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SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 31st October 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady, R Bullock, J Dent, S Miller (Chairman), J Peggs, B Samuels and P Samuels (Vice-Chairman).

ALSO PRESENT: Hilary Frank (Chamber of Commerce), S Burrows (Town Clerk), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: S Gillies, M Griffiths, S Lennox-Boyd, S Martin, L Mortimore and D Yates.

81/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

82/23/24 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	9A	Pecuniary	Husband is paid supplier of costumes for Santa Fun Run.	Yes

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

None.

83/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

84/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 12TH SEPTEMBER 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 P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 12th September 2023 were confirmed as a true and correct record.

85/23/24 **TO RECEIVE THE FOLLOWING COMMITTEE PRECEPT RECOMMENDATIONS AND CONSIDER ANY ACTIONS:**

a. Services Committee held on 12th October 2023:

RECOMMENDATION 1:

78/23/24 Library Sub Committee Fees and Charges for the year 2024/25

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

78/23/24 Library Sub Committee Budgets for the year 2024/25

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

RECOMMENDATION 2:

78/23/24 Station Property Sub Committee Fees and Charges for the year 2024/25

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

78/23/24 Station Property Sub Committee Budgets for the year 2024/25

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

RECOMMENDATION 3:

78/23/24 Property Maintenance Sub Committee Five Year Repair and Maintenance Plan

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

RECOMMENDATION 4:

78/23/24 Services Committee Fees and Charges for the year 2024/25

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

78/23/24 Services Committee Budgets for the year 2024/25

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

b. Joint Burial Board held on 24th October 2023:

RECOMMENDATION 1:

21/23/24 Joint Burial Board Fees and Charges for the year 2024/25

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

RECOMMENDATION 2:

22/23/24 Joint Burial Board Budgets for the year 2024/25

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

c. Burial Authority held on 24th October 2023:

RECOMMENDATION 1:

Burial Authority Fees and Charges for the year 2024/25

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

RECOMMENDATION 2:

Burial Authority Budgets for the year 2024/25

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

d. Personnel held on 26th October 2023:

RECOMMENDATION:

Personnel Budgets for the year 2024/25

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to approve the recommendation and **RECOMMEND** to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

86/23/24 **TO SET THE POLICY AND FINANCE BUDGETS FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** the Policy and Finance Committee budget statements for the year 2024/25 to the Policy and Finance Committee meeting to be held on 14th November 2023, as attached.

87/23/24 **TO RECEIVE THE MATCH FUNDING PLAY PARKS POLICY RECOMMENDATION FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023 AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to approve the recommendation from the Services Committee and **RECOMMEND** the Match Funding for Playparks Policy to the Full Council meeting to be held on 2nd November 2023, as attached.

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

88/23/24 **TO CONSIDER A FESTIVAL FUND APPLICATION.**

Application number	Organisation	Amount requested.
FF119	Saltash Chamber of Commerce	£1,500.00

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to award £1,500.00.

Councillor Bullock was invited and returned to the meeting.

89/23/24 **TO CONSIDER A TOWN COUNCIL STALL AT THE CHRISTMAS FESTIVAL 2023 AND ANY ASSOCIATED EXPENDITURE**

The Town Clerk advised the meeting that the Chamber of Commerce had made space available and offered the Town Council a stall at the Christmas Festival 2023 at no cost to the Town Council.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to accept the offer for the Town Council to have a stall at the Christmas Festival manned from 1.00pm to 5.00pm, subject to confirmation that it can be Councillor resourced.

Members requested that a leaflet is made available showing the activities and achievements of the Town Council in the past year.

90/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. Festival Fund Award;
2. Town Council stall at the Christmas Festival (subject to resources).

