benefits of organisations working collectively to promote Bailey Hill.

Mold Town Council will continue to encourage all Bailey Hill partners to contribute towards activities and events, recognising that the promotion and activation of the site should be a shared partnership responsibility.

Increasing the range and frequency of activities will also support the ongoing work to explore ways of increasing use of the Centre and improving its future financial sustainability.





Date of Meeting: 7<sup>th</sup> September 2026

## Bailey Hill centre and Lodge – Update on Current Issues

### 1. Purpose of Report

To provide Members with an update on ongoing discussions with Flintshire County Council (FCC) regarding issues at the Bailey Hill Centre and Bailey Hill Lodge, including recent electrical inspections and work being undertaken to explore the future financial sustainability of the Centre.

### 2. Background

Mold Town Council representatives Cllr Guest, Cllr Beecher, Cllr Taylor and the Town Clerk have been meeting with officers from Flintshire County Council to discuss and explore a number of ongoing issues relating to the Bailey Hill Centre and Lodge.

The discussions have considered both the condition and operation of the buildings and the longer-term sustainability of the Bailey Hill Centre.

As part of this work, Flintshire County Council arranged for **System Electrical** to undertake electrical testing at both the Bailey Hill Centre and the first-floor flat within Bailey Hill Lodge.

### 3. Bailey Hill Lodge – First Floor Flat

System Electrical carried out an Electrical Installation Condition Report (EICR) at the first-floor flat on 6 August 2026.

The overall electrical installation was assessed as Satisfactory, with the report describing the general condition as good with the exception of the observations and recommendations identified during the inspection.

During the inspection, an issue relating to the continuity of the Circuit Protective Conductor (CPC) on the lighting circuit was identified as a C2 – Potentially Dangerous item. The contractor's report confirms that this was rectified on site.

A small number of C3 – Improvement Recommended observations were also recorded, principally relating to cable and circuit identification and labelling.

The accompanying works report confirms that the EICR was completed and records that the CPC issue were addressed on site and compliance stickers were installed.

### Heating within the Flat

One of the principal concerns raised in relation to the first-floor flat has been the adequacy of the heating, with concerns that the existing system is insufficient to maintain a comfortable temperature during the winter months.

The electrical inspection confirms that the installation includes dedicated heating circuits serving the lounge, bedrooms, bathroom and kitchen.

However, the EICR assesses the electrical safety and condition of the installation and does not establish whether the installed heaters provide sufficient output to adequately heat the property.

The Town Clerk has therefore sought clarification as to whether recommendations will also be made regarding the adequacy of the heating provision within the flat. An update on this remains outstanding.

### **4. Bailey Hill centre – Ground Floor**

System Electrical has also undertaken work in relation to the ground-floor Bailey Hill Centre.

System Electrical has advised the Town Council that it is reporting back directly to Flintshire County Council regarding the ground floor and will provide recommendations in relation to the heaters and lighting.

The Town Council is therefore awaiting the outcome of this work and details of any recommendations made to FCC.

This information will assist the ongoing discussions regarding improvements required to the Centre, particularly in relation to heating and lighting.

### **5. Business Plan and Future Sustainability of the Centre**

In addition to addressing the physical and maintenance issues within the buildings, Mold Town Council representatives have also been discussing with Flintshire County Council the development of a business plan for the Bailey Hill Centre.

A key part of this work is to explore how the building could be used more effectively and identify opportunities for the Centre to generate sufficient income to meet, or contribute significantly towards, its own running costs.

Representatives attended a meeting with FCC on 17 August 2026 to consider the Centre, its current operation and potential options for its future use and financial sustainability.

The Town Council is currently awaiting the official report arising from this meeting. Once received, this will provide Members with further information on the options identified and assist the Council in considering the future operation of the Centre. The aim of this work is to develop a more sustainable model for Bailey Hill Centre, increasing use of the building and reducing the level of financial support required to meet its ongoing running costs.

## 6. Current Position

Work with Flintshire County Council remains ongoing and covers both the condition of the buildings and the longer-term sustainability of the Centre.

At present:

- the electrical installation within the first-floor Lodge flat has received an overall Satisfactory EICR;
- the C2 electrical issue identified during testing was rectified on site;
- C3 improvement recommendations were identified;
- clarification is still required regarding the adequacy of the heating provision within the first-floor flat;
- System Electrical is reporting to FCC regarding the ground-floor Centre and recommendations for its heaters and lighting;
- work is progressing with FCC to explore a business plan and opportunities for the Bailey Hill Centre to become more financially self-sustaining;
- the Town Council is awaiting the official report following the meeting held on 17 August 2026; and
- MTC representatives will continue discussions with FCC as the outstanding reports and recommendations are received.

## 7. Recommendation

It is recommended that Members **note** the update and the progress being made with Flintshire County Council regarding the Bailey Hill Centre and Lodge.

It is further recommended that Cllr Guest, Cllr Beecher, Cllr Taylor and the Town Clerk continue to work with Flintshire County Council officers to progress the outstanding building issues and explore options for improving the use and financial sustainability of the Bailey Hill Centre, with a further report presented to Members once the outstanding electrical recommendations and the official report following the meeting held on 17 August 2026 have been received.



# ELECTRICAL INSTALLATION CONDITION REPORT

electrical group

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

## PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

|                                                       |                      |                                                                                                                      |         |
|-------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------|---------|
| <b>DETAILS OF THE CONTRACTOR</b>                      |                      | <b>DETAILS OF THE CLIENT</b>                                                                                         |         |
| Registration No: 025596000                            | Branch N°: N/A       | Contractor Reference Number (CRN):                                                                                   |         |
| Trading Title: System Electrical Group                |                      | Name: Flintshire County Council                                                                                      |         |
| Address: Unit 23 Mold Business Park, Mold, Flintshire |                      | Address: Environment Directorate, Property & Design Consultancy, County Offices,<br>Chapel Street, Flint, Flintshire |         |
| Postcode: CH7 1XP                                     | Tel No: 01652 750010 | Postcode: CH6 5BD                                                                                                    | Tel No: |
| <b>DETAILS OF THE INSTALLATION</b>                    |                      | Occupier: Bailey Hill                                                                                                |         |
|                                                       |                      | UPRN:                                                                                                                |         |
|                                                       |                      | Address: Bailey Hill, Denbigh Road, Mold, Flintshire                                                                 |         |
|                                                       |                      | Postcode: CH7 1BL                                                                                                    |         |
|                                                       |                      | Tel No:                                                                                                              |         |

## PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:  
Client request as part of an ongoing assessment of continued compliance with the BS7671 regulations.

Date(s) when inspection and testing was carried out: From 06/08/2026 ) Until (N/A ) Records available (6511): (No ) Previous inspection report available (6511): (No ) Previous report date: 01/04/2026 (see additional page No. 12 )

## PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION (as described in PART 6)

General condition of the installation (in terms of electrical safety):  
Good with the exception of the observations and recommendations listed in part 5 of this document.

