



Saltash Town Council

Konsel An Dre Essa



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

11 September 2023

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Isambard House on **Friday 15th September 2023 at 6.00 pm.**

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

Yours sincerely,

S Burrows
Town Clerk

To Councillors:

R Bickford R Bullock (Chairman) J Foster S Gillies S Miller (Vice-Chairman) J Peggs P Samuels D Yates	All other Councillors for information
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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 receive and approve the Minutes of the Station Property Sub Committee Meeting held on 17th May 2023 as a true and correct record. (Pages 4 - 10)
6. To receive the Station Property budget statement and recommendation from the Extraordinary Services Committee and consider any actions and associated expenditure. (Pages 11 - 12)
7. To consider the Station Property Sub Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 13)
8. To set the Station Sub Committee Fees and Charges for the year 2024/25 recommending to Services Committee. (Page 14)
9. To set the Station Property Sub Committee budget for the year 2024/25 recommending to Services Committee. (Page 15)
10. To consider Risk Management reports as may be received.

11. To receive the following quotes and consider any actions and associated expenditure.
 - a. Car park resurfacing; (Pages 16 - 18)
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24a)
 - b. Kitchenette; (Pages 19 - 21)
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24d)
 - c. Internal meter supply; (Page 22)
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24b)
 - d. Solar PV;
(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)
12. To receive an update on Isambard House building snags and consider any actions and associated expenditure.
(Pursuant to Station Property held on 23.03.23 minute nr. 49/22/23 and Station Property held on held on 17.05.23 minute nr. 10/23/24)
13. To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure.
14. 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.
15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
17. To consider urgent non-financial items at the discretion of the Chairman.
18. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Wednesday 17th May 2023 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: None.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels to nominate Councillor Bullock.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Chairman.

Councillor Bullock in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Bullock to nominate Councillor Miller.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Miller as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

Councillor Miller arrived at the meeting.

4/23/24 **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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Bullock	13	Non-Pecuniary	Friend	Yes

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

None.

5/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

6/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 27TH MARCH 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 and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on 27th March 2023 were confirmed as a true and correct record.

7/23/24 **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that some budgets may look overspent due to accruals and prepayments not yet finalised at year-end.

It was **RESOLVED** to note.

8/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

9/23/24

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

Councillor Bullock spoke of the progress for the concessionaire (Simon Zinn) to open the café and waiting room area.

Due to Simon's other commitments and the requirement to procure specialised catering equipment, the concessionaire is unable to commence trading until the 1st September 2023. Slight alterations to the design of the kitchen space have been proposed to start at the beginning of August.

Members discussed the necessity to open the waiting room and café and that an assurance must be received from the concessionaire should the Town Council allow for additional time until trading can commence.

Members discussed how the space could be utilised in the interim. Members agreed charitable community organisations should be approached to ascertain interest in running a pop up café in aid of fundraising, subject to managing the kitchen and waiting room area.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023:

1. To approve the amendments to the Agreement inclusive of a one off cover bond of £500 payable on Agreement date to Saltash Town Council, to be returned to Simon Zinn within 14 days of the Operational Commencement Date;
2. To include a further amendment to the Agreement, the concessionaire to reinstate the kitchen to its original design, if required;
3. To continue with the previously agreed offer with Simon Zinn of a six-month free trial period (rent and utilities only) reflective of the details contained within the existing tender pack to commence on 1st September 2023 with a three month review to be undertaken;
4. To provide the Town Clerk delegated authority to review and sign the written contract on behalf of the Town Council.

10/23/24

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND SURVEYOR REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford updated Members regarding the on-site meeting held with Barron Surveying (Town Council Building Surveyor), Bailey Partnership (Architects) and Cormac (Contractor) in relation to the condition of the floor cracks.

Members discussed the report received and contained within the reports pack and the proposal from Cormac to repair the floor.