DATE OF NEXT MEETING

Tuesday 14 November 2023 at 6.30 pm

Rising at: 7.25 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description		2023/2024 Charge	Proposed 2024/2025 Charge Deletions
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 £7 per 20 copies	£10 per set per 3 months £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	(CC to roll out wheelie bins to all residents. Date TBC. Continue to sell until current stock runs out. Agreed delegated authority to Finance Office to remove from Fees & Charges when appropriate)	£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 4 months ended 31 August 2023

Account	Actual Received/Spend 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
Library Income										
4517 LI Library - Replacement Membership Cards	656	48	305	(257)	50	Based on YTD Income	54	58	63	68
4518 LI Library - Photocopying Fees	999	600	473	128	600	Based on YTD Income	644	692	743	798
4524 LI Library Book Sales	481	320	162	159	300	Based on YTD Income	322	346	372	400
4526 LI Library Income	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	350	600	0	600	600	Based on YTD Income	644	692	743	798
Total Library Income	2,485	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Total Library Operating Income	2,485	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	15,804	13,099	2,485	16,958	Current Budget + CPI 7.3%	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	364	148	216	391	Current Budget + CPI 7.3%	420	451	484	520
6902 LI Gas - Library	4,788	5,623	9	5,614	6,034	Current Budget + CPI 7.3%	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	5,000	743	4,257	5,365	Current Budget + CPI 7.3%	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	1,033	1,043	(10)	1,109	Current Budget + CPI 7.3%	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	1,854	52	1,802	1,990	Current Budget + CPI 7.3%	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	1,135	194	941	1,218	Current Budget + CPI 7.3%	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	2,270	1,409	1,861	2,436	Current Budget + CPI 7.3%	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	428	0	428	460	Current Budget + CPI 7.3%	494	531	570	612
6913 LI Refreshment Costs - Library	0	284	0	284	305	Current Budget + CPI 7.3%	328	352	378	406
6914 LI Equipment - Library	155	750	0	750	805	Current Budget + CPI 7.3%	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	20,000	0	20,000	21,460	Current Budget + CPI 7.3%	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	495	210	285	532	Current Budget + CPI 7.3%	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	1,652	881	771	1,773	Current Budget + CPI 7.3%	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	2,370	1,360	1,260	2,544	Current Budget + CPI 7.3%	2,730	2,930	3,144	3,374
6975 LI Home Library Service	0	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	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	82,062	31,599	53,795	88,609		95,084	102,033	109,489	117,490
Library Staffing Expenditure										
Library Staff Expenses	103	2,144	16	2,128	2,301	Current Budget + CPI 7.3%	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	1,101	168	933	1,182	Current Budget + CPI 7.3%	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	136,189	55,342	81,722	169,277	PROVISIONAL FIGURE – Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	177,741	186,628	195,959	205,757
Total Library Staffing Expenditure	131,778	139,434	55,526	84,783	172,760		181,479	190,640	200,265	210,378
Total Operating Expenditure	173,994	221,496	87,125	138,578	261,369		276,563	292,673	309,754	327,868
Total Library Operating Expenditure	173,994	221,496	87,125	138,578	261,369		276,563	292,673	309,754	327,868
Total Library Operating Surplus/ Deficit	(171,508)	(219,628)	(86,185)	(137,650)	(259,819)		(274,899)	(290,885)	(307,833)	(325,804)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	10,000	0	244,363	15,000	Includes £21k vired from 6973. Propose + £15k to cover costs for new curtain wall and toilets + £5k contingency	0	1,000	0	0
6972 LI EMF Library Equipment & Furniture	830	0	0	10,522	0	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments (Delete Code)	0	0	0	0	0	Virement £21k processed in 23/24. Code to be deleted	0	0	0	0
6974 LI EMF Library Funding	1,340	0	0	930	0	No increase/decrease	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	0	0	15,000	0	No increase/decrease	0	0	0	0
Total Library EMF Expenditure	12,911	10,000	0	270,815	15,000		0	1,000	0	0
Total Library Expenditure (Operational & EMF)	186,905	231,496	87,125	409,393	276,369		276,563	293,673	309,754	327,868
Total Library Budget Surplus/ (Deficit)	(184,420)	(229,628)	(86,185)	(408,465)	(274,819)		(274,899)	(291,885)	(307,833)	(325,804)

