



Saltash Town Council

Konsel An Dre Essa



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

26 September 2023

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Library on **Monday 2nd October 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 or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

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

S Burrows
Town Clerk

To Councillors:

R Bickford R Bullock J Dent (Chairman) S Martin J Peggs B Samuels P Samuels D Yates (Vice-Chairman)	All other Councillors for information
--	---------------------------------------

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 Library Sub Committee held on 22nd August 2023 as a true and correct record. (Pages 4 - 11)
6. To consider Risk Management reports as may be received.
7. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Page 12)
8. To consider the Library Sub Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 13)
9. To receive a quote for the curtain walling works and consider any actions and associated expenditure. (Pages 14 - 21)
10. To receive an update from Bailey Partnership on the remaining refurbishment work and consider any actions and associated expenditure.
11. To receive the interim budget and to set the Library Sub Committee budget for the year 2024/25 recommending to the Services Committee. (Page 22)
12. To receive a report on the main Library entrance doors and CCTV and consider any actions and associated expenditure. (Page 23)
13. To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure. (Pages 24 - 25)

14. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
17. To consider urgent non-financial items at the discretion of the Chairman.
18. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

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

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

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

APOLOGIES: B Samuels and P Samuels.

21/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

22/23/24 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

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

None received.

24/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 13TH JUNE 2023 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on 13th June 2023 were confirmed as a true and correct record.

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

Nothing to report.

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

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

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

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

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

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

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

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

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

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

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

It was **RESOLVED** to note.

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

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

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

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

30/23/24

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

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

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

Operational Income:

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

Operational Expenditure:

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

EMF Expenditure:

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

31/23/24 **TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS;**

a. Personnel Committee held on 29th June 2023;

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

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

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

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

b. Policy and Finance held on 11th July 2023

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

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

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

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

32/23/24 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

33/23/24

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

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

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

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

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

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

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

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

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

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

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

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

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

None.

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

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

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

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

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

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.49 pm

Signed: _____
Chairman

Dated: _____

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Replacement Membership Cards	656	0	0	48	305	(257)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	473	127	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	162	158	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	275	303	334	367
4527 LI Library Vending Machines Income	0	0	0	50	0	50	55	61	67	73
4529 LI Library Activities Funding Income	350	0	0	600	0	600	661	727	801	882
Total Library Income	2,485	0	0	1,868	939	929	2,057	2,264	2,494	2,745
Total Library Operating Income	2,485	0	0	1,868	939	929	2,057	2,264	2,494	2,745
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	(220)	15,804	13,099	2,485	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	148	216	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	1,043	(10)	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	1,000	2,270	1,409	1,861	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	0	0	0	428	0	428	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	313	344	379	417
6914 LI Equipment - Library	155	0	0	750	0	750	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	385	0	0	495	210	285	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	881	771	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	1,360	1,260	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	12,299	12,701	23,000	23,000	23,000	23,000
Total Library Expenditure	42,216	0	3,030	82,062	31,447	53,645	88,026	94,596	101,825	109,789
Library Staffing Expenditure										
Library Staff Expenses	103	0	0	2,144	16	2,128	1,996	2,198	2,420	2,144
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	55,342	81,722	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	131,778	0	875	139,434	55,526	84,783	131,126	144,371	158,952	174,485
Total Operating Expenditure	173,994	0	3,905	221,496	86,973	138,428	219,152	238,967	260,777	284,274
Total Library Operating Expenditure	173,994	0	3,905	221,496	86,973	138,428	219,152	238,967	260,777	284,274
Total Library Operating Surplus/ Deficit	(171,508)	0	(3,905)	(219,628)	(86,033)	(137,500)	(217,095)	(236,703)	(258,283)	(281,529)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	0	244,363	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(1,000)	0	0	10,522	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
6975 LI EMF Home Library Service	0	0	302	0	152	150	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(2,948)	10,000	152	270,965	0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	87,125	409,393	219,152	238,967	260,777	284,274
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(86,186)	(408,464)	(217,095)	(236,703)	(258,283)	(281,529)
To/From Reserves & Budget Virements 2023/24										
1. Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23										
2. Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23										
3. Virement from 6973 EMF Loan Repayment to 6923 PWLB Loan Repayment & Interest - £2,000 - LI 26/23/24										
4. Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24										
5. Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24										
6. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24										
7. 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23										

Saltash Town Council Draft Strategic Priorities

1. Boosting Jobs and Economic Prosperity:

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

2. Health and Wellbeing:

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

3. Housing:

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

4. Travel and Transport;

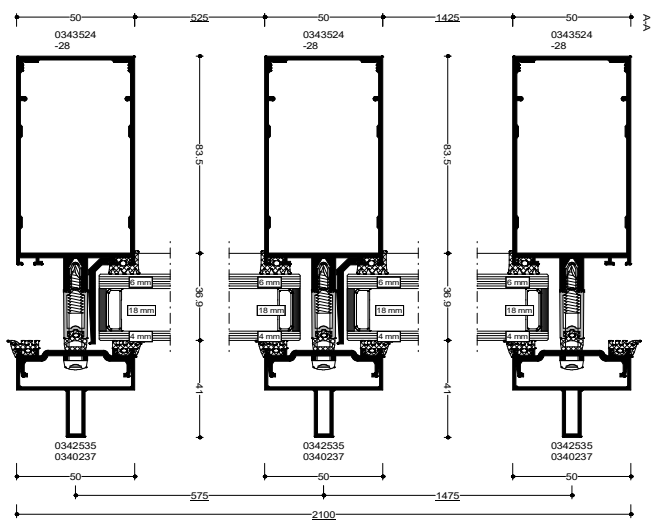
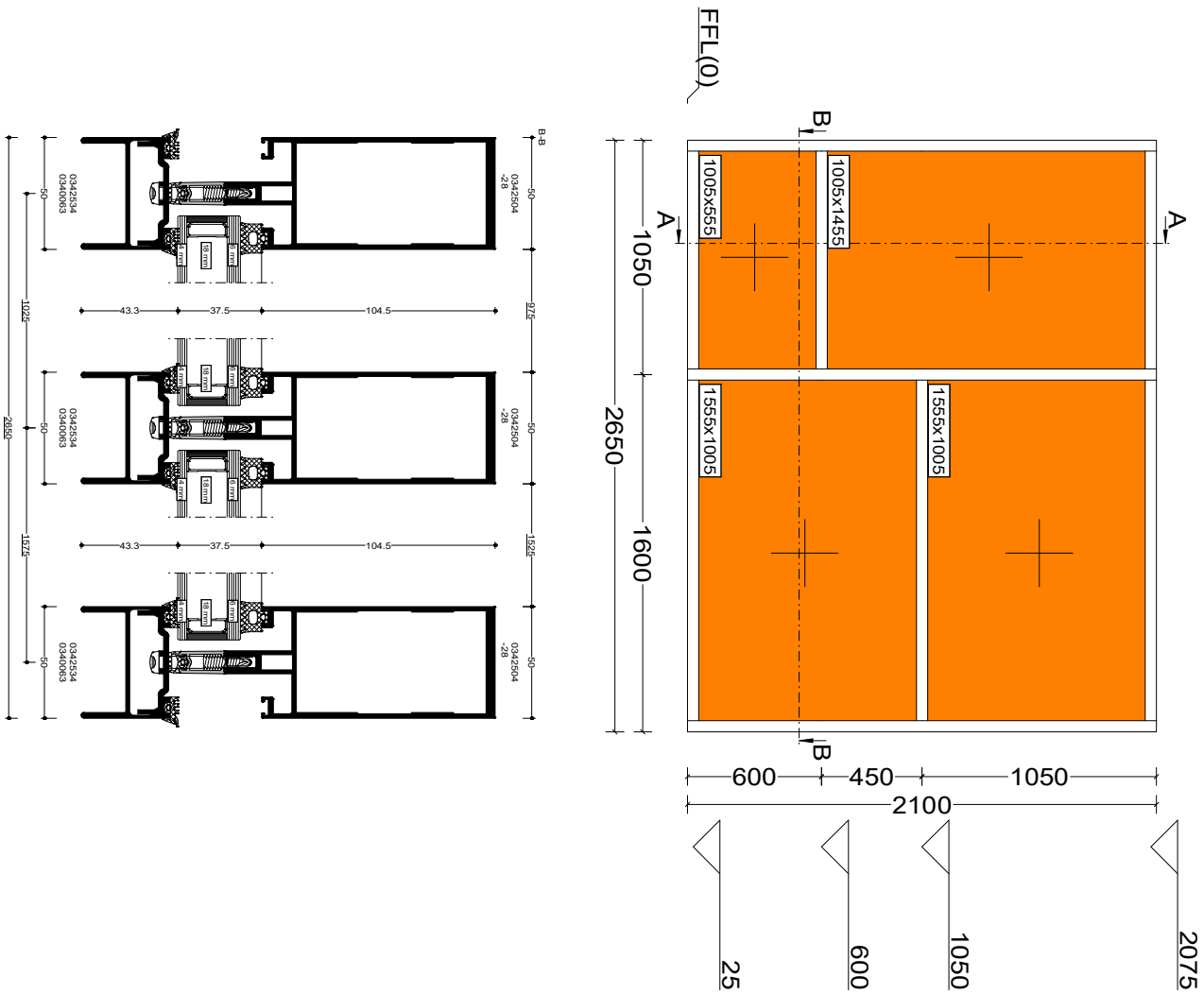
To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.

