



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

26 July 2023

Dear Councillor

I write to summon you to the meeting of the **Property Maintenance Sub Committee** to be held at the Guildhall on **Tuesday 1st August 2023 at 6.30 pm**.

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto: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 J Brady R Bullock J Dent (Chairman) S Miller (Vice-Chairman) J Peggs B Stoyel 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 Property Maintenance Sub Committee held on 5th July 2023 as a true and correct record. (Pages 4 - 7)
6. To receive and review the Town Council Five-Year Repair and Maintenance Plan together with the Services Committee budget statements and consider any actions and associated expenditure. (Pages 8 - 16)
7. To receive the Guildhall Tender report from Barron Surveying and consider any actions and associated expenditure.
8. To revisit the Guildhall Scope of Works Draft Priority List and consider any actions and associated expenditure. (Pages 17 - 18)
9. To receive quotes to undertake works to the Heritage Building and consider any actions and associated expenditure. (Pages 19 - 24)
10. 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.
11. To consider any items referred from the main part of the agenda.
12. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
13. To consider urgent non-financial items at the discretion of the Chairman.
14. 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 Property Maintenance Sub Committee held at the Guildhall on Wednesday 5th July 2023 at 6.30 pm

**PRESENT:** Councillors: R Bickford, J Brady, R Bullock, J Dent, S Miller, B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk)

**APOLOGIES:** J Peggs.

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#### **14/23/24 TO ELECT A CHAIRMAN.**

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

There were no further nominations.

Following a vote it was **RESOLVED** to appoint Councillor Dent as Chairman.

Councillor Dent in the Chair.

#### **15/23/24 TO ELECT A VICE CHAIRMAN.**

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

There were no further nominations.

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

#### **16/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**17/23/24      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.

**18/23/24      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**19/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 4TH APRIL 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 Dent and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 4<sup>th</sup> April 2023 were confirmed as a true and correct record.

**20/23/24      TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke on the five-year plan explaining the reason for little budgeting due to covid-19 and to be mindful to keep the Precept low for the year 2023-24. The Chairman advised Members to better budget for future years to come to ensure the assets of the town are taken care of and required works can be achieved.

The Chairman informed Members that the tender figures for the Guildhall and Library will be inserted upon a contractor being appointed.

Members discussed the need to improve the Waterside public toilets.

It was **RESOLVED** to note.

**21/23/24**      **TO RECEIVE AN UPDATE ON THE GUILDHALL TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members the tender closing date is Friday 7<sup>th</sup> July. No bids received as yet, however, many visits to the Guildhall have taken place and Barron Surveying mentioned to three of their known contractors who might be interested in pricing.

The Property Maintenance Sub Committee agreed for Cllrs Dent and Stoyel to open the received bids in the presence of the Town Clerk on 10<sup>th</sup> July. The Town Clerk will send the bids to Barron Surveying to analyse and provide a tender report and recommendation to the Property Maintenance Sub Committee.

The Chairman reminded Members that the Guildhall building is Grade II Listed therefore should Members wish to change the exterior colour, Planning and Listed Building consent would be required. Planning at a cost and Listed exempt from any fee.

It was **RESOLVED** to note the above updates.

It was proposed by Councillor Brady, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to appoint Barron Surveying at a cost of £100 + VAT per hour up to a maximum of five hours allocated to budget code 6224 Professional Fees.

**22/23/24**      **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.

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

None.

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

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

**25/23/24** TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

**26/23/24** 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: 6.55 pm

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

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

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

Item	Budget	Actual	Budget					KEY Estimated by STC to be verified by Surveyors
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments
<b>Guildhall - Major works</b>	<b>EMF</b>							All major works completed in 17/18
External & Internal repairs and decorations	6470 GH EMF Guildhall Maintenance	£335.00	£79,968.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maintenance balance as at the end of 2022/23 £60,303 + 2023/24 £20,000 = £80,303. Total EMF balance for the year 2023/24 is £79,968
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)
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Completed June 2018
Painting works to Guildhall	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Completed June 2018
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£1,073.00	£2,230.00	£0.00	£0.00	£0.00	£0.00	All works quoted to be signed off by insurers. (Otis monthly fee £223.68)
	<b>TOTAL</b>	<b>£1,408.00</b>	<b>£82,198.00</b>	<b>£0.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	
<b>Maurice Huggins Room</b>	<b>EMF</b>							
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£0.00	£0.00	£0.00	£0.00	B/Fwd 2022/23 £214. Leasehold - Devolution
	<b>TOTAL</b>	<b>£0.00</b>	<b>£214.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Longstone Park Depot</b>	<b>EMF</b>							
								Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£0.00	£0.00	£0.00	£0.00	B/Fwd 2022/23 £500 + 2023/24 £2,000
	<b>TOTAL</b>	<b>£0.00</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Library</b>	<b>EMF</b>							
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	£208,413.00					B/Fwd 2022/23 £213,363 + 2023/24 £10,000 = £223,363 less balance for Prof Fees (see below) -£14,950 = Balance 2023/24 £208,413 £199,930 loan received 1st April 2022 (£200,000 less fee paid £70) - Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024) Balance at 5th July 2023 £175,211
Refurbishment Works to include the following:								<b>Tender deadline 26th July 2023</b>
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) Additonal 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						
d) Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
e) Public fully accesible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						