Description of premises Dwelling: ( ✓ ) Commercial: ( N/A ) Industrial: ( N/A ) Other (include brief description): Overall assessment of the installation for continued use: **Satisfactory**

Estimated age of electrical installation: ( 5 ) years Evidence of additions or alterations: ( No ) if Yes, estimated age N/A years

*\*\* An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5A of this report) and it is recommended that these are acted upon as a matter of urgency.  
Any observation(s) in PART 5B classified as 'Improvement recommended' (Code C3), or 'Further investigation is advised' (FI) are advisory and do not affect the overall assessment but should be given due consideration.*

(see additional page No. N/A )

## PART 4 : DECLARATION

### INSPECTION AND TESTING

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

Name (capital(s)) on behalf of the contractor identified in PART 1: JACK LEWIS Signature: Date: 06/08/2026

I/we RECOMMEND, subject to the necessary remedial action being taken, that the installation is further inspected and tested before: 06/08/2031 (date)

Give reason for recommendation:

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.

### REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capital(s)) on behalf of the contractor identified in PART 1: AUSTIN PERRIN Signature: Date: 27/08/2026



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

116904

EICR18\_4

# ELECTRICAL INSTALLATION CONDITION REPORT

electrical group

issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

One of the following Codes, as appropriate, has been allocated to each of the observations made in PART 5A and 5B to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action:

| CODE C1 Danger Present<br>Risk of injury: Immediate remedial action is necessary | CODE C2 Potentially Dangerous<br>Urgent remedial action is necessary | CODE C3<br>Improvement is recommended | CODE F1<br>Further investigation is advised |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------|---------------------------------------------|
|----------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------|---------------------------------------------|

## PART 5A : OBSERVATIONS ATTRACTING A CODE 'C1' OR 'C2' CLASSIFICATION (Photographic and/or thermographic images can be appended to the report to support observations made)

Referring to the Schedule of Items Inspected (see PART 9), the attached Schedule of Circuit Details and Test Results (see PART 11A & 11B), and subject to any agreed limitations listed in PART 6 - No remedial action is required (N/A), OR  
The items listed below affect the overall assessment of the report. Include the relevant schedule reference(s), as appropriate:

| Item No | Observation(s)                                         | Code | Location Reference |
|---------|--------------------------------------------------------|------|--------------------|
| 1       | No CPC continuity on lighting circuit (Sorted on site) | C2   | Way 5              |

Immediate remedial action is necessary for items: (N/A) Additional pages? (N/A) State page numbers: (N/A)  
Urgent remedial action is necessary for items: (1) State page numbers: (N/A)

## PART 5B : OBSERVATIONS ATTRACTING A CODE 'C3' OR 'F1' CLASSIFICATION (Photographic and/or thermographic images can be appended to the report to support observations made)

Referring to the Schedule of Items Inspected (see PART 9), the attached Schedule of Circuit Details and Test Results (see PART 11A & 11B), and subject to any agreed limitations listed in PART 6 - No remedial action is required (N/A), OR  
The items listed below affect the overall assessment of the report. Include the relevant schedule reference(s), as appropriate:

| Item No | Observation(s)                                   | Code | Location Reference     |
|---------|--------------------------------------------------|------|------------------------|
| 1       | Cable identification at smoke detectors          | C3   | Way 7                  |
| 2       | Lack of compliance labels at DB (sorted on site) | C3   | Distribution board     |
| 3       | Absence of circuit identification details        | C3   | Distribution board     |
| 4       | Cable identification at switched fuse            | C3   | Mains cupboard outside |
| 5       |                                                  |      |                        |

Improvement is recommended for items: (1,2,3,4) Additional pages? (N/A) State page numbers: (N/A)  
Further investigation is advised for items: (N/A)

# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

## PART 6 : EXTENT AND LIMITATIONS OF THE INSPECTION AND TESTING (see Regulation 6532)

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended to (date). Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection. An inspection should be made of other electrical equipment housed within an accessible roof space. Additionally, no checks for safety alerts, corrective actions or product recalls for electrical equipment forming part of the installation have been made.

Details of the electrical installation covered by this report:

Fixed electrical installation lighting, power, ancillary supplies, Distribution board(s) and earthing arrangements.

Agreed limitations including the reasons, if any, on the inspection and testing (6532):

Premises in use at time of test.

No access could be gained to high level accessories.

No specialist access equipment used for this inspection, high level accessories tested at low level switch were available.

Extent of sampling: 100% of identified circuits tested and inspected with a detailed inspection by removal of approx. 10-25% of fittings and accessories for visual inspection. (this percentage will increase if similar non-compliances are found)

Operational limitations including the reasons: None

Agreed with (print name):

(see additional page No. 14)

(see additional page No. N/A)

(see additional page No. N/A)

## PART 7 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

### System type and earthing arrangements

TN-C: ( ) TN-S: ( ) TN-C-S: PME ( )  
TT: ( ) IT: ( ) TN-C-S: PNB ( )

### Supply protective device

BS EN: (88 Fuse HRC) Type: (gG) Breaking capacity: (25) kA  
Rated current: (80) A

### Number and type of live conductors

AC 1-phase, 2-wire: ( )  
3-phase, 3-wire: ( )  
DC 2-wire: ( ) 3-wire: ( )  
Confirmation of supply polarity: ( )  
Other sources of supply (Schedule of Test Results) Page No: ( )

### Nature of supply parameters

Nominal voltage between lines,  $U_{01}$ : (230) V  
Nominal line voltage to Earth,  $U_0$ : (230) V  
Nominal frequency,  $f$ : (50) Hz  
Prospective fault current,  $I_{pf}$ : (0.75) kA  
Earth fault loop impedance,  $Z_e$ : (0.31)  $\Omega$

(1) By enquiry  
(2) By enquiry or by measurement  
\* 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

## PART 8 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS CERTIFICATE

Maximum demand (load): (80) A  
(delete as appropriate)

Earth conductor: (material) Copper

CSA: 16 mm<sup>2</sup>

Main protective bonding conductors: (material) Copper

CSA: 10 mm<sup>2</sup>

Electrode resistance/impedance to earth: ( )  $\Omega$

Tick either  $R_A$  ( ) or  $Z_e$  ( ) (N/A)  $\Omega$

### Main protective bonding connections

Water installation pipes: ( )  
Gas installation pipes: ( )  
Structural steel: ( )  
Oil installation pipes: ( )  
Lightning protection system: ( )  
Other (state): ( )

### Main switch (Isolation device / Switch-fuse / Circuit-breaker / RCD etc.)

Location: (Electrical box outside)  
BS EN: (60947-3) No. of poles: (2) Current rating: (100) A Voltage rating: (230) V  
If overcurrent protective device (MCB / ACB / Fuse(s) / Other)  
Device type: ( ) Rating / setting of device: ( ) A Breaking capacity: ( ) kA  
Attach protective device settings on separate continuation sheet(s)

### Where an RCD is used as the main switch

RCD rated residual operating current  $I_{\Delta n}$ : (N/A) mA RCD Type: (N/A) Rated time delay: (N/A) ms  
Measured operating time: (N/A) ms Breaking capacity: ( ) kA

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: Codes 'C1' and 'C2' (to be recorded in PART 5A, with additional comments (where appropriate) on attached numbered sheets) and Codes 'C3' or 'F1' (to be recorded in PART 5B, with additional comments (where appropriate) on attached numbered sheets)

# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018 (as amended)* - Requirements for Electrical Installations

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

### 1.0 Intake equipment (visual inspection only)

An outcome against an item in section 1.1, other than access to live parts, should not be used to determine the overall assessment of the installation. Where inadequacies are identified, a cross should be put against the appropriate item and a comment made in PART 5A or 5B of this report.