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

1. To note the report received from Barron Surveying, update from Bailey Partnership and Cormac;
2. To approve Cormac to repair the floor cracks to the main entrance room and waiting room areas;
3. To provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to revisit the site together with Bailey Partnership, to review how the repair is settled reporting back to a future Station Sub Committee meeting;
4. Point 3 is subject to a review after 8 weeks of the repair work taking place.

11/23/24

TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the current Fees and Charges for Isambard House for community organisations.

Currently community organisations pay a community rate of £10.00 per hour for a weekday booking between 9a.m. and 5p.m. and £15.00 per hour on weekends and evening bookings.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Policy and Finance Committee to amend the Fees and Charges for Isambard House for community organisations only to a flat rate of £10 per hour inclusive of vat.

Councillor Bullock declared an interest in the next agenda item and left the meeting.

Vice Chairman Councillor Miller in the Chair.

12/23/24

TO RECEIVE A BOOKING REQUEST FOR ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk spoke of a request received from Foreign Muck to operate a pizza trailer within Isambard House car park from midday on Regatta weekend the 29th and 30th July 2023.

The request includes an offer to open Isambard House waiting room to the public from 10:30am selling refreshments and homemade cakes.

Members discussed the offer and invited Councillor Bullock back to the meeting to provide further clarity on the request.

Councillor Bullock offered to open and close the Station building subject to requirements.

Councillor Bullock left the meeting.

Members considered associated costs and operational requirements such as electricity supply and operating hours.

Councillor Bickford left the meeting.

Councillor Bickford returned to the meeting.

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

1. To approve Foreign Muck to hire Isambard House car park, café and waiting room on the 29th and 30th July 2023, subject to the waiting room and café area not being left unattended and all areas of hire to be left clean and tidy and free from waste;
2. To operate the kitchen and waiting room between the hours of 10:30am and 7pm or earlier by arrangement with Councillor Bullock (the premises must not be left unattended);
3. The above be offered at a total cost of £200+vat and the relevant certificates provided prior to the hire taking place.

Councillor Bullock was invited and returned to the meeting.

Councillor Bullock in the Chair.

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

a. Car park resurfacing;

The Town Clerk advised Members that only one quote has been received and due to the proposed value two further quotes must be attained prior to consideration to ensure Financial Regulations are met.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer to a future Station Property Sub Committee meeting.

b. Internal meter supply;

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk to further investigate options and report back at a future Station Property Sub Committee meeting.

c. Solar PV;

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to defer to a future Station Property Sub Committee meeting.

d. Kitchenette.

The Chairman advised Members that the concessionaire does not wish to share the kitchen with others due to specialised and costly equipment being installed.

Therefore, Members discussed various options to locate a small kitchenette inclusive of a sink and worktop for bookings.

Members explored areas available within Isambard House.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to obtain three quotes to install a kitchenette in the store room and main space reporting back at a future Station Property Sub Committee meeting.

14/23/24 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.

15/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

16/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

17/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

18/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Date: To be confirmed.

Rising at: 8.25 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

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	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	3,402	6,598	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	3,427	12,073	17,066	18,789	20,686	22,776
Total Isambard House Operating Income	3,820	0	0	15,500	3,427	12,073	17,066	18,789	20,686	22,776
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	0	4,129	3,720	409	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	(12)	6,087	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,011	8,009	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	210	1,483	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	758	0	0	1,000	902	98	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	6,878	21,883	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	6,878	23,294	33,219	36,574	40,268	44,333
Total Isambard House Operating Expenditure	13,578	0	0	30,172	6,878	23,294	33,219	36,574	40,268	44,333
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,452)	(11,220)	(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 Tresorers 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	9,337	104,131	33,219	36,574	40,268	44,333
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,910)	(92,058)	(16,153)	(17,785)	(19,582)	(21,557)

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

Recommendation from Services held on 24.08.23

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 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.

Saltash Town Council Draft 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, support and improve in Saltash, play parks, open green spaces, library service, leisure and sport facilities, and cultural activity, and to acknowledge our unique position on the Tamar and Lynher Rivers.

