



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

10 June 2022

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 16th June 2022 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

S Burrows  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Vice-Chairman)	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	B Stoyel
J Foster	S Martin	D Yates
M Griffiths	J Peggs (Chairman)	
S Lennox-Boyd	P Samuels	

## 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: (Page 4)

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
7. To receive and approve the minutes of the Services Committee held on Thursday 21st April 2022 as a true and correct record. (Pages 5 - 13)
8. To receive and note the current Committee budget statements. (Pages 14 - 18)
9. To receive the Town Clerk's Report on delegated authority to spend. (Page 19)
10. To consider Risk Management reports as may be received.
11. To receive and consider the revised pricing structure for the Trusted Boater Scheme 2022. (Pages 20 - 21)
12. Correspondence:
  - a. To receive and note a letter of thanks from Sue Hooper Charitable Foundation. (Pages 22 - 23)
13. To receive an initial strategy report on how to invest and improve Town Council play parks together with an internal play park report and consider any actions and associated expenditure. (Pages 24 - 31)  
**(Pursuant to Services held on 21.04.22 minute nr. 13/22/23)**

14. To receive a report on the A38 Roundabout and consider any actions and associated expenditure. (Pages 32 - 33)  
**(Pursuant to the Annual Meeting of Saltash Town Council held on 5.5.22 minute nr 51/22/23j)**
15. To receive a report, notice and pictures of Pillmere Meadow and consider any actions or associated expenditure. (Pages 34 - 36)
16. To receive information on stiles, gates and Public Rights of Way and consider any actions and associated expenditure. (Page 37)
17. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 38 - 41)
18. To receive and note the minutes of the Road Safety Committee.
19. 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.
20. To consider any items referred from the main part of the agenda.
21. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
22. To consider urgent non-financial items at the discretion of the Chairman.
23. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 8 September 2022 at 6.30 pm

## Agenda item 6 - Public Questions

### Questions 1:

Please may I ask Councillors the following questions:

1. If Councillors know of a broken Stile, please can they remind the Landowner that it is his or her responsibility to repair and maintain it?
2. If Councillors know that a cross-field Public Footpath or Public Bridleway is Ploughed or subsequently disturbed, because it is inconvenient not to do so, and the way is not reinstated within 14 days of ploughing or 24 hours of subsequent disturbance: then please can Councillors remind Landowners that it is their responsibility to reinstate the Public Right of Way within the laid down timescale? (Field-edge Public Rights of Way should not be ploughed or disturbed.)
3. If Councillors know that an Electrified Fence is positioned across a Public Footpath or Public Bridleway please can Councillors remind Landowners that this would constitute an obstruction of the Right of Way: allowances can be made if very strict guidelines are followed?
4. If Councillors know of side, overhanging or overhead growth that impedes the use of a Public Footpath or Public Bridleway (*"the smallest most insignificant Public Footpath way out in the countryside is as much a part of the Queen's Highway as the busiest street in town"*) please can Councillors remind Landowners that it is their responsibility to clear it?
5. Please can Councillors remember that as Saltash Town Council is a member of Cornwall Council Local Maintenance Partnership that they are responsible to trim vegetation growing on the surface of the Public Footpath or Public Bridleway: that is, unless it is cultivated crops which would be the Landowners responsibility to keep clear?
6. If Councillors know of any dangerous animals in general (Bulls, Cattle, Dogs, Shooting Parties etc) or other obstructions impeding Members of the Public use and enjoyment of a Public Right of Way please can Councillors remind Landowners, Occupiers and Owners of their responsibilities?

Please see: [Landowner rights and responsibilities - Cornwall Council](#)

Please see: [Local Maintenance Partnership - Cornwall Council](#)

Thank you.

Peter Clements

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 21st April 2022 at 6.30 pm**

**PRESENT:** Councillors: R Bickford (Vice-Chairman), J Foster, S Gillies, M Griffiths, S Miller, J Peggs (Chairman), B Samuels, P Samuels, B Stoyel and D Yates.

**ALSO PRESENT:** 18 Members of the Public, S Burrows (Acting Town Clerk), R Enticknap (Service Delivery Manager), M Cotton (Assistant Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** R Bullock, G Challen, J Dent and S Martin.

---

#### **1/22/23      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/22/23      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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **3/22/23      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members of one public statement received which would be taken under Agenda Item 14 – To receive a report relating to Churchtown Allotment beehives and consider any actions and associated expenditure.

**4/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 9TH FEBRUARY 2022 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 Peggs, seconded by Councillor Foster and **RESOLVED** that the minutes of the Services Committee held on Wednesday 9<sup>th</sup> February 2022 were confirmed as a correct record.

**5/22/23      TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT.**

The Acting Town Clerk informed Members that the current committee budget statements received are dated 11<sup>th</sup> April 2022, the EMF balances brought forward are currently unaudited and may alter at the next Services Committee meeting.

It was **RESOLVED** to note.

**6/22/23      TO RECEIVE THE ACTING TOWN CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND**

It was proposed by Councillor Yates, seconded by Councillor Foster and **RESOLVED** to approve the Acting Town Clerk's delegated spend.

**7/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**8/22/23      TO RECEIVE A VERBAL UPDATE ON SALTASH TOWN COUNCIL'S S106 CCTV APPLICATION.**

Councillor Bickford updated Members on the CCTV s106 application and the necessity to provide sufficient evidence by way of a business and community survey poll showing support for the project prior to submission of the Town Council's s106 application.

It was **RESOLVED** to note.

The Chairman announced the next item of business to be considered is Agenda Item 14 - To receive a report relating to Churchtown Allotment beehives and consider any actions and associated expenditure.

9/22/23

**TO RECEIVE A REPORT RELATING TO CHURCHTOWN ALLOTMENT BEEHIVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Acting Town Clerk informed those present that the recommendation contained within the officer's report is not the view of the Town Council.

The Acting Town Clerk advised that alternative options for the Town Council have been identified and therefore should be further discussed and debated at this evening's meeting.

The Acting Town Clerk informed Members that no formal agreement, insurance or risk assessment is currently in place. Therefore, Members were asked to be mindful that a formal agreement would need to be in place together with adequate insurance cover and a risk assessment.

The Chairman invited a member of the public to speak on behalf of the allotment holders and beekeepers.

Members thanked members of the public for attending this evening's meeting to discuss and debate the best possible resolution. Members recognise the importance of bees and beekeeping for the environment, ecology and educational benefits they provide for the community.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to delegate to the Acting Town Clerk to:

1. Ensure there is only a maximum of nine beehives on Town Council land located behind Churchtown allotments
2. Appoint the Town Council's solicitor to work up a formal agreement between the beekeepers and the Town Council, at a cost to the Town Council within budget allocating to budget code 6418 professional fees
3. Invoice rental charges at a cost of £50 per beekeeper per annum
4. Ensure the three beekeepers continue to maintain Saltash Town Council area of land where the beehives are situated
5. Ensure the three beekeepers provide a copy of their insurance certificate for Town Council records

6. Work up a risk assessment to include the beehives to be shut down for a period as required to allow for any Town Council maintenance works and tree surveys to be carried out safely.

Further to this, the Chairman spoke of a recent visit to the site and the removal of a Town Council Cornish wall situated next to the beehives.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to delegate to the Acting Town Clerk to:

1. Write to the landowner to ascertain when the Cornish wall and vegetation would be reinstated
2. Further investigate the status of the affordable housing planning application at Churchtown development.

10/22/23

**TO RECEIVE A REQUEST TO PURCHASE SALTASH TOWN COUNCIL LAND AT PILLMERE AND CONSIDER ANY ASSOCIATED ACTIONS AND EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED:**

1. To place all Town Council land requests on hold until sufficient staffing levels improve
2. Delegate to the Acting Town Clerk to respond to the requestor and any future requests received
3. To work up a register of requests to purchase land and revisit at a future date.



**11/22/23      TO RECEIVE A REPORT ON THE REMOVAL OF THE SUE HOOPER CHARITABLE FOUNDATION BOUDOIR BABY GRAND PIANO FROM THE GUILDHALL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster left the meeting.

The Chairman thanked Sue Hooper Charitable Foundation for the loan of the Boudoir Baby Grand Piano that has brought much joy to many events and civic occasions over the years.

Councillor Foster returned to the meeting.

Members discussed the associated costs and requested further consideration be given to upcycling including the cover and stool.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to delegate to the Acting Town Clerk to further investigate upcycling and removal options of the Boudoir Baby Grand Piano, cover and stool, allocating the full cost to budget code 6410 GH General Repairs and Maintenance.

**12/22/23      TO RECEIVE AN UPDATE REPORT ON THE LOCAL SCHOOL DOG FOULING COMPETITION.**

The Acting Town Clerk updated Members on the support received from local schools for the proposed competition.

The Acting Town Clerk confirmed that applications have been submitted to various landowners with the Town Council awaiting a response for permissions to erect signs, prior to releasing further details of the competition.

It was proposed by Councillor Foster, seconded by Councillor Gillies and **RESOLVED** to give delegated authority to the Administration Officer liaising with the Chairman and Vice Chairman to further progress the project reporting back at a future Services Committee meeting.

13/22/23

**TO RECEIVE A REPORT IDENTIFYING SALTASH TOWN COUNCIL  
PLAY PARKS AND CONSIDER ANY ACTION AND ASSOCIATED  
EXPENDITURE.**

Members discussed play parks owned by the Town Council and some of those Cornwall Council are responsible for.

Members discussed various friends of community groups and admiration of the volunteers' hard work and community spirit to improve their local play areas.

Members discussed the idea of offering match funding to improve play areas in Saltash. Members agreed the importance of a strategy to ensure as many community play parks are invested in now and the future.

