



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

18 August 2022

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Wednesday 24th August 2022 at 6.30 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows
Town Clerk

To Councillors:

R Bickford (Chairman) R Bullock (Vice-Chairman) J Foster S Gillies S Miller J Peggs P Samuels D Yates	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. To elect a Chairman.
3. To elect a Vice Chairman.
4. Apologies.
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
7. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on Thursday 5th August 2021 as a true and correct record. (Pages 4 - 6)
8. To consider Risk Management reports as may be received.
9. To receive and note the budget statement. (Page 7)
10. To set the Services Committee - Isambard House budget for the year 2023/24 recommending to the Services Committee.
11. To receive quotes for the tender process for Isambard House Cafe and consider any actions and associated expenditure. (Pages 8 - 9)
12. To receive an update on the snagging identified under the 12 month rectification period and consider any actions and associated expenditure. (Page 10)
13. To review the existing storage and consider future storage/extension options and any associated expenditure.
14. To receive quotes to resurface Isambard House car park and consider any actions and associated expenditure.
15. To consider options to manage Isambard House car park and any associated expenditure.

16. To consider installing a webcam on the North East facing external wall of Isambard house and any actions and associated expenditure.
17. To consider a Mural on the North East facing external wall of Isambard House and any associated expenditure.
18. To receive a report on the Tresorys Kernow Funding and consider any actions and associated expenditure.
19. Expenditure & Income - Gorsav Tren budget (Pages 11 - 12)
20. To review Isambard House programme of events and consider any actions and associated expenditure.
21. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
22. To consider any items referred from the main part of the agenda.
23. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
24. To consider urgent non-financial items at the discretion of the Chairman.
25. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of Station Property Sub Committee held at the Guildhall on Thursday 5th August 2021 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock (Vice-Chairman), J Dent, P Samuels, G Taylor and D Yates.

ALSO PRESENT: Councillor B Samuels, S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillor J Peggs.

18/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

Councillor Bickford in the Chair.

The Chairman informed those present of the actions required in the event of a fire or emergency.

Councillor Bickford welcomed Members that are not part of the Station Property Sub Committee to the meeting and politely reminded those Members they have no voting rights.

19/21/22 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Taylor and following a vote **RESOLVED** to elect Councillor Bickford as Chairman.

20/21/22 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Taylor and following a vote **RESOLVED** to elect Councillor Bullock as Vice Chairman.

21/21/22 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

22/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

23/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON THURSDAY 22ND JULY 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on Thursday 22nd July 2021 were confirmed as a true and correct record.

24/21/22 TO RECEIVE AND APPROVE THE SUB COMMITTEES TERMS OF REFERENCE.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the Station Property Sub Committee Terms of Reference.

25/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

26/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

27/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

28/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Art Exhibition

The Chairman informed Members of the scheduled art exhibition – Drawn to the Valley with an opening ceremony to be held for Members to attend on Friday 27th August 2021. Invites to be issued to Members at this evening's Full Council meeting.

Station Fencing

The Chairman informed Members that the fence works to be installed by Network Rail is proving challenging in terms of a start date. The Chairman will continue to chase Network Rail.

29/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 6.41 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Isambard House (Station Building) Budget 2022-23

