



Saltash Town Council

Konsel An Dre Essa



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

6 October 2023

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 12th October 2023 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 by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford	J Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs (Chairman)	
S Lennox-Boyd	P Samuels (Vice-Chairman)	

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
5. To consider Risk Management reports as may be received.
6. To receive and approve the minutes of the Extraordinary Services Committee held on 24th August 2023 as a true and correct record. (Pages 5 - 21)
7. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 22 - 27)
8. To consider the Services Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 28)
9. To receive and consider the following Sub Committees recommendations:
 - a. Library held on 22nd August and 2nd October 2023; (Pages 29 - 47)
 - b. Station Property held on 15th September 2023; (Pages 48 - 57)
 - c. Property Maintenance held on 28th September 2023. (Pages 58 - 65)
10. To receive and consider a recommendation from the Burial Authority held on 25th September 2023. (Page 66)
11. To set the Services Fees and Charges for the year 2024/25 recommending to the Policy and Finance Committee. (Page 67)
12. To set the Services Committee budgets for the year 2024/25 recommending to the Policy and Finance Committee. (Pages 68 - 71)
13. To receive reports from the Service Delivery Department and consider any actions or associated expenditure;

- a. Departmental Report; (Pages 72 - 83)
- b. Vandalism and Anti-Social Behaviour Report; (Page 84)
14. To receive quotes for the Town Clock and consider any actions and associated expenditure. (Pages 85 - 88)
15. To receive quotes to sub-contract the public conveniences and consider any actions and associated expenditure. (Pages 89 - 101)
16. To receive a report on living roof bus shelters and consider any actions and associated expenditure. (Pages 102 - 105)
17. To receive a maintenance report on the Town Council Loud Speaker System and consider any actions and associated expenditure. (Pages 106 - 108)
18. To receive and note a report on the High Street Catenary Wires. (Pages 109 - 111)
19. To consider amendments to the Town Council Playpark Match Funding Policy recommending to the Policy and Finance Committee. (Pages 112 - 128)
20. To receive a report on mental health organisation plaques and consider any actions and associated expenditure. (Pages 129 - 131)
(Pursuant to Services held on 08.06.23 Minute Nr. 38/23/24)
21. To receive a request from the Chamber of Commerce and consider any actions and associated expenditure. (Page 132)
22. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 133 - 135)
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.
24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
26. To consider urgent non-financial items at the discretion of the Chairman.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 14 December 2023 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Thursday 24th August 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, M Griffiths, S Lennox-Boyd, L Mortimore, J Peggs (Chairman), B Stoyel and D Yates.

ALSO PRESENT: Three Members of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: J Brady, J Foster, S Gillies, S Martin, S Miller, B Samuels and P Samuels (Vice-Chairman).

46/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

47/23/24 TO APPOINT A VICE CHAIRMAN.

In the absence of the Vice Chairman, it was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillor Bickford as Vice Chairman for this meeting only.

48/23/24 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

49/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

50/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH JUNE 2023 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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Services Committee held on 8th June 2023 were confirmed as a true and correct record.

51/23/24 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Griffiths and **RESOLVED**;

1. To note the budget statement;
2. To vire £100 from budget code 6403 Guildhall Electricity to 6400 Guildhall Rates to cover the increased Cornwall Council business rates;

It was proposed by Councillor Yates, seconded by Councillor Griffiths and resolved to **RECOMMEND** to the Station Sub Committee to review budget code 6810 General Repairs & Maintenance - Isambard House due to limited funds remaining for the year 2023/2024.

52/23/24

TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS:

a. Joint Burial Board held on 27th June 2023;

5/23/24 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk (ATC) explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The ATC provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Town Council Members agreed to consider and approve the virements en bloc:

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the following virements to the next Services Committee meeting:

1. £16,422.22 from budget code 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay;
2. £1,387.21 from budget code 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI;
3. £3,201.96 from budget code 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension;
4. £138.00 from budget code 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing;
5. £473.00 from budget code 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles;

6. £80.00 from budget code 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses;
7. £530.00 from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training;
8. £8,830.00 from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency.

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** to approve the above recommendations en-bloc.

- b. Personnel held on 29th June 2023;

Members agreed to receive and consider the following recommendations en-bloc.

RECOMMENDATION 1:

27/23/24 TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the training budget and staff training to date.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to approve for a Service Delivery General Assistant to undertake the Powered Pole Pruner training at a cost of £240 allocated to budget code 6676 Service Delivery Staff Training.

RECOMMENDATION 2:

28/23/24 TO RATIFY SERVICE DELIVERY TRAINING EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to ratify the below Service Delivery training of £695 allocated to budget code 6676 Service Delivery Staff Training:

1. Brushcutter/Trimmer LANTRA Certificate and card - £220.00
2. Hand Held Hedge Trimmers LANTRA Certificate and card - £220.00
3. Pedestrian and Ride-On Mower LANTRA Certificate and Card - £255.00.

RECOMMENDATION 3:

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to approve the above recommendations.

c. Policy and Finance held on 11th July 2023;

RECOMMENDATION 1:

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

It was **RESOLVED** to note the recommendation for the Services Guildhall budget was actioned under Agenda Item 6 minute number 51/23/24.

53/23/24 **TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST AUGUST 2023.**

32/23/24 TO RECEIVE THE GUILDHALL TENDER REPORT FROM BARRON SURVEYING AND REVISIT THE SCOPE OF WORKS DRAFT PRIORITY LIST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that Agenda Item 8 is to be received at the same time as Agenda Item 7.

The Chairman informed Members that four tenders were received and analysed by Barron Surveying for Members consideration.

The Chairman referred to the Scope of Works Draft Priority List and confirmed the associated cost is within the available budget.

Members agreed all works detailed in the Draft Priority List were to be undertaken with further discussions to be held regarding the window draft stripping.

Members asked the Town Clerk together with Barron Surveying to identify the windows that require draft stripping to be sure the budget is spent wisely.

The Town Clerk asked Members to consider the appointment of Barron Surveying to project manage the Guildhall works.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Services Committee meeting:

1. To appoint D R Jones to undertake the external repairs and redecoration works to the Guildhall Building at a maximum cost of £78,519+VAT to be allocated to budget code EMF 6470 Guildhall Maintenance;
2. To appoint Barron Surveying to arrange a site meeting with DR Jones to go through the works and tender return;
3. To delegate authority to the Town Clerk working with Barron Surveying to identify the windows that require draft stripping;
4. To appoint Barron Surveying to project manage including full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day to day queries, variations, valuation and final account at a percentage fee of 12% of the project value allocated to budget code 6418 GH Professional Fees

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to;

1. Delegate to the Town Clerk to repair the North Road bus shelter roof working within budget code 6512 Bus Shelter Maintenance;
2. Ratify the cost of £235 to replace the Guildhall window allocated to budget code 6410 General Maintenance;
3. Ratify the change in operational hours to the fully accessible public toilet at Belle Vue in line with other Town Council public toilet operational hours;
4. Ratify to discontinue the LMP footpath work for the year 2023-24 and delegate to the Service Delivery Manager to ascertain if there is sufficient resource within the department to undertake the work the year 2024-25, and the Finance Officer to carry out a cost exercise for budget setting purposes, both reporting back at the next Services Committee meeting;
5. Appoint company A to undertake hedge works at Churchtown Cemetery and Allotment site at a cost of £1,024.50 allocated to budget code 6506 Grounds Maintenance and Watering;
6. Budget sufficient funds for replacement fencing at Churchtown Cemetery in the year 2024-25;
7. Delegate authority to the Town Clerk to appoint a contractor to carry out the works within budget this year, and future budgeting for the works to be undertaken every two years;
8. Plant evergreen plants for the Autumn/Winter period, and the Spring/Summer planting to be around the evergreen areas to bring colour to the beddings and containers;
9. Remove the Fore Street hanging baskets at the end of August;

10. Delegate to the Town Clerk to undertake a vehicle exercise reporting back at the next Services Committee meeting.

b. Grounds Maintenance Works;

The Chairman reported on the Grounds Maintenance report received within the circulated reports pack.

The Town Clerk expressed to Members the importance of the Town Council's many responsibilities and the volume of work that accompanies those responsibilities.

Members were asked to be mindful when considering future devolution, the impact on resources and the Precept.

It was **RESOLVED** to note.

c. Work Request Log;

Members were advised that the work request log is additional requests received from Members, Officers, and the public via the below link or emailed directly to services@saltash.gov.uk

https://www.saltash.gov.uk/service_delivery_enquiries.php

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

Members agreed the report should be shared with external organisation Safer Saltash to strengthen communications and awareness of the minor crimes being experienced within the Saltash community.

It was **RESOLVED** to note.

e. Statutory and Mandatory Building and Asset Checks;

It was **RESOLVED** to note.

55/23/24

TO RECEIVE PONTOON QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the repairs and maintenance works identified at the Pontoon.

Councillor Bickford provided an overview on the pontoon inclusive of information as to when it was installed, a Tenancy at Will in place, and its current condition.

Members considered the current Tenancy at Will with Cornwall Council and the Town Council's commitment to repair and maintain the site. Members agreed that the Pontoon was a valuable asset they wished to retain in future years.

It was proposed by Councillor Bickford, seconded by Councillor Mortimore and **RESOLVED** to appoint Company B to replace with standard decking and 2x2 timber and screws (price includes materials and labour) at a cost of £5,800+vat allocated to budget code 6584 EMF Pontoon Maintenance Costs, subject to the Town Clerk confirming the decking and timber are pressure treated.

56/23/24

TO RECEIVE A REPORT ON THE USE OF MOBILE DEVICE MANAGEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To purchase a Mobile Device Management (MDM) Subscription for 8 Town Council Mobile Devices at a cost of £440 for a three year subscription;
2. To appoint the IT Consultant to set up the MDM system on behalf of the Town Council at a cost of £400;
3. To allocate the cost to budget code 6674 Service Delivery Staffing Cost.

57/23/24 **TO RECEIVE A REPORT ON LATCHBROOK FORMER PLAY AREAS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman discussed a recent site visit undertaken in which it was clear the areas being proposed for devolution were in need of a considerable amount of work.

It was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** to thank Cornwall Council for providing the Town Council the opportunity to consider all six areas during their release process, however, due to the work required to bring the sites back to an acceptable condition Saltash Town Council reject the offer on this occasion and ask Cornwall Council to consider retaining the areas as public open spaces in line with the Saltash Neighbourhood Plan, should Cornwall Council wish to sell the land on the open market a covenant be included to exclude properties being built on the land that should remain as public open spaces.

58/23/24 **TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

Members of the CIL Play Area Working Group spoke of recent progress with the Town Council's funding application.

The Working Group met with the Pillmere Community Association and continue to work in partnership to drive the project forward.

The closing date for a final submission is late October. However, Members were advised a formal application can be submitted prior to the final submission date with advice available to be received to strengthen the funding bid if required.

It was proposed by Councillor Dent, seconded by Councillor Moritmore and **RESOLVED** to provide delegated authority to the Town Clerk to submit a formal application on behalf of the Town Council with a further update to be received at the next Services Committee meeting.

59/23/24

TO RECEIVE A REPORT ON THE TOWN LOUDSPEAKERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received and contained within the circulated reports pack.

Members discussed in length the associated costs in relation to PPL and PRS Licences supporting external community events and for Saturday Meet Your Councillor sessions together with the loudspeakers.

It was proposed by Councillor Stoyel, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To discontinue the background music licence for Meet Your Councillors with immediate effect;
2. To discontinue the Town Council music licence for external events with immediate effect;
3. To investigate if the Town Council are entitled to a refund for the music licence period of the 29.11.22 to 28.11.23;
4. To update the Town Council booking form to state it is the responsibility of the person / organisation applying to use the loudspeakers to obtain a PPL/PRS licence;
5. To appoint the contractor to service the loudspeakers at a cost of £180.00 +vat allocated to budget code 6504 Street Furniture (Maintenance) reporting back at a future Services Committee meeting.

60/23/24 **TO RECEIVE A BENCH REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED**;

1. To purchase a composite bench to be installed at St Stephens Road, subject to permissions being sought from Cornwall Council, at a cost of approximately £462.50;
2. To apply for a licence to work within the highway at an approximate cost of £100;
3. To install a plaque stating the bench has been installed by Saltash Town Council and funded in partnership with Cornwall Council;
4. To part fund the bench allocated to budget code 6504 Street Furniture (Maintenance) and Cornwall Councillors to contribute by way of their Community Chest Funding subject to the Community Link Officers' approval.

61/23/24 **TO RECEIVE A REPORT ON THE USE OF PUBLIC ROYAL NAMES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke of suggested locations that could be used to mark the passing of Her Majesty Queen Elizabeth II and commemorate her extraordinary reign through the use of her name and title.

The Chairman reminded Members that historically Victoria Gardens was a rose garden and asked for Members comments regarding planting Queen Elizabeth Roses (pink) with the specified area to be named Queen Elizabeth II Memorial Rose Garden.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to submit a request to mark the passing of Her Majesty Queen Elizabeth II at Victoria Gardens subject to Cornwall Council permissions.

62/23/24 **TO RECEIVE A REPORT FROM THE GREAT WAR COMMEMORATIVE EVENTS COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that Saltash Town Council adopt, insure and maintain the History Board and Plaque located at Wearde Quay Road, Key Bridge adjacent to the former Defiance Halt.

63/23/24 **TO RECEIVE A REPORT ON ALLOTMENT SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the current allotment process which is time consuming and potentially leaves room for errors. The software will assist when undertaking audits of Town Council allotment sites.

Further to this, there are insufficient funds to support the purchase of software for the year 2023-24.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED**;

1. To appoint Company C at an annual cost of £669 plus any increase for the year 2024-25;
2. To create a new budget code titled 'Subscriptions' allocating £700 for the year 2024-25 to support the allotment software.

64/23/24 **TO RECEIVE A REPORT ON THE ALLOTMENT CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke of recent complaints and issues arising at Town Council allotment sites and that it has been identified the current allotment contracts are in need of review.

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to adopt the NALC template Allotment Agreement for all new allotment contracts with an addendum to be issued to existing contracts to improve management.

65/23/24 **TO RECEIVE A DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Bickford and resolved to **RECOMMEND** to the next Policy and Finance Committee the Draft Allotment Policy as attached.

66/23/24 **TO RECEIVE A REPORT ON THE WINDOW WANDERLAND 2023 AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to approve:

1. The Town Council to register participation in the free Window Wanderland event with decorated windows at the Library and Guildhall;
2. Window designs to be lit by automatic timers between 16:30 and 22:00 daily in line with the light switch on;
3. Approve the Administration Department to create a window display for the third window in the Guildhall Long Room;
4. Procurement of a lighting timer and materials at a cost of £44.98 allocated to budget codes 6301 Stationary.

67/23/24 **TO RECEIVE A REPORT ON THE HIGH STREET CATENARY WIRES AND TOWN COUNCIL CHRISTMAS LIGHTS 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Administration Officer reported on the High Street Catenary Wires and Christmas Lights 2023 contained within the reports pack.

It was proposed by Councillor Peggs, seconded by Councillor Lennox-Boyd and **RESOLVED**;

1. To appoint Company C to complete a visual inspection on the catenary wires as soon as practicable at a cost of £1,430.00+vat;
2. To appoint Company A to carry out works for the festive lighting for the year 2023-2024 at a cost of £6,135+vat;
3. To allocate the associated cost to budget code 6572 EMF Festive Lights;
4. To delegate to the Town Clerk to oversee and action any works to the catenary wires and festive lighting inclusive of the removal and disposal of bunting;
5. To note the current lack of Method of Inspection nor Quality Level of Inspection Certificates for installed Catenary wires over previous years.
6. To adopt the Festive Light Schedule for 2023 subject to Agenda Item 24 – minute nr. 69/23/24.

68/23/24 **TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS TREES 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED**;

1. To appoint Company A to supply and deliver 20ft Nordmann Fir Christmas Trees at a total cost of £500;
2. To appoint Company A to provide a crane to install the trees at both the Waterside and Victoria Gardens at a cost of £250;
3. To apply to Cornwall Council for a Highways Limit Licence at a cost of £97;
4. To procure 9 x 5M Warm White Fairy Lights and 1 Transformer at a cost of £110;
5. To note staff time and costs allocated for erecting, decorating and dismantling the Christmas Trees;
6. To allocate the associated cost to budget code 6572 EMF Festive Lights.

69/23/24 **TO RECEIVE A REPORT ON THE CHRISTMAS LIGHT SWITCH ON EVENT 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford reported on the past Town Council Christmas Light Switch on Events coinciding with the annual Christmas Festival Event held on the first Saturday of December.

The organisers of the Saltash Christmas Festival have agreed to work in partnership with the Town Council to switch the Christmas Lights on taking place on Saturday 2nd December 2023.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to refer the Town Council Light Switch on Event to the Saltash Christmas Festival to be held on Saturday 2nd December 2023.

70/23/24

TO RECEIVE A REPORT ON TOWN COUNCIL CHRISTMAS LIGHTS 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Administration Officer reported on the proposals received with indicative associated costs sought for the various options Members may wish to consider for the year 2024-25.

The Administration Officer requested guidance from Members on how they wish to proceed for future years festive decorations for the town with budget requirements to be considered prior to budget setting for the year 2024-25.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bullock and **RESOLVED** to go out to tender for the Christmas Festive Decorations for the year 2024-25 and budget accordingly for future years.

Members thanked the Town Clerk for her dedication in temporarily fulfilling the Service Delivery Manager role, alongside her Town Clerk and RFO duties.

DATE OF NEXT MEETING

Thursday 12 October 2023 at 6.30 pm

Rising at: 8.41 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 7

Services Committee - Guildhall Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,916	0	0	10,261	1,383	8,878	11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	342	0	0	257	145	112	283	312	343	378
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	2	230	255	281	310	341
Total Guildhall Income	2,262	0	0	10,750	1,530	9,220	11,835	13,031	14,348	15,797
Total Guildhall Operating Income	2,262	0	0	10,750	1,530	9,220	11,835	13,031	14,348	15,797
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	0	100	9,808	9,899	9	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall	517	0	0	847	103	744	932	1,026	1,130	1,244
6402 GH Gas - Guildhall	3,819	0	0	6,500	756	5,744	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall	4,078	0	(100)	13,000	1,055	11,845	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	508	888	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	0	1,129	560	569	1,243	1,368	1,506	1,658
6409 GH Boiler Service & Maintenance	463	0	0	1,135	0	1,135	1,250	1,376	1,515	1,668
6410 GH General Repairs & Maintenance	2,838	0	0	2,838	1,059	1,779	3,125	3,441	3,788	4,171
6411 GH Entertainment Licenses	0	0	0	1,000	0	1,000	1,101	1,212	1,335	1,469
6412 GH Lift Service & Maintenance	3,691	0	0	3,303	1,073	2,230	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	133	0	0	414	117	297	456	502	553	608
6414 GH Equipment - Guildhall	176	0	0	1,108	0	1,108	1,219	1,343	1,478	1,628
6418 GH Professional Fees	1,950	0	0	10,000	300	9,700	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	385	0	0	500	210	290	550	606	667	735
Total Guildhall Expenditure	28,672	0	0	52,978	15,638	37,340	58,328	64,219	70,704	77,846
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	0	0	454	45	409	499	550	605	454
6678 ST GH Staff Training (Guildhall)	76	0	0	565	0	565	622	685	754	830
Guildhall Staffing Costs	22,634	0	249	37,386	9,461	28,174	41,162	45,319	49,897	54,936
Total Guildhall Staffing Expenditure	22,928	0	249	38,405	9,506	29,148	42,283	46,554	51,256	56,220
Total Operating Expenditure	51,600	0	249	91,383	25,144	66,488	100,611	110,773	121,960	134,066
Total Guildhall Operating Expenditure	51,600	0	249	91,383	25,144	66,488	100,611	110,773	121,960	134,066
Total Guildhall Operating Surplus/ Deficit	(49,338)	0	(249)	(80,633)	(23,614)	(57,268)	(88,776)	(97,742)	(107,612)	(118,269)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	7,290	60,303	0	20,000	335	79,968	0	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	11,660	739	0	15,399	0	0	0	0
Total Guildhall EMF Expenditure	7,290	63,303	11,660	20,739	335	95,367	0	0	0	0
Total Guildhall Expenditure (Operational & EMF)	58,890	63,303	11,909	112,122	25,480	161,855	100,611	110,773	121,960	134,066
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(63,303)	(11,909)	(101,372)	(23,950)	(152,635)	(88,776)	(97,742)	(107,612)	(118,269)

To/From Reserves & Budget Virements 2023/2024

- Virement from General Reserves to Guildhall Staffing Costs - £249 - PE 99/22/23
- Virement from General Reserves to 6696 ST GH EMF Staff Contingency - £11,660 - FTC 58/23/24
- Virement from 6403 Guildhall Electricity to 6400 Guildhall Rates - £100 - SE 51/23/24

