



OFFICER RECOMMENDATION PAPER

Wells City Council

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Subject	Emergency Lighting – Portway Annexe
Date of report	27 th May 2025
For consideration at	Finance Committee
Date of consideration	12 th June 2025

Background

Emergency Lighting maintenance is an obligation under the Health and Safety at Work act 1974 and Electricity at Work Regulations 1989. A recent test of the emergency lighting at the Portway Annexe revealed many faults which require rectification.

Works were split between urgent and required for compliance but not considered life threatening. The works categorised as urgent were conducted under the authorisation of the Town Clerk, Steve Luck. These remaining works require sign off from the Finance Committee due to the value of the works.

A valid compliance certificate cannot be issued by the contractor until all the works have been conducted, until this takes place the Council is non-compliant.

Exclusions

The works only include those identified after initial inspection and only relate to the property, the Portway Annexe. Any items which fail as a result of the required re-test will fall outside of scope.

Recommendation

The remaining work has been quoted to Wells City Council as £4,581+VAT.

Upon completion a re-test will be conducted at the cost of £475+VAT and a valid certificate will be issued to us to show conformity.

It is my recommendation the works and re-test conducted to enable Wells City Council return to compliant status for our emergency lighting at the Annexe.

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