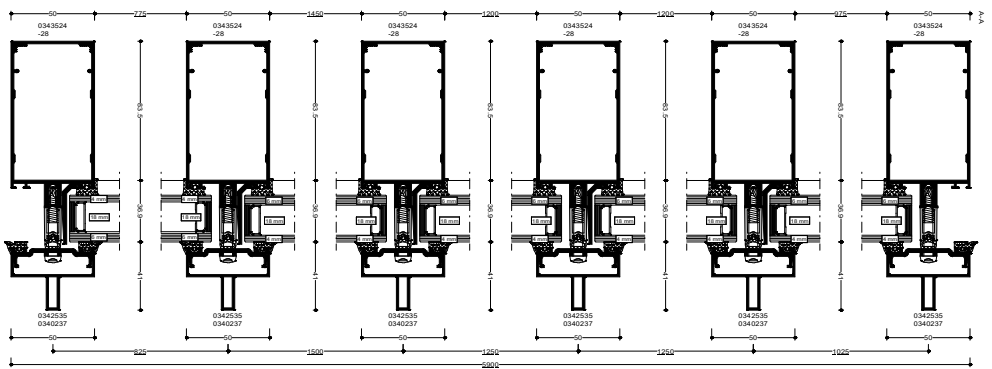
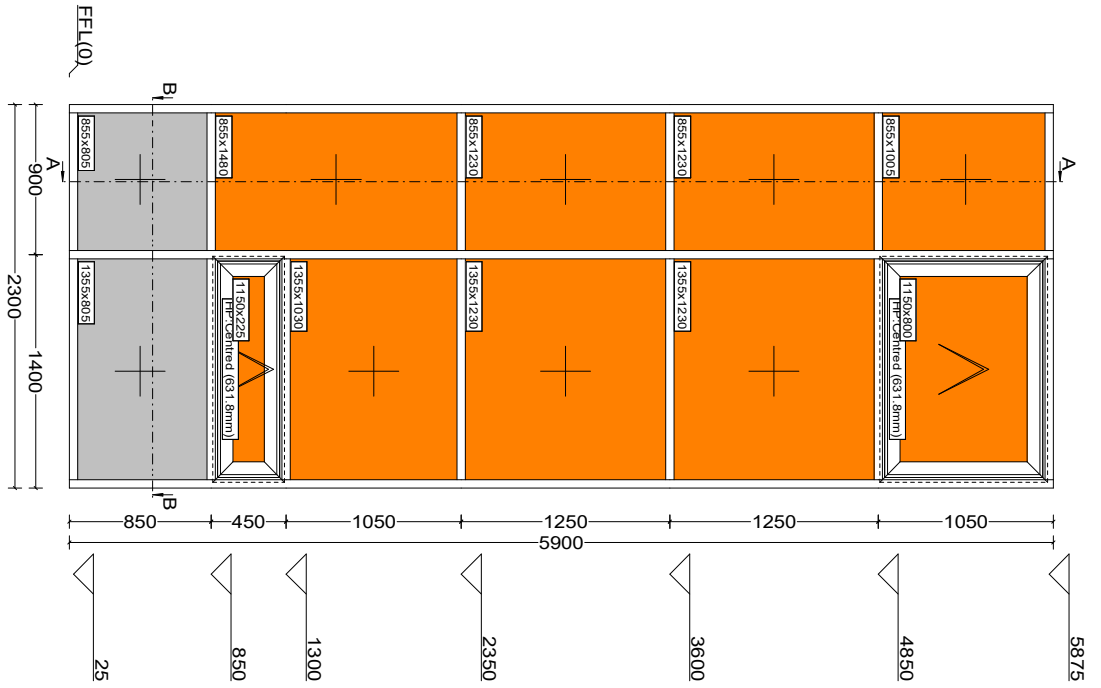
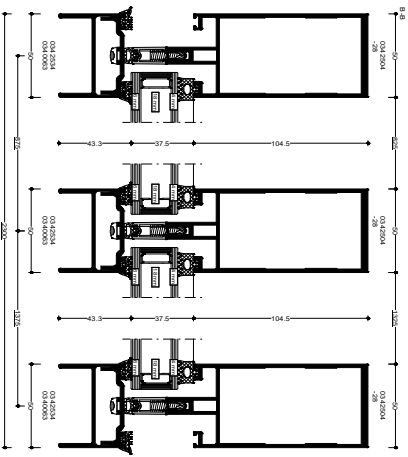
5. Climate Emergency;

