

# Decarbonisation Plans for Community Halls in East Herts: Memorandum of Understanding

## Parties:

This Memorandum of Understanding (MOU) is entered into by and between

Community Development Action Hertfordshire (CDA) who will (a) promote and support this initiative with their community hall members so as to maximise swift take up, (b) answer initial enquiries from community halls and (c) provide monitoring statistics East Herts Council on uptake by the halls

Utility-Aid (UA), who will conduct remote surveys and create Remote Discovery Documents for community halls that request a survey

East Herts Council who will fund the cost of the remote surveys as one of a range of initiatives to facilitate energy efficiency and decarbonisation in the district from their UK Shared Prosperity Fund grant.

## Objective and definitions:

The purpose of this initiative is to facilitate and maximise the drafting of decarbonisation plans for community halls in East Herts by means of a remote survey, referred to as a Remote Discovery Document (RDD), conducted by Utility Aid.

The survey aims to collect data on energy consumption and thus (a) provide a practicable route to decarbonisation of the building, (b) provide the community hall with any evidence base for seeking funding, from whatever source, for the works proposed as part of the survey and (c) assist the council develop a strategy for further UKSPF grant funding of community halls.

A community hall is defined as a "hall that is available to the entire community."

The initiative will run for two months.

## Budget and Surveys:

The total budget for this initiative is £9,000.

The RDD, priced at £195+ VAT, includes internal admin, data entry, remote survey, report compilation, and a post-document meeting. More complex buildings may incur additional charges, with the maximum price for a remote survey set at £390+ VAT.

Based on the latter price, it is anticipated that a minimum of 23 surveys could be conducted within the allocated budget.

At the end of the campaign, an amount equating to 10% of the total surveys costs (excluding VAT) will be payable to CDA Herts for their services in connection with this project.

### Survey Process:

1. CDA will promote to project to community halls in East Herts and answer any initial questions.
2. Community halls will submit inquiries through the unique contact link provided by UA.
3. UA will contact the community hall directly to obtain energy bills and schedule a remote survey.
4. UA will conduct the remote survey within the agreed time.
5. UA will produce a first draft, arrange a post-document discussion with the community hall, and make any required amendments.
6. UA will send weekly activity reports to CDA Herts and East Herts.
7. CDA Herts will collate an end of project report for East Herts.
8. UA will issue invoices to East Herts Council on 11th April and 13th May.
9. CDA Herts will issue an invoice to East Herts Council after 13<sup>th</sup> May.

### Conclusion:

This MOU is effective upon agreement by all parties involved and remains in effect until the completion of the initiative or until terminated by mutual consent.

Community Development Action Hertfordshire (CDA): \_\_\_\_\_

Utility-Aid (UA): \_\_\_\_\_

East Herts Council: \_\_\_\_\_