**End of Report
Town Clerk**

Agenda Item 8

Saltash Town Council Fees and Charges

Description		2023/2024 Charge	2024/25 Proposed Charge
Room Hire (min of 2 hour booking) (VATable)		Including VAT	Including VAT
Isambard House (Station Building)	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 Extras (VATable)	Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00

Agenda Item 9

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	10,206	Based on YTD Income	10,952	11,752	12,610	13,531
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	To be agreed	5,505	6,061	6,673	7,347
Total Isambard House Income	3,820	0	0	15,500	3,427	12,073	10,281		16,538	17,900	19,377	20,979
Total Isambard House Operating Income	3,820	0	0	15,500	3,427	12,073	10,281		16,538	17,900	19,377	20,979
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	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
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	30,865		33,124	35,551	38,153	40,941
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	30,865		33,124	35,551	38,153	40,941
Total Isambard House Operating Expenditure	13,578	0	0	30,172	6,878	23,294	30,865		33,124	35,551	38,153	40,941
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	0	(14,672)	(3,452)	(11,220)	(20,584)		(16,586)	(17,651)	(18,776)	(19,962)
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	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retentior	0	18,492	0	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Tresorys 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 ?	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	30,865		33,124	35,551	38,153	40,941
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,910)	(92,058)	(20,584)		(16,586)	(17,651)	(18,776)	(19,962)

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

COMPANY A

Client Saltash Town Council
 FAO [REDACTED]
 Our Ref [REDACTED]
 Date 04th July 2023
 Project Isambard House car Park Works

Dear [REDACTED]

Many thanks for allowing us to quote for the new car park surfacing works at Isambard House, please find below our costs for the works.

Item	Sub Task	£
1.00	Remove existing car park surface and prepare for tarmac	£2,370
2.00	Lay base tarmac layer	£6,690
3.00	Lay top car park layer	£6,690
4.00	New par park lining	£1,950
5.00	Armco crash barrier to rear car park wall	£1,680
6.00	Supply and install 3 in no. lockable posts	£2,070
7.00	Waste removal	£3,240
Total Ex VAT		£24,690

Exclusions.

Out of hours working.

Road closures.

Below ground services works.

M&E works.

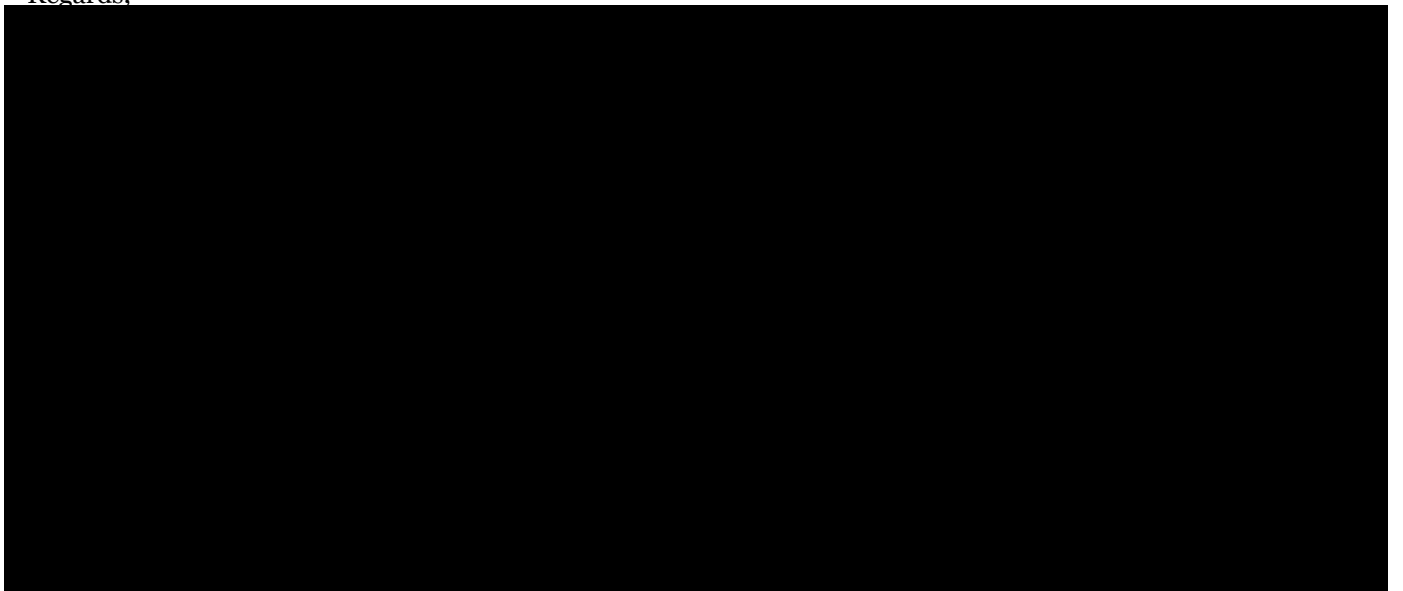
Disposal of contaminated ground.

