



PRESTATYN
TOWN COUNCIL

CYNGOR
TREF PRESTATYN



7 Nant Hall Road
Prestatyn
LL19 9LR

7 Ffordd Llys Nant
Prestatyn
LL19 9LR

26^{ain} Hydref 2022

26th October 2022

Dear Councillor

You are **SUMMONED** to attend a meeting of **FULL COUNCIL** to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on Wednesday 2nd November 2022 at 6:15pm.

If remote access is required, please contact the office.

Yours Sincerely

Town Clerk

Prayers will be held prior to commencement

Annwyl Gyngorydd

Fe'ch **GELWIR** i gyfarfod y **CYNGOR LLAWN** yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar Ddydd Mercher 2^{ail} Tachwedd 2022 am 6:15pm.

Os byddwch angen mynychu o bell, cysylltwch â'r swyddfa os gwelwch yn dda

Yn gywir iawn

Clerc y Dref

Bydd gweddïau cyn cychwyn

1 **APOLOGIES**

2 **DECLARATIONS OF INTEREST**

To receive notice of Councillors personal and/or prejudicial interest in tonight's proceedings as required by Code of Conduct legislation.

3 **PUBLIC PARTICIPATION**

4 **MINUTES**

Full Council meeting of 5th October copy attached

5 **MAYORAL COMMUNICATIONS**

Appendix i Thank you letter from the Royal British Legion

6 **TRAINING**

Appendix ii Training Policy

7 **ENERGY REPORT**

Appendix iii

8 **TY PENDRE SURVEYOR'S REPORT**

Appendix iv

1 **YMDDIHEURIADAU**

2 **DATGANIADAU O DDIDDORDEB**

Derbyn hysbysiad am ddiddordebau personol a/neu ragfarnus y Cyngorwyr yn nhrafodion y cyfarfod heno fel sy'n ofynnol dan ddeddfwriaeth y Cod Ymddygiad

3 **CYFRANOGAETH Y CYHOEDD**

4 **COFNODION**

Mae copi wedi'i atodi o gofnodion y Cyngor Llawn 5^{ed} Hydref 2022

5 **CYFATHREBIADAU'R MAER**

Atodiad i Llythyr diolch gan y Lleng Brydeinig Frenhinol

6 **HYFFORDDIANT**

Atodiad ii Polisi Hyfforddiant

7 **ADRODDIAD YNNI**

Atodiad iii

8 **ADRODDIAD SYRFEWR O Dŷ PENDRE**

Atodiad iv

9 ANY OTHER BUSINESS

- 10 EXCLUSION OF THE PRESS**
To exclude public and press in accordance with Local Government Act 1972 during following items.

11 PART 2 STAFFING
Additional documents to follow

To: All Town Councillors
All County Councillors
Public Notice

9 UNRHYW FATER ARALL

- 10 EITHRIO'R CYHOEDD A'R WASG**
Eithrio'r cyhoedd a'r wasg yn unol â Deddf Llywodraeth Leol 1972 yn ystod yr eitemau dilynol

11 RHAN 2 STAFFIO
Rhagor o ddogfennau i ddilyn

I'r: Cyngorwyr Tref i gyd
Cyngorwyr Sir i gyd
Hysbysiad Cyhoeddus

FULL COUNCIL

Minutes of Full Council meeting held on Wednesday 5th October 2022 at 6:15pm- 8:25pm.

PRESENT

Councillors: T. Jones MBE (Mayor & Chair), A. West, C. Holliday, A. Tomlin, J. Matthews, B. Williams, E. Heaton (*arrives at 6:40pm*)

Remote: Cllr G. Sandilands, Cllr C. Evans, and Cllr H. Irving

IN ATTENDANCE

Mrs. L. Fearn – Town Clerk / Responsible Financial Officer, Mrs. C. Ashworth- Administration Officer, Mr L. Cadwallader- Representative for One Voice Wales (Remote), Rev. D. Ash, and M. Trainer- Public Participant

APOLOGIES

Councillors: B. Murray, G. German, J. Thompson-Hill, S. Frobisher, K. Clewett, A. Sampson, J. Mclellan.

130 PRAYERS AND TWO MINUTE SILENCE FOR QUEEN ELIZABETH II

Council held a two-minute silence for Queen Elizabeth II who sadly passed away on the 8th September 2022, Rev D. Ash said some kind words and carried out the prayer.
Rev. D. Ash left the meeting 6.25pm

131 DECLARATIONS OF INTEREST

Councillors were reminded of the need to declare personal and/or prejudicial interest in tonight's proceedings in accordance with the code of legislation.

NONE RECEIVED

132 ONE VOICE WALES PRESENTATION

Mr L. Cadwallader thanked the Chair and Prestatyn Town Council for the opportunity to present One Voice Wales to the members and continued to introduce himself and talk about his background. Mr L. Powell informed the councillors of the facts about One Voice Wales as well as the benefits of becoming a member. Mr L. Cadwallader concluded his presentation and answer questions from the councillors.

Members requested for copies of the two consultations. Mr L. Cadwallader agreed to send them to the Town Clerk for circulation.

Cllr J. Matthews thanked Mr L. Cadwallader for coming and proposed that Prestatyn Town Council become members of One Voice Wales. Cllr A. Tomlin Seconded.

Members voted unanimously that the Town Clerk should proceed with the membership and two councillors will be nominated at the next Policy Sub-Committee to represent Prestatyn Town Council.

RECEIVED

Mr L. Cadwallader left meeting at 7:05pm

133 PUBLIC PARTICIPATION

Mr M. Trainer, local resident, who recently moved to Prestatyn and became a member of Neighbourhood Watch, speaking on behalf of residents and brought a list of questions for the councillors. Members offered support and further assistance including to hold a future meeting with him.

Cllr J. Matthews thanked Mr M. Trainer for coming and said "these are real issues that need to be addressed"

Cllr G. Sandilands also thanked Mr M Trainer and said "It has been lovely to have a public participation again"

Mr M. Trainer agreed to email the Town Clerk with his questions so they could be circulated.

RESOLVED**134 MINUTES FOR FULL COUNCIL 5TH OCTOBER 2022**

The minutes from the Full Council meeting held on 5th October 2022 were accepted.

APPROVED**135 KING CHARLES III**

Mayor Cllr T. Jones MBE wished King Charles III the best endeavours with his reign.

RECEIVED**136 WALES IN BLOOM GOLD AWARD**

Mayor Cllr T. Jones congratulated all participants that helped secure Prestatyn receiving the Gold Award from Wales in Bloom.

RECEIVED**136 THANK YOU TO BEBBINGTON AND WILSON**

Mayor Cllr T. Jones expressed Council's gratitude with how efficient Bebbington and Wilson responding in removing the banners/ bunting.

Town Clerk to send a letter to Bebbington and Wilson thanking them.

RECEIVED**137 DENBIGHSHIRE PROCLAMATION CEREMONY**

Mayor Cllr T. Jones MBE received an email thanking her for her attendance at County Hall, Ruthin on Sunday 11th September for the formal Denbighshire County Council Proclamation Ceremony.

RECEIVED

138 TRAINING POLICY

A discussion was had about the wording in the training policy.

Members suggested rewording the line in the training policy which currently reads 'Travelling costs to be paid at the discretion of the Council.' to be amended to 'Travelling costs will be paid.'

Members also suggested that the line which reads 'In the case of officers attending courses during their normal working hours, the employee will, at the discretion of the Council, be required to make up working time' to be struck out.

Town Clerk to make amendments and recirculate the Training policy to the members.

RESOLVED**139 TRAINING DATES**

Members received new training dates for October.

RECEIVED**140 FLAGPOLE**

Cllr G. Sandilands informed the members of Prestatyn Town Council there is a flagpole in the Christ Church.

Town Clerk to liaise with the church to get it back to being fully operational.

RESOLVED**141 BEACON.**

A discussion was had about acquiring a beacon and the best location.

Town Clerk to bring back to a future meeting for further discussion.

RESOLVED**142 POLICY SUB-COMMITTEE REPORT**

Cllr A. Tomlin updates members on the policy meeting and express her support for becoming Members of One Voice Wales. The next meeting will be on Tuesday 11th October at 2pm. Cllr A. Tomlin also informs the members that there is a vacancy on the Policy Sub Committee which will need to be filled.

Cllr J. Matthews nominated Cllr C. Evans and Cllr A. West Seconded.
The Members unanimously agreed this decision.

RECEIVED**143 GOVERNOR REPRESENTATIVE- YSGOL Y LLYS**

Town Clerk informed members that there is a Governor vacancy at Ysgol Y Llys after the resignation of Paul Penlington.

It was agreed that the Town Clerk will email the members requesting nominations.

RESOLVED

144 WARM HUBS

Town Clerk updated the members on the Warm Hubs and suggested running a pilot scheme for six weeks from November to December. Then review, if successful to operate a further six-week block early 2023 January/February. Cllr G. Sandilands, and Cllr C. Evans praised the Town Clerk on her idea and said it was very commendable.

Members agreed on financially supporting the project and using funds up to £2,000 from Events nominal account in the budget.

RESOLVED**145 CHAMPIONS FOR THE CLWYDIAN RANGE AND DEE VALLEY AONB**

Request for a town councillor to become a representative to become AONB Champion.

Cllr C. Holliday nominated Cllr G. Sandilands. Cllr J. Matthews seconded.

RESOLVED**146 NEW MEETING SCHEDULE**

Members received a new meeting schedule with amended date 7th December to the 30th November 2022. Members agreed the change of date.

Town Clerk to recirculate the amended meeting schedule.

Members unanimously agreed.

RESOLVED**147 CONTAINER ON FESTIVAL CHURCH LAND**

A brief discussion took place regarding the container on the land next to Festival Church.

Bikes were previously stored in the container, have been donated by the previous Clerk, all that remains is the bike rack and other items.

Members agreed for the Town Clerk to write granting permission for the Fair Share Group use of the Container at Festival Church.