- |                                             |     |
|---------------------------------------------|-----|
| 1.1 Distributor / supplier intake equipment | (✓) |
| • Service cable                             | (✓) |
| • Service head                              | (✓) |
| • Earthing arrangement                      | (✓) |
| • Meter tails                               | (✓) |
| • Metering equipment                        | (✓) |
| • Means of isolation, where present         | (✓) |

Where an inadequacy in the intake equipment is encountered, and where this might result in a dangerous or potentially dangerous situation, the person ordering the work and / or distributor must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.

The person ordering the inspection and testing notified of any dangerous or potentially dangerous situations:

- |                                        |                |
|----------------------------------------|----------------|
| 1.2 Consumer's isolator, where present | Yes ( ) No ( ) |
| 1.3 Consumer's meter tails             | (✓)            |

### 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) | (✓) |
| 2.2 Adequate arrangements where generating set operates in parallel with the public supply (551.7)               | (✓) |

### 3.0 Methods of protection

- |                                                                                                                                            |     |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 3.1 Automatic disconnection of supply (ADS) - Main earthing / bonding arrangement (411.3; Chap. 54)                                        | (✓) |
| • Presence of distributor's earthing arrangement (542.1.2; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3) | (✓) |
| • Adequacy of earthing conductor size (542.3; 543.1)                                                                                       | (✓) |
| • Adequacy of earthing conductor connections (542.3.2)                                                                                     | (✓) |
| • Accessibility of earthing conductor connections (543.3.2)                                                                                | (✓) |
| • Adequacy of main protective bonding conductor sizes (544.1.1)                                                                            | (✓) |

- |                                                                                                   |       |
|---------------------------------------------------------------------------------------------------|-------|
| • Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)       | (✓)   |
| • Accessibility of all protective bonding connections (543.3.2)                                   | (✓)   |
| • Provision of earthing / bonding labels at all appropriate locations (514.13.1)                  | (✓)   |
| 3.2 FELV - requirements satisfied (411.7; 411.7.1)                                                | (N/A) |
| 3.3 Other methods of protection                                                                   | (N/A) |
| Where any of the methods listed below are employed, details are to be provided on separate sheets |       |
| • Non-conducting location (418.1)                                                                 | (N/A) |
| • Earth-free local equipotential bonding (418.2)                                                  | (N/A) |
| • Electrical separation (413; 418.3)                                                              | (✓)   |
| • Double insulation (412)                                                                         | (✓)   |
| • Reinforced insulation (412)                                                                     | (✓)   |

### 4.0 Distribution equipment, including consumer units and distribution boards

- |                                                                                                                                                                                                                               |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 4.1 Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) (indicate the extent and location of sampling in PART 6 of the report) | (✓) |
| 4.2 Adequacy of working space / accessibility to equipment (322.12; 513.1)                                                                                                                                                    | (✓) |
| 4.3 Security of fixing (334.1.1)                                                                                                                                                                                              | (✓) |
| 4.4 Condition of insulation of live parts (416.1)                                                                                                                                                                             | (✓) |
| 4.5 Adequacy / security of barriers or enclosures (416.2.3)                                                                                                                                                                   | (✓) |
| 4.6 Condition of enclosure(s) in terms of IP rating, etc. (416.2)                                                                                                                                                             | (✓) |
| 4.7 Condition of enclosure(s) in terms of fire rating, etc. (421.1.6; 421.1.20; 526.5)                                                                                                                                        | (✓) |
| 4.8 Enclosure not damaged / deteriorated so as to impair safety (65.12)                                                                                                                                                       | (✓) |
| 4.9 Presence and effectiveness of obstacles (417.2)                                                                                                                                                                           | (✓) |
| 4.10 Presence of main switch(es), linked where required (462.1; 462.1.20; 462.2)                                                                                                                                              | (✓) |
| 4.11 Operation of main switch(es) (functional check) (643.10)                                                                                                                                                                 | (✓) |
| 4.12 Manual operation of circuit-breakers, RCDs and AFDDs to prove functionality (643.10)                                                                                                                                     | (✓) |
| 4.13 RCD(s) provided for fault protection - includes RCBOs (411.4.2.0.4; 411.4.5; 411.5.2; 531.2)                                                                                                                             | (✓) |
| 4.14 RCD(s) provided for additional protection, where required - includes RCBOs (411.3.3; 415.1)                                                                                                                              | (✓) |

- |                                                                                                                                                                                                         |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 4.15 Presence of RCD six-monthly test notice, where required (514.12.2)                                                                                                                                 | (C3)  |
| 4.16 Confirmation of indication that AFDD(s) are operational (421.1.7; 532.6; 651.2(e))                                                                                                                 | (✓)   |
| 4.17 Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)                                                                                                           | (C3)  |
| 4.18 Presence of alternative supply warning notice at or near equipment, where required (514.15)                                                                                                        | (N/A) |
| 4.19 Presence of next inspection recommendation label, where required (514.12.1)                                                                                                                        | (✓)   |
| 4.20 Presence of other required labelling (514)                                                                                                                                                         | (C3)  |
| (please specify)                                                                                                                                                                                        |       |
| 4.21 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; 432; 433) | (✓)   |
| 4.22 Single-pole switching or protective devices in line conductors only (332.14.1; 530.3.3)                                                                                                            | (✓)   |
| 4.23 Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)                                                                                                     | (✓)   |
| 4.24 Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)                                                                                                   | (✓)   |

### 5.0 Distribution circuits

- |                                                                                                                 |      |
|-----------------------------------------------------------------------------------------------------------------|------|
| 5.1 Identification of conductors (514.3.1)                                                                      | (C3) |
| 5.2 Cables correctly supported throughout their run (521.10.20; 522.8.5)                                        | (✓)  |
| 5.3 Condition of insulation of live parts (416.1)                                                               | (✓)  |
| 5.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)                       | (✓)  |
| 5.5 Suitability of containment systems for continued use (including flexible conduit) (522)                     | (✓)  |
| 5.6 Cables correctly terminated in enclosures (526)                                                             | (✓)  |
| 5.7 Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6) | (✓)  |
| 5.8 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)  | (✓)  |



# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

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

|                                                                                               |       |                                                                                                                                                                                                                       |       |                                                                                                             |       |
|-----------------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------|-------|
| 7.2 Switching off for mechanical maintenance (464; 537.3.2) -                                 | (✓)   | 8.4 Suitability for the environment and external influences (512.2)                                                                                                                                                   | (✓)   | • Presence of supplementary bonding conductors, where required (701.415.2)                                  | (N/A) |
| • Acceptable location (537.3.2.4)                                                             | (✓)   | 8.5 Security of fixing (734.1.1)                                                                                                                                                                                      | (✓)   | • Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5 m from zone 1 (701.512.3)                   | (N/A) |
| • (state if local or remote from equipment in question Local)                                 | (✓)   | 8.6 Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: list number and location of luminaires inspected (separate page) (527.2)                                     | (✓)   | • Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2) | (✓)   |
| • Presence and condition of appropriate devices (464.1; 537.3.2)                              | (✓)   | 8.7 Recessed luminaires (downlighters) -                                                                                                                                                                              | (✓)   | • Suitability of accessories and controlgear etc. for a particular zone (701.512.3)                         | (✓)   |
| • Capable of being secured in the OFF position where not under continuous supervision (462.3) | (✓)   | • Correct type of lamps fitted (559.3.1)                                                                                                                                                                              | (✓)   | • Suitability of current-using equipment for particular position within the location (701.55)               | (✓)   |
| • Correct operation verified (643.10)                                                         | (✓)   | • Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2)                                                                                            | (✓)   | 9.2 Other special installations or locations -                                                              | ( )   |
| • Clearly identified by position and / or durable marking (537.3.2.4)                         | (✓)   | • No signs of overheating to surrounding building fabric (559.4.1)                                                                                                                                                    | (✓)   |                                                                                                             | ( )   |
| 7.3 Emergency switching off (465; 537.3.3) -                                                  | (N/A) | • No signs of overheating to conductors / terminations (526.1)                                                                                                                                                        | (✓)   |                                                                                                             | ( )   |
| • Presence and condition of appropriate devices (465; 537.3.3; 537.4)                         | (N/A) | 9.0 Special locations and installations                                                                                                                                                                               | (✓)   |                                                                                                             | ( )   |
| • Readily accessible for operation where danger might occur (537.3.3.6)                       | (N/A) | Where special installations or locations relating to a particular Section of Part 7, an additional inspection Schedule(s) should be provided on separate pages.                                                       | (✓)   |                                                                                                             | ( )   |
| • Correct operation verified (643.10)                                                         | (N/A) | 9.1 Location(s) containing a bath or shower -                                                                                                                                                                         | (✓)   |                                                                                                             | ( )   |
| • Clearly identified by position and / or durable marking (537.3.3.6)                         | (N/A) | • Additional protection by RCD having rated residual operating current not exceeding 30 mA for all low voltage (LV) circuits serving the location or passing through zones 1 and / or 2 of the location (701.414.3.3) | (✓)   |                                                                                                             | ( )   |
| 7.4 Functional switching (463; 537.3.1) -                                                     | (✓)   | • Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)                                                                                                                                 | (✓)   |                                                                                                             | ( )   |
| • Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2)                        | (✓)   | • Shaver supply units complying with BS EN 61559-2-5 formerly BS 5535 (701.512.3)                                                                                                                                     | (N/A) |                                                                                                             | ( )   |
| • Correct operation verified (537.3.1.1; 537.3.1.2)                                           | (✓)   |                                                                                                                                                                                                                       |       |                                                                                                             |       |
| 8.0 Current-using equipment (permanently connected)                                           | (✓)   |                                                                                                                                                                                                                       |       |                                                                                                             |       |
| 8.1 Condition of equipment in terms of IP rating, etc. (416.2)                                | (✓)   |                                                                                                                                                                                                                       |       |                                                                                                             |       |
| 8.2 Equipment does not constitute a fire hazard (421)                                         | (✓)   |                                                                                                                                                                                                                       |       |                                                                                                             |       |
| 8.3 Enclosure not damaged / deteriorated so as to impair safety (134.1.1; 416.2; 512.2)       | (✓)   |                                                                                                                                                                                                                       |       |                                                                                                             |       |

### Schedule of items inspected and tested by

Name (capital): JACK LEWIS

Signature: 

Date: 06/08/2026

10.0 Prosumer's low voltage installation

Where elements of a presumed installation falling within the scope of Chapter 82 are covered by the report, additional schedules detailing the associated inspection and testing should be provided on separate pages.

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

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

**ELECTRICAL INSTALLATION CONDITION REPORT**

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

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

| Circuit number | Circuit description                          | Type of wiring<br>(see footer to PART 11B) | Reference Method<br>(BS 7671) | Number of points served | Circuit conductor<br>(CSA) |              | Maximum<br>disconnection<br>time (BS 7671) | Overcurrent protective device |      |               |                                   |                                                 | RCD            |      |        |                                               |
|----------------|----------------------------------------------|--------------------------------------------|-------------------------------|-------------------------|----------------------------|--------------|--------------------------------------------|-------------------------------|------|---------------|-----------------------------------|-------------------------------------------------|----------------|------|--------|-----------------------------------------------|
|                |                                              |                                            |                               |                         | Live<br>(mm²)              | CPC<br>(mm²) |                                            | BS (EN)                       | Type | Rating<br>(A) | Short-circuit<br>capacity<br>(kA) | Maximum<br>permitted<br>Z <sub>s</sub> *<br>(Ω) | BS (EN)        | Type | Rating | Operating current,<br>I <sub>Δn</sub><br>(mA) |
| 1              | SPD                                          | B                                          | B                             | 1                       | 6                          | 6            | 0.4                                        | 60898 MCB                     | B    | 32            | 10                                | 1.37                                            | N/A            | N/A  | N/A    | N/A                                           |
| 2              | Sprinkler system                             | A                                          | 101/C                         | 1                       | 2.5                        | 1.5          | 0.4                                        | 61009 RCD/RCBO                | B    | 16            | 6                                 | 2.73                                            | 61009 RCD/RCBO | A    | 16     | 30                                            |
| 3              | Immersion Heater (RCD 1)                     | A                                          | 101/C                         | 3                       | 4                          | 2.5          | 0.4                                        | 60898 MCB                     | B    | 32            | 6                                 | 1.37                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 4              | Power kitchen (RCD 1)                        | A                                          | 101/C                         | 14                      | 2.5                        | 1.5          | 0.4                                        | 60898 MCB                     | B    | 32            | 6                                 | 1.37                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 5              | Lighting (RCD 1)                             | A                                          | 101/C                         | 16                      | 1.5                        | 1            | 0.4                                        | 60898 MCB                     | B    | 6             | 6                                 | 7.28                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 6              | Heating Lounge & Bedroom 2 (RCD 1)           | A                                          | 101/C                         | 2                       | 4                          | 2.5          | 0.4                                        | 60898 MCB                     | B    | 32            | 6                                 | 1.37                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 7              | Smoke detectors (RCD 1)                      | A                                          | 101/C                         | 8                       | 1.5                        | 1            | 0.4                                        | 60898 MCB                     | B    | 6             | 6                                 | 7.28                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 8              | Socket bedroom 1 & landing (RCD 2)           | A                                          | 101/C                         | 7                       | 2.5                        | 1.5          | 0.4                                        | 60898 MCB                     | B    | 32            | 6                                 | 1.37                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 9              | Cooker (RCD 2)                               | A                                          | 101/C                         | 1                       | 10                         | 4            | 0.4                                        | 60898 MCB                     | B    | 40            | 6                                 | 1.09                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 10             | Heater Bedroom 1, Bathroom & kitchen (RCD 2) | A                                          | 101/C                         | 3                       | 4                          | 2.5          | 0.4                                        | 60898 MCB                     | B    | 32            | 6                                 | 1.37                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 11             | Socket Lounge & Bed 2 (RCD 2)                | A                                          | 101/C                         | 8                       | 2.5                        | 1.5          | 0.4                                        | 60898 MCB                     | B    | 32            | 6                                 | 1.37                                            | 61008 RCD      | AC   | 100    | 30                                            |
| 12             | Spare                                        |                                            |                               |                         |                            |              |                                            |                               |      |               |                                   |                                                 |                |      |        |                                               |

