



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

9 April 2024

Dear Councillor

I write to summon you to the meeting of **Property Maintenance Sub Committee** to be held at the Guildhall on **Monday 15th April 2024 at 6.30 pm**.

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk/ RFO

**To Councillors:**

R Bickford J Brady R Bullock J Dent (Chairman) S Miller (Vice-Chairman) J Peggs B Stoyel D Yates	All other Councillors for information
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## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.  
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**  
  
Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.
5. To receive and approve the minutes of the Property Maintenance Sub Committee held on 28th September 2023 as a true and correct record. (Pages 4 - 8)
6. To receive a recommendation from the Services Committee and consider any actions and associated expenditure. (Page 9)
7. To receive and note Barron Surveying Reinforced Autoclaved Aerated Concrete Report. (Pages 10 - 25)
8. To receive a report on the Town Clerk's delegated authority to spend and consider any actions and associated expenditure. (Page 26)
9. To receive an update on the external repairs and redecoration work to the Guildhall Building and consider any actions and associated expenditure. (Pages 27 - 29)
10. To receive a report on reducing the Town Councils energy cost and consider any actions or associated expenditure. (Pages 30 - 47)  
**(Pursuant to Property Maintenance held on 4.4.23 minute nr. 8/23/24)**
11. To receive a report on the redesign of the Guildhall Reception and consider any actions and associated expenditure. (Pages 48 - 50)
12. To receive and review the Town Council Five-Year Repair and Maintenance plan together with the Services Committee budget statements and consider any

actions and associated expenditure. (Pages 51 - 59)

13. 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.
  
14. To consider any items referred from the main part of the agenda.
  
15. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
  
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      To be confirmed.

## SALTASH TOWN COUNCIL

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

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

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

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

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#### **39/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **40/23/24 DECLARATIONS OF INTEREST:**

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

None.

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

None.

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

None received.

**42/23/24** **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST AUGUST 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 1<sup>st</sup> August 2023 were confirmed as a true and correct record.

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

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

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

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

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

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

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

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

It was **RESOLVED** to note.

44/23/24

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

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

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

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

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

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

The Library assessment is to take place on 6<sup>th</sup> October 2023.

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

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

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

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

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

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

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

**46/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

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

None.

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

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

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

None.

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

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.42 pm

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

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



# Agenda Item 6

Services Committee held on 8<sup>th</sup> February 2024

129/23/24 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

Longstone Depo Roller Door


It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Property Maintenance Sub Committee to consider a replacement roller door at Longstone Depot within the Five-Year maintenance plan.



## REPORT ON VISUAL ASSESSMENT FOR THE PRESENCE OF RAAC CONCRETE WITHIN SALTASH TOWN COUNCIL ESTATE

**FOR**

**SALTASH TOWN COUNCIL**

<b>Prepared By: James M Barron MRICS</b>	<b>Date: 22 September 2023</b>	<b>Rev: A 6 October 2023</b>
<b>Checked By:</b> 	<b>Job Ref: 4310</b>	



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

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## **SECTION ONE**

- Instructions and Introduction

## **SECTION TWO**

- Report Findings

## **SECTION THREE**

- Photographs



## **SECTION ONE**

### **Instructions and Introduction**

#### **1.1 Instructions**

Instructions were received from Ms S Burrows, Town Clerk at Saltash Town Council under cover of Barron Surveying Services email 5 September 2023.

Instructions are to undertake a visual inspection of the Saltash Town Council estate buildings and provide a brief report on the likelihood of the presence of RAAC concrete. That report then to be referenced by Saltash Town Council across their property maintenance 5-year plan and stock condition schedules.

This Revision A report now encompasses Saltash Library.

#### **1.2 Inspection**

An inspection of the estate of property listed within this report has been carried out on Friday 22 September 2023 with access arrangements being made through Saltash Town Council.

Saltash Library was visited separately on 6 October 2023.

#### **1.3 Surveyor**

The inspection and this report has been conducted by James M Barron MRICS. James Barron is a Chartered Building Surveyor and Member of the Royal Institution of Chartered Surveyors Registration Number 0102368.

#### **1.4 Limitations to Inspection**

The inspection is a visual assessment of the accessible building fabric undertaken from inside and outside each building.

The inspection will be conducted from ground level externally with the assistance of a 3m surveyor's ladder where required.

No opening up or destructive inspection work has been carried out at this stage.

If the presence of RAAC concrete is suspected, further opening up and destructive inspection work may be required and that will be recommended, if felt necessary, in this report.



The inspection of the properties is for the sole purpose of assessing the likelihood of the presence of RAAC concrete. No other aspects of building condition will be referenced in this report.

## **1.5 RAAC Concrete**

Reinforced Autoclaved Aerated Concrete (RAAC) is a particular form of reinforced concrete.

The material was in use generally from the 1950s to the 1990s in the UK although was used earlier in other countries.

RAAC concrete is approximately one third the density of ordinary cement concrete and is formed with aluminium additive creating voids within the mix. The end product is less durable and dense than ordinary concrete, but was widely used in construction because of its lightweight and relative ease of working.

RAAC concrete was predominantly used within education and public buildings. It is generally unusual to find RAAC concrete in a domestic setting.

Typically, RAAC concrete is used for roofing structures and also some wall cladding. Less commonly, RAAC concrete was used as a flooring structure.

RAAC concrete is typically formed in reinforced planks. The planks are typically 600mm wide and can be up to 6m in length. The planks are recognisable by a regular formation and light grey colour with a characteristic 'V' joint groove where each plank intersects.

The planks are abutted one against the other with the joint between bonded with reinforcement bar and grouted. For roofing applications, the planks are commonly waterproofed from above without use of screeding.

Importantly, RAAC concrete will not be identifiable unless the material itself can be physically seen. If the top surface is waterproofed and the underside decorated, then the presence of RAAC concrete will be concealed and unidentifiable without destructive core sampling.

The RAAC planks typically have a pattern of metal reinforcement cast within the concrete at construction. The arrangements of reinforcement bars is critical for the performance and durability of the RAAC planks.

The RAAC planks will sit upon bearing structures, commonly external walls or other supports. The adequacy of the end bearing for RAAC concrete planks is critical. Typically, transverse anchoring reinforcement bars are cast into the plank ends which are important to allow the reinforcement to properly perform within the concrete mix.



Common defects with RAAC concrete are:

- Site builders' cut plank ends removing the integrity of the end-bearing by destroying end-bearing reinforcement.
- Penetrations formed through the planks. The concrete is easily drilled or cut so penetrations though are simple to form and commonplace.
- Cracking across the plank and deflection across the plank span.
- Shear cracking and deterioration of plank end-bearings.
- Water penetration into the plank from deficiencies with the waterproofing layers above, typical for roofing situations.
- Overloading of the concrete planks either by installation of equipment above or by suspension of equipment or services from below.

The nature of RAAC planks is that, when inserted side-by-side in a roofing or flooring situation, there is little load sharing between the planks. Consequently, any load imposed upon a single plank can quite quickly cause significant deflection and eventual failure of the structure.

Recently, RAAC concrete has become very topical following a sudden failure of a RAAC roof in a school environment some years ago. It is becoming increasingly understood that RAAC planks can fail suddenly and without any obvious decay or visible warning. That failure is typically a failure at end-bearings where the plank will no longer receive support and will suddenly collapse.

Survey work and analysis continues into RAAC concrete industry wide. It is important to understand that RAAC, in itself, is not a defect, but the limitations and durability of this building material must be understood. RAAC does not, by default, need to be removed by its simple presence in a building, but any RAAC identified will need to be monitored and its condition assessed appropriately.

## **1.6 Saltash Town Council Estate Surveyed**

The following buildings have been assessed in this report.

- 1) Saltash Guildhall, Fore Street, Saltash PL12 6JQ
- 2) Maurice Huggins Room, Callington Road, Saltash PL12 6LA
- 3) Longstone Park Depot, Longmeadow Road, Saltash PL12 6DW
- 4) Waterside Public Toilets, Tamar Street, Saltash PL12 4EJ
- 5) Alexander Square Public Toilets, Saltash PL12 6AN
- 6) Longstone Public Toilets, Saltash PL12 6DW
- 7) Belle Vue, Bell Vue Road, Saltash PL12 6ES
- 8) Heritage Building, Lower Fore Street, Saltash PL12 6JQ
- 9) Saltash Library, Callington Road, Saltash PL12 6DX



## SECTION TWO

### REPORT FINDINGS

#### **2.1 Saltash Guildhall, Fore Street, Saltash PL12 6JQ**

Within the limitations of this assessment, no RAAC concrete materials have been identified and the risk from RAAC concrete is negligible.

#### **2.2 Maurice Huggins Room, Callington Road, Saltash PL12 6LA**

This building is most likely to have a concrete flat roof structure which is underlined inside with timber battens and plasterboard and has a sheet metal roof covering across.

A small test drill hole was formed with a light fitting removed in this room with Town Council staff present. This small exposure area was not conclusive as to the nature and consistency of the concrete.

We recommend a more through test inspection to determine the nature of the concrete roof at this building.

This can be done either from inside by removing a section of ceiling or perhaps more easily from outside by cutting through a section of overhanging soffit. You would need to check your asbestos register first to ensure that the soffits are not asbestos containing materials before test sampling through.

Once the plasterboard or soffit material is removed, that should expose the concrete structure where a test drill could be carried out. If the concrete is dense, it will not be RAAC.

In summary, for this building, further investigation work is recommended.

#### **2.3 Longstone Park Depot, Longmeadow Road, Saltash PL12 6DW**

Within the limitations of this assessment, no RAAC concrete materials have been identified and the risk from RAAC concrete is negligible.