RESOLVED**148 PART 2 – EXCLUSION OF PRESS AND PUBLIC - STAFFING**

Mayor_____

APPENDIX 1



Prestatyn Town Council
7 Nant Hall Road
PRESTATYN
LL19 9LR

Supporter Care Team
Royal British Legion
Haig House
199 Borough High Street
London, SE1 1AA

E: supportercare@britishlegion.org.uk
T: 0345 845 1945
www.britishlegion.org.uk

Registered Charity No.: 219279

Supporter Number: 8912769

Date: 11 October 2022

Dear Sirs,

I would like to thank you for your contribution of £100 to the Poppy Appeal.

The Royal British Legion was founded by veterans after the First World War. A century on from the start of that conflict, we are still helping today's Service men and women, veterans, and their families in almost every aspect of daily life. We also champion Remembrance, safeguarding the memory of those who have given their lives for our freedom through Remembrance education and events. The Poppy Appeal is the major source of revenue for the Royal British Legion and every penny donated makes a difference to the lives of our beneficiaries. Last year over 37,341 people called on our helpline for support and advice. We provided 7,668 grants to individuals, totalling £11.7 million, and helped over 4,242 people who contacted our War Pensions and Armed Forces Compensation service for support, resulting in £770,000 of secured funding.

At The Royal British Legion, we take your privacy seriously and we will only use the information you have provided for the purpose intended. We will not share your data and promise to keep your personal information safe and secure. It may be stored electronically or manually and will only be used by those authorised to access it. For information about how The Royal British Legion processes personal information and about your rights under the data protection law please see our Privacy Policy at <https://www.britishlegion.org.uk/about-us/our-privacy-policy-and-promise/>.

On behalf of the many who will benefit from your kindness, thank you.

Yours sincerely,

Will Watt,
Head of Supporter Services & Fundraising Compliance
0345 845 1945
supportercare@britishlegion.org.uk



Prestatyn Town Council Training and Development Policy

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Introduction

The Local Government and Elections Act ("the 2021 Act") requires community councils to make and publish a plan about the training provisions for its members of staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans effectively.

Wording under the 2021 Act (hyperlink attached) is as follows;

PART 4 LOCAL AUTHORITY EXECUTIVES, MEMBERS, OFFICERS AND COMMITTEES

Training of members and staff of community councils

7 Community council training plans

- (1) A community council must make and publish a plan (a "training plan") setting out its proposals in relation to the provision of training for—
 - (a) the councillors of the community council, and
 - (b) the community council's staff.
- (2) A community council must make its first training plan no later than six months after the date on which subsection (1) comes into force.
- (3) A community council must make a new training plan no later than three months after each ordinary election of community councillors to the council.
- (4) A community council must review its training plan from time to time.
- (5) If a community council revises or replaces its training plan, it must publish the revised or new plan.
- (6) Section 101 of the 1972 Act (arrangements for discharge of functions by local authorities) does not apply to a community council's functions of—
 - (a) determining the content of a training plan or any revised plan, and
 - (b) reviewing the training plan.
- (7) A community council must have regard to any guidance issued by the Welsh Ministers about the exercise of functions under this section.

The following is a resume of draft guidance and provisions associated with these instructions.

Training Plans

Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions. Councils should regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their communities. Having identified development gaps, the next step is to develop a plan to address any these gaps needs.

Section 67 of the 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.

The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively.

Purpose of the training plan

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified. Overall, the intention is that the preparation of a training plan would support a move towards councillors with the relevant training to carry out their role - as well as professional clerks and other employees.

Training needs analysis

In order to determine the training priorities for the community council, it is necessary to assess the essential skills needed by the council and whether the council feels there is sufficient coverage and depth across the council. The full list of essential skills will depend on the activities within the council. For instance, a council intending to exercise the general power of competence may find it essential that councillors are familiar with preparing a business case or setting up a business.

There are areas which all councils should ensure that they have sufficient skills and understanding. These are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain.

The first step in the process of developing the training plan is to undertake a training needs analysis of councillors, the Clerk/RFO and Deputy and/or Assistant Clerk, as well as other officers and staff such as caretakers, cleaners, grounds staff, catering staff and those managing facilities such as leisure facilities, cemeteries or street markets. To make certain that this process is meaningful and effective, it will be necessary to have regard to the competencies required for each role.

The next stage is to determine what steps it will take to address relevant skills gaps and prioritise accordingly.

Agreeing and publishing the training plan

The training plan should reflect the training needs of the council and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan should provide, as a minimum, information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed; and

- The overall cost of the training.

The plan will need to include details of the courses that will be considered for each of the roles. It is anticipated that the training needs of the Council will mostly be met by One Voice Wales and the Society of Local Council Clerks. However, for certain training needs specifically those with a high technical component or courses needed to address training needs that relate specifically to roles such as caretakers and grounds staff it may be necessary to source courses from local providers such as colleges of further education or local training companies that may specialise in what might be described as technical training or specific elements relating to health and safety. In the case of training in planning related matters the first port of call should be Planning Aid Wales who have a successful track record of providing training to community councils.

Training costs must be met by councils themselves, though bursary schemes for councillors and clerks may be available to subsidise these costs. Part of the costs of running an effective council includes ensuring that the members and staff have sufficient capability to carry out their functions effectively. Councils should take account of the training costs when setting their budgets. Smaller councils in particular may wish to share training plans with neighbouring councils to identify any common training requirements that could be negotiated on a larger group basis and potentially reduce the training costs for all.

The published training plan should not seek to name individuals without their consent. Where this is impossible, e.g., there is one member of staff, the training plan should focus on what the training priorities are rather than who they are for.

Training for employees of more than one community council

A single clerk may act in this capacity for more than one community council. Other staff may also work across multiple community councils. It is recommended that community councils take a pragmatic approach to meeting the training needs. For instance, councils could agree collectively what training such staff are to receive and how the costs may be shared between the councils. This could be recorded in the training plans of all councils affected, although care would need to be taken to prevent the information identifying a particular individual.

Review of training plans

Under section 67(4) of the 2021 Act there is duty on councils to review their training plan from time to time. As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors. In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.

Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.

Publication

The expectation is that the publication of the council's training plan should be consistent with the wider approach to publication in the 2021 Act; that the report is published electronically.

Identification of Training Needs

Initially an analysis needs to be undertaken of the core competencies required of councillors and employees. To assist Councils undertake this analysis there is a schedule of core competencies associated with some of the roles common to most councils described in Appendix One. These roles relate to that of Councillor, Clerk/RFO, Deputy and Assistant. Appendix Two provides details of those core competencies that would apply to other roles such as Caretaker of a Community Centre and Grounds staff which are employed in many community councils.

The next step, having determined the competencies that are required for each of the roles, is to determine what training and development is required, the estimated cost involved and programming of the training over the period of the training plan. It should be acknowledged that training and development is not just about sending individuals on training courses or webinars, but it may include membership of professional bodies, provision of relevant information and internally organised team development events.

For those employees who are annually appraised there is an opportunity here to consider how training and development needs identified as part of the process can be linked to the requirements specified in the training plan. Likewise, any new initiatives planned by the Council might require consideration of new and emerging training and development needs. For example, a Council that decides to organise an event for the community for the first time might identify that health and safety training is needed together with guidance on risk assessment preparation.

The next step is to assess the training requirements for each role within the Council. Appendix Three provides a template for recording the assessments made and identifying the training requirements needed. It will be important to prioritise the implementation of the training plan and programme the investment over the next five years.

Appendix Four provides a template for programming the training and including estimated costs in each of the years that can feed into the budget making process.

Appendix Five provides a schedule of One Voice Wales's courses together with a summary of the content. These are normally held as 1.5-hour webinars.

Appendix Six provides a schedule of courses available from the Society of Local Council Clerks with the associated web-links.

Putting it all together in a Training Plan

Having made the relevant assessment and determined the training and development needs of roles within the Council it is now necessary to pull this information together to prepare the training plan that will require approval by the Council and following that publication on the Council's website.

Appendix Seven provides Councils with a template that can be used to prepare the training plan.

It is important to note that the plan will need to be reviewed at set intervals and used as a 'living' document to support the enhancement of the knowledge and skills of Councillors and their employees.

Statement

Prestatyn Town Council ("The Council") is committed to the principle of encouraging members of staff to enhance their career and qualifications by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and be subject to availability of financial resources.

Training Objectives

To provide suitably trained, qualified and motivated employees for the Council at the right time and level.

To provide facilities for training and retraining to meet the changing needs of the Council.

To provide employees with a greater understanding of the purpose and working of the Council and their part in it and to foster the development of job satisfaction and positive attitude towards personal development.

Identification of Training Needs

Members and employees should have regard to the following when considering training needs:

- a. Workload implication of training.
- b. The capabilities of the applicant to benefit from the training.
- c. The employees past attainments if the application is for continued academic sponsorship.
- d. The most economic and effective means of training.
- e. The provision and availability of training budget.
- f. Priority of each individual employee's need with regard to budget.

Prestatyn Town Council will hold a schedule of training requirements (See Appendix section).

This schedule will be reviewed annually for staff in line with training and development reviews and appraisals

With reference to Councillors the schedule will be reviewed when new members are elected.

Training Schemes

Training courses to be financed from the Town Council staff training budget.

It is expected that employees undertaking qualification training will attend the nearest college offering the required course at the appropriate level.

Financial Assistance Scheme

Where training is approved the Council will pay and /or assist with expenses incurred which may cover such items as tuition and examination fees. The Council will sponsor employees for one examination resit only i.e. two attempts at any one examination.

Travelling costs will be reimbursed.

Where facilities are granted under the scheme to enable an officer to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the officer shall be required to undertake to remain in the service of the Town Council for a period of two years from the date on which the qualification is obtained. If an officer leaves within this two year period all costs are reclaimed in full except in the most exceptional circumstances.

Where an officer without good reason fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will forthwith withdraw the facility granted under the Scheme and will require the refunding of the financial assistance granted in accordance with the undertaking signed by the employee.

The continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either that the officer has passed the appropriate examination, has otherwise made satisfactory progress in his/her studies, or merits assistance to enable him/her to sit the examination again.