**DISTRIBUTION BOARD (DB) / CONSUMER UNIT (CU) DETAILS**

DB/CU designation: DB-2  
Location of DB/CU: Cupboard next to stairs  
Z<sub>db</sub>/Z<sub>cu</sub>: 0.33 Ω 0 / 0.33 Ω  
Confirmation of supply polarity: ( Yes ) Phase sequence confirmed: ( ✓ )  
SPD Details\*\* Types: T1 ( N/A ) T2 ( ✓ ) T3 ( N/A ) N/A ( N/A )  
Status indicator checked (where functionality indicator is present): ( No )

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

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

Supply to DB/CU is from: (Mains cupboard outside)  
**Overcurrent protection device for the distribution circuit**  
BS (EN): 60947-3 Type: (Switch)  
Nominal voltage: ( 230 ) V Rating/Setting: ( 6kA ) A  
No. of phases: ( 1 )  
**Associated RCD (if any)**  
BS (EN): ( N/A ) RCD Type: ( N/A )  
Rating: ( ) /Δn ( N/A ) mA  
Operating time: ( 1 ) ms

# ELECTRICAL INSTALLATION CONDITION REPORT

issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

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

| Circuit number | Continuity (Ω)                                    |                              |                                                |                                                     | Insulation resistance |                 |                                      | Polarity | Max. measured earth fault loop impedance, Z <sub>s</sub> | RCD                         |                | AFDD*** | Comments and additional information, where required<br><br>Include details of circuits, and/or installed equipment vulnerable to damage when testing<br>(continue on additional page(s) if necessary) |
|----------------|---------------------------------------------------|------------------------------|------------------------------------------------|-----------------------------------------------------|-----------------------|-----------------|--------------------------------------|----------|----------------------------------------------------------|-----------------------------|----------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | Ring final circuits only<br>(measured end to end) |                              | All circuits<br>(complete at least one column) |                                                     | Live /<br>Live        | Live /<br>Earth | Test<br>voltage<br>V <sub>DC</sub> * |          |                                                          | Operating<br>time**<br>(ms) | Test<br>button |         |                                                                                                                                                                                                       |
|                | (Line)<br>I <sub>sc</sub>                         | (Neutral)<br>I <sub>sc</sub> | (Loop)<br>I <sub>sc</sub>                      | R <sub>0</sub><br>(R <sub>1</sub> +R <sub>2</sub> ) |                       |                 |                                      |          |                                                          |                             |                |         |                                                                                                                                                                                                       |
| 1              | N/A                                               | N/A                          | N/A                                            | 0.01                                                | N/A                   | +200            | +200                                 | ✓        | 0.35                                                     | N/A                         | ✓              | ✓       |                                                                                                                                                                                                       |
| 2              | N/A                                               | N/A                          | N/A                                            | 0.35                                                | N/A                   | +200            | +200                                 | ✓        | 0.58                                                     | 28.7                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 3              | N/A                                               | N/A                          | N/A                                            | 0.14                                                | N/A                   | +200            | +200                                 | ✓        | 0.90                                                     | 30.2                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 4              | 0.31                                              | 0.34                         | 0.62                                           | 0.21                                                | N/A                   | +200            | +200                                 | ✓        | 0.50                                                     | 30.2                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 5              | N/A                                               | N/A                          | N/A                                            | 1.64                                                | N/A                   | +200            | +200                                 | ✓        | 2.00                                                     | 30.2                        | ✓              | N/A     | No CPC continuity at lights C2                                                                                                                                                                        |
| 6              | N/A                                               | N/A                          | N/A                                            | 0.43                                                | N/A                   | +200            | +200                                 | ✓        | 0.72                                                     | 30.2                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 7              | N/A                                               | N/A                          | N/A                                            | 1.04                                                | N/A                   | +200            | +200                                 | ✓        | 1.52                                                     | 30.2                        | ✓              | N/A     | No cable identification C3                                                                                                                                                                            |
| 8              | 0.43                                              | 0.44                         | 0.71                                           | 0.24                                                | N/A                   | +200            | +200                                 | ✓        | 0.43                                                     | 48.7                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 9              | N/A                                               | N/A                          | N/A                                            | 0.12                                                | N/A                   | +200            | +200                                 | ✓        | 0.26                                                     | 48.7                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 10             | N/A                                               | N/A                          | N/A                                            | 0.75                                                | N/A                   | +200            | +200                                 | ✓        | 1.21                                                     | 48.7                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 11             | 0.62                                              | 0.62                         | 0.97                                           | 0.33                                                | N/A                   | +200            | +200                                 | ✓        | 0.57                                                     | 48.7                        | ✓              | N/A     |                                                                                                                                                                                                       |
| 12             |                                                   |                              |                                                |                                                     |                       |                 |                                      |          |                                                          |                             |                |         |                                                                                                                                                                                                       |

\*Insulation resistance testing should be performed at the appropriate test voltage given in Table 64 of BS 7671. \*\*RCD effectiveness is verified using an alternating current test at rated residual operating current (I<sub>an</sub>). \*\*\*Where installed (note that not all AFDDs have a test function).

TESTED BY Name (capital): JACK LEWIS Position: (Electrician) Signature: *Jack Lewis* Date: 06/08/2026

### TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function: (10254003) Continuity: ( ) Insulation resistance: ( ) Earth fault loop impedance: ( ) Earth electrode resistance: ( ) RCD: ( )

### CODES for type of wiring

|                                                 |                                                 |                                                     |                                                  |                                                      |                                |                                |                              |               |
|-------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|--------------------------------------------------|------------------------------------------------------|--------------------------------|--------------------------------|------------------------------|---------------|
| (A) Thermoplastic insulated /<br>braided cables | (B) Thermoplastic cables in<br>metallic conduit | (C) Thermoplastic cables in<br>non-metallic conduit | (D) Thermoplastic cables in<br>metallic trunking | (E) Thermoplastic cables in<br>non-metallic trunking | (F) Thermoplastic / SWA cables | (G) Thermoplastic / SWA cables | (H) Mineral-insulated cables | Other - state |
|-------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|--------------------------------------------------|------------------------------------------------------|--------------------------------|--------------------------------|------------------------------|---------------|

This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended)

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Enter a ( ✓ ) ( ✗ ) or value in the respective fields, as appropriate.

Where an item is not applicable insert N/A



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

116904

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# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) - Requirements for Electrical Installations

ADDITIONAL NOTES

Original (to the person ordering the work)

# NOTES FOR RECIPIENT

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

The purpose of periodic inspection and testing 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 (as amended)* Requirements for Electrical Installations.

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

The report identifies any damage, deterioration, defects, dangerous conditions and/or non-compliances with *BS 7671* found by the inspector which may give rise to danger (see PART 5A), together with any items for which improvement is recommended (see PART 5B).

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

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

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

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

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

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

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

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

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

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

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

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises any observations and recommendations made in PARTS 5A and 5B, as appropriate.

Where one or more observations have been made in PART 5A, 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 **strongly 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 **strongly recommended** that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

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

For further guidance, please see 'Guidance for Recipients on Classification Codes'

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

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

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

[www.niceic.com](http://www.niceic.com)

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

# GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

## ONLY ONE CLASSIFICATION CODE SHOULD BE GIVEN FOR EACH RECORDED OBSERVATION

### **Classification code C1 (Danger present)**

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

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

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

### **Classification code C2 (Potentially dangerous)**

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

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and/or 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, might result in a safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC contractor issuing this report will be able to provide further advice.