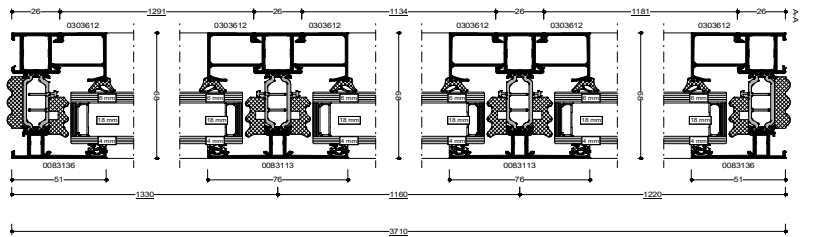
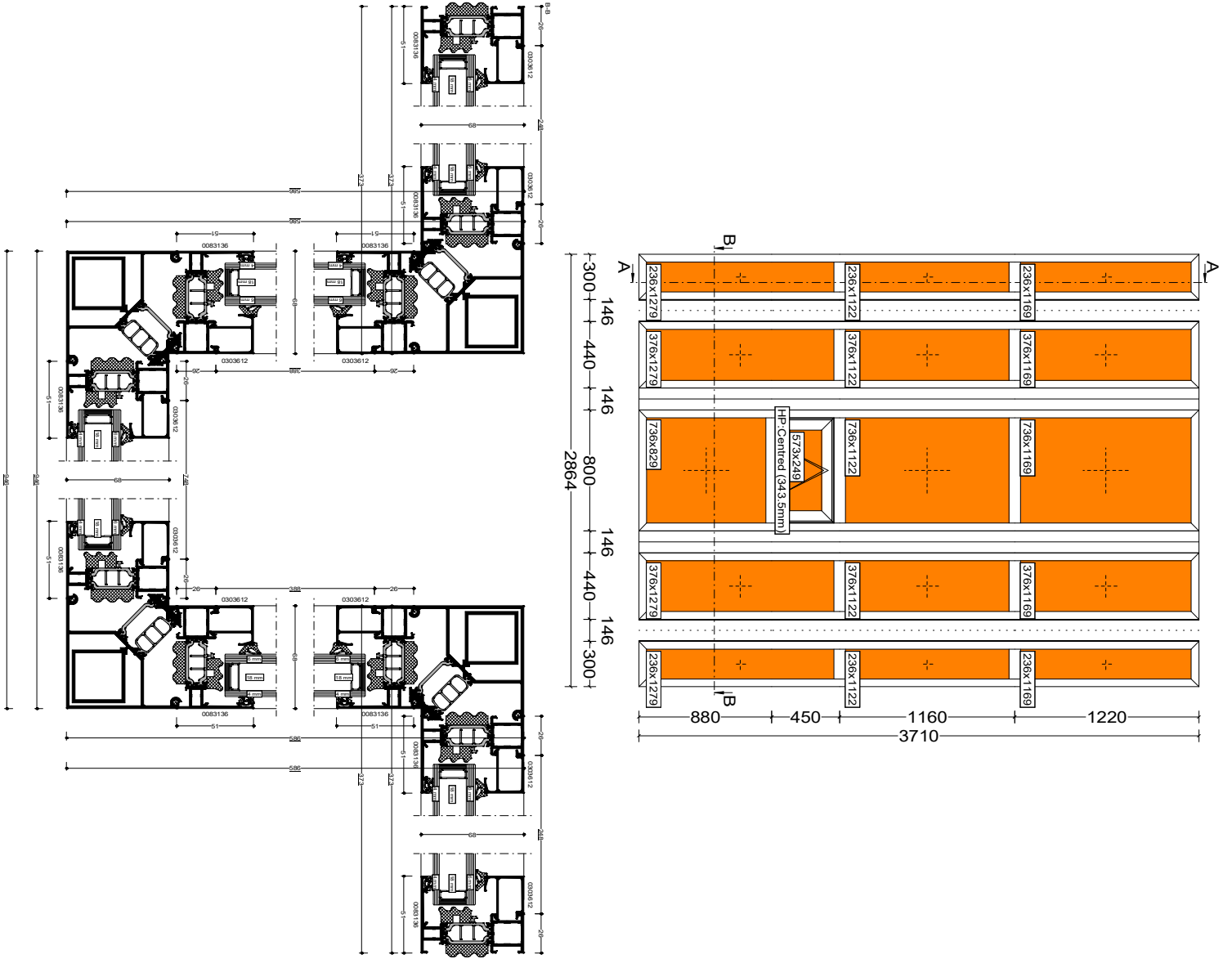
To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

6. Recreation and Leisure;

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







Saltash Town Council
12 Lower Fore Street
Saltash
PL12 6JX

Date: 29/09/2023
Salesperson: [REDACTED]
Valid for: 30 Day(s)
Site address: 12 Lower Fore Street
Saltash
PL12 6JX

Dear Sinead, David & Ian

We have the pleasure of offering our quotation to supply and install a Reynaers CW50-SL curtain walled system to the front elevation along with CS77 stacked system to the sides with SL68 windows to the rear to Saltash Library & Information Service to the designs enclosed:

Reynaers Specification

- Aluminium powder-coated frames
- Curtain walling system - CW50 with decorative capping system externally
- Opening windows & Door - CS77
- Two rear windows to be the SL68 system
- Side glazing to consist of a CS77 stacked system due to widths
- Frames to have a natural anodised finish on both sides
- 'Planitherm One A-Rated' double glazed units with black warm edge spacers and argon gas
- SKN176 solar controlled glass to all
- Satin frosting to the bottom units across the front elevation
- 6.8mm laminated where required
- Replacement clear unit above the main entrance door to the centre
- Stippolyte frosted glass to the rear two windows and the joist level of the side construction
- Ventilation cutouts to the top of the rear double glazed units
- New white vertical blinds to be installed to match the current layout, height, operation and design
- Chrome furniture where window or door handles are positioned
- Natural anodised panic handle to the front door
- Natural anodised burglar protected handle to the side door
- Manual winders with extensions for high level windows in white to the front elevation
- Manual winders to the low level windows on the front elevation
- Mid restraint point required and to fall in line with the transom above the toplight to the front door
- Fixing brackets required from the curtain walling to the mid restraint point
- Full height corner posts to both side elevations
- Aluminium pressings to finish to the reveals
- Aluminium pressings to be moulded to the shape of the roof on the side elevations
- Scaffold towers allowed for safe working
- Site safety fences externally to corden off working areas

- Internal temporary screen to be installed with use of the first floor level as fixings
- Access to the building to be maintained other than when work is to be carried out to the window above the entrance door
- White louvre panel to be manufactured and installed to the rear top level window

General Information

- To include all making good
- To include full waste removal and site clearance
- All frame designs attached are viewed from the outside looking at the property with the point showing the hinge side

Terms:

- 50% deposit on placing your order with a pre-installation payment of 40% to be made 14 days prior to our first day on site with the remaining balance paid on completion
- Should an extra phase be required an interim invoice will be issued to reflect the work completed and/or products ordered
- Orders are subject to our Terms & Conditions
- Quotes valid for 30 days
- Materials must be surveyed and ordered within 30 days from converting the quote to a job, if not the agreed price could be subject to change.
- If your project falls under a different tax bracket for a new build, barn conversion or contractors reverse VAT please make us aware so we can amend, all can be offered in-house by our team

Guarantee:

- 5-Year Company Guarantee
- Comprehensive Independent Warranty

If you have any further questions or would like to see a sample range please don't hesitate to

Many Thanks,

Sub-Total ex VAT	£149,718.00
VAT	£29,943.60
Total inc VAT	£179,661.60

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
Page 22		Document ID:	33358					
		Latest Revision:	1					
		Issue Date:	2023/10/02					
		Status:	S5					
		Purpose of Issue:	Initial Issue					
		Prepared by:	EM					
		Checked by:	EM					
		Approved by:	GSB					
		<p>☛ Bailey Partnership is the trading name of Bailey Partnership (Consultants) LLP, a limited liability partnership registered in England and Wales No. OC420278. Registered office: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, Devon PL1 3JB. A list of members' names is available at the above address.</p> <p>© This document is the copyright of Bailey Partnership (Consultants) LLP. Any unauthorised reproduction, storage or usage by any other person than the addressee is strictly prohibited.</p>						
a		<u>Attributes / project information</u>						
a.1		Portfolio/Title/Client:						
a.1.1		Saltash Town Council						
a.2		Property Address:						
a.2.1		Saltash Library, Callington Road, Saltash, PL12 6DX						
a.2.2		BCIS Location Factor:	103					
a.3		Scope/Accommodation/Construction/Works:						
a.3.1		Refurbishment of the Saltash library building; completion of the contractor's design portion; all together with associated facilitating works, temporary works, external works, drainage and services; and all other necessary works						
a.3.2		BCIS Function Code:	762					
a.3.3		Primary number of stories:	2					
a.4		Access and site limitations:						

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
a.4		<i>Access to the site is restricted with vehicular access directly from St Anne's Care Home car park; working space is unrestricted; adjoining buildings are a care home building, with the health centre and Saltash leisure centre opposite the building. and are anticipated to remain occupied throughout the period of works.</i>						
a.5		Pricing:						
a.5.1		<i>This bill has been prepared in accordance with RICS NRM Volumes 1 and 2 except where explicitly stated otherwise.</i>						
a.5.2		<i>The Contractor must include for all work shown or described or clearly apparent as necessary for the proper execution of the works; allowance to be made under the relevant headings; overall price is dominant.</i>						
a.5.3		<i>The Contractor must price each individual item in the schedule/bill. Where items are included or grouped they must be identified as such in the pricing column. Any unpriced items shall be deemed to be included.</i>						
a.6		Drawings/documents used:						
a.6.1		<i>33358_SAL_BPC_XX_00_DR_B_015_001 - Detailed Toilet Layout Plan-A3 (3).</i>						
a.6.2		<i>33358_SAL_BPC_XX_00_DR_B_015_002 - Detailed Reception Layout Plan-A3 (3).</i>						
a.6.3		<i>33358_SAL_BPC_XX_00_DR_B_021_001 - Existing Ground Floor Plan-A3.</i>						
a.6.4		<i>33358_SAL_BPC_XX_00_DR_B_021_002 - Existing First Floor Plan-A3.</i>						
a.6.5		<i>33358_SAL_BPC_XX_00_DR_B_040_001 - Demolition Ground Floor Plan-A3.</i>						
a.6.6		<i>33358_SAL_BPC_XX_00_DR_B_040_002 - Demolition First Floor Plan-A3.pdf</i>						
a.6.7		<i>33358_SAL_BPC_XX_00_DR_B_061_001 - Proposed Ground Floor Plan-A3 (1).pdf</i>						
a.6.8		<i>33358_SAL_BPC_XX_00_DR_B_061_002 - Proposed First Floor Plan-A3.pdf</i>						
a.6.9		<i>33358_SAL_BPC_XX_XX_DR_B_022_001 - Existing West Elevation-A3.pdf</i>						