Officers attending assisted courses are required to inform the Town Clerk immediately of any absences giving reasons. Failure to do so may result in action being taken under the Disciplinary Procedure.

Staff are required to complete and sign a declaration of undertaking before embarking on a post-entry qualification training course agreeing to the above conditions. This undertaking is authorised by the Town Clerk and Town Mayor.

The individual employee is responsible for his/her registration for the appropriate course and examination, but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.

APPENDIX ONE

SCHEDULE OF COMPETENCIES

COUNCILLORS

Requirement of the Councillor	Knowledge and Skills	Effective Behaviours
Understanding the Role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.
Understanding of the legal basis upon which the Council delivers services to the community	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.
Understanding the planning system	Understanding of planning law, the development control process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	Is able to assess planning applications in relation to material considerations, the relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity and transparency and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.

Equality and Diversity	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.
Financial Governance and Accountability	An understanding of the internal and external audit process.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.
Attendance at and preparation for meetings and other organised events	Understanding of the importance of regular attendance and engagement and the need to prepare effectively for meetings.	Attends meetings and events on a regular basis and gives priority to such attendance. Ensures that all papers included with council agendas are read before the meeting.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation. Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically. Understands the social media policy of the council.	Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media		Communicates with the Clerk and other members electronically and through social media where appropriate.
Working with the Clerk and other employees	Understanding the role of the Clerk and other employees generally and the 'rules' they need	Maintains professional relationships with employees recognising appropriate boundaries and

	to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and Safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial Capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Local Leadership	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties. Understands the role and functions of the principal council.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Chairing	Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising	Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is

	debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.	relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees.
		Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services. Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.
Civic Leadership	In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills. Representing the Council at civic functions. Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

CLERKS (Deputies and Assistant Clerks)
(These are taken from the CICA portfolio guide)

Understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council
 Is able to carry out research so that the council is well-informed for making decisions
 Can manage the implementing of decisions for which the council is responsible
 Can organise and maintain effective administrative systems, processes, policies and records
 Can employ a variety of written and oral communication skills including the use of information and communications technology
 Can advise the council on its duties and powers
 Can ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality
 Is able to establish appropriate and lawful procedures for managing the meetings of the council and its committees
 Can advise the council on statutory requirements and other procedures for maintaining public confidence in the council
 Can advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications
 Is able to ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement
 Can support the council in the planning, management, funding and review of projects, services, assets and facilities
 Can manage the employment, performance and development of council staff
 Can manage effective relationships with contractors and service users
 Can advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development
 Can advise and support the council as it identifies and implements plans for the future of the community it represents
 Can manage and administer the council's participation in the planning system according to current planning law, policies and procedures

Can demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion.

Can help provide all members of the community with opportunities for influencing decisions that affect their lives

Can facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions

Can manage effective partnership working

Can advise and support the council as it facilitates community activity

APPENDIX TWO

Grounds Staff/Park Keepers/Cemetery Staff

The core competencies for these roles can be accessed from the following web-link: [https://qualifications.pearson.com/content/dam/pdf/NVQ-](https://qualifications.pearson.com/content/dam/pdf/NVQ-and-competence-based-qualifications/Work-based-Horticulture/2010/Specification/N029587-Edexcel-Level-2-Diploma-in-Work-based-)
[and-competence-based-qualifications/Work-based-Horticulture/2010/Specification/N029587-Edexcel-Level-2-Diploma-in-Work-based-](https://qualifications.pearson.com/content/dam/pdf/NVQ-and-competence-based-qualifications/Work-based-Horticulture/2010/Specification/N029587-Edexcel-Level-2-Diploma-in-Work-based-)

[Horticulture-QCF-221211.pdf](https://www.iccm-uk.com/iccmm/training/Horticulture-QCF-221211.pdf)

In the case of cemetery staff, training is available from ICCM (<https://www.iccm-uk.com/iccmm/training/>)
and NAMM (https://www.namm.org.uk/nammArticle.eb?id=768&bd=08&ebp=10&ebz=3_1661350768001)

Caretakers and Cleaners

The core competencies for such roles can be found on the Ofqual website: <https://register.ofqual.gov.uk/>

You may also find that the Ofqual website will identify competencies linked to NVQ qualification for the wide range of other staff

employed by community and town councils.

APPENDIX THREE

LEARNING AND DEVELOPMENT PLAN TEMPLATE (Councillor)

Name of Councillor _____

Core competency	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences) – Appendix 1	Priority (Put in Year)	Courses to Attend	Date Course Attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					

An assessment should be made for each councillor to identify their current competency level using a scale of 1-4 where 4 is fully proficient. Priority should be given to competency levels assessed as 1 or 2

Name of Employee

[illegible]

A separate form should be completed for each employee unless there are a group of employee with the same role and the same competencies associated with their role.

An assessment should be made for each employee to identify their current competency level using a scale of 1-4 where 4 is fully proficient.

Priority should be given to competency levels assessed as 1 or 2

PROGRAMMING AND ESTIMATED COST OF TRAINING

20

Appendix Five

One Voice Wales Courses

National Training Programme for Community and Town Councils in Wales

Module 1 - The Council

- The Council as a Corporate Body
- The "Team" of Members and Staff
- The Council's Role
- Working with Unitary Authorities
- Building Partnership Working

During the presentation we will cover the council as a corporate body, the 'team' of members and staff, the council's role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation, you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.

Module 2 - The Councillor

- The Councillor and their Commitment
- Register of Interests
- Code of Conduct and Ethical Behaviour
- Monitoring Officers and Standards Committees
- Debating and Making Decisions
- Representing Your Electorate
- Building Bridges

During the presentation we will cover the Councillor and their commitment to the office of Councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a Councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to "build bridges" between yourself, the council and other interested parties.

Module 3 - The Council as an Employer

- Contracts of Employment
- Role and Person Specification
- Recruitment and Retention
- Discipline, Grievance and Appeals
- Health and Safety
- Training and Development
- Sources of Advice

During the presentation we will explore the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person

specification, you may know the role specification as the 'job description', recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.

Module 4 – Understanding the Law

- Statutory duties and powers
- Ultra Vires
- The Powers of Delegation
- Welsh Language Act
- The duty to promote Equal Opportunities
- Data Protection and FOI Act
- Sources of advice

During the presentation we will cover a range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area data protection and Freedom of Information act and finally, sources of advice.

Module 5 - The Council Meeting

- Calling meetings
- Types of meetings
- Standing Orders
- Agendas
- Conducting the meeting
- Passing resolutions
- Recording proceedings

During the presentation we will cover the different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.

Module 6 - Local Government Finance

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precepts
- Internal and External Audit
- Insurance
- Income and Expenditure Powers

• Other Sources of Income

During the presentation we will review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting, the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income.

This is a large agenda, and financial management can sometimes appear daunting, but the aim of the session is to provide you with an understanding of the financial framework of the Council, the core information you need to know and the sources of more detailed information that you should refer to when you need to.

Module 7 - Health & Safety

To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.

Module 8 - Introduction to Community Engagement

The aim of this introductory module is to explore what is meant by the term 'community engagement' and how councils and Councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where Councillors currently engage with their communities. The session includes a brief overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for Councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.

Module 9 - Code of Conduct

A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local Councillors.

The module specifically covers the following:

- The Nolan Principles
- What Councillors must do and must not do
- Personal/Prejudicial interests
- Predetermination & Predisposition
- How the Code is Policed

The learning will be reinforced through practical exercises and a DVD of the Ombudsman explaining his role will be featured.

Module 10 - Chairing Skills

To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

Module 11 - Community Emergency Planning

What does emergency planning mean to you?

This course will give an overview of emergency planning and how it relates to communities. It will inform on the role of the main responding agencies and give an insight into what a community can do before, during and after an incident. It will give you the opportunity to deal with a scenario real councils could face.

So...

- What is a resilient community?
- What should a community emergency plan look like?
- How would you interact with the responding agencies?

This course will give the who, why, what and when of emergency planning!

Module 12 – Creating a Community Plan

To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.

Module 13 - Community Engagement Part II (Tools & Techniques)

To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.

Module 14 - Equality & Diversity

Providing Councils with a better understanding of equality law and the Welsh Language Act and assisting Councils to promote equality and avoid unfair discrimination.

Module 15 - Information Management

To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.

Module 16 - Use of IT, Websites & social media

To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.

Module 17 - Making Effective Grant Applications

To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.

Module 18 – Managing Your Staff

To provide an insight into the ways in which Councils can arrange for the effective management of their staff.

Module 19 – Devolution of Services / Community Asset Transfer

Devolution of services is currently an important topic in Wales and the challenges and opportunities it presents are / or will be of concern to most Community and Town Councils.

The training module provides a highly interactive experience for Councillors and Clerks and covers the following key areas:

- Models for asset transfers
- Understanding lease issues and freehold transfers
- Models for and approaches to Service Devolution
- Policy Drivers
- Opportunities, Pitfalls and Planned outcomes
- Due Diligence Arrangements
- Asset Management Responsibilities
- Important role of Councillors
- Community Engagement approaches

Module 20 – Wellbeing of Future Generations Act 2015 / Sustainability

This course will explain the principles of Sustainable development and relate these principles to the needs and aspirations of the communities you serve, identify relevant policies (e.g., Well Being of Future Generations Act 2015) and relate them to the powers and duties of local councils ensuring readiness to lead a process of Sustainable development planning and reporting.

Module 21 – Understanding Local Government Finance – Advanced

This course is aimed at building on the knowledge gained from attendance at Module 6 – Local Government Finance. It will appeal especially to Chairs, those serving on Finance Committees and to any Councillor who wishes to learn more about the governance and accountability framework in which councils are required to operate.

This Module covers the following areas:

- Governance and Accountability
- Roles and Responsibilities

- The Annual Governance Statement
- The Statement of Accounts
- Internal Controls and their Review
- Compliance with the Law
- The Rights of Electors
- Risk Assessment
- Internal Audit
- Liabilities and Commitments
- Trust Funds
- Reserves and Provisions
- Investments

Module 22 - Understanding Mediation

To provide an understanding of the relevance and effectiveness of mediation and conciliation approaches in the handling of low-level Code of Conduct complaints and in relation to employment matters.