#### **2.4 Waterside Public Toilets, Tamar Street, Saltash PL12 4EJ**

This single storey toilet block does have a concrete flat roof. However, this roof is visible from above with an asphalt style covering and rendered and decorated under from inside the male and female WC areas. The roof is thick concrete with no characteristics of RAAC concrete roof planks. Despite there being a concrete roof here, there is no evidence of defect and negligible risk of the concrete being



RAAC, rather traditional reinforced concrete roof slab. No further works is considered necessary.

**2.5 Alexander Square Public Toilets, Saltash PL12 6AN**

Within the limitations of this assessment, no RAAC concrete materials have been identified and the risk from RAAC concrete is negligible.

**2.6 Longstone Public Toilets, Saltash PL12 6DW**

Within the limitations of this assessment, no RAAC concrete materials have been identified and the risk from RAAC concrete is negligible.

**2.7 Belle Vue Public Toilets, Belle Vue Road, Saltash PL12 6ES**

Within the limitations of this assessment, no RAAC concrete materials have been identified and the risk from RAAC concrete is negligible.

**2.8 Heritage Building, Lower Fore Street, Saltash PL12 6JQ**

Within the limitations of this assessment, no RAAC concrete materials have been identified and the risk from RAAC concrete is negligible.

**2.9 Saltash Library, Callington Road, Saltash PL12 6DX**

Within the limitations of this assessment, no RAAC concrete materials have been identified and the risk from RAAC concrete is negligible.





## SECTION THREE

### Photographs

#### Saltash Guildhall





## Maurice Huggins Room





## Longstone Park Depot





**Waterside Public Toilets**





## Alexander Square Public Toilets





## Longstone Public Toilets





**Belle Vue Public Toilets**





**Heritage Building**







## Saltash Library



Supplier	Description	Net	VAT	Gross	Budget Code	Available Budget
Barron Surveying page 26	Saltash Town Council Estate Buildings - RAAC Review - Review of RAAC inspection and report  Originally approved at property maintenance held on 28.09.23 minute nr. 45/23/24 however £100 overspend requires to be ratified due to a revised report inclusive of the Library.	£100.00	£20.00	£120.00	6224 PF Professional Costs	£2,097.33



## Pre-Start Meeting Minutes

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**Project: The Guildhall, Saltash Town Council – External Repairs and Redecoration**

**Date of Meeting:** 13 March 2024 9am  
**on site Job No:** 4193

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### 1.0 Those Present

Ian Bovis, Service Delivery Manager, Saltash Town Council (STC)  
Davey Jones, Contracts Manager, DR Jones  
James Barron, Barron Surveying Services (BSS)

### Apologies

Sinead Burrows, Town Clerk, STC  
Ian Parsons, Painting Foreman, DR Jones

### 2.00 Scope of Works

As Specification.

### 3.00 Contract Documents & Insurance

JCT Minor Works document awaits confirmation of project cost from DR Jones.  
BSS then to issue to DR Jones for signature.

### 4.00 Contract Period & Programme of Works

Start date 13 May 2024. 10 weeks. Completion 19 July 2024.

Programme of works to follow.

### 5.00 Administration

BSS to make frequent site visits and reports to STC.

Schedule of monthly progress meetings.

- 13/6 – progress meeting #1
- 11/7 - progress meeting #2

All instructions through BSS.

Insurances – contract clause 5.4C – DR Jones to forward copies of Public Liability, Employers Liability and Contracts All Risks Insurance to BSS.

STC to notify buildings insurer of works to extend buildings cover to cover contract works during the project.

Subcontractors – Ventrolla and scaffolder. Scaffolder to deal with all road closures or pavement licenses as necessary.

CDM – Principal Designer to be Barron Surveying Services. F10 not applicable. Contractor to provide construction phase health and safety plan.

STC to provide asbestos survey information and note that there is no known asbestos to the outside of the building.

There are no overhead power cables but there is a rising power cable on the lower side adjacent the fire escape.

Health and safety file to follow at completion to include painting schedule materials and colours.

## **6.00 Site Organisation**

Storage in vans.

Sign boards permitted on scaffold.

Security – ladders to be removed at the end of each working day.

Parking – parking in rear lane is possible or in adjacent car parks.

No radios. All contractors to be courteous to the occupants of the building and residential neighbours.

Fire precautions – STC to forward their fire evacuation plan to DR Jones for incorporation into construction phase health and safety plan. Muster point is in car park. Keep fire exits clear during all works.

## **7.00 Services to Site**

Site telephone Davey Jones 07557 668518.

STC contact Ian Bovis 07398 150898.

Barron Surveying Services 01752 257064.

Sanitary accommodation – WC available on site or public facility in adjacent car park.

DR Jones self-sufficient for water and power.

Foreman to be painting foreman Ian Parsons.

## **8.00 Supply & Approval of Materials**

As specification. NOTE – timber paint NOT Eggshell but Crown Flexigloss. DR Jones to ask Crown for a specific paint schedule for this project for incorporation in the health and safety file.

## **9.00 Financial Arrangements**

As JCT protocols. Monthly applications for payment and certificates followed by invoicing.

## **10.00 Any Other Business**

DR Jones to organise paint flake testing for lead paint assessment.

Flagpole brackets to be replaced as specification.

Main flagpole uphill side – Ian Bovis to select a new stainless steel rope bracket for fitting under the flagpole at an appropriate height. DR Jones to source and fit.

Ventrolla upgrade windows agreed as letter 4 September 2023. Costs likely to be reduced as the work is more straightforward than anticipated by Ventrolla. Davey Jones to advise final project cost with uplift, with Ventrolla works, and reductions for scheduled timber repairs specification 2.13 no longer required, as covered by Ventrolla.

Working hours 8.30am to 5.30pm Monday to Friday.

## **11.00 Date of Next Meeting**

**ALL TO NOTE** – Progress Meeting #1 – 9am Thursday 13 June 2024 on site.

BUILDINGS ENERGY AND  
CARBON DIOXIDE EMISSIONS REVIEW

Saltash Town Council

Up Energy

[info@upenergy.co.uk](mailto:info@upenergy.co.uk)

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## Introduction

Up Energy was instructed to assist Saltash Town Council in assessing their buildings, to assist in moving those buildings towards a net zero position. The subject buildings were visited and surveyed on 1 February 2024 with follow up energy data supplied via email.

## Methodology

For this early approach to net zero, the route taken was to assess the buildings using the methodology set out for Energy Performance Certificates (EPC). This standardises building energy consumption and CO<sub>2</sub> emissions, based on the building type, for a theoretical average user.

The EPC route is often a good starting point. To provide more realistic results, some of the EPC conventions were not followed, as these are sometimes worst-case assumptions, that from experience, are not always accurate, even in older buildings.

EPCs look at the following aspects of buildings:

- Fabric
- Heating
- Cooling
- Auxiliary (fans and pumps)
- Lighting
- Hot water
- Equipment<sup>1</sup>

Results have been reported under the above areas of energy consumption, based on the buildings as they are currently. Building upgrades and improvements have then been considered, to reduce energy where possible. At this stage, budgets, payback and priorities have not been considered, as this would require a more detailed and in-depth approach.



## Buildings Analysis

Each building has been analysed and the results set out below. The EPC (energy performance certificate) energy consumption values have been reported and then compared with the actual energy consumption. A CIBSE Guide F benchmark for 'Good Practice' has also been added.

The CIBSE benchmarks do not always fully align with the building type. The Maurice Huggins Room, for example, is akin to office use, however it's not a full-time occupied office with computer equipment and desks etc. It's more of an ad-hoc space for various users, however a benchmark for this does not really exist. Other buildings do not fully align either, with perhaps the library being the closest to a 'standard' building.

### Maurice Huggins Room



#### Building summary

Assumed to be constructed in the mid 1960's with no thermal upgrades since, other than the double glazing. Heating is via simple, electric panel heaters. Lighting is LED with manual controls. Hot water use is likely very low and uses an electric, point of use water heater with small storage. Occupants using the building on the day had laptops with them but generally, equipment levels appear to be low. There is a small kitchen facility.

## Calculations

The EPC methodology gives the following results.

End use	kWh/m <sup>2</sup>	Proportion of energy use
Heating	262	84.5%
Cooling	0	0%
Auxiliary	0	0%
Lighting	13	4.3%
Hot water	12	3.7%
Equipment	23	7.5%

The above data has been compared with the actual use, as well as the CIBSE Guide F 'office – naturally ventilated, cellular' benchmark.

Metric	EPC methodology	CIBSE benchmark	Actual consumption
Annual energy use kWh/m <sup>2</sup>	310	112	95
Annual total energy use kWh	11,159	4,032	3,405

Energy consumption is very low and well below that indicated by the EPC methodology and the CIBSE benchmark. This is most likely due to occupancy patterns and lower equipment energy use than the assumed 23kWh/m<sup>2</sup>.

The table below shows the CO<sub>2</sub> emissions associated with the actual energy use.

Emissions kg CO <sub>2</sub> (electricity)	Emissions kg CO <sub>2</sub> (mains gas)	Emissions kg CO <sub>2</sub> total	Emissions kg CO <sub>2</sub> /m <sup>2</sup>
705	0	705	19.6

## Library



### Building summary

Assumed to be constructed in the early 1960's with some replacement double glazing on the main façade. The rear extension is mentioned as added in the early 1990's, when Building Regulations would have imposed improved performance standards. The building is heated via an efficient mains gas boiler and radiator system.