It was proposed by Councillor Peggs, seconded by Councillor Griffiths and **RESOLVED** to delegate to the Acting Town Clerk:

1. To contact Cornwall Council to obtain a comprehensive list of Cornwall Council owned and maintained play parks in Saltash including the type of maintenance carried out and frequency of work.
2. To ensure Cornwall Council do not remove play equipment rather they reinstate equipment to their play parks and fix equipment.
3. Members to provide feedback and consider a strategy on how to invest and improve Town Council play parks, reporting back at the next Services Committee meeting.

14/22/23

**TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

Members received the Service Delivery Manager's report, it was **RESOLVED** to note and consider the recommendations.

Queen's Platinum Jubilee:

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to purchase a pack of 50 Platinum Jubilee Lamppost hangers at a total cost of £211.99 plus shipping allocated to budget code 6519 Services Flags and Bunting, to be displayed at the Waterside and Town Centre.

Town Council Plant and Equipment:

The Acting Town Clerk informed Members of the total purchase price in 2018/19 and that it is the requirement of the Town Council to get the 'best price' possible, someone to value them would be good, however, it will fall to what someone is prepared to pay. The Town Council have the option to advertise them for bids.

It was proposed by Councillor Griffiths, seconded by Councillor B Samuels and **RESOLVED** to delegate authority to the Acting Town Clerk to further progress the sale of surplus plant and equipment in accordance with Financial Regulations and Health and Safety.

Sharp's Incidents:

The Service Delivery Manager brought to Members attention that the Town Council had not encountered a sharps incident since the 12<sup>th</sup> January 2022. The Service Delivery Manager confirmed that the UV lighting seems to be successful.

The Service Delivery Department is continuing to work with 'We Are with You' who are providing needle exchange notifications to be displayed in the public toilets.

COVID-19 Measures:

Members acknowledged that Covid-19 still very much exists, but it is time we learn to live with Covid-19. The Town Council encourages officers to act with caution and where necessary apply a face covering, unless medically exempt.

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to bring to an end with immediate effect:

1. Fogging of all Town Council premises and public toilets
2. Sanitising vehicles and equipment
3. Service Delivery Department working in bubbles, staggered start and finish times, and dedicated vehicles

4. Sanitising all play equipment, benches, bins, gates and other touch points
5. Pavement markings
6. Any triangle Covid-19 advertising signs to be removed and not replaced
7. Protective screens at Town Council meetings.

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to continue:

1. Cleaning the public toilets twice a day, to be reviewed in the near future
2. Maintaining the Town Centre hand sanitisers ensuring all are in working condition and complete with hand sanitiser.

**15/22/23      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.

**16/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**17/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**18/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

19/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to issue the following Press and Social Media Releases:

1. Beehives at Churchtown Allotment site.

**DATE OF NEXT MEETING**

Thursday 16 June 2022 at 6.30 pm

Rising at: 8.12 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Services Committee - Guildhall Budget 2022-23  
Saltash Town Council  
As at 31st May 2022

Account	Actual Received/S pend 2021/22	EMF Balances 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
Guildhall Operating Income											
Guildhall Income											
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	775	9,486		10,518	10,780	11,050	11,326
4201 GH Income - Guildhall Refreshments	98	0	0	257	52	205		263	270	277	284
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	0	232		238	244	250	256
Total Guildhall Income	1,998	0	0	10,750	826	9,924		11,019	11,294	11,577	11,866
Total Guildhall Operating Income	1,998	0	0	10,750	826	9,924		11,019	11,294	11,577	11,866
Guildhall Operating Expenditure											
Guildhall Expenditure											
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300		9,131	9,359	9,593	9,833
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	(31)	800		788	808	828	849
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	148	2,452		2,665	2,732	2,800	2,870
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	(338)	5,538		5,330	5,463	5,600	5,740
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	401	867		1,300	1,332	1,365	1,400
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,058	0	0	1,025	244	781		1,051	1,077	1,104	1,131
6409 GH Boiler Service & Maintenance	218	0	0	1,031	119	912		1,057	1,083	1,110	1,138
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	272	2,306		2,642	2,708	2,776	2,845
6411 GH TV License & PRS	21	0	0	0	0	0		0	0	0	0
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	383	2,617		3,075	3,152	3,231	3,311
6413 GH Refreshment Costs - Guildhall	271	0	0	376	42	334		385	395	405	415
6414 GH Equipment - Guildhall	951	0	0	1,006	99	907		1,031	1,057	1,083	1,110
6418 GH Professional Fees	960	0	0	1,052	0	1,052		1,078	1,105	1,133	1,161
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	35	419		465	477	489	501
Total Guildhall Expenditure	24,070	0	0	29,267	9,982	19,285		29,998	30,748	31,517	32,304
Guildhall Staffing Expenditure											
Guildhall Staffing Expenses	197	0	0	412	0	412		422	432	444	454
6678 ST GH Staff Training (Guildhall)	391	0	0	513	16	497		525	538	552	566
Guildhall Staffing Costs	22,416	0	0	27,480	3,438	24,042		28,303	29,152	30,028	30,929
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	3,454	24,951		29,250	30,122	31,024	31,949
Total Operating Expenditure	47,074	0	0	57,672	13,436	44,236		59,248	60,870	62,541	64,253
Total Guildhall Operating Expenditure	47,074	0	0	57,672	13,436	44,236		59,248	60,870	62,541	64,253
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	0	(46,922)	(12,610)	(34,312)		(48,229)	(49,576)	(50,964)	(52,387)
Guildhall EMF Expenditure											
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	620	66,973		5,000	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000		0	0	0	0
Total Guildhall EMF Expenditure	0	50,593	0	20,000	620	69,973		5,000	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	0	77,672	14,056	114,209		64,248	60,870	62,541	64,253
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	0	(66,922)	(13,230)	(104,285)		(53,229)	(49,576)	(50,964)	(52,387)

Account	Actual Received/ Spend 2021/22	EMF Balances 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
<b>Library Operating Income</b>											
<b>Library Income</b>											
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	584	66		325	0	0	0
4518 LI Library - Photocopying Fees	372	0	0	800	147	653		820	841	862	883
4524 LI Library Book Sales	339	0	0	300	83	217		308	315	323	331
4526 LI Library Activity Income	0	0	0	250	0	250		256	263	269	276
4527 LI Library Cafe Rental Income	0	0	0	750	0	750		769	788	808	828
4528 Library Merchandise Income	0	0	0	750	0	750		769	788	808	828
4529 Library Activities Sponsorship	0	0	0	600	0	600		0	0	0	0
<b>Total Library Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>815</b>	<b>3,285</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Total Library Operating Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>815</b>	<b>3,285</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Library Operating Expenditure</b>											
<b>Library Expenditure</b>											
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881		14,713	15,081	15,458	15,844
6901 LI Water Rates - Library	0	0	0	331	0	331		339	348	357	365
6902 LI Gas - Library	1,864	0	0	2,249	0	2,249		2,305	2,363	2,422	2,482
6903 LI Electricity - Library	2,055	0	0	2,000	(204)	2,204		2,050	2,101	2,154	2,208
6904 LI Fire & Security Alarm - Library	550	0	0	938	271	667		961	985	1,010	1,035
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	49	1,635		1,726	1,769	1,814	1,859
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912		1,057	1,083	1,110	1,138
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	60	2,002		2,114	2,167	2,221	2,276
6911 LI TV License & PRS - Library	57	0	0	0	0	0		0	0	0	0
6913 LI Refreshment Costs - Library	0	0	0	258	0	258		265	271	271	278
6914 LI Equipment - Library	186	0	0	750	0	750		769	788	788	808
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6920 LI Legionella Risk Assessment - Library	455	0	0	450	35	415		461	473	485	497
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	418	1,082		1,538	1,576	1,615	1,656
6922 LI Library Activities	1,601	0	0	3,000	67	2,933		3,075	3,152	3,231	3,311
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000		23,000	23,000	23,000	23,000
<b>Total Library Expenditure</b>	<b>27,327</b>	<b>0</b>	<b>21,500</b>	<b>33,138</b>	<b>14,288</b>	<b>40,350</b>		<b>55,430</b>	<b>56,240</b>	<b>57,046</b>	<b>57,895</b>
<b>Library Staffing Expenditure</b>											
Library Staff Expenses	411	0	0	1,947	0	1,947		1,996	2,046	2,097	2,149
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Library Staffing Costs	111,702	0	0	124,372	20,076	104,296		128,105	131,947	135,907	139,983
<b>Total Library Staffing Expenditure</b>	<b>112,705</b>	<b>0</b>	<b>0</b>	<b>127,319</b>	<b>20,076</b>	<b>107,243</b>		<b>131,126</b>	<b>135,044</b>	<b>139,081</b>	<b>143,236</b>
<b>Total Operating Expenditure</b>	<b>140,032</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>34,364</b>	<b>147,593</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Expenditure</b>	<b>140,032</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>34,364</b>	<b>147,593</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(139,062)</b>	<b>0</b>	<b>(21,500)</b>	<b>(156,357)</b>	<b>(33,549)</b>	<b>(144,308)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>
<b>Library EMF Expenditure</b>											
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	0	224,104		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	278	12,868		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000		0	0	0	0
6974 LI EMF Tresorys Kernow Funding	0	0	1,215	0	0	1,215		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000		0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>22,885</b>	<b>85,664</b>	<b>179,645</b>	<b>11,156</b>	<b>278</b>	<b>276,187</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>162,917</b>	<b>85,664</b>	<b>201,145</b>	<b>171,613</b>	<b>34,642</b>	<b>423,780</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(161,947)</b>	<b>(85,664)</b>	<b>(201,145)</b>	<b>(167,513)</b>	<b>(33,827)</b>	<b>(420,495)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>