Module 23 Successfully taking on a Community Asset Transfer

To provide an understanding of the most effective ways of ensuring a successful community asset transfer.

APPENDIX SIX

TOPIC COURSES AVAILABLE FROM THE SOCIETY OF LOCAL COUNCIL CLERKS AS WELL AS QUALIFICATIONS

Webinars

The SLCC offer over 100 sector specific webinars for your officers to attend from VAT to Health & Safety, Planning to Carbon Literacy <https://www.slcc.co.uk/events/webinar/>

Themed Summits

A one day dedicated event on topical matters <https://www.slcc.co.uk/events/themed-summits/>

Practitioners' Conference

A two day in person event covering a variety of workshop topics for small / medium sized councils. A chance to network with like minded clerks and share similar experiences
<https://www.slcc.co.uk/event/practitioners-conference-2023/>

Joint SLCC & OVW Conference

An annual event currently delivered virtually offering training and guidance on a variety of topics
<https://www.slcc.co.uk/event/ovw/>

Management In Action

An interactive event featuring sessions around connecting people, developing strategy and preparing the sector for the future <https://www.slcc.co.uk/event/mia>

National Conference

Hear from a range of distinguished sector speakers providing training focused on the conference theme (changes annually) <https://www.slcc.co.uk/event/national/>

Qualifications

SLCC offer a range of qualifications tailored to meet the needs of local council officers and others working with local councils in England and Wales. Study for a qualification and expand your skill set, broaden your career opportunities & progression and feel empowered.

ILCA <https://www.slcc.co.uk/qualification/ilca/>

FILCA <https://www.slcc.co.uk/qualification/filca/>

ILCA to CILCA <https://www.slcc.co.uk/qualification/ilca-to-cilca/>

CILCA <https://www.slcc.co.uk/qualification/cilca/>

ILM (L5) Diploma in Leadership & Management <https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-leadership-management/>

ILM (L5) Certificate in Coaching & Mentoring <https://www.slcc.co.uk/qualification/ilm-level-5-certificate-in-coaching-mentoring/>

ILM (L5) Diploma in Coaching & Mentoring <https://www.slcc.co.uk/qualification/ilm-level-5-diploma-in-coaching-mentoring/>

Community Governance <https://www.slcc.co.uk/qualification/community-governance/>

APPENDIX SEVEN

TRAINING PLAN TEMPLATE

Name of Council.....

TRAINING PLAN

Date approved by Council....., 2022

Date of First Planned Review....., 20..

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Councils. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

24-Oct-22

Training Policy Document - V1D2A

[illegible]

methods e.g., attendance at conferences of events

Do not include the amount in the current 2022/23 budget)

(This table to include the amount in the current 2022/23 budget)		
Financial Year	Amount to be included in the budget at 2022 Prices (£)	Comments
2022/23		
2023/24		
2024/25		
2025/26		
2026/27		

Version Updates

Version	Date	Section	Details of change
Draft 1	12/Sep/22	Whole of Document	Whole of Document
V1D2	11/Oct/22	Whole of Document	Inclusion of One Voice Wales Guidance

Approvals and Distribution

Version	Date	Name	Position



Datblygiadau Egni Gwledig

RESOURCE EFFICIENCY REPORT



PRESTATYN TOWN COUNCIL

12TH AUGUST 2022

Prepared by	Guto Brosschot
Address	Datblygiadau Egni Gwledig Swyddfa Llawr Cyntaf 2 Stryd Bangor Caernarfon Gwynedd. LL55 1AT
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UK Government Wales
Llywodraeth y DU Cymru

Gyngor
sir ddinbych
denbighshire
County Council



PROJECT BACKGROUND

This Resource Efficiency Report was prepared for 7 Nant Hall Rd., Prestatyn, Denbighshire. It was commissioned by Cadwyn Clwyd Rural Development Agency on behalf of Prestatyn Town Council, and undertaken by DEG (Datblygiadau Egni Gwledig).

It is part of the Sustainable Community Facilities project, which aims to help organisations in Denbighshire that manage community buildings reduce their long-term costs and carbon emissions.

This project has received funding from the UK Government through the UK Community Renewal Fund, together with match funding from the Clocaenog Forest Wind Farm Fund.

The UK Community Renewal Fund is a UK Government programme for 2021/22. It aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment.

BUILDING OVERVIEW

Name Prestatyn Town Council

Address 7 Nant Hall Rd.
Prestatyn,
Denbighshire.
LL19 9LR.



Site Description *The building consists of two parts; the original semi-detached property, and a newer single-storey, flat roof extension at the rear. The original walls are solid red brick with pitched slate roof whilst the extension has a cavity masonry cavity wall construction with flat roof.*

The building is connected to the main gas grid and utilises this for heating & hot water purposes. The site has a single-phase electricity connection and uses this for lighting, some supplementary heating, minor kitchen facilities and electrical office equipment.

An energy survey was conducted of Prestatyn Town Council in August 2022. Potential year-round savings in electricity and gas have been identified. The complete report has been presented together with a range of no, low, and capital cost recommendations.

Recommendations within this report are separated into a 'traffic light' system, explained briefly below:

Current	Minimum	Realistic	Best
This is what the buildings' features is currently utilising or made of.	This is the bare minimum that the organisation should aspire towards in terms of energy efficiency.	A realistic target to work towards. Better than doing the minimum whilst being realistic about constraints.	The best possible solution if all other constraints could be disregarded (Financial, conservation, etc.)

ENERGY DATA

The organisation uses gas for heating and hot water. Electricity is used for lighting, catering appliances, office equipment, pumps and ventilation. Unfortunately, all of the historical bills provided by the organisation where estimated readings which by the organisation own admission are widely inaccurate. The data has therefore not been included in this report. The important information that can be extracted from the provided energy bill are the organisation current energy tariff:

Utility	Unit rate (p/kWh)		Standing charge (p/day)	
	Old	New	Old	New
Electricity	16.31p	<u>53.24p</u>	65.46p	<u>101.46p</u>
Gas	4.32p	<u>20.9p</u>	10.9p	<u>101.0p</u>

The organisation finds itself on a 'Variable Business Rate Tariff' for both gas and electricity, meaning their unit rate and standing charge can be adjusted at any point along with wholesale energy prices. Its strongly recommended that the organisation attempt to take out a fixed-term, fixed price tariff.

MONITORING & TARGETING

Detailed and regular energy & resource monitoring is the key starting point in sound energy management practice. What is not measured cannot be managed.

Monitoring of energy consumption allows detailed analyses against previous weeks, months and years and can support the identification of reasons behind any large increases in consumption. This data should be discussed every 3-6 months at management meetings to enable wider discussions on the organisations environmental impacts to take place. This will also enable senior management to set realistic targets for reducing consumption year on year and also to disseminate performance to staff and students.

The organisation should consider setting a target for reducing energy consumption which should be reviewed year on year. It is recommended that the organisation consider setting a target for year one at 10%.

ENERGY EFFICIENCY

EXECUTIVE SUMMARY

The table below provides an overview of the current aspect of the building and their recommended measures for improved energy efficiency and resource management. Each recommendation will be covered in-depth later within the report.

Feature		Recommended measure
Building fabric	Insulation (Roof/loft)	-Remedial works to loft space wiring and debris. -Fit a minimum of 300mm of insulating material. -Replace loft hatch with air-tight insulated unit. -Insulate attic partition wall.
	Insulation (Walls)	-Introduce internal wall insulation to external facing walls, prioritise high-occupancy rooms.
	Windows & Doors	✓ -Draughtproofing strips fitted to external doors. -Draught excluders for letterbox and keyholes.
	Pipework	-Insulate all pipework within the building, especially those in unheated spaces.
Heating Strategy	Heating Controls	-Room thermostats and zoned controls.
	Add-ons	-Heating deaerator. -System Inhibitor & Endotherm additive.
Lighting	Light fittings	✓ -Full LED lighting fitted
Electrical equipment	Electronics	-One-click panels for grouped electronics.
Renewable Generation	Solar PV	-Consider installing roof-mounted solar PV array. -Battery storage system to accompany PV.
	Toilets	✓ -Water-efficient toilets fitted.
Water	Taps	-Non-concussive, aerating taps.

Datblygiadau Egni Gwledig is pleased to present this report for your consideration.

BUILDING FABRIC

Insulation (Roof/ceilings)

Unfortunately, the attic room loft space appears to be completely uninsulated, leaving the offices below very exposed and susceptible to external conditions, as was evident during the survey.



Figure 1 - No Insulation in the loft space.

Ideally there should be up to 300mm (12") of insulation in the loft space. Mineral wool is low cost, but more sustainable options are available such as sheep wool and other recycled fibre products. This type of insulation can be DIY installed, but it can be unpleasant to do, as mineral wool can be an irritant. There is also a wealth of companies specialising in loft insulation, which would be more suited to a community building given the larger roof space compared to a domestic property.

Before any insulation can be placed in the loft space there are some remedial works that need to be made. The loft space should be removed of any lime plaster debris that has fallen off the torched roof above. Additionally, the wide array of electrical wiring should not be buried under any insulation due to the possibility of causing the overheating of cables, resulting in the deterioration of cable sheathing, and eventual fire risk.