Access by HGV is allowed for, any costs associated with lack of access has not been allowed for.

Lead time for these works is 6-8 weeks.

We trust that we have interpreted your requirements and eagerly await your hopefully positive reply. In the meantime, if you wish to discuss the works further, please do not hesitate to contact.

Regards,



COMPANY B

QUOTATION

DATE: 5 SEPTEMBER 2023

Saltash Town Council

01752844846

SURFACING WORKS	SIZE OF AREA M ²	VALIDITY	SITE ADDRESS
Tarmac system	200	90 days	Saltash Railway Station
DESCRIPTION OF WORKS			TOTAL
<ul style="list-style-type: none">Excavate existing car park down to correct levels and remove all waste from siteSupply and install 36 l/m of crash barriers to correct levelsSupply and install 3 x council black bollards set to correct levels to match the existing bollardsSupply and install base asphalt to top excavated area roll to a depth of 60-80mmSupply and install wearing asphalt to top of base roll to correct depthsRemove all waste and surplus material from site to complete			20800.00
SUBTOTAL			20800.00
VAT %			20
VAT £			4160.00
TOTAL DUE			24960.00

Although every care is taken during excavation, we cannot be held responsible for any unmarked services.

All staff carry an enhanced DBS check to give all of our customers peace of mind when the team is working on your transformation.

All staff are ISOPA certificates (resin training) and hold valid CSCS certifications

Please refer to our website and Facebook page and subscribe to our YouTube channel on the below links to see images of completed works by our company

COMPANY C

Quotation

Date: 11th September 2023
Ref: Saltash Train Station, Saltash

With reference to the resurfacing of the parking area at Saltash Train Station.

We would excavate the whole parking area and path. Reinststate with type 1 subbase where necessary.

A galvanised steel rail would be installed along the wall preventing cars damaging the wall.

Install 3 removable locking Cornwall Cast Iron security bollards along the entrance to match the existing bollards.

Remove all tree stumps and iron works from site.

The prepared area would have a 20 mm tarmac base coat and overlaid with a tarmac wearing course.

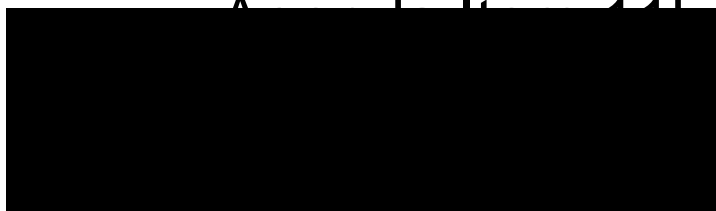
Reinststate the disabled parking bay line markings and add additional 6 car spaces.

All waste materials shall be removed off site.

Quotation prices are upheld for 60 days from date of quotation.