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	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	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	500	25	475	75	Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	5,000	0	5,000	0	Based on no new lease agreement	0	0	0	0
Total Isambard House Income	3,820	15,500	3,427	12,073	8,075		8,665	9,298	9,978	10,707
Total Isambard House Operating Income	3,820	15,500	3,427	12,073	8,075		8,665	9,298	9,978	10,707
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	4,129	3,720	409	4,431	Current Budget + CPI 7.3%	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	645	(586)	1,231	693	Current Budget + CPI 7.3%	744	799	858	921
6802 SA Gas - Isambard House	573	6,075	(12)	6,087	6,519	Current Budget + CPI 7.3%	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	9,020	1,011	8,009	9,679	Current Budget + CPI 7.3%	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	1,000	425	575	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	1,693	210	1,483	1,817	Current Budget + CPI 7.3%	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House	758	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	210	0	210	226	Current Budget + CPI 7.3%	243	261	281	302
6814 SA Equipment - Isambard House	650	989	0	989	1,062	Current Budget + CPI 7.3%	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	2,000	668	1,333	2,146	Current Budget + CPI 7.3%	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	1,000	37	963	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	1,000	505	495	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
Total Isambard House Expenditure	13,578	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	282	0	282	0	Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	1,129	0	1,129	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House Staffing Expenditure	0	1,411	0	1,411	0		0	0	0	0
Total Operating Expenditure	13,578	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Expenditure	13,578	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	(14,672)	(3,452)	(11,220)	(23,717)		(25,453)	(27,319)	(29,319)	(31,462)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	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	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Treasurers Kernow Funding	286	0	2,458	469	0		0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	0	2,132	0		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	0	0	2,000	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House EMF Expenditure	35,286	0	2,458	80,838	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	30,172	9,337	104,131	31,792		34,118	36,617	39,297	42,169
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(14,672)	(5,910)	(92,058)	(23,717)		(25,453)	(27,319)	(29,319)	(31,462)

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						

Page 1155

		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	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
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	Planned works - Fencing (estimated £3k)
	TOTAL	£0.00	£6,204.00	£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	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	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	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	
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	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	
GRAND TOTAL		£100,548.96	£427,420.00	£56,818.37	£64,459.29	£64,607.25	£58,762.61	

Page 157

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)		£0.10
Monochrome A4		£0.20
Monochrome A3		£0.50
Colour A4		£1.00
Colour A3		
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
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres £900 (Non Commercial)	£186.00	Increase by 10% £205.00
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres £1,300 (Commercial)	£282.00	Increase by 10% £310.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (Non Commercial) NEW CATEGORY	£186.00	Increase by 20% £225.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (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 Boat Scheme
Trusted Boat Scheme - (casual users); charge for period of 1st September - 31st March	£48.00	£50.00
Trusted Boat scheme - (casual users); charge for period of 1st April - 31st August 31st March	£80.00	£100.00
		Rename to "Trusted Boat Owner Scheme"
		Contract to include two hours free stay per visit and 2 nights free of charge per 12 month period and 1 night per winter season period
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

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	2,472	0	14	(14)	14	Based on Actual 2023/24	14	14	14	14
Wayleave Income (Rename Code)										
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	3,000	Based on 36 users (2023/24) x £100 (incl VAT). Fees 2024/25 TBA	3,300	3,630	3,993	4,392
4521 SE Waterfront Income - Annual Mooring Fees	6,246	10,800	9,477	1,323	11,235	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	17,511		6,904	7,594	8,353	9,189
Total Service Delivery Income	17,683	28,900	20,671	8,229	24,839		14,403	15,562	16,529	17,887
Total Service Delivery Operating Income	17,683	28,900	20,671	8,229	24,839		14,403	15,562	16,529	17,887
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 checking if rates charge due. Recommend safeguarding balance and 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	No increase to 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	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
Service Delivery Staffing Costs	202,994	217,402	75,381	179,523	289,150	PROVISIONAL FIGURE - Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	303,608	318,788	334,727	351,464
Total Service Delivery Staffing Expenditure	213,436	233,916	79,022	194,140	301,556		322,067	338,934	356,717	375,470
Total Operating Expenditure	287,697	341,152	101,000	279,398	396,509		414,581	438,583	464,063	491,116

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
Total Service Delivery Operating Expenditure	287,697	341,152	101,000	279,398	396,509		414,581	438,583	464,063	491,116
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	(312,252)	(80,329)	(271,169)	(371,670)		(400,178)	(423,021)	(447,534)	(473,230)
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		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		0	0	0	0
6572 SE EMF Festive Lights	14,668	10,000	0	10,051	30,000	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	30,000	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	0	0	1,443	0		0	0	0	0
6574 SE EMF Salt Bins	0	0	0	2,464	0		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		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		0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	3,207	6,421	112,169	0		0	0	0	0
Total Town & Waterfront EMF Expenditure	16,836	13,207	17,725	151,956	46,798		45,000	45,000	45,000	45,000
Total Service Delivery EMF Expenditure	21,636	35,207	19,700	238,702	82,798		82,000	82,000	82,000	82,000
Total Service Delivery Expenditure (Operational & EMF)	309,333	376,359	120,700	518,100	479,307		496,581	520,583	546,063	573,116
Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(347,459)	(100,029)	(509,871)	(454,468)		(482,178)	(505,021)	(529,534)	(555,230)