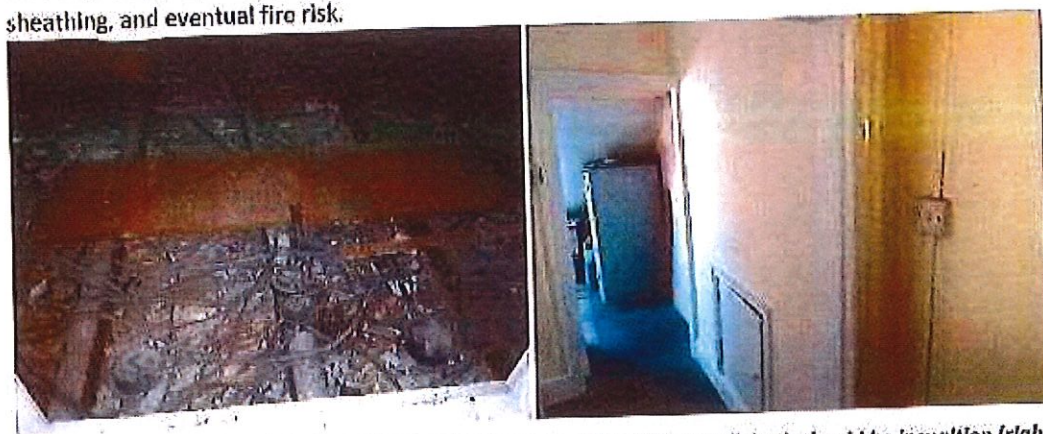


Figure 2 - Debris and electrical wiring (left). / Access hatch and partition wall, both should be insulated (right).

Insulation should be left undisturbed and uncompacted. If the organisation wishes to use the loft as extra storage space, it is recommended to create a raised floor using joist 'stilts or extenders.' Joist stilts (pictured below), come in a few different variants, but all work in similar ways. They're reasonably priced at around £1 - £1.50 per stilt when bought in bulk. They allow for the fitting of much thicker insulation layer by suspending the floorboards above the existing joist height. Whilst it's not recommended to do this to the entire loft area, sectioning off an area for storage could be beneficial.

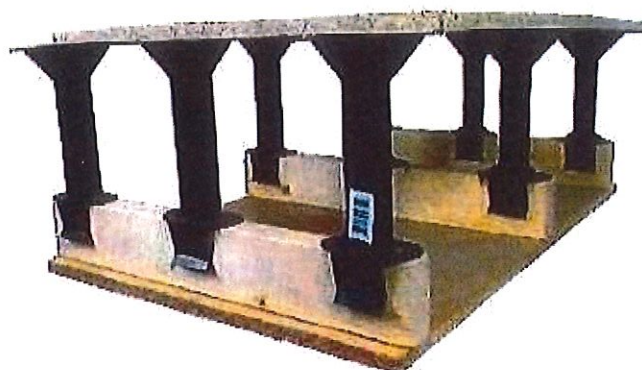


Figure 3 - Joist 'stilts' for raising loft floors.

Another consideration for the loft space should be given to the replacement of the access hatch. The current one is neither insulation-backed or air-tight. Insulation should also be fitted to the back of the loft hatches to ensure a full coverage. Hatches should be installed that are fully draughtproofed and insulated.

Insulation (Walls)

As all of the original buildings walls are of a solid masonry and brick construction, meaning they have no cavity and therefore no cavity wall insulation, they will all have a poor thermal retention rating. The most viable option for insulating walls in this instance would be internal wall insulation.

Internal wall insulation, as the name suggests, involves adding insulation boards (normally PIR boards, but this can be mineral wool) to the internal faces of the external walls of the property and then plastering or some kind of other internal decorator on top of the insulation to finish. As the diagram below shows; wooden battens are fitted to the internal face of the solid walls (in this diagram it's a brick wall, but the same concept applies to masonry or stone walls). Insulation boards followed by plasterboards (or insulation backed plasterboards) are fitted directly onto the wooden battens, followed by a decorating layer. IWI is only fitted to the internal faces of external walls, not to the surfaces of partition walls. Therefore, in most cases, it's fitted to only two walls of a room.

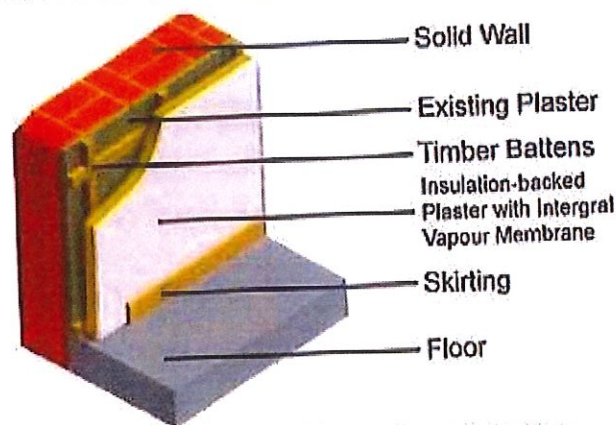


Figure 4 - Internal wall insulation construction diagram

The Pros of internal wall insulation

Naturally, insulating the building internally will lead to significant energy savings. Internal wall insulation is relatively easy to do, and can be done on a room-by-room to minimise disruption and spread costs. Additionally, there is no added scaffolding expenses associated with insulating a property internally.

The Cons of Internal wall insulation

Losing internal space can be a major issue with internal wall insulation – typically around 10cm depth on each insulated surface, though this should not pose a huge issue in this particular case. Unlike external wall insulation, where the amount of insulation that can be added is essentially unlimited, for internal insulation there reaches a point where people will be unhappy to lose the space which obviously puts a limit on the thermal efficiency one can achieve. Finally, if there are any penetrating damp issues, these must be resolved prior to installing the internal wall insulation otherwise far worse issues can occur down the line.

Although internal wall insulation is often cheaper than its external counterpart, it still can't be considered 'cheap'. Average prices for internal wall insulation range from between £50-£120 per m², depending on the thickness, decorative finish and overall quality.

Windows

There is a mixture of window types within the building; both the top floor skylights and extension windows are double-glazed units, whilst the original part is fitted with single-glazed, wooden framed windows. Ideally, these should be replaced with modern, high performance double glazing, with prioritization given to windows of rooms with high occupancy levels such as offices. If full window replacement proves to be too expensive, or not permitted under possible building conservation restriction, windows can be fitted with secondary glazing.

Secondary glazing comes in a few different forms, differing in performance, aesthetic, practicality and cost. Which type you need depends mostly on the window in question (size, access, visibility etc.). The most common types of secondary glazing are shown in the table below.

Type	Pros	Cons
Aluminum frame	Highly effective, very long lasting & visually pleasing. Slimline framing allows for more discreet look.	Most expensive option. Fixed secondary glazing makes it hard to access primary window for cleaning etc.
Wood or PVC frame	Highly effective, long lasting & visually pleasing. Can be made to match traditional styles.	Still relatively expensive. Bulky frames. No easy access for cleaning primary window.
Magnetic secondary glazing.	Relatively cheap Easy to install, easy to remove for cleaning etc.	Can 'pop' off in high winds, not as effective as above options Panels can wobble, looks cheap.
Secondary glazing film.	Cheapest option, provides minimal thermal protection and draught proofing.	Ugly, non-discreet. Film will move in lightest draught. Least effective, short term 'fix'.

Furthermore, consideration needs to be given to whether the primary window needs opening access to it. Secondary glazing can be installed (at slightly higher cost) that can hinge, giving access to the primary window. The same recommendations apply to the very top windows on the street-side.

Doors

All of the buildings external doors are fitted with draughtproofing strips, which was good to see. However, the seals on doors (or windows, whether single or double glazed) are often prone to falling first. Where gaps are present these can often be fixed by either installing draught proofing strips to provide a tight seal when the window is closed, or (if the gap is too large) the window could be re-fitted/hung. Draught proofing strips/tape is relatively cheap to buy (approximately £1/m) and can be DIY installed.

Consideration should also be given to the draughtproofing of letterboxes and keyholes. Draught excluders can be bought and DIY fitted for as little as £5. These excluders do sacrifice both performance and aesthetic for price, so the organisation might wish to invest in better looking and performing excluders.



Figure 5 - The front door letterbox needs a draught excluder.

Pipework

It should be stressed that all hot water pipework (even that within heated spaces in the building) should be insulated, ideally specified to meet the standards set out by British Standards (BS) 5422:2009. This will then ensure that heat is delivered to where it is needed and is not wasted or lost. The return on investment for this measure will range from 1-3 years, depending on whether the pipes are in a heated or cold space, heating or primary hot water pipework, and whether the insulation is installed professionally or DIY.



Figure 6 - Exposed pipework within the boiler cupboard.

Typical costs should be in the region of £1-3 per meter for DIY materials; or from £5 per meter for a contractor. The larger the pipe diameter, the higher the install costs will be. If vandalism could be an issue, then it is also recommended that the insulation/pipes are boxed in.

A valve will lose the same amount of heat as a metre of un-insulated pipework. Insulated valve jackets should be fitted to all valves. Insulation jackets can be installed from as little as £5-10 per jacket for smaller valves. The return on investment is similar to pipework insulation and should be expected within 1-3 years.

Current	Minimum	Realistic	Best
Loft/Roof Insulation	-Loft space remedial works -Fit a minimum of 300mm of insulation	-Install air-tight and insulated access hatch. -Insulated the loft partition wall.	
Wall Insulation			-Introduce internal wall insulation to external facing walls. Prioritise high-occupancy rooms.
Doors	-Draughtproof letterbox and keyhole.		
Windows		-Secondary glazing to single glazed windows.	-Replace all single glazed windows with double glazed units.
Pipework	-Insulated all heating pipework, especially within unheated spaces.		

HEATING & HOT WATER

The existing heating strategy within the building is a mains gas fired central heating system with wet radiator distribution. The boiler in question is an **Ariston CLAS ONE 24**, as a combi boiler, it serves both the heating and hot water for the building. It has a seasonal efficiency of **88.8%**. This is nearing the highest commercially available gas boilers efficiency at the moment; therefore, a boiler replacement is certainly not currently recommended. The heating is distributed by wet radiator system, some of which are fan assisted, most have TRVs fitted.

The correct use of TRVs generally reduces heating consumption by around 10%. Each TRV should be positioned to the middle setting and then any colder areas of the building can be adjusted to balance the heating system. Lockable and programmable wireless TRVs can also be installed (at greater cost) and these units can offer greater savings.

Temperatures should be set to no higher than 18-20°C for heating. Every degree of overheating (or cooling) increases energy costs by 8%. However, the temperature should also be adjusted depending on the type of activities taking place in the building. For example, a function room used for meeting will require a warmer environment; whereas a hallway, busy kitchen or high activity sports hall would require a lower temperature.