However, it should be noted that a C3 recommendation is advisory only and does not affect the overall outcome of the assessment.

### **Code FI (Further investigation is advised)**

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

Where the inspection and testing has identified a potential issue for which the inspector is unable to determine a classification code until further investigation has taken place, in such cases it is recommended that further investigation is carried out to obtain the necessary information to allow the inspector to reach a conclusion for the appropriate classification code.

In such cases, the person ordering this report is advised to arrange for the NICEIC contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation, to reach a conclusion for the appropriate classification code.

It should be noted that where further investigation is advised this does not affect the overall outcome of the assessment.

### **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*

guide can be viewed or downloaded free of charge from [www.electricalsafetyfirst.org.uk](http://www.electricalsafetyfirst.org.uk)

For further information about electrical safety and how NICEIC can help you, visit  
[www.niceic.com](http://www.niceic.com)



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CONTINUATION SHEET:  
ELECTRICAL INSTALLATION CONDITION REPORT

PURPOSE FOR WHICH THIS REPORT IS REQUIRED -

(see additional page No. N/A.)



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CONTINUATION SHEET:  
ELECTRICAL INSTALLATION CONDITION REPORT

AGREED LIMITATIONS INCLUDING THE REASONS, IF ANY, ON THE INSPECTION AND TESTING -

a.

(see additional page No. N/A.)



116904

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CONTINUATION SHEET:  
ELECTRICAL INSTALLATION CONDITION REPORT

EXTENT OF SAMPLING - CONTINUED

(see additional page No. N/A.)



## General Day Works Sheet

Bailey Hill Lodge - FWT Upstairs Flat: 200721

### 1. Contract Details

**Q1.1. Contract Ref and Name**

200721: Bailey Hill Lodge - FWT Upstairs Flat

**Q1.2. Address**

Laila Jones - 01352 758 532, Mold, Flintshire, CH7

**Q1.3. Client Name**

Mold Town Council

**Q1.4. Client PO**

TO FOLLOW

**Q1.5. Description of Works**

Bailey Hill lodge upstairs flat FWT

### 2. Attendance Details

**Q2.1. Systems Group Staff**

Jack Lewis

✓

**Q2.2. Start**

06/08/2026

**Q2.3. End**

06/08/2026

**Q2.4. Location**

95 High St  
Grosvenor St  
Mold CH7 1BQ  
UK

Longitude: -3.1449717172251  
Latitude: 53.169844043635

**Q2.5. Weather**

| City     | Temperature     | Humidity | Description      |
|----------|-----------------|----------|------------------|
| Mold, GB | 12Å° C - 19Å° C | 63%      | Rain: light rain |

### 3. Works carried out

**Q3.1. Pre-works photos**

System Electrical Ltd  
Unit 23 Mold Business Park,  
Wrexham Road  
Mold, Flintshire, CH7 1XP  
United Kingdom

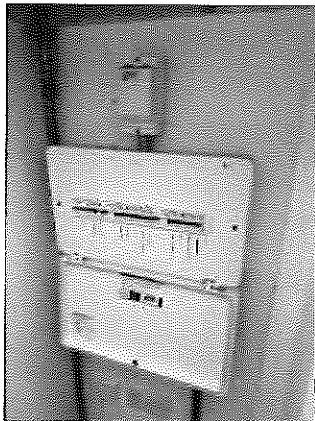
T: 01352 750010

E: [info@system-electrical.com](mailto:info@system-electrical.com)  
W: [www.systemelectricalgroup.com](http://www.systemelectricalgroup.com)

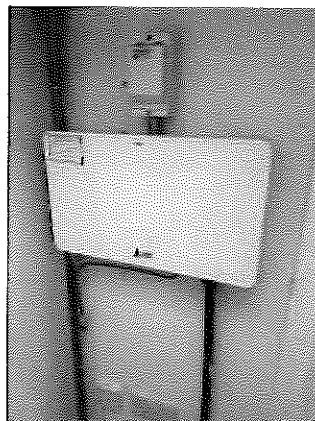
Registered Office: Unit 23 Mold Business  
Park  
Wrexham Road  
Mold, Flintshire, CH7 1XP  
Registration No. 4680310  
VAT Registration No. 811 0174 84

# SYSTEM

group MEP



Test DB under stairs



No DB Labels for RCD protection & absence of circuit identification detail details C3

Q3.2. Have you completed a RAMS Smart form before works commence?

Yes

Q3.4. Description of Works Carried out

Complete EICR

Q3.5. Materials

| Description | Supplier | Quantity | Notes |
|-------------|----------|----------|-------|
|-------------|----------|----------|-------|

Q3.6. Equipment

| Description | Quantity | Supplier | Notes |
|-------------|----------|----------|-------|
|-------------|----------|----------|-------|

## 4. Job Completion

This section MUST be completed before issue

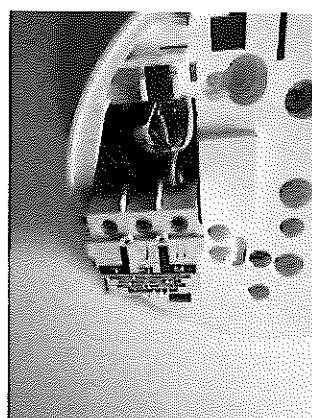
Q4.1. Post Works Photos



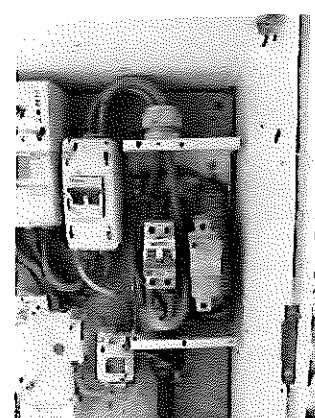
CPC on Lighting circuit has come loose (sorted on



no CPC continuity on lightning circuit C2



No Cable identification C3



Lack of cable identification at switched fuse C3

System Electrical Ltd  
Unit 23 Mold Business Park,  
Wrexham Road  
Mold, Flintshire, CH7 1XP  
United Kingdom

T: 01352 750010

E: [info@system-electrical.com](mailto:info@system-electrical.com)  
W: [www.systemelectricalgroup.com](http://www.systemelectricalgroup.com)

Registered Office: Unit 23 Mold Business  
Park  
Wrexham Road  
Mold, Flintshire, CH7 1XP  
Registration No. 4680310  
VAT Registration No. 811 0174 84

site)



Board tested & compliance stickers installed

- Q4.2. Are further works required and materials ordered, or information provided for quoting? No
- Q4.3. Have all safety locks and signs have been removed? Yes
- Q4.4. Has all affected equipment been re-instated and left in safe working order? Yes
- Q4.5. Have all tools & equipment been collected and returned to vehicle? Yes
- Q4.6. Were there any near misses or incidents on site that needed noting and recording? No
- Q4.8. Site Supervisor

Signature

Name

Date

Jack Lewis

06/08/2026

- Q4.9. Is site Manned? Yes
- Q4.10. Client Representative

Signature

Name

Date

Shannon

06/08/2026



# Report for CDR Committee

AGENDA ITEM 10

Date of Meeting: 7<sup>th</sup> September 2026

## **BUDGET Monitoring for CDR Committee Expenditure**

### **1. Purpose of Report**

To provide Members with a brief update on the 2026/27 budget position for the relevant Committee budget headings and Earmarked Reserves.