Saltash Town Council

For the 12 months ended 31 July 2022

Account

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	Actual Received/ Spend 2021/22	B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income											
Isambard House Income											
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,477	1,523		5,125	5,253	5,384	5,519
4302 SA Isambard - Refreshment Income	22	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Total Isambard House Income	1,983	0	0	6,000	3,477	2,523		6,150	6,304	6,461	6,623
Total Isambard House Operating Income	1,983	0	0	6,000	3,477	2,523		6,150	6,304	6,461	6,623
Isambard House Operating Expenditure											
Isambard House Expenditure											
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207		3,844	3,940	4,039	4,140
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586		601	616	631	647
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	Prepayment for Previous Year	2,490	2,553	2,617	2,682
6803 SA Electricity - Isambard House	(159)	0	0	3,608	0	3,608		3,698	3,790	3,885	3,982
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334		1,002	1,027	1,053	1,079
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	489	1,049		1,576	1,615	1,656	1,697
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	181	569		769	788	808	828
6811 SA TV License & PRS - Isambard House	0	0	0	2,132	0	2,132		2,185	2,240	2,296	2,353
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210		215	221	226	232
6814 SA Equipment - Isambard House	954	0	0	989	0	989		1,014	1,039	1,065	1,092
6818 SA Professional Costs - Isambard House	250	0	0	1,052	0	1,052		1,078	1,105	1,133	1,161
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
6822 SA Activities & Events	0	0	0	2,000	0	2,000		2,050	2,101	2,154	2,208
Total Isambard House Expenditure	8,877	0	0	21,023	4,660	16,363		21,547	22,086	22,640	23,205
Isambard House Staffing Expenditure											
6671 Staff Expenses - Isambard House	0	0	0	256	0	256		263	269	276	283
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	0	6,814	0	6,814		7,019	7,229	7,446	7,670
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095		8,333	8,575	8,826	9,084
Total Operating Expenditure	8,877	0	0	29,118	4,660	24,458		29,880	30,661	31,466	32,289
Total Isambard House Operating Expenditure	8,877	0	0	29,118	4,660	24,458		29,880	30,661	31,466	32,289
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	0	(23,118)	(1,183)	(21,935)		(23,730)	(24,357)	(25,005)	(25,666)
Isambard House EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745		0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492		0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,250	0	0	2,250		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000		0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	2,250	0	35,000	80,487		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,250	29,118	39,660	104,945		29,880	30,661	31,466	32,289
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,250)	(23,118)	(36,183)	(102,422)		(23,730)	(24,357)	(25,005)	(25,666)

COMPANY A

I would be more than happy to engage with Saltash Town Council to support you in your upcoming tender requirement to service the café and waiting area at Saltash railway station.

I enclose a brochure around ANON and the support we can offer, but overall, in this case it would feel this to be support on the following:

- To help define the specification and associated tender pack
- Provide advice and structure to a compliant tender process, including advertising on Contracts Finder
- Support, advice and guidance around the evaluation process and ultimate award decision.

As you will note from the brochure, we have supported a number to Town Councils in and across the South West to provide timely but proportional support in regards to procurement and commercial support. I respect of concession arrangement for a café we have directly done such a tender with St Austell TC and there is some useful reference documents which I can utilise to help you shape what you would want from a concessionaire.

I work in a way where I charge for time spend and would estimate that as a collective time requirement it would be around 2 to 3 days of time, so approximately between £1,200 and £1,800 (ex VAT).

Happy to provide more details should you wish. I look forward to hearing from you soon.

Ps also attached for information a briefing on proposed changes to the Public Sector Procurement Regulations (coming in 2023).

Kindest regards

COMPANY A

Prospectus - Procurement and Management Services



Date: June 2022

Version: Issued

Introduction

During the last few years as part of the wider devolution agenda within public services, Town and Parish Councils have taken on additional services and responsibilities for direct service delivery. Along with additional responsibilities have also seen Town and Parish Council budget responsibilities have grown to enable service delivery closer to those who will benefit from the outcomes.

To be able to deliver the broader and enhanced range of services, it placed a greater onus on Town and Parish Council's in relation to areas of compliance with public sector procurement Regulations along with increased need for transparency and accountability. The additional responsibilities can place additional challenges on such Town and Parish Councils as often they would either have limited or no exposure to delivering projects and services in line with associated Public Sector procurement such as the Public Contracts Regulations 2015.

For the last four years [REDACTED] has been providing on demand tailored procurement and commercial support to Town and Parish Councils such as yours.

Our Services to support your needs

██████████ are well placed to support initial and ongoing needs and have experience in providing similar support to other public sector organisations. In provide professional procurement advice we help ensure the right balance of risk mitigation is taken around procurement versus commercial risks. This support offers access to our services on either a retained basis or individually commissioned in line with your needs. A model of support that you only get charged against the time spent working for you and when you directly instruct us to act on your behalf.

This affords you total control around when and what aspects you need support on and what aspects you will lead on yourselves. Specific areas where we can support and add value to you ultimately in delivery of successful procurement outcomes would be:

- Peer support on technical aspects of public sector procurement including advising on most effective procedure to undertake the tendering activity necessary and advice on sourcing different routes for market to minimise risks but maximise outcomes for your Council.
- Leading on the development of tender documentation, including development of suitable specifications, to enable your Council to conduct compliant and successful tender process(es) and maximise successful outcomes from tendering.
- Acting as broker to facilitate and run the procurement on behalf of your Council and in turn looking to maintain the accountability and auditability of the process itself.
- Helping to mitigate risks associated with tendering in respect of public sector procurement arrangements, including key areas of risk, such as evaluation and award considerations.
- Training and awareness for both officers and elected Members on Public Sector procurement.
- Bring to the table suitable supporting documentation to help frame the tender in a way that is both compliant and in a way that will maximise chances for successful outcomes from the tender exercise.
- Support as required in the evaluation aspects, both from the design around the evaluation criteria and the actual process itself, including facilitation of the evaluators and collation of the results.
- Advise on review and update of specific governance framework for your Council in respect of you contracting procedures.
- Advice on savings and efficiency opportunities aligned to your third party spend.