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m² GIFA	% of Works Cost
a.6.9		33358_SAL_BPC_XX_XX_DR_B_022_002 - Existing South Elevation-A3.pdf						
a.6.11		33358_SAL_BPC_XX_XX_DR_B_022_003 - Existing East Elevation-A3.pdf						
a.6.12		33358_SAL_BPC_XX_XX_DR_B_022_004 - Existing North Elevation-A3.pdf						
a.6.13		33358_SAL_BPC_XX_XX_DR_B_062_001 - Proposed West Elevation-A3.pdf						
a.6.14		33358_SAL_BPC_XX_XX_DR_B_062_002 - Proposed South Elevation-A3.pdf						
a.6.15		33358_SAL_BPC_XX_XX_DR_B_062_003 - Proposed East Elevation-A3.pdf						
a.6.16		33358_SAL_BPC_XX_XX_DR_B_062_004 - Proposed North Elevation-A3.pdf						
a.6.17		33358_SAL_BPC_XX_XX_DR_B_910_001 - Location _ Site Plan-A3.pdf						
a.6.18		SAL-BPC-XX-00-D-E-6001-S4-P01.pdf						
a.6.19		SAL-BPC-XX-00-DR-E-6201-S4-P01.pdf						
a.6.20		SAL-BPC-XX-00-DR-E-6301-S4-P01.pdf						
a.6.21		SAL-BPC-XX-00-DR-E-6701-S4-P01.pdf						
a.6.22		SAL-BPC-XX-XX-DR-E-6002-S4-P01.pdf						
a.6.23		SAL-BPC-XX-ZZ-D-M-5001-S4-P01.pdf						
a.6.24		SAL-BPC-XX-ZZ-DR-M-5201-S4-P01.pdf						
a.6.25		SAL-BPC-XX-ZZ-DR-M-5301-S4-P01.pdf						
a.6.26		SAL-BPC-XX-ZZ-DR-M-5601-S4-P01.pdf						
a.6.27		SAL-BPC-XX-ZZ-DR-M-5701-S4-P01.pdf						
a.7		Dates:						
a.7.1		Base Date:	4Q2023					
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)		388	Index			
a.7.3		Design / lead-in period		6	weeks			
a.7.4		Construction period; Contractor to confirm and provide a construction programme aligned to the preliminaries, construction phase plan and method statements		20	weeks			

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
a.8 a.8.1		Areas: GIFA (IPMS2)	379	m ²				
0		<u>Facilitating Works</u>				£16,970.00	£44.78	3.81%
0.1		The Contractor is to review the PCI issued by the Employer/Principal Designer and prepare detailed RAMS and Construction Phase Plan prior to carrying out any demolition work.	0		£0.00	£0.00	£0.00	0.00%
0.1.1		The Contractor is to include for undertaking a demolitions and alterations asbestos survey to HSG264. The survey must locate and identify all ACM before any physical work begins to the work areas including any services routes. It is recognised that this is destructive inspection and the contractor should allow for fitting protection/cover panels to survey areas not being permanently removed as part of these works. Due to the risk of asbestos disturbance, the area/s to be surveyed must be vacated, and certified 'fit for reoccupation' after the survey.	0		£0.00	£0.00	£0.00	0.00%
0.1.2		*Defined Provisional Sum* removal of any previously unidentified asbestos/contaminated material including certification upon completion of clearance works. Allow £1000 and reasonable programme allowance for removal.	1	Item	£1,000.00	£1,000.00	£2.64	0.22%
0.1.3		Contractor to read the demolition drawings in conjunction with the documents as a whole and to included for any demolition works not described below; all demolition work to be carried out in accordance with demolition stage plan to be prepared by the Principal Contractor.	0		£0.00	£0.00	£0.00	0.00%
0.2		<u>Generally</u>						

Page 26

BILL 401 - [Section of Works]									
Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost	
0.2.1		Allow to clear work areas, relocate existing furniture, fittings, features, and equipment not already removed by the client (<i>de minimis</i>), transport and store off-site for the duration of the works (reinstatement taken elsewhere); remove associated redundant fixings; fill and prepare holes for redecoration (taken elsewhere).	1	Item	£0.00	£0.00	£0.00	0.00%	
0.2.2		Allow to carry out photographic schedule of condition of existing areas outside of the work area and to apply protective coverings throughout the area for the duration of the works; include for removal and making good on completion.	0		£0.00	£0.00	£0.00	0.00%	
0.2.3		The contractor is to carefully identify, trace & isolate all existing services prior to commencement. Demolition / removals will only be permitted once all services properly isolated, drained down, vented & capped to provide a safe working environment.	0		£0.00	£0.00	£0.00	0.00%	
0.2.4		Allow to remove and dispose of all existing floor coverings within the existing reception area and toilet area works; make good and prepare substrates to receive new floor finishes (listed separately)	22	m ²	£25.00	£550.00	£1.45	0.12%	
0.2.5		Existing 0/008 Reception Office & 0/009 Interview Room: Remove all partitions, doors, redundant fixtures, suspended ceilings and finishes etc within this area. Retain and make good existing concrete piers/columns. Remove redundant services. Allow to remove and dispose of existing reception counter & bulkheads. Carefully remove and set aside door existing access control mechanisms, CCTV Monitoring System and other building services elements to be reinstalled in new Reception Counter location. Refer to demolition plans and BSE drawings.	1	Item	£1,200.00	£1,200.00	£3.17	0.27%	
0.2.6		Existing 0/003 Staff Room, 0/004 WC & 0/005 Kitchen: · Disconnect and remove all sanitaryware and associated components, fixtures and boxings. Remove all kitchen cabinets, sink and associated components. Remove existing internal walls/partitions as indicated. Remove existing slatted ceiling system. Allow for the isolation and careful removal of the existing redundant services. Locall make good all finishes.	1	Item	£700.00	£700.00	£1.85	0.16%	

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
0.2.7		Carefully remove existing radiators, skirting convectors, and other heat emitters, and fixing brackets and close off any redundant associated heating pipework/fittings; remove all waste from site and dispose	1	Item	£900.00	£900.00	£2.37	0.20%
0.2.8		Trace, isolate and remove any associated redundant services. Note: Any profits from the sale of scrap metal should be credited back to the final account (unless otherwise directed by the CA).	0		£0.00	£0.00	£0.00	0.00%
0.2.9		Allow to remove existing aluminium framed curtain walling, windows and doors as indicated on existing elevations and demolition plans. Inspect wall openings/reveals and for damage/structural issues.	1	Item	£3,500.00	£3,500.00	£9.23	0.79%
0.2.10		Carry out repairs to damaged/ spalled concrete soffit and building structure using a proprietary concrete repair system. Install vertical and horizontal DPC's and prepare openings generally to receive replacement aluminium systems	0		£0.00	£0.00	£0.00	0.00%
0.2.11		Carefully remove existing internal door and frame between 0/002 Library and 0/003 Lobby to maximise width for wheelchair access. Make good wall reveals and floor finishes generally.	1	Item	£120.00	£120.00	£0.32	0.03%
0.2.12		Allow to undertake all necessary fire stopping works to existing structures to ensure compartmentation is maintained.	1	Item	£6,000.00	£6,000.00	£15.83	1.35%
0.2.13		Include for any temporary supports to existing structures and protection of existing features, finishes, retained services, etc internally and externally for the duration of the works.	0		£0.00	£0.00	£0.00	0.00%
0.2.14		Include for making safe and any temporary diversions of existing services, and reinstatement upon completion, that is not explicitly included in the building services specification (see section 5 below).	1	Item	£3,000.00	£3,000.00	£7.92	0.67%