Notes

To/From Reserves & Budget Virements 2022/23

- 1. £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment
- 2. £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
- 3. £1,215 received from Tresorys Kernow Funding - 6974 EMF Tresorys Kernow Funding

Account	Actual Received/ Spend 2021/22	EMF Balances 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
<b>Maurice Huggins Operating Income</b>											
<b>Maurice Huggins Income</b>											
4207 GH Maurice Huggins Room Income	458	0	0	1,000	233	768		1,025	1,051	1,077	1,104
<b>Total Maurice Huggins Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>233</b>	<b>768</b>		<b>1,025</b>	<b>1,051</b>	<b>1,077</b>	<b>1,104</b>
<b>Total Maurice Huggins Operating Income</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>233</b>	<b>768</b>		<b>1,025</b>	<b>1,051</b>	<b>1,077</b>	<b>1,104</b>
<b>Maurice Huggins Operating Expenditure</b>											
<b>Maurice Huggins Expenditure</b>											
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12		452	463	475	487
7001 MA Water Rates - Maurice Huggins	115	0	0	359	(13)	372		368	377	386	396
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	(61)	1,086		1,051	1,077	1,104	1,131
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	162	0		166	170	174	179
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	64	236		308	315	323	331
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	0	513		525	538	552	566
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513		525	538	552	566
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	35	293		336	345	353	362
<b>Total Maurice Huggins Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>616</b>	<b>3,025</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,786</b>	<b>0</b>	<b>0</b>	<b>3,641</b>	<b>616</b>	<b>3,025</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>0</b>	<b>0</b>	<b>(2,641)</b>	<b>(383)</b>	<b>(2,258)</b>		<b>(2,706)</b>	<b>(2,772)</b>	<b>(2,842)</b>	<b>(2,914)</b>
<b>Maurice Huggins EMF Expenditure</b>											
6472 EMF Maurice Huggins Room	0	214	0	0	0	214		0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606		0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,786</b>	<b>820</b>	<b>0</b>	<b>3,641</b>	<b>616</b>	<b>3,845</b>		<b>3,731</b>	<b>3,823</b>	<b>3,919</b>	<b>4,018</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,329)</b>	<b>(820)</b>	<b>0</b>	<b>(2,641)</b>	<b>(383)</b>	<b>(3,078)</b>		<b>(2,706)</b>	<b>(2,772)</b>	<b>(2,842)</b>	<b>(2,914)</b>



Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spen d 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
<b>Isambard House Operating Income</b>											
<b>Isambard House Income</b>											
4301 SA Isambard House - Bookings	1,962	0	0	5,000	437	4,563		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
<b>Total Isambard House Income</b>	<b>1,983</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>437</b>	<b>5,563</b>		<b>6,150</b>	<b>6,304</b>	<b>6,461</b>	<b>6,623</b>
<b>Total Isambard House Operating Income</b>	<b>1,983</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>437</b>	<b>5,563</b>		<b>6,150</b>	<b>6,304</b>	<b>6,461</b>	<b>6,623</b>
<b>Isambard House Operating Expenditure</b>											
<b>Isambard House Expenditure</b>											
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		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	340	1,198		1,576	1,615	1,656	1,697
6809 SA Boiler Service & Maintenance - Isambard House	(119)	0	0	0	119	(119)		0	0	0	0
6810 SA General Repairs & Maintenance - Isambard House	563	0	0	750	13	737		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
<b>Total Isambard House Expenditure</b>	<b>8,877</b>	<b>0</b>	<b>0</b>	<b>21,023</b>	<b>4,462</b>	<b>16,561</b>		<b>21,547</b>	<b>22,086</b>	<b>22,640</b>	<b>23,205</b>
<b>Isambard House Staffing Expenditure</b>											
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
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,095</b>	<b>0</b>	<b>8,095</b>		<b>8,333</b>	<b>8,575</b>	<b>8,826</b>	<b>9,084</b>
<b>Total Operating Expenditure</b>	<b>8,877</b>	<b>0</b>	<b>0</b>	<b>29,118</b>	<b>4,462</b>	<b>24,656</b>		<b>29,880</b>	<b>30,661</b>	<b>31,466</b>	<b>32,289</b>
<b>Total Isambard House Operating Expenditure</b>	<b>8,877</b>	<b>0</b>	<b>0</b>	<b>29,118</b>	<b>4,462</b>	<b>24,656</b>		<b>29,880</b>	<b>30,661</b>	<b>31,466</b>	<b>32,289</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(6,893)</b>	<b>0</b>	<b>0</b>	<b>(23,118)</b>	<b>(4,024)</b>	<b>(19,094)</b>		<b>(23,730)</b>	<b>(24,357)</b>	<b>(25,005)</b>	<b>(25,666)</b>
<b>Isambard House EMF Expenditure</b>											
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	0	92,745		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
<b>Total Isambard House EMF Expenditure</b>	<b>47,476</b>	<b>113,237</b>	<b>2,250</b>	<b>0</b>	<b>0</b>	<b>115,487</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>56,352</b>	<b>113,237</b>	<b>2,250</b>	<b>29,118</b>	<b>4,462</b>	<b>140,143</b>		<b>29,880</b>	<b>30,661</b>	<b>31,466</b>	<b>32,289</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(54,369)</b>	<b>(113,237)</b>	<b>(2,250)</b>	<b>(23,118)</b>	<b>(4,024)</b>	<b>(134,581)</b>		<b>(23,730)</b>	<b>(24,357)</b>	<b>(25,005)</b>	<b>(25,666)</b>

Notes

To/From Reserves & Budget Virements 2022/23  
1. £2,250 received from Tresorys Kernow Funding - 6871 EMF Tresorys Kernow Funding

Account	Actual Received/ Spend 2021/22	EMF Balances 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
Service Delivery Operating Income											
Service Delivery Income											
Grounds & Premises Income											
4500 SE Allotment Rents	3,328	0	0	3,300	3,332	(32)		3,383	3,467	3,554	3,643
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)		1,603	1,643	0	1,727
4511 SE Christmas Event income	0	0	0	0	0	0		0	0	1,684	0
4512 SE Misc Income Grounds & Premises	104	0	0	0	13	(13)		0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	149	1,604		1,797	1,841	1,888	1,935
Total Grounds & Premises Income	6,290	0	0	6,617	5,067	1,550		6,783	6,951	7,126	7,305
Town & Waterfront Income											
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,281	2,719		4,100	4,203	4,308	4,415
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	3,928	5,072		9,225	9,456	9,692	9,934
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	21	1,979		2,050	2,101	2,154	2,208
Total Town & Waterfront Income	9,277	0	0	15,000	5,230	9,770		15,375	15,760	16,154	16,557
Total Service Delivery Income	15,567	0	0	21,617	10,297	11,320		22,158	22,711	23,280	23,862
Total Service Delivery Operating Income	15,567	0	0	21,617	10,297	11,320		22,158	22,711	23,280	23,862
Service Delivery Operating Expenditure											
Service Delivery Expenditure											
Grounds & Premises Expenditure											
6209 PF Oyster Beds	0	0	0	1	0	1		1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	500	9,500		10,250	10,506	10,769	11,038
6503 SE Allotments	721	0	0	1,200	260	940		1,230	1,261	1,292	1,325
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	60	11,940		12,300	12,608	12,923	13,246
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	425	3,599		4,125	4,228	4,333	4,442
6517 SE Cross (Maintenance)	198	0	0	3,000	96	2,904		3,075	3,152	3,231	3,311
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	536	1,964		2,563	2,627	2,692	2,760
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	244	2,756		3,075	3,152	3,231	3,311
6529 G&P Refuse Disposal	5,076	0	0	5,500	765	4,735		5,638	5,778	5,923	6,071
6907 SE Seagulls Bags	1,089	0	0	1,818	(9)	1,827		1,864	1,910	1,958	2,007
Longstone Expenditure											
7100 LO Rates - Longstone	2,104	0	0	2,157	(2,104)	4,261		2,211	2,266	2,322	2,380
7101 LO Water Rates - Longstone	547	0	0	411	(39)	450		421	432	443	454
7103 LO Electricity - Longstone	990	0	0	2,461	(219)	2,680		2,522	2,585	2,650	2,716
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	252	665		940	964	988	1,013
7107 LO Rent - Longstone	4,500	0	0	4,500	770	3,730		4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	17	598		630	646	662	679
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	78	422		513	525	538	552
7114 LO Equipment - Longstone	690	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	9	1,022		1,057	1,083	1,110	1,138
6419 GH Longstone Depot	0	0	0	0	(2,000)	2,000		0	0	0	0
Total Longstone Expenditure	11,259	0	0	13,617	(3,237)	16,854		13,845	14,078	14,317	14,563
Total Grounds & Premises Expenditure	38,298	0	0	56,660	(360)	57,020		57,966	59,301	60,670	62,075
Town & Waterfront Expenditure											
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	179	1,321		1,538	1,576	1,615	1,656
6505 SE Street Lighting	630	0	0	300	9	291		308	315	323	331
6511 SE Tourism & Signage	0	0	0	1,025	0	1,025		1,051	1,077	1,104	1,131
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513		525	538	552	566
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	(461)	1,861		1,435	1,471	1,508	1,545
6519 SE Flags & Bunting	2,653	0	0	2,500	880	1,620		2,563	2,627	2,692	2,760
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	189	5,811		6,150	6,304	6,461	6,623
6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	1,994	8,006		10,250	10,506	10,769	11,038
6527 SE Salt Bins Refill	521	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6528 SE Pontoon Accommodation	5,777	0	0	10,827	1,153	9,674		11,098	11,375	11,660	11,951
Total Town & Waterfront Expenditure	23,857	0	0	35,096	3,943	31,153		35,975	36,872	37,794	38,739
Total Service Delivery Expenditure	62,155	0	0	91,756	3,583	88,173		93,941	96,173	98,464	100,814
Service Delivery Staffing Expenditure											
Service Delivery Staffing Expenses	6,125	0	0	4,999	251	4,748		5,125	5,253	5,385	5,519
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	4,314	5,686		10,250	10,506	10,769	11,038
Service Delivery Staffing Costs	192,423	0	0	292,859	38,849	254,010		301,644	310,694	320,014	329,615
Total Service Delivery Staffing Expenditure	204,888	0	0	307,858	43,414	264,444		317,019	326,453	336,168	346,172
Total Operating Expenditure	267,042	0	0	399,614	46,997	352,617		410,960	422,626	434,632	446,986
Total Service Delivery Operating Expenditure	267,042	0	0	399,614	46,997	352,617		410,960	422,626	434,632	446,986
Total Service Delivery Operating Surplus/ (Deficit)	(251,475)	0	0	(377,997)	(36,700)	(341,297)		(388,802)	(399,915)	(411,352)	(423,124)
Service Delivery EMF Expenditure											
Grounds & Premises EMF Expenditure											
6471 GH EMF Heritage Centre	96	4,960	0	5,000	0	9,960		0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	0	39,560		0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	0	10,000		0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000		0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	0	2,000		2,000	2,000	2,000	2,000
Longstone EMF Expenditure											
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500		0	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500		0	0	0	0
Total Grounds & Premises EMF Expenditure	1,345	45,020	0	27,000	0	72,020		2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure											
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	0	1,839		0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	0	11,319		10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443		0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	0	2,448		0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	15,038	4,749	0	20,000	0	24,749		5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	4,566	6,131	0	0	0	6,131		0	0	0	0
7000 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534		0	0	0	0
Total Town & Waterfront EMF Expenditure	60,137	40,905	0	30,000	0	70,905		15,000	15,000	15,000	15,000
Total Service Delivery EMF Expenditure	61,481	85,925	0	57,000	0	142,925		17,000	17,000	17,000	17,000
Total Service Delivery Expenditure (Operational & EMF)	328,524	85,925	0	456,614	46,997	495,542		427,960	439,626	451,632	463,986
Total Service Delivery Budget Surplus/ (Deficit)	(312,956)	(85,925)	0	(434,997)	(36,700)	(484,222)		(405,802)	(416,915)	(428,352)	(440,124)