How we manage performance and delivery

██████████ work with our clients to access to our services very much directed by your specific needs. We would only act on specific instructions where you feel it necessary to enlist our support.

In such situations we believe maintaining strong dialogue and engagement with our clients as being one of the keys to delivering successful outcomes and do everything possible to ensure successful delivery of the deliverables. We look to maximise the flexibility that we can offer to ensure that time and activities which we undertake are adding value to you and do not duplicating resource which your Council could otherwise undertake.

We would look to work in a sustainable way that helps to build confidence and experience within your Council and through engagement with us helps to transfer knowledge.

Were we to be engaged on specific projects to provide procurement support the overall management of the activities associated with the delivery of this proposal we would propose to provide you with the following:

- Monthly Highlight Report on actions carried out / actions planned
- Maintaining of overall programme plan
- Maintaining of overall key risks and issues log

Whether for ad hoc or specific project support, we would provide a monthly charging sheet showing billed time and associated activities against the time recorded.

In many cases our support can be provided remotely to help minimise costs such as travel time, mileage or other expenses. Where relevant additional costs are incurred these would be agreed upfront with your Council and billed at cost.

If your Council did not wish to utilise the retained option, we would always be happy discuss any needs you may have on an individual basis.

Clients and References

██████████ have supported several organisations during the last 4 years. This support includes specific procurement consultancy support on projects, including procurement of Skate Park, Websites, Bandstand Staging, Architect and professional Services, Cleaning Services, Floral Town Centre displays, plus, catering concession arrangements. Support has also been provided in strategic procurement support including reviews of financial and governance arrangements, procurement training and advisory support to enable and empower organisations' own teams.



PENZANCE
TOWN COUNCIL

St Austell Town Council



FOWEY TOWN COUNCIL



DEVIZES ASSIZE COURT TRUST



██████████ provided excellent support throughout our recent procurement processes and to members of the awarding panel. This specialist support was extremely valuable throughout the assessment of tenders and the contract award process.” ██████████ – Penzance Council

“We received procurement support from ██████████ on a few large projects recently and have found them to be extremely knowledgeable, professional and helpful”. ██████████ – Camborne Town Council

“As a large Town Council in Cornwall, with growing additional responsibilities as a result of devolved budgets, over the last two years we have used the professional procurement services from ██████████ to support us. The support provided has been timely, efficient and effective in helping us as a Council to advance key procurement related projects. Working to the parameters within our Financial Regulations, ██████████ have helped us to ensure that we are compliant with Procurement Regulations. This includes both support around planning our options and strategies about how we engage with suppliers and also importantly on resulting tendering. We see ██████████ as a valuable partner to complement our existing capacity and resources.” ██████████ Falmouth Town Council

“██████████ have been providing bespoke and specialist procurement advice to Newquay Town Council for a number of years. This ranges from technical queries and advice on process, to checking drafted complex tender packs and assisting with the planning, implementation and indeed evaluation and award of large intricate awards. The services and assistance they have provided have robustly stood up against scrutiny and remain invaluable to the team and thus the Council.” ██████████ – Newquay Town Council

“The Devizes Assize Court Trust has recently successfully concluded a OJEU Procurement for an architect led Design Team for its major building restoration project at the former Assize Court in Devizes Wiltshire and at the start of the process commissioned ██████████ to advise. We are please to confirm that ██████████ were invaluable to our understanding of the process. They were knowledgeable, always helpful, conscientious and provided exactly the service we needed and at the right time and we are pleased to recommend ██████████ for the work undertaken for us”. ██████████ – Devizes Assize Court Trust

“We contracted with ██████████ in February 2019 for procurement support for the lease of a café in Poltair Park, St Austell. ██████████ drafted Headline Terms, Tender Documentation and organised the Contracts Finder notifications on behalf of the Town Council. The assistance of ██████████ with this process was invaluable” ██████████ Town Clerk – St Austell Town Council

Our team to support you



Experienced senior Strategic Manager with over 22 years direct line management experience of teams within procurement settings, key qualities being:

Leadership Leading recruiting / staff induction, setting objectives / priorities and reviewing performance, holding team meetings, mentoring and motivational management /training, support and welfare plus competency and disciplinary matters. Leading the strategic aspects of management, from setting service plans through to formal restructure, considerations including design of structures, development of role profiles, and engagement with key stakeholders (e.g. HR / Staff / Unions), plus management of associated budgets and application of related HR policies and procedures. Leading the development and implementation of procurement strategies, procedures, policies and guidance. Through engagement with key stakeholders

gained significant experience in leading, influencing and engaging with cross functional matrix teams as part of related change management projects – both within own organisation but also across partner organisations.