Item		Actual		Budget				KEY Estimated by STC to be verified by Surveyors	
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments	
Professional Fees for the above	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	£14,950.00					Total Spent to 2022/23 £16,278.24 (£8,228.24 Geoff Pegg and £8,050.00 Bailey Partnership). Total quote for Bailey Partnership £23,000 less already invoice £8,050 = balance remaining £14,950	
Other Costs	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2,922.16 (including planning application fees, asbestos survey & heritage impact assessment)	
Refurbishment Works Shortfall Increase in Materials	6971 LI EMF Saltash Library Property Maintenance	£0.00							
<b>TOTAL</b>		<b>£0.00</b>	<b>£223,363.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Isambard House</b>		<b>EMF</b>							
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Completed March 2020 - snags including crack across floor, stained chimney slates and tarnished door furniture still to be addressed. Available balance £57,745	
External & Internal repairs and decorations	6870 EMF Isambard House	£0.00	£18,492.00					Available balance £18,492 (retention fund)	
<b>TOTAL</b>		<b>£0.00</b>	<b>£76,237.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Public Toilets</b>		<b>EMF</b>						£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.	
<b>Waterside</b>									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	£8,310.00					Owned by GWR, no documents on record	
<b>Alexander Square</b>									
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)
<b>Longstone</b>									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.
<b>Belle Vue</b>									
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.	
<b>TOTAL</b>		<b>£0.00</b>	<b>£8,310.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Heritage Building</b>		<b>EMF</b>							
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£0.00	£7,889.00						
<b>TOTAL</b>		<b>£0.00</b>	<b>£7,889.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Cemeteries</b>		<b>EMF</b>							
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£0.00					Rebuilding stone wall £15,762 (May 23)	
<b>TOTAL</b>		<b>£15,763.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	0.00	6,204.00						
<b>TOTAL</b>		<b>£0.00</b>	<b>£6,204.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
<b>Outdoor Land and Fences</b>		<b>EMF</b>							
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00					Licence to Occupy from 17-04-23 to 17-09-23	
Pillmere land - Open spaces & trees		£0.00							
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way	6571 SE EMF Saltash Recreation Areas	£502.00	£58,552.00					C/Fwd 2021/22 £39,054 + 2023/24 £20,000. Expression of Interest submitted. Application for CIL tbc. £20,000 match funding from Cornwall Council	
<b>TOTAL</b>		<b>£ 502.00</b>	<b>£ 68,552.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>		

		<u>Actual</u>	<u>Budget</u>					KEY Estimated by STC to be verified by Surveyors
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	Comments
<u>Item</u>	<u>Budget</u>							
<b>Waterfront Pontoon</b>	<b>EMF</b>							
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	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
	<b><u>TOTAL</u></b>	<b>£0.00</b>	<b>£6,058.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	
<b><u>GRAND TOTAL</u></b>		<b>£17,673.00</b>	<b>£481,525.00</b>	<b>£10,000.00</b>	<b>£11,500.00</b>	<b>£11,500.00</b>	<b>£11,500.00</b>	

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Services Committee - Service Delivery Budget 23-2024