The 1992 extension does have roof mounted fans, which appear to be manually operated and for extract purposes, though it is believed these are not operated and thus excluded from the model. Lighting is LED with manual controls in the main public areas and reception desk and a mixture of compact and linear fluorescent in the staff areas.

Hot water use is again likely low, with an electric, point of use heater with small storage. There is some computer equipment and tea making facilities.

## Calculations

The EPC methodology gives the following results.

End use	kWh/m <sup>2</sup>	Proportion of energy use
Heating	216	82.8%
Cooling	0	0%
Auxiliary	2	0.9%
Lighting	21	8.1%
Hot water	2	0.6%
Equipment	20	7.5%

The above data has been compared with the actual use, as well as the CIBSE Guide F 'library' benchmark.

Metric	EPC methodology	CIBSE benchmark	Actual consumption
Annual energy use kWh/m <sup>2</sup>	261	145	137
Annual total energy use kWh	113,365	63,017	59,402

Energy consumption is well below that indicated by the EPC methodology and close to the CIBSE benchmark.

The table below shows the CO<sub>2</sub> emissions associated with the actual energy use.

Emissions kg CO <sub>2</sub> (electricity)	Emissions kg CO <sub>2</sub> (mains gas)	Emissions kg CO <sub>2</sub> total	Emissions kg CO <sub>2</sub> /m <sup>2</sup>
2,584	8,445	11,029	25.4

## Guildhall



### Building summary

Assumed to be constructed in the late 18<sup>th</sup> century, with no obvious thermal upgrades, other than access to the loft showed the roof had been insulated with PIR boards between the rafters. Glazing is single and other than the roof, opaque elements are assumed to be uninsulated.

The building is heated via an efficient mains gas boiler and radiator / convector system. There is a modern, efficient comfort cooling split system in the top floor office.

The loft houses an air handling unit, of which performance details are unknown. It appears to provide ventilation to the guildhall and top floor office. There are additional extract fans around the building, though staff advise some are not used.

Some lighting has been upgraded to LED. There are PIR occupancy sensors to automate switching in some rooms. In general, lighting is fluorescent.

Hot water is provided by electric storage heaters. A more modern, better insulated version is installed in the cleaner store. There is some computer equipment in office areas, along with tea making facilities.

### Calculations

The EPC methodology gives the following results.

End use	kWh/m <sup>2</sup>	Proportion of energy use
Heating	184	68.1%
Cooling	1	0.5%
Auxiliary	10	3.8%
Lighting	29	10.6%
Hot water	7	2.6%
Equipment	39	14.5%

The above data has been compared with the actual use, as well as the CIBSE Guide F 'town hall' benchmark.

Metric	EPC methodology	CIBSE benchmark	Actual consumption
Annual energy use kWh/m <sup>2</sup>	270	222	138
Annual total energy use kWh	107,432	88,356	55,006

Energy consumption is well below that indicated by the EPC methodology and the CIBSE benchmark. This is most likely due to occupancy patterns and lower equipment energy use than the assumed 39kWh/m<sup>2</sup>.

The table below shows the CO<sub>2</sub> emissions associated with the actual energy use.

Emissions kg CO <sub>2</sub> (electricity)	Emissions kg CO <sub>2</sub> (mains gas)	Emissions kg CO <sub>2</sub> total	Emissions kg CO <sub>2</sub> /m <sup>2</sup>
3,666	6,713	10,379	26.1

## Isambard House



### Building summary

The building has undergone a significant, recent refurbishment, with a new extension. Thermal upgrade information has been taken from the design drawings, which was also explained on the day, by a council representative. The walls, floor, roof and windows / doors have all been improved / replaced to meet modern standards. Some u-value calculations were undertaken to determine the performance.

There is an efficient mains gas boiler with underfloor heating. There is mechanical extract ventilation for toilets and the kitchen area.

Lighting is LED throughout with some PIR occupancy sensors to automate switching. Hot water is provided by a combination boiler and electric, point of use heaters with small storage. There is some small power and domestic style food preparation equipment.

## Calculations

The EPC methodology gives the following results.

End use	kWh/m <sup>2</sup>	Proportion of energy use
Heating	75	53.8%
Cooling	0	0%
Auxiliary	3	1.9%
Lighting	8	5.5%
Hot water	41	29.2%
Equipment	13	9.5%

The above data has been compared with the actual use, as well as the CIBSE Guide F 'community centre' benchmark.

Metric	EPC methodology	CIBSE benchmark	Actual consumption
Annual energy use kWh/m <sup>2</sup>	140	147	37
Annual total energy use kWh	26,701	28,018	7,137

Energy consumption is well below that indicated by the EPC methodology and the CIBSE benchmark. This is most likely due to the fact the building is yet to be fully occupied for a year.

The table below shows the CO<sub>2</sub> emissions associated with the actual energy use.

Emissions kg CO <sub>2</sub> (electricity)	Emissions kg CO <sub>2</sub> (mains gas)	Emissions kg CO <sub>2</sub> total	Emissions kg CO <sub>2</sub> /m <sup>2</sup>
1,134	3,820	4,954	26.0



## Longstone Depot



### Building summary

It is understood the main building has been extended vertically but the date of this is unknown. Access to the loft was available and insulation is present. The windows have been upgraded to double glazing. It is assumed the remainder of the fabric is uninsulated, based on age. The workshop is unheated and as such, the fabric standards are not relevant.

Heating demand is generally low with electric panel and night storage heaters in the office with a small, fanned electric heater in the toilet. The lighting is LED with a compact fluorescent in the stairwell.

Hot water use is likely very low, supplied by electric, instantaneous point of use heaters. There is some computer equipment with tea making facilities.

## Calculations

The EPC methodology gives the following results.

End use	kWh/m <sup>2</sup>	Proportion of energy use
Heating	74	67.3%
Cooling	0	0%
Auxiliary	<1	0.4%
Lighting	14	12.5%
Hot water	2	1.4%
Equipment	20	18.5%

The above data has been compared with the actual use, as well as the CIBSE Guide F benchmark. For this building, the benchmark has been calculated based on part office, part workshop. There is no guidance for a local authority workshop but there is a MoD option, which has been used.

Metric	EPC methodology	CIBSE benchmark	Actual consumption
Annual energy use kWh/m <sup>2</sup>	110	56	20
Annual total energy use kWh	9,431	4,816	1,759

Energy consumption well below that indicated by the EPC methodology and the CIBSE benchmark, again, likely due to intermittent occupancy and less than typical operational temperatures in the office.

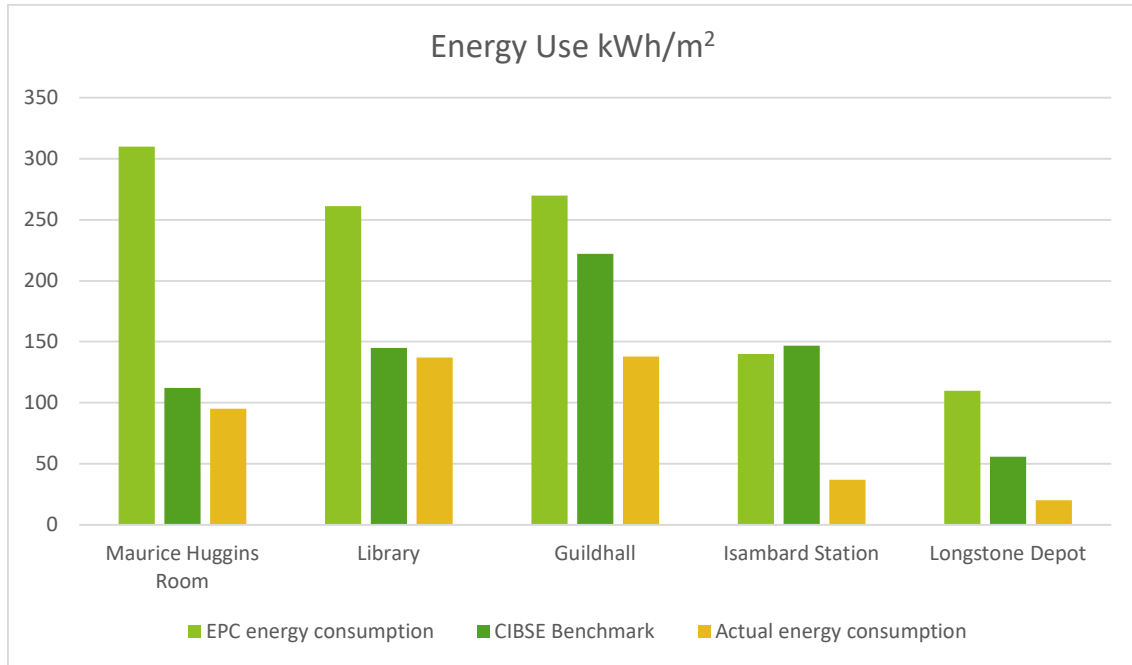
The table below shows the CO<sub>2</sub> emissions associated with the actual energy use.