Activity/Room	Temperature (°C)
Office/General	19-20
Corridors	15
Hall – sedentary	19-20
Hall – high activity	13

Heating Controls

There are several medium- to low-cost measures the organisation could take to the heating system and its controls to reduce the energy consumption. The organisation should aim to optimize the flexibility of their heating controls.

Digistat & optimum start/stop control

Digistat combine time and temperature controls in order to provide far greater control over the heating system. For example, in a community building the temperature could be set to 13/14°C as a baseline temperature; but then up to 20°C for 3pm on Tuesday for a meeting – this means that the heating system should not need to be adjusted manually between different users of the building. These controls often come equipped with an optimum start/stop function. This feature learns how quickly a building warms up and cools down, meaning that heating times can often be reduced in the morning and the heating can turn off earlier in the afternoon/evening. The control should cost around £100-150, but with the optimum start feature should save around 5-10% on heating costs. This control usually gives a return on investment within 12 months.

Zoning

Simple zoning within a building can be achieved through the use of programmable TRVs (thermostatic radiator valves) and/or room dividers (fixed or mobile screens that can be used to section off larger rooms into smaller spaces. Full zoning control can be expensive and cannot always be retrofitted to existing heating systems, emphasizing the need to include at the design stage.

For example, a building could be equipped with a north and south zone, to compensate for heat gains in one half of the building by heating the north zone to a higher temperature.

Another example would be to have the following heating zones:

- Upstairs Offices
- Downstairs extension
- Communal areas

This would allow specific areas to be heated independently and would reduce heating costs considerably.

Heating System Add-ons

Heating de-aerator

A de-aerator is a technology that has multiple benefits. Working in a similar way to a magnetic filter, the unit is fitted to the heating distribution system near the boiler. Figure 1 shows how the device works to remove dissolved air from the water. The removal of the air not only helps to stop sludge build-up and prolong the life of the boiler, but also reduces the running cost of the heating system by preventing the formation of micro-bubbles on the internal surfaces of the heat exchanger (similar to what happens on the side of a saucepan), meaning that the boiler can more efficiently get heat in to the water and so the boiler can be turned down with no loss in heat output. This can result in savings of 7 to 29 percent and some companies offer a 10 percent savings money back guarantee and have a useful life expectancy of up to 40 years.

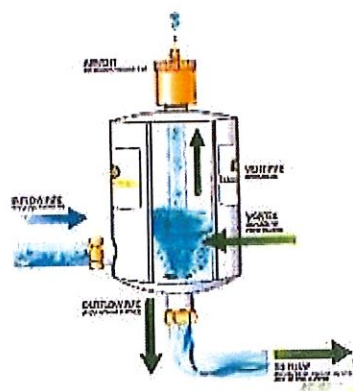


Figure 7: De-aerator system (Tadpole energy - above) / Spirovent V3 (below)

The units cost around £75 to £300 each to purchase and install, depending on system requirements. The distribution system needs to be drained down (or ideally frozen) for installation and so the ideal time to consider installing one of these is when other works are being carried out, such as when redevelopment is taking place, or the boiler is due to be serviced.



'SpiroVent' manufacture a range of different models of deaerators, but it's best to let a heating engineer to decide which one is best suited for the system.

System Inhibitor & Other Additives

EndoTherm: Endotherm is an energy saving additive which can be added to any wet based central heating system. Due to the surface tension of fluid and imperfections in materials inside heating systems, optimal thermal contact is not made. When added to the heating system, EndoTherm stably changes the surface tension of the fluid by over 60%, whilst remaining non-corrosive. This increases the thermal contact which improves the heat transfer rate and efficiency; resulting in rooms reaching the set temperature quicker and staying warmer for longer. In addition, the return water temperature is lower, which allows boilers to condensate more efficiently and recover more latent heat. The Saving Trust has recently approved this technology, after independent lab testing showed savings of up to 15%, but working on a conservative estimate of 7.5% is advised.



<https://energysavingtrust.org.uk/products/endotherm-energy-saving-additive/>

The additive needs adding to the system every 4 years and one bottle of 500ml is enough for a domestic 8-10 radiator system; but for commercial buildings the rule of thumb is 1 litre per 100 litres of system volume. The additive is best added when other works are being conducted, such as an annual service.

Radiator Inhibitor:

Central heating inhibitor is a chemical solution that is added to the central heating system circulation water. It reduces the amount of rust and internal corrosion that occurs inside the heating system, which could reduce performance and efficiency. Similarly, to the Endotherm, it will need topping up every couple of years which can again be done at the same time as a boiler service.

Current	Minimum	Realistic	Best
Heating controls	-	-7-day programmable room thermostats.	-Zoned heating controls.
System add-ons	-	-Magnetic filter and de-aerator System inhibitor and Endotherm additive.	

LIGHTING

It was fantastic to see that all of the lighting within the building had already been replaced with LEDs, including bowling green and carpark floodlighting. LED lamps typically use only 10-20% of the power consumption that halogen/tungsten lamps would require and around 50% of what fluorescent tubes would use.

ELECTRICAL EQUIPMENT

Lighting and supplementary heating is assumed to be the main consumer of electricity within the building at present, the remaining consumption is allocated to the following areas:

- Catering & Refrigeration
- Ventilation, extraction and pumps
- Office and auxiliary equipment

Catering & Refrigeration

The building has a very limited amount of catering facilities, consisting of a small kitchenette containing a small set of hobs, microwave, a refrigerator, and several other small appliances. Everything looked in good condition and are of an acceptable energy rating.

It is recommended that if a refrigeration unit is only used on an infrequent basis, then it should either be switched off or installed with a seven-day timer for events that happen on a regular weekly basis. Full fridges should be packed in such a way as to help the flow of cool air around the fridge, whilst freezers should always be filled to make them more efficient. By minimizing the amount of cold air that escapes with each opening, so is the amount of energy required to bring the freezer back down to temperature. This can be done with something as simple as boxes filled with bubble wrap for example.

Ventilation, extraction and pumps

Changing rooms, toilets and kitchens often have extraction fans fitted to the ceiling, wall or window. Most of these units are powered by small motors, but some are trickle vents. If the ventilated space is not heated this type of fan is fine; but if the space is heated then the fan will be removing warm air and moisture (the latter is the reason for the fan), however, the consequence of this is that the heating demand is increased. The most cost-effective solution is often to install window/wall-mounted heat recovery room ventilators. The units cost around £250-350 to purchase (plus labour). Units such as these are often capable of recovering up to 80% of the extracted heat to preheat the incoming air, reducing the need for further heating.

As building efficiency is improved with insulation and draught proofing, buildings are intentionally made more airtight, and consequently less well ventilated. Since all buildings require a source of fresh

air, the need for HRVs (heat recovery ventilators) has become obvious. While opening a window does provide ventilation, the building's heat and humidity will then be lost in the winter and gained in the summer, both of which are undesirable for the indoor climate and for energy efficiency, since the building's heating system must compensate. An HRV introduces fresh air to a building (and removes stale air) and improves climate control, whilst promoting efficient energy use.

Office and other electronic equipment

There is a common misconception that adding a screen saver will reduce energy consumption. In fact, some screen savers can increase energy consumption. Therefore, the organisation should check that computers are set to power save when they are not in use. Users should also be encouraged to switch off the monitors of their PC when they are not in use.

The organisation should make use of power down plugs or one-click panel plugs to turn off all IT equipment when not needed. These plugs are incorporated with energy saving measures. The power down plug is for use with a computer or TV, which automatically switches off devices, such as printers, scanners and speakers, linked to your desktop computer (or DVD player linked to the TV) when the computer is switched off.

The one-click panel works by monitoring the power needs of the main device plugged in (i.e., computer) and through this monitoring of consumption it will turn off any peripheral items.

Current	Minimum	Realistic	Best
Fridges and Freezers	-Good refrigeration practices	-	-
Ventilation through extraction and trickle vents.	-	-	-Replace extracts with HRV units.
Electrical equipment	-	-One-click panels for group electronics	-

RENEWABLE ENERGY OPTIONS

Solar PV

In keeping with our sustainable energy hierarchy, we always advise that the potential for small-scale renewable energy technologies is considered normally *after* all opportunities for energy saving have been implemented.

Background guidance

Solar photovoltaic (PV) is a very popular and widely deployed technology across all sectors, with recent growth driven by dramatic price falls and the UK arrival of feed-in tariffs (FITs) in 2010. The FITs themselves have had a chequered history, due to frequent changes by government, which has created some difficulties for the industry.

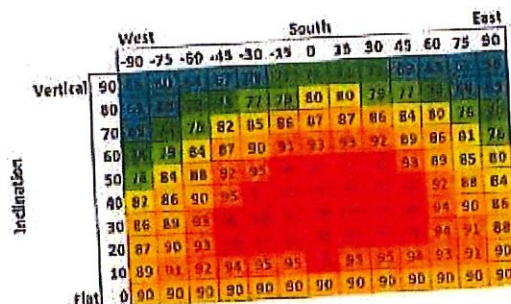
System Costs – typical solar PV systems would currently cost around £1,200–1,400 per kW* of peak installed capacity, as reflected in the calculations presented later. It should be noted that only a few years ago, the cost would have been closer to £4,000–6,000 per kW. Further dramatic price falls are not expected, since the basic panel price is no longer the dominant component of overall system costs.

**Given the current volatility of the energy market, this amount can vary, but works as a general expectation.*

Energy Generation – a typical well-sited 1kWp solar PV system in the facing south will generate 900-950 kWh. Some systems are achieving even higher outputs in this area, although annual figures will vary by +/- 5% based on the weather.

Safety & Maintenance – Solar panels require very little maintenance. They do need to be kept reasonably clean but mounting the panels at a standard roof angle will ensure that rain will wash most of the dust off the array. The panels can be cleaned by hand using a hose if required. The panels have a glass covering which can be smashed if hit by hard objects – it is best to site panels where they are unlikely to be subjected to vandalism or have things dropped on them.