Saltash Town Council

For the period ended 31 May 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
<b>Service Delivery Operating Income</b>										
<b>Service Delivery Income</b>										
<b>Grounds &amp; Premises Income</b>										
4500 SE Allotment Rents	3,432	0	0	4,000	3,926	74	4,404	4,849	5,339	5,878
4510 SE Public Footpath Grant	1,573	0	0	1,722	0	1,722	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	0	0	0	0	0	0
4513 SE Water Rates Income	0	0	0	3,560	23	3,537	0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	252	1,751	2,205	2,428	2,673	2,943
<b>Total Grounds &amp; Premises Income</b>	<b>8,617</b>	<b>0</b>	<b>0</b>	<b>11,435</b>	<b>4,201</b>	<b>7,234</b>	<b>8,670</b>	<b>9,546</b>	<b>10,510</b>	<b>11,571</b>
<b>Town &amp; Waterfront Income</b>										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	1,960	2,305	4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	7,678	3,122	11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	400	2,000	2,642	2,909	3,203	3,527
<b>Total Town &amp; Waterfront Income</b>	<b>9,066</b>	<b>0</b>	<b>0</b>	<b>17,465</b>	<b>10,038</b>	<b>7,427</b>	<b>19,229</b>	<b>21,171</b>	<b>23,309</b>	<b>25,664</b>
<b>Total Service Delivery Income</b>	<b>17,683</b>	<b>0</b>	<b>0</b>	<b>28,900</b>	<b>14,240</b>	<b>14,660</b>	<b>27,899</b>	<b>30,717</b>	<b>33,819</b>	<b>37,235</b>
<b>Total Service Delivery Operating Income</b>	<b>17,683</b>	<b>0</b>	<b>0</b>	<b>28,900</b>	<b>14,240</b>	<b>14,660</b>	<b>27,899</b>	<b>30,717</b>	<b>33,819</b>	<b>37,235</b>
<b>Service Delivery Operating Expenditure</b>										
<b>Service Delivery Expenditure</b>										
<b>Grounds &amp; Premises Expenditure</b>										
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	117	1,204	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering	5,678	0	0	10,000	161	9,839	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,839	0	0	4,430	784	3,646	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	417	0	0	3,303	0	3,303	3,637	4,004	4,408	4,854
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	0	2,753	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	0	0	3,303	228	3,075	3,637	4,004	4,408	4,854
6529 SE Refuse Disposal	5,465	0	0	6,056	752	5,304	6,667	7,340	8,082	8,898
6907 SE Seagulls Bags	1,212	0	0	2,002	0	2,002	2,204	2,426	2,671	2,941
<b>Longstone Expenditure</b>										
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	16	3,996	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,086	0	0	6,153	(127)	6,280	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	999	0	0	1,010	119	891	1,112	1,224	1,347	1,484
7107 LO Rent - Longstone	4,620	0	0	4,955	1,155	3,800	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	33	644	746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	456	0	0	551	0	551	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	0	750	826	909	1,001	1,102
<b>Total Longstone Expenditure</b>	<b>12,687</b>	<b>0</b>	<b>0</b>	<b>21,612</b>	<b>(5,065)</b>	<b>26,677</b>	<b>23,794</b>	<b>26,195</b>	<b>28,841</b>	<b>31,754</b>
<b>Total Grounds &amp; Premises Expenditure</b>	<b>44,634</b>	<b>0</b>	<b>0</b>	<b>65,791</b>	<b>(3,023)</b>	<b>68,814</b>	<b>72,436</b>	<b>79,748</b>	<b>87,801</b>	<b>96,670</b>
<b>Town &amp; Waterfront Expenditure</b>										
6504 SE Street Furniture (Maintenance)	893	0	0	2,000	113	1,887	2,202	2,424	2,669	2,939
6505 SE Street Lighting	160	0	0	750	0	750	826	909	1,001	1,102
6511 SE Tourism & Signage	746	0	0	250	106	144	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	(410)	3,910	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	1,780	0	0	2,753	0	2,753	3,019	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	0	0	6,606	213	6,393	7,273	8,008	8,817	9,707
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	1,386	11,214	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	1,135	10,786	13,125	14,450	15,910	17,516
<b>Total Town &amp; Waterfront Expenditure</b>	<b>29,627</b>	<b>0</b>	<b>0</b>	<b>41,445</b>	<b>2,543</b>	<b>38,902</b>	<b>45,632</b>	<b>50,239</b>	<b>55,313</b>	<b>60,899</b>
<b>Total Service Delivery Expenditure</b>	<b>74,261</b>	<b>0</b>	<b>0</b>	<b>107,236</b>	<b>(480)</b>	<b>107,716</b>	<b>118,068</b>	<b>129,987</b>	<b>143,114</b>	<b>157,569</b>
<b>Service Delivery Staffing Expenditure</b>										
Service Delivery Staffing Expenses	3,906	0	0	5,504	584	4,920	6,060	6,672	7,346	8,040
6676 ST SE Services Delivery Staff Training	6,536	0	0	11,010	825	10,185	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	202,994	0	7,288	217,402	30,911	193,779	239,360	263,535	290,152	319,457
<b>Total Service Delivery Staffing Expenditure</b>	<b>213,436</b>	<b>0</b>	<b>7,288</b>	<b>233,916</b>	<b>32,320</b>	<b>208,884</b>	<b>257,542</b>	<b>283,553</b>	<b>312,192</b>	<b>341,139</b>
<b>Total Operating Expenditure</b>	<b>287,697</b>	<b>0</b>	<b>7,288</b>	<b>341,152</b>	<b>31,840</b>	<b>316,600</b>	<b>375,610</b>	<b>413,540</b>	<b>455,306</b>	<b>498,708</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>287,697</b>	<b>0</b>	<b>7,288</b>	<b>341,152</b>	<b>31,840</b>	<b>316,600</b>	<b>375,610</b>	<b>413,540</b>	<b>455,306</b>	<b>498,708</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(270,014)</b>	<b>0</b>	<b>(7,288)</b>	<b>(312,252)</b>	<b>(17,600)</b>	<b>(301,940)</b>	<b>(347,711)</b>	<b>(382,823)</b>	<b>(421,487)</b>	<b>(461,473)</b>
<b>Service Delivery EMF Expenditure</b>										
<b>Grounds &amp; Premises EMF Expenditure</b>										
6471 SE EMF Heritage Centre	2,071	7,889	0	0	0	7,889	0	0	0	0
6571 SE EMF Saltash Recreation Areas	506	39,054	0	20,000	0	59,054	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
<b>Longstone EMF Expenditure</b>										
7170 LO EMF Longstone Depot Capital Works	0	500	0	2,000	0	2,500	0	0	0	0
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>4,800</b>	<b>67,221</b>	<b>0</b>	<b>24,000</b>	<b>0</b>	<b>91,221</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Town &amp; Waterfront EMF Expenditure</b>										
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	0	0	0	1,154	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	0	24,749	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	83,943	3,207	6,421	99,263	0	0	0	0
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>16,836</b>	<b>59,625</b>	<b>83,943</b>	<b>13,207</b>	<b>6,421</b>	<b>150,354</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>21,636</b>	<b>126,846</b>	<b>83,943</b>	<b>37,207</b>	<b>6,421</b>	<b>241,575</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>309,333</b>	<b>126,846</b>	<b>91,231</b>	<b>378,359</b>	<b>38,261</b>	<b>558,175</b>	<b>402,610</b>	<b>440,540</b>	<b>482,306</b>	<b>525,708</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(291,650)</b>	<b>(126,846)</b>	<b>(91,231)</b>	<b>(349,459)</b>	<b>(24,021)</b>	<b>(543,515)</b>	<b>(374,711)</b>	<b>(409,823)</b>	<b>(448,487)</b>	<b>(488,473)</b>