Emissions kg CO <sub>2</sub> (electricity)	Emissions kg CO <sub>2</sub> (mains gas)	Emissions kg CO <sub>2</sub> total	Emissions kg CO <sub>2</sub> /m <sup>2</sup>
2,584	8,445	11,029	25.4

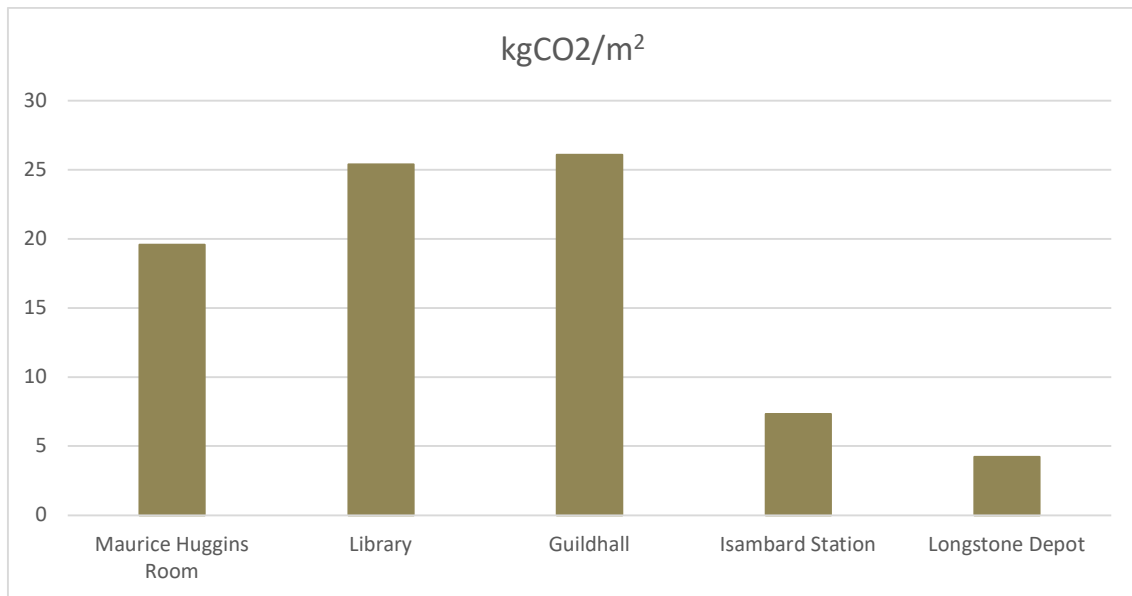
## Summary

All buildings consume low amounts of energy compared with the EPC methodology and the CIBSE Guide F benchmarks for 'good practice'. EPCs generally overestimate energy consumption and the CIBSE benchmarks are not fully representative of these buildings, as they don't all fall in to a set category, apart from the library. Reduced opening hours and occupancy levels will drastically impact energy consumption if heating patterns are set to match that lower occupancy.

The chart below shows the performance of each building.



The chart below shows the CO<sub>2</sub> emissions associated with each building.



## Upgrades

It is generally best to take a fabric first approach to reducing building energy consumption, which in turn reduces the carbon dioxide emissions. Once the building has been improved to reduce consumption, building services efficiency is generally the next approach, with renewable energy then used to further reduce electricity drawn from the grid.

There will be numerous approaches to improving the buildings but for each one, improvements across all parts of the building have been considered and analysed. It is beyond the scope of this early stage project to run upgrades one at a time, so complete building upgrades have been considered, to see what may be required to reduce CO<sub>2</sub> emissions, in order to move towards net zero.

The tables below, for each building, show potential upgrades. The reduction in energy for the various end uses (heating / cooling / auxiliary / lighting / hot water / equipment), as predicted by the EPC methodology, has been applied to the actual consumption to show the overall energy reduction.

### Maurice Huggins Room

Building upgrade	Standard
Insulate external walls	U-value 0.25
Insulate flat roof	U-value 0.16
Solar PV	2.5kW

The above upgrades would reduce heat loss and generate electricity on site, to help offset grid electricity consumption. When applied to the current energy use, the calculations show a revised annual consumption of -3,924kWh.

### Library

Building upgrade	Standard
Insulate original external walls	U-value 0.25
Insulate original mono-pitch roof	U-value 0.16
Replace single and older double glazing	U-value 1.60 (g-value 0.50)
Upgrade fluorescent lighting to LED	95 lm/W
Solar PV	26kW

It was noted during the site visit, that the building is or may be in the process of being listed. This may reduce the upgrades available, however the above should be achievable without altering the building character.

The above upgrades would reduce heat loss and generate electricity on site. Replacing the main façade glazing would give an opportunity to potentially reduce the g-value, which impacts the amount of solar gain that passes through the glass. Solar gain is beneficial in that it provides free heat, however on a heavily glazed façade, it can cause occupant discomfort through overheating. With the above upgrades applied to the current energy use, the calculations show as -19,263kWh.

### Guildhall

Building upgrade	Standard
Install low-e secondary glazing	U-value 2.00
Upgrade fluorescent lighting to LED	95 lm/W

The building is listed so upgrades opportunities may be more limited. The above upgrades would reduce heat loss a little and cut lighting energy. When applied to the current energy use, the calculations show a revised annual consumption of 5,863kWh.

### Isambard Station

No upgrades have been suggested for this building, given the very recent refurbishment. It could benefit from solar PV, if allowed, and could be considered for an air source heat pump to replace the gas boiler, at some point.

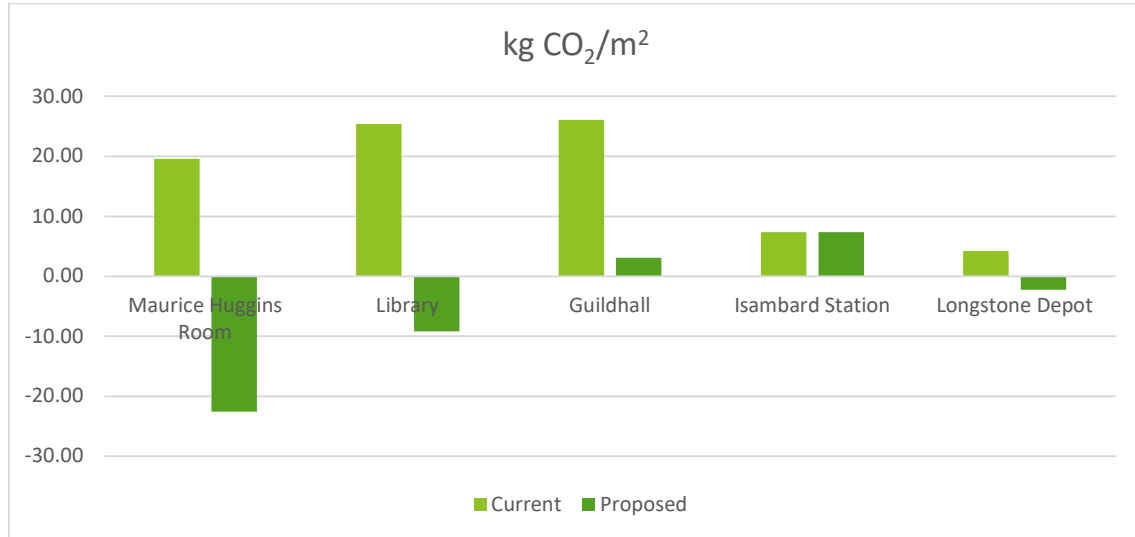
### Longstone Depot

Building upgrade	Standard
Insulate external walls (office building)	U-value 0.25
Increase roof insulation	U-value 0.16
Insulate internal floor over unheated store	U-value 0.25
Solar PV	2.25kW

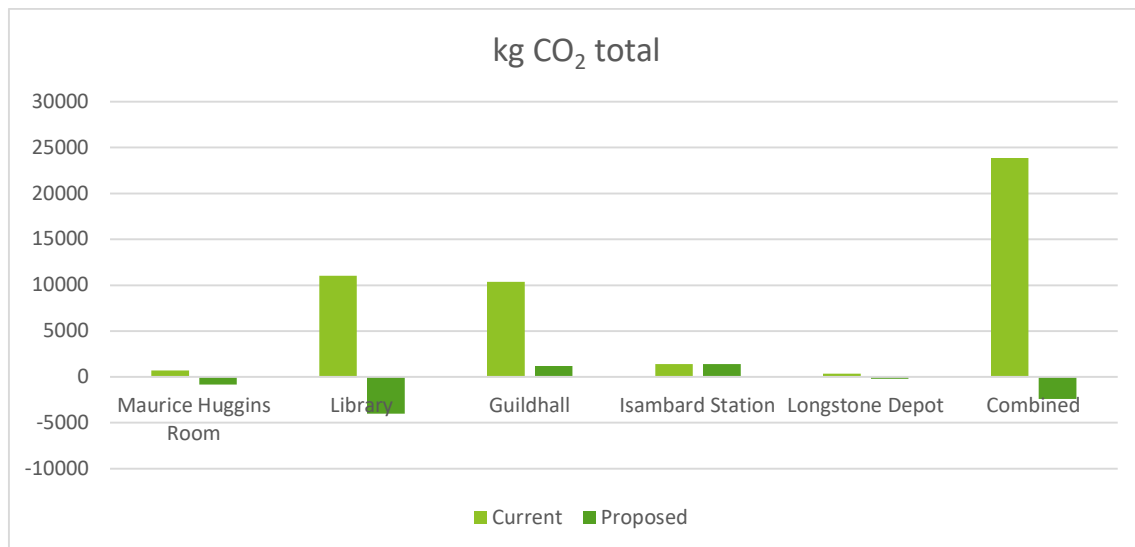
The above upgrades would reduce heat loss and generate electricity on site, to help offset grid electricity consumption. When applied to the current energy use, the calculations show a revised annual consumption of -947kWh.

## Conclusion

The below table shows the carbon dioxide emissions for the buildings as they are and following the proposed upgrades listed.



And the chart below shows the overall portfolio emissions, before and after the listed upgrades.



The total, current portfolio building emissions shows as 23,875 kgCO<sub>2</sub> per annum.