Communications and Collaboration Regular reporting to senior stakeholders and support on providing information on commercial audits undertaken by Internal Audit. Sitting on formal strategic decision-making boards such as the Councils Procurement Assurance Board as procurement advisor to senior stakeholders. Strong advocate around consideration of collaborative and whole-life considerations as demonstrated by my engagements as Chair of the South West Procurement Board, the Local Government Association National Advisory Group, plus committee member of the Devon & Cornwall CIP (Chartered Institute of Procurement & Supplier) branch.

Purchasing and supply Delivering individual Official Journal of European Union (OJEU) tenders, plus directed and managed a Category Team in the delivery of a diverse portfolio of procurement activity. This has included end-to-end activity from both engagement with commissioners, the tendering process through to the strategic aspects of contract management and supplier relations. Responsible for a team delivering in excess of £2.5m per annum non-pay savings and efficiency from procurement and commercial activity, which included the need to both understand and maintain an ongoing knowledge of the related supply chain and market considerations, but also the engagement on the strategic contract management of key and priority contracts. In this role also provided regular advice for team on procurement and commercial matters where direction was required, including direct engagement and negotiations with suppliers and key stakeholders.

Challenge Dealing with a high workload coupled with a host of daily challenges as can be expected within a large, political and dynamic organisation such as Cornwall Council. Member of the Commercial Services strategic management team reporting progress against my overall team objectives against the wider service objectives. Developing annual services plans for the overall services considering senior stakeholder expectations, corporate objectives and Council's Commercial Strategy plus regular monitoring and reporting on performance against the objectives. Leading on dealing with complaints and ad hoc queries like Freedom of Information FOI's, all within tight and demanding timeframes.

Accomplished and technically sophisticated professional with more than 21 years' experience managing customer, supplier and strategic partner relationships and balancing these with the needs of the organisation to deliver win/win outcomes. A strong and capable team player, Sarah leads by example and always look for opportunities to develop and coach teams, to achieve optimal outcomes for my organisation.

Always striving to grow and improve performance, confident enough to regularly review performance through self-reflection, peer-to-peer feedback, and continuing professional development.

Highlights of Expertise

- Strategic Supplier Relationship Management
- Communication and Presentations
- Budgeting & Forecasting
- Team Building & Leadership
- Commercial and Public Sector Procurements
- Experience and knowledge of Local Government
- Staff Development and Mentoring
- Conflict Management and Resolution

Additional Experience & Skills

- IT Procurement | Commercial Frameworks | Software and Licensing | Infrastructure
- Finance Bids | Tendering | Budgets | Contract Negotiation | Renewal and Termination
- Leadership | People Management | Mentoring | Coaching | Skills Development | Training

Stakeholder Management

Highly organised, with well-developed communication, negotiation and influencing skills. A methodical and clear strategic thinker, Sarah bring a calm, creative and effective approach to solving whatever issues faced and has an excellent record of delivering successful outcomes that exceed targets and expectations. Expert ability to manage competing demands and build relationships with customers, partners, stakeholders, and suppliers that result in achieving challenging and transformative commercial goals.

Extensive Public Procurement knowledge

Extensive experience in the public sector and, more recently, commercial role has enabled the development of expertise in all aspects of procurement. In addition to Chartered MCIPS status, Sarah has demonstrable skills in quickly acquiring a deep understanding of the commercial considerations around new technologies and enterprises e end outcomes.

More information can also be found [\[redacted\]](#)

██████████ – Associate - (HNC Business Studies)

██████████ has extensive experience spanning 35 years, supporting senior managers. Recent support has been providing solutions and guidance with all aspects of organisational redesign and project work in a variety of organisations, including local government and the charity sector, as well as an associate for a company who supports organisations through organisation change management and individuals with career coaching.

Previous roles in the public sector have included supporting senior managers as Personal Assistant providing high-level administrative support at Director and Deputy Chief Executive levels.