Page 28

BILL 401 - [Section of Works]									
Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost	
0.2		Allow to check critical dimensions on site and carefully open up existing structures to confirm existing construction details and verify the suitability for fixings and fixing positions etc. and provide records to the CA accordingly.	0		£0.00	£0.00	£0.00	0.00%	
1		<u>Substructures</u>				£13,500.00	£35.62	3.03%	
1.1		Substructures				£13,500.00	£35.62	3.03%	
1.1.1.8		Standard Foundations							
1.1.1.8.1		Adapt existing below ground drainage to serve new SVP and waste drainage connections within 0/004 Accessible/Visitors WC and 0/005 Staff WC (maintaining connection to existing first floor staff room kitchen).	1	Item	£12,000.00	£12,000.00	£31.66	2.70%	
1.1.1.8.2		Make good floor trenching and walls penetrations to match existing construction.	1	Item	£1,500.00	£1,500.00	£3.96	0.34%	
2		<u>Superstructure</u>				£202,279.00	£533.72	45.46%	
2.1		Frame				£0.00	£0.00	0.00%	
		<i>[none constructed]</i>							
2.2		Upper Floors				£0.00	£0.00	0.00%	
		<i>[none constructed]</i>							

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
2.3		Roof <i>[none constructed]</i>				£0.00	£0.00	0.00%
2.4		Stairs and Ramps <i>[none constructed]</i>				£0.00	£0.00	0.00%
2.5		External Walls				£15,000.00	£39.58	3.37%
2.5.1		External enclosing walls above ground level						
2.5.1.1		Make good textured rendered wall finishes where damaged by replacing curtain walling, windows and doors.	1	PS	£15,000.00	£15,000.00	£39.58	3.37%
2.6		Windows and External Doors				£149,718.00	£395.03	33.65%
2.6.1		Allow to survey and schedule any remaining retained existing windows and doors (excluding automated main entrance and lobby doors). Ease, adjust, repair, and clean (both internally and externally incl cills) and external doors including raking out existing sealant. Reseal and re-point frames to the Conservation Officer's satisfaction.						
2.6.2		*Defined Provisional Sum* existing windows not specifically listed for removal and/or replacement will remain in situ, however the Contractor to include the sum of £1500 here for isolated repairs, ironmongery replacement etc to keep them in safe working order.			£1,500.00	£0.00	£0.00	0.00%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
2.6		Quote to supply and install windows W01, W02, W03, e.t.c Dated 29/09/2023	1	Item	£149,718.00	£149,718.00	£395.03	33.65%
2.7		Internal Walls and Partitions				£11,305.00	£29.83	2.54%
2.7.1		Walls and partitions						
2.7.1.1		Stud partitions to 0/002B Reception Area, 125mm nominal overall thickness, internal partitions; one layers of 12.5mm plasterboard on 9mm ply full pattessing (both sides) with plaster skim to receive decoration (taken elsewhere); partial height to approx 2600mm (to line up with u/s of mezzanine) ; including forming openings, interfaces and all details (at heads, soles, abutments, internal and external angles, fair ends, etc.), Isowool 50mm acoustic insulation quilt and acoustic sealant to perimeter joints.	19	m ²	£105.00	£1,995.00	£5.26	0.45%
2.7.1.2	14.1.2	Stud partition wall to 0/002C Vending Area, 170mm nominal overall thickness (to match existing wall), one layers of 12.5mm plasterboard on 9mm ply full pattessing (both sides) with plaster skim to receive decoration (taken elsewhere); approx 1800mm long and partial height to approx 2100mm (to line up with entrance lobby door transom) ; including forming openings, interfaces and all details (at heads, soles, abutments, internal and external angles, fair ends, etc.), Isowool 50mm acoustic insulation quilt and acoustic sealant to perimeter joints.	7	m ²	£105.00	£735.00	£1.94	0.17%
2.7.1.3	14.12.1	Stud partitions to 0/004 & 0/005 Toilets, 125mm nominal overall thickness, internal partitions; one layers of 12.5mm moisture resistant plasterboard on 9mm WBP ply full pattessing (both sides) with plaster skim to receive decoration/ wall tiling (taken elsewhere); partial height to approx 2600mm (to line up with u/s of mezzanine) ; including forming openings, interfaces and all details (at heads, soles, abutments, internal and external angles, fair ends, etc).	19	m ²	£105.00	£1,995.00	£5.26	0.45%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m² GIFA	% of Works Cost
2.7.1.4	14.16.1	Wall linings to external walls within 0/004 & 0/005 Toilets, 12.5mm moisture resistant plasterboard on adhesive dabs to existing walls; plaster skim to receive decoration/wall tiling (taken elsewhere); including work to windows reveals, internal and external angles.	19	m²	£130.00	£2,470.00	£6.52	0.56%
2.7.1.5	14.19.1	IPS to 0/004 Accessible WC; Venesta Frameduct IPS with HPL finish, with hinged access panels - colour TBC. To incorporate deeper section to incorporate accessible WC and grab rails with hinged shelf section.	1	nr	£1,500.00	£1,500.00	£3.96	0.34%
2.7.1.6	13.1.1	Bulkhead to 0/004 Accessible WC, Form high level painted moisture resistant plasterboard bulkhead with skim finish above IPS unit to provide ventilation duct route from 0/005 to mechanical extract in external window W.08. To include proprietary maintenance access panel. To receive decoration (taken elsewhere).	4	m	£90.00	£360.00	£0.95	0.08%
2.7.1.7	13.1.1	W.08 Window Infil - provide bespoke moisture resistant MDF infill panel to conceal window opening. Primed for decorative finish - both sides (taken elsewhere). To include s/s cups and screws and timber fixing batens within reveal. Removeable for fan maintenance access. Panel to incorporate proprietary ventilation grill to allow balancing of air temperature (solar gain).	1	Item	£750.00	£750.00	£1.98	0.17%
2.7.1.8	13.1.1	IPS to 0/005 Staff WC; Full height Venesta Frameduct IPS with HPL finish, with hinged access panels - colour TBC. Pre-formed opening for ventilation ductwork.	1	nr	£1,500.00	£1,500.00	£3.96	0.34%
2.8		Internal Doors				£26,256.00	£69.28	5.90%
2.8.1	14.19.1	Provide new internal doorsets, frames, linings, architraves and the like, ironmongery, door furniture, etc. (clearly label and hand keys to CA. Suppliers fabrication details to be provided for Architect comment and Building Control approval prior to ordering. All ironmongery to match existing styles, finishes and colours and to be covered by manufacturer's 10 year guarantee. Ironmongery to meet the needs of BS8300. Door closers to EN 1154/1155 & 1634/1. Lock Cases to EN 12209. Collateral warranty required upon completion (Contractors Design Portion).	9	nr	£1,934.00	£17,406.00	£45.93	3.91%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m² GIFA	% of Works Cost
2.8.2	13.1.1	- D.01; Internal single door paint grade certified solid core fire doorset. FD30S with single tall vision panels to match existing. Painted to match existing. Ironmongery to comprise: 1 1/2 PRS HI-LOAD HINGES TO SUIT DOOR UP TO 80KG 100 x 75 x 2.3mm 3 PRS INTUMESCENT PACK FOR HINGES 1 NO MORTICE SASHLOCK CASE 1 NO INTUMESCENT PACK FOR LOCK 1 SET LEVER HANDLES ON ROSES c/w BOLT THRO' FIXINGS 1 NO 5 CYLINDER & TURN, SUITED TO NEW MASTER KEY 2 NO ESCUTCHEON 1 NO DOOR CLOSER 2 NO KICKING PLATE 926 x 200mm (NOMINAL SIZE) 1 NO 76mm DIA. SIGN 'FIRE DOOR KEEP SHUT' 1 NO FINGER GUARD	1	nr	£2,750.00	£2,750.00	£7.26	0.62%
2.8.3	13.1.1	- D.03 710x2110 mm single paint grade solid core doorset; to Staff WC. Painted to match existing. Ironmongery to comprise: 1.5 PRS HI-LOAD HINGES TO SUIT DOOR UP TO 80KG 100 x 75 x 2.3mm 1 NO BATHROOM LOCK 1 SET 101 LEVER HANDLES ON ROSES c/w BOLT THRO' FIXINGS 1 NO IND/D INDICATOR & LARGE TURN 2 NO KP-926 KICKING PLATE 926 x 200mm (NOMINAL SIZE) 1 NO FG10 FINGER GUARD	1	nr	£2,250.00	£2,250.00	£5.94	0.51%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
2.8.5	13.1.1	- D.04 1010x2110 mm single accessible doorset; to Accessible/Multisex Visitors WC. Ironmongery to comprise: 1.5 PRS HI-LOAD HINGES TO SUIT DOOR UP TO 80KG 100 x 75 x 2.3mm 3 PRS INTUMESCENT PACK FOR HINGES 1 NO BATHROOM LOCK 1 NO INT-SL INTUMESCENT PACK FOR LOCK 1 SET LEVER HANDLES ON ROSES c/w BOLT THRO' FIXINGS 1 NO INDICATOR & LARGE TURN 2 NO KICKING PLATE 926 x 400mm (NOMINAL SIZE) 1 NO WHEELCHAIR ACCESSIBLER PICTOGRAM 1 NO FEMALE MALE PICTOGRAM 2 NO FINGER GUARD 1 NO DOOR CLOSER WITH GUIDE RAIL - FITTED HINGE SIDE 2 NO 76mm DIA. SIGN 'FIRE DOOR KEEP SHUT'	1	nr	£2,350.00	£2,350.00	£6.20	0.53%
2.8.5	13.1.1	Survey, ease, repair and redecorate all remaining internal doors, frames, architraves, mouldings and the like (N.B. Historic elements heritage requirements)	1	Item	£1,500.00	£1,500.00	£3.96	0.34%
3		Internal Finishes				£59,239.00	£156.30	13.31%
3.1		Wall Finishes				£15,890.00	£41.93	3.57%
3.1.1		Prepare and decorate new and existing plaster wall and ceiling surfaces surfaces generally with Dulux Trade - Diamond Matt paint finish to walls; preparation and application in accordance with manufacturers recommendations; colours to be confirmed.	584	m ²	£20.00	£11,680.00	£30.82	2.63%
3.1.2		Prepare and decorate new and previously painted timber doors, linings, architraves, skirtings, boxings and other similar joinery and isolated trims generally with Dulux Trade - Diamond Satinwood paint finish; preparation and application in accordance with manufacturers recommendations; colours to be confirmed.	70	m	£15.00	£1,050.00	£2.77	0.24%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m² GIFA	% of Works Cost
3.1		Wall tiling to 0/004 Accessible/Visitors WC and 0/005 Staff WC; Johnsons - Prismatics 200x200mm tiles with mapei anti-mould grout - colour TBC, with stainless steel square edge tile trim	79	m²	£40.00	£3,160.00	£8.34	0.71%
3.2		Floor Finishes				£29,065.00	£76.69	6.53%
3.2.1		Library Space 0/002, 0/002B Reception, 0/002C Vending, 0/002D Welcome Desk, 0/003 Lobby, 0/006 Workshop; Provide new Interface carpet - range & colour TBC; including latex levelling screed and underlay; (Contractor to provide samples for Client colour selection prior to order).	330	m²	£76.00	£25,080.00	£66.17	5.64%
3.2.2		Non Slip Vinyl to Library Activity Space 0/002A; Forbo - Marmoleum Concrete (colour TBC) including latex levelling screed and underlay; (Contractor to provide samples for Client colour selection prior to order). Gradus rubber transition strips to adjacent carpet with no sharp mitres or screw heads as this will be used for children's floor based activities.	21	m²	£55.00	£1,155.00	£3.05	0.26%
3.2.3		Non Slip Vinyl to 0/004 Accessible/Visitors WC and 0/005 Staff WC; Altro - Suprema vinyl floor finish (colour TBC) including latex levelling screed and underlay; (Contractor to provide samples for Client colour selection prior to order). Altro coved vinyl skirting and transition profile to wall tiling.	6	m²	£55.00	£330.00	£0.87	0.07%
3.2.4		Provide new entrance matting to 0/001 Entrance Lobby; Gradus Mat-in-a-Box 5000 (colour TBC) barrier matting in to existing mat well including latex levelling screed; (Contractor to provide samples for Client colour selection prior to order)	1	Item	£2,500.00	£2,500.00	£6.60	0.56%
3.2.5		Provide new entrance matting to 0/003 Rear Lobby; Gradus Mat-in-a-Box 5000 (colour TBC) barrier matting with new matwell , approx size 1200 x 900mm (TBC) including latex levelling screed; (Contractor to provide samples for Client colour selection prior to order).	1	Item	£2,500.00	£2,500.00	£6.60	0.56%