**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

Services Committee - Guildhall Budget 2023-24

Saltash Town Council

For the period ended 31 May 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
<b>Guildhall Operating Income</b>										
<b>Guildhall Income</b>										
4200 GH Income - Guildhall Bookings	1,916	0	0	10,261	1,496	8,765	11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	342	0	0	257	89	168	283	312	343	378
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	0	232	255	281	310	341
<b>Total Guildhall Income</b>	<b>2,262</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>1,585</b>	<b>9,165</b>	<b>11,835</b>	<b>13,031</b>	<b>14,348</b>	<b>15,797</b>
<b>Total Guildhall Operating Income</b>	<b>2,262</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>1,585</b>	<b>9,165</b>	<b>11,835</b>	<b>13,031</b>	<b>14,348</b>	<b>15,797</b>
<b>Guildhall Operating Expenditure</b>										
<b>Guildhall Expenditure</b>										
6400 GH Rates - Guildhall	8,608	0	0	9,808	9,899	(91)	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall	517	0	0	847	0	847	932	1,026	1,130	1,244
6402 GH Gas - Guildhall	3,819	0	0	6,500	(679)	7,179	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall	4,078	0	0	13,000	(189)	13,189	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	418	978	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	0	1,129	375	754	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	73	2,765	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	402	2,901	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	133	0	0	414	12	402	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	0	10,000	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	385	0	0	500	70	430	550	606	667	735
<b>Total Guildhall Expenditure</b>	<b>28,672</b>	<b>0</b>	<b>0</b>	<b>52,978</b>	<b>10,380</b>	<b>42,598</b>	<b>58,328</b>	<b>64,219</b>	<b>70,704</b>	<b>77,846</b>
<b>Guildhall Staffing Expenditure</b>										
Guildhall Staffing Expenses	218	0	0	454	22	432	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	3,791	33,844	41,162	45,319	49,897	54,936
<b>Total Guildhall Staffing Expenditure</b>	<b>22,928</b>	<b>0</b>	<b>249</b>	<b>38,405</b>	<b>3,813</b>	<b>34,841</b>	<b>42,283</b>	<b>46,554</b>	<b>51,256</b>	<b>56,220</b>
<b>Total Operating Expenditure</b>	<b>51,600</b>	<b>0</b>	<b>249</b>	<b>91,383</b>	<b>14,193</b>	<b>77,439</b>	<b>100,611</b>	<b>110,773</b>	<b>121,960</b>	<b>134,066</b>
<b>Total Guildhall Operating Expenditure</b>	<b>51,600</b>	<b>0</b>	<b>249</b>	<b>91,383</b>	<b>14,193</b>	<b>77,439</b>	<b>100,611</b>	<b>110,773</b>	<b>121,960</b>	<b>134,066</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(49,338)</b>	<b>0</b>	<b>(249)</b>	<b>(80,633)</b>	<b>(12,608)</b>	<b>(68,274)</b>	<b>(88,776)</b>	<b>(97,742)</b>	<b>(107,612)</b>	<b>(118,269)</b>
<b>Guildhall EMF Expenditure</b>										
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
<b>Total Guildhall EMF Expenditure</b>	<b>7,290</b>	<b>63,303</b>	<b>11,660</b>	<b>20,739</b>	<b>335</b>	<b>95,367</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>58,890</b>	<b>63,303</b>	<b>11,909</b>	<b>112,122</b>	<b>14,528</b>	<b>172,806</b>	<b>100,611</b>	<b>110,773</b>	<b>121,960</b>	<b>134,066</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(56,627)</b>	<b>(63,303)</b>	<b>(11,909)</b>	<b>(101,372)</b>	<b>(12,943)</b>	<b>(163,641)</b>	<b>(88,776)</b>	<b>(97,742)</b>	<b>(107,612)</b>	<b>(118,269)</b>