Services Committee - Library Budget 2023-24

Saltash Town Council

For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Replacement Membership Cards	656	0	0	48	305	(257)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	373	227	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	162	158	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	275	303	334	367
4527 LI Library Vending Machines Income	0	0	0	50	0	50	55	61	67	73
4529 LI Library Activities Funding Income	350	0	0	600	0	600	661	727	801	882
Total Library Income	2,485	0	0	1,868	840	1,028	2,057	2,264	2,494	2,745
Total Library Operating Income	2,485	0	0	1,868	840	1,028	2,057	2,264	2,494	2,745
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	(720)	15,804	13,099	1,985	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	148	216	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	500	1,033	1,088	445	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	991	0	2,075	2,270	1,409	2,936	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	0	0	0	428	0	428	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	313	344	379	417
6914 LI Equipment - Library	155	0	0	750	0	750	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	385	0	0	495	210	285	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	881	771	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	1,360	1,260	2,609	2,873	3,163	3,483
6975 LI EMF Home Library Service	0	0	302	0	152	150	0	0	0	0
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	12,299	12,701	23,000	23,000	23,000	23,000
Total Library Expenditure	42,216	0	4,407	82,062	31,644	54,825	88,026	94,596	101,825	109,789
Library Staffing Expenditure										
Library Staff Expenses	103	0	0	2,144	16	2,128	1,996	2,198	2,420	2,144
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	55,342	81,722	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	131,778	0	875	139,434	55,526	84,783	131,126	144,371	158,952	174,485
Total Operating Expenditure	173,994	0	5,282	221,496	87,170	139,608	219,152	238,967	260,777	284,274
Total Library Operating Expenditure	173,994	0	5,282	221,496	87,170	139,608	219,152	238,967	260,777	284,274
Total Library Operating Surplus/ Deficit	(171,508)	0	(5,282)	(219,628)	(86,330)	(138,580)	(217,095)	(236,703)	(258,283)	(281,529)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	0	244,363	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(1,000)	0	0	10,522	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(3,250)	10,000	0	270,815	0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	2,032	231,496	87,170	410,423	219,152	238,967	260,777	284,274
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(2,032)	(229,628)	(86,330)	(409,395)	(217,095)	(236,703)	(258,283)	(281,529)

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
2. Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
3. Virement from 6973 EMF Loan Repayment to 6923 PWLB Loan Repayment & Interest - £2,000 - LI 26/23/24
4. Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24
5. Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24
6. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24
7. Virement from 6900 Rates - Library to 6904 Fire & Security Alarm - Library - £500 - LI 45/23/24
8. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,075 - LI 50/23/24
9. 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23

Services Committee - Maurice Huggins Budget 2023-24

Saltash Town Council

For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 MA Maurice Huggins Room Income	1,189	0	0	1,000	525	475	1,101	1,212	1,335	1,469
Total Maurice Huggins Income	1,189	0	0	1,000	525	475	1,101	1,212	1,335	1,469
Total Maurice Huggins Operating Income	1,189	0	0	1,000	525	475	1,101	1,212	1,335	1,469
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates	429	0	0	486	429	57	535	589	648	713
7001 MA Water Rates	186	0	0	395	75	320	435	479	528	581
7003 MA Electricity	(287)	0	0	2,563	722	1,841	2,821	3,106	3,420	3,765
7004 MA Fire & Security Alarm	201	0	0	178	127	51	196	216	238	262
7008 MA Cleaning Materials & Equipment	203	0	0	330	183	147	364	400	441	485
7010 MA General Repairs & Maintenance	245	0	0	565	448	117	622	685	754	830
7018 MA Professional Costs	0	0	0	565	0	565	622	685	754	830
7020 MA Legionella Risk Assessment	385	0	0	462	210	252	509	561	617	679
Total Maurice Huggins Expenditure	1,362	0	0	5,544	2,195	3,349	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Expenditure	1,362	0	0	5,544	2,195	3,349	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Surplus/ (Deficit)	(173)	0	0	(4,544)	(1,670)	(2,874)	(5,003)	(5,509)	(6,065)	(6,676)
Maurice Huggins EMF Expenditure										
6472 MA 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
Total Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,362	820	0	5,544	2,195	4,169	6,104	6,721	7,400	8,145
Total Maurice Huggins Budget Surplus/ (Deficit)	(173)	(820)	0	(4,544)	(1,670)	(3,694)	(5,003)	(5,509)	(6,065)	(6,676)

To/From Reserves & Budget Virements 2023/24

1. 7003 MA Electricity Actual includes £971 relating to 2022/23

Services Committee - Service Delivery Budget 23-2024

Saltash Town Council

For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,432	0	0	4,000	3,957	43	4,404	4,849	5,339	5,878
4510 SE Public Footpath Grant	1,573	0	0	1,722	415	1,307	1,896	2,087	2,298	2,530
4511 SE Christmas Event income	0	0	0	150	0	150	165	182	200	220
4512 SE Misc Income Grounds & Premises	2,472	0	0	0	14	(14)	0	0	0	0
4513 SE Water Rates Income	0	0	0	3,560	952	2,608	0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	686	1,317	2,205	2,428	2,673	2,943
Total Grounds & Premises Income	8,617	0	0	11,435	6,024	5,411	8,670	9,546	10,510	11,571
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	2,440	1,825	4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	9,477	1,323	11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	2,730	(330)	2,642	2,909	3,203	3,527
Total Town & Waterfront Income	9,066	0	0	17,465	14,647	2,818	19,229	21,171	23,309	25,664
Total Service Delivery Income	17,683	0	0	28,900	20,671	8,229	27,899	30,717	33,819	37,235
Total Service Delivery Operating Income	17,683	0	0	28,900	20,671	8,229	27,899	30,717	33,819	37,235
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	3	0	0	1	0	1	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	0	0	11,010	0	11,010	12,122	13,346	14,694	16,178
6503 SE Allotments	1,700	0	0	1,321	138	1,183	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering	5,678	0	0	10,000	5,107	4,893	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,839	0	0	4,430	2,359	2,071	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	417	0	0	3,303	58	3,245	3,637	4,004	4,408	4,854
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	586	2,168	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	0	0	3,303	1,271	2,032	3,637	4,004	4,408	4,854
6529 SE Refuse Disposal	5,465	0	0	6,056	2,221	3,835	6,667	7,340	8,082	8,898
6907 SE Seagulls Bags	1,212	0	0	2,002	304	1,698	2,204	2,426	2,671	2,941
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	0	0	2,375	(6,261)	8,636	2,615	2,879	3,170	3,490
7101 LO Water Rates - Longstone	2,203	0	0	4,012	1,420	2,592	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,086	0	0	6,153	161	5,992	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	999	0	0	1,010	794	216	1,112	1,224	1,347	1,484
7107 LO Rent - Longstone	4,620	0	0	4,955	1,925	3,030	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	132	545	746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	456	0	0	551	751	(200)	606	667	735	809
7114 LO Equipment - Longstone	52	0	0	1,129	0	1,129	1,243	1,368	1,506	1,658
7121 LO IT & Office Costs - Longstone	578	0	0	750	58	692	826	909	1,001	1,102
Total Longstone Expenditure	12,687	0	0	21,612	(1,019)	22,631	23,794	26,195	28,841	31,754
Total Grounds & Premises Expenditure	44,634	0	0	65,791	11,024	54,767	72,436	79,748	87,801	96,670
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	893	0	0	2,000	253	1,747	2,202	2,424	2,669	2,939
6505 SE Street Lighting	160	0	0	750	69	681	826	909	1,001	1,102
6511 SE Tourism & Signage	746	0	0	250	182	68	275	303	334	367
6512 SE Bus Shelters (Maintenance)	0	0	0	565	0	565	622	685	754	830
6515 SE Festive Lights Maintenance & Electricity	1,319	0	0	3,500	457	3,043	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	1,780	0	0	2,753	1,543	1,210	3,031	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	0	0	6,606	695	5,911	7,273	8,008	8,817	9,707
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	5,248	7,352	13,873	15,274	16,816	18,515
6527 SE Salt Bins Refill	188	0	0	500	0	500	551	606	667	735
6528 SE Pontoon Accommodation	6,282	0	0	11,921	2,507	9,414	13,125	14,450	15,910	17,516
Total Town & Waterfront Expenditure	29,627	0	0	41,445	10,954	30,491	45,632	50,239	55,313	60,899
Total Service Delivery Expenditure	74,261	0	0	107,236	21,978	85,258	118,068	129,987	143,114	157,569
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	3,906	0	987	5,504	1,694	4,797	6,060	6,672	7,346	5,504
6676 ST SE Services Delivery Staff Training	6,536	0	757	11,010	1,947	9,820	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	202,994	0	37,502	217,402	75,381	179,523	239,360	263,535	290,152	319,457
Total Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	79,022	194,140	257,542	283,553	312,192	341,139
Total Operating Expenditure	287,697	0	39,246	341,152	101,000	279,398	375,610	413,540	455,306	498,708
Total Service Delivery Operating Expenditure	287,697	0	39,246	341,152	101,000	279,398	375,610	413,540	455,306	498,708
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	0	(39,246)	(312,252)	(80,329)	(271,169)	(347,711)	(382,823)	(421,487)	(461,473)

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 SE EMF Heritage Centre	2,071	7,889	0	0	1,473	6,417	0	0	0	0
6571 SE EMF Saltash Recreation Areas	506	39,054	0	20,000	502	58,552	0	0	0	0
6580 SE EMF Public Toilets (Capital Works)	1,690	8,310	0	0	0	8,310	0	0	0	0
6588 SE EMF Victoria Gardens	0	10,000	0	0	0	10,000	0	0	0	0
6589 SE EMF Community Tree Planting Initiatives	532	1,468	0	2,000	0	3,468	2,000	2,000	2,000	2,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	500	0	2,000	0	2,500	0	0	0	0
Total Longstone EMF Expenditure	0	500	0	2,000	0	2,500	0	0	0	0
Total Grounds & Premises EMF Expenditure	4,800	67,221	0	24,000	1,974	89,247	2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	0	0	220	934	0	0	0	0
6572 SE EMF Festive Lights	14,668	51	0	10,000	0	10,051	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	0	2,464	0	0	0	2,464	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	1,037	0	0	0	1,037	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	24,749	0	0	11,084	13,665	5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	1,978	0	0	0	1,978	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	6,058	0	0	0	6,058	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	2,157	0	0	0	2,157	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	18,534	96,849	3,207	6,421	112,169	0	0	0	0
Total Town & Waterfront EMF Expenditure	16,836	59,625	96,849	13,207	17,725	151,956	25,000	25,000	25,000	25,000
Total Service Delivery EMF Expenditure	21,636	126,846	96,849	37,207	19,700	241,202	27,000	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)	309,333	126,846	136,095	378,359	120,700	520,600	402,610	440,540	482,306	525,708
Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(126,846)	(136,095)	(349,459)	(100,029)	(512,371)	(374,711)	(409,823)	(448,487)	(488,473)

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to Service Delivery Staffing Costs - £1,366 PE 99/22/23
2. Virement from General Reserves to 6700 ST SE EMF Staff Contingency - £89,865 - FTC 58/23/24
3. Virement from 6700 ST SE Staff Contingency to Service Delivery Staffing Costs - £5,920 - FTC 58/23/24
4. Virement from 6624 ST BB Cemetery Staff Gross Pay to 6618 ST SE Service Delivery Gross Pay - £16,622 - BB 5/23/24
5. Virement from 6625 ST BB Cemetery Empers NI to 6619 ST SE Service Delivery Empers NI - £1,387 - BB 5/23/24
6. Virement from 6626 ST BB Cemetery Staff Empers Pension to 6620 ST SE Service Delivery Empers Pension - £3,202 - BB 5/23/24
7. Virement from 6667 ST BB Cemetery Staff Clothing to 6673 ST SE Service Delivery Clothing - £138 - BB 5/23/24
8. Virement from 6668 ST BB Cemetery Staff Mobiles to 6674 ST SE Service Delivery Mobiles - £473 - BB 5/23/24
9. Virement from 6669 ST BB Staff Travelling Expenses to 6675 ST SE Service Delivery Travelling Expenses - £80 - BB 5/23/24
10. Virement from 6670 ST BB Staff Training to 6676 ST SE Services Staff Training - £530 - BB 5/23/24
11. Virement from 6693 ST BB EMF Staff Contingency to 6700 ST SE Service Delivery Staff Contingency - £8,830 - BB 5/23/24
12. Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay - £7,038 - TBC
13. Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SE Services Delivery Empers NI - £595 - TBC
14. Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services Delivery Empers Pension - £1,372 - TBC

Services Committee - Isambard House (Station Building) Budget 2023-24

Saltash Town Council

For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,653	6,347	11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	20	0	0	500	25	475	551	606	667	735
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	5,505	6,061	6,673	7,347
Total Isambard House Income	3,820	0	0	15,500	3,678	11,822	17,066	18,789	20,686	22,776
Total Isambard House Operating Income	3,820	0	0	15,500	3,678	11,822	17,066	18,789	20,686	22,776
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	(409)	4,129	3,720	0	4,546	5,005	5,510	6,067
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	710	782	861	948
6802 SA Gas - Isambard House	573	0	0	6,075	52	6,023	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,193	7,827	9,931	10,934	12,038	13,254
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,101	1,212	1,335	1,469
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	315	1,378	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	758	0	409	1,000	902	507	1,101	1,212	1,335	1,469
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	231	255	280	309
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,089	1,199	1,320	1,453
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	37	963	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	0	1,000	505	495	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	13,578	0	0	28,761	7,230	21,532	31,666	34,864	38,386	42,261
Isambard House Staffing Expenditure										
6671 ST SA Staff Expenses - Isambard House	0	0	0	282	0	282	310	342	376	414
6672 ST SA Staff Training - Isambard House	0	0	0	1,129	0	1,129	1,243	1,368	1,506	1,658
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	1,553	1,710	1,882	2,072
Total Operating Expenditure	13,578	0	0	30,172	7,230	22,943	33,219	36,574	40,268	44,333
Total Isambard House Operating Expenditure	13,578	0	0	30,172	7,230	22,943	33,219	36,574	40,268	44,333
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,552)	(11,120)	(16,153)	(17,785)	(19,582)	(21,557)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	0	0	0
6870 SA EMF Isambard House	0	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	286	2,962	(35)	0	2,458	469	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Expenditure	35,286	83,331	(35)	0	2,458	80,838	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	9,688	103,780	33,219	36,574	40,268	44,333
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(6,010)	(91,958)	(16,153)	(17,785)	(19,582)	(21,557)

To/From Reserves & Budget Virements 2023/24

- 6871 SA EMF Tresorys Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
- 6822 SA Activities & Events - Expenditure includes £450 Murder Mystery offset against income 4301 SA Isambard House Bookings
- Virement from 6800 SA Rates - Isambard House to 6810 SA General Repairs & Maintenance - Isambard House - £409.00 - 23/23/24

Saltash Town Council Strategic Priorities

1. Boosting Jobs and Economic Prosperity:

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.

2. Health and Wellbeing:

To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.

3. Housing:

To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council.

4. Travel and Transport;

To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.

5. Climate Emergency;

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

6. Recreation and Leisure;

To continue to provide and improve in Saltash play parks, open green spaces, and library service, support leisure and sport facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.

End of Report

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library Building on Tuesday 22nd August 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman), J Peggs and D Yates (Vice-Chairman).

ALSO PRESENT: I Newcombe (Bailey Partnership), S Burrows (Town Clerk), W Peters (Finance Officer), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer).

APOLOGIES: B Samuels and P Samuels.

21/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

The Community Hub Team Leader informed those present of the actions required in the event of a fire or emergency.

22/23/24 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

23/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

24/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 13TH JUNE 2023 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 Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on 13th June 2023 were confirmed as a true and correct record.

25/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

26/23/24 **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED**;

1. To note the budget statement;
2. To vire £2,000 from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayment & Interest to cover the loan repayments;
3. To vire £220 from 6900 Rates – Library to 6975 EMF Home Library Service to cover mileage costs.

27/23/24 **TO RECEIVE AN UPDATE ON THE LIBRARY TENDER PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided an overview of the Tender process followed diligently under all Town Council procurement regulations.

Further to this, Ian of Bailey Partnership spoke of an initial expression of interest but unfortunately no tender applications were received prior to the tender closing date.

Bailey Partnership approached three approved window installers, located in Devon and Cornwall, to obtain three full quotes for the works to the curtain walling system.

Out of the three companies only one company wished to quote. To date that quote has not been received. Ian confirmed this is due to the company awaiting confirmation of costs from external profilers, inclusive of window suppliers and scaffolding organisations. The company has confirmed they will submit a full quote upon confirmation of external costs.

Bailey Partnership requested a programme of works detailing an indicative start date.

Ian advised Members that lead times and procurement of materials could impact the schedule of works with delays of up to 12 weeks being experienced.

It was **RESOLVED** to note.

28/23/24 **TO RECEIVE QUOTES FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the update provided by Bailey Partnership under Agenda Item 8 minute number 27/23/24.

29/23/24 **TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

30/23/24

TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to approve the interim budget statement for the year 2024-25 including the following amendments to date, due to awaiting costs for the Library refurbishment project:

Operational Income:

1. Budget code 4526 Library Activity Income to be amended to 4526 Library Income, to set the budget at zero;
2. Budget code 4527 Library Vending Machines Income, to set the budget at zero;
3. Budget code 4529 Library Activities Sponsorship to be amended to 4529 Library Activities Funding Income, to set the budget at £600;
4. The remaining income codes to be set as attached;

Operational Expenditure:

5. Budget code 6975 EMF Home Library Service, to set the budget at £550;
6. The remaining operational codes to be set as attached;

EMF Expenditure:

7. To vire £21,000 from 6973 EMF Loan Repayments to 6971 EMF Saltash Library Property Refurbishment;
8. The remaining EMF expenditure codes to be set as attached;
9. To set the final budget statement for the year 2024-25 at the next Library Sub Committee meeting.

31/23/24

TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS;

a. Personnel Committee held on 29th June 2023;

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the above recommendation.

b. Policy and Finance held on 11th July 2023

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

It was **RESOLVED** to note the recommendation for the Library budget was actioned under agenda item 7 minute number 26/23/24.

32/23/24

TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the report and to thank the Library staff for their hard work during the Summer Reading Challenge.

33/23/24

TO RECEIVE A REPORT ON THE TEMPORARY LIBRARY MOVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the Library moving schedule and associated costs contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to;

1. Retain the current operating hours of the Library during the refurbishment work - Monday, Tuesday, Thursday, Friday 10am to 5pm and Saturday 10am to 1pm;
2. Assign the Casual Caretaker to work Saturday 10am to 1pm to man the Guildhall reception area during the Library refurbishment work;
3. Approve the associated cost for a Cornwall Council engineer to undertake IT works at a total cost of £600+vat (2 days work) allocated to budget code 6971 EMF Saltash Library Property Refurbishment;
4. Approve the associated cost for a specialist company OFR to undertake the storage of two units at a cost of £990+vat (2 days work) allocated to budget code 6971 LI EMF Saltash Library Property Refurbishment.

34/23/24 **TO RECEIVE A REPORT ON THE MAIN ENTRANCE DOORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to ratify the work on the CCTV Server at a cost of £336.71 allocated to budget code 6694 Fire and Security Alarm.

Members discussed the works required to the Library external entrance doors following maintenance works undertaken. The Community Hub Team Leader informed Members of the installation unit being a closed unit preventing any further works being undertaken by alternative suppliers.

Members discussed subsequent quote received and contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Dent and **RESOLVED**;

1. To appoint Entry Group to replace the existing door equipment including two action and presence sensors and full operational testing of the door upon completion of the work at a cost of £2,524.59+vat;
2. To vire £1,000 from budget code 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance to cover the associated cost;
3. To allocate the cost to budget code 6910 General Repairs & Maintenance.

35/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

36/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

37/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was resolved that the public and press be re-admitted to the meeting.

38/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members wished their thanks to be noted to the Library staff for their continued hard work and support.