Connections & Metering – As well as the panels, space needs to be found for one or more Inverters, which convert DC power to grid-synchronised AC power before feeding it into your existing circuits or the grid. Inverters will shut down the PV system in the event of any grid anomalies, including power cuts; they can also start-up and re-synchronise automatically when the grid stabilises again. Inverters are always wired such that they can also be isolated manually via switches on both the DC and AC sides (see schematic), but under normal usage, their operation is fully automatic.



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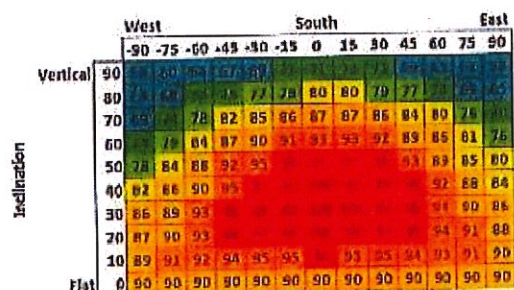
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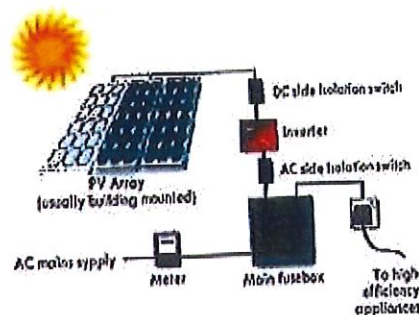
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Metering is another important consideration: a generation meter records all units generated by the PV system, and is required in order to claim the SEG, for which all small-scale renewable electricity is eligible. Generation meters are now to be fitted as standard by all solar PV installers. It is sometimes desirable to fit a separate export meter to record only the net units exported to the grid; but systems below 30 kW can be 'deemed' at 50% export, which would be to the organisation's benefit.



Economics - Mainstream grant support for PV has long gone and the Government's Feed-In Tariff scheme closed at the end of March 2019. Therefore, the installation of a PV array has been assessed assuming no FIT payments.

The Smart Export Guarantee - Following the cessation of the government FIT's scheme it was replaced in January 2020 by the smart export guarantee (SEG). The SEG is an obligation set by the government for licensed electricity suppliers to offer a tariff and make payment to small-scale renewable generators for electricity exported to the National Grid. However, the law only stipulates that the suppliers must pay a tariff 'greater than zero' resulting in many offering a very low tariff to customers. A handful of electricity suppliers offer a reasonable export tariff of around 5p/kWh, a comparison of which can be found on the following website (accurate as of January 2020).

<https://www.solar-trade.org.uk/seg/>

	Supplier	Tariff Rate
1	Social Energy	6.0p
2	Octopus Energy	5.5p
-	E.ON Next	5.5p
-	ScottishPower	5.5p
5	OVO Energy	4.0p

Figure 8 - Top 5 SEG export tariff rate comparison (January 2022)

Site Suitability

There are several factors that are going to limit the capacity of PV that can be installed. First of all, to comply with the 'fit-and-inform' policy of the local DNO (District Network Operator - SPEN in this case). The fit-and-inform policy allows any electricity connection to install up to 4kWp of solar PV 'per phase' (12kWp for a 3-phase connection) without prior consent from the DNO. If you want to install more than 4kWp (or 12kWp) then a pre-application process is necessary. This involves a lot more work for the installer so many installers have been in the habit of putting customers off the idea of having a larger system. Secondly, solar PV systems are often limited by the amount of available roof space, though this should not pose a problem for this particular case. One final consideration should be given to the extra cost of scaffolding during installation; multi-storey builds, or obstructions caused by the irregular building shape could drive up the price of the required scaffolding.

The green area on the image below highlights a potential location for a solar PV installation. The suggested area is approx. 10m² in size, normally only enough for around 2kWp of solar PV. The presence of the skylight window and dormer windows severely limits the number of panels that could be installed, as well as causing some early morning or evening shading.

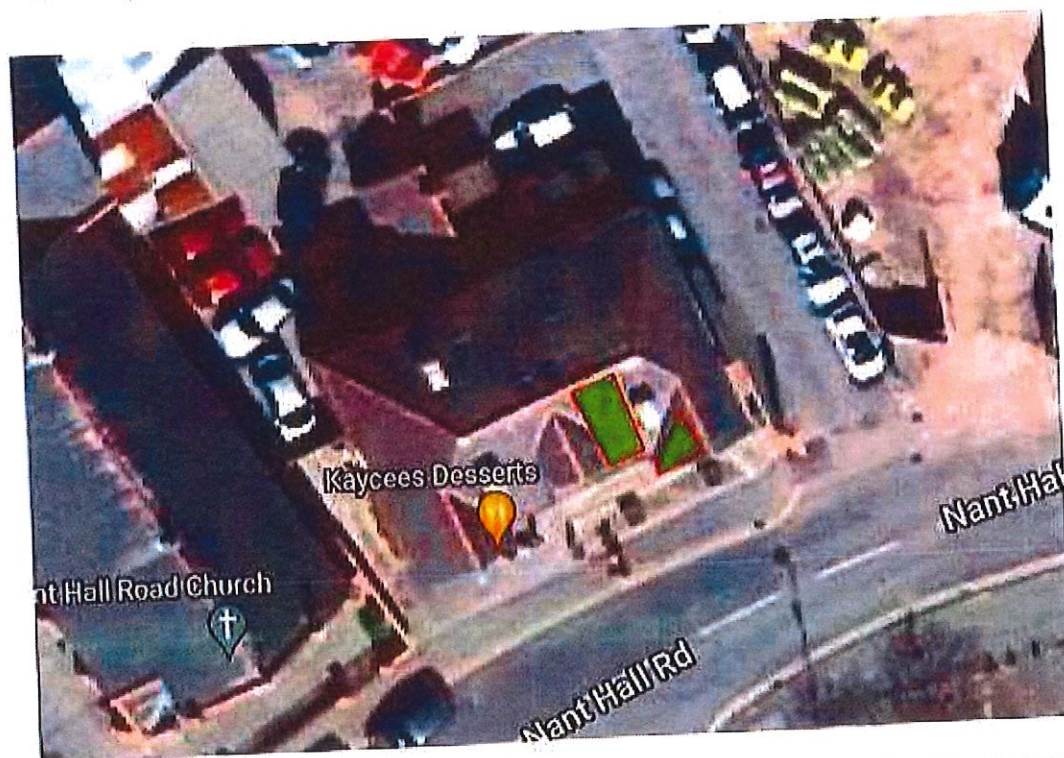


Figure 9 - Potential location for a solar PV system, note the rear extension is not present in this aerial photo.

The table below shows the potential costs and returns of installing a solar PV system. It highlights the importance of maximising the on-site use of generated electricity (over exporting back to the grid).

In reality, achieving an offset rate of even 50% can be quite challenging as, especially in this part of the world, our electricity demand more often than not falls outside of a solar PV systems' peak generation. This can be somewhat alleviated by shifting demand through simple smart use of energy, solar diverters or energy storage systems. Scenario 4 & 5 are included to show the potential performance of a battery supported system. Install cost would of course increase, but it would allow for a far higher offset unit rate.

It should be noted that the viability of a solar PV installation at this site is heavily influenced by the fact that the organisation is on an excessively high, though currently unavoidable electricity tariff of 52p/kWh.

System Details	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
System capacity (kWp)	2.0	2.0	2.0	2.0	2.0
Annual generation (kWh)	1,760	1,760	1,760	1,760	1,760
Offset units (kWh)	352	616	880	1,232	1,496
Offset units (%)	20%	35%	50%	70%	85%
Savings from offsets	£183	£320	£458	£641	£778
Potential SEG (5p/kWh)	£70	£57	£44	£26	£13
Full installed cost	£3,400	£3,400	£3,400	£5,000	£5,000
Simple payback (Years)	18.6	10.6	7.4	7.8	6.4
Simple payback (Inc. SEG)	13.4	9.0	6.8	7.5	6.3

WATER EFFICIENCY

Toilets

Both toilets found within the building are fairly new models with duo-flush controls. Older toilets and cisterns tend to be very wasteful when it comes to water, whilst modern toilets come with smaller cisterns and allow for reduced flushes when required, saving around 60-75% of WC water consumption.

Taps & Showers

There is a mixture of tap types within the building, but they are mostly twist-tops with no aerating capabilities. Aeration is the process of mixing air into the water flow, this gives the illusion of a high flow rate whilst simultaneously reducing overall water usage. Non-concussive taps (also known as self-closing taps, push button taps and press taps) can be purchased for around £20-30 (per pair). Non-concussive taps deliver a set, timed water flow, negating the possibility of taps being accidentally left open. Ideal for commercial bathrooms that receive high unsupervised use.

An added benefit; when used as warm/hot water taps, the reduced flow also reduces the amount of energy needed to heat the water.



Figure 10 - Non-aerating, twist-top taps.

Taps should be purchased that have a reduced flow of around 3.5 litres per minute. This should reduce water use by 30-40% per tap.

The building showering facilities appear to be recently fitted electric showers with low-flow, aerating heads, no further recommendations.

Current	Minimum	Realistic	Best*
Mixture of tap types – mostly twist or lever.	-	Replace old, inefficient taps with modern units	Non-concussive, aerating taps for bathrooms.