Page 35

BILL 401 - [Section of Works]									
Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost	
3.2.6		Install with all dividing / transition strips / nosings / trims and the like; including curved work; (Contractor to provide samples for Client colour selection prior to placing orders)	0	Incl	£0.00	£0.00	£0.00	0.00%	
3.2.7		0/003 Lobby; Provide new softwood skirtings to lobby side of toilet partitions; to match existing profiles; prepared and painted to match existing.	15	m	£30.00	£450.00	£1.19	0.10%	
3.3		Ceiling Finishes				£11,334.00	£29.91	2.55%	
3.3.1		Allow for new 15mm British Gypsum Gyproc board where existing slatted ceiling removed to 0/003C Lobby, 0/004 Accessible/Visitors WC and 0/005 Staff WC to maintain fire compartmentation of floor.	17	m ²	£60.00	£1,020.00	£2.69	0.23%	
3.3.2		Provide new suspended ceiling to 0/004 Accessible/Visitors WC and 0/005 Staff WC; moisture resistant hygienic mineral/stonewool tiles suitable for use in areas of high humidity ; depth of suspension varies; including all ancillaries, trims, patressing to receive lighting and other fittings, etc.	7	m ²	£62.00	£434.00	£1.15	0.10%	
3.3.3		Provide new suspended ceiling to 0/004 Accessible/Visitors WC and 0/005 Staff WC; mineral/stonewool tiles; depth of suspension varies; including all ancillaries, trims, patressing to receive lighting and other fittings, etc.	7	m ²	£75.00	£525.00	£1.39	0.12%	
3.3.4		Allow to make good existing retained plastered ceilings generally prepare for redecoration.	355	m ²	£5.00	£1,775.00	£4.68	0.40%	
3.3.5		Prepare and decorate new and existing plaster ceiling surfaces generally with Dulux Trade - Diamond Matt paint finish to walls; preparation and application in accordance with manufacturers recommendations; colours to be confirmed.	379	m ²	£20.00	£7,580.00	£20.00	1.70%	
4		Fittings, Furnishings and Equipment				£0.00	£0.00	0.00%	