39/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.49 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description	2023/2024 Charge	Proposed 2024/2025 Charge
Library Charges	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVDs :	from £0.50 to £3 per week	from £0.50 to £3 per week
Access Member limited to 2 at a time	free	free
Non-fiction	free	free
Access Member	Free	Free
Audiobook CDs per 3 week loan		
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
Reservations:		
Adults and Concessionary users	£1 per item if placed by staff member	£1 per item if placed by staff member
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
Performing Arts collection:		
Vocal and Orchestral sets	No charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10 per set per 3 months	£10 per set per 3 months
	£7 per 20 copies	£7 per 20 copies
Postage charge (please note this charge may vary, ask staff for details)		
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
Out of County Inter Library Loan Requests:		
Adults	£10.10	£10.10
Concessions, Young Adults	£9.10	£9.10
Children	£4.10	£4.10
British library book loan request	£19.00	£19.00
British Library periodical request	£13.25	£13.25
British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
Use of public computers (subject to availability):		
Cornwall library members	Free for two hours Free for one hour	Free for two hours Free for one hour
Other library members (English and Welsh Library Authorities on production of a library card)		
Non-members	Free for half an hour - no extension	Free for half an hour - no extension
Access to Wi-Fi	Free	Free
Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.		
Printing from any source:		
1-29 sheets (price per sheet)		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
30 plus sheets (price per sheet)		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
Commission rates:		
Requires signed agreement in place between artist and relevant Council	30%	30%
Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council
Seagull Bags	£4.00	£4.00
Activities	Ticket price to be given on application	Ticket price to be given on application

Services Committee - Library Budget 2023-24
Saltash Town Council
For the 3 months ended 31 July 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Library Operating Income												
Library Income												
4517 LI Library - Replacement Membership Cards	656	0	0	48	300	(252)	600	Based on YTD Income	644	692	743	798
4518 LI Library - Photocopying Fees	999	0	0	600	320	280	1,200	Based on YTD Income	1,288	1,383	1,484	1,593
4524 LI Library Book Sales	481	0	0	320	138	182	540	Based on YTD Income	580	623	669	718
4526 LI Library Income	0	0	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	1,690	1,180	0	600	0	1,780	600	Based on YTD Income	644	692	743	798
Total Library Income	3,825	1,180	0	1,868	758	2,290	2,940		3,156	3,390	3,639	3,907
Total Library Operating Income	3,825	1,180	0	1,868	758	2,290	2,940		3,156	3,390	3,639	3,907
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	0	15,804	13,099	2,705	16,958	Current Budget + 7.3% CPI	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	0	0	364	91	273	391	Current Budget + 7.3% CPI	420	451	484	520
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,034	Current Budget + 7.3% CPI	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,365	Current Budget + 7.3% CPI	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	327	706	1,109	Current Budget + 7.3% CPI	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	1,990	Current Budget + 7.3% CPI	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,218	Current Budget + 7.3% CPI	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	0	0	2,270	151	2,119	2,436	Current Budget + 7.3% CPI	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	0	0	428	0	428	460	Current Budget + 7.3% CPI	494	531	570	612
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	305	Current Budget + 7.3% CPI	328	352	378	406
6914 LI Equipment - Library	155	0	0	750	0	750	805	Current Budget + 7.3% CPI	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	21,460	Current Budget + 7.3% CPI	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	0	0	495	140	355	532	Current Budget + 7.3% CPI	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	806	846	1,773	Current Budget + 7.3% CPI	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	0	250	2,370	1,025	1,595	2,544	Current Budget + 7.3% CPI	2,730	2,930	3,144	3,374
6923 LI PWLB Loan Repayment & Interest	12,420	0	0	23,000	12,299	10,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
6975 LI Home Library Service	0	0	82	0	152	(70)	550	Based on 1 current user outside area E300 + E250	591	635	682	732
Total Library Expenditure	42,216	0	332	82,062	29,087	53,307	88,059		95,084	102,033	109,489	117,490
Library Staffing Expenditure												
Library Staff Expenses	103	0	0	2,144	16	2,128	2,301	Current Budget + 7.3% CPI	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,182	Current Budget + 7.3% CPI	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	0	875	136,189	44,275	92,789	140,275	PROVISIONAL FIGURE - Based on 2023/2024 Budget + 3%	150,516	161,504	173,294	185,945
Total Library Staffing Expenditure	131,778	0	875	139,434	44,459	95,850	143,758		154,254	165,516	177,600	190,566
Total Operating Expenditure	173,994	0	1,207	221,496	73,546	149,157	231,817		249,929	268,184	287,771	308,788
Total Library Operating Expenditure	173,994	0	1,207	221,496	73,546	149,157	231,817		249,338	267,549	287,089	308,056
Total Library Operating Surplus/ Deficit	(170,168)	1,180	(1,207)	(219,628)	(72,788)	(146,867)	(228,877)		(246,182)	(264,159)	(283,450)	(304,149)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223,363	244,363	Includes E21k wired from 6973. Reconsider budget after new quotes received to be submitted prior to Service budget setting meeting	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	0	0	0	11,522	11,522	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	0	Vire E21k to 6971 and then delete code	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	15,000	No increase/decrease	0	0	0	0
Total Library EMF Expenditure	11,571	262,885	0	10,000	0	272,885	270,885		0	0	0	0
Total Library Expenditure (Operational & EMF)	185,565	262,885	1,207	231,496	73,546	422,042	502,702		249,338	267,549	287,089	308,056
Total Library Budget Surplus/ (Deficit)	(181,740)	(261,705)	(1,207)	(229,628)	(72,788)	(419,752)	(499,762)		(246,182)	(264,159)	(283,450)	(304,149)

To/From Reserves & Budget Virements 2023/24

- Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
- Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
- Income from Cornwall Council - 6975 EMF Home Library Service - £82

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Monday 2nd October 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman) and J Peggs.

ALSO PRESENT: I Newcombe (Bailey Partnership), S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer).

APOLOGIES: S Martin, B Samuels, P Samuels and D Yates (Vice-Chairman).

40/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

The Community Hub Team Leader informed those present of the actions required in the event of a fire or emergency.

41/23/24 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

42/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

43/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 22ND AUGUST 2023 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 Bullock, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Library Sub Committee held on 22nd August 2023 were confirmed as a true and correct record.

44/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

45/23/24 **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED**;

1. To note the budget statement;
2. To vire £500 from 6900 Rates to 6904 Fire & Security Alarm to cover the over spend due to additional works to the CCTV system;
3. To move budget code 6975 EMF Home Library Service under the Operating Expenditure now that the Home Library Service is an established and operational Town Council Service.

46/23/24

TO CONSIDER THE LIBRARY SUB COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Library strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to approve the Library Sub Committee priorities as follows:

Health and Wellbeing

- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

Climate Emergency

- To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;
- To continue to focus on Climate Emergency and support free events at the Library.

Recreation and Leisure

- To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.

TO RECEIVE A QUOTE FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Ian of Bailey Partnership informed Members on the quote received and contained within the circulated reports pack.

Bailey Partnership confirmed the quote is inclusive of the updated design features and structural elements for the main curtain walling, white vertical blinds, curtain walling on the sides of the library building and replacement windows above the main entrance and plant room. All works are inclusive of the original scope of works advertised for tender.

Bailey Partnership advised that the curtain walling refurbishments can be done in segments, resulting in minimal impact to the operations of the Library Service.

Works are proposed to commence in January subject to manufacturing lead times, design calculations, and building control regulations being approved.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council:

1. To appoint Horizon Architectural Glazing to supply and install a Reynaers curtain walled system to the library building to commence in the New Year 2024;
2. At a total cost of £149,718.00+vat in line with their payments terms, as detailed in the submitted quote;
3. To allocate against budget code 6971 EMF Saltash Library Property Refurbishment;
4. The Library Service continue to operate at the library building during the works, subject to risk assessments and method statements being in place to ensure everyone's safety.

48/23/24

TO RECEIVE AN UPDATE FROM BAILEY PARTNERSHIP ON THE REMAINING REFURBISHMENT WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Ian of Bailey Partnership summarised the detailed report and estimated robust costings provided and contained within the circulated reports pack.

Bailey Partnership spoke of the costs relating to the curtain walling requiring removal from the report as discussed and agreed under minute number 47/23/24.

Bailey Partnership propose the internal works detailed within the tender specification are indicative of a total amount of approx. £300,000 to £350,000.

Members discussed the shortfall and debated the priorities of works detailed within the tender specification.

Members agreed without individual costings for the reception, staff toilet, and fully accessible toilet they were unable to ascertain cost to be budgeted for the year 2024/2025.

Bailey Partnership advised Members to be mindful when appointing contractors independently due to the recent amendment to the Building Safety Act.

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

1. To appoint Bailey Partnership to carry out an individual cost exercise for the internal works at no additional cost to the Town Council;
2. For Members to further consider the individual cost by way of email reporting at the next Services Committee and if appropriate to budget accordingly.

Members noted that the priority list for internal works are:

1. Staff Toilet;
2. Fully Accessible Toilet;
3. Reception Area.

49/23/24 **TO RECEIVE THE INTERIM BUDGET AND TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.**

The Finance Officer informed Members of the interim budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** the Library Sub Committee Budget Statement for the year 2024/25 including additional amendments to the Services Committee to be held on 12th October 2023 as attached, subject to additional costs being received by Bailey Partnership for the internal works.

50/23/24 **TO RECEIVE A REPORT ON THE MAIN LIBRARY ENTRANCE DOORS AND CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** to ratify the spend of £411 and to vire £1,075 from budget code 6972 EMF Library Equipment and Furniture to 6910 General Repairs and Maintenance to cover the associated cost approved under health and safety.

51/23/24 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader informed Members on the report received and contained within the circulated reports pack.

The Community Hub Team Leader spoke of a recent application for a DHSC Community Automated External Defibrillator (AED). 100 applications across the country will be selected for fully funded AEDs and 1,900 applications will receive partial funding.

Therefore, Members were asked to consider approving additional expenditure should the Town Council be successful in a bid for partial funding.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve expenditure up to a maximum of £1,000 allocated to budget code 6972 EMF Library Equipment and Furniture, subject to a successful bid for partial funding of a DHSC Community Automated External Defibrillator (AED) to be located externally at the Library.

52/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

53/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

54/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was resolved that the public and press be re-admitted to the meeting.

55/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

56/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.23 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Library Budget 2023-24
Saltash Town Council
For the 4 months ended 31 August 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Library Operating Income												
Library Income												
4517 LI Library - Replacement Membership Cards	656	0	0	48	305	(257)	50	Based on YTD Income	54	58	63	68
4518 LI Library - Photocopying Fees	999	0	0	600	473	128	600	Based on YTD Income	644	692	743	798
4524 LI Library Book Sales	481	0	0	320	162	159	300	Based on YTD Income	322	346	372	400
4526 LI Library Income	0	0	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	350	0	0	600	0	600	600	Based on YTD Income	644	692	743	798
Total Library Income	2,485	0	0	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Total Library Operating Income	2,485	0	0	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	(220)	15,804	13,099	2,485	16,958	Current Budget + 7.3% CPI	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	0	0	364	148	216	391	Current Budget + 7.3% CPI	420	451	484	520
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,034	Current Budget + 7.3% CPI	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,365	Current Budget + 7.3% CPI	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	1,043	(10)	1,109	Current Budget + 7.3% CPI	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	1,990	Current Budget + 7.3% CPI	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,218	Current Budget + 7.3% CPI	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	0	1,000	2,270	1,409	1,861	2,436	Current Budget + 7.3% CPI	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	0	0	428	0	428	460	Current Budget + 7.3% CPI	494	531	570	612
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	305	Current Budget + 7.3% CPI	328	352	378	406
6914 LI Equipment - Library	155	0	0	750	0	750	805	Current Budget + 7.3% CPI	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	21,460	Current Budget + 7.3% CPI	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	0	0	495	210	285	532	Current Budget + 7.3% CPI	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	881	771	1,773	Current Budget + 7.3% CPI	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	0	250	2,370	1,360	1,260	2,544	Current Budget + 7.3% CPI	2,730	2,930	3,144	3,374
6975 LI Home Library Service	0	0	302	0	152	150	550	Based on 1 current user outside area £300 + £250	591	635	682	732
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	12,299	12,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
Total Library Expenditure	42,216	0	3,332	82,062	31,599	53,795	88,609		95,084	102,033	109,489	117,490
Library Staffing Expenditure												
Library Staff Expenses	103	0	0	2,144	16	2,128	2,301	Current Budget + 7.3% CPI	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,182	Current Budget + 7.3% CPI	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	0	875	136,189	55,342	81,722	140,275	PROVISIONAL FIGURE - Based on 2023/2024 Budget + 3%	150,516	161,504	173,294	185,945
Total Library Staffing Expenditure	131,778	0	875	139,434	55,526	84,783	143,758		154,254	165,516	177,600	190,566
Total Operating Expenditure	173,994	0	4,207	221,496	87,125	138,578	232,367		#REF!	#REF!	#REF!	#REF!
Total Library Operating Expenditure	173,994	0	4,207	221,496	87,125	138,578	232,367		249,338	267,549	287,089	308,056
Total Library Operating Surplus/ Deficit	(171,508)	0	(4,207)	(219,628)	(86,185)	(137,650)	(230,817)		(247,674)	(265,761)	(285,168)	(305,992)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	0	244,363	244,363	Includes £21k vired from 6973. Reconsider budget after new quotes received for internal alterations. TBA prior to Service budget setting meeting	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(1,000)	0	0	10,522	10,522	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0	0 Vire £21k to 6971 and then delete	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	930	No increase/decrease	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	15,000	No increase/decrease	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(3,250)	10,000	0	270,815	270,815		0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	87,125	409,393	503,182		249,338	267,549	287,089	308,056
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(86,185)	(408,465)	(501,632)		(247,674)	(265,761)	(285,168)	(305,992)
To/From Reserves & Budget Virements 2023/24												
1. Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23												
2. Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23												
3. Income from Cornwall Council - 6975 EMF Home Library Service - £824. Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24												
5. Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24												
6. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24												
7. 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23												

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Friday 15th September 2023 at 6.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), J Foster, S Gillies, S Miller (Vice-Chairman), P Samuels and D Yates.

ALSO PRESENT: B Samuels (Councillor), S Burrows (Town Clerk), D Joyce (Administration Officer) and W Peters (Finance Officer).

APOLOGIES: J Peggs.

19/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/23/24 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

22/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 17TH MAY 2023 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 Bullock and seconded by Councillor Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 17th May 2023 were confirmed as a true and correct record.

23/23/24 **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND RECOMMENDATION FROM THE EXTRAORDINARY SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED**:

1. To note the budget statement;
2. To vire £409 from 6800 Rates to 6810 General Repairs and Maintenance to allow for any additional expenditure for repairs and maintenance to Isambard House for the year 2023/2024.

The Chairman announced the next item of business to be received is Agenda Item 13 - To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure.

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford informed Members on the report received and contained within the circulated reports pack.

Councillor Bickford spoke of the recently held site meeting with the Cornish Rail Coffee Company and their proposal confirmed by their Board to operate Isambard House waiting room, kitchen, and fully accessible toilet from March 2024 onwards;

Members thoroughly debated the various options outlined in the report and considered every option in detail.

Members agreed the option to leave the facilities unmanned is not viable due to insurance reasons and potential high risk to the building.

Councillor Yates left the meeting.

Members discussed the various implications if the waiting room, kitchen, and fully accessible toilet were to open in partnership with voluntary groups on an ad hoc basis. Members agreed the work involved would be excessive and possibly not achievable due to the short period between now and March 2024.

Councillor Yates returned to the meeting.

Councillor Foster left the meeting.

Councillor Bickford informed Members of conversations held with Cornwall Council and confirmed they are content with the perimeters of the funding agreement as long as there is a continued commitment from Saltash Town Council to open the passenger facilities at some point. Cornwall Council understand the challenges Saltash Town Council currently face.

Councillor Foster returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED:**

1. To delegate to the Town Clerk to open further discussions with the Cornish Rail Coffee Company to engage in the operations of the waiting room, kitchen, and fully accessible toilet at Isambard House in March 2024;
2. To continue to leave the waiting room, kitchen, and fully accessible toilet closed, but to continue to support daytime voluntary groups opening the space as requested;
3. To promote the opportunity for voluntary groups to use the space.

25/23/24

TO CONSIDER THE STATION PROPERTY SUB COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Station Property strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the Station Property Sub Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street.

Travel and Transport

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Saltash Station is a key transport hub to the town;
- Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park;
- Continue to support and promote the towns 450 local bus service providing better connectivity.

Climate Emergency

- To continue to support the Climate Change and Environmental Working Group with free use of Isambard House;
- To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions.

Recreation and Leisure

- Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building;
- Create an annual events calendar to better utilise the building.

26/23/24 **TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.**

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

27/23/24 **TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

28/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

TO RECEIVE THE FOLLOWING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

- a. Car park resurfacing;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24a)

Members discussed the significant costs provided in the quotes received and spoke of the importance of water run-off from the Station Property Car Park.

Members further considered the infrastructure of the car park and the possibilities of EV charging stations as well as provisions being made available for Beryl Bikes. Members agreed the need for a secure car park is evident however at this stage an alternative temporary solution is required.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to work within the budget at a reasonable cost to improve the security of the Station car park including improved ground level bollards and possible planters allocated to budget code 6473 EMF Station Building (Purchase & Capital Works) reporting back at a future meeting.

- b. Kitchenette;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24d)

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer to a future Station Property meeting subject to the appointment of a Café Concessionaire.

- c. Internal metre supply;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting subject to the appointment of a Café Concessionaire.

- d. Solar PV;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to the newly appointed Service Delivery Manager to investigate Solar PV options reporting back at a future meeting.

30/23/24 **TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that Cormac postponed the scheduled meeting to review the flooring repair work. Future date to be confirmed.

The Chairman confirmed following a review of the repair work within an eight week period it was agreed the repair is not satisfactory with Cormac being informed.

Members discussed various flooring options that could be used with the view that Cormac should now provide a suitable flooring solution at their cost.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to arrange a meeting with Cormac to discuss a way forward to cover the flooring in the main building and waiting room area.

31/23/24 **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.

32/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

33/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

34/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

35/23/24

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

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

1. Town Council to work in partnership with voluntary groups to operate the waiting room, fully accessible toilet, and kitchen area.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge
Room Hire (VATable)	Including VAT	Including VAT
Isambard House (Station) (Minimum 2 hour booking)		
Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
20% Discount for regular bookers evenings and weekends		
Room Hire Art Exhibitions (VATable)		
Isambard House (Station)		
<u>Based on 6 hour day</u>		
Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
Non Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
Room Hire Extras (VATable)		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00

Services Committee - Isambard House (Station Building) Budget 2023-24
Saltash Town Council
For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Isambard House Operating Income												
Isambard House Income												
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,402	6,598	8,000	Based on Average YTD Income	8,584	9,211	9,884	10,606
4302 SA Isambard - Refreshment Income	20	0	0	500	25	475	75	Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	Based on no new lease agreement	5,505	6,061	6,673	7,347
Total Isambard House Income	3,820	0	0	15,500	3,427	12,073	8,075		14,170	15,359	16,651	18,054
Total Isambard House Operating Income	3,820	0	0	15,500	3,427	12,073	8,075		14,170	15,359	16,651	18,054
Isambard House Operating Expenditure												
Isambard House Expenditure												
6800 SA Rates - Isambard House	3,543	0	0	4,129	3,720	409	4,431	Current Budget + 7.3% CPI	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693	Current Budget + 7.3% CPI	744	799	858	921
6802 SA Gas - Isambard House	573	0	0	6,075	(12)	6,087	6,519	Current Budget + 7.3% CPI	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,011	8,009	9,679	Current Budget + 7.3% CPI	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	210	1,483	1,817	Current Budget + 7.3% CPI	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House	758	0	0	1,000	902	98	2,000	Current Budget + £1,000	2,146	2,303	2,472	2,653
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	Current Budget + 7.3% CPI	243	261	281	302
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,062	Current Budget + 7.3% CPI	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	Current Budget + 7.3% CPI	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	37	963	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	0	0	1,000	505	495	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
Total Isambard House Expenditure	13,578	0	0	28,761	6,878	21,883	31,792		34,118	36,617	39,297	42,169
Isambard House Staffing Expenditure												
6671 ST SA Staff Expenses - Isambard House (Delete Code)	0	0	0	282	0	282	0	Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	0	0	1,129	0	1,129	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	0		0	0	0	0
Total Operating Expenditure	13,578	0	0	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Expenditure	13,578	0	0	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,452)	(11,220)	(23,717)		(19,948)	(21,258)	(22,646)	(24,115)
Isambard House EMF Expenditure												
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	No plans on 5 Year Property & Maintenance	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retention")	0	18,492	0	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Tresorers Kernow Funding	286	2,962	(35)	0	2,458	469	0		0	0	0	0
6872 SA EMF Entertainment Licenses (Delete Code)	0	2,132	0	0	0	2,132	0	Recommend Virement to 6473 SA EMF Station Building	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	2,000	0	0	0	2,000	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House EMF Expenditure	35,286	83,331	(35)	0	2,458	80,838	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	9,337	104,131	31,792		34,118	36,617	39,297	42,169
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,910)	(92,058)	(23,717)		(19,948)	(21,258)	(22,646)	(24,115)

To/From Reserves & Budget Virements 2023/24

- 6871 SA EMF Tresorers Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
- 6822 SA Activities & Events - Expenditure includes £450 Murder Mystery offset against income 4301 SA Isambard House Bookings

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 28th September 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Miller (Vice-Chair, in the Chair), J Peggs and D Yates.

ALSO PRESENT: J Barron (Barron Surveying), S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer).

APOLOGIES: J Brady, J Dent (Chairman) and B Stoyel.

39/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

40/23/24 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

41/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

42/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST AUGUST 2023 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 Miller, seconded by Councillor Bullock and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 1st August 2023 were confirmed as a true and correct record.

43/23/24 **TO RECEIVE AN UPDATE ON THE EXTERNAL REPAIRS AND REDECORATION WORKS TO THE GUILDHALL BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members on the report received from Barrons Surveying and response from the appointed contractor Jones Building, all contained within the circulated reports pack.

The Town Clerk confirmed a meeting took place between the Town Clerk, Barrons Surveying and Jones Building to evaluate the number of windows requiring repair and draft stripping installation.

Following the site meeting it was identified that several windows did not require any works which offered a cost saving to the Town Council.

Jones Building proposed a later start date than anticipated due to the Autumn/Winter months ahead and to ensure optimum end results as well as lead times for production and materials.

Works are to commence on 20th March 2024 with a pre-meeting to be held on 13th March 2024. Works are anticipated to take 8 – 12 weeks to complete subject to weather.

The Building Surveyor confirmed he has no real concern regarding the protection of the building during the Winter months because the building is generally well maintained.

The Town Clerk confirmed Jones Building have confirmed there will be no uplift in the project cost for completing the works in the year 2024.

It was **RESOLVED** to note.

44/23/24

TO RECEIVE THE TOWN COUNCIL ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members of the report received and contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to provide delegated authority to the Finance Officer to review contract and or deals available to the Town Council for an improved energy contract reporting back to a future meeting.

TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.

The Town Clerk informed Members of the Reinforced Autoclaved Aerated Concrete (RAAC) and expressed the importance of the Town Council's responsibility to ensure Town Council buildings are safe.

Under health and safety the Town Clerk appointed Barron Surveying to carry out a survey to check for the presence of RAAC to all Town Council buildings.

The Library assessment is to take place on 6th October 2023.

To date; Barron Surveying have produced a report with a recommendation to further test the Maurice Huggins Room to determine the concrete used on the roof structure.

The Town Clerk advised that although the MHR is owned by Cornwall Council it is currently being discussed under devolution in which a five-year lease is being sought from Cornwall Council.

Barron Surveying confirmed there will be no additional cost to create a hole in the soffit, subject to permissions being received and asbestos report reviewed.