Sub Total	£16,650
VAT 20%	£ 3,330
Total	£19,980

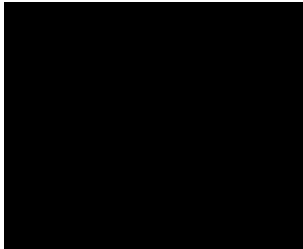
QUOTE



Date
18 Aug 2023

Quote Number
QU-0038

VAT Number



Description	Quantity	Unit Price	VAT	Amount GBP
To create stud work dividing wall to enclose previously quoted kitchen at Saltash railway station. New wall to be plaster-boarded, skimmed and decorated to match existing walls. Shelves fitted to kitchen side of new wall.	1.00	1,350.00	20%	1,350.00
			Subtotal	1,350.00
			TOTAL VAT 20%	270.00
			TOTAL GBP	1,620.00

Client Saltash Town Council
 FAO [REDACTED]
 Our Ref [REDACTED]
 Date 04th July 2023
 Project Isambard House Kitchenette

Dear [REDACTED]

Many thanks for allowing us to quote for the new kitchen works at Isambard House, please find below our costs for both of the options we discussed for the works.

Item	Sub Task	£
Option 1		
1.00	Build 2000mm self-standing partition off the external wall	£780
2.00	Installation of 1000mm sink base unit	£270
3.00	Installation of work top	£390
4.00	Installation of stainless-steel sink	£240
5.00	MCW, HWS & Waste pipe work from the store	£608
6.00	Decoration of the partition	£413
7.00	Installation of 2 in no. twin s/s/o's, 1 x wall light with local wall mounted light switch	£705
8.00	Waste disposal	£525
Total Ex VAT		£3,930
Option 2		
1.00	Installation of work top	£585
2.00	Installation of 1000mm sink base unit, & 2 in no. 500 units	£735
3.00	Installation of 1 in no. wall unit @ high level	£233
4.00	Installation of 2 in no. wall unit @ low level	£465
5.00	Installation of stainless-steel sink	£240
6.00	MCW, HWS & Waste pipe work from the store	£608
7.00	Installation of 2 in no. twin s/s/o's	£488
8.00	Supply and install white gloss doors to the existing shelves	£1,320
9.00	Waste disposal	£525
Total Ex VAT		£5,198


Exclusions.

Out of hours working.

Flooring works.

Decoration works not detailed above.

Building control application of required.



We trust that we have interpreted your requirements and eagerly await your hopefully positive reply. In the meantime, if you wish to discuss the works further, please do not hesitate to contact.

Regards,



To receive a quote for an internal meter supply and consider any action and associated expenditure

Objective:

Have an independent consumer unit and electricity meter to the extension side of Isambard House for future proposals of renting the space out to maximise usage and create revenue. This will ensure the energy used can be separate from the main building and be charged and maintained accordingly.

Method:

Electrical alteration fully compliant to BS 7671 of the wiring regulations. Supply a distribution circuit fed from Isambard House's main consumer unit DB1 located in the main corridor utility cupboard. Supply 3-core 10mm SWA cable to a new small consumer unit DB2 to be located in the extension side. The existing three circuits then located in the roof space and re-wired in to DB2. The meter for the new supply to be located in the main building utility cupboard. Saltash Town Council can monitor this meter supplying the extension area and charge accordingly.

Other consideration to Note:

This will sort the electrical energy usage. However, water consumption will still need to be considered

Emergency services Fire & Security systems this will remain as normal supplied for DB1 and already in zones to accommodate separation and independent excess to each side. Emergency lighting test points will need relocating to extension side to accommodate regular testing; this can be done at the same time with the electrical works.

Cost:

Materials – £ 700.00 including VAT.

Labour and Certification (EIC) Electrical Installation Certificate – £ 800.00 Including VAT.

Total Cost £1,500.00

Budget:

Budget Code: 6814 Equipment

Budget availability: £989

End of report

Assistant Service Delivery Manager

To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure

Overview

Part of the decision to buy and refurbish Isambard house was a desire to provide improved passenger facilities for rail travellers passing through Saltash station. A significant portion of the funding for this building refurbishment project came from Cornwall Council with some of this allocated from Local Transport Plan funding to specifically improve passenger facilities. It is therefore incumbent on STC to deliver these improved facilities in line with the funding agreement.