The total, proposed portfolio building emissions shows as -2,384.93 kgCO<sub>2</sub> per annum.

The Isambard Station building energy use is assumed to increase but that is the best insulated building amongst the five. There are further opportunities to reduce energy use, including increasing insulation levels beyond those listed, insulating ground floors, improved lighting

controls, heat pumps and additional solar PV. Some upgrades are not suited to all buildings and the payback on some may rule them out, thus further investigation would be required.

### Further considerations

Achieving net zero emissions is a complex assessment of an organisation and as well as the energy consumed in the building, primary energy factors may also need consideration. This is the energy associated with production and delivery, to the point of use. The source of electricity, from the supplier may also impact the analysis.

As well as buildings, other fuels such as those used in passenger vehicles for business travel, or other vehicles, including plant and grounds maintenance, are also included within the scope of organisational CO<sub>2</sub> emissions.

<https://www.nationalgrid.com/stories/energy-explained/what-is-net-zero>

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*Building information was collected on site visually, with some questions asked of staff where available. The surveys were not invasive and therefore levels of insulation, where not visible, are based on the building age. Research has been done in to building services and their efficiencies, and reasonable estimates made in the absence of manufacturer data. The predicted figures above are estimates only and may vary significantly if building occupancy and user behaviour changes.*

**To receive a report on the redesign of the Guildhall reception and consider any actions and associated expenditure**

The entrance to the Guildhall Reception foyer is dark and unwelcoming. Members are asked to consider the potential redesign of the Reception office to bring a welcoming feeling when visiting Saltash Town Council.

The proposal will require Barron Surveyors assessment and may not be possible due to supporting walls. Estimated cost to be obtained.

1. Block up the reception door:





2. Extend the glass area from one end of the wall to the other removing the existing glass and consider installing perspex after completion of works:



3. Install a shutter for evening security.
4. Install a large 'Welcome to Saltash Town Council Reception' sign above the new opening.

5. Install film to the reception office window to allow blinds to be open creating natural light.



Face to face enquiries during the year 2023.

2023 Totals

At Desk										
	09:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00 -16:00	16:00 - 17:00	Total	Average
Monday	7	32	32	13	3	21	9	12	129	25.8
Tuesday	5	37	41	16	2	36	21	3	161	32.2
Wednesday	6	24	18	19	3	20	7	3	100	20
Thursday	2	34	45	25	1	16	11	2	136	27.2
Friday	2	23	26	17	2	23	12	0	105	21
Average	4.4	30	32.4	18	2.2	23.2	12	4		
Total	22	150	162	90	11	116	60	20		

**End of Report  
Town Clerk/RFO**

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

Page	Item	Budget	Actual Spent	Budget					Comments	
			2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028		
	<b>Guildhall - Major works</b>	<b>EMF</b>								All major works completed in 17/18
	External repairs and decorations	6470 GH EMF Guildhall Maintenance	£79,934.00	£369.00	£0.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£1,415, less planned spend -£78,519 Jones Building (external repairs & redecoration due to start May 2024) = £369
	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	£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	£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)	£2,415.00	£888.00	£3,632.00	£3,897.00	£4,182.00	£4,487.00	£4,487.00	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	£0.00	Pyramid June 22 (Cert £650)
		<b>TOTAL</b>	<b>£82,349.00</b>	<b>£1,257.00</b>	<b>£3,632.00</b>	<b>£10,397.00</b>	<b>£11,682.00</b>	<b>£5,987.00</b>	<b>£5,987.00</b>	
	<b>Maurice Huggins Room</b>	<b>EMF</b>								
	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	£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	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
		<b>TOTAL</b>	<b>£329.86</b>	<b>£214.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
	<b>Longstone Park Depot</b>	<b>EMF</b>								
	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	£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
	Garage Roller Shutter Door	7170 EMF Longstone Depot Capital Works				TBC	TBC	TBC	TBC	Safety works undertaken in Feb 2024 Potential need for a replacement door in 2026. Estimated cost £6,000 (budget accordingly)
	5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
		<b>TOTAL</b>	<b>£681.10</b>	<b>£2,500.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
	<b>Library</b>	<b>EMF</b>								
	Roof replacement and repair									£54,760.40 spent on Roof replacement and repair in year 2019/20
	Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£149,718.00	£96,645.00	£15,000.00					Budget code 6971 = £264,752 (Original Total Amount) 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 4th April 2024 £150,976. Due to be repaid in full April 2032. 2023/24 Actual includes Horizon Home Improvements £149,718 (Invoiced £74,859 & committed costs £74,859)
	Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£14,950.00	£5,050.00						Budget 2023/24 £20,000. Actual includes Bailey Partnership invoiced £6,900 and committed £8,050
	Other Costs	6971 EMF Library Property Maintenance	£0.00							Total Spent to 2022/23 £2,910.66 (including planning application fees, asbestos survey & heritage impact assessment)



Page 53	Item	Budget	Actual Spent		Budget			Comments	
			2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027		2027/2028
	Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£23.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,763 (May 23)
		<b>TOTAL</b>	<b>£15,763.00</b>	<b>£23.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	
	Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£2,258.00	£3,946.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Actual spend £2,258 for Fencing (estimated £3k)
		<b>TOTAL</b>	<b>£2,258.00</b>	<b>£3,946.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	
	<b>Outdoor Land and Fences</b>	<b>EMF</b>							
	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	£11,531.00	£47,523.00	£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. Actual cost includes Friends of Summerfields, playpark match funding £10,000 & renvoation of Summerfields Park £1,000
		<b>TOTAL</b>	<b>£ 11,531.00</b>	<b>£ 57,523.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	<b>£ 33,000.00</b>	
	<b>Waterfront Pontoon</b>	<b>EMF</b>							
	Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£34.00	£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. Decking works complete March 2024.
	Water supply to pontoon								on hold
	New toilet toilet/shower block								on hold
		<b>TOTAL</b>	<b>£6,024.00</b>	<b>£34.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	
	<b>Cornish Cross</b>	<b>EMF</b>							
	Cornish Cross Mananagement	6517 SE Cross (Maintenance)	£5,751.00	£551.00	£3,545.00	£3,804.00	£4,081.00	£4,379.00	Actual £5,751 includes electricity £264. New colour changing flood light £494. Bar prestressing record last carried out 12.02.24. Next due Feb 2026 (2 years from last check) and then Feb 2031 (5 years from the 2 year check). Budget accordingly to cover cost
		<b>TOTAL</b>	<b>£5,751.00</b>	<b>£551.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	

	<b>GRAND TOTAL</b>		<b>£292,130.94</b>	<b>£258,262.00</b>	<b>£72,132.00</b>	<b>£65,397.00</b>	<b>£65,682.00</b>	<b>£59,987.00</b>	
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**Services Committee - Service Delivery Budget 23-2024**  
Saltash Town Council  
For the 11 months ended 29 February 2024