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

1. To ratify the Town Clerk's spend under Health and Safety to appoint Barron Surveying at a cost of £600.00 to undertake a visual assessment for the presence of RAAC within Saltash Town Council buildings;
2. To further appoint Barron Surveying at no additional cost to the Town Council to continue with the investigations at the Maurice Huggins Room working with the Service Delivery Department subject to Cornwall Council's approval and a clear asbestos report;
3. To be allocated to budget code 6218 Professional Fees.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND;**

1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12th October 2023 as attached;
2. To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.

46/23/24 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.

47/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

48/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

49/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

50/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.42 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only

Item	Budget	Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Guildhall - Major works	EMF							All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£78,854.00	£1,449.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£335, less planned spend -£78,519 Jones Building (external repairs & redecoration due to start March 2024)
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£0.00	Last completed June 2018
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£1,744.00	£1,559.00	£2,818.37	£2,959.29	£3,107.25	£3,262.61	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall	£0.00		£0.00	£0.00	£1,000.00	£0.00	Pyramid June 22 (Cert £650)
	TOTAL	£80,598.00	£3,008.00	£2,818.37	£9,459.29	£10,607.25	£4,762.61	
Maurice Huggins Room	EMF							
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	B/Fwd 2022/23 £214. Leasehold - Devolution
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	TOTAL	£329.86	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Longstone Park Depot	EMF							
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance. B/Fwd 2022/23 £500 + 2023/24 £2,000
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
	TOTAL	£681.10	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Library	EMF							
Roof replacement and repair								£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	£244,363.00					Budget code 6971 = £244,363 Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 31st August 2023 £175,211. Due to be repaid in full April 2032
Refurbishment Works to include the following:								
a) Internal and External decorations (making good from replacement of curtain walling & reception)	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
b) Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
c) Seating area / vending machine	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						

		Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Item	Budget							
d) Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
e) Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£0.00	£5,050.00					Budget 2023/24 £20,000. (Less committed costs for Bailey Partnership, £23,000 less already invoice £8,050 = balance still to be invoiced £14,950)
Other Costs	6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2,922.16 (including planning application fees, asbestos survey & heritage impact assessment)
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
TOTAL		£0.00	£249,413.00	£0.00	£1,000.00	£0.00	£0.00	
Isambard House		EMF						
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00					Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
External & Internal repairs and decorations	6810 SA General Repairs & Maintenance - Isambard House	£902.00	£507.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
5 Yearly Electrical Inspection		£300.00		£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL		£1,202.00	£76,744.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
Public Toilets		EMF						
Waterside								£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Owned by Network Rail, no documents on record
Alexandra Square								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
TOTAL		£0.00						£8,310.00
Heritage Building		EMF						
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	2023/24 Actual £1,472 replace guttering including scaffolding
TOTAL		£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Cemeteries		EMF						
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,762 (May 23)
TOTAL		£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	

		<u>Actual</u>	<u>Budget</u>					<u>Comments</u>	
		<u>2023/2024</u>	<u>2023/2024 Balance</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>		
<u>Item</u>	<u>Budget</u>								
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Planned works - Fencing (estimated £3k)
	TOTAL	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Outdoor Land and Fences		EMF							
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way	6571 SE EMF Saltash Recreation Areas	£502.00	£58,552.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding.
	TOTAL	£ 502.00	£ 68,552.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	
Waterfront Pontoon		EMF							
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span.
Water supply to pontoon									on hold
New toilet toilet/shower block									on hold
	TOTAL	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
GRAND TOTAL		£100,548.96	£427,420.00	£56,818.37	£64,459.29	£64,607.25	£58,762.61		

Burial Authority held 25th September 2023

24/23/24

TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12th October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
2. To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
5. To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;
7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line

Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge Additions/Amendments Remove fee/charge
Room Hire (Non VATable)	Non VATable	Non VATable
Guildhall (Minimum 2 hour booking)	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£21.50	£21.50
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£25.90	£25.90
Council Chamber	£10.30	£10.30
Casual ph - weekdays 9 am - 5pm (Community Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Community Rate)	£15.40	£15.40
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£18.50	£18.50
20% Discount for regular bookers evenings and weekends		
	Including VAT	Including VAT
Room Hire Extras (VATable)		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Photocopying	20p Black 35p Colour	Propose to match Library Charges set by CC
1-29 sheets (price per sheet)		
Monochrome A4		£0.10
Monochrome A3		£0.20
Colour A4		£0.50
Colour A3		£1.00
30 plus sheets (price per sheet)		
Monochrome A4		£0.08
Monochrome A3		£0.16
Colour A4		£0.40
Colour A3		£0.80
High gloss colour printing on customer's own paper		£1.00 per sheet
High gloss colour printing on library paper		£1.25 per sheet
Mooring Fees (VATable)	Including VAT	Including VAT
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £900 (Non Commercial)	£186.00	Increase by 10% £205.00
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £1,300 (Commercial)	£282.00	Increase by 10% £310.00
Extra Length Pontoon (Berth) per metre - permanent users, charge per annum, (Non Commercial) NEW CATEGORY	£186.00	Increase by 20% £225.00
Extra Length Pontoon (Berth) per metre - permanent users, charge per annum, (Commercial) NEW CATEGORY	£282.00	Increase by 20% £340.00
Visiting boats - (2 hours free); charge for 24 hour period (Non Commercial)	£30.00	£30.00
Visiting boats - (2 hours free); charge for 24 hour period (Commercial)	£45.00	£45.00
Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial)	£60.00	Remove
Trusted boated scheme - (casual users); charge for period of 1st September - 31st March	£48.00	Trusted Boat Scheme
Trusted boated scheme - (casual users); charge for period of 1st April - 31st August	£80.00	Combine both periods as Total Annual Fee £128.00
		Rename to "Trusted Boat Owner Scheme"
		Revise contract to include two hours free stay only when signing up to the scheme and
Allotments (Non VATable)	Non VATable	Non VATable
Grenfell Avenue, charge per annum	£30.00	£40.00
* Fairmead Road, charge per annum	£45.00	£55.00
* Churchtown, charge per annum	£50.00	£60.00
* Water, charge per annum	£10.00	£30.00
		Price increase agreed P&F 121/22/23 on 22-11-22. Letters sent to allotment holders 23-03-23

Agenda Item 12

Services Committee - Service Delivery Budget 23-2024
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,432	4,000	3,957	43	5,600	Based on agreed fee increases for 2024/25	5,600	5,880	5,880	6,174
4510 SE Public Footpath Grant	1,573	1,722	415	1,307	0	LMP to be agreed for 2024/25	0	0	0	0
4511 SE Christmas Event income (Delete Code)	0	150	0	150	0	No income planned for 2024/25	0	0	0	0
4512 SE Misc Income Grounds & Premises National Grid Wayleave Income (Rename Code)	2,472	0	14	(14)	14	Based on Actual 2023/24	14	14	14	14
4513 SE Water Rates Income	0	3,560	952	2,608	1,714	Recharged water rates to Bowling Club. Based on YTD income (higher in summer mths)	1,886	2,074	2,282	2,510
4523 SE Service Delivery Income - Seagull Bags	1,140	2,003	686	1,317	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
Total Grounds & Premises Income	8,617	11,435	6,024	5,411	7,328		7,500	7,968	8,176	8,698
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	4,265	2,440	1,825	3,840	Based on 36 users (2023/24) x £106 (incl VAT). Fees 2024/25 TBA	4,224	4,646	5,111	5,622
4521 SE Waterfront Income - Annual Mooring Fees	6,246	10,800	9,477	1,323	10,576	Fees for 2024/25 TBA				
4522 SE Waterfront Income - Daily Mooring Fees	875	2,400	2,730	(330)	3,276	Based on YTD income (higher during summer mths). Fees 2024/25 TBA	3,604	3,964	4,360	4,796
Total Town & Waterfront Income	9,066	17,465	14,647	2,818	17,692		7,828	8,610	9,471	10,419
Total Service Delivery Income	17,683	28,900	20,671	8,229	25,020		15,327	16,579	17,647	19,116
Total Service Delivery Operating Income	17,683	28,900	20,671	8,229	25,020		15,327	16,579	17,647	19,116
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	3	1	0	1	1	Current Budget	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	11,010	0	11,010	11,814	Current Budget + CPI 7.3%	12,676	13,602	14,595	15,660
6503 SE Allotments	1,700	1,321	138	1,183	1,418	Current Budget + CPI 7.3%	1,522	1,633	1,752	1,880
6506 SE Grounds Maintenance & Watering	5,678	10,000	5,107	4,893	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
6508 SE Public Toilets (Operational Costs)	4,839	4,430	2,359	2,071	5,655	Based on Actual YTD + CPI 7.3% (Saving £420 Legionella testing as being carried out in-house)	6,068	6,511	6,986	7,496
6517 SE Cross (Maintenance)	417	3,303	58	3,245	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	2,753	586	2,168	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	3,303	1,271	2,032	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6529 SE Refuse Disposal	5,465	6,056	2,221	3,835	6,499	Current Budget + CPI 7.3%	6,973	7,482	8,029	8,615
6907 SE Seagulls Bags	1,212	2,002	304	1,698	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
6530 SE Allotment Software NEW CODE					700	Minute - Services 63/23/24	751	806	865	928
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	2,375	(6,261)	8,636	0	CC confirms no rates charge due. Recommend balance to Vire to 6590 SE EMF Utilities & Rates	0	0	0	0
7101 LO Water Rates - Longstone	2,203	4,012	1,420	2,592	3,352	Based on Actual YTD + CPI 7.35	3,597	3,859	4,141	4,443
7103 LO Electricity - Longstone	1,086	6,153	161	5,992	1,581	Based on annual kwh at current rates + 15%	1,696	1,820	1,953	2,096
7104 LO Fire & Security Alarm - Longstone	999	1,010	794	216	1,084	Current Budget + CPI 7.3%	1,163	1,248	1,339	1,437
7107 LO Rent - Longstone	4,620	4,955	1,925	3,030	5,120	Annual rent £4,500 + insurance £180	5,494	5,895	6,325	6,787
7108 LO Cleaning Materials & Equipment - Longstone	537	677	132	545	727	Current Budget + CPI 7.3%	780	837	898	964
7110 LO General Repairs & Maintenance - Longstone	456	551	751	(200)	592	Current Budget + CPI 7.3%	635	682	731	785
7114 LO Equipment - Longstone	52	1,129	0	1,129	700	As per IT plan	751	806	865	928
7121 LO IT & Office Costs - Longstone	578	750	58	692	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
Total Grounds & Premises Expenditure	44,634	65,791	11,024	54,767	60,767		49,531	53,146	57,026	61,189
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	893	2,000	253	1,747	2,500	To include additional cost for repairs to Town Clock	2,683	2,878	3,088	3,314
6505 SE Street Lighting	160	750	69	681	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
6511 SE Tourism & Signage	746	250	182	68	269	Current Budget + CPI 7.3%	289	310	332	357
6512 SE Bus Shelters (Maintenance)	0	565	0	565	565	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	606	651	698	749
6515 SE Festive Lights Maintenance & Electricity	1,319	3,500	457	3,043	3,756	Current Budget + CPI 7.3%	4,030	4,324	4,640	4,979
6519 SE Flags & Bunting	1,780	2,753	1,543	1,210	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	6,606	695	5,911	3,000	Decking to be replaced 2023/24 therefore reduce budget for maintenance 2024/25	3,219	3,454	3,706	3,977
6524 SE Vehicle Maintenance and Repair Costs	10,775	12,600	5,248	7,352	13,520	Current Budget + CPI 7.3%	14,507	15,566	16,702	17,922
6527 SE Salt Bins Refill	188	500	0	500	537	Current Budget + CPI 7.3%	551	606	667	735
6528 SE Pontoon Accommodation	6,282	11,921	2,507	9,414	6,335	Based on Mthly rental + CPI 7.3%	13,125	14,450	15,910	17,516
Total Town & Waterfront Expenditure	29,627	41,445	10,954	30,491	34,186		42,984	46,503	50,320	54,457
Total Service Delivery Expenditure	74,261	107,236	21,978	85,258	94,953		92,515	99,650	107,346	115,646
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	3,906	5,504	1,694	4,797	5,906	Current Budget + CPI 7.3%	6,337	6,800	7,296	7,829
6676 ST SE Services Delivery Staff Training	6,536	11,010	1,947	9,820	6,500	Based on Actual 2022/23	12,122	13,346	14,694	16,178

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Service Delivery Staffing Costs	202,994	217,402	75,381	179,523	269,131	PROVISIONAL FIGURE – Awaiting new NIC Scale & HMRC Rates – figures based on 22/23 NIC Scale + 3% for 23/24 + 5% for 24/25	282,588	296,717	311,553	327,130
Total Service Delivery Staffing Expenditure	213,436	233,916	79,022	194,140	281,537		301,047	316,863	333,543	351,137
Total Operating Expenditure	287,697	341,152	101,000	279,398	376,490		393,561	416,512	440,889	466,783
Total Service Delivery Operating Expenditure	287,697	341,152	101,000	279,398	376,490		393,561	416,512	440,889	466,783
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	(312,252)	(80,329)	(271,169)	(351,470)		(378,234)	(399,934)	(423,242)	(447,667)
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 SE EMF Heritage Centre	2,071	0	1,473	6,417	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	506	20,000	502	58,552	25,000	As per 5 Year Plan	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	1,690	0	0	8,310	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0	0	0	10,000	5,000	As per 5 Year Plan	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	532	2,000	0	3,468	0	TBC at council meeting	2,000	2,000	2,000	2,000
6591 SE EMF Open Spaces & Trees NEW CODE					3,000	As per 5 Year Plan	3,000	3,000	3,000	3,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	2,000	0	2,500	1,000	£1k for 5yr plan	1,000	1,000	1,000	0
Total Grounds & Premises EMF Expenditure	4,800	22,000	1,974	86,747	36,000		37,000	37,000	37,000	37,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	685	0	220	934	0	TBC at council meeting Previous 5 year average spend £15k pa. To replace existing lights for better quality - Quote received to replace over 3 years £28k pa. Tender process to be reviewed 2024/25	0	0	0	0
6572 SE EMF Festive Lights	14,668	10,000	0	10,051	20,000		20,000	20,000	22,000	22,000
6573 SE EMF Public Art & Maintenance	0	0	0	1,443	0	TBC at council meeting	0	0	0	0
6574 SE EMF Salt Bins	0	0	0	2,464	0	TBC at council meeting	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	0	0	1,037	463	Increase EMF to £1,500. Members to consider replacement of benches in Victoria Gardens	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	0	11,084	13,665	6,335	Increase EMF to £20k towards replacement vehicle	5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	0	0	1,978	0	TBC at council meeting	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	0	0	6,058	10,000	As per 5 Year Plan	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	0	0	2,157	0	TBC at council meeting	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	3,207	6,421	112,169	0	TBC at council meeting	0	0	0	0
Total Town & Waterfront EMF Expenditure	16,836	13,207	17,725	151,956	36,798		35,000	35,000	37,000	37,000
Total Service Delivery EMF Expenditure	21,636	35,207	19,700	238,702	72,798		72,000	72,000	74,000	74,000
Total Service Delivery Expenditure (Operational & EMF)	309,333	376,359	120,700	518,100	449,288		465,561	488,512	514,889	540,783
Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(347,459)	(100,029)	(509,871)	(424,268)		(450,234)	(471,934)	(497,242)	(521,667)

Services Committee - Guildhall Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,916	10,261	1,383	8,878	2,371	Based on YTD Income	2,544	2,730	2,929	3,143
4201 GH Income - Guildhall Refreshments	342	257	145	112	249	Based on YTD Income	267	287	308	330
4206 GH Income - Guildhall Misc Property Income (Rename Code Guildhall Photocopying Income)	4	232	2	230	5	Based on YTD Income	5	6	6	6
Total Guildhall Income	2,262	10,750	1,530	9,220	2,625		2,816	3,022	3,243	3,479
Total Guildhall Operating Income	2,262	10,750	1,530	9,220	2,625		2,816	3,022	3,243	3,479
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	9,808	9,899	9	10,622	Current YTD + CPI 7.3%	11,397	12,229	13,122	14,080
6401 GH Water Rates - Guildhall	517	847	103	744	909	Current Budget + CPI 7.3%	975	1,047	1,123	1,205
6402 GH Gas - Guildhall	3,819	6,500	756	5,744	5,551	Based on Annual kwh at current rate +15%	5,956	6,391	6,858	7,358
6403 GH Electricity - Guildhall	4,078	13,000	1,055	11,845	6,066	Based on Annual kwh at current rate +15%	6,509	6,984	7,494	8,041
6404 GH Fire & Security Alarm - Guildhall	743	1,396	508	888	1,498	Current Budget + CPI 7.3%	1,607	1,725	1,851	1,986
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	1,129	560	569	1,212	Current Budget + CPI 7.3%	1,300	1,395	1,497	1,607
6409 GH Boiler Service & Maintenance	463	1,135	0	1,135	1,218	Current Budget + CPI 7.3%	1,307	1,402	1,505	1,615
6410 GH General Repairs & Maintenance	2,838	2,838	1,059	1,779	3,046	Current Budget + CPI 7.3%	3,268	3,507	3,763	4,038
6411 GH Entertainment Licenses	0	1,000	0	1,000	1,073	Current Budget + CPI 7.3%	1,151	1,235	1,326	1,422
6412 GH Lift Service & Maintenance	3,691	3,303	1,073	2,230	3,632	Qtrly Maint £671 + £700 for parts. + CPI 7.3%	3,897	4,182	4,487	4,814
6413 GH Refreshment Costs - Guildhall	133	414	117	297	445	Current Budget + CPI 7.3%	477	512	550	590
6414 GH Equipment - Guildhall	176	1,108	0	1,108	1,189	Current Budget + CPI 7.3%	1,276	1,369	1,469	1,576
6418 GH Professional Fees	1,950	10,000	300	9,700	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
6420 GH Legionella Risk Assessment (Guildhall) (Delete Code)	385	500	210	290	0	Testing now being carried out in-house				
Total Guildhall Expenditure	28,672	52,978	15,638	37,340	47,191		50,636	54,332	58,299	62,554
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	454	45	409	488	Current Budget + CPI 7.3%	524	562	603	647
6678 ST GH Staff Training (Guildhall)	76	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
Guildhall Staffing Costs	22,634	37,386	9,461	28,174	40,009	PROVISIONAL FIGURE - Awaiting new NJC Scale & HMRC Rates - figures based on 22/23 NJC Scale + 3% for 23/24 + 5% for 24/25	42,010	44,111	46,316	48,632
Total Guildhall Staffing Expenditure	22,928	38,405	9,506	29,148	41,104		43,185	45,371	47,669	50,083
Total Operating Expenditure	51,600	91,383	25,144	66,488	88,295		93,821	99,704	105,967	112,638
Total Guildhall Operating Expenditure	51,600	91,383	25,144	66,488	88,295		93,821	99,704	105,967	112,638
Total Guildhall Operating Surplus/ Deficit	(49,338)	(80,633)	(23,614)	(57,268)	(85,670)		(91,004)	(96,682)	(102,725)	(109,158)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	7,290	20,000	335	79,968	0	As Per 5 Year Plan	6,500	6,500	6,500	6,500
6696 ST GH EMF Staff Contingency (Guildhall)	0	739	0	15,399	0		0	0	0	0
Total Guildhall EMF Expenditure	7,290	20,739	335	95,367	0		6,500	6,500	6,500	6,500
Total Guildhall Expenditure (Operational & EMF)	58,890	112,122	25,480	161,855	88,295		100,321	106,204	112,467	119,138
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(101,372)	(23,950)	(152,635)	(85,670)		(97,504)	(103,182)	(109,225)	(115,658)

Services Committee - Maurice Huggins Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 MA Maurice Huggins Room Income	1,189	1,000	525	475	810	Based on YTD income	869	933	1,001	1,074
Total Maurice Huggins Income	1,189	1,000	525	475	810		869	933	1,001	1,074
Total Maurice Huggins Operating Income	1,189	1,000	525	475	810		869	933	1,001	1,074
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates	429	486	429	57	522	Current Budget + CPI 7.3%	560	601	645	692
7001 MA Water Rates	186	395	75	320	424	Current Budget + CPI 7.3%	455	488	524	562
7003 MA Electricity	(287)	2,563	722	1,841	2,185	Based on Annual kwh at current rate + 15%	2,345	2,516	2,699	2,896
7004 MA Fire & Security Alarm	201	178	127	51	235	Based on Average Actual cost over 3 Years + CPI 7.3%	252	271	290	312
7008 MA Cleaning Materials & Equipment	203	330	183	147	355	Current Budget + CPI 7.3%	381	409	439	471
7010 MA General Repairs & Maintenance	245	565	448	117	1,607	Current Budget + CPI 7.3% + £1,000 Roof Repairs	724	777	834	895
7018 MA Professional Costs	0	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
7020 MA Legionella Risk Assessment (Delete Code)	385	462	210	252	0	Tests being carried out in-house				
Total Maurice Huggins Expenditure	1,362	5,544	2,195	3,349	5,935		5,368	5,760	6,181	6,632
Total Maurice Huggins Operating Expenditure	1,362	5,544	2,195	3,349	5,935		5,368	5,760	6,181	6,632
Total Maurice Huggins Operating Surplus/ (Deficit)	(173)	(4,544)	(1,670)	(2,874)	(5,125)		(4,499)	(4,828)	(5,180)	(5,558)
Maurice Huggins EMF Expenditure										
6472 MA EMF Maurice Huggins Room	0	0	0	214	1,000	As Per 5 Year Plan	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	0	0	606	0	TBC at Committee Meeting	0	0	0	0
Total Maurice Huggins EMF Expenditure	0	0	0	820	1,000		1,000	1,000	1,000	1,000
Total Maurice Huggins Expenditure (Operational & EMF)	1,362	5,544	2,195	4,169	6,935		6,368	6,760	7,181	7,632
Total Maurice Huggins Budget Surplus/ (Deficit)	(173)	(4,544)	(1,670)	(3,694)	(6,125)		(5,499)	(5,828)	(6,180)	(6,558)

To receive reports from the Service Delivery Department and consider any actions and associated expenditure - Departmental Report

1. Christmas Period

Service Delivery Department will operate a reduced service to undertake the following duties from 22nd December to 1st January 2024:

- Public toilets to be opened, cleaned and replenished;
- All STC Building Assets and Sites to be checked, including the Pontoon, Parks and Cemeteries;
- STC Parks and Cemetery bins to be emptied, and the Sites litter picked;
- Checks to be carried out on all Christmas Lights and Trees;
- Empty black book box at the Library and transfer books to the internal crate;
- Final check and lock up all public toilets.