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	56,239	PROVISIONAL FIGURE - Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	59,051	62,004	65,104	68,359
Total Guildhall Staffing Expenditure	22,928	38,405	9,506	29,148	57,334		60,226	63,264	66,456	69,810
Total Operating Expenditure	51,600	91,383	25,144	66,488	104,525		110,862	117,597	124,755	132,365
Total Guildhall Operating Expenditure	51,600	91,383	25,144	66,488	104,525		110,862	117,597	124,755	132,365
Total Guildhall Operating Surplus/ Deficit	(49,338)	(80,633)	(23,614)	(57,268)	(101,900)		(108,045)	(114,575)	(121,512)	(128,886)
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	104,525		117,362	124,097	131,255	138,865
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(101,372)	(23,950)	(152,635)	(101,900)		(114,545)	(121,075)	(128,012)	(135,386)

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		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)

Joint Burial Board - St. Stephens Cemetery Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge Amendments
Interment Fees		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
Benches		
	Inc VAT	Inc VAT
To supply, fit and maintain a memorial bench, to include plaque	£420	Propose increase to £540
(Cost for bench £350 + VAT. Cost for plaque £25.50 + VAT. Add cost for estimated installation/maintenance, say £75.00. Total cost £450 + VAT)		

Joint Burial Board Committee - Burial Board Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balance s B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Burial Board Operating Income												
Burial Board Income												
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	3,440	7,560	8,863	Based on Current YTD	9,510	10,204	10,949	11,748
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	628	Based on Current CC SLA	674	723	776	833
4607 BB Memorial Bench Income (St Stephens) (New Code)	0	0	0	0	0	0	450	Based on 1 x Benches @ £450	483	518	556	597
Total Burial Board Income	14,418	0	0	11,621	4,068	7,553	9,941		10,184	10,928	11,725	12,581
Total Burial Board Operating Income	14,418	0	0	11,621	4,068	7,553	9,941		10,184	10,928	11,725	12,581
Burial Board Operating Expenditure												
Burial Board Expenditure												
6100 BB Petrol	295	0	0	504	100	404	541	Current Budget + CPI 7.3%	580	623	668	717
6101 BB Machinery Maintenance Costs	0	0	0	716	0	716	769	Current Budget + CPI 7.3%	825	885	950	1,019
6103 BB Health & Safety	0	0	0	110	0	110	119	Current Budget + CPI 7.3%	128	137	147	158
6104 BB General Site Maintenance	56	0	0	1,410	339	1,071	1,513	Current Budget + CPI 7.3%	1,623	1,742	1,869	2,006
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,400	1,247	3,914	Current Budget + CPI 7.3%	4,200	4,506	4,835	5,188
6109 BB Memorial Bench (Expenditure) (New Code)	0	0	0	0	0	0	376	Based on 1 bench to match income code 4607 Memorial Bench Income (Bench £350 + plaque £25.50)	403	432	464	498
Total Burial Board Expenditure	1,722	0	0	6,387	2,839	3,548	7,232		7,759	8,326	8,934	9,586
Burial Board Staffing Expenditure												
Burial Board Staff Expenses (Delete Code)	145	0	(691)	691	0	0		Staffing now carried out by Service Department	761	838	923	1,016
6670 ST BB Staff Training (St. Stephens) (Delete Code)	0	0	(530)	530	0	0			583	642	707	778
Burial Board Staffing Costs (Delete Code)	18,164	0	(20,881)	20,881	0	0			22,990	25,312	27,868	30,683
Total Burial Board Staffing Expenditure	18,309	0	(22,102)	22,102	0	0			24,334	26,792	29,498	32,477
Total Burial Board Operating Expenditure	20,031	0	(22,102)	28,489	2,839	3,548	7,232		32,093	35,118	38,432	42,063
Total Burial Board Operating Expenditure	20,031	0	(22,102)	28,489	2,839	3,548	7,232		32,093	35,118	38,432	42,063
Total Burial Board Operating Surplus/ (Deficit)	(5,613)	0	22,102	(16,868)	1,230	4,004	2,710		(21,909)	(24,190)	(26,706)	(29,481)
Burial Board EMF Expenditure												
6170 BB EMF Repairs to Cemetery Wall	0	15,286	0	0	15,763	(477)	3,000	As per 5 Year Plan	3,000	3,000	3,000	3,000
6693 ST BB EMF Staff Contingency (St Stephens) (Delete Code)	0	2,800	(2,800)	0	0	0		Staffing now being carried out by Service Department	0	0	0	0
Total Burial Board EMF Expenditure	0	18,086	(2,800)	0	15,763	(477)	3,000		3,000	3,000	3,000	3,000
Total Burial Board Expenditure (Operational & EMF)	20,031	18,086	(24,902)	28,489	18,601	3,072	10,232		35,093	38,118	41,432	45,063
Total Burial Board Budget Surplus/Deficit	(5,613)	(18,086)	24,902	(16,868)	(14,533)	4,481	(290)		(24,909)	(27,190)	(29,706)	(32,481)