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Service Delivery Operating Income</b>										
<b>Service Delivery Income</b>										
<b>Grounds &amp; Premises Income</b>										
4500 SE Allotment Rents	3,432	0	0	4,000	4,029	(29)	5,600	5,600	5,880	5,880
4510 SE Public Footpath Grant	1,573	0	0	1,722	804	918	0	0	0	0
4511 SE Christmas Event income	0	0	0	150	0	150	0	0	0	0
4512 SE Misc Income Grounds & Premises	2,472	0	0	0	14	(14)	14	14	14	14
4513 SE Water Rates Income	0	0	0	3,560	1,113	2,447	1,714	1,886	2,074	2,282
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	919	1,084	0	0	0	0
<b>Total Grounds &amp; Premises Income</b>	<b>8,617</b>	<b>0</b>	<b>0</b>	<b>11,435</b>	<b>6,880</b>	<b>4,555</b>	<b>7,328</b>	<b>7,500</b>	<b>7,968</b>	<b>8,176</b>
<b>Town &amp; Waterfront Income</b>										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	2,560	1,705	3,000	3,300	3,630	3,993
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	9,477	1,323	11,235	0	0	0
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	6,870	(4,470)	3,276	3,604	3,964	4,360
<b>Total Town &amp; Waterfront Income</b>	<b>9,066</b>	<b>0</b>	<b>0</b>	<b>17,465</b>	<b>18,907</b>	<b>(1,442)</b>	<b>17,511</b>	<b>6,904</b>	<b>7,594</b>	<b>8,353</b>
<b>Total Service Delivery Income</b>	<b>17,683</b>	<b>0</b>	<b>0</b>	<b>28,900</b>	<b>25,787</b>	<b>3,113</b>	<b>24,839</b>	<b>14,404</b>	<b>15,562</b>	<b>16,529</b>
<b>Total Service Delivery Operating Income</b>	<b>17,683</b>	<b>0</b>	<b>0</b>	<b>28,900</b>	<b>25,787</b>	<b>3,113</b>	<b>24,839</b>	<b>14,404</b>	<b>15,562</b>	<b>16,529</b>
<b>Service Delivery Operating Expenditure</b>										
<b>Service Delivery Expenditure</b>										
<b>Grounds &amp; Premises Expenditure</b>										
6209 SE Oyster Beds	3	0	0	1	0	1	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	0	0	11,010	3,750	7,260	11,814	12,676	13,602	14,595
6503 SE Allotments	1,700	0	0	1,321	241	1,080	1,418	1,522	1,633	1,752
6506 SE Grounds Maintenance & Watering	5,678	0	1,300	10,000	11,023	277	10,730	11,513	12,354	13,256
6508 SE Public Toilets (Operational Costs)	4,839	0	3,500	4,430	6,547	1,383	5,655	6,068	6,511	6,986
6517 SE Cross (Maintenance)	417	0	3,000	3,303	5,672	631	3,545	3,804	4,081	4,379
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	2,653	100	2,954	3,170	3,401	3,649
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	0	2,000	3,303	4,246	1,057	3,545	3,804	4,081	4,379
6529 SE Refuse Disposal	5,465	0	0	6,056	5,121	935	6,499	6,973	7,482	8,029
6530 SE Allotment Software Subscription	0	0	0	0	0	0	700	751	806	865
6531 SE Public Toilet Commercial Cleaning	0	0	28,500	0	825	27,675	32,000	34,336	36,843	39,532
6907 SE Seagulls Bags	1,212	0	(1,300)	2,002	608	94	0	0	0	0
<b>Longstone Expenditure</b>										
7100 LO Rates - Longstone	2,157	0	(2,500)	2,375	(6,261)	6,136	0	0	0	0
7101 LO Water Rates - Longstone	2,203	0	0	4,012	1,700	2,312	3,352	3,597	3,859	4,141
7103 LO Electricity - Longstone	1,086	0	(3,300)	6,153	703	2,150	1,581	1,696	1,820	1,953
7104 LO Fire & Security Alarm - Longstone	999	0	2,000	1,010	1,547	1,463	1,084	1,163	1,248	1,339
7107 LO Rent - Longstone	4,620	0	0	4,955	4,620	335	5,120	5,494	5,895	6,325
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	238	439	727	780	837	898
7110 LO General Repairs & Maintenance - Longstone	456	0	1,000	551	1,512	39	592	635	682	731
7114 LO Equipment - Longstone	52	0	(500)	1,129	407	222	700	751	806	865
7121 LO IT & Office Costs - Longstone	578	0	0	750	745	5	750	805	863	927
<b>Total Longstone Expenditure</b>	<b>12,687</b>	<b>0</b>	<b>(3,300)</b>	<b>21,612</b>	<b>5,211</b>	<b>13,101</b>	<b>13,906</b>	<b>14,921</b>	<b>16,010</b>	<b>17,179</b>
<b>Total Grounds &amp; Premises Expenditure</b>	<b>44,634</b>	<b>0</b>	<b>33,700</b>	<b>65,791</b>	<b>45,896</b>	<b>53,595</b>	<b>92,767</b>	<b>99,539</b>	<b>106,805</b>	<b>114,602</b>
<b>Town &amp; Waterfront Expenditure</b>										
6504 SE Street Furniture (Maintenance)	893	0	800	2,000	2,450	350	2,500	2,683	2,878	3,088
6505 SE Street Lighting	160	0	0	750	234	516	750	805	863	927
6511 SE Tourism & Signage	746	0	500	250	429	321	269	289	310	332
6512 SE Bus Shelters (Maintenance)	0	0	0	565	0	565	565	606	651	698
6515 SE Festive Lights Maintenance & Electricity	1,319	0	0	3,500	1,736	1,764	3,756	4,030	4,324	4,640
6519 SE Flags & Bunting	1,780	0	0	2,753	1,717	1,036	2,954	3,170	3,401	3,649
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	0	(3,000)	6,606	1,247	2,359	3,000	3,219	3,454	3,706
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	9,739	2,861	13,520	14,507	15,566	16,702
6527 SE Salt Bins Refill	188	0	0	500	383	117	537	551	606	667
6528 SE Pontoon Accommodation	6,282	0	0	11,921	5,309	6,612	6,335	13,125	14,450	15,910
<b>Total Town &amp; Waterfront Expenditure</b>	<b>29,627</b>	<b>0</b>	<b>(1,700)</b>	<b>41,445</b>	<b>23,246</b>	<b>16,499</b>	<b>34,186</b>	<b>42,985</b>	<b>46,503</b>	<b>50,319</b>
<b>Total Service Delivery Expenditure</b>	<b>74,261</b>	<b>0</b>	<b>32,000</b>	<b>107,236</b>	<b>69,142</b>	<b>70,994</b>	<b>126,953</b>	<b>142,524</b>	<b>153,308</b>	<b>164,921</b>
<b>Service Delivery Staffing Expenditure</b>										
Service Delivery Staffing Expenses	3,906	0	987	5,504	5,231	1,260	5,906	6,337	6,800	7,296
6676 ST SE Services Delivery Staff Training	6,536	0	757	11,010	4,907	6,860	6,500	12,122	13,346	14,694
Service Delivery Staffing Costs	202,994	0	37,502	217,402	189,396	65,508	289,150	303,608	318,788	334,728
<b>Total Service Delivery Staffing Expenditure</b>	<b>213,436</b>	<b>0</b>	<b>39,246</b>	<b>233,916</b>	<b>199,534</b>	<b>73,628</b>	<b>301,556</b>	<b>322,067</b>	<b>338,934</b>	<b>356,718</b>
<b>Total Operating Expenditure</b>	<b>287,697</b>	<b>0</b>	<b>71,246</b>	<b>341,152</b>	<b>268,676</b>	<b>143,722</b>	<b>428,509</b>	<b>464,591</b>	<b>492,242</b>	<b>521,639</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>287,697</b>	<b>0</b>	<b>71,246</b>	<b>341,152</b>	<b>268,676</b>	<b>143,722</b>	<b>428,509</b>	<b>464,591</b>	<b>492,242</b>	<b>521,639</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(270,014)</b>	<b>0</b>	<b>(71,246)</b>	<b>(312,252)</b>	<b>(242,890)</b>	<b>(140,608)</b>	<b>(403,670)</b>	<b>(450,187)</b>	<b>(476,680)</b>	<b>(505,110)</b>
<b>Service Delivery EMF Expenditure</b>										
<b>Grounds &amp; Premises EMF Expenditure</b>										
6471 SE EMF Heritage Centre	2,071	7,889	0	0	1,473	6,417	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	506	39,054	0	20,000	11,531	47,523	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	1,690	8,310	0	0	212	8,098	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0	10,000	0	0	0	10,000	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	532	1,468	0	2,000	322	3,146	0	2,000	2,000	2,000
6591 SE EMF Open Spaces & Trees	0	0	0	0	0	0	3,000	3,000	3,000	3,000
<b>Longstone EMF Expenditure</b>										
7170 LO EMF Longstone Depot Capital Works	0	500	0	2,000	0	2,500	1,000	1,000	1,000	1,000
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>4,800</b>	<b>67,221</b>	<b>0</b>	<b>24,000</b>	<b>13,538</b>	<b>77,683</b>	<b>36,000</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Town &amp; Waterfront EMF Expenditure</b>										
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	0	0	587	567	0	0	0	0
6572 SE EMF Festive Lights	14,668	51	0	10,000	9,062	989	30,000	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0	0	0	0
6574 SE EMF Salt Bins	0	2,464	0	0	96	2,368	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	1,037	0	0	0	1,037	463	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	24,749	0	0	15,046	9,704	6,335	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	1,978	0	0	0	1,978	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	6,058	0	0	6,024	34	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	2,157	0	0	0	2,157	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	18,534	64,849	3,207	6,421	80,169	0	0	0	0
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>16,836</b>	<b>59,625</b>	<b>64,849</b>	<b>13,207</b>	<b>37,236</b>	<b>100,445</b>	<b>46,798</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>21,636</b>	<b>126,846</b>	<b>64,849</b>	<b>37,207</b>	<b>50,774</b>	<b>178,128</b>	<b>82,798</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>309,333</b>	<b>126,846</b>	<b>136,095</b>	<b>378,359</b>	<b>319,450</b>	<b>321,850</b>	<b>511,307</b>	<b>547,591</b>	<b>575,242</b>	<b>604,639</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(291,650)</b>	<b>(126,846)</b>	<b>(136,095)</b>	<b>(349,459)</b>	<b>(293,663)</b>	<b>(318,737)</b>	<b>(486,468)</b>	<b>(533,187)</b>	<b>(559,680)</b>	<b>(588,110)</b>