The Personnel Committee will review the working hours to ensure sufficient cover is in place.

[Members are asked to note the update.](#)

2. Trees / Survey

The following trees have been felled due to ash dieback disease. We have worked with SEA prior to appointing a contractor to undertake the works.

Two Ash Trees - Location on section 26 Middle Path Sections Down From Pillmere Green.

Make safe a damaged limb of a healthy Ash Tree at the rear of 11 Greenfich Crescent.

Works to remove dead Elm Tree in hedge and reduce limbs on large Ash Tree on the same site reference Pillmere Meadow.

A contractor carried out the tree survey for annual fungus present at this time of year. This is to cover anything that may be potentially missed due to the survey timing being requested in March whilst the trees were not in leaf and the appearance of annual fungus does not occur until August / September.

All works have been carried out in budget.

[Members are asked to note the update.](#)

3. Waterside toilet area

Materials purchased and door installed at rear of waterside toilets. Town Council items are stored within the space.



Members are asked to note the update.

4. Grounds work

Various ground works have continued since the last committee meeting, the department has worked extremely hard to keep up with the ever growing grass.

Bark is starting to be laid to suppress the weeds allowing the team to work on other areas of the town.

Members are asked to note the update.

5. North Cross Bus Stop

Open space behind is owned and the responsibility of National Highways. Saltash TC for many years have maintained the area but should not be on National Highways land without a formal agreement.

Members are asked to note the above update and confirm how they wish to proceed.

6. Planting

At last month's Services Committee it was agreed to:

1. Plant evergreen plants for the Autumn/Winter period, and the Spring/Summer planting to be around the evergreen areas to bring colour to the beddings and containers;

Tartendown have been in contact to confirm they were given approval some time ago to grow 1200 polyanthus for the Autumn/Winter bedding therefore the above will not take place this year.

I wasn't aware this was the case, the resolution was based around reducing the Service Delivery time and disposal of plants. There isn't anything that can now be done due to our commitment and their growing of polyanthus.

An email has been sent to Tartendown to confirm a quote must be received and considered by Saltash Town Council prior to future growing.

[Members are asked to note the update.](#)

7. Legionella

Two members of the SD Team are now legionella trained at a total cost to the Town Council of £35 plus the cost of a temperature fob. Aqua Storage is no longer required saving the Town Council a monthly charge of £175+VAT.

[Members are asked to note the update.](#)

8. Vandalism

Longstone Park toilets

Member are aware of the recent vandalism at Longstone Park toilets leaving the gents closed due to damage.

I have since been in contact with Cornwall Council to discuss the reduction of large shrubs located in front of the toilet block in the attempt to improve visibility and reduce vandalism by making the toilet block less susceptible.

Cornwall Council understand the request and asked Cormac to look at some sustainable alterations. Date for the works is yet to be confirmed.

I do not believe external CCTV will rectify the situation due to the location the CCTV would need to be at and does not allow the last person to be prosecuted.

(Approximate) Damage includes:

White Hygiene Board Damage (at least three new sheets and joining strips plus adhesives) - £350.00

New Wall Mounted Baby Changing Unit - £250

Two New Jumbo Toilet Roll Dispensers - £100

+ Service Delivery Labour To Clean And Install The Above Items. (days works)

Saltash Town Council toilet operational hours are:

Summer – 1st April to 31st October 0830 to 7pm

Winter – 1st November to 31st March 0830 to 5pm

Members are asked to note the update and consider reducing the Winter toilet operational hours for Longstone Park due to continuous vandalism without further impact to the Service Delivery Team.







9. Christmas Flags

The town Christmas flags are nearly at the end of life so we made contact with Denise of Saphira jewellers who kindly made the flags many years ago, her and her mum kindly offered to wash and repair those that require to be repaired so that the flags could be flown at Christmas.

She also advised some designs are not effective with the way they are attached on the poles which she preferred be left out completely.

Any flags that we do not use in the future, she has asked if she could have them back to stitch together and have a patchwork piece, that maybe could be hung in an STC building on a wall or in a window; rather than them be disposed of.

Members are asked to note the above update and to consider the use of the Christmas flags that won't be used.

10. Cotehele Quay Gig Club

The Tamar Challenge requested access to the outside of Saltash Town Council pontoon (hammer head only) from 1130 to 1430 (when the race leaves) on the 14th October.

Gigs will be placed on the hammerhead and also the beach. We will launch the gigs on the jubilee slipway, and the slipway under the bridge.

Also, we would like to put a Coffee Van in the carpark to provide refreshments to the rowers between the hours of 1130 and 1430.

The use of the hammerhead has been approved and pontoon users have been informed. Approval is not required from Saltash Town Council regarding the use of jubilee slipway and the coffee van.

Members are asked to note the above update.

11. Memorial Peace Garden

Installation of a Hawthorn tree and memorial plaque as previously agreed at a Services Committee meeting took place on the first week of October – see pictures below:





12. Vehicles

At the last Services Committee meeting held on 24th August it was agreed as follows:

1. Delegate to the Town Clerk to undertake a vehicle exercise reporting back at the next Services Committee meeting.

However, due to volume of work and the extend of the report, time has not allowed for this to be achieved therefore I ask that the project be considered by the newly appointed SDM at his earliest opportunity.

In the meantime, repairs to the vehicles are to take place to bring the fleet back on the road.

Members are asked to note the above update and give delegated authority to the Town Clerk to arrange for the repairs to take place within budget availability.

13. Intruder Alarm

Overview of the current Longstone Depot alarm system:

Longstone Depot intruder alarm is causing a few issues leading to callouts on a regular basis at a cost to Saltash Town Council.

The system was inherited by Cornwall Council back in 2018 when Saltash Town Council agreed to take on the Lease. I am unaware of how old the system was then or the condition of the system. I know from my own personal experience, intruder systems don't last forever and when they start to experience issues it never seems to end.

Whilst undertaking this exercise and trying to illuminate the issue working with the contractor, I am confident a new or part system is required.

A system report from the contractor has been received and they now suggest:

As explained the control unit and signalling devices are new and do not really need replacing, however the detection devices in the Garage and Cleaning store are the original units we inherited when we took over the systems, The office was new.

The work to consist of the following :

1. Remove the existing movement detectors in the Garage and install a new Dual action Dual Technology detector (looks for movement and heat before activation)
2. Remove the existing movement detectors in the cleaning store and install a new Dual action Dual Technology detector (looks for movement and heat before activation)
3. Remove the existing Roller shutter contact on the Garage Roller shutter and replace with new!
4. Check the condition of the wiring of these detectors to ensure reliable operation, any faults found will be brought to your attention for remedial action.
5. Program the above devices back into the control unit and test, and commission.

The investment required to carry out the above works as described will be £396.57 + vat.

Other quotes were sought however others wish to add a new system and cost for takeover.

Members are asked to note the above update and consider appointing ASG to upgrade the detection devices at a cost of £396.57 + VAT allocated to budget code 7104 Fire and Security Alarm.

14. Pillmere Work

At last month's Services Committee it was agreed to:

1. Delegate authority to the Town Clerk to appoint a contractor to carry out Pillmere foothpath works within budget this year, and future budgeting for the works to be undertaken every two years;

A contractor has been appointed to undertake the above works working with the SDD at a cost of £2,750+VAT allocated against budget code 6506 Grounds Maintenance and Watering.

Works are to commence next week subject to the weather and will take approximately 5 days.

The Pillmere Community Association have been informed of the works.

[Members are asked to note the above update.](#)

15. Dog Fouling Update

At Services held on 8th June under minute 34/23/24 it was resolved to install additional dog fouling signs at the following locations:

1. Longstone Depot
2. Saltash Library
3. Waterside – Pontoon Gate
4. Pillmere Green
5. Pillmere Meadow
6. Pillmere – Dartmoor View
7. Ashton Way Play Park Fence
8. St Stephens Church – Subject to permissions received
9. North Road Bus Stop – Subject to permissions received

Permission has been sought and confirmed by St Stephens Church.

North Road is not owned by Cornwall Council. Therefore, permission to erect an additional sign within the area known as Brunel Bust has been sought and the Administration Department is awaiting a response from the Cornwall Council Public Space Officer.

Once all permissions are granted the signs will be procured and the Service Delivery Team instructed to install.

[Members are asked to note the above update.](#)

16. Cornwall Council Property Asset – Six Former Play Areas Latchbrook

At the last Services Committee it was agreed as follows:

It was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** to thank Cornwall Council for providing the Town Council the opportunity to consider all six areas during their release process, however, due to the work required to bring the sites back to an acceptable condition Saltash Town Council reject the offer on this occasion and ask Cornwall Council to consider retaining the areas as public open spaces in line with the Saltash Neighbourhood Plan, should Cornwall Council wish to sell the land on the open market a covenant be included to exclude properties being built on the land that should remain as public open spaces.

Cornwall Council were informed of the Town Council decision and responded as follows:

Thank you for confirming that Saltash Council does not wish to have the sites at Latchbrook devolved to it. We are now taking steps to move disposal of these sites forward and it is likely that you will see 'S123' notices appear in the local press shortly advertising the fact that Cornwall Council intends to dispose of these assets.

I note the request for covenants to be imposed within the transfer. We consider the future use of the site should be determined by the planning system, and note that the sites are designated as 'former public open space' within the Neighbourhood Development Plan. The inclusion of a covenant restricting use in the manner proposed will make disposal of these sites more challenging, and in all likelihood such covenants would be unenforceable if challenged. Therefore Cornwall Council does not intend to include covenants no use as requested.

The intention of Cornwall Council is to offer these sites initially to those with adjacent property and we would envisage that in the majority, if not all cases, that if adjacent landowners wish to purchase they are most likely to wish to incorporate the land into their gardens. If adjacent property owners do not wish to purchase these areas of public open space we will seek to dispose at auction, but this will happen only once the possibility to transfer to neighbours has been explored.

Kind regards

Catriona Smith MA MRICS | Chief Valuer

End of Report

Town Clerk

SERVICE DELIVERY VANDALISM/ANTI SOCIAL BEHAVIOUR INCIDENT LOG 2023

DATE OF INCIDENT	SITE/LOCATION	DESCRIPTION OF DAMAGE	DATE REPORTED TO POLICE	POLICE LOG REFERENCE	CRIME REFERENCE NO.	COMMENTS
23/08/23	Elliots shop, Lower Fore Street	Black tourist sign for Elliotts Museum has been ripped down and broken	23/08/23	DP-39037-23-5050-01	50230238125	
17/09/23	Longstone toilets	Damage to ceiling & wall of gents cubicle. Damage to nappy bin and soap dispenser	18/09/23	DP-43725-23-5050-01	50230262645	New bin ordered from SWH by RA. New bin delivered 02.10.2023 and damaged one collected.
02/10/23	Longstone toilets	Setting alight toilet rolls and generally created a mess	03/10/23	BCA-82705-23-5050-01	TBA	No damage costs incurred on this occasion
05/10/23	Longstone toilets	Setting alight to paper and toilet rolls - fire briage and police called to the scene	06/10/23	TBC	TBC	White hygiene board damage, wall mounted baby changing unit, X2 jumbo toilet roll dispensers

Agenda Item 14

Thank you for your valued enquiry regarding the above, for which I have pleasure in supplying you with the following details and costs.

The cost for our engineers to attend site at Fore Street, Saltash and inspect the double sided drum clock would be **£1220 + VAT**.

This cost is based on the client providing a hoist for access to the clock and any road/pavement closures. Power must be available on site.

Site visit costs are based on our normal working hours of 8am to 5pm Monday to Friday, subject to the site distance from our offices we will always try to be on site during these times. Third party delays to our schedule may result in additional costs being charged.

Any additional charges for component parts will be quoted to you on site for approval prior to any work commencing. If a return visit is necessary to fit additional parts or to gain external access a written quotation will be sent for approval prior to the return visit being booked.

Budget cost for parts.

2 x CL200 stepper clock mechanisms...**£700 + VAT**.

1 x Total Control System with time chip...**£450 + VAT**.

Our current lead time for site visits is 4 weeks.

- Costs shown are valid for 28 days from date of quotation
- Please check the quotation carefully for any errors or changes prior to booking
- Our standard terms are full payment due prior to the site visit date
 - See our Payment Options – [Click here](#)
- You may also wish to read a copy of our Terms And Conditions Of Sale PDF – [click here](#)

I hope the above is of interest to you and look forward to hearing from you soon.

Kind regards

COMPANY B

Saltash – Town Projecting Clock

Further to our Devon based engineers site visit to inspect the above clock, we are pleased to provide the following information & suitable quotations.

He found the one dial was stopped; he was unable to access the movements located at the rear of each of the dials within the clock drum or adjust them from the control equipment.

We understand the system was installed in 2002 & due to its age & design, parts are difficult to obtain, therefore carry out any satisfactorily repair. We propose replacing the system with two of our heavy-duty slave movements which would drive the original hands, therefore having the same external appearance. The movements would be controlled by one of our master clocks which would provide accurate time keeping, control them during a power failure & automatically GMT/BST alteration.

We are pleased to provide the following quotation.

Quotation

Attend on site, approach the external clock drum using a scaffold/ cherry picker provided by others at no cost to this company, remove the hands & movements. Bring all parts back to our workshop.

In our workshop, to manufacture 1x master clock control unit, 2x heavy-duty slave movements.

Fit new hands bosses & paint the hands.

Return to site, approach the external clock drum using a scaffold/ cherry picker provided by others at no cost to this company, install the new movements, fit the hands & synchronise with each other.

Install the master clock in the building.

Set up & leave all in good order.

For the sum of ... £3,190 [Three Thousand, One Hundred & Ninety Pounds] net plus VAT.

Points to Note

The quotation excludes the provision of a cherry picker / hoist or scaffold to gain access to the clock drum, it would be required for one day on each visit, we can arrange this at an additional cost.

Any alteration to the existing electrical supply, this will be confirmed on our first visit to site to remove parts.

Price Maintenance

These prices are firm for a period of six months from the date of this letter and thereafter, subject to price increase to accord with increased costs of labour, materials and travelling costs if necessary.

Guarantees

All new parts made by us carry our ten-year guarantee against failure through faulty workmanship or materials.

When a turret clock movement has been brought into our workshops for a complete overhaul, we will give a 10-year guarantee on its performance and reliability, if maintained on an annual basis by the CCC.

This does not include failure of original materials or automatic winding systems not supplied by the CCC.

Repair work is similarly guaranteed for a period of twelve months. Suspension springs and electrical or electronic components of units not of our manufacture, are specifically excluded from our guarantees, but carry the manufacturers own warranty.

Terms Payment

30% with orders over £ 1,000.00, the balance within 14 days of the date of invoice following completion of the work.

In some cases progress payments may be asked for.

All goods remain the property of the vendor until full payment has been made and any relevant cheques cleared. Risk passes on delivery.

The above quotation is exclusive of Value Added Tax at 20%.

The Cumbria Clock Company Ltd complies with the “Code of Practice for Turret Clock Work” produced by the Clocks Advisers Forum of DAC Clock Advisers in collaboration with Turret Clock Companies and the Church Buildings Council.

Trusting the above information is helpful to you, but in the event you should have any questions to ask, please do not hesitate to contact us.

We assure you of our best care and attention, at all times and look forward to hearing from you in the near future.

Yours sincerely

COMPANY C

Preliminary estimate for repair/services to the Saltash town centre, Jubilee 2002 public wall clock.

Note,

It is not possible for me to submit an accurate quote for the services needed to restore this clock to good working order, until the clock dials have been removed, and the mechanisms and electrical system examined.

I recently visited the clock to assess, finding the hands of both dials stopped and showing different times.

After investigation and tampering with the 'electrical control unit' in place there, the west facing hands began to work and self-corrected to the correct time. Therefore, it may only be necessary to replace one of the movements.

The cost for that visit has been included in the estimate.

To.

Hire and erect a self-assembling scaffold rig.

Remove both dial covers, dials and seals, examine for signs of rainwater intrusion, and repair if and as is necessary.

Supply and install a replacement new clock mechanism for the west facing dial and examine the clock mechanism of the east facing dial, and service/repair as and if is necessary.

If necessary, supply and install a replacement clock control system for automatic restart and time correction, and seasonal time changes.

Remove rust from the clocks wall bracket, prime and repaint.

Investigate the timed illumination system and if necessary, supply and install new, or repair if possible.

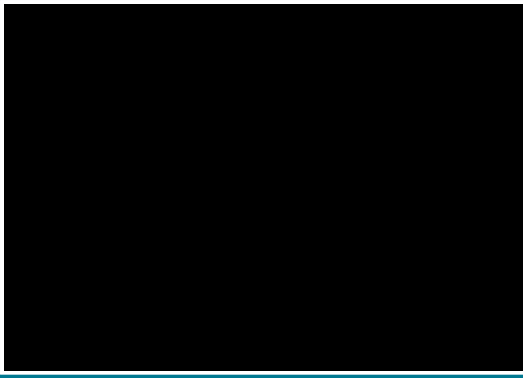
Estimate inclusive of parts and

labour..... £1100:00 - £1400:00

Note.

I must reserve the right to re-estimate if after commencement, extra work and/or parts that will incur additional cost is found to be needed.

There is no VAT to be added.

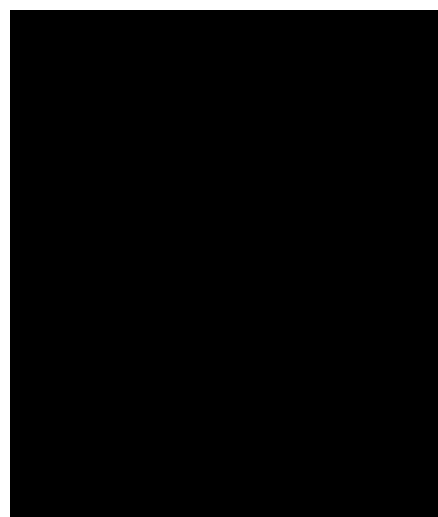


Professional office and commercial cleaning without compromise

A quality, tailored cleaning solution
for your organisation

Quote ref: 2297

Ricky Lumley
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX



3rd October 2023

Dear Ricky,

Our cleaning proposal for Saltash Town Council's toilet blocks

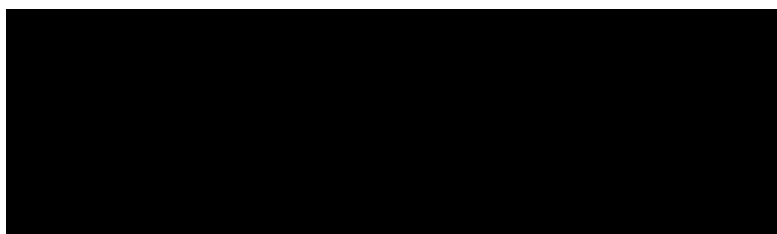
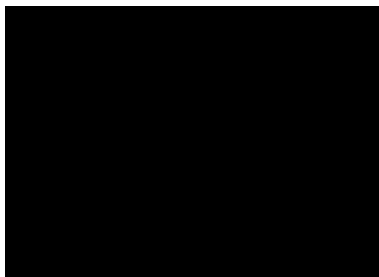
Thank you for giving me the opportunity to provide you with a quotation for the cleaning of your toilet blocks in Saltash.

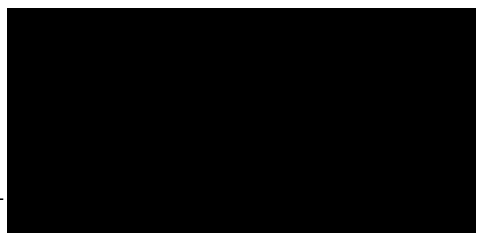
Based on the site survey undertaken, please see the enclosed cleaning proposal.

Our reliable, value for money service will ensure your premises are consistently clean and welcoming and includes:

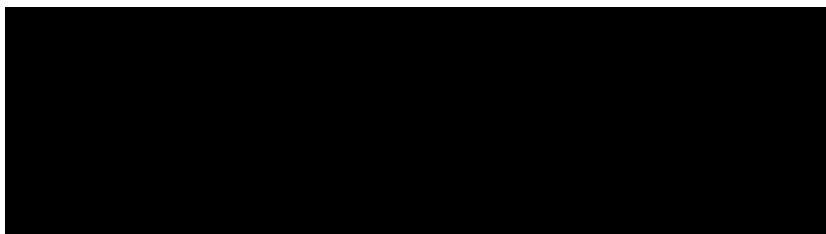
- Well trained, trustworthy and friendly staff
- High quality cleaning standards maintained via regular inspections
- Managed cover for holidays and unplanned absences
- Service flexibility to respond to any short notice requirements you may have
- Regular, ongoing contact so that you remain happy with our service

Should you wish to speak with one of our customers regarding our service, I would be delighted to provide you with referee details.