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge Amendments
<u>Interment Fees</u>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VARIABLE)</u>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 inc. VAT	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery (Propose increase to £450 + VAT = £540. This will cover the cost for bench & plaque £375.50 + estimated maintenance over 10 years £74.50 = £450 + VAT)	£420 inc. VAT	Propose increase to £540 inc. VAT

Burial Authority Committee - Burial Authority 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	Precept 2024/25 Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Operating Income											
Burial Authority Income											
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	5,043	16,819	12,104 Based on Current YTD	12,988	13,936	14,953	16,045
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	700	300	900 Based on 2 x Benches @ £450	966	1,036	1,112	1,193
Total Burial Authority Income	16,994	0	0	22,862	5,743	17,119	13,004	13,953	14,972	16,065	17,238
Total Operating Income	16,994	0	0	22,862	5,743	17,119	13,004	13,953	14,972	16,065	17,238
Operating Expenditure											
Burial Authority Expenditure											
6000 BA Petrol	126	0	0	378	25	354	406 Current Budget + CPI 7.3%	436	467	502	538
6001 BA Machinery Maintenance Costs	0	0	0	275	0	275	296 Current Budget + CPI 7.3%	318	341	366	392
6003 BA Health & Safety	0	0	0	55	0	55	60 Current Budget + CPI 7.3%	64	69	74	80
6004 BA General Site Maintenance	557	0	0	613	642	(29)	658 Current Budget + CPI 7.3% Note: 23/24 Actual includes £525 for one off cost for hire of mower	706	758	813	872
6005 BA Fire Extinguishers	41	0	0	90	0	90	97 Current Budget + CPI 7.3%	104	112	120	129
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	849 Current Budget + CPI 7.3%	911	977	1,049	1,125
6009 BA Electricity Costs	230	0	0	690	44	646	394 Based on annual kwh at current rates + 15%	423	454	487	522
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385 Based on Repayment Loan Schedule (Last payment due 30- 07-25)	10,692	0	0	0
6011 BA Water	0	0	0	364	0	364	391 Current Budget + CPI 7.3%	420	450	483	518
6012 BA Memorial Bench (Expenditure)	147	0	0	0	0	0	751 Based on 2 benches to match income code 4614 Memorial Benches (Bench £350 + plaque £25.50)	806	865	928	995
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	186 Current Budget + CPI 7.3%	200	214	230	247
6014 BA Cemetery Software Subscription	288	0	0	329	377	(48)	405 Current Actual YTD + CPI 7.3%	435	466	500	537
Total Burial Authority Expenditure	23,753	0	0	25,143	11,903	13,240	25,878	15,513	5,173	5,551	5,956
Burial Authority Staffing Expenditure											
Burial Authority Staffing Expenses (Delete Code)	62	0	(296)	296	0	0	0 Staffing now carried out by	326	359	395	435
6666 ST BA Staff Training (Churchtown) (Delete Code)	0	0	(227)	227	0	0	0 Service Department	250	275	303	333
Burial Authority Staffing Costs (Delete Code)	7,494	0	(8,949)	8,949	0	0	0	9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0	10,429	11,482	12,642	13,918
Total Operating Expenditure	31,309	0	(9,472)	34,615	11,903	13,240	25,878	25,942	16,655	18,193	19,874
Total Burial Authority Operating Expenditure	31,309	0	(9,472)	34,615	11,903	13,240	25,878	25,942	16,655	18,193	19,874
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	9,472	(11,753)	(6,160)	3,879	(12,874)	(11,989)	(1,683)	(2,128)	(2,636)
Burial Authority EMF Expenditure											
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	0	6,204	1,500 As per 5 Year Plan	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0 To be Agreed at Committee Meeting	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	250	3,950	0 To be Agreed at Committee Meeting	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown) (Delete Code)	0	1,200	(1,200)	0	0	0	0 Staffing now being carried out by Service Department	0	0	0	0
Total Burial Authority EMF Expenditure	2,264	26,571	(1,200)	0	250	25,121	1,500	1,500	1,500	1,500	1,500
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	(10,672)	34,615	12,153	38,361	27,378	27,442	18,155	19,693	21,374
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(6,410)	(21,242)	(14,374)	(13,489)	(3,183)	(3,628)	(4,136)