To/From Reserves & Budget Virements 2023/2024

1. Virement from General Reserves to Guildhall Staffing Costs - £249 - PE 99/22/23
2. Virement from General Reserves to 6696 ST GH EMF Staff Contingency - £11,660 - FTC 58/23/24

Services Committee - Library Budget 2023-24

Saltash Town Council

For the period ended 31 May 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 2025/24	Budget 2026/27	Budget 2027/28
<b>Library Operating Income</b>										
<b>Library Income</b>										
4517 LI Library - Fines	656	0	0	48	299	(251)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	133	467	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	95	225	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 Sponsorship	350	0	0	600	0	600	661	727	801	882
<b>Total Library Income</b>	<b>2,485</b>	<b>0</b>	<b>0</b>	<b>1,868</b>	<b>526</b>	<b>1,342</b>	<b>2,057</b>	<b>2,264</b>	<b>2,494</b>	<b>2,745</b>
<b>Total Library Operating Income</b>	<b>2,485</b>	<b>0</b>	<b>0</b>	<b>1,868</b>	<b>526</b>	<b>1,342</b>	<b>2,057</b>	<b>2,264</b>	<b>2,494</b>	<b>2,745</b>
<b>Library Operating Expenditure</b>										
<b>Library Expenditure</b>										
6900 LI Rates - Library	13,473	0	0	15,804	13,099	2,705	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	33	331	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	(766)	6,389	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	(1,009)	6,009	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	327	706	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	0	2,270	117	2,153	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	70	425	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	452	1,200	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	595	2,025	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	12,420	0	0	23,000	12,299	10,701	23,000	23,000	23,000	23,000
<b>Total Library Expenditure</b>	<b>42,216</b>	<b>0</b>	<b>250</b>	<b>82,062</b>	<b>25,464</b>	<b>56,848</b>	<b>88,026</b>	<b>94,596</b>	<b>101,825</b>	<b>109,789</b>
<b>Library Staffing Expenditure</b>										
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	0	1,101	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	22,139	114,925	128,105	141,044	155,289	170,973
<b>Total Library Staffing Expenditure</b>	<b>131,778</b>	<b>0</b>	<b>875</b>	<b>139,434</b>	<b>22,155</b>	<b>118,154</b>	<b>131,126</b>	<b>144,371</b>	<b>158,952</b>	<b>174,485</b>
<b>Total Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>1,125</b>	<b>221,496</b>	<b>47,619</b>	<b>175,002</b>	<b>219,152</b>	<b>238,967</b>	<b>260,777</b>	<b>284,274</b>
<b>Total Library Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>1,125</b>	<b>221,496</b>	<b>47,619</b>	<b>175,002</b>	<b>219,152</b>	<b>238,967</b>	<b>260,777</b>	<b>284,274</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(171,508)</b>	<b>0</b>	<b>(1,125)</b>	<b>(219,628)</b>	<b>(47,093)</b>	<b>(173,660)</b>	<b>(217,095)</b>	<b>(236,703)</b>	<b>(258,283)</b>	<b>(281,529)</b>
<b>Library EMF Expenditure</b>										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223,363	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	0	0	0	11,522	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	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
<b>Total Library EMF Expenditure</b>	<b>12,911</b>	<b>264,065</b>	<b>(250)</b>	<b>10,000</b>	<b>0</b>	<b>273,815</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>186,905</b>	<b>264,065</b>	<b>875</b>	<b>231,496</b>	<b>47,619</b>	<b>448,817</b>	<b>219,152</b>	<b>238,967</b>	<b>260,777</b>	<b>284,274</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(184,420)</b>	<b>(264,065)</b>	<b>(875)</b>	<b>(229,628)</b>	<b>(47,093)</b>	<b>(447,475)</b>	<b>(217,095)</b>	<b>(236,703)</b>	<b>(258,283)</b>	<b>(281,529)</b>