██████████ excellent organisational skills lend themselves well in all aspects of project management and in particular dealing with a high-volume workload, multi-tasking and ensuring deadlines are met. ██████████ has excellent communication skills and easily engages with anyone at any level in an organisation and enjoys areas of work relating to stakeholder engagement and ensuring everyone is part of the end outcomes.

Project Management Highly skilled in all aspects of project management from concept to delivery.

Mentoring/Managing People Training, supporting and managing staff and clients in positions throughout career.

Communication Excellent communication skills, in all areas, face to face and written.

Solutions Focused Dealing with high volume workload, multi-tasking, continually prioritising within large public sector organisations.

Stakeholder engagement within large dynamic organisations Experienced in engaging with key stakeholders across a range of disciplines and topics in large, complex and dynamic organisations, to deliver successful outcomes.

Discretion and Confidentiality Dealing with a range of confidential information from financial, to confidential organisational decisions, and sensitive matters of patient confidentiality, on IT Systems, plus as part of information presented at meetings/face to face discussions. A natural ability to deal with issues sensitively and in a confidential manner.

If you would like to find out more, please let us know:



██████████ a Friend and Supporter of homeless Charity



<https://shekinah.co.uk/support-us/friends-of-shekinah/>

COMPANY B

I've attached a proposal as promised with a couple aspects to be mind of. As mentioned I've tried to break down how we would use our time so if you felt that there are aspects which you and/or your team could pick up then we can discuss this. The other point, which I'm sure is obvious, is because this is a legally binding lease, the tenancy documents will need to be produce by someone in the council to ensure they are legally compliant.

I hope you enjoy your weekend.

Very best wishes,

COMPANY B

Saltash Train Station proposal

July 2022

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Background

The renovation of Saltash Railway Station is now complete and there is a need to have a leaseholder in place to operate the small 'catering' space. There is an additional space at the other end of the building which could also be available as part of the lease.

Income from this tenant is not the driving factor as having a small refreshments offer and someone responsible for the opening and closing the station to allow access to the toilets is a key aspect of the funding criteria.

It is essential to have a clear, legally binding lease in place with the addition of a service level agreement (SLA) to ensure the expectations around the offer, opening, and customer service are clear and adhered to by any third-party operating on the premises.

Examples of businesses likely to show interest in the leased option are:

- Individuals looking for a safe space to build their business
- Existing businesses looking for a 'satellite' site where the preparation is done at their main outlet, then sold at the 'satellite', likely to be served by one person.

The leaseholder remains a key stakeholder and resources to manage this relationship are essential. There should also be a policy in place to ensure all parties are aware of what happens if the conditions of the lease or SLA are not adhered to.

In producing a tender document, it is recommended that the framework around the opportunity is not too restrictive as interested parties could offer an opportunity which has yet to be seen. Remaining open to creative options is in the best interest of the Saltash Town Council.

Tender Process

The process to find a leaseholder is expected to take us 7 days over a period of 5-7 weeks

This time [REDACTED] is broken down as follows:

- Produce a brief and tender document (to include a draft SLA) (2 days)
- Agree on advertising channels and promote the opportunity requesting expressions of interest (1 day)
- Host an open day for interested parties to see the venue in person (1 day)
- Interested parties return tender document and business plan (including financial forecasts) n/a
- Panel to review the documents and shortlist (1 day)
- Candidates invited to an informal interview (1 day)
- Panel to review and select preferred leaseholder (1 day)

Due to the impartial obligation of the Town Council, some additional administrative requirements are expected in receiving and compiling the necessary documents.

In addition to this process, there is the option to retain short term business support from [REDACTED] for the new leaseholder should this been deemed beneficial for both the Town Council and the Tenant. This would come in the form of supporting the leaseholder to make efficiencies to their business model and operation to be able to improve customer service and the profitability of their business. This service to be discussed once the tenant has been agreed.

Draft Timeline

Below is a draft timeline based on the earliest we would be able to start this project and the expected point of completion. This timeline would need to be agreed with all parties involved.

Production of draft documents & agree marketing channels	8 th - 12 th August
Documents agreed by Saltash Town Council	15 th - 19 th August
Host open day (1 day)	17 th - 24 th August
Tender documents returned within 2 weeks	7 th September
Informal interview	8 th September
Panel to review and agree leaseholder	9 th September

Resources needed for this study

Face to face time with key staff and members of the council team (as required and agreed)

Budget, contract period and ways of working

Based on our day rate of £600 (+VAT) for 7 days, the total cost of this work is £4,200 (£5,040)

We have listed how we expect to use our time. Should you feel there are elements where you do not need our support, we can adjust the budget accordingly.