Supplier	Description	Net	VAT	Gross	Budget Code	Available Budget
Otis	Guildhall Lift Repairs	£1,313.55	£262.71	£1576.26	6412 Guildhall Lift Service and Maintenance	£700.00
					6470 EMF Guildhall Maintenance	£66,973.00
DBS Autos	Replacement DPF filter, injector, a DPF pressure sensor and two temperature sensors	£1,290.84	£258.17	£1549.01	6524 SE Vehicle Maintenance and Repair Costs	£8,006.00
	Labour Costs	£225.00	£45.00	£270.00	6524 SE Vehicle Maintenance and Repair Costs	

## Trusted Boat Scheme

It has been identified by the Assistant Service Delivery Manager that the Trusted Boat Scheme is allowing for the users of the scheme to get two overnight stays on the pontoon at a cheaper rate during the second half of the year.

The current pricing structure is:

<b>Trusted Boat Scheme (Pro-rata) (with two overnight stays)</b>	<b>£ inc VAT</b>
--	------------------

1st April 22 - 31st March 23	<b>£75.00</b>
1st May 22 - 31st March 23	£68.75
1st June 22 - 31st March 23	£62.50
1st July 22 - 31st March 23	£56.25
1st August 22 - 31st March 23	£50.00
1st September 22 - 31st March 23	£43.75
1st October 22 - 31st March 23	£37.50
1st November 22 - 31st March 23	£31.25
1st December 22 - 31st March 23	£25.00
1st January 23 - 31st March 23	£18.75
1st February 23- 31st March 23	£12.50
1st to 31st March 2023 Only	£6.25

## Visiting Boats

Visiting boats (2 hours free) charge for 24 hr (Non-Commercial)	£25.00
---	--------

Visiting boats (2 hours free) charge for 24 hr (Commercial)	£37.50
---	--------

Visiting boats 3 day stay (1 Day free of Charge) (Non-Commercial)	£50.00
---	--------

**The revised proposed pricing structure from Cllr Bickford.**

**1st April- 31st August**

Full membership of the Trusted Boat Owners scheme

Charge £75 - entitled to 2 free overnight stays

**1st September - 31st March**

Part membership of the Trusted Boat Owners scheme

Charge £40 - entitled to 1 free overnight stay

**End of Report**

**Finance Officer**

**Sue Hooper Charitable Foundation**

**Registered Charity 1083647**

**1 Down Close, Saltash, Cornwall – PL12 4PZ**

**[www.suehcf.org.uk](http://www.suehcf.org.uk)**

Mrs Sinead Burrows

Acting Town Clerk

Saltash Town Council

Saltash Guildhall

PL12 6JX

**REF Baby Grand Piano**

**Date Monday 9/05/2022**

Dear Sinead,

May I, on behalf of the Trustees of the Sue Hooper Charitable Foundation thank Saltash Town Council for all the help and support in the most visionary and unique way of the disposal of our Trust piano, which had been situated in the Guildhall Long room for over 12 years, and reflectively played a significant role in musical events staged at the Guildhall over all those years.

Following the news from the piano expert, the piano had to be disposed of and removed from the Guildhall, and the Council most kindly agreed to arrange this project at no cost to the Trust, which was so warmly welcomed and appreciated by the Trustees; particularly in such lean times for establishments, communities and charitable organisations.

In thanking the Saltash Town Council most sincerely, may I also pay special tribute to ***yourself***, Dawn and Fiona, who had so expertly dealt with the unique way of seeking an outstanding piano up-cycling establishment to up-cycle our beautiful piano in a most genius way!

Dawn so kindly sent me and the Trustees the amazing photos and video of how such pianos are up-cycled, and this caring deed went over and above what we would normally anticipate and was a most thoughtful and enterprising service to our local community charitable organisation.

In conclusion, it is so refreshing in these days of Covid 19 related reduced services in local Government and establishments to receive such outstanding service from our hard working officers at Saltash Town Council. I feel sure that the people of Saltash and beyond are aware and equally appreciative of the outstanding service that we receive from the offices of Saltash Town Council.

May I therefore thank them, and yourself and indeed the Saltash Town Council once again most warmly and sincerely.

Just to add, that the gifted piano stool I have sent you an email message with regards to its disposal.

You may also be mindful that the Trust purchased itself the piano cover in 2009, which as agreed; the Trust will sell with the proceeds going back into the Trust funds.

Kindest regards

Sue Hooper MBE

Chair

**Sue Hooper Charitable Foundation**

## **Saltash Town Council Parks Strategy – initial thoughts**

### **1. The Situation**

There are many parks in Saltash of differing scale and condition.

Governance arrangements vary:

- The parks are situated on land owned by Saltash Town Council or Cornwall Council.
- One site – Tincombe - is operated by the Friends of Tincombe through a licence agreement with Cornwall Council.
- Specific areas of Saltmill are managed by Groundworks on land owned by Cornwall Council.
- I understand Groundworks have had initial discussions with Junkyard Skatepark regarding improving the skatepark facilities, which Junkyard Skatepark could potentially manage.
- Friends of Summerfields Park was established in November 2021 and is in the process of negotiating a licence with Cornwall Council but this is already proving to be a protracted process.

Over successive years, the parks have fallen into steady decline particularly in terms of the quality of the play equipment. Cornwall Council have removed much of the equipment in the parks under their control, which has not been replaced. In addition, the grounds have not been regularly maintained despite this being a responsibility of Cornwall Council. Swingeing cuts in Cornwall Council's budget have made the situation worse.

The net effect of this fragmented approach and absence of a coordinated strategy is the parks are not meeting the needs of young people, families, residents and visitors to Saltash. People are therefore making the decision to go elsewhere to other parks outside of the town to spend their recreation time. This feels wrong and a missed opportunity bearing in mind the Saltash's growing population and large number of families. In addition, Saltash as a destination for visitors would also be improved by providing attractive and accessible parks in the town.

### **2. Towards a strategy**

Devising and implementing a Saltash Town Council Parks Strategy will require significant resources in terms of staff and members' time and money.

A potential way forward is a 3-phase approach:



1. Audit of existing provision
2. Consultation exercise with Saltash residents
3. Devise and implement strategy

### 3. Budget

To be determined.

Likely to include consultancy fees for the 3-phases bearing in mind the scale of the work and limited capacity within the team.

In terms of play equipment and by way of illustrating the costs involved, Friends of Summerfields Park have sourced the following indicative figures from the play equipment provider KOMPAN:

	£
See saw	12,205
Slide	19,652
Swing	8,960
Climbing frame	8,350
Parallel bars	1,297
<b>Total</b>	<b>50,464</b>

Cllr Matt Griffiths  
25/5/22

## **Play Area's – Saltash**

### **Information:**

Attached spreadsheet has four separate sheets for Members information.

#### **1. Play Areas Owned Managed and Maintained by Saltash Town Council.**

The areas detailed are included in the Town Council's Portfolio's with Title Deeds reflecting the land as being STC's.