Saltash Town Council – Toilet Blocks	
Schedule of Areas to be Opened, Closed and Cleaned	
Sites to be Serviced	Frequency of Service
Alexandra Square	Daily
Belle Vue	Daily
Old Ferry Road	Daily
Longstone Park	Daily



General cleaning specification

Customer: Saltash Town Council – Toilet Blocks	Quotation Ref No: 2297		
Services Provided	Cleaning Frequency		
	Weekly	Month	Year
Unless otherwise specified all cleaning restricted to max height 6ft from floor level.			
1. Sweep / damp mop entrance steps	-	-	-
2. Vacuum / damp mop entrance area	-	-	-
3. Lift & Vacuum entrance mat	-	-	-
4. Vacuum mats	-	-	-
5. Remove finger marks from interior glass windows	7	-	-
6. Remove finger marks from reception area	-	-	-
7. Remove finger marks from interior door glass panels	-	-	-
8. Empty all waste bins	7	-	-
9. Remove rubbish and place in client's receptacle	7	-	-
10. Dust/wipe furniture, windowsills, ledges, cabinets, skirtings etc to a height of 6'0"	7	-	-
11. Vacuum carpeted floors	-	-	-
12. Sweep/Vacuum staircases & Wipe Railings	-	-	-
13. Mop / sweep / Vacuum hard floors and remove spillage stains	7	-	-
14. Broom sweep hard floors and remove spillage stains	-	-	-
15. Vacuum / Mop landings	-	-	-
16. Toilets - fully cleansed for your protection Brush floor surfaces and wash and disinfect floors. Wash / dry polish toilet seats and wash interior surfaces of toilet bowls and sinks. Disinfect toilet bowls and urinal stalls. Replenish toilet facilities using customer's own materials.	7	-	-
17. Fully cleanse consulting room / treatment room / nurses room sinks and work surfaces	-	-	-
18. Wipe outside fridge, & inside & outside microwaves	-	-	-
19. Wipe out inside fridge	-	-	-
20. Crockery and cutlery – if any - collect, wash, put away	-	-	-
21. Dishwasher – turn on or empty and pack away dishes if necessary	-	-	-
22. Damp wipe coffee machine	-	-	-
23. Wipe clean and disinfect telephones	-	-	-

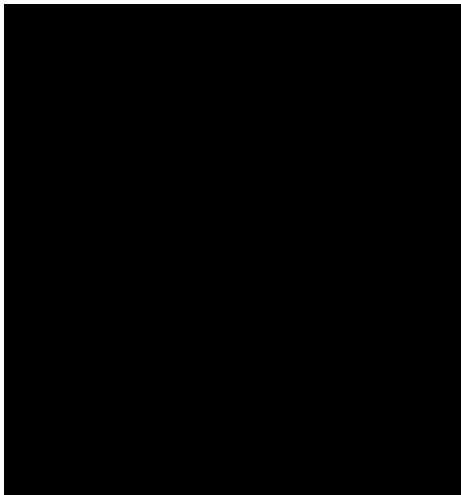
24. Wax polish or damp wipe furniture, ledges, cabinets, skirtings etc. to a height of 6'0" (paper and files not removed in case of loss)	-	-	-
25. Clean interior and exterior of lift	-	-	-
26. Dry buff vinyl floors with high speed machine	-	-	-
27. Dry buff wood block floors with high speed machine	-	-	-
28. Spray clean vinyl floors with high speed machine	-	-	-
29. Spray clean wood block floors with high speed machine	-	-	-
30. Wipe down and disinfect units in kitchen area	-	-	-
31. Wipe clean and polish external signs	-	-	-
32. Wipe clean and polish external signs and fittings	-	-	-
33. Remove finger marks and spillages from doors, light switches, cupboards etc.	7	-	-
34. Wiping Down of Desks	-	-	-
35. Clean both sides of external glass	-	-	-
36. Clean all interior glass	1	-	-
37. High dust all ledges, lintels etc. to normal ceiling height	1	-	-
38. Dust Venetian blinds	-	-	-
39. Vacuum/ wipe upholstered furniture	-	-	-
40. Deep cleanse urinals, toilet bowls and sinks	7	-	-
41. Wash and disinfect toilet tiles and partitions	7	-	-
42. Clean shower	-	-	-
43. Wash and disinfect waste bins	-	-	-
44. Wash all vinyl upholstery with neutral detergent	-	-	-
45. Dry dust VDU screens	-	-	-
46. Dust keyboards	-	-	-
47. Dust/Wipe Photocopiers & Printers	-	-	-
48. Unlock and Secure premises	7	-	-
We will supply all machinery and cleaning agents required.			
Materials supplied include all cleaning materials, black refuse sacks and a vacuum cleaner where necessary, but <u>do not include</u> white swing and pedal bin liners, local authority refuse sacks, air freshener and toilet consumables.			
Electrical equipment is supplied as part of the contract, but where an inadequate number of power points are available, extension leads to be supplied by the client.			

Definitions

1. Dusting - to hand height, includes the manual dusting of all furniture, fixtures and fittings from floor level up to the normal reach of a cleaner standing up, but not being required to stand on a ladder or chair, etc. It includes the removal of dust from desktops and other horizontal surfaces, provided these are kept as free from papers and other obstructions as possible.
2. Dust control method - includes the use of a dry mop or mitten, which has been impregnated to give it the ability to absorb dust; also the use of a sweeping compound on floors to absorb dust.
3. High dusting - includes the removal of dust by manual means from all horizontal dust catching surfaces above normal hand height, including light fittings, high rails, pipes, tops of high cabinets, tops of doors, pictures and bookcases.
4. Sweeping - includes the removal of surface dirt from floors (and in certain circumstances, carpets) by means of a hand broom, with or without dust-laying compound, by impregnated mops, or mechanical brush / vacuum machine.
5. Floor buffing - usually carried out with electrical or orbital action machines fitted with either a polishing brush or a back plate with nylon or steel wool pads, to remove marks and improve the shine.
6. Floor polishing - includes the application of a suitable polish to a floor and buffing if necessary, e.g.
 - (a) Wood floors with a natural wax polish followed by buffing.
 - (b) P.V.C. floors with a synthetic wax emulsion followed by buffing, or with a "dry bright" plastic emulsion wax-free polish not buffed. Polish is applied either with a spray gun under pressure, or by mop.
7. Damp mopping - includes the removal of surface dirt and spillage using a mop and the minimum of liquid detergent and water solution.
8. Washing - includes the removal of surface dirt and spillage from floors using a hand mop, or floor cloth, or other approved non-mechanical means to apply a suitable detergent diluted with water. The resultant sludge is removed with a mop and the surface neutralised and left clean.
9. Scrubbing - includes the removal of in-trodden dirt, scuff marks and polish, by rotary brush machine fitted with a hard-bristle brush, with or without a wire wool pad. The operation is done either dry or wet, using a suitable detergent, depending on conditions. If dry, the resultant dust is removed by sweeping with an impregnated mop. If wet, the sludge is rinsed off with a mop and the surface neutralised and left clean.
10. Disinfecting telephones - the wiping of telephone handsets with a soft cloth impregnated with a solution of approved disinfectant.
11. Spray cleaning - spraying a mixture of emulsion polish and water on the floor and buffing dry with a rotary brush machine to remove marks and polish the surface. By this method, the polished surface is maintained and the floor cleaned at the same time. The dirt removed is brought to the surface in the form of a fine dust which is removed by a dust control mop.
12. Scouring - includes cleaning of glazed sanitary ware using non-abrasive bleaching powder applied with a cloth or a specially designed liquid cleaner applied with a spray gun.

BICSc Cleaning Standards Specifications Table

	ACCEPTABLE ON COMPLETION OF TASK	ACCEPTABLE BETWEEN CLEANING TASKS	UNACCEPTABLE
GENERAL			
Removal of loose debris	Free from litter, debris, dust and loose foreign matter.	Debris arising from usage between cleans.	Build up of litter, debris, dust and loose foreign matter.
Removal of impacted debris	Free from impacted debris e.g. chewing gum, labels etc.	Debris arising from usage between cleans.	Build up of impacted debris.
HARD FLOORS			
1. (a) Spot mop	Dry and free from spillages, removable stains, superficial marks and loose debris.	Debris and spillages arising from usage between cleans.	Build up of spillages, removable stains, superficial marks and loose debris.
(b) Full mop	Has uniform appearance and is dry and free from spillages, removable stains, superficial marks and loose debris.	Debris and spillages arising from usage between cleans.	Build up of spillages, removable stains, superficial marks and loose debris. Having a non-uniform finish.
2. Scrub	Dry and free from spillages, removable stains, ingrained dirt, scuffmarks and impacted debris. Of uniform appearance.	Debris and scuff marks arising from usage between cleans.	Build up of removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of non-uniform appearance.
3. Burnish/ Polish	Dry and free from removable stains, spillages, scuff marks and debris. Has even sheen.	Debris and scuff marks arising from usage between cleans.	Non-uniform appearance, build up of removable stains, spillages, loose debris and scuff marks.
SOFT FLOORS			
1. (a) Spot clean	Free from visible loose debris, dust, fluff and lint, removable stains and matter.	Debris arising from usage between cleans.	Build up of removable debris dust, fluff, lint, stains and matter. Accumulation of the above around soft floor edges and bases of furniture.
(b) Full suction clean	Free from visible loose debris, dust, fluff and lint. Overall even appearance.	Debris arising from usage between cleans.	Build up of removable debris, dust, fluff and lint. Accumulation of the above around soft floor edges and bases of furniture.
2. Deep clean	Free from impacted debris, dust, fluff and lint. Overall bright appearance. Free from removable stains. Odour free.	Debris arising from usage between cleans.	Build up of impacted and loose debris. Removable stains. Unacceptable odour.
VERTICAL SURFACES AND HIGH LEVEL			
1. Dust	Free from visible loose debris, dust and cobwebs.	Debris arising from usage between cleans	Build up of loose debris and dust on vertical surfaces and at points of contact with horizontal surfaces.
2. (a) Damp wipe/ spot wash	Free from impacted debris, dust, cobwebs and removable stains/ graffiti.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces. Removable stains.
(b) Damp wipe/full wash	Free from impacted debris, dust, cobwebs and removable stains/ graffiti. Uniform appearance.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
FURNITURE, FIXTURES AND FITTINGS			
1. Dust	Free from visible loose debris, dust and cobwebs.	Debris arising from usage between cleans.	Build up of loose debris and dust on horizontal surfaces and at points of contact with vertical surfaces.
2. Damp wipe/ wash	Free from impacted debris, dust, cobwebs and removable stains. Uniform appearance. Dry.	Debris, dust and stains arising from usage between cleans.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
3. Polish	Dry and free from removable stains, spillages and debris. Has bright even sheen.	Debris and marks arising from usage between cleans.	Non-uniform appearance, build up of removable stains, spillages, loose debris, marks and excess polish.
SANITARY FITTINGS			
1. Damp wipe/ wash	Free from impacted debris, dust, removable stains, body fats and fluids. Uniform appearance. Dry. Odour free.	Debris, dust and stains arising from usage between cleans. Residual odour.	Build up of impacted debris, dust and fats on all surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
2. Deep clean	Free from impacted debris, dust, removable stains, body fats and fluids, scale and verdigris. Uniform appearance. Dry. Odour free.	Debris, dust and stains arising from usage between cleans. Residual odour.	Build up of impacted debris, dust, fats, scale and verdigris on all surfaces and at points of contact with other surfaces. Removable stains, smears.



Contractual quotation

Quotation Ref:
2297

Date: 03/10/23

For the Attention of:
Ricky Lumley
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Toilet Block locations:
Alexandra Square PL12 6AN
Belle Vue PL12 6ES
Old Ferry Road PL12 4EH
Longstone Park PL12 6DW

Opening, Closing and Cleaning of 4 toilet blocks 7 days per week totalling 3.5 hours per day
(Monday – Sunday at 8.30am and 7pm)

Cleaning as per Cleaning Specification (pages 3, 4 & 5)

Hourly Rate: £25.00 per hour

Charge per 3.5 hours total daily service:
£87.50

Fixed monthly charge £2654.17

Fixed Monthly Charge is calculated on
average cleans per month over 3 month
period

This quotation is exclusive of VAT, which would be charged at the current rate.

All price(s) quoted are based on the cleaning contract running continuously, therefore, no deductions shall be made in respect of statutory or other holiday periods.

Cleaning can be arranged on statutory holidays at an additional charge

Please indicate your acceptance of entering into a contractual agreement by signing and returning this quotation document.

We accept the quotation and specification and agree to the terms and conditions overleaf / sent with this quotation.

Signed by: _____

Print Name: _____

Position: _____

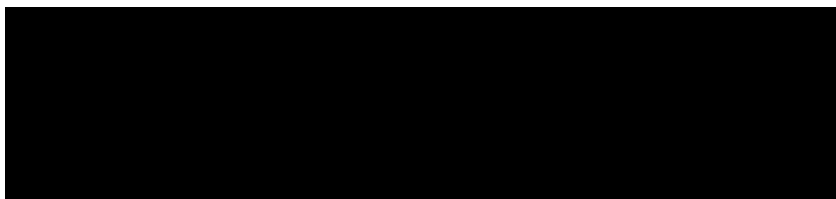
Date: _____

Company Name: _____

Company Reg No: _____

Proposed commencement date: _____

Terms and conditions of business under which this quotation is submitted and any subsequent order accepted.



The following are the terms of the agreement between the customer and [REDACTED]. These terms and conditions constitute an entire and binding agreement and shall prevail over any inconsistent terms or conditions contained in any document supplied by the customer. In the event of a transaction with a consumer, the consumer's statutory rights shall not be adversely affected.

1. Commencement and Duration

- (a) The services supplied under the contract shall be provided by [REDACTED] to the customer from the date specified in the order and shall continue unless and until terminated by one of the parties giving to the other not less than three months' notice in writing.
- (b) If the customer terminates the contract without proper notice, the customer shall be liable immediately to compensate [REDACTED] by paying three months' charges, as calculated by [REDACTED], based on the average for the previous three months' invoices in lieu of such notice or the average of the actual period of the contract if less than three months.

2. Price and Payment

- (a) [REDACTED] shall invoice the customer monthly. Accounts will be rendered and are due and payable within 30 days of the invoice date. Time for payment shall be of the essence.
- (b) All prices quoted shall be exclusive of VAT, which [REDACTED] shall add to its invoices at the appropriate rate.
- (c) All prices quoted are calculated on the basis that the contract is to run continuously, and accordingly, no deductions shall be allowed in respect of statutory or other holiday periods.
- (d) [REDACTED] shall have the right to increase its prices:
 - (i) annually on each anniversary of the contract in accordance with the increases in the Retail Price Index;
 - (ii) when changes in legislation or other factors beyond [REDACTED]'s control have an impact on [REDACTED]'s costs; and/or
 - (iii) where appropriate, in the event of modifications or alterations to the Contract or the work to be provided by [REDACTED].
- (e) [REDACTED] guarantees to maintain its prices for a period of one year subject to clause 2(d). Thereafter, [REDACTED] reserves the right to review the value of the contract in accordance with clause 2(f).
- (f) The customer shall be given three months' prior written notice of any change to the contract value.
- (g) Without prejudice to any other right or remedy that [REDACTED] may have, if the customer fails to pay on the due date, [REDACTED] may:
 - (i) charge interest on such sum from the due date for payment at the annual rate of 8% above the base lending rate of the Bank of England from time to time, accruing on a daily basis and being compounded quarterly until payment is made, whether before or after any judgment and the customer shall pay the interest immediately on demand.
 - (ii) claim its reasonable costs incurred in seeking payment of amounts due, including but not limited to administrative, management and legal costs; and
 - (iii) suspend all services to the customer until payment has been made in full. All sums payable to [REDACTED] shall continue to accrue during any period of suspension.
- (h) The customer warrants and represents that it has disclosed to [REDACTED] all relevant factors to enable [REDACTED] to give an informed quotation.

3. Customer's Obligations

The customer shall:

- (a) Pay the contractual price and any other sums due in accordance with the terms referred to above;
- (b) Ensure that the customer's premises comply with all relevant Health and Safety requirements;
- (c) Communicate any special instructions or complaints regarding [REDACTED]'s performance by notice in writing within 48 hours of the complaint arising or in sufficient time to allow the special instruction to be complied with;
- (d) Indemnify [REDACTED] in respect of [REDACTED]'s compliance with a request to remove any of [REDACTED]'s personnel if such request is not found to be based on valid performance or service level complaints;
- (e) Not, without the prior written consent of [REDACTED], at any time from the date of the contract to the expiry of 6 months after the last date of supply of the services, solicit or entice away from [REDACTED] or employ (or attempt to employ) any cleaner or cleaning supervisor engaged by [REDACTED] in the provision of the services;
- (f) Any consent given by [REDACTED] in accordance with paragraph 3(e) above shall be subject to the customer paying to [REDACTED] a sum equivalent to four and a half times the cleaner's or cleaning supervisor's salary and other benefits paid by [REDACTED] in the last full month of the cleaner's or cleaning supervisor's employment with [REDACTED]; This sum shall be payable irrespective of whether the cleaner or cleaning supervisor's employment transferred from [REDACTED] pursuant to the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- (g) Provide, free of charge, all lighting, heating, hot water and any other facilities which may reasonably be required by [REDACTED];
- (h) Be liable to pay [REDACTED], on demand, all reasonable costs, charges or losses sustained or incurred by [REDACTED] or any of its employees or subcontractors (including, without limitation, any direct, indirect or consequential losses, loss of profit and loss of reputation, loss or damage to property and those arising from injury to or death of any person and loss of opportunity to deploy resources elsewhere) arising directly or indirectly from the customer's fraud, negligence, failure to perform or delay in the performance of any of its obligations under the contract, subject to [REDACTED] confirming such costs, charges and losses to the customer in writing.

4. [REDACTED]'s Obligations

[REDACTED] shall:

- (a) Keep in force Employers Liability and Public Liability insurance policies up to a value of not exceeding £10,000,000 and £5,000,000 respectively.
- (b) Upon receipt of any notice under clause 3(c) take all necessary action, without cost to the customer, to investigate and rectify the complaint;
- (c) Carry out the work to the reasonable satisfaction of the customer and, if valid, provide all necessary staff and materials for this purpose, but not be responsible for the removal of oil, paint, varnishes or other similar substances unless otherwise agreed in writing;
- (d) In the event of the loss of a key entrusted to [REDACTED], be responsible only for the cost of replacement of the key and not for any other direct, indirect or consequential costs, which are covered under the customer's own insurance; and
- (e) Accept no responsibility in connection with the operation of any alarms or security devices at the customer's premises. The operation of such equipment by [REDACTED]'s employees or subcontractors is a matter of goodwill to assist the customer.

5. Limitation of Liability – THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THIS PARAGRAPH

- (a) If [REDACTED]'s performance of its obligations under the contract is prevented or delayed by any act or omission of the customer, its agents, subcontractors, consultants or employees, [REDACTED] shall not be liable for any costs, charges or losses sustained or incurred by the customer arising directly or indirectly from such prevention or delay and shall be paid as if the work had been undertaken.
- (b) Nothing in these terms and conditions limits or excludes [REDACTED]'s liability for death or personal injury resulting from negligence or for any

- damage or liability incurred by the customer as a result of fraud or fraudulent misrepresentation by [REDACTED].
- (c) [REDACTED]'s total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance or contemplated performance of the contract shall be limited to the price paid for the services.

6. Force Majeure

[REDACTED] shall have no liability to the customer under the contract if it is prevented from, or delayed in performing its obligations under the contract or from carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including (without limitation) strikes, lock-outs or other industrial disputes, failure of a utility service, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, fire, flood, storm, explosion or default of suppliers or subcontractors.

7. Variation

- (a) [REDACTED] may, from time to time, revise and amend its terms and conditions provided that, where practicable, it will give the customer at least three months' notice;
- (b) Where [REDACTED] sends the revised version of the terms and conditions to the customer stating when they will come into force and the customer does not object in writing and continues to use the services after that date, then the customer is deemed to have accepted the revised terms and conditions from that date.
- (c) Subject to clauses 7(a) and (b) above, no variation of the contract or these terms and conditions or of any of the documents referred to in them, shall be valid unless it is in writing and signed by or on behalf of each of the parties.

8. Notices

- (a) Any notice required to be given by the customer to [REDACTED] under the contract shall be in writing and shall be delivered personally, or sent by first-class post and/or recorded delivery;
- (b) Any notice shall be deemed to have been duly received if delivered personally, when left at the address and for the contact referred to in paragraph 7(a) above or, if sent by first-class post or recorded delivery, at 9.00 am on the second business day after posting;
- (c) This paragraph shall not apply to the service of any proceedings or other documents in any legal action.

9. Waiver

- (a) A waiver of any right under the contract is only effective if it is in writing and it applies only to the circumstances for which it is given. No failure or delay by a party in exercising any right or remedy under the contract or by law shall constitute a waiver of that (or any other) right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that (or any other) right or remedy;
- (b) Unless specifically provided otherwise, rights arising under the contract are cumulative and do not exclude rights provided by law.

10. Severance

- (a) If any provision of the contract (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the contract, and the validity and enforceability of the other provisions of the contract shall not be affected;
- (b) If a provision of the contract (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

11. Rights of Third Parties

A person who is not a party to the contract shall not have any rights under or in connection with it.

12. Governing Law and Jurisdiction

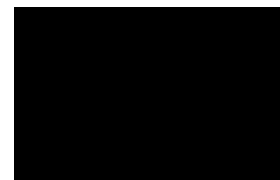
- (a) The contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, the law of England and Wales;
- (b) The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, the contract or its subject matter or formation (including non-contractual disputes or claims).