Personnel Committee - Personnel 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	Precept 2024/202 5	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Personnel Operating Expenditure												
Personnel Expenditure												
6654 ST PE Staff Welfare	627	0	0	1,693	85	1,608	2,385	£1,200 for vaccinations. £800 Occupational health surveillance checks. 5 eye test vouchers £85 + Contingency £300	2,560	2,747	2,948	3,164
6660 ST Staff Recognition (Re-instate Code)							250	Reinstate code	250	250	250	250
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	4,756	8,226	9,380	HR Consultancy £8,800. DBS Checks £580 (Vire Balance at Year End to 6691 ST PE EMF Legal Fees)	10,065	10,800	11,589	12,435
Total Personnel Expenditure	15,013	0	2,700	11,975	4,841	9,834	12,015		12,875	13,797	14,787	15,849
Total Personnel Operating Expenditure	15,013	0	2,700	11,975	4,841	9,834	12,015		12,875	13,797	14,787	15,849
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	(2,700)	(11,975)	(4,841)	(9,834)	(12,015)		(12,875)	(13,797)	(14,787)	(15,849)
EMF Personnel Expenditure												
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	0	685	0	6,398	0	No increase agreed. (Vire at Year End Balance from 6662 ST Professional Fees to 6691 Legal Fees) (Virement recommended Oct 23 £2k from 6691 Legal Fees to 6701 Recruitment to cover Oct inv £3.4k)	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	6,000	0	6,555	1,673	15,000	£15k agreed at meeting (Virement recommended Oct 23 £2k from 6691 Legal Fees to 6701 Recruitment to cover Oct inv £3.4k)	0	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	6,000	685	6,555	8,071	15,000		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	8,700	12,660	11,396	17,905	12,015		12,875	13,797	14,787	15,849
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	(8,700)	(12,660)	(11,396)	(17,905)	(27,015)		(12,875)	(13,797)	(14,787)	(15,849)