#### **2. Play Areas Owned, Managed and Maintained by Cornwall Council**

Please note; areas under the heading Non-owned are areas in which developers have left prior to documentation being completed for the transferring of ownership to Cornwall Council. These areas are titled as being owned by Caradon Council and are the responsibility of Cornwall Council, however, land registry title deeds are yet to reflect Cornwall Council as owners of the land.

Cornwall Council Public Space Officer has confirmed that Cornwall Council's budget for improvement of playgrounds has been severely limited in recent years, but they are hoping this year to deliver some access improvements at Longstone Park and are looking at ways to replace old equipment at Saltmill.

Summerfields has some section 106 funding, where they are working with Friends of Summerfield to determine the best approach to deliver a project to improve the space.

There are a number of other former playgrounds where the equipment has been decommissioned and is treated as a public open space. Cornwall Council are considering options for the future of some very small spaces in the Latchbrook estate that offer very little function, many of which do not belong to CC.

The Public Space Officer has asked if the Town Council are maintaining Campion Close or Grassmere Way?

STC title deed CL344427 Land North of Grassmere Way and is currently managing and maintaining the land. Campion Close, although in Pillmere and under land registry title CL179736, it is not currently managed and maintained by the SD Department.

The Public Space Officer has approached the Town Council in regard to the deterioration of Tamar Street Play Area. Due to Cornwall Council's focus being on Saltmill, Longstone and Summerfields over the next two years Cornwall Council are unlikely to replace equipment here immediately. Cornwall Council preference would be an adoption by the Town Council with a view to delivering the investment needed or at the least a joint management arrangement.

The Environment Steward for Cormac Ltd raised concerns of the equipment installed within the play area, the wood is deteriorating and there are several Cat2.2's on the system. They found no reason to escalate the problems at this moment in time, but it is worth noting that the full removal/ replacement of the equipment will be required in the not so distant future.



**End of report**

**Admin Officer**

Owned, Managed and Maintained by Saltash Town Council					
Name of site	Google Maps Location	Ward	Land Registry Title	List of Equipment	Pictures
Ashton Way	50.413710, -4.227195	Tamar	CL153584	2 climbing frames with slides, 1 balance beam, 4 stepping stones, 1 elephant rocker, 1 horse rocker, 1 pair swings, 1 roundabout, 1 seesaw	<a href="#">Page 37-38 Town Council Portfolio's Tamar Ward</a>
Honeysuckle Close, Pillmere	50.415231, -4.231283	Tamar	CL344428	2 mushrooms, 1 balance beam, 4 stepping stones, 1 slide	<a href="#">Page 31-32 Town Council Portfolio's Tamar Ward</a>
Grassmere Way, Pillmere	50.417945, -4.226994	Tamar	CL344427	1 mushroom, 1 balance beam, 3 stepping stones	<a href="#">Page 29-30 Town Council Portfolio's Tamar Ward</a>
Old Adventure Play Area, Pillmere	50.417178, -4.226385	Tamar	CL179736	none - all removed a few years ago	<a href="#">Page 19-20 Town Council Portfolio's Tamar Ward</a>

Saltash Play Areas Owned, Managed and Maintained by Cornwall Council						
Name of site	Google Maps Location	Ward	Land Registry Title	List of Equipment	Pictures	NOTES
Brook Play Area	50.414510, -4.223957	Tamar	N/A	Requested further information	<a href="#">Click here to view on Google Maps</a>	
Gallacher Way 1	50.410906, -4.242082	Trematon	N/A	Requested further information	<a href="#">Click here to view on Google Maps</a>	CC considering options for the future
Longstone	50.410496, -4.217302	Tamar	N/A	Requested further information	<a href="#">Click here to view on Google Maps</a>	CC are looking to invest in the next two years
Longstone Park MUGA (Multi use games area (ballcourt))	50.410415, -4.216801	Tamar	N/A	Requested further information	<a href="#">Click here to view on Google Maps</a>	CC are looking to invest in the next two years
Pillmere 2	50.416663, -4.230685	Tamar	N/A	Requested further information	<a href="#">Click here to view on Google Maps</a>	This appears to come under STC Title Deed CL179736
Saltmill Park	50.414786, -4.212797	Tamar	N/A	Requested further information	<a href="#">Click here to view on Google Maps</a>	
Waterside	50.407587, -4.206160	Essa	N/A	Play Train	<a href="#">Click here to view on Google Maps</a>	
Wentworth	50.406949, -4.232409	Essa	N/A	One Slide	<a href="#">Click here to view on Google Maps</a>	
Wood Close	50.411613, -4.240737	Trematon	N/A	One Infant Swing	<a href="#">Click here to view on Google Maps</a>	
Yellow Tor Road		Trematon	N/A	Requested further information	<a href="#">Click here to view on Google Maps</a>	

Non-Owned - Responsibility to inspect and maintain						
	50.416042, -4.229583				<a href="#">Click here to view on Google Maps</a>	This should come under the title deed for Pillmere CL179736
Campion Close Play Area		Tamar		Requested further information		
Grassmere 2	50.417204, -4.225240	Tamar	CL344427	1 mushroom, 1 blance beam, 3 stepping stones	This is believed to be owned, managed and maintained by STC under land registry title CL344427	SD Department currently manage and maintain
Harebell	50.415768, -4.232485	Tamar		Requested further information	<a href="#">Click here to view on Google Maps</a> <a href="#">Click here to view on Google Maps</a>	CC are looking to invest in the next two years
Summerfields	50.404309, -4.231574	Essa		None - all removed		

Saltash Play Areas					
Other Play Area Identified Ownership Unknown					
Name of site	Google Maps Location	Ward	Land Registry Title	List of Equipment	Pictures
Information provided to SDM from Cllr Bullock					
Mulberry Road	50.405127, -4.223073	Essa	N/A		<a href="#">Click here to view Google Maps</a>
Jubilee Green / Brunel Green, Waterside	50.409415, -4.206974	Tamar	N/A		<a href="#">Click here to view Google Maps</a>
Buller Park	50.410496, -4.231927	Tamar	N/A		<a href="#">Click here to view Google Maps</a>
Saltash Rugby field	50.415169, -4.233821	Tamar	N/A		<a href="#">Click here to view Google Maps</a>
Lane behind Warfelton Tennis Courts (next to the Guides Hut)	50.408797, -4.221847		N/A		<a href="#">Click here to view Google Maps</a>

Saltash Play Areas					
Other Play Area Identified Ownership Unknown					
Name of site	Google Maps Location	Ward	Land Registry Title	List of Equipment	Pictures
Badgers Walk, Pillmere	50.418496, -4.228523	Tamar	N/A		Click here to view on Google Maps
Clover Walk, Latchbrook	50.411393, -4.238996	Trematon	N/A		Click here to view on Google Maps
Snell Drive, Latchbrook	50.411226, -4.240812	Trematon	N/A		Click here to view on Google Maps
					Does this come under Pillmere title CL179736
					CC considering options for the future
					CC considering options for the future

**Agenda item 13 – To receive an updated report on the conditions of the A38 roundabout and consider any actions and associated expenditure**

**52/22/23 TO APPOINT MEMBERS TO THE FOLLOWING WORKING GROUPS:**

j. A38 Roundabout

**(Composition of three Members)**

Councillor Worth was invited to report on previous enquiries made regarding the ownership, restoration and continued maintenance of the A38 Roundabout situated at a central entrance to Saltash, but to this day has had no luck in ascertaining ownership and responsibility for maintenance.

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to discontinue the A38 Roundabout Working Group and defer the item to the Services Committee for further investigation.

**Cllr Worth kindly confirmed the following information may be shared with Members of the Town Council:**

There were discussions at the last STC Full Council meeting and the update is that so far;

I have failed in getting any action to change the look of the roundabout. I was trying to get a red, white and blue display for the Platinum Jubilee, but the red tape proved too much to get it done in time. However, the best part about it is that nature has taken over and given us wonderful natural floral display.

Going forward this is going to be about ownership, budgets, timing, and the desire from the majority for change. The land is in STC area, half in Cllr Sheila Lennox Boyd's and the other in my ward, on the National Highways A38 and obviously the gateway to Cornwall Council with a CORMAC influence.

On a practical note, over the next few months I will be engaging with senior figures in National Highways about the forthcoming A38 Safety Announcements so I will ensure that the sight lines and look of Carkeel Roundabout are discussed. That clearly will determine what can be done on it.

**Former Cllr, Mayor to Saltash Town Council and Freeman of the Town Mrs Sue Hooper MBE confirmed the following information may be shared with Members of the Town Council:**

When Saltash In Bloom that I founded and led some years ago organised the upkeep of the derelict A38 roundabout, we initially raised all the money and contractor (Hine Bros), and kept the sponsorship going for many years. When we retired, Saltash Town Council took over our work for many years, but this ceased eventually.



It may be a thought that Saltash Town Council again plays a significant role in the interest of the roundabout in association with all the other stakeholders that Cllr Worth has mentioned, as there could well be many of the businesses like Lidl, Waitrose and others that may consider putting some sponsorship into the project.

Waitrose sponsored with Saltash In Bloom for many years, and we successfully gained planning permission for two Waitrose sponsorship plaques on site; these were removed during the rebuilding of the roundabout during the new traffic management scheme that exists there now.

At the time, Saltash In Bloom met regularly with the Highways Dept and agreed on design and sight lines etc! They were wonderful and gave so much of officer time to assist, so at least we have this historic knowledge to perhaps work in the same vein again.

Pillmere Meadow was originally the builder's yard for the housing development, and has been left undisturbed since 2009, just being cut once a year by Saltash Town Council Services. In 2019, local residents linked up with SEA to restore the meadow more fully. The grasses were strong and dominant, so to weaken them the grass-clippings are raked off each year after mowing, and yellow rattle has been sown, which feeds off the roots of grass, leading to it being called the 'meadow-maker'. Various other wildflower seeds and plug plants have been introduced, but only oxeye daisy and viper's bugloss have established themselves so far.