13. Data Protection Legislation

- (a) The following definitions shall apply in this clause 13:
- Data Protection Legislation: (i) unless and until the GDPR is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 2018.
 - GDPR: General Data Protection Regulation ((EU) 2016/679).
- (b) Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause 13 is in addition to, and does not relieve, remove or replace, a party's obligations under the Data Protection Legislation.
- (c) [REDACTED] is the Data Controller (as defined in the Data Protection Legislation) in relation to Personal Data (as defined in the Data Protection Legislation) provided by the customer to [REDACTED] for the duration and purposes of the contract.
- (d) Without prejudice to the generality of clause 13(b), the customer will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of customer personal data to [REDACTED] for the duration and purposes of the contract.
- (e) [REDACTED] may collect, store and use following categories of personal data about the customer (if it is an individual, sole trader or partnership) and the employees of the customer who are Data Subjects (as defined in the Data Protection Legislation) referred to in this clause as customer personal data. For more detailed information as to how [REDACTED] handles customer personal data please see [REDACTED]'s privacy policy which can be viewed at [REDACTED].
- (f) [REDACTED] is a franchisee of [REDACTED] Services Limited and [REDACTED] has to share customer personal data with [REDACTED] Services Limited as part of the shared services that [REDACTED] Services Limited provide to the wider franchise network. [REDACTED] Services Limited respect the security of your data and the requirement to treat it in accordance with the law. For more detailed information as to how [REDACTED] Services Limited handles customer personal data please see [REDACTED] Services Limited's privacy policy which can be viewed at [REDACTED].

14. Assignment and subcontracting

[REDACTED] may at any time assign, subcontract, mortgage, charge, declare a trust over or deal in any other manner with any or all of its rights under the contract, provided that it gives prior written notice of such dealing to the customer.



We supply a large range of competitively priced, janitorial consumables as well as rental items.

POPULAR CONSUMABLE ITEMS

If there is something that you require that is not on the list below, please let us know and we will do our best to source it for you.

- ✓ 320 Sheet Toilet Rolls 2 Ply - White - **Case of 36 @ £10.55**
- ✓ 2 Ply Luxury Toilet Rolls - White - **Case of 40 @ £13.45**
- ✓ 3 Ply Luxury Toilet Rolls - White - **Case of 40 @ £15.25**
- ✓ C-Fold Hand Towels 1 Ply - Green - **Case of 2760 @ £15.50**
- ✓ C-Fold Hand Towels 2 Ply - White - **Case of 2376 @ £19.15**
- ✓ Interfold Hand Towels 1 Ply - Natural - **Case of 3600 @ £19.95**
- ✓ Eco Interfold Hand Towels 1 Ply - Natural - **Case of 5000 - Natural @ £21.85**
- ✓ 2 Ply Z-Fold Hand Towel - White - **Case of 3000 @ £20.65**
- ✓ Luxury Interfold Hand Towels 2 Ply - White - **Case of 3200 @ £28.25**
- ✓ Windmill Pink Lotion Hand Soap - **5L @ £6.50**
- ✓ Windmill Antibacterial Hand Soap - **5L @ £6.50**
- ✓ Square Bin Liners – White – 30L - Medium Duty - **Pack of 100 @ £2.05**
- ✓ Finish Dishwasher Tablets - **Pack of 110 @ £10.80**

DISPENSERS

We can supply a wide range of dispensers. Please see an example list below. If there is something you require that is not on the below list, please let us know and we will do our best to source this for you:

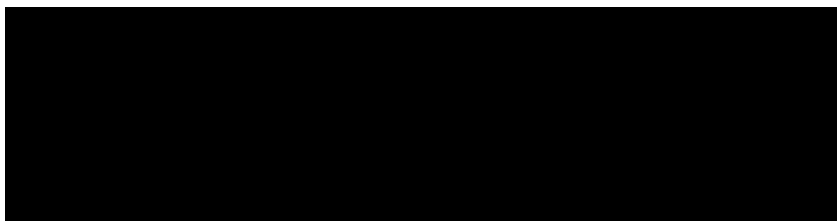
- ✓ Mini Jumbo Toilet Roll Dispensers (3-inch core)
- ✓ Centrefeed Dispensers
- ✓ C-Fold Dispensers
- ✓ Soap Dispensers

RENTAL ITEMS

We can supply a wide range of items on a weekly rental basis. If there is something you require that is not on the below list, please let us know and we will do our best to source this for you:

- ✓ Hand Dryers
- ✓ Towel Cabinets
- ✓ Standard Dust Mats in Various Sizes
- ✓ Nylon Scraper Mats
- ✓ Sanitary Bins (serviced monthly)
- ✓ Vending Machines – containing a range of possible items such as tampons / tights etc.
- ✓ Fragrance Systems
- ✓ Medical / Clinical Waste Units (serviced monthly)
- ✓ Sharps Bins 5 litre (serviced monthly)

All prices are exclusive of VAT. Prices quoted are subject to change. Dispensers are supply only but if you require installation, please contact us. All rental items are for a minimum contract period of 12 months with a 1 month notice period.



Experience the difference

can make to your premises

Why choose us?

- High-quality cleaning
- Managed absence cover
- Well-trained staff
- Ongoing communication
- Locally based
- Long established
- Great value for money

Our services

- Office cleaning
- Carpet cleaning
- Floor treatment
- Window cleaning
- Washroom services
- Consumables

From: [REDACTED]
Sent: Wednesday, October 4, 2023 1:10 PM
To: [REDACTED]
Subject: RE: Public Facilities Saltash

Good Afternoon Ricky

Thank you for giving [REDACTED] the opportunity to tender for the cleaning services for the public facilities at Saltash.

I have pleasure in submitting our tender as follows:

- Annual cost £37K plus VAT - subject to TUPE terms and conditions

The above cost includes

- Key holder openings and closures.
- Cleaning Monday to Sunday including Bank Holidays.
- Holiday and Absence cover to ensure 100% attendance.
- Cleaning materials and equipment but excludes consumables i.e. toilet rolls, soap, hand towels, waste bags.

[REDACTED] is a progressive company which strives for excellence in all aspects of our work to ensure our clients are delighted with the service that we provide.

- Our professional cleaners are fully trained, smartly presented with our company uniform and high visibility vest.
- We are proud to hold a SMAS Worksafe certificate
- Public and Employers Liability insurance
- With our Health and Safety consultants, we offer a full Health and Safety System of work, including method statements, risk and COSHH assessments.

Should you require any further information or require assistance on any other services we can provide please do not hesitate to contact [REDACTED].

Thank you

Regards

[REDACTED]

[REDACTED]

[REDACTED]

To receive a report on living roof bus shelters and consider any actions and associated expenditure

Due to the Town Council portfolios being revised for the Saltash Town Council Business Plan, bus shelters owned by the Town Council were reviewed.

There are currently 14 bus shelters managed by the Town Council. These are subcontracted to Fernbank Advertising until 2031.

A copy of the agreement between the Town Council and Fernbank Advertising can be found by [clicking on this link](#)

Confirmation of the bus shelters held on record by the Town Council was sought with Fernbank Advertising at which point 'Living Roof' Shelters were offered.

Living Roof Shelters are being installed across Devon and Cornwall with Torbay, Padstow, Bude and Falmouth having already signed up to the project.

The shelters comprise of 450mm x 450mm trays of 16 varieties of sedum plants, which equates to approximately 27 trays for a three bay bus shelter. The sedum plants are living flowers that grow to a maximum height of 10cm high and flower between March and October. The living roofs are great pollinators and carbon capturers whilst helping to dissipate water retention on the roofs.

Fernbank Advertising have already replaced the roof to a bus shelter in Fairmead that was damaged by a collision. Therefore, they are offering to replace the remaining 13 Town Council bus shelters at no cost to the Town Council over a two-to-three-year period.

The 14 bus shelter locations are as follows:

Co-op Funeral Services	SE	///kneeled.privately.discusses	Tamar
Gilston Rd Junction	S	///symphony.outlawing.bounding	Tamar
Fore St bottom (o/s Co-op)	W	///spinning.roosters.rebel	Essa
Fore St (PL12 side)	E	///cookies.inflating.void	Tamar
Broad Walk	W	///eager.socialite.beam	Essa
Oaklands Green	W	///pirates.imprinted.spine	Essa
Callington Rd St Annes	W	///frogs.joystick.regulates	Essa
North Rd	SE	///tribal.impulsive.weaved	Tamar
New Rd nr Brookdown Terrace	SE	///trickle.unrated.clearing	Tamar
New Rd opp The Rodney	E	///crackling.adventure.report	Tamar
Pillmere Drive	E	///funny.polices.inspects	Tamar
Carkeel Barns	N	///dumpy.spud.spring	Trematon
Carkeel	S	///spin.chat.adjusting	Trematon
Callington Rd opposite Lidl	N	///montage.messing.newlyweds	Tamar

If the Town Council wishes to accept this offer, Fernbank would request a variation in the current agreement held with the Town Council, to extend the lease for 16 years, resulting in an expiration date of 2047. There is also a variation to include permission to identify and install digital advertising.

The Administration Department asked if Members approved the proposal could Fernbank expedite the bus shelters situated in Fore Street. This would assist with the green public space initiative being led by Town Team.

Fernbank confirmed they would be happy to fulfil the Town Councils request and upon confirmation of a signed agreement would look to have the shelters changed from December 2023.

Members are requested to consider and approve variations to the Town Council agreement to extend the lease period with Fernbank Advertising for 16 years for the installation of 13 Town Council managed shelters under the Living Roof scheme at no cost and to include permission to identify and install digital advertising to shelters subject to planning approval.

End of report

Administration Officer



9th October 2023

Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Bus Shelter Advertising Agreement

Dear Dawn,

Further to our recent discussions & emails, I'm extremely pleased to hear of the Town Council's agreement to extend and supplement as follows the original agreement dated March 2007.

The original agreement commenced on 1st March 2011, to last until 28th February 2031.

The agreement states it can be extended for successive periods of four years. Subject as per the original agreement to paragraphs 2 Term.

The agreement will incorporate 4 successive periods which amounts to an extension of 16 years. The extended & supplemented will therefore extend beyond 28th February 2031 until 31st October 2047.

We would look to identify & install digital advertising, by which we mean static electronic displays with no moving images which change by merging into the next advert.

The locations of digital sites would be subject to all stipulations in the current agreement & planning approval.

All sites will be replaced with Fernbank's new Living Roof shelters which are planted with Sedum plants.

Yours sincerely

Paul Harrison

Director Fernbank Advertising



I agree to the terms of this extension & supplement to the original agreement dated March 2011

Signed on behalf of Fernbank Advertising.....

Signed on behalf of Saltash Town Council.....

Report

Date: 6th October 2023

Client: Saltash Town Council

Address: The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX

Telephone: 01752 844846

Fore Street Sound System

The sound system was set up and all items of equipment tested and checked. Both wireless microphones were tested and are fully operational. The 3.5mm jack cable for music input was tested on a laptop and was fully functioning. However, there was an Apple thunderbolt adaptor which appeared not to work and requires replacement.

A walk test was carried out from one end of the street to the other. All speakers are functioning with the exception of two situated roughly half-way up the street but these have been disconnected previously due to complaints.





Issues:

1. There were comments after the Coronation event that the volumes of different speakers varied from one area to another. We found no obvious level difference when we carried out our walk test. There is obviously a dead spot in the middle where the two speakers have been disabled and it might be marginally quieter at the top due to voltage drop over distance but this is not significant. Other than that it is more likely that one person's 'loud' is another person's 'not loud enough'. Because the output level has been notably limited, (Note.1), other sounds (e.g. buses) can swamp the sound system as well.
2. There was also an issue with the wireless microphones dropping out when used in the middle of the street. We didn't experience this when we tested the system. The most likely reason is that with crowds on the pavement between the mayor and the rack equipment, the signal was blocked. UHF radio signals are blocked by water and people are 80% water.

Remote paddle antenna would be a solution but these wouldn't survive outside. Mounting a couple inside the shop above the doorway would help. However, perhaps a better solution for many reasons would be to replace the audio input socket on the pillar outside (never used) with an additional speaker line input. A speaker line extension cable would allow the rack unit to be placed on the stage for maximum access. It would also mean that the sound system wouldn't be reliant upon access to the shop for operation.

Notes:

1. The overall output from the sound system is limited by two small black volume control pots on the back of the power amplifier next to the input leads. These can be accessed by removing the rear lid and will need a small screwdriver to adjust. They are currently set at roughly 1 O'clock. The slightest adjustment will make a significant difference.
2. To make more use of the sound system, can I suggest the purchase of two or four more speakers mounted on a stand. These can be used with the existing rack unit to provide a totally portable PA system that could be used in the gardens at the top or for any other event elsewhere in the town.

WGS POWER & LIGHTING LTD

ANCHOR POINT TESTING Test Certificate

Customer: *SALTASH TOWN COUNCIL.*

This is to certify as detailed below were proof load tested as specified to BS5080: 1993 (Methods of test for structural fixings in concrete and masonry, Part 1, Tensile Loads)

Details of installation: *ZIG ZAG, CROSS STREET, WINTERSIDE COLUMNS*
Site Address *VARIOUS WITHIN TOWN*

Quantity: *22*
Pull-out Force Applied: *3kn*
Date of Testing: *3/10/2023*
Suggested Latest Re-test Date: *2/10/2024*

Results: *AS ATTACHED ALL PASSED AT WIRE IN GOOD CONDITION*
Notes: *LOOKS NEWISH, GRIPPLE JOINTS USED IN SOME PLACES*

Tests are conducted on individual eyebolts fully screwed or bolted through their own individual anchors. Subsequent removal and/or replacement of any bolt by unauthorised personnel invalidates the test certificate and renders the installation unfit for use.


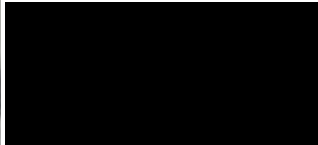
The re-test date entered on this certificate is provided for guidance purposes only and complies with CSS standard requirements. This also requires a visual check of soundness prior to each use and by cleaning and regular maintenance.

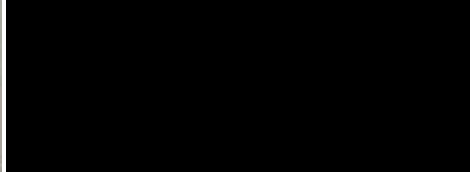
The eyebolts tested are for decoration use only and tested to the loads stated above.

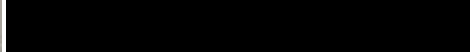
The client must ensure that the loads imposed do not exceed that certificate. Under no circumstances are they to be used for lifting tackle, hoisting, safety harnesses etc. Customers are expressly requested to draw attention to all potential operatives and staff to this fact.

In the event of an eyebolt working loose, the client should report this to us immediately and withdraw the eyebolt from use until checked.

These tests are carried out in accordance with our standard terms and conditions.

Signed: 
Anchor Point Crew Chief: 

Signed: 

Director: 
WGS Power & Lighting LTD
Midge Hall Farm, Royal Wootton Bassett, Swindon, Wiltshire. SN4 8ER
Tel: 01793 840844. Email: info@wgspower.co.uk
www.wgspower.co.uk
Registered in England No. 5340496 VAT No. 718028247

WGS POWER & LIGHTING LTD

LOCATION: **SALTASH**

ANCHOR POINT TEST REPORT

Anchor Point Reference No.	Location	Test Date	Required KN Test	Pass / Fail	Next Test Date
1	WATER SIDE / NO ANCHOR POINT. ALL GRIPPLE JOINTS LOCK OK.			✓	
2	ROOB VISUAL INSPECTION	3/10 23	-	✓	
3	ROOB "	3/10 23	-	✓	
4	RO10 "	3/10 23	-	✓	
5	RO10 "	3/10 23	-	✓	
6	RO12 "	3/10 23	-	✓	
7	RO12 "	3/10 23	-	✓	
8	RO14 "	3/10 23	-	✓	
9	RO14 "	3/10 23	-	✓	
10	RO15 ✓	3/10 23	-	✓	
11	RO15 "	3/10 23	-	✓	
12	RO16 "	3/10 23	-	✓	
13	RO16 "	3/10 23	-	✓	
14	RO18 "	3/10 23	-	✓	
15	RO18 "	3/10 23	-	✓	
16	DOUBLE WIRE END OF FOREST	3/10 23	-	✓	
17	NEXT TO ROOB	3/10 23	-	✓	

Qualified Tester Signature:

Qualified Testers Name:

Date: **3/10/23**

WGS Power & Lighting LTD
 Midge Hall Farm, Royal Wootton Bassett, Swindon Wiltshire, SN48ER
 Tel: 01793840844 Email: info@wgspower.co.uk www.wgspower.co.uk
 Registered in England No: 5340496 VAT No: 718 028247

WGS POWER & LIGHTING LTD

LOCATION: **SALTASH**

ANCHOR POINT TEST REPORT

Anchor Point Reference No.	Location	Test Date	Required KN Test	Pass / Fail	Next Test Date
18	RODG	3/10/23	—	✓	
19	RAILWAY INN	3/10/23	3	✓	
20	SALTASH HERITAGE	3/10/23	3	✓	
21	DENTAL SURGERY	3/10/23	—	✓	
22	" DOUBLE WIRES END OF FOREST (ROUNDBOUT)	3/10/23	—	✓	

Please note:
The Waterside catenary wires are not secured with anchor bolts and instead gripple joints have been installed previously. These are sufficient for festoon lighting and bunting, however, nothing heavier than this should be loaded.

Qualified Tester Signature: [REDACTED]

Qualified Testers Name: [REDACTED]

Date: **3/10/23**

WGS Power & Lighting LTD
Midge Hall Farm, Royal Wootton Bassett, Swindon Wiltshire, SN48ER
Tel: 01793840844 Email: info@wgspower.co.uk www.wgspower.co.uk

Policy Group: General

Match Funding for Play Parks

RESPONSIBLE COMMITTEE: POLICY & FINANCE

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2023	Approved by	ATM
Date	May 2023	Date	04.05.2023
Responsible Officer	AJT	Minute no.	65/23/24c(xi)
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2022	1	AJT	FTC 13.04.2023	18/23/24a	New policy (Ref Services 08.12.2022 Min no 98/22/23)
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xi)	Readopted
<u>10/2023</u>	<u>10/2023</u> <u>DRAFT</u>	<u>AJT</u>	P&F 14.11.2023		<u>Revised</u>

Document Retention Period
Until superseded

Match Funding for Play Parks

Background

Saltash Town Council is committed to investment in suitably equipped public play parks designed for children to play in, usually outside with suitable equipment, for the use of residents and visitors within the town. A fund has been established to offer up to £10,000 as match funding to enable local groups and organisations to enhance and improve play facilities in their area.

What is match funding?

Match funding is a straightforward concept. It involves a funder (in this case Saltash Town Council) agreeing to match or partially match an amount of funding already raised or held as confirmed pledges to a project, up to a capped level.

Eligibility

Applications should be submitted by Local Community Organisations with a formal constitution.

The play park should be within the Saltash Town Council boundary, open at no cost and accessible to all users.

Only one application per site will be permitted and match funding will not be provided retrospectively. Any unused funds must be returned to the Town Council on completion of the project.

Applications to other Saltash Town Council grant schemes for the same project will not be accepted.

There is no time limit for submitting applications but if the fund is oversubscribed, the Town Council will look to award a higher number of projects requesting lower amounts of funding, rather than those requesting funds at the top of the limit. Once all the available funds have been allocated, no further applications will be accepted and the application form will be withdrawn from the website.

Application criteria

An application form is available on the Town [Council website](#) or from the Guildhall or community library hub during opening hours. Applicants should submit applications no later than six weeks prior to the next scheduled Services Committee meeting.

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The applicant should provide the following:

- A copy of the organisations constitution.
- Proof of bank account and up to date statement(s). The available balance shown will be the value that is considered as part of the matching funding application.
- Evidence of local consultation demonstrating local need and community support.

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- Accurate project costs with a detailed project plan.
 - Full costs for equipment with ongoing maintenance requirements included.
 - Materials and equipment to be from responsibly sourced materials.
 - Details of any planning requirements.
- Written confirmation of permission and support from the landowner for the scheme.
- Written confirmation that ongoing maintenance will be undertaken by the owner of the land/play park.
- Evidence of secured funds raised by the organisation and any confirmed partnership funding.

Submitted applications will be reviewed by the Town Clerk or a delegated Officer. Applications missing key information or not meeting the criteria will be rejected and the applicant offered guidance to enable a revised application to be submitted.

Evaluation of applications

Applications fulfilling the criteria will be reviewed by the Chair and Vice Chair of the Services Committee against the following benchmarks before being added to the agenda.

~~Applications fulfilling the criteria will be reviewed by the Town Clerk or a delegated Officer before being submitted for consideration by the Services Committee against the following benchmarks:~~

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1. Accessibility and suitability of equipment.
2. Sustainability of equipment with long-term management and maintenance identified.
3. Filling strategic gaps in provision.
4. Deliverability of the project.
5. Local support for the project.
6. Funding requirements met.

Applicants will be invited to attend the meeting where the application is considered to answer questions (five working days notice will be given). However, all evidence should be in writing and provided at the time of application.

The Services Committee will consider and score applications against the benchmarks using the scoring matrix¹. The level of the award by the Services Committee will be based on the evidence before them at the meeting.

¹ Scoring matrix - page 17

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~~There is no time limit for submitting applications but if the fund is oversubscribed, the council will look to award a higher number of projects requesting lower amounts of funding, rather than those requesting funds at the top of the limit. Once all the available funds have been allocated, no further applications will be accepted and the application form will be withdrawn from the website.~~

Post-application process

The project should be completed within 12 months with an interim report submitted to the Town Council after six months have elapsed. On completion of the project a final report should be submitted together with receipts.

