

APPENDIX D

Dear Ms Greaves,

After experiencing problems with the electrics in your offices in the winter, the Oakham Town Council requested that the Trustees of the Victoria Hall complete a full survey of the electrics in the Hall to ensure overall electrical safety.

This survey was completed by Lidbetter & Hicks in April and, whilst there was nothing critical (C1) uncovered they identified a number of C2 items needing to be rectified before the electrical safety certificate could be issued.

The overall costs of this work will total £1587.34 + VAT comprising the following:

- The original Lidbetter survey cost £790.00 + VAT
- Urgent work required by Western Power to the main electrical fuse board cost £212.34 + VAT
- Lidbetter quote to fix the Category 2 items uncovered is £585.00 + VAT

The initial Lidbetter survey and the Western Power work has been completed, the rectification work for the C2 items is scheduled to be completed in early August.

As our major tenant could we please request that The Oakham Town Council make a significant contribution towards the cost of this work.

Copies of invoices and the quote for the work not yet completed can be supplied if requested.

Please let me know if you need any more information.

Regards

Mike Pearson