Surveys in Spring 2022 have identified 47 different species of wildflower, and probably the most dramatic of these is the bee orchid. Other attractive flowers include poppy and sainfoin. Some plants can't yet be identified, and many will flower later in the year, so the total tally of species in the Meadow will definitely reach well over 50. With such a diversity of flowers, the meadow is buzzing with every kind of wildlife, especially grasshoppers, which are most active in the morning.

To provide better access to the Meadow, curving pathways were cut in 2021, and are much used by dog-walkers. They make it easier to appreciate the various zones of the meadow which differ in the type of soil, and in the amount of light and moisture. As a result, different flowers grow naturally in each zone. The most common flowers include several kinds of vetch and trefoil; red and white clovers, buttercup, speedwell and thistles, and of course the yellow rattle, which seems to have become well established. Brambles are a problem: while some is important as a source of nectar for butterflies, brambles have invaded large areas over the years and will need dealing with.

Meadows can sometimes appear untidy to a human eye, but they do provide vital habitats for wildlife, and SEA's purpose in encouraging the restoration of meadows at Pillmere and other parts of Saltash is to help combat the drastic loss of habitat in this country, which has led to a 60% decline in the number of insects. When meadows are seen as a vital piece of the jigsaw for addressing climate change and the loss of biodiversity, then we can ignore any thoughts of untidiness and appreciate the amazing power of Nature to take every opportunity to provide us with such an amazing tapestry of colour buzzing with wildlife.

End of report

Adrian White

## *Wildflowers on Pillmere Meadow 2022*

Pride and joy: bee orchid



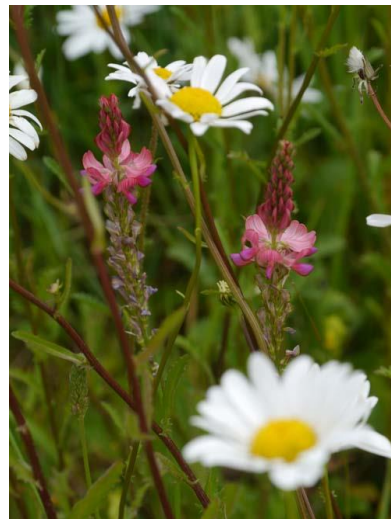
Viper's bugloss



Kidney vetch



Sainfoin  
*New for 2022!*



Pillmere  
residents  
working  
with



*June 2022*



Dear Councillors

**Re.: Broken Stiles**

You may find it of interest that

Landowners have a duty under Highway Law to maintain stiles and gates on a footpath or bridleway in good order. Where appropriate, Cornwall Council provides stile and gate kits as its contribution to the cost of repair.

Please see: [Landowner rights and responsibilities - Cornwall Council](#)

This Cornwall Council web has other interesting information regarding such things as re-instating cross field PRow after cultivation and ploughing which is not being done here in Saltash.

Hope this is of some interest.  
Member of the public

Dear Saltash Town Councillors.

There are 49 Public Rights of Way (Footpaths and Bridleways) shown on Saltash's portion of the Definitive Map and Statement of Public Rights of Way (PRow). Many of these 49 PRow are in a dreadful condition: some can't be used at all.

**Would it be too much to ask Saltash Town Councillors to walk these 49 PRow at least once a year?**

Maybe Councillors could just walk the PRow shown on the Saltash portion of the Definitive Map and Statement of PRow in their Ward.

Some Town and Parish Councillors in other Towns and Parishes do this and they get any problems they find 'fixed' or report the problem to the Highway Authority for the region: the Highway Authority for the Saltash area is Cornwall Council.

-----  
I believe that Saltash Town Council is a member of the Cornwall Council 'Local Maintenance Partnership' (LMP).

In the LMP agreement Cornwall Council provides cash grants to Local Council (Town and Parish Council) Members to organise trimming and minor works on PRow.

The Local Council agrees to maintain (so called) 'Gold' paths and to cut (so called) 'Silver' paths.

**Please could you tell me if or when Saltash Town Council has organised or done any such trimming or minor work on PRow such as the 'Gold' Saltash Public Bridleway 8 or the 'Silver' Saltash Public Footpath 7?**

These two are just two examples of Saltash PRow, among others, that are in a dreadful condition.

Thank you.

Yours sincerely

Member of the public

## **To Receive and note a report from the Service Delivery Department and consider any actions and associated expenditure**

### **Platinum Jubilee**

The Service Delivery Team assisted the Guildhall throughout their very successful Town celebrations to mark the Queen's Jubilee. With all the flags and bunting on display together with the Brunel Bust, Cornish Cross and the recently installed wall wash lights at the Guildhall all set to purple to mark the historic milestone.

### **Pontoon**

#### **Trusted Boater Scheme and Over Night Stay visitors**

With the pontoon access control gate being successfully operational throughout the last 7 months due to the upgrades to the keypad and wiring, we have had more over night stays and Trusted Boater Members joining the pontoon. This is expected to continue to grow with more members of the public signing up later this month.

### **Repair Works**

Updates to the repairs to the pontoon damage caused during Storm Arwen have been agreed with the insurance companies. The appointed contractor has been on site recently to survey and come up with their method statements to carry out the repairs. Dates still to be confirmed by the contractor, further updates to follow.

### **Grass Cutting & Grounds Maintenance Works**

Grass cutting operations for the season have commenced on all sites. Including: Trematon Pound, Cornish Cross site and Brunel Bust/RAB Statue, outside Merkur Slots, bridge slip road (west bound), Memorial Peace Garden, Huntley Gardens, Church Town Cemetery, St. Stephens Churchyard, Pillmere and the three roundabouts Liskard Road, Pillmere and the A388 by Waitrose.

Some sites have experienced significant growth due to the warm weather conditions along with the frequent wet showers. Areas in St Stephens Churchyard are taking priority at the moment due to the Westwood ride-on mower being out of action for a few days and recent staff shortages. However, the team are working well to bring every area back to the required standards and will continue to do so over the the next few weeks.

### **Summer Bedding & Hanging Baskets**

The summer bedding displays and hanging baskets are up looking great throughout Fore Street and Waterside. Frequent watering and plant feed are scheduled in as required to keep them well maintained and vibrant.



## **Statutory Site Inspections**

Weekly inspections continue to all premises including fire and security systems, emergency lighting and legionella checks. Vehicles and equipment are inspected weekly with daily pre start checks. Play area equipment is inspected weekly for any faults by a ROSPA qualified team member. During the checks any issues arising are identified and included in the SDD work programs, prioritising emergency and Health and Safety issues first.

The SDD management team monitor and ensure that Statutory checks requiring a contractor are undertaken at the required frequencies.

## **Continued update to sharp's incidents**

We are please to inform Members there has not been any sharps incident since the 12<sup>th</sup> January 2022.

UV Lights were installed in the four public toilet blocks in late February / early March 2022.

'We Are with You' will provide a needle exchange notifications that can be displayed in the public toilet blocks which are due to be installed later next week.

## **Churchtown Cemetery**

### **Memorial Benches**

Four more of the green eco friendly memorial benches are underway. The works are being carried out in-house by the Service Delivery Department with the small plinths laid and now finished. Awaiting on the concrete plinths to cure before fixing the benches into place.

### **Emergency Lighting Installation**

Due to the fact there are no windows in the Cemetery toilet block and that the facilities are open to members of the public and STC staff members, lighting is extremely poor. After a recent Health and Saftey audit, it was recommended that at the time of next renewing and replacing the existing fittings, emergency lighting funtions should be upgraded.

As a result of this recommendation, two new LED ceiling lights have been installed and upgraded with emergency back up batteries and a keyed switch testing point to ensure frequent testing can be easily cairred out. This replaces the old fluorescent type luminaires which recently stopped working.The works were carried out in-house by a qualified Service Delivery staff member.

## **Service Delivery Work Request Log**

Polite note from Assistant Service Delivery Manager.

Job requests and other maintenance works are continually been worked upon within the department and actioned in order of the request received. All urgent / Health and Safety requests are prioritised over other work requests.

The Service Delivery Department would like to thank staff and members for using the online works request system and for their understanding and patience in regards to us working our way through the list with the current staff shortage.

## **EICR (Electrical Installation Condition Report)**

An EICR is a MOT or health check carried out on all electrical installations.

For commercial premises an EICR is required every 5 years. However, higher risk environments will require three yearly or even more frequent health checks depending on the risk assessments and environmental factors at hand. The EICR is a comprehensive list, which involves inspecting and testing throughout as much of the installation as possible, to ensure each relevant item on the list is safe and functioning correctly.

The Service Delivery department agreed a five yearly EICR inspection is a suitable frequency for all Saltash Town Council buildings.

Some of the five yearly EICR's have been carried out on STC sites which were due testing. These included Churchtown Cemetery site, the four public toilet buildings. The Guildhall is booked in next week.

A few minor issues have been resolved and have now been passed and certificated.

However, the Waterside toilets failed the EICR test resulting in the electricity being turned off due to health and safety reasons. (Please see next item for more details).

## **Waterside Public Toilets**

### **Internal And External Decorating Works**

The Waterside toilets have been decorated internally and externally in mid May to tidy up the building in general and in preparation for the upcoming town events. The works were carried out in-house by the Service Delivery department.

### **Failed EICR Waterside Toilet Building**

On the 12/05/2022 the EICR was carried out by our approved contractor and unfortunately failed.