**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

Services Committee - Maurice Huggins Budget 2023-24  
Saltash Town Council  
For the period ended 31 May 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
<b>Maurice Huggins Operating Income</b>										
<b>Maurice Huggins Income</b>										
4207 MA Maurice Huggins Room Income	1,189	0	0	1,000	323	678	1,101	1,212	1,335	1,469
<b>Total Maurice Huggins Income</b>	<b>1,189</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>323</b>	<b>678</b>	<b>1,101</b>	<b>1,212</b>	<b>1,335</b>	<b>1,469</b>
<b>Total Maurice Huggins Operating Income</b>	<b>1,189</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>323</b>	<b>678</b>	<b>1,101</b>	<b>1,212</b>	<b>1,335</b>	<b>1,469</b>
<b>Maurice Huggins Operating Expenditure</b>										
<b>Maurice Huggins Expenditure</b>										
7000 MA Rates	429	0	0	486	429	57	535	589	648	713
7001 MA Water Rates	186	0	0	395	13	382	435	479	528	581
7003 MA Electricity	(287)	0	0	2,563	308	2,255	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	37	293	364	400	441	485
7010 MA General Repairs & Maintenance	245	0	0	565	118	447	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	70	392	509	561	617	679
<b>Total Maurice Huggins Expenditure</b>	<b>1,362</b>	<b>0</b>	<b>0</b>	<b>5,544</b>	<b>1,102</b>	<b>4,442</b>	<b>6,104</b>	<b>6,721</b>	<b>7,400</b>	<b>8,145</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,362</b>	<b>0</b>	<b>0</b>	<b>5,544</b>	<b>1,102</b>	<b>4,442</b>	<b>6,104</b>	<b>6,721</b>	<b>7,400</b>	<b>8,145</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(173)</b>	<b>0</b>	<b>0</b>	<b>(4,544)</b>	<b>(779)</b>	<b>(3,765)</b>	<b>(5,003)</b>	<b>(5,509)</b>	<b>(6,065)</b>	<b>(6,676)</b>
<b>Maurice Huggins EMF Expenditure</b>										
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
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,362</b>	<b>820</b>	<b>0</b>	<b>5,544</b>	<b>1,102</b>	<b>5,262</b>	<b>6,104</b>	<b>6,721</b>	<b>7,400</b>	<b>8,145</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(173)</b>	<b>(820)</b>	<b>0</b>	<b>(4,544)</b>	<b>(779)</b>	<b>(4,585)</b>	<b>(5,003)</b>	<b>(5,509)</b>	<b>(6,065)</b>	<b>(6,676)</b>