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
4.1		Fittings, Furnishings and Equipment <i>[To be provided by the client]</i>				£0.00	£0.00	0.00%
5		<u>Services</u>				£69,631.00	£183.72	15.65%
5.1		Sanitary Installations				£7,400.00	£19.53	1.66%
5.1.1		Supply and install new Armitage Shanks/Ideal Standard sanitaryware and brassware, boxing's/pipe containment; low water use / flow rates; together with all other sanitary appliances in accordance with manufacturers' recommendations.	1	Item	£3,200.00	£3,200.00	£8.44	0.72%
5.1.2		Armitage Shanks Edit R Aquablade wall hung toilet and soft close seat with Septa Pro M1 chrome flush plate and Prosys 820mm concealed cistern, including frame and all accessories;	1	Incl	£0.00	£0.00	£0.00	0.00%
5.1.3		Armitage Shanks Edit S 1 tap hole wall hung rectangular handrinse basin 450mm; incl chrome mixer taps and waste and all accessories;	1	Incl	£0.00	£0.00	£0.00	0.00%
5.1.4		Armitage Shanks Wall Mounted Doc M Pack (variant TBC) comprising Contour 21 wall mounted left hand corner pack, rimless WC pan and support brackets, wash hand basin, water saving dual flush Conceala cistern, contrasting grab rails, luxury back support, hinged support rail with toilet roll holder, contrasting antibacterial soft close seat with retaining buffers, copper tails on TMV3 mixer tap.	1	Item	£4,200.00	£4,200.00	£11.08	0.94%
						£15,000.00	£39.58	3.37%
5.2		Services Equipment						

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
5.2		Services equipment (connections for catering equipment)	1	Item	£15,000.00	£15,000.00	£39.58	3.37%
5.3		Disposal Installations				£384.00	£1.01	0.09%
5.3.1		Disposal installations (above ground drainage)	4	nr	£96.00	£384.00	£1.01	0.09%
5.4		Water Installations				£1,854.00	£4.89	0.42%
5.4.1		Water installations (hot and cold)	6	nr	£309.00	£1,854.00	£4.89	0.42%
5.5		Heat Source				£0.00	£0.00	0.00%
5.5.1		<i>[none constructed]</i>			£0.00	£0.00	£0.00	0.00%
5.6		Space Heating and Air Conditioning				£3,300.00	£8.71	0.74%
5.6.1		LTHW radiators	50	m ²	£66.00	£3,300.00	£8.71	0.74%
5.7		Ventilation				£300.00	£0.79	0.07%
5.7.1		Local WC extract	2	nr	£150.00	£300.00	£0.79	0.07%
5.8		Electrical Installations				£12,000.00	£31.66	2.70%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
5.8		<i>Assume existing electrical infrastructure is adequate allow to supply and install new to ? and make good generally.</i>	80	m ²	£150.00	£12,000.00	£31.66	2.70%
5.9		Fuel Installations				£0.00	£0.00	0.00%
5.9.1		<i>[none constructed]</i>			£0.00	£0.00	£0.00	0.00%
5.10		Lift and Conveyor Installations				£0.00	£0.00	0.00%
5.10.1		<i>[N/A]</i>			£0.00	£0.00	£0.00	0.00%
5.11		Fire and Lightning Protection				£3,790.00	£10.00	0.85%
5.11.1		Fire and lightning protection	379	m ²	£10.00	£3,790.00	£10.00	0.85%
5.12		Communication, Security and Control Systems				£12,128.00	£32.00	2.73%
5.12.1		Communication, security and acces control	379	m ²	£32.00	£12,128.00	£32.00	2.73%
5.13		Specialist Installations				£0.00	£0.00	0.00%
5.13.1		<i>[none constructed]</i>			£0.00	£0.00	£0.00	0.00%
5.14		Builder's Work In Connection With Services				£13,475.00	£35.55	3.03%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
5.14		library book control system (incl RFID scanners)	1	Item	£4,000.00	£4,000.00	£10.55	0.90%
5.14.2		BWIC (including sub-contract design, testing and commissioning, and seasonal commissioning and 12 month maintenance services)	379	m ²	£25.00	£9,475.00	£25.00	2.13%
6		Prefabricated Buildings and Building Units				£0.00	£0.00	0.00%
6.1		Prefabricated Buildings and Building Units [N/A]				£0.00	£0.00	0.00%
7		Work to Existing Buildings				£0.00	£0.00	0.00%
7.1		Minor Demolition Works and Alteration Works [N/A]				£0.00	£0.00	0.00%
7.2		Repairs to Existing Services [N/A]				£0.00	£0.00	0.00%
7.3		Damp-proof Courses/Fungus and Beetle Eradication [N/A]				£0.00	£0.00	0.00%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m² GIFA	% of Works Cost
7.4		Facade Retention [N/A]				£0.00	£0.00	0.00%
7.5		Cleaning Existing Surfaces [N/A]				£0.00	£0.00	0.00%
7.6		Renovation Works [N/A]				£0.00	£0.00	0.00%
8		<u>External Works</u>				£0.00	£0.00	0.00%
8.1		Site Preparation Works [N/A]				£0.00	£0.00	0.00%
8.2		Roads, Paths, Pavings and Surfacing [N/A]				£0.00	£0.00	0.00%
8.3		Soft Landscaping, Planting and Irrigation Systems [N/A]				£0.00	£0.00	0.00%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m² GIFA	% of Works Cost
8.4		Fencing, Railings and Walls [N/A]				£0.00	£0.00	0.00%
8.5		External Fixtures [N/A]				£0.00	£0.00	0.00%
8.6		External Drainage [N/A]				£0.00	£0.00	0.00%
8.7		External Services [N/A]				£0.00	£0.00	0.00%
8.8		Minor Building Works and Ancillary Building [N/A]				£0.00	£0.00	0.00%
SUB-TOTAL: Building Works						£361,619.00	£954.14	81.27%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
9		<u>Main contractor's preliminaries: The cost of main contractor's preliminaries as a percentage of the total cost of the building works.</u>	£211,901.00		18%	£38,142.18	£100.64	8.57%
10		<u>Main contractor's overheads and profit: as a percentage of the total cost of the building work and preliminaries</u>	£250,043.18		8%	£20,003.45	£52.78	4.50%
SUB-TOTAL: Works Costs						£419,764.63	£1,107.56	94.34%
11		<u>Project/design team fees</u>						
11.1		*Excluded* as forming part of wider appointments						
12		<u>Other development/project costs</u>						
12.1		*Excluded* as unknown						
SUB-TOTAL: Base Costs						£419,764.63	£1,107.56	94.34%
13		<u>Risks</u>						
13.1		Design development risks; allowance for pre-construction design matters not foreseen in the above and/or delays in the design process.	£419,764.63		3%	£12,592.94	£33.23	2.83%
13.2		Construction risks; allowance for matters arising on site, and/or delays in the construction process, and/or health and safety events	£419,764.63		2%	£8,395.29	£22.15	1.89%

BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
13.3		Employer risk; allowance for variations as work proceeds, and/or changes in funding requirements, and/or change in statutory requirements, and/or environmental events and the like	£419,764.63		1%	£4,197.65	£11.08	0.94%
14		<u>Inflation</u>						
14.1		Tender inflation; *Excluded* as procurement and tendering strategy and programme unknown. This forecast cannot accurately predict the impact of future national or international political events, crises or local market forces particular to this project.						
14.2		Construction inflation; *Excluded* as assume fixed-price tender						
		TOTAL (excluding VAT)				£444,950.51	£1,174.01	100.00%
15		<u>VAT</u>						
15.1		Amount subject to standard rate (20%) [Note: by reference to HMRC VAT Notices 700 and 708, assume that 'standard rate' VAT will apply to the works as a whole as well as professional fees that are paid direct and 'Client Direct' items. No specialist review has been undertaken in respect of possible opportunities for VAT savings, Capital Allowances, Grants etc., which sits outside the scope of this estimate. Should you wish to explore these opportunities, a suitably qualified person for taxation should be appointed.]	£444,950.51		20%	£88,990.10	£234.80	20.00%
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00	£0.00	0.00%
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00	£0.00	0.00%



BILL 401 - [Section of Works]

Ref	WBS	Description	Quant	Unit	Rate	Sum	£/m ² GIFA	% of Works Cost
		TOTAL (including VAT)				£533,940.61	£1,408.81	120.00%