On an EICR any major faults or concerns on the electrical installation are coded into the following main categories:

- C3 (Recommendations)
- C2 (Potentially Dangerous)
- C1 (Danger Present) or



- FI (Further Investigation Needed)

C3 items have been identified at the Waterside toilets which can be easily resolved. However, there has been a category C1 (Danger Present) identified which has resulted in a failed EICR certificate. The insulation resistance testing on all three circuits had failed. Please see attached EICR report for further information.

Due to this the toilets were closed on a temporary basis in early May until alternative provisions without electricity have been made to allow us to reopen whilst still remaining safe to members of the public using the facilities.

### **For Members Consideration:**

The electrical installation at the Waterside toilets is of a basic design and setup, consisting of only a few electrical circuits, supplying equipment such as hand dryers and lighting luminaires. Members are asked to consider replacing the consumer unit which is currently outdated and not to the current 18<sup>th</sup> edition regulations. Rewiring the system in steel galvanised conduit will look in-keeping with the building and will be robust considering its location and external environmental factors i.e. vandalism.

If works do get undertaken, we could improve the system by incorporating a few energy efficient items, such as PIR (Passive InfraRed) light sensors and timers to ensure the lights go out after closing times. This will also save cost and energy.

There is evidence to prove the rewiring would be more beneficial to the Saltash community considering that equipment such as adequate lighting, hand dryers, UV anti-drug lights (recently installed) and the water outlet for hand washing, currently requires mains electricity to operate.

### **Costs**

#### **Re-wire**

Approx cost to re-wire the Waterside toilets are as follows:

Labor: £800

Materials £600

**Total Cost £1,400**

#### **Budget Information:**

Budget Code: 6525 Public Toilets (repairs & maintenance costs)

Budget Availability: £1,964 (approx.)

### **End of report**

**Assistant Service Delivery Manager**



# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

## PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

### DETAILS OF THE CONTRACTOR

Registration No: 502788000 Branch No: 000  
Trading Title: TJ Electrical  
Address: 10 Smeaton Square, Plymouth, Devon  
Postcode: PL3 6NU Tel No: 01752 870 138

### DETAILS OF THE CLIENT

Contractor Reference Number (CRN): N/A  
Name: Saltash Town Council  
Address: Saltash Town Council, 12 Lower Fore Street,  
Saltash, Cornwall  
Postcode: PL12 6JX Tel No: N/A

### DETAILS OF THE INSTALLATION

Occupier: N/A  
Address: Waterfront toilet, Old Ferry Road, Saltash  
Postcode: PL12 4EH Tel No: N/A

## PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: To assess the condition of the electrical installation  
Date(s) when inspection and testing was carried out: (12/05/2022) Records available: (X) Previous inspection report available: (X) Previous report date: (N/A)

## PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):  
Installation untidy and unsafe, consumer unit does not meet current regulations. Shouldn't be used until remedied. Rewire recommended.  
Estimated age of electrical installation: (N/A) years Evidence of additions or alterations: (X) Overall assessment of the installation is: ~~Satisfactory~~ **Unsatisfactory\*** (delete as appropriate)

## PART 4 : DECLARATION

### INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals): Signature: Date: 12/05/2022

### REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capitals): Signature: Date: 12/05/2022

\*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.

25281332

IPN18C

# ELECTRICAL INSTALLATION CONDITION REPORT

*Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations*

## PART 5 : NEXT INSPECTION

3 We (as indicated on page 1) recommend, subject to the necessary remedial work being taken, this installation should be further inspected and tested after an interval of not more than 5 years/~~XXXX~~\* (delete as appropriate)

Give reason for recommendation: public place

## PART 6 : OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

**CODES:** One of the following Codes, as appropriate, has been allocated to each of the observations made below to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action

**CODE C1 'Danger Present'**  
Risk of injury. Immediate remedial action required

**CODE C2 'Potentially Dangerous'**  
Urgent remedial action required

**CODE C3**  
**'Improvement Recommended'**

**CODE FI**  
**'Further Investigation Required'**

Referring to the Schedule of Items Inspected (see PART 10), the attached Schedule of Circuit Details and Test Results (see PART 12), and subject to any agreed limitations listed in PART 7:

There are no items adversely affecting electrical safety (.....), OR The following observations and recommendations for action are made:

[illegible]

Additional pages? (None) State page numbers: (N/A)

**Immediate action required** for items: ( 5 ..... ) **Improvement recommended** for items: ( 2,3,6,7 ..... )

**Urgent remedial action required** for items: ( 1,4 ..... )      **Further investigation required** for items: ( N/A ..... )

*\*The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.*



# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

## PART 7 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report: fixed mains voltage installation  
(see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing: .....

Agreed with (print name): .....

Extent of sampling: all circuits tested, various points checked (see additional page No. N/A)

Operational limitations including the reasons: ..... (see additional page No. N/A)

## PART 8 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements	Number and type of live conductors	Nature of supply parameters
TN-C-S: ( <u>✓</u> )      TN-S: ( <u>N/A</u> )      TT: ( <u>N/A</u> )	AC 1-phase, 2-wire: ( <u>✓</u> )      2-phase, 3-wire: ( <u>N/A</u> )	Nominal line voltage, $U$ <sup>(1)</sup> : ( <u>N/A</u> ) V
Other (state): <u>N/A</u>	3-phase, 3-wire: ( <u>N/A</u> )      3-phase, 4-wire: ( <u>N/A</u> )	Nominal line voltage to Earth, $U_0$ <sup>(1)</sup> : ( <u>230</u> ) V
<b>Supply protective device</b>	DC 2-wire: ( <u>N/A</u> )      3-wire: ( <u>N/A</u> )      Other: ( <u>N/A</u> )	Nominal frequency, $f$ <sup>(1)</sup> : ( <u>50</u> ) Hz
(BS (EN) <u>1361</u> )	Confirmation of supply polarity: ( <u>✓</u> )	Prospective fault current, $I_{pf}$ <sup>(1)*</sup> : ( <u>1.9</u> ) kA
Type: ( <u>II</u> )      Rated current: ( <u>100</u> ) A	Other sources of supply (as detailed on attached schedule)      Page No: ( <u>N/A</u> )	External loop impedance, $Z_e$ <sup>(1)*</sup> : ( <u>0.13</u> ) $\Omega$

<sup>(1)</sup> By enquiry, measurement, or by calculation

## PART 9 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Means of Earthing	Main protective conductors	Main protective bonding connections	Main switch / Switch-fuse / Circuit-breaker / RCD
Distributor's facility: ( <u>✓</u> )	Earthing conductor:	Water installation pipes: ( <u>✓</u> )	Type: (BS (EN) <u>61008</u> )
Installation earth electrode: ( <u>N/A</u> )	(material <u>Copper</u> ..... csa <u>10</u> ..... mm <sup>2</sup> )	Gas installation pipes: ( <u>N/A</u> )	Location: ( <u>Ladies toilet</u> )
<b>Where an earth electrode is used insert</b>	Connection / continuity verified: ( <u>✓</u> )	Structural steel: ( <u>N/A</u> )	No. of poles: ( <u>2</u> )      Rating / setting of device: ( <u>N/A</u> ) A
Type – rod(s), tape, etc: ( <u>None</u> )	Main protective bonding conductors:	Oil installation pipes: ( <u>N/A</u> )	Current rating: ( <u>63</u> ) A      Voltage rating: ( <u>230</u> ) V
Location: ( <u>N/A</u> )	(material <u>Copper</u> ..... csa <u>10</u> ..... mm <sup>2</sup> )	Lightning protection: ( <u>N/A</u> )	<b>Where an RCD is used as the main switch</b>
Electrode resistance to Earth: ( <u>N/A</u> ) $\Omega$	Connection / continuity verified: ( <u>✓</u> )	Other (state): <u>N/A</u>	RCD rated residual operating current, $I_{\Delta n}$ : ( <u>30</u> ) mA
			Measured operating time: ( <u>35</u> ) ms      Rated time delay: ( <u>N/A</u> ) ms

\*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current,  $I_{pf}$ , and external earth fault loop impedance,  $Z_e$ , must be recorded.