Policy & Finance (P&F) Committee - P & F Budget 2023-24
 Saltash Town Council
 For the 6 months ended 30 September 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	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
P&F Operating Income												
P&F Income												
4901 PF Bank Interest Received	27,789	0	0	8,362	27,303	(18,941)	37,140	Estimated based on Current investments and future planned expenditure	37,140	37,140	37,140	37,140
4908 PF Misc Income	225	0	0	0	184	(184)	0	Prior Years - Donations, sale of assets, recharged photocopying, recharged training	0	0	0	0
Total P&F Income	28,014	0	0	8,362	27,487	(19,125)	37,140		37,140	37,140	37,140	37,140
Total P&F Operating Income	28,014	0	0	8,362	27,487	(19,125)	37,140		37,140	37,140	37,140	37,140
P & F Operating Expenditure												
P&F Expenditure												
6200 PF Bank Charges	845	0	0	1,220	1,009	211	1,866	Based on Actual YTD + CPI 7.3%	2,002	2,148	2,305	2,473
6201 PF Audit	3,100	0	0	4,000	0	4,000	4,000	No budget increase required	4,292	4,605	4,942	5,302
6202 PF Civic Occasions (including Road Closure:	5,764	0	0	5,354	539	4,815	6,500	Prior year's average spend £2k + £4.5k for DD Day 80	6,975	7,484	8,030	8,616
6203 PF Mayors' Allowance	4,959	0	0	5,160	2,064	3,096	5,418	PROVISIONAL FIGURE Current Budget + 5% NJC	5,689	5,973	6,272	6,586
6204 PF Councillors' Allowance	1,391	0	0	3,663	0	3,663	2,952	PROVISIONAL FIGURE Actual 2023/24 + 5% NJC	3,100	3,255	3,417	3,588
6205 PF Insurance	14,913	0	0	24,367	21,293	3,074	26,146	Current Budget + CPI 7.3%	28,055	30,103	32,300	34,658
6206 PF Youth Council	4,000	0	0	4,404	0	4,404	4,726	Current Budget + CPI 7.3%	5,071	5,441	5,838	6,265
6208 PF Subscriptions	14,270	0	0	16,515	14,566	1,949	18,006	Actual + Nitro £1.5 + £2k	19,320	20,731	22,244	23,868
6210 PF Community Chest	4,704	0	0	10,000	800	9,200	10,000	No budget increase required. Same as previous years	10,000	10,000	10,000	10,000
6211 PF Website Maintenance	675	0	0	1,101	90	1,011	1,000	Based on prior years spend, propose reduction in budget	1,073	1,151	1,235	1,326
6213 PF Councillor Training & Expenses	623	0	0	3,019	614	2,405	3,019	Based on prior years spend no budget increase required	3,239	3,476	3,730	4,002
6214 PF Health & Safety	5,117	0	0	8,258	2,578	5,680	8,861	Current Budget + CPI 7.3%	9,508	10,202	10,947	11,746
6217 PF Data Protection	115	0	0	200	55	145	200	Based on prior years spend no budget increase required	215	230	247	265
6220 PF Festival Fund	6,793	0	0	15,000	5,540	9,460	15,000	No budget increase required. Same as previous years	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	2,310	3,195	4,250	£330 x 12 + CPI7.3%	4,560	4,893	5,250	5,634
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	29,938	29,940	59,069	Current Budget + CPI 7.3%	63,381	68,008	72,972	78,299
6224 PF Professional Costs	1,586	0	10,000	2,257	6,005	6,252	20,000	Based on estimated spend for 2024/25	2,485	2736	3,012	3317
6227 PF Town Speakers PRS Licence (Delete code and vire balance to 6280 PF EMF Town Vision at year end)	2,855	0	0	3,303	2,356	947	0	No licence planned in future (vire balance to 6200 Bank Charges)	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	0	7,000	0	7,000	7,511	Current Budget + CPI 7.3% (Vire unused balance at year end to 6270 PF EMF Crime Reduction)	8,059	8,648	9,279	9,956
6514 PF Town Leaflets/ Reprinting	36	0	0	593	7	586	100	Based on prior years spend, propose reduction in budget	107	115	124	133
6516 PF Road Safety Grant	0	0	0	215	0	215	215	Payment for administrator to attend meetings	215	215	215	215
P&F IT/Office Costs	27,479	0	6,009	40,000	14,770	31,239	49,040	See breakdown below	44,040	48,488	53,385	58,777
Total P&F Expenditure	137,929	0	20,837	216,184	104,534	132,487	247,879		236,386	252,902	270,745	290,025
P&F Staffing Expenditure												
6652 ST PF Employers Pension - Monthly Fee	5,305	0	0	6,095	500	5,595	500	CC confirm £500 pa 2023/24, 2024/25, 2025/26.	500	500	500	500
6659 ST PF Town Sergeant & Mace Bearer Fees	738	0	0	792	225	567	450	Based on 6 civic occasions (3 usual + 1 D Day + 2 extraordinary)	483	518	556	597
6661 ST PF Finance Consultancy Fees	36,173	0	27,797	5,000	19,894	12,903	0	No plan to budget for further training	5,505	6,061	6,673	7,347
P&F Staffing Expenses	358	0	0	2,657	336	2,321	800	Based on prior years spend, propose reduction in budget	858	921	988	1,060
6656 ST PF Staff Training	1,214	0	0	4,542	777	3,765	2,000	Based on prior years spend, propose reduction in budget	2,146	2,303	2,471	2,651
P&F Staffing Costs	246,844	0	14,556	310,475	144,368	180,663	361,524	PROVISIONAL FIGURE - Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	387,915	416,233	446,618	479,221
Total P&F Staffing Expenditure	290,631	0	42,353	329,561	166,100	205,814	365,274		397,408	426,536	457,806	491,376
Total P & F Operating Expenditure	428,560	0	63,190	545,745	270,634	338,301	613,153		633,794	679,438	728,551	781,402
Total P & F Operating Expenditure	428,560	0	63,190	545,745	270,634	338,301	613,153		633,794	679,438	728,551	781,402
Total P&F Operating Surplus/ (Deficit)	(400,546)	0	(63,190)	(537,383)	(243,147)	(357,426)	(576,013)		(596,654)	(642,298)	(691,411)	(744,262)
P&F EMF Expenditure												
6270 PF EMF Crime Reduction	0	51,550	0	0	0	51,550	0	Recommend vire from 6229 PF CCTV Annual Maintenance £7k if not used at end of year	0	0	0	0
6271 PF EMF Election	265	17,942	0	20,000	11,485	26,457	0	Agreed no increase	10,000	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	1,430	570	0	0	45	525	4,000	Town Crier Uniform £4k	0	0	0	0