It is therefore important for STC to open the passenger facilities, not only to comply with the CC funding agreement, but also to deliver what we said we would for the residents of Saltash. The position of CC throughout the refurbishment and since is that STC should open when they are able, and CC are content to wait if there is an intent to open the passenger facilities at some point.

Challenges

There have been several challenges in getting the passenger facilities open. The Covid pandemic had considerable impact on the number of passengers using the railway across the country with travelling habits undergoing significant changes. This is proving to be a significant challenge for rail companies who have seen a shift away from peak time travel as people work more from home. The last year has also seen a number of industrial disputes between various bodies that has resulted in significant days with no rail operations anywhere in Cornwall. Rail unions must give 14 days notice for strike action and this uncertainty has put off potential café operators looking to start a new business.

Inevitably the disputes will be resolved and a 'normal' service will resume, but this does not seem imminent. The picture regarding passenger footfall looks much better, with Saltash numbers recovering well post pandemic, and the ORR footfall data shows a 140% change from pre pandemic levels, one of the most healthy across Cornwall. The introduction of a better timetable with a number of key additional calls at Saltash such as the 06.37 weekday service to Paddington has no doubt had a positive impact on footfall alongside a clear message that Saltash cares about its station. The Town Council should be proud of what it has achieved and the associated investment from partners in improved footpaths, lighting and bollards that make using the station easier and safer.

The upward trend in footfall is predicted to continue and the rail companies have acknowledged Saltash as a strong performer in terms of increased footfall and therefore business.

Potential Café operators

The Town Council agreed to enter into an agreement with Zinns Coffee to operate the café and waiting room at Isambard House. Unfortunately, in late July it became apparent that this was unlikely to progress as all communication from them ceased despite officer and member attempts to communicate with them.

At a similar time, a good alternative prospect became known, the Cornish Rail Coffee Company, based in Bodmin, and currently operating railway station cafes at Bodmin General (on the Bodmin and Wenford Railway), as well as Bodmin Parkway and Liskeard stations, both mainline locations. The Cornish Rail Coffee Company were formed to support and generate revenue for the heritage Bodmin and Wenford Railway, with the café at Bodmin General being their first and main venue.

Communication was established and their Business Manager visited Saltash for initial talks on the possibility of them adding Saltash to their growing portfolio. The meeting took place on the 18th July and was positive. The Business Manager prepared a report for their board that included positive communication with senior staff at GWR in relation to footfall figures at Saltash. The board of directors of the Cornish Rail Coffee Company discussed the possibility of taking on Saltash at their August board meeting, and we received the following on the 20th August:

“The Board are in favour of Saltash- however they feel that we can really only move forward on this from next March !

When we are more financially sound and have got through the winter closed period.

I would have liked to have moved quicker but have to be led by them.

If you haven't found a tenant in this time, then we would like to take you up on the offer in the new year.”

The café at Bodmin General does close during the winter period, and whilst they plan to keep the mainline cafes open, it seems clear that they feel it is too much for them to do anything before early next year.

We have since received the following on the 13th September:

“I have just had a quick chat with David Nelson Brown - MD, and he said that it was agreed at the Board Meeting that we would be looking to take on Saltash, from March 2024 onwards.

The properties at the moment are getting Penzance fitted out and put into location for Oct/Nov.

We would then have Christmas “ Santa trains here at Bodmin General to deal with, so we can then focus on Saltash in the new financial year – Feb 2024 onwards.

We of course, fully understand if you do get a tenant before this time, we would lose the opportunity, however we are keen to work with the Town Council to make this location a success but need to delay until 2024.

I will of course stay in touch with you, and keep you updated, if you could do the same for me”.

Current situation

Therefore, at present we do not have short term interest in taking on the café and waiting room at Isambard House, but have a positive long term option.