Page 44

Agenda Item 11

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

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Library Operating Income												
Library Income												
4517 LI Library - Replacement Membership Cards	656	0	0	48	305	(257)	50	Updated for Review Based on YTD Income	54	58	63	68
4518 LI Library - Photocopying Fees	999	0	0	600	473	128	600	Based on YTD Income	644	692	743	798
4524 LI Library Book Sales	481	0	0	320	162	159	300	Based on YTD Income	322	346	372	400
4526 LI Library Income	0	0	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	350	0	0	600	0	600	600	Based on YTD Income	644	692	743	798
Total Library Income	2,485	0	0	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Total Library Operating Income	2,485	0	0	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	(220)	15,804	13,099	2,485	16,958	Current Budget + 7.3% CPI	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	0	0	364	148	216	391	Current Budget + 7.3% CPI	420	451	484	520
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,034	Current Budget + 7.3% CPI	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,365	Current Budget + 7.3% CPI	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	1,043	(10)	1,109	Current Budget + 7.3% CPI	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	1,990	Current Budget + 7.3% CPI	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,218	Current Budget + 7.3% CPI	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	0	1,000	2,270	1,409	1,861	2,436	Current Budget + 7.3% CPI	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	0	0	428	0	428	460	Current Budget + 7.3% CPI	494	531	570	612
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	305	Current Budget + 7.3% CPI	328	352	378	406
6914 LI Equipment - Library	155	0	0	750	0	750	805	Current Budget + 7.3% CPI	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	21,460	Current Budget + 7.3% CPI	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	0	0	495	210	285	532	Current Budget + 7.3% CPI	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	881	771	1,773	Current Budget + 7.3% CPI	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	0	250	2,370	1,360	1,260	2,544	Current Budget + 7.3% CPI	2,730	2,930	3,144	3,374
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	12,299	12,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
Total Library Expenditure	42,216	0	3,030	82,062	31,447	53,645	88,059		94,493	101,398	108,807	116,758
Library Staffing Expenditure												
Library Staff Expenses	103	0	0	2,144	16	2,128	2,301	Current Budget + 7.3% CPI	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,182	Current Budget + 7.3% CPI	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	0	875	136,189	55,342	81,722	140,275	PROVISIONAL FIGURE - Based on 2023/2024 Budget + 3%	150,516	161,504	173,294	185,945
Total Library Staffing Expenditure	131,778	0	875	139,434	55,526	84,783	143,758		154,254	165,516	177,600	190,566
Total Operating Expenditure	173,994	0	3,905	221,496	86,973	138,428	231,817		#REF!	#REF!	#REF!	#REF!
Total Library Operating Expenditure	173,994	0	3,905	221,496	86,973	138,428	231,817		248,747	266,914	286,407	307,324
Total Library Operating Surplus/ Deficit	(171,508)	0	(3,905)	(219,628)	(86,033)	(137,500)	(230,267)		(247,083)	(265,126)	(284,486)	(305,260)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	0	244,363	244,363	Includes £21k vired from 6973. Reconsider budget after new quotes received to be submitted prior to Service budget setting meeting	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(1,000)	0	0	10,522	10,522	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0	Vire £21k to 6971 and then delete	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	930	No increase/decrease	0	0	0	0
6975 LI EMF Home Library Service	0	0	302	0	152	150	550	Based on 1 current user outside area £300 + £250. Recommend moving to Expenditure 2024/25	591	635	682	732
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	15,000	No increase/decrease	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(2,948)	10,000	152	270,965	271,365		591	635	682	732
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	87,125	409,393	503,182		249,338	267,549	287,089	308,056
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(86,185)	(408,465)	(501,632)		(247,674)	(265,761)	(285,168)	(305,992)
To/From Reserves & Budget Virements 2023/24												
1. Virement from General Reserves to Library Staffing Costs - E875 - PE 99/22/23												
2. Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23												
3. Income from Cornwall Council - 6975 EMF Home Library Service - E824. Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24												
5. Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24												
6. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24												
7. 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23												

Agenda Item 12

To receive a report on the main Library entrance doors and CCTV and consider any actions and associated expenditure

1. The main entrance doors are fixed and in good working order - as agreed at the last Library Sub Committee meeting.
2. A &M Security installed the Library Hub CCTV DVR unit replacing the failed unit on Wednesday 23rd August. On installation, interior and exterior camera positions were visible again on the reception TV monitor.
3. On further investigation when the internal hard drive disk was switched over from the old unit to the new unit it was clear the hard drive had perished. It would not be able to record CCTV footage and probably hadn't been recording for some time.

It was also clear one of the interior cameras in the Library Hub wasn't working. A&M Security have provided a quote to replace both the hard drive and the small camera unit:- from my understanding they would need no more than 2 hours labour.

Please find below quotation for the required replacement camera and hard drive;

Item	Cost
Dome camera	£53.01 exc VAT
6TB Hard Drive	£225.01 exc VAT
	£278.02 exc VAT

Labour will be charged at £73.56 exc VAT for the first hour and £58.86 exc VAT per subsequent hour / part hour.

The Town Clerk approved the quotation under H&S delegated authority.

Members are asked to ratify the spend of £411 and to make a virement of £1,075 from budget code 6972 EMF Library Equipment and Furniture to 6910 General Repairs and Maintenance – Library, to cover the associated cost.

End of Report
Community Hub Team Leader

To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure

An amazing Summer Reading Challenge (Healthy Body, Healthy Mind) concluded on Saturday 16th. Over-all 292 readers signed up, 54 of which were new card joiners, well past our Cornwall Council target of 199 sign-ons. We had eight young volunteers helping us through out the summer as well, all presented with Volunteer certificates. 160 Gold Medal Finishers made it a 58% Gold completion rate. This year's Cornwall's target was 45% conversion to gold medal finishers.

We partnered with Core Saltash and The Leisure Centre to give out climbing competition 'Treasure Hunt' prizes and swimming 'gold medal' reading prizes as well as having activities and events such as children's motion and yoga sessions with Gee and kite painting. Children's author Simon James 'kicked off' proceedings for the July 8 launch morning to a full house.

Certificates will be delivered to local schools to give out at assemblies.

Septembers Autumn Environment month included busy events from Saturday environment craft and children's plastic toy swap to presentations and schools Outreach mornings from National Marine Aquarium/Ocean Conservation Trust and Tamar Valley AONB.

We also partnered Tree Saltash in its 'Right Tree, Right Place' Exhibition and Consultation while also promoting #Endfossilfuels with SEA Saltash by means of a creative art and writing competition and display.

Fountain Head School brought students to the Library Hub and St Stephens Primary are aiming to support the Library Hub weekly as well as Brunel Primary.

Saltash.net Community School are keen to take special digital card numbers to access the free online offer of Borrowbox (Books) and Pressreader. They will also attend key events such as the upcoming Literary Festival and March 2024 Science week (Planning well underway) and other occasions when suited to their curriculum.

October starts off with a vibrant and varied selection of 'Meet the Author' presentations, Cornwall Writers are visiting and Coppice children's Theatre Group are presenting two sessions of 'How to catch a Book Witch!'. The new Spanish Language Group adds to our other library groups, Saturday Book Club and Writers Group while our community groups and activities continue to utilize the Library spaces. Story Time, Knit & Natter, Colouring Group, Music Man.

U3A are exhibiting their photography skills throughout the month on our wall and mezzanine landing boards. We will finish the month with the very popular Scary Saturday Halloween morning of costumes, crafts and face-painting.

November and December months are now being scheduled knowing that the earliest that the refurbishment will be starting could be mid-January.

We are looking to re-establish Film Fridays through November and December, offer the warm space for as long as possible and present a build up to a Christmas of events and activities such as Adult Clay Club, Adult Yoga and another Christmas Childrens Toy Swap. Window Wonderland will take us through to our Christmas all day Xmas Party on 21 December.

STC Library Hub has applied for DHSC Community Automated External Defibrillator (AED). 100 applications across the country will be selected for fully funded AEDs and 1,900 applications will receive partial funding where we would be required to provide £750. This would need to be looked at should we be successful at a later stage.

End of report
Community Hub Team Leader