**To/From Reserves & Budget Virements 2023/24**

1. Virement from General Reserves to Service Delivery Staffing Costs - £1,366 PE 99/22/23
2. Virement from General Reserves to 6700 ST SE EMF Staff Contingency - £89,865 - FTC 58/23/24
3. Virement from 6700 ST SE Staff Contingency to Service Delivery Staffing Costs - £5,920 - FTC 58/23/24
4. Virement from 6624 ST BB Cemetery Staff Gross Pay to 6618 ST SE Service Delivery Gross Pay - £16,622 - BB 5/23/24
5. Virement from 6625 ST BB Cemetery Empers NI to 6619 ST SE Service Delivery Empers NI - £1,387 - BB 5/23/24
6. Virement from 6626 ST BB Cemetery Staff Empers Pension to 6620 ST SE Service Delivery Empers Pension - £3,202 - BB 5/23/24
7. Virement from 6667 ST BB Cemetery Staff Clothing to 6673 ST SE Service Delivery Clothing - £138 - BB 5/23/24
8. Virement from 6668 ST BB Cemetery Staff Mobiles to 6674 ST SE Service Delivery Mobiles - £473 - BB 5/23/24
9. Virement from 6669 ST BB Staff Travelling Expenses to 6675 ST SE Service Delivery Travelling Expenses - £80 - BB 5/23/24
10. Virement from 6670 ST BB Staff Training to 6676 ST SE Services Staff Training - £530 - BB 5/23/24
11. Virement from 6693 ST BB EMF Staff Contingency to 6700 ST SE Service Delivery Staff Contingency - £8,830 - BB 5/23/24
12. Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay - £7,038 - BA 24/23/24
13. Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SE Services Delivery Empers NI - £595 - BA 24/23/24
14. Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services Delivery Empers Pension - £1,372 - BA 24/23/24
15. Virement from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing - £59 - BA 24/23/24
16. Virement from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles - £203 - BA 24/23/24
17. Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses - £34 - TBA 24/23/24
18. Virement from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training - £227 - BA 24/23/24
19. Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency - £4,074 - BA 24/23/24
20. Virement from 7100 LO Rates Longstone to 7104 LO Fire & Security Alarm - £2,000 - SE 76/23/24
21. Virement from 7103 LO Electricity Longstone to 7110 LO General Repairs & Maintenance Longstone - £500 - SE 76/23/24
22. Virement from 7100 LO Rates Longstone to 6511 SE Tourism and Signage - £500 - SE 76/23/24
23. Virement from 6700 ST SE Staff Contingency to 6531 SE Public Toilet Commercial Cleaning - £32,000 - SE 84/23/24
24. Virement from 6907 SE Seagull Bags to 6506 SE Grounds Maintenance & Watering - £1,300 - SE 104/23/24
25. Virement from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilet (Operational Costs) - £1,500 - SE 104/23/24
26. Virement from 7114 LO Equipment - Longstone to 7110 LO General Repairs & Maintenance - £500 - SE 104/23/24
27. Virement from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilet (Operational Costs) - £2,000 - SE 123/23/24
28. Virement from 6522 SE Pontoon Maintenance Cost to 6517 SE Cross Maintenance - £3,000 - SE 123/23/24
29. Virement from 7103 LO Electricity - Longstone to 6526 SE Tools, Equipment & Materials - £2,000 - SE 123/23/24
30. Virement from 7103 LO Electricity - Longstone to 6504 SE Street Furniture (Maintenance) - £800 - SE 123/23/24
31. 6524 SE Vehicle Maintenance & Repairs Cost - Cost of £923.99 relates to 2022/23 - Vincent Tractors

**Services Committee - Guildhall Budget 2023-24**

Saltash Town Council

For the 11 months ended 29 February 2024

Account	Actual YTD 2023/24	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 Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Guildhall Operating Income</b>										
<b>Guildhall Income</b>										
4200 GH Income - Guildhall Bookings	1,916	0	0	10,261	2,543	7,718	2,371	2,544	2,730	2,929
4201 GH Income - Guildhall Refreshments	342	0	0	257	272	(15)	249	267	287	308
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	4	228	5	5	6	6
<b>Total Guildhall Income</b>	<b>2,262</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>2,819</b>	<b>7,931</b>	<b>2,625</b>	<b>2,816</b>	<b>3,023</b>	<b>3,243</b>
<b>Total Guildhall Operating Income</b>	<b>2,262</b>	<b>0</b>	<b>0</b>	<b>10,750</b>	<b>2,819</b>	<b>7,931</b>	<b>2,625</b>	<b>2,816</b>	<b>3,023</b>	<b>3,243</b>
<b>Guildhall Operating Expenditure</b>										
<b>Guildhall Expenditure</b>										
6400 GH Rates - Guildhall	8,608	0	100	9,808	9,899	9	10,622	11,397	12,229	13,122
6401 GH Water Rates - Guildhall	517	0	0	847	427	420	909	975	1,047	1,123
6402 GH Gas - Guildhall	3,819	0	0	6,500	2,818	3,682	5,551	5,956	6,391	6,858
6403 GH Electricity - Guildhall	4,078	0	(2,100)	13,000	7,581	3,319	6,066	6,509	6,984	7,494
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	1,181	215	1,498	1,607	1,725	1,851
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	500	1,129	1,066	563	1,212	1,300	1,395	1,497
6409 GH Boiler Service & Maintenance	463	0	0	1,135	608	527	1,218	1,307	1,402	1,505
6410 GH General Repairs & Maintenance	2,838	0	1,500	2,838	3,532	806	3,046	3,268	3,507	3,763
6411 GH Entertainment Licenses	0	0	0	1,000	0	1,000	1,073	1,151	1,235	1,326
6412 GH Lift Service & Maintenance	3,691	0	0	3,303	2,415	888	3,632	3,897	4,182	4,487
6413 GH Refreshment Costs - Guildhall	133	0	0	414	180	234	445	477	512	550
6414 GH Equipment - Guildhall	176	0	0	1,108	0	1,108	1,189	1,276	1,369	1,469
6418 GH Professional Fees	1,950	0	0	10,000	600	9,400	10,730	11,513	12,354	13,256
6420 GH Legionella Risk Assessment (Guildhall)	385	0	0	500	210	290	0	0	0	0
<b>Total Guildhall Expenditure</b>	<b>28,672</b>	<b>0</b>	<b>0</b>	<b>52,978</b>	<b>30,517</b>	<b>22,461</b>	<b>47,191</b>	<b>50,633</b>	<b>54,332</b>	<b>58,301</b>
<b>Guildhall Staffing Expenditure</b>										
Guildhall Staffing Expenses	218	0	0	454	98	356	488	524	562	603
6678 ST GH Staff Training (Guildhall)	76	0	0	565	0	565	607	651	699	750
Guildhall Staffing Costs	22,634	0	249	37,386	23,904	13,731	56,239	59,052	62,004	65,104
<b>Total Guildhall Staffing Expenditure</b>	<b>22,928</b>	<b>0</b>	<b>249</b>	<b>38,405</b>	<b>24,001</b>	<b>14,653</b>	<b>57,334</b>	<b>60,227</b>	<b>63,265</b>	<b>66,457</b>
<b>Total Operating Expenditure</b>	<b>51,600</b>	<b>0</b>	<b>249</b>	<b>91,383</b>	<b>54,518</b>	<b>37,114</b>	<b>104,525</b>	<b>110,860</b>	<b>117,597</b>	<b>124,758</b>
<b>Total Guildhall Operating Expenditure</b>	<b>51,600</b>	<b>0</b>	<b>249</b>	<b>91,383</b>	<b>54,518</b>	<b>37,114</b>	<b>104,525</b>	<b>110,860</b>	<b>117,597</b>	<b>124,758</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(49,338)</b>	<b>0</b>	<b>(249)</b>	<b>(80,633)</b>	<b>(51,699)</b>	<b>(29,183)</b>	<b>(101,900)</b>	<b>(108,044)</b>	<b>(114,574)</b>	<b>(121,515)</b>
<b>Guildhall EMF Expenditure</b>										
6470 GH EMF Guildhall Maintenance	7,290	60,303	0	20,000	1,415	78,888	0	6,500	6,500	6,500
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	11,660	739	0	15,399	0	0	0	0
<b>Total Guildhall EMF Expenditure</b>	<b>7,290</b>	<b>63,303</b>	<b>11,660</b>	<b>20,739</b>	<b>1,415</b>	<b>94,287</b>	<b>0</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>58,890</b>	<b>63,303</b>	<b>11,909</b>	<b>112,122</b>	<b>55,933</b>	<b>131,401</b>	<b>104,525</b>	<b>117,360</b>	<b>124,097</b>	<b>131,258</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(56,627)</b>	<b>(63,303)</b>	<b>(11,909)</b>	<b>(101,372)</b>	<b>(53,114)</b>	<b>(123,470)</b>	<b>(101,900)</b>	<b>(114,544)</b>	<b>(121,074)</b>	<b>(128,015)</b>