In order to secure our service for this period of time [REDACTED] ask all clients to:

- agree the content of this proposal
 - agree to the accompanying contract
 - pay a non-refundable 10 % deposit
-

COMPANY C

Further to Richard's email below and my inspection earlier in the week please see below my thoughts on the potential rental values and letting costs of the two units.

Café – I would recommend marketing the unit at £5,200 per annum/£100 per week. We discussed that there would be an expectation that a tenant would open a minimum of 6 days a week from 7.15am-12pm and that the hope would be for the tenant to work with the town council to potentially cater for meetings etc. Premises that allow this type of use are normally popular and I think there would be good levels of interest.

Left hand unit – I would recommend marketing this unit at £5,000 per annum. It could suit a number of different uses including office, retail and everything in between.

It would be useful to know what your expectations might be in terms of lease length etc? I suspect particularly for the left hand unit a tenant would be looking for a reasonably short term commitment of 3 years or less and generally the market standard would be to grant tenants a rent free period to allow them to move in and get up and running.

You would need to instruct a solicitor to draw up the lease agreements, and we can make some recommendations of local contacts we would recommend if you would like.

Our fees for marketing the properties would be £2,000 + VAT per letting which would include general marketing of the properties, accompanied viewings, negotiation of Heads of Terms and following up with solicitors to see the matter through to completion. We would recommend that the properties are advertised on Rightmove and Zoopla, which is an additional cost of £250 + VAT per property. A To Let board on the outside of the building would be £100 + VAT although I imagine you might not want to have fixings on your newly refurbished property!

I trust this is all the information you require at this stage but please let me know if you have any questions.

I look forward to hearing from you.

Kind regards



[REDACTED]

[REDACTED]



Date of event	Name of event	Authorised by	Total cost exc VAT	25% contribution	Deduction from budget
20/04/22	Locally Led Learning workshop	Cllr Bickford	£24.00	£6.00	£18.00
27/04/22	Locally Led Learning workshop	Cllr Bickford	£24.00	£6.00	£18.00
04/05/22	Locally Led Learning workshop	Cllr Bickford	£24.00	£6.00	£18.00
06/05/22	Green Fashion Show	Cllr Peggs	£32.00	£8.00	£24.00
11/05/22	Locally Led Learning workshop	Cllr Bickford	£24.00	£6.00	£18.00
15/05/22	Comedy night	Cllr Gillies	£144.00	£36.00	£108.00
22/05/22	Comedy night	Cllr Gillies	£144.00	£36.00	£108.00
29/05/22	Comedy night	Cllr Gillies	£144.00	£36.00	£108.00
01/06/22	Locally Led Learning workshop	Cllr Bickford	£72.00	£18.00	£54.00
22/06/22	Scrapstore workshop	Cllr Bickford	£54.00	£13.50	£40.50
25/06/22	Scrapstore workshop	Cllr Bickford	£54.00	£13.50	£40.50
18/05/22	Heritage AGM and talk	Cllr Bullock	£24.00	£6.00	£18.00
30/05/22	Heritage talk	Cllr Bullock	£24.00	£6.00	£18.00
08/06/22	Scrapstore workshop	Cllr Bickford	£54.00	£13.50	£40.50
09/06/22	Shanty workshops	Cllr Bickford	£60.00	£15.00	£45.00
10/06/22	Shanty workshops	Cllr Bickford	£84.00	£21.00	£63.00
11/06/22	Shanty workshops	Cllr Bickford	£233.10	£58.28	£174.83
12/06/22	Shanty workshops	Cllr Bickford	£252.00	£63.00	£189.00
13/06/22	Scrapstore workshop	Cllr Bickford	£54.00	£13.50	£40.50
16/06/22	Locally Led Learning workshop	Cllr Bickford	£72.00	£18.00	£54.00
22/06/22	Scrapstore workshop	Cllr Bickford	£54.00	£13.50	£40.50
26/06/22	Scrapstore workshop	Cllr Bickford	£60.00	£15.00	£45.00
			£1,711.10	£427.78	
			Total expenditure		£1,283.33
			Budget total		£2,500.00
			Budget remaining		£1,216.67

Scrapstore invoiced £200 for other four event days

No VAT as held at Guildhall

Income

Amount

Information

Scrapstore

£200

For hire of Isambard House x 4 sessions

Woodwind Pizza

£120

For hire of space outside during comedy events

Green Fashion Show

£185

Ticket income for event

Total

£505