Possible Options

There is probably an infinite number of options, the below list provides a starting point for members to consider.

- 1 Wait until CRCC (Cornish Rail Coffee Company) are able to open in early 2024
- 2 Open unmanned
- 3 Open and have a SDGA on site
- 4 Recruit and appoint a new member of staff to operate the café for STC
- 5 Re-advertise for 'Expressions of Interest' to operate the café
- 6 Open on a limited basis using volunteers

Option 1

The Cornish Rail Coffee Company have stated that they would like to take this on from March 2024 should it still be available. They have a good track record of operating station cafes (Bodmin General, Bodmin Parkway, Liskeard and Penzance)and wish to expand, but at at their pace.

Option 2

Would enable the waiting room and accessible toilet to be available quickly, but not a café operation. The space could be subject to abuse and vandalism. The space may benefit from a CCTV install, but without active monitoring the space could still be vulnerable. A timer lock can be used to open, but is not as secure as physical locks. The space would still require Service Delivery team visits to check, clean and probably engage the physical locks. The alarm system would need to be disabled or amended for the waiting room and toilet if the automatic locking is utilised.

Please see note at foot of report from the Town Clerk regarding insurance implications.

Option 3

Comes at a financial cost to STC and SDGA resources are already limited. The SDGA could be utilised to carry out other works on site. At present the early SDGA shift starts at 08.00, after many of the busiest morning trains have departed.

Option 4

STC could appoint a new member of staff tasked with opening and operating the waiting room and café. The site would be secure and would not require additional SDGA support in normal operation. The staff member could be utilised to carry out other tasks on the site such as room setup and hirer handovers. Any profit from the café operation would come to STC. Staff absences would need to be covered or the facility closed for that period.

NB. Possible Growth Hub funding for any equipment required as we would be creating additional employment.

Option 5

STC could readvertise to try to find an alternative café operator.

Option 6

In the past a number of volunteers did show interest. Further investigations could be done to try to find volunteers willing to open, close the facilities and possibly operate the café. This would provide some protection for the space, but STC may need to provide some equipment and training. Café profits could come to STC or be used to support local charities and organisations dependent on volunteers.

Other considerations:

Advice from the Town Clerk/RFO:

There are several issues with opening Isambard House waiting room and fully accessible toilet unmanned and potential problems for the Town Council. Under the insurance policy there is a section - The Reasonable Precautions Clause which reads as below:

3. Reasonable Precautions

The insured will comply with all regulations imposed by any competent authority and take all reasonable precautions to prevent or minimise accident, injury, loss or damage. In addition, the insured will comply with makers recommendations made in respect of plant and machinery wherever reasonably practicable.

Leaving a Town Council building open and unmanned has many potential problems and by going with the policy outlined, the Town Council are potentially falling foul of the reasonable precautions clause and leaving the building at risk of the following:

1. Vending machines can attract antisocial behaviour and if known that the building is unmanned this could also lead to various other problems including drugs, vandalism, arson.
2. The Station Property Sub Committee are leaving the Town Council open to claims which could affect the premiums and possibly cover going forward.
3. One incident would likely lead to more as the word would get out that the area is unmanned

4. Zurich would not provide cover at all for the vending machines for damage or theft. The provider might insist that the Town Council would reimburse for any losses.
5. Potentially, there is then the risk of damage to the vending machines or building, then leading to injuries which may lead to Public Liability claims if the Town Council are unaware of any damage and not able to sort out quickly
6. What would the proposed opening times be? If evenings, the risk is even greater. Would they be locked at certain times?

CCTV may act as a deterrent, however, the building still remains high risk. The quality of low cost CCTV systems can be poor therefore difficult to identify a person. CCTV cannot be inside the toilet cubical, we are all aware of the volume of vandalism to the public toilets.

I am sorry that this is not the answer that the Station Property Sub Committee may want, but the risk with this is high, on that basis I do not advise the Town Council to leave Isambard House unmanned.

End of Report
Councillor Bickford.