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	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
6273 PF EMF Legal Fees	400	5,601	0	0	0	5,601	0	Agreed no increase	0	0	0	0
6275 PF EMF Neighbourhood Plan	135	6,267	0	0	499	5,768	0	Agreed no increase	5,000	0	0	0
6278 PF EMF CIL Planning Income	0	6,060	4,563	0	0	10,623	0	Funding received for project.	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	0	0	7,581	0	COVID Grant received	0	0	0	0
6280 PF EMF Town Vision	0	10,450	0	0	0	10,450	0	Agreed no increase	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	14,242	69,758	0	0	58,238	11,520	0	Funding received for project.	0	0	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	1,500	8,500	10,000	0	0	18,500	0	Agreed no increase	0	0	0	0
6283 PF EMF Events	0	500	0	0	0	500	0	Agreed no increase	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	0	0	1,500	0	Agreed no increase	0	0	0	0
6285 PF EMF Twinning	0	119	0	0	0	119	381	Top up to £500	0	0	0	0
6370 PF EMF Computer Equipment Renewal	10,371	11,675	(4,975)	0	1,559	5,141	0	£2.6k required to replace 4 computers	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	0	16,479	19,474	9,418	0	45,371	0	Agreed no increase	0	0	0	0
Total P&F EMF Expenditure	28,344	214,552	29,062	29,418	71,826	201,206	4,381		15,000	10,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	456,904	214,552	92,252	575,163	342,460	539,507	617,534		648,794	689,438	738,551	791,402
Total P&F Budget Surplus/ (Deficit)	(428,890)	(214,552)	(92,252)	(566,801)	(314,973)	(558,632)	(580,394)		(611,654)	(652,298)	(701,411)	(754,262)

1. P&F IT/Office Costs	To/From Reserves & Budget Virements	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
Nominal Code										
6300 Telephone		2,670	1,182	1,488	2,865	Current Budget + CPI 7.3%	3,074	3,299	3,539	3,798
6301 Stationery		4,748	445	4,303	3,000	Based on prior years spend, propose reduction in budget	3,219	3,454	3,706	3,977
6302 Office and IT Equipment		7,716	322	7,394	2,000	Based on prior years spend, propose reduction in budget (Vire unused balance at year end to 6370 PF EMF Computer Equipment Renewal)	2,146	2,303	2,471	2,651
6303 Copier Maintenance		6,054	2,592	3,462	3,756	Based on prior years spend, propose reduction in budget £3.5k + CPI 7.3%	4,030	4,324	4,640	4,979
6304 Broadband		546	203	343	859	Based on prior years spend, propose increase in budget £800 + CPI 7.3%	922	989	1,061	1,139
6305 Finance Software	1,034	3,782	2,997	1,819	6,560	Bright Pay £3.9k, Xero £360, Zahara £2.3k	7,039	7,553	8,104	8,696
6306 IT Maintenance	4,975	14,484	7,032	12,427	30,000	Moving to MS Office 365 Sharepoint Cloud Services & Hosting, + Annual IT (SOS)	25,000	26,825	28,783	30,884
TOTALS		6,009	40,000	14,773	31,236	49,040	45,430	48,746	52,305	56,123