**All fields must be completed.** Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)



# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

## PART 10 : SCHEDULE OF ITEMS INSPECTED

<b>1. External condition of electrical intake equipment (visual inspection only)</b> (If inadequacies are identified with the intake equipment, it is recommended the person ordering the report informs the appropriate authority.)		<b>4. Other methods of protection</b> (N/A) Details should be provided on separate sheets: Page No. (N/A)		5.24 Single-pole switching or protective devices in line conductors only: (✓)	
1.1 Service cable: (✓) 1.2 Service head: (✓) 1.3 Earthing arrangement: (✓) 1.4 Meter tails: (✓) 1.5 Metering equipment: (✓) 1.6 Isolator (where present): (N/A)		<b>5. Distribution equipment</b>		5.25 Protection against mechanical damage where cables enter equipment: (✓) 5.26 Protection against electromagnetic effects where cables enter ferromagnetic enclosures: (✓)	
<b>2. Presence of adequate arrangements for parallel or switched alternative sources</b>		5.1 Adequacy of working space / accessibility of equipment: (✓) 5.2 Security of fixing: (✓) 5.3 Condition of insulation of live parts: (✓) 5.4 Adequacy / security of barriers: (✓) 5.5 Condition of enclosure(s) in terms of IP rating: (✓) 5.6 Condition of enclosure(s) in terms of fire rating: (C3) 5.7 Enclosure not damaged / deteriorated so as to impair safety: (✓) 5.8 Presence and effectiveness of obstacles: (✓) 5.9 Presence of main switch(es), linked where required: (✓) 5.10 Operation of main switch(es) (functional check): (✓) 5.11 Correct identification of circuit protective devices: (✓) 5.12 Adequacy of protective devices for prospective fault current: (✓) 5.13 RCD(s) provided for fault protection – includes RCB0s: (N/A) 5.14 RCD(s) provided for additional protection – includes RCB0s: (✓) 5.15 RCD(s) provided for protection against fire – includes RCB0s: (N/A) 5.16 Manual operation of circuit-breakers and RCDs to prove disconnection: (✓) 5.17 Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (✓) 5.18 Presence of RCD six-monthly retest notice at or near equipment, where required: (✓) 5.19 Presence of diagrams, charts or schedules at or near equipment, where required: (✓) 5.20 Presence of non-standard (mixed) cable colour warning notices at or near equipment, where required: (✓) 5.21 Presence of next inspection recommendation label: (✓) 5.22 All other required labelling provided: (✓) 5.23 Compatibility of protective device(s), base(s) and other components: (C3)		<b>6. Distribution / final circuits</b> 6.1 Identification of conductors: (✓) 6.2 Cables correctly supported throughout their length: (✓) 6.3 Condition of insulation of live parts: (✓) 6.4 Non-sheathed cables protected by enclosures in conduit, ducting or trunking: (N/A) 6.5 Suitability of containment systems for continued use (including flexible conduit): (✓) 6.6 Cables correctly terminated in enclosures (indicate extent of sampling in PART 7 of report): (✓) 6.7 Indication of SPD(s) continued functionality confirmed: (N/A) 6.8 Adequacy of AFDD(s), where specified: (N/A) 6.9 Confirmation that conductor connections, including connections to busbars are correctly located in terminals and are tight and secure: (✓) 6.10 Examination of cables for signs of unacceptable thermal and mechanical damage / deterioration: (✓) 6.11 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation: (✓) 6.12 Adequacy of protective devices; type and rated current for fault protection: (✓) 6.13 Presence and adequacy of circuit protective conductors: (✓) 6.14 Co-ordination between conductors and overload protective devices: (✓) 6.15 Cable installation methods / practices appropriate to the type and nature of installation and external influences: (✓) 6.16 Cables where exposed to direct sunlight, of a suitable type or adequately protected against solar radiation: (✓) 6.17 Cables adequately protected against damage and abrasion: (✓)	
<b>3. Automatic disconnection of supply</b> 3.1 Main earthing and bonding arrangements a) Presence and condition of distributor's earthing arrangement: (✓) b) Presence and condition of earth electrode arrangement, if present: (N/A) c) Adequacy of earthing conductor size: (C2) d) Adequacy of earthing conductor connections: (✓) e) Accessibility of earthing conductor connections: (✓) f) Adequacy of main protective bonding conductor size(s): (✓) g) Adequacy of main protective bonding conductor connections: (✓) h) Accessibility of main protective bonding connections: (✓) i) Accessibility and condition of other protective bonding connections: (✓) j) Provision of earthing / bonding labels at all appropriate locations: (✓) 3.2 FELV a) Source providing at least simple separation: (N/A) b) Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises: (N/A)					

**All fields must be completed.** Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)



# ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

## PART 10 : SCHEDULE OF ITEMS INSPECTED

- 6.18 Provision of additional protection by an RCD not exceeding 30 mA
- a) For all socket-outlets with a rated current not exceeding 32 A, unless exempt: (N/A)
  - b) Supplies for mobile equipment with a rated current not exceeding 32 A for use outdoors: (N/A)
  - c) For cables concealed in walls / partitions at a depth of less than 50 mm: (✓)
  - d) For cables concealed in walls / partitions containing metal parts regardless of depth: (N/A)
  - e) Circuits supplying luminaires within domestic (household) premises: (N/A)

**Note:** Older installations designed prior to BS 7671: 2018 may not have been provided with RCDs for additional protection.

- 6.19 Provision of fire barriers, sealing arrangements and protection against thermal effects: (✓)
- 6.20 Band II cables segregated / separated from Band I cables: (✓)
- 6.21 Cables segregated / separated from non-electrical services: (✓)
- 6.22 Termination of cables at enclosures (indicate extent of sampling in PART 7 of report)
- a) Connections under no undue strain: (✓)
  - b) No basic insulation of a conductor, visible outside an enclosure: (C2)
  - c) Connections of live conductors adequately enclosed: (✓)
  - d) Adequacy of connection at point of entry to enclosure: (✓)
- 6.23 Temperature rating of cable insulation adequate: (✓)
- 6.24 Condition of accessories including socket-outlets, switches and joint boxes satisfactory: (✓)
- 6.25 Suitability of accessories for external influences: (✓)

- 6.26 Single-pole switching or protective devices in line conductors only: (✓)
- 6.27 Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment: (✓)

### 7. Isolation and switching

- 7.1 Isolators
- a) Presence and condition of appropriate devices: (✓)
  - b) Acceptable location (local / remote): (✓)
  - c) Capable of being secured in the OFF position: (✓)
  - d) Correct operation verified: (✓)
  - e) Clearly identified by position and / or durable markings: (✓)
  - f) Warning label posted in situations where live parts cannot be isolated by the operation of a single device: (✓)
- 7.2 Switching off for mechanical maintenance
- a) Presence and condition of appropriate devices: (✓)
  - b) Acceptable location: (✓)
  - c) Capable of being secured in the OFF position: (N/A)
  - d) Correct operation verified: (✓)
  - e) Clearly identified by position and / or durable marking(s): (✓)
- 7.3 Emergency switching off / stopping
- a) Presence and condition of appropriate devices: (N/A)
  - b) Readily accessible for operation where danger might occur: (N/A)
  - c) Correct operation verified: (N/A)
- 7.4 Functional switching
- a) Presence and condition of appropriate devices: (✓)
  - b) Correct operation (functionality) verified: (✓)

### 8. Current-using equipment (permanently connected)

- 8.1 Condition of equipment in terms of IP rating: (✓)
  - 8.2 Equipment does not constitute a fire hazard: (✓)
  - 8.3 Enclosure not damaged / deteriorated so as to impair safety: (✓)
  - 8.4 Suitability for the environment and external influences: (✓)
  - 8.5 Security of fixing: (✓)
  - 8.6 Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: (✓)
- List number and location of luminaires inspected on a separate page: Page No. (N/A)
- 8.7 Recessed luminaires (e.g. downlighters)
- a) Correct type of lamps fitted: (N/A)
  - b) Installed to minimise build-up of heat: (N/A)
  - c) No signs of overheating to surrounding building fabric: (N/A)
  - d) No signs of overheating to conductors / terminations: (N/A)

### 9. List all special installations or locations covered by this report

- N/A (N/A)
- ( )
- ( )
- ( )
- ( )

Indicate if the relevant requirements of Part 7 are satisfied and append results of inspection on a separate numbered page.

### SCHEDULE OF ITEMS INSPECTED BY

Name (capitals):

Signature: Date: 12/05/2022

## PART 11 : SCHEDULES AND ADDITIONAL PAGES

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9. above)	Continuation sheets
Page No(s): (4 & 5)	Page No(s): 6	Page No(s): None	Page No(s): None	Page No(s): None

The pages identified are an essential part of this report (see Regulation 653.2).

**All fields must be completed.** Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)



25281332

IPN18C

*Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations*

Circuits/equipment vulnerable to damage when testing : .....

**DISTRIBUTION BOARD (DB) DETAILS** (to be completed in every case) DB designation: DB Location of DB: Ladies toilets **TESTED BY** Position: QS Date: 12/05/2022

**TEST INSTRUMENTS** (enter serial number against each instrument used)

Multi-function: (1008121101803484.....)	Continuity: (N/A.....)
Insulation resistance: (N/A.....)	Earth fault loop impedance: (N/A.....)
Earth electrode resistance: (N/A.....)	RCD: (N/A.....)

# NOTES FOR RECIPIENT

## THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018 – Requirements for Electrical Installations*.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 6), together with any items for which improvement is recommended.

If you were the person ordering this report, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages (if any), immediately to the user.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

Where the installation incorporates a residual current device (RCD) there should be a notice at or near the device stating that it should be tested every six months. For safety reasons it is important that this instruction is followed.

**For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. NICEIC\* recommends that you engage the services of an NICEIC Approved Contractor for the inspection.**

The recommended date by which the next inspection should be carried out is stated in PART 5 of this report. There should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Electrical Installation Condition Report. You should have received the report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

This report form is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least six numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on PART 12, one or more additional *Schedules of Circuit Details and Test Results* should form part of the report. The report is invalid if any of the schedules identified in PART 10 are missing. The report has a printed serial number, which is traceable to the Contractor to which it was supplied.

PART 7 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 7. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 6. Where one or more observations have been made in PART 6, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) **the safety of those using the installation is at risk**. Wherever practicable, items classified as (C1) should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) **the safety of those using the installation may be at risk**, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 8 *Supply Characteristics and Earthing Arrangements*, and the *Schedules of Circuit Details and Test Results* (PART 12) compiled accordingly.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 10), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

*\* NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

For further information about electrical safety and how NICEIC  
can help you, visit **www.niceic.com**



# GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

**Only one Classification code should be given for each recorded Observation**

Page 4 of 9

## **Classification code C1 (Danger present)**

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

## **Classification code C2 (Potentially dangerous)**

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at PART 5 of this report (Next Inspection) for the maximum interval until the next inspection is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

## **Classification code C3 (Improvement recommended)**

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

## **Code FI (Further investigation required without delay)**

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing, could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC Approved Contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

## **Further information**

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from [www.electricalsafetyfirst.org.uk](http://www.electricalsafetyfirst.org.uk)

For further information about electrical safety and how NICEIC can help you, visit **[www.niceic.com](http://www.niceic.com)**