If there is a delay to the project this should be reported to the Town Council immediately in writing with details of the reason for the delay and the revised estimation for completion.

Any equipment or materials removed from a play park as part of the refurbishment should be recycled or disposed of in a sustainable manner or considered for use in other areas where still in a usable condition.

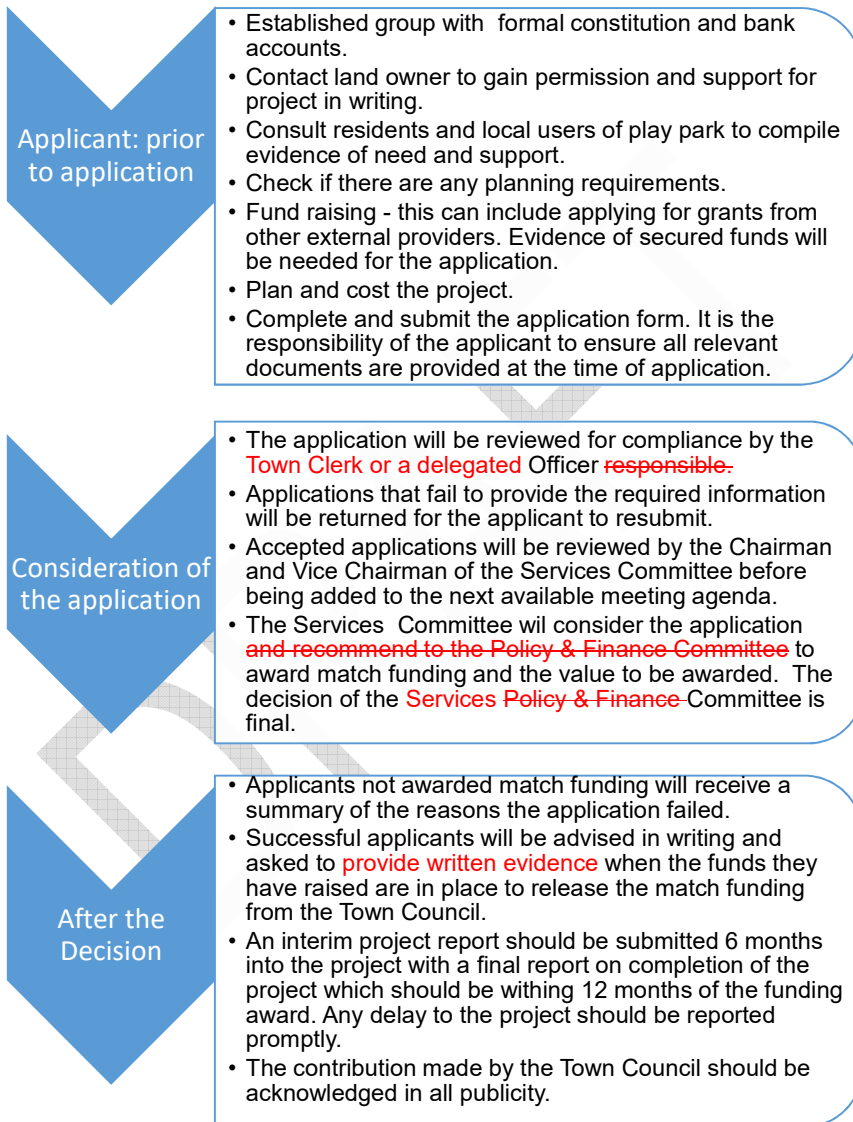
The installation of all equipment must be in line with the Royal Society for the Prevention of Accidents (RoSPA) regulations to ensure user safety. This will need to be signed off by the landowner and form part of ongoing risk assessments.

The contribution to the project by the Town Council should be acknowledged in any publicity.

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Applying for Match Funding



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Saltash Town Council

Play Parks – Match Funding Application Form

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
How long has your organisation been in existence?	

Please note that a representative of your organisation may be asked to attend a meeting of the Services Committee to answer questions on your application.

Application continues on next page

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				
Please list the aims and objectives of your organisation What are the main activities of your organisation?				

Are you part of a religious group?	Yes / No or N/A
Is the application is for a Church, School, education, health or social service establishment?	Yes / No or N/A

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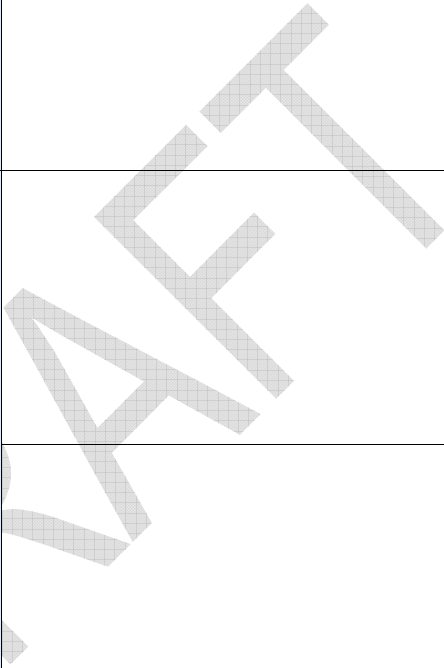
2. **Your project** - a detailed project plan should be supplied to include:
- Full costs for equipment with ongoing maintenance (this will fall to with the owner of the land/specific play park) requirements included .
 - Materials and equipment which should be from responsibly sourced materials.
 - Details of any planning requirements.

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

Project title:	
Description of project (please continue on a separate sheet if necessary):	
Where will the project take place?	
Who owns the land the play park is situated on and do you have written permission for the works?	

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<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation including Consultation with Community)</p>	
<p>How will the project be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your project, including a start date and finish date. Note: The project should be completed within 12 months with an interim report submitted after six months have elapsed.</p>	



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What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	
--	--

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	
How will you promote STC once application and project are complete?	

Partnership funding.
 Please provide evidence of secured funds raised and any confirmed partnership funding.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

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Other secured funds raised:

Source of funds eg. Donations, fundraising activity	Amount

Please confirm the bank account your project is using is in the project's name/organisation name	
---	--

Application continues on next page

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	<input type="checkbox"/>
Evidence of local consultation demonstrating local need and community support	<input type="checkbox"/>
A letter head showing the organisation's address and contact details	<input type="checkbox"/>
A copy of your constitution and articles of association	<input type="checkbox"/>
Accurate project costs with a detailed project plan <ul style="list-style-type: none"> • Full costs for equipment with ongoing maintenance² requirements included. • Materials and equipment to be from responsibly sourced materials. • Details of any planning requirements. 	<input type="checkbox"/>
A copy of your organisation's latest set of accounting statements (if any exist)	<input type="checkbox"/>
Evidence of secured funds raised by the organisation and any confirmed partnership funding	<input type="checkbox"/>
Written confirmation of permission and support from the landowner for the scheme	<input type="checkbox"/>
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	<input type="checkbox"/>
Other (please list)	<input type="checkbox"/>

² Ongoing maintenance will fall with the owner of the land/specific play park.

If any of the above documents have not been enclosed, please give reasons why in the box below:

Empty box for providing reasons.

Application continues on next page

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5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council’s Match Funding for Play Parks Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council as required by the Policy;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:		
Print Name(s):		
Position(s):		
Date:		

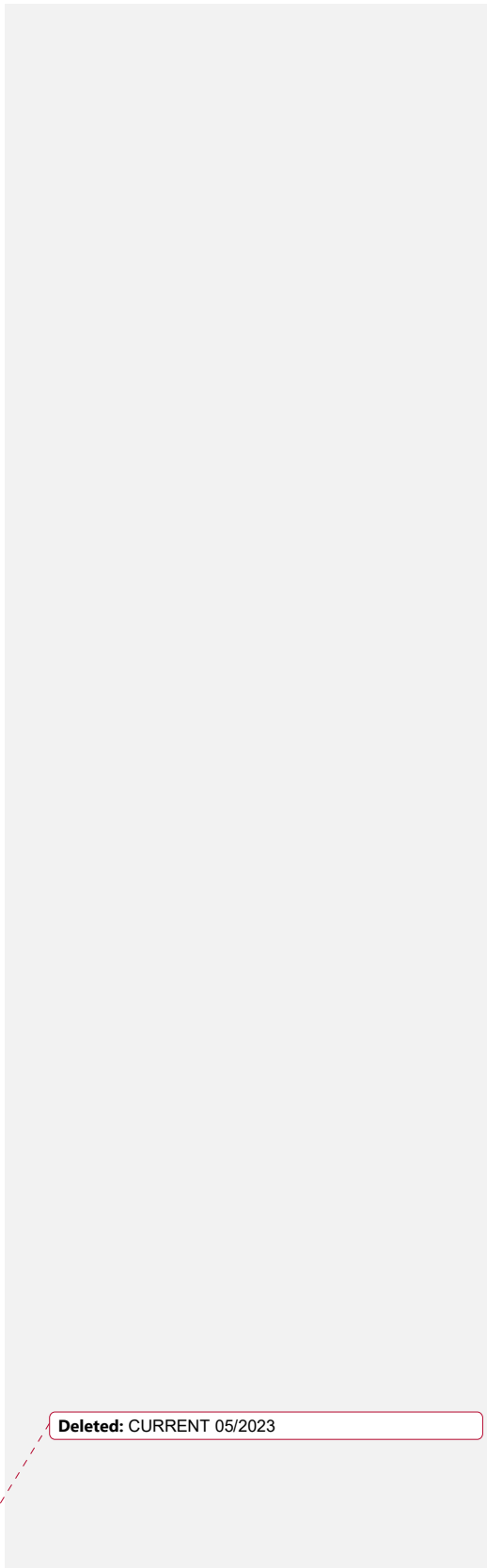
Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:
The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX or enquiries@saltash.gov.uk

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OFFICE USE ONLY:	
Date received	
Received by	
Application reference	
Date to Services Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Notes	

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DRAFT 10/2023

Match Funding Application scoring matrix

Evaluation Criteria

Match funding applications are scored against the listed evaluation criteria detailed in the Match Funding for Playparks policy:

<u>1</u>	<u>Accessibility and suitability of equipment.</u>	
<u>2</u>	<u>Sustainability of equipment with long-term management and maintenance identified.</u>	
<u>3</u>	<u>Filling strategic gaps in provision.</u>	
<u>4</u>	<u>Deliverability of the project.</u>	
<u>5</u>	<u>Local support for the project.</u>	
<u>6</u>	<u>Funding requirements met.</u>	
	<u>Total</u>	<u> /12</u>

Scoring:

0 Does not meet criteria

1 Partially meets criteria

2 Meets criteria

To receive a report on mental health organisation plaques and consider any actions and associated expenditure.

P
Pursuant to Services held on 08.06.23 Minute Nr. 38/23/24)

38/23/24 TO RECEIVE A REPORT ON PENTREATH MENTAL HEALTH CHARITY QR PLAQUES FOR PUBLIC PLACES AND CONSIDER AND ACTIONS AND ASSOCIATED EXPENDITURE.

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

2. The Assistant Town Clerk further reviews alternative options for mental health organisations to provide signage reporting at the next scheduled Services Committee meeting to be held on 12th October 2023.

Overview

From the resolution at the Services Committee meeting held 08.06.2023 local and national organisations have been contacted regarding alternative options. The signage is known as 'crisis signs'. Crisis signs are designed to signpost vulnerable people to help and support. The organisations contacted were Samaritans, Cornwall Mind and Papyrus. None of these organisations offer any form of crisis signage.

The Plymouth branch of Samaritans expressed caution at installing signs as it can have the opposite affect and draw people to the area, making it a high frequency area.

Bude Town Council have installed signage on four benches in the area and called them 'chatty benches'. These are places people can go and sit when they wish to chat to someone with the aim to help tackle loneliness and support positive mental health within the community. In addition, they have a QR code on leading to a Bude Town Council webpage linking to relevant organisations that can offer support on mental health. The webpage is managed by Bude Town Council and the links are checked regularly. The link the QR code directs to is <https://www.bude-stratton.gov.uk/your-health-wellbeing/mental-health/>



Ards and North Down Borough Council have similar chatty benches and have worked in partnership with a private counselling practice to develop an app called Here2Help which links to the Public Health Agency Minding your Head campaign <https://www.mindingyourhead.info/>

Proposal

To install the below Saltash Town Council Happy to Chat plaque to benches located in and around the Town Centre, at the following proposed locations pending permission being obtained. Proposed locations being Saltash Waterside, Victoria Gardens, Fore Street Memorial bench (located outside of the post office), the Cornish Cross and the Memorial Peace Gardens.

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Five plaques are required to be ordered as this is the minimum a supplier will produce, at a price of £47.50 + Vat for all five plaques. Plaques would be the following size 150x60mm and would be finished in the perspex material.

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To follow the plaque, it is also suggested for members review and consideration to create a new Town Council webpage for the plaque QR code to link to, this would be under the community webpage of the Town Council website. This webpage would be created by the Administration department to include the location of the benches, images, support contact information and websites for charities and organisations, that could offer support to resident's health and wellbeing.

Following feedback and review on performance of these benches, to receive a future report on information relating to the potential of installing further plaques.

Recommendation

1. To approve expenditure of £47.50 + VAT to obtain five Happy to Chat plaques, allocated to budget code 6504 SE Street Furniture (Maintenance) current available budget £1,747.
2. To approve expenditure of £90 + VAT and creation of the Health and Wellbeing webpage on the Town Council website under the community section, allocated to budget code 6211 PF Website Maintenance current available budget £1,011.
3. To provide delegated authority to the Assistant Town Clerk to obtain permissions where required for the installation of plaques on benches located at agreed locations.

End of Report

Receptionist/Mayor's Secretary



Saltash and District Chamber of Commerce and Industry



CHAIRMAN PETER RYLAND

E-mail to Sinead Burrows

Sinead,

CHRISTMAS LIGHTS

Chamber members were informed at their meeting on the 2nd October that the switch on of the Christmas lights was going to be on the day of the Christmas Festival. Although members thought this was commendable it was also thought that, as other towns have earlier switch-ons, to have some Christmas atmosphere in the town from mid-November would be of benefit.

I was asked to write to the Town Council (Services Committee) to ask whether the zig-zag lights could be switched on in mid-November with the feature lights only being for switching on at the festival?

Peter Ryland
CHAIRMAN

SEA/ Tree Saltash Report to STC Services Committee October 2023

Our very sincere thanks again to Saltash Services Delivery for regularly watering the newly planted trees in the Oaklands area. It has meant that every standard tree we planted last year has survived intact, with the exception of one silver birch which has a broken leader but is likely to survive.

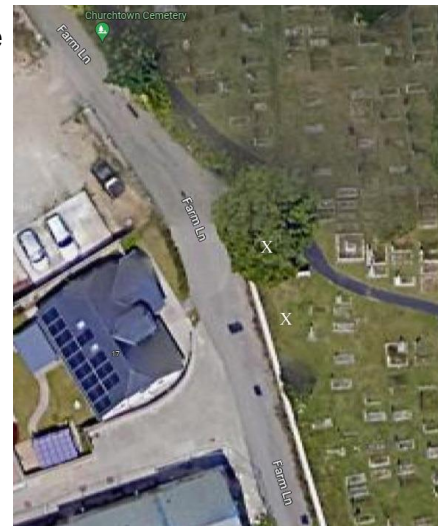
Proposed tree planting, Winter 2023/4: permission requested

We have applied to Cornwall for permission to plant trees at a number of sites on property owned by Cornwall. We would appreciate STC's permission and support for Tree Saltash proposals to plant at 2 of their sites. These proposals are of course open to suggestion from the Committee.

1. Cemetery, replacement for felled ash tree

The large ash tree beside the Farm Lane Pedestrian entrance was felled because of ash die-back and root disturbance of the pathway.

We propose to replace it with two hawthorn trees in the approximate positions marked with X. We have applied to the Joint Burial Board for permission.

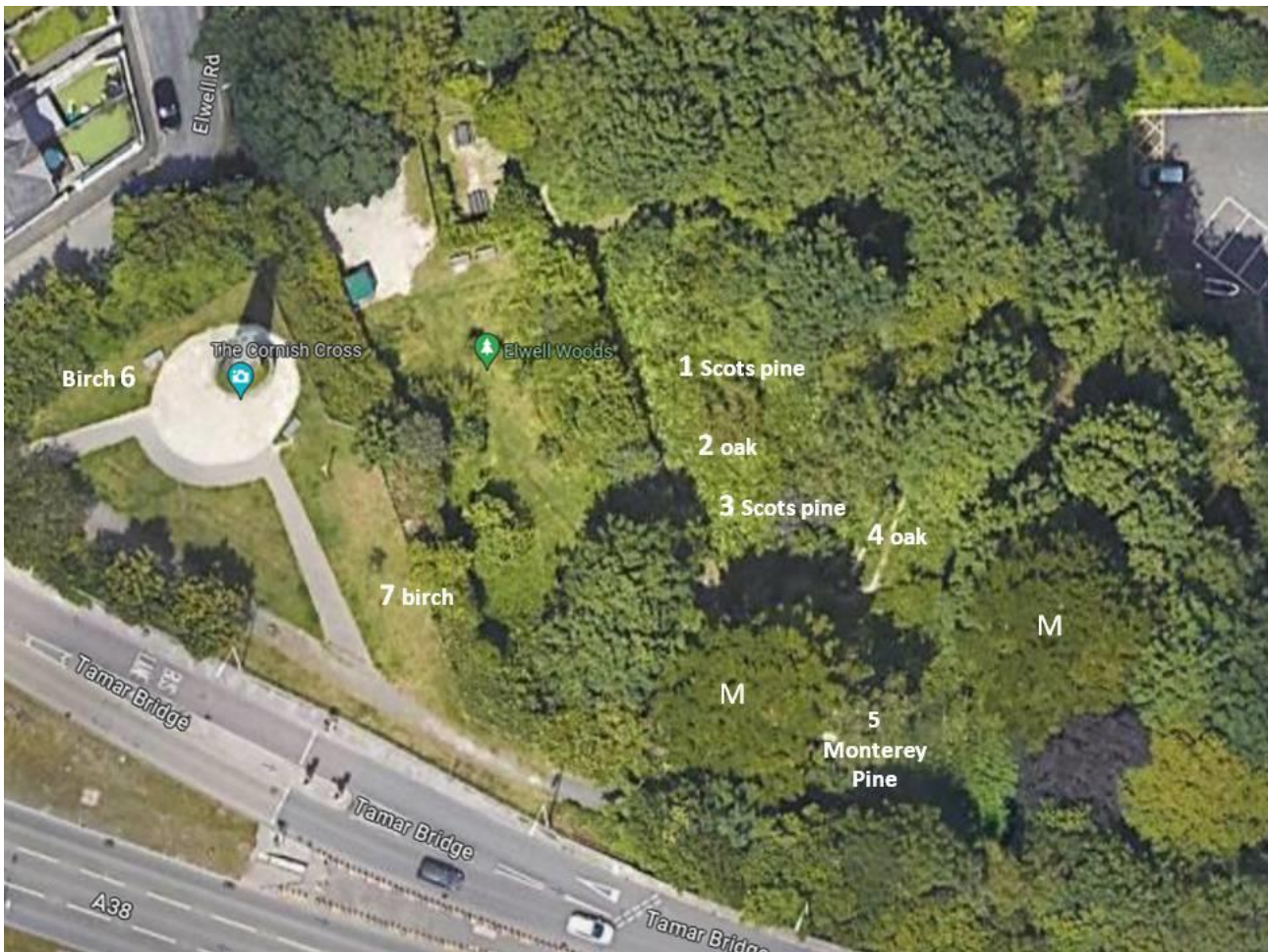


2. Elwell Woods, filling out

There are gaps in the canopy, for various reasons. Sycamore is very dominant in Elwell Woods, which is monotonous for walkers. Sycamore, not being a truly British native tree, is not particularly good for wildlife. So other species are needed for variety. We propose to plant 2 English oak trees and 2 Scots pines in the area shown (1-4). Planted among the undergrowth and with good mulches, we think that they won't need much protection or watering.

Two mature Monterey pines on the site were originally part of a garden, before the bridge was built. They are iconic and will not live healthily for much more than a century. There is space alongside where we propose to establish a replacement Monterey pine (5). Aftercare should be limited as before.

Two birches stand near the Celtic Cross. Birch look good in groups of 3. We propose to plant just one companion birch at each site (6 and 7) this year, so as not to overload our capacity to water them during a drought.



Funding request

Until we can make a final planting plan, we don't know what accessories to apply for in addition to bark and hessian mulch-mats. We hope that Forest for Cornwall will again supply native trees (through Woodland Trust funding) for these sites. That could include all trees except the Monterey pine which is not currently available and may be difficult and expensive to source.

We have difficulty with the timing: the ideal time for tree planting is late November and early December. Unfortunately, as we found last year, supplies of trees and accessories only become available at that time. Also, we don't know at this stage what Forest for Cornwall will fund.

Last year, this led to an unholy scramble to secure funding and place orders at the last minute - and the next Services Committee meeting is not until 14th December.

We have some accessories kept from last year. What would be ideal would be for Services Committee to now agree an upper limit for funding for Tree Saltash, and put in place a system for authorising the actual order details quickly at short notice. Purchases we may need, with approximate prices, are in the following table. We think there are likely to be savings, for instance we may not need another mesh roll this year.

<i>Item</i>	<i>n</i>	<i>£</i>
Stakes	8	50.00
Composted bark	100L	50.00
Mesh roll	1	200.00
Standard trees inc Monterey pine	Up to 3	200.00
Mulch mats		100.00
Total anticipated		600.00

Thank you

Adrian White
SEA, Tree Saltash