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4 June 2026

(Sent by email)

Mr Matthew Robinson
Lavender Cottage
Dellows Lane
Ugley Green
Bishops Stortford
CM22 6HN

Dear Matthew

Electrical work carried out at Ugley Village Hall

I refer to the electrical work you requested us to undertake at Ugley Village Hall. The work involved the replacement of items on a like for like basis as were found to either not be working or, in the case of the detectors, had expired their recommended replacement date.

The work had no bearing on the outcome of the Electrical Installation Condition Report undertaken by us on 14 April 2026 which resulted in a 'Satisfactory' outcome.

For your records, please find listed the items of work carried out:-

- Replacement of a mains carbon monoxide detector in the boiler room, a mains heat detector in the Kitchen and a mains smoke detector in the Extension
- Replacement of emergency lights, one in the Main Hall and one outside at the front of the building
- Replacement of fluorescent ceiling light in the Main Hall
- Replacement of dimmer switch in the Main Hall.

Should you have any queries, please do not hesitate getting in touch.

Yours sincerely

Aaron Pledger
Director