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

Saltash Town Council

For the period ended 31 May 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
<b>Isambard House Operating Income</b>										
<b>Isambard House Income</b>										
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,335	6,665	11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	20	0	0	500	0	500	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
<b>Total Isambard House Income</b>	<b>3,820</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>3,335</b>	<b>12,165</b>	<b>17,066</b>	<b>18,789</b>	<b>20,686</b>	<b>22,776</b>
<b>Total Isambard House Operating Income</b>	<b>3,820</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>3,335</b>	<b>12,165</b>	<b>17,066</b>	<b>18,789</b>	<b>20,686</b>	<b>22,776</b>
<b>Isambard House Operating Expenditure</b>										
<b>Isambard House Expenditure</b>										
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	534	8,486	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	140	1,553	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	758	0	0	1,000	144	856	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	300	1,700	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	0	1,000	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
<b>Total Isambard House Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>28,761</b>	<b>5,169</b>	<b>23,592</b>	<b>31,666</b>	<b>34,864</b>	<b>38,386</b>	<b>42,261</b>
<b>Isambard House Staffing Expenditure</b>										
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
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,411</b>	<b>0</b>	<b>1,411</b>	<b>1,553</b>	<b>1,710</b>	<b>1,882</b>	<b>2,072</b>
<b>Total Operating Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>30,172</b>	<b>5,169</b>	<b>25,003</b>	<b>33,219</b>	<b>36,574</b>	<b>40,268</b>	<b>44,333</b>
<b>Total Isambard House Operating Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>30,172</b>	<b>5,169</b>	<b>25,003</b>	<b>33,219</b>	<b>36,574</b>	<b>40,268</b>	<b>44,333</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(9,758)</b>	<b>0</b>	<b>0</b>	<b>(14,672)</b>	<b>(1,834)</b>	<b>(12,838)</b>	<b>(16,153)</b>	<b>(17,785)</b>	<b>(19,582)</b>	<b>(21,557)</b>
<b>Isambard House EMF Expenditure</b>										
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	0	0	2,458	504	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
<b>Total Isambard House EMF Expenditure</b>	<b>35,286</b>	<b>83,331</b>	<b>0</b>	<b>0</b>	<b>2,458</b>	<b>80,873</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>48,863</b>	<b>83,331</b>	<b>0</b>	<b>30,172</b>	<b>7,628</b>	<b>105,875</b>	<b>33,219</b>	<b>36,574</b>	<b>40,268</b>	<b>44,333</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(45,043)</b>	<b>(83,331)</b>	<b>0</b>	<b>(14,672)</b>	<b>(4,293)</b>	<b>(93,710)</b>	<b>(16,153)</b>	<b>(17,785)</b>	<b>(19,582)</b>	<b>(21,557)</b>



Scope of Works – Draft Priority List

Priority	Barron Surveying suggested works and comments
Page 17 1. Guttering	<p>Thoroughly clean out all gutters. Water test and seal all leaking joints with gutter sealant compound. Note gutter joints are dripping on the north side of the building.</p> <p>Prepare and paint all metal or other gutters, downpipes, brackets, hoppers etc. on all elevations. Ensure differently coloured date stamps are picked out. Remove all surface corrosion. Paint in accordance with the coatings specification and leave in good order.</p>
2. Windows	<p>All windows and doors have specific suggestions relating to the required works. These can be obtained by referencing the decoration scheme drawings document against each window number. Suggested window works will range from:</p> <ul style="list-style-type: none"> <li>-installation of draught strips to all opening window sashes and casements at the building,</li> <li>-wood paintwork,</li> <li>-external render paintwork,</li> <li>-Repairs under the masonry and crack works to windowsills,</li> <li>-Scrape glass clean,</li> <li>-Removing corroded fixings,</li> <li>-changes to sashes,</li> <li>-increases to weights on,</li> <li>-sashes easement of sashes,</li> <li>-repairing window putty.</li> </ul>
3. Masonry / Crack Works	<p>Rake out all cracks in render on walls and windowsills. Cut back to sound render. Fill crack with flexible exterior fillers or sand/cement. Feather over existing. Leave ready for decoration. Report any underlying cracks in the stone or brick to the employer and seek further instruction.</p>
4. Flag Pole	<p>North Elevation:                      Remove 2no. flagpole brackets. Hand to Employer. Purpose-make 2no. galvanised and powder coated black flagpole brackets to exactly match existing. Fix with stainless steel bolts and washers. Leave in good condition.</p> <p>West Elevation:</p>

Scope of Works – Draft Priority List

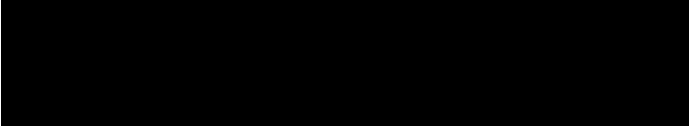
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	Remove and set aside large wooden flagpole. Remove 2no. brackets. Purpose-make matching galvanised, and powder coated brackets as above. Reinstate and leave in good condition.
Exterior Paint	Existing paint finishes appear to be generally in sound condition. Localised adhesion failures are evident in some areas. Organic growth contamination is evident in some areas. Paint to wall around the crest. Cleaning of external stone works with suggested methods and materials bringing back to a neat visual appearance. Painting behind signage removing and reinstalling. External timber and render to be cleaned / rust removed and repainted. All colours to match existing. All loose flaking or powdering material back to a sound surface. Metal work to be cleaned and re coated.
6. Interior Paint	Internal painting would reflect in windows and doors. There is no commentary relating to internal walls from review of the document.

\*Some work would require scaffolding and other potential methods to work from height, costings would need to be factored in for this, and used wisely.