ACTION PLAN

Action	Priority	Cost	Impact
Loft space insulation	Very High	Medium (£10-15/m ²)	High - The complete lack of insulation at the moment means that the impact of introducing it will be high. Remedial works to wiring and clearing will increase the overall costs.
Loft hatch replacement	Medium	Low (<£100)	Medium - A lesser impact due to its size when compared to the insulation itself, but a worthy measure to improve the buildings thermal retention.
Draught-proofing - letterbox	High	Very Low (£10-£25)	Low - A very low-cost measure that will have a decent impact considering the cost. Include keyholes & letterboxes.
Pipe insulation	High	Low (£1-3 p/m)	Medium - Another relatively cheap measure that can easily be done without professional help.
Internal wall insulation	Medium	High (£50/m ²)	High - A high impact measure for a high price, but will drastically reduce the heating demand as well as improve the comfort levels of the building.
Heating system deaerator	Medium	Medium (£150-£200)	Medium - Even a conservative 5% saving would make this a worthwhile measure. Best left until other works are being done to the heating.
Heating system additives	Medium	Low (<£50)	Medium - An easy measure to include during an annual service, or when larger works are being done.
Water-efficient taps.	Low	Medium (£100)	Low - A measure that can usually be left until bathrooms are refurbished; hot water taps are slightly higher priority.
Solar PV	Medium	High (£5,000)	High - Solar PV would undoubtedly reduce the day to day running costs of the centre, but come at a high cost. Given the very high electricity tariff that the organisation finds itself on, it has a fairly fast return on investment.

CS000206 CONDITION SURVEY REPORT

Survey Description: 2022 Condition Survey

Site: 1344-001 - Prestatyn Ty Pendre

Address: Ffordles
Prestatyn
LL19 9SG

Number of Buildings: 1

Number of Rooms: 6

Surveyor: Chris Watson - CPW Surveyors

Survey Date: 05/10/2022

Survey Status: OPEN

Weather: Raining

Score: B - Satisfactory Satisfactory

Score Comments:

General Summary:

The building is in satisfactory condition overall. No major defects to report to the main elements of construction. Areas of the building do require remedial treatment and attention to upgrade/improve going forward although they are not considered to be urgent.

The building is in satisfactory order overall. All the main elements of construction are performing as intended. Externally, the exterior woodwork including doors and render will require a redecoration although this is not considered to be urgent. The galvanised sheets to the pitched roof are currently performing as intended. Cleaning of the guttering is recommended in the short term. Internally, the majority of observations relate to floor and wall finishes although again the items highlighted are not considered a priority. It is advised to undertake a Fire Risk Assessment on the property and consider installation of emergency lighting/signage and smoke detection.

Mechanical Summary:

Electrical Summary:

There is a single fan unit to the accessible WC and unvented hot water cylinder to the Kitchen. A visual inspection only did not reveal any issues.

Visual inspection revealed electrical fixed wiring in satisfactory condition overall.



Identified Work Summary

Identified Work Element	Identified Work Element Total By Priority					Totals
	Not Selected	1	2	3	4	5
01 - Roofs	0.00	0.00	580.00	0.00	0.00	580.00
02 - Floors And Stairs	0.00	0.00	0.00	2,142.17	0.00	2,142.17
03 - Ceilings	0.00	0.00	0.00	0.00	250.00	250.00
04 - External Walls Windows & Doors	0.00	0.00	0.00	501.15	0.00	501.15
05 - Internal Walls & Doors	0.00	0.00	0.00	0.00	0.00	0.00
06 - Sanitary Services	0.00	0.00	0.00	0.00	0.00	0.00
07 - Mechanical	0.00	0.00	250.00	0.00	1,400.00	1,650.00
08 - Electrical	0.00	0.00	0.00	1,006.95	0.00	1,006.95
09 - Redecorations	0.00	0.00	1,000.00	400.00	0.00	1,400.00
10 - Fixed Furniture	0.00	0.00	0.00	0.00	0.00	0.00
11 - External Areas	0.00	0.00	0.00	0.00	0.00	0.00
12 - Playing Fields	0.00	0.00	0.00	0.00	0.00	0.00
13 - Compartmentation	0.00	0.00	0.00	0.00	0.00	0.00
14 - Means of Escape	0.00	0.00	250.00	0.00	0.00	250.00
15 - Fire Doors	0.00	0.00	0.00	0.00	0.00	0.00
16 - Alarms & Detection System	0.00	0.00	0.00	0.00	0.00	0.00
17 - Internal	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	0.00	0.00	2,080.00	4,050.27	1,550.00	7,780.27

Identified Work Details

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
01 - Roofs							
01.07 - Pitched Coverings And Insulation							
NW00092942	1344-001-0000		01.07.07 - P/R Cover Mtl Sheet	Existing galvanised metal sheets in acceptable condition at present. Isolated areas of rusting noted. Fixings appear to be intact. Timber structure in satisfactory condition as observed from loft hatch. No leaks noted internally. Loft insulation adequate.	B4	0.00	
NW00092938	1344-001-0000		01.07.14 - P/R Fascia-Barge Brd	Monitor condition of roof sheets going forward. Woodwork deteriorated due to weathering. Decoration flaking. Minor damage noted. Consider redecoration to external woodwork. Approx linear metres provided	B2	480.00	

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
01.06 - Pitched Drainage							
MW00092939	1344-001-0/000		01.06.03 - P/R Gutters Pvc	Guttering observed to be blocked and holding B2 water	B2	100.00	
	001			Consider cleaning out guttering. Approx linear metres provided. Provisional sum provided for contractor to attend site			

580.00

01 - Roofs Total Cost (£):

02 - Floors And Stairs

02.01 - Floor Screed & Finish

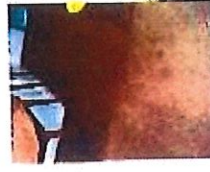
MW00092924 1344-001-0/001
001

02.01.03 - Flooring Carpet

Carpet finish suffering with general wear and tear. In acceptable condition at present

868.98

Consider renewal. Approx sqm provided



MW00092930 1344-001-0/002
001

02.01.03 - Flooring Carpet

Carpet finish suffering with general wear and tear. In acceptable condition at present

1,055.19

Consider renewal. Approx sqm provided



Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
1W00092936	1344-001-0/005 001		02.01.07 - Flooring Pvc Sheet	Vinyl floor finish suffering with general wear and tear. Minor lifting noted. Poor sealing at perimeter. In acceptable condition at present	B3	218.00	
Consider renewal. Approx sqm provided							
02 - Floors And Stairs Total Cost (£):							2,142.17

03 - Ceilings							
03.01 - Ceilings							
1W00092926	1344-001-0/001 001		03.01.07 - Ceiling Plastered	Textured coating noted to ceiling. Possible ACM	B4	250.00	
Further investigations required. Approx sqm provided. Provisional cost for contractor to attend site.							
03 - Ceilings Total Cost (£):							250.00

04 - External Walls Windows & Doors							
04.01 - Walls External Linings/Finishes							
1W00092940	1344-001-0/000 001		04.01.12 - Walls Rendered	Decoration to render suffering with minor weathering. Overall in acceptable condition at present.	B3	416.35	
Consider redecoration treatment to masonry/ render. Approx sqm of wall area provided							

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
04.04 - Windows And Doors Framing W00092941	1344-001 - 0/000 001		04.04.05 - Doors-Steel	Decoration to steel doors (2no.) suffering with B3 minor weathering. Overall in acceptable condition at present. Consider redecoration treatment in order to maintain	B3	84.80	

501.15

04 - External Walls Windows & Doors Total Cost (£):

08 - Electrical

08.01 - Communication Systems
1344-001 - 0/005
001

08.01.01 - Systems Audio/Visual No emergency pull chord alarm observed to accessible WC.

250.00



Consider installation of alarm. Provisional sum provided

B2

08.03 - Fire Alarms

W00092927 1344-001 - 0/001
001

08.03.02 - Fire Alarm

1,000.00



No smoke detection observed to property. B4

Consider installation of smoke detection on next Fire Risk Assessment review.
Provisional sum provided to install small system

Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
08.06 - Lighting Fittings							
M/00092928	1344-001 - 0/001	001	08.06.04 - Lighting Emergency	No emergency lighting detection observed to property Consider installation of emergency lighting on next Fire Risk Assessment review. Provisional sum provided to install 1no. internal & 2no. external light fittings	B4	400.00	
08 - Electrical Total Cost (£):							1,650.00

09 - Redecorations							
09.03 - Internal							
M/00092925	1344-001 - 0/001	001	09.03.02 - Redecoration	Wall finishes suffering with general wear and tear. In acceptable condition at present Consider redecoration. Approx sqm provided	B3	402.78	
M/00092929	1344-001 - 0/002	001	09.03.02 - Redecoration	Wall finishes suffering with general wear and tear. In acceptable condition at present Consider redecoration. Approx sqm provided	B3	489.09	

Code	Building	Room	Item	Detect/Remedy	Condition/ Priority	Cost (£)	Photo
W000092935	1344-001- 0005		09.03.02 - Redecoration	Wall finishes suffering with general wear and tear. In acceptable condition at present	B3	115.08	
	001			Consider redecoration. Approx sqm provided			

1,005.95

09 - Redecorations Total Cost (£):

10 - Fixed Furniture

10.01 - Non Teaching Kitchen
W000092932 1344-001- 0001
001

10.01.01 - Kitchen Fixed Furn

Kitchen fixtures and fittings looking aged and tired. Minor damage noted
Consider renewal of kitchen fittings as part of an overall scheme of improvement.
Provisional sum provided

1,000.00



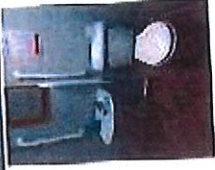
10.02 - Non Teaching Other
W000092931 1344-001- 0002
001

10.02.01 - Fixed Furn Non
Teacht

Damage noted to counter / workstation
Consider renewal of counter / workstation.
Provisional sum provided

250.00



Code	Building	Room	Item	Defect/Remedy	Condition/ Priority	Cost (£)	Photo
NW00092934	1344-001- 0/005 001		10.02.01 - Fixed Furn Non Teach	No contrasting handrails to accessible WC i.e. rails are different colour to walls. As per BS8300 Consider renewal of fittings to include contrasting fittings. Provisional sum provided	B3	150.00	
10 - Fixed Furniture Total Cost (£):							1,400.00

14 - Means of Escape

14.04 - Signs and Signals	14.04.01 - Signage						
NW00092937	1344-001- 0/001 001			No emergency signs noted. Also 1no. Powder C2 extinguisher observed (no inspection/test date affixed to cylinder) Consider Undertaking an FRA on the property. Provisional sum provided for contractor to attend site.		250.00	
14 - Means of Escape Total Cost (£):							250.00