Detailed budget monitoring reports are attached.

**At the date this report was prepared, the accounts had not yet been reconciled for August 2026. The figures within this report therefore reflect the financial position up to the end of July 2026.**

### **2. Budget Position**

#### 102 -S137

There are no significant concerns to report.

Expenditure against 4151 – TM Website currently stands at £2,579. This includes £2,028 relating to the agreed 40% payment towards the new Mold Town Council website, which was approved to be funded from EMR 319 – Town Projects/Maintenance.

The £2,028 has been transferred from EMR 319 and therefore does not represent an overspend against the revenue budget. The remaining revenue expenditure against this heading is £551 against the £1,500 annual budget

#### 106 – Open Spaces

The Open Spaces Repairs and Maintenance budget of £13,000 primarily covers expenditure associated with the hanging baskets and salt bins.

At the end of July 2026, recorded expenditure stood at £285.

A number of invoices relating to the maintenance of the hanging baskets were paid during August 2026. These will be reflected once the August accounts have been fully reconciled; however, expenditure remains well within the annual budget provision.

No income had been recorded against the £1,440 Other Income budget as at the end of July 2026. However, an invoice has now been submitted to Daniel Owen Precinct Ltd for £1,728 including VAT, comprising £1,440 income plus £288 VAT, in relation to their contribution towards the hanging baskets. This will be reflected in the accounts once payment has been received and processed.

#### 109 – Service/ Property Provision

There has been no expenditure recorded to date against the £25,000 Christmas Lighting and Tree budget, with expenditure expected later in the financial year.

CCTV Maintenance expenditure currently stands at £1,800 against an annual budget of £6,000. This expenditure relates to the data plan for the moveable CCTV cameras owned by Mold Town Council, enabling the cameras to be deployed at different locations as required.

The remaining budget will continue to be monitored against any further CCTV maintenance and associated costs during the year.

#### 110 – Bailey Hill

Bailey Hill has generated £3,778 income to date against an annual income budget of £8,000.

Expenditure currently stands at £7,825 against an annual budget of £29,258.

The Bailey Hill budget will continue to be monitored alongside the ongoing work with Flintshire County Council regarding the building and opportunities to improve the Centre's future financial sustainability.

### **3. Ear Marked Reserves**

The relevant Earmarked Reserve balances are:

| <b>EMR</b> | <b>Reserve</b>             | <b>Current Balance</b> |
|------------|----------------------------|------------------------|
| 315        | Christmas Lights           | £11,955                |
| 319        | Town projects/ Maintenance | £5,748                 |
| 330        | CDR Project                | £11,000                |
| 331        | Tourist Information Boards | £25,000                |

EMR 319 reflects the £2,028 transfer towards the new Town Council website. The other three reserves have had no movement during the period reported.

### **4. Recommendation**

It is recommended that Members **note** the budget position up to the end of July 2026 and the current balances of the relevant Earmarked Reserves, noting that the August 2026 reconciliation had not been completed at the date the report was prepared.

## Mold Town Council Current Year

## Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget Group 2025/26

|      |                                | <u>2025/26</u> |                | <u>2026/27</u>  |                |           |           | <u>2027/28</u> |          |                 |
|------|--------------------------------|----------------|----------------|-----------------|----------------|-----------|-----------|----------------|----------|-----------------|
|      |                                | Budget         | Actual         | Total           | Actual YTD     | Projected | Committed | Agreed         | EMR      | Carried Forward |
| 102  | S137                           |                |                |                 |                |           |           |                |          |                 |
| 4119 | Contribution to Local Groups   | 3,350          | 3,045          | 3,350           | 400            | 0         | 0         | 0              | 0        | 0               |
| 4122 | CDR Project costs              | 5,000          | 1,826          | 5,000           | 0              | 0         | 0         | 0              | 0        | 0               |
| 4151 | TM Website was Town Guide      | 1,000          | 2,344          | 1,500           | 2,579          | 0         | 0         | 0              | 0        | 0               |
| 4152 | Tourist Information Points     | 500            | 373            | 500             | 187            | 0         | 0         | 0              | 0        | 0               |
|      | Overhead Expenditure           | 9,850          | 7,588          | 10,350          | 3,166          | 0         | 0         | 0              | 0        | 0               |
| 6000 | plus Transfer from EMR         | 0              | 560            | 0               | 2,028          | 0         | 0         | 0              | 0        | 0               |
|      | Movement to/(from) Gen Reserve | <u>(9,850)</u> | <u>(7,028)</u> | <u>(10,350)</u> | <u>(1,138)</u> | <u>0</u>  |           | <u>0</u>       |          |                 |
|      | Total Budget Income            | 0              | 0              | 0               | 0              | 0         | 0         | 0              | 0        | 0               |
|      | Expenditure                    | 9,850          | 7,588          | 10,350          | 3,166          | 0         | 0         | 0              | 0        | 0               |
|      | Net Income over Expenditure    | <u>-9,850</u>  | <u>-7,588</u>  | <u>-10,350</u>  | <u>-3,166</u>  | <u>0</u>  | <u>0</u>  | <u>0</u>       | <u>0</u> | <u>0</u>        |
|      | plus Transfer from EMR         | 0              | 560            | 0               | 2,028          | 0         | 0         | 0              | 0        | 0               |
|      | Movement to/(from) Gen Reserve | <u>(9,850)</u> | <u>(7,028)</u> | <u>(10,350)</u> | <u>(1,138)</u> | <u>0</u>  |           | <u>0</u>       |          |                 |







## Mold Town Council Current Year

## Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget Group 2025/26

| 2025/26                        |          |          | 2026/27  |            |           |           | 2027/28 |     |                 |
|--------------------------------|----------|----------|----------|------------|-----------|-----------|---------|-----|-----------------|
|                                | Budget   | Actual   | Total    | Actual YTD | Projected | Committed | Agreed  | EMR | Carried Forward |
| 109 Service/Property Provision |          |          |          |            |           |           |         |     |                 |
| 4134 Summer Playschemes        | 4,500    | 4,406    | 5,100    | 0          | 0         | 0         | 0       | 0   | 0               |
| 4136 Xmas Lighting & Tree      | 22,000   | 23,782   | 25,000   | 0          | 0         | 0         | 0       | 0   | 0               |
| 4137 CCTV Maintenance          | 6,000    | 5,179    | 6,000    | 1,800      | 0         | 0         | 0       | 0   | 0               |
| 4140 Youth Council             | 0        | 267      | 1,000    | 0          | 0         | 0         | 0       | 0   | 0               |
| 6000                           |          |          |          |            |           |           |         |     |                 |
| Overhead Expenditure           | 32,500   | 33,634   | 37,100   | 1,800      | 0         | 0         | 0       | 0   | 0               |
| plus Transfer from EMR         | 0        | 2,050    | 0        | 0          | 0         | 0         | 0       | 0   | 0               |
| Movement to/(from) Gen Reserve | (32,500) | (31,584) | (37,100) | (1,800)    | 0         |           | 0       |     |                 |
| Total Budget Income            | 0        | 0        | 0        | 0          | 0         | 0         | 0       | 0   | 0               |
| Expenditure                    | 32,500   | 33,634   | 37,100   | 1,800      | 0         | 0         | 0       | 0   | 0               |
| Net Income over Expenditure    | -32,500  | -33,634  | -37,100  | -1,800     | 0         | 0         | 0       | 0   | 0               |
| plus Transfer from EMR         | 0        | 2,050    | 0        | 0          | 0         | 0         | 0       | 0   | 0               |
| Movement to/(from) Gen Reserve | (32,500) | (31,584) | (37,100) | (1,800)    | 0         |           | 0       |     |                 |