**Ref: JB/SB/4291**



25 July 2023

Dear

**SALTASH TOWN COUNCIL – SALTASH HERITAGE MUSEUM BUILDING, 17 LOWER FORE STREET, SALTASH PL12 6JQ**

Would you kindly provide a budget quotation to repair a missing section of gutter at the rear of this building.

The scope of work is:

- 1) Remove metal pathway canopy roof sheet to allow scaffold tower through and reinstate on completion
- 2) Erect a tower scaffold from the building pathway over the tenement pitched roof and up to gutter level (second floor)
- 3) Replace 3Lm half round black plastic gutter complete with unions and brackets
- 4) Water test joints
- 5) Dismantle scaffold and leave site tidy

The photographs below show the required work.

The area is difficult to access, requiring scaffold to be taken through the side pathway door off Lower Fore Street.

If you wish to access to price, arrangements for that can be made through this office.

Kind regards,  
Yours sincerely

James M Barron MRICS  
Chartered Building Surveyor, Director

CC Sinead Burrows [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)



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- Chartered Building Surveyors
- Project Managers
- Property Inspections
- Architectural Design

62C Larkham Lane | Plympton | Plymouth | PL7 4PN

Tel: 01752 257064 | Email: [james@barronsurveying.co.uk](mailto:james@barronsurveying.co.uk)

Website: [www.barronsurveying.co.uk](http://www.barronsurveying.co.uk)







25 July 2023

Barron Surveying Services  
62C Larkham Lane  
Plympton  
Plymouth  
PL7 4PN

Dear James

**Re: Saltash Heritage Museum Building - Saltash**

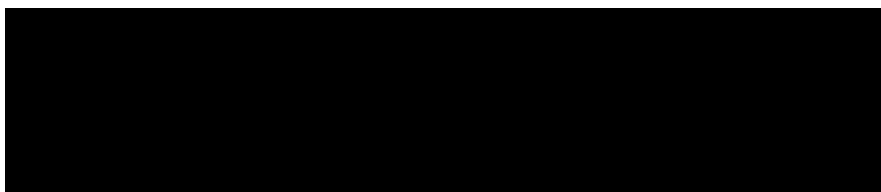
Further to your letter regarding the property above, we have pleasure in setting out our budget quotation.

- To remove canopy roof sheets forming the pathway.
- To erect a tower scaffold in the pathway to access to gutter level.
- To replace 3m length of black gutter complete with unions and brackets.
- To water test joints.
- To dismantle tower scaffold.
- To replace canopy roof sheets and leave site clean and tidy.

**To complete these works we would budget on the region of £2,000.00 - £2,200.00 plus vat = £2,400 - £2,640.00.**

If you need anything further to this then please let us know.

Yours sincerely,



Number: [REDACTED]  
 Project: **SALTASH HERITAGE MUSEUM**  
 Client: Saltash Town Council  
 Date: 27 July 2023

## Priced Schedule

Ref	Description	Approx Qty	Unit	Rate	Total	Comment/clarification
1.00	Erect a tower scaffold from the building pathway over the tenement pitched roof and up to gutter level (second floor)	1.00	item	£ 2,021.25	£ 2,021.25	
2.00	Remove metal pathway canopy roof sheet to allow scaffold tower through and reinstate on completion	1.00	item	£ 1,284.94	£ 1,284.94	<i>assuming original roof sheet is undamaged and can be refixed</i>
3.00	Replace 3Lm half round black plastic gutter complete with unions and brackets	1.00	item	£ 162.42	£ 162.42	
4.00	Water test joints	1.00	item	£ -	£ -	<i>included</i>
5.00	Dismantle scaffold and leave site tidy	1.00	item	£ -	£ -	<i>included</i>
					<b>£ 3,468.61</b>	

Notes:

- 1 [REDACTED] will manage and remove all waste from site.
- 2 [REDACTED] will undertake full management and supervision of the works.
- 3 Quantities are purely indicative for pricing purposes.
- 4 Rates and prices are fixed lump sum and remain open to acceptance for 60 days.
- 5 Rates and prices are exclusive of VAT.

[REDACTED]

**Subject: Re: Saltash Heritage Centre - request for gutter repair pricing**

Hi Sara,

I hope you are well.

Thank you for Sending this over to us. Please see a cost Breakdown Below:

Scaffold - £1,520

Guttering Works - £900

Materials - £156

Provisional Sum for Damaged roof tiles - £500

**Total cost - £3,076 Plus VAT (if applicable)**

Looking at our labour schedule our earliest possible date to carry out this work would be the last week in September onwards.

Kind Regards

[REDACTED]



[REDACTED]