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## Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget Group 2025/26

| 2025/26                          |         |        | 2026/27 |            |           | 2027/28   |        |     |                 |
|----------------------------------|---------|--------|---------|------------|-----------|-----------|--------|-----|-----------------|
|                                  | Budget  | Actual | Total   | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 110 Bailey Hill                  |         |        |         |            |           |           |        |     |                 |
| 1009 Other Income                | 0       | 4,834  | 0       | 183        | 0         | 0         | 0      | 0   | 0               |
| 1011 Bailey Hill Rent income     | 7,000   | 9,300  | 7,000   | 3,100      | 0         | 0         | 0      | 0   | 0               |
| 1013 Hiring fees                 | 1,000   | 2,543  | 1,000   | 495        | 0         | 0         | 0      | 0   | 0               |
| Total Income                     | 8,000   | 16,677 | 8,000   | 3,778      | 0         | 0         | 0      | 0   | 0               |
| 4000 Salaries                    | 10,376  | 7,999  | 10,935  | 3,405      | 0         | 0         | 0      | 0   | 0               |
| 4001 National Insurance          | 994     | 672    | 1,078   | 173        | 0         | 0         | 0      | 0   | 0               |
| 4002 Pension - Employer          | 2,034   | 575    | 2,143   | 433        | 0         | 0         | 0      | 0   | 0               |
| 4010 Cleaning                    | 0       | 1,134  | 252     | 0          | 0         | 0         | 0      | 0   | 0               |
| 4101 National non domestic Rates | 2,300   | 2,016  | 2,300   | 755        | 0         | 0         | 0      | 0   | 0               |
| 4102 Service/Maintenance Charge  | 2,000   | 2,022  | 7,000   | 1,057      | 0         | 0         | 0      | 0   | 0               |
| 4103 Cleaning Materials          | 50      | 0      | 50      | 0          | 0         | 0         | 0      | 0   | 0               |
| 4105 Telephone/Internet          | 1,500   | 735    | 1,200   | 438        | 0         | 0         | 0      | 0   | 0               |
| 4107 Stationery                  | 100     | 7      | 100     | 0          | 0         | 0         | 0      | 0   | 0               |
| 4153 Waste Collection            | 1,200   | 1,512  | 1,200   | 535        | 0         | 0         | 0      | 0   | 0               |
| 4906 Water Rates                 | 500     | 211    | 500     | 119        | 0         | 0         | 0      | 0   | 0               |
| 4907 Electricity costs           | 1,500   | 1,187  | 1,500   | 265        | 0         | 0         | 0      | 0   | 0               |
| 4908 Fire & Alarm Security       | 1,000   | 638    | 1,000   | 175        | 0         | 0         | 0      | 0   | 0               |
| 4909 Mens Shed Project           | 0       | 4,574  | 0       | 0          | 0         | 0         | 0      | 0   | 0               |
| 4911 Estate Agent Mgt Fee        | 0       | 930    | 0       | 470        | 0         | 0         | 0      | 0   | 0               |
| 4912 BH Lodge Maintenance        | 0       | 75     | 0       | 0          | 0         | 0         | 0      | 0   | 0               |
| Overhead Expenditure             | 23,554  | 24,287 | 29,258  | 7,825      | 0         | 0         | 0      | 0   | 0               |
| 110 Net Income over Expenditure  | -15,554 | -7,610 | -21,258 | -4,047     | 0         | 0         | 0      | 0   | 0               |

Continued on next page

## Mold Town Council Current Year

## Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget Group 2025/26

|                                | 2025/26  |         | 2026/27  |            |           |           | 2027/28 |     |                 |
|--------------------------------|----------|---------|----------|------------|-----------|-----------|---------|-----|-----------------|
|                                | Budget   | Actual  | Total    | Actual YTD | Projected | Committed | Agreed  | EMR | Carried Forward |
| 6000                           | 0        | 4,574   | 0        | 0          | 0         | 0         | 0       | 0   | 0               |
| 6001                           | 0        | 4,353   | 0        | 0          | 0         | 0         | 0       | 0   | 0               |
| Movement to/(from) Gen Reserve | (15,554) | (7,389) | (21,258) | (4,047)    | 0         |           | 0       |     |                 |
| Total Budget Income            | 8,000    | 16,677  | 8,000    | 3,778      | 0         | 0         | 0       | 0   | 0               |
| Expenditure                    | 23,554   | 24,287  | 29,258   | 7,825      | 0         | 0         | 0       | 0   | 0               |
| Net Income over Expenditure    | -15,554  | -7,610  | -21,258  | -4,047     | 0         | 0         | 0       | 0   | 0               |
| plus Transfer from EMR         | 0        | 4,574   | 0        | 0          | 0         | 0         | 0       | 0   | 0               |
| less Transfer to EMR           | 0        | 4,353   | 0        | 0          | 0         | 0         | 0       | 0   | 0               |
| Movement to/(from) Gen Reserve | (15,554) | (7,389) | (21,258) | (4,047)    | 0         |           | 0       |     |                 |

## Earmarked Reserves

| Account                            | Opening Balance   | Net Transfers     | Closing Balance   |
|------------------------------------|-------------------|-------------------|-------------------|
| 311 EMR-Future Burial Area         | 5,500.00          |                   | 5,500.00          |
| 313 EMR-Election Provision         | 12,275.64         |                   | 12,275.64         |
| 315 EMR-Xmas Lights                | 11,955.00         |                   | 11,955.00         |
| 316 EMR-MTC Future Purchase/Rent   | 35,000.74         |                   | 35,000.74         |
| 317 EMR-Council Office Maintenance | 4,000.00          |                   | 4,000.00          |
| 318 EMR-Cemetery Lodge             | 6,504.00          | -1,500.00         | 5,004.00          |
| 319 EMR-Town Projects/Maintenance  | 7,776.00          | -2,028.00         | 5,748.00          |
| 320 EMR-Ciltaslow Projects         | 2,500.00          |                   | 2,500.00          |
| 323 EMR-BH Maintenance             | 5,080.00          |                   | 5,080.00          |
| 324 EMR-Events                     | 31,075.78         | -7,885.28         | 23,190.50         |
| 328 EMR - Alternative Delivery Mod | 40,000.00         |                   | 40,000.00         |
| 330 EMR - CDR Project              | 11,000.00         |                   | 11,000.00         |
| 331 EMR - Tourist Info Boards      | 25,000.00         |                   | 25,000.00         |
| 334 EMR - Cemetery Maintenance     | 5,840.00          |                   | 5,840.00          |
| 335 EMR-Staff Cover/Temp Staff     | 8,000.00          |                   | 8,000.00          |
| 336 EMR - Dig Burial Records       | 1,890.00          |                   | 1,890.00          |
|                                    | <b>213,397.16</b> | <b>-11,413.28</b> | <b>201,983.88</b> |