**To/From Reserves & Budget Virements 2023/2024**

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



**Services Committee - Library Budget 2023-24**

Saltash Town Council

For the 11 months ended 29 February 2024

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 Budget 2024/25	Budget 2025/24	Budget 2026/27	Budget 2027/28
<b>Library Operating Income</b>										
<b>Library Income</b>										
4517 LI Library - Replacement Membership Cards	656	0	0	48	317	(269)	50	54	58	63
4518 LI Library - Photocopying Fees	999	0	0	600	880	(280)	600	644	692	743
4524 LI Library Book Sales	481	0	0	320	261	59	300	322	346	372
4526 LI Library Activity Income	0	0	0	250	65	185	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0	0	0	0
4529 LI Library Activities Funding Income	350	0	0	600	0	600	600	644	692	743
<b>Total Library Income</b>	<b>2,485</b>	<b>0</b>	<b>0</b>	<b>1,868</b>	<b>1,523</b>	<b>345</b>	<b>1,550</b>	<b>1,664</b>	<b>1,788</b>	<b>1,921</b>
<b>Total Library Operating Income</b>	<b>2,485</b>	<b>0</b>	<b>0</b>	<b>1,868</b>	<b>1,523</b>	<b>345</b>	<b>1,550</b>	<b>1,664</b>	<b>1,788</b>	<b>1,921</b>
<b>Library Operating Expenditure</b>										
<b>Library Expenditure</b>										
6900 LI Rates - Library	13,473	0	(1,320)	15,804	13,099	1,385	16,958	18,196	19,525	20,951
6901 LI Water Rates - Library	558	0	0	364	293	71	391	420	451	484
6902 LI Gas - Library	4,788	0	0	5,623	2,801	2,822	6,034	6,475	6,948	7,456
6903 LI Electricity - Library	1,494	0	0	5,000	2,548	2,452	5,365	5,757	6,178	6,629
6904 LI Fire & Security Alarm - Library	629	0	500	1,033	1,168	365	1,109	1,190	1,277	1,371
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	357	1,497	1,990	2,136	2,292	2,460
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	405	730	1,218	1,307	1,403	1,506
6910 LI General Repairs & Maintenance - Library	991	0	2,075	2,270	4,317	28	2,436	2,614	2,805	3,010
6911 LI TV License & PRS - Library	0	0	0	428	296	132	460	494	531	570
6913 LI Refreshment Costs - Library	0	0	0	284	82	202	305	328	352	378
6914 LI Equipment - Library	155	0	0	750	383	367	805	864	928	996
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	21,460	23,027	24,708	26,512
6920 LI Legionella Risk Assessment - Library	385	0	0	495	210	285	532	571	613	658
6921 LI IT & Office Costs - Library	2,498	0	500	1,652	1,677	475	1,773	1,903	2,042	2,192
6922 LI Library Activities	2,883	0	250	2,370	2,492	128	2,544	2,730	2,930	3,144
6975 LI Home Library Service	0	0	402	0	304	98	550	591	635	682
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	24,477	523	24,679	26,481	28,415	30,490
<b>Total Library Expenditure</b>	<b>42,216</b>	<b>0</b>	<b>4,407</b>	<b>82,062</b>	<b>54,910</b>	<b>31,559</b>	<b>88,609</b>	<b>95,084</b>	<b>102,033</b>	<b>109,489</b>
<b>Library Staffing Expenditure</b>										
Library Staff Expenses	103	0	0	2,144	24	2,120	2,301	2,469	2,650	2,844
6682 ST LI Staff Training (Library)	0	0	0	1,101	331	770	1,182	1,269	1,362	1,462
Library Staffing Costs	131,675	0	10,875	136,189	132,062	15,002	169,277	177,741	186,628	195,959
<b>Total Library Staffing Expenditure</b>	<b>131,778</b>	<b>0</b>	<b>10,875</b>	<b>139,434</b>	<b>132,417</b>	<b>17,892</b>	<b>172,760</b>	<b>181,479</b>	<b>190,640</b>	<b>200,265</b>
<b>Total Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>15,282</b>	<b>221,496</b>	<b>187,327</b>	<b>49,451</b>	<b>261,369</b>	<b>276,563</b>	<b>292,673</b>	<b>309,754</b>
<b>Total Library Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>15,282</b>	<b>221,496</b>	<b>187,327</b>	<b>49,451</b>	<b>261,369</b>	<b>276,563</b>	<b>292,673</b>	<b>309,754</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(171,508)</b>	<b>0</b>	<b>(15,282)</b>	<b>(219,628)</b>	<b>(185,804)</b>	<b>(49,106)</b>	<b>(259,819)</b>	<b>(274,899)</b>	<b>(290,885)</b>	<b>(307,833)</b>
<b>Library EMF Expenditure</b>										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	81,759	162,604	15,000	0	1,000	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(2,075)	0	893	8,554	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	(10,000)	0	0	5,000	0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>12,911</b>	<b>264,065</b>	<b>(14,325)</b>	<b>10,000</b>	<b>82,652</b>	<b>177,088</b>	<b>15,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>186,905</b>	<b>264,065</b>	<b>957</b>	<b>231,496</b>	<b>269,979</b>	<b>226,539</b>	<b>276,369</b>	<b>276,563</b>	<b>293,673</b>	<b>309,754</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(184,420)</b>	<b>(264,065)</b>	<b>(957)</b>	<b>(229,628)</b>	<b>(268,456)</b>	<b>(226,194)</b>	<b>(274,819)</b>	<b>(274,899)</b>	<b>(291,885)</b>	<b>(307,833)</b>

**To/From Reserves & Budget Virements 2023/24**

- Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
- Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
- Virement from 6973 EMF Loan Repayment to 6923 PWLB Loan Repayment & Interest - £2,000 - LI 26/23/24
- Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24
- Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24
- Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24
- Virement from 6900 Rates - Library to 6904 Fire & Security Alarm - Library - £500 - LI 45/23/24
- Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,075 - LI 50/23/24
- Virement from 6900 LI Rates - Library to 6921 LI IT & Office Costs - Library - £500 - SE 123/23/24
- Virement from 6900 LI Rates - Library to 6975 LI Home Library Services - £100 - SE 123/23/24
- Virement from 6698 ST LI EMF Staff Contingency (Library) to 6633 ST LI Library Staff - Gross Pay - £10,000 - SE 123/23/24
- 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23
- 6975 LI Home Library Service - includes £82 received from CC for mileage reimbursement

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

Saltash Town Council

For the 11 months ended 29 February 2024

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 Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Isambard House Operating Income</b>										
<b>Isambard House Income</b>										
4301 SA Isambard House - Bookings	3,800	0	0	10,000	6,409	3,591	8,000	8,584	9,211	9,884
4302 SA Isambard - Refreshment Income	20	0	0	500	81	419	75	81	87	94
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	0	0	0
<b>Total Isambard House Income</b>	<b>3,820</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>6,490</b>	<b>9,010</b>	<b>8,075</b>	<b>8,665</b>	<b>9,298</b>	<b>9,978</b>
<b>Total Isambard House Operating Income</b>	<b>3,820</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>6,490</b>	<b>9,010</b>	<b>8,075</b>	<b>8,665</b>	<b>9,298</b>	<b>9,978</b>
<b>Isambard House Operating Expenditure</b>										
<b>Isambard House Expenditure</b>										
6800 SA Rates - Isambard House	3,543	0	(409)	4,129	3,720	(0)	4,431	4,755	5,103	5,476
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693	744	799	858
6802 SA Gas - Isambard House	573	0	0	6,075	263	5,812	6,519	6,995	7,506	8,054
6803 SA Electricity - Isambard House	3,480	0	0	9,020	2,333	6,687	9,679	10,386	11,145	11,959
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073	1,152	1,237	1,328
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	880	813	1,817	1,950	2,093	2,246
6810 SA General Repairs & Maintenance - Isambard House	758	0	409	1,000	1,072	337	2,000	2,500	2,500	2,500
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	243	261	281
6814 SA Equipment - Isambard House	650	0	0	989	947	42	1,062	1,140	1,224	1,314
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	2,303	2,472	2,653
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	70	930	1,073	1,152	1,237	1,328
6822 SA Activities & Events	0	0	0	1,000	1,479	(479)	1,073	1,152	1,237	1,328
<b>Total Isambard House Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>28,761</b>	<b>11,271</b>	<b>17,490</b>	<b>31,792</b>	<b>34,472</b>	<b>36,814</b>	<b>39,325</b>
<b>Isambard House Staffing Expenditure</b>										
6671 ST SA Staff Expenses - Isambard House	0	0	0	282	0	282	0	0	0	0
6672 ST SA Staff Training - Isambard House	0	0	0	1,129	0	1,129	0	0	0	0
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,411</b>	<b>0</b>	<b>1,411</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Operating Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>30,172</b>	<b>11,271</b>	<b>18,901</b>	<b>31,792</b>	<b>34,472</b>	<b>36,814</b>	<b>39,325</b>
<b>Total Isambard House Operating Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>30,172</b>	<b>11,271</b>	<b>18,901</b>	<b>31,792</b>	<b>34,472</b>	<b>36,814</b>	<b>39,325</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(9,758)</b>	<b>0</b>	<b>0</b>	<b>(14,672)</b>	<b>(4,781)</b>	<b>(9,891)</b>	<b>(23,717)</b>	<b>(25,807)</b>	<b>(27,516)</b>	<b>(29,347)</b>
<b>Isambard House EMF Expenditure</b>										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	0	0	0
6870 SA EMF Isambard House	0	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	286	2,962	(35)	0	2,458	469	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
<b>Total Isambard House EMF Expenditure</b>	<b>35,286</b>	<b>83,331</b>	<b>(35)</b>	<b>0</b>	<b>2,458</b>	<b>80,838</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>48,863</b>	<b>83,331</b>	<b>(35)</b>	<b>30,172</b>	<b>13,729</b>	<b>99,739</b>	<b>31,792</b>	<b>34,472</b>	<b>36,814</b>	<b>39,325</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(45,043)</b>	<b>(83,331)</b>	<b>35</b>	<b>(14,672)</b>	<b>(7,239)</b>	<b>(90,729)</b>	<b>(23,717)</b>	<b>(25,807)</b>	<b>(27,516)</b>	<b>(29,347)</b>

**To/From Reserves & Budget Virements 2023/24**

- 6871 SA EMF Tresorys Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
- 6822 SA Activities & Events overspent -£479 - Expenditure includes £1,479 Murder Mystery offset against income 4301 SA Isambard House Bookings £1,890
- Virement from 6800 SA Rates - Isambard House to 6810 SA General Repairs & Maintenance - Isambard House - £409.00 - 23/23/24

Services Committee - Maurice Huggins Budget 2023-24

Saltash Town Council

For the 11 months ended 29 February 2024

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 Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Maurice Huggins Operating Income</b>										
<b>Maurice Huggins Income</b>										
4207 MA Maurice Huggins Room Income	1,189	0	0	1,000	1,043	(43)	810	869	933	1,001
<b>Total Maurice Huggins Income</b>	<b>1,189</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,043</b>	<b>(43)</b>	<b>810</b>	<b>869</b>	<b>933</b>	<b>1,001</b>
<b>Total Maurice Huggins Operating Income</b>	<b>1,189</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,043</b>	<b>(43)</b>	<b>810</b>	<b>869</b>	<b>933</b>	<b>1,001</b>
<b>Maurice Huggins Operating Expenditure</b>										
<b>Maurice Huggins Expenditure</b>										
7000 MA Rates	429	0	0	486	429	57	522	560	601	645
7001 MA Water Rates	186	0	0	395	147	248	424	455	488	524
7003 MA Electricity	(287)	0	0	2,563	951	1,612	2,185	2,345	2,516	2,699
7004 MA Fire & Security Alarm	201	0	0	178	301	(123)	235	252	271	290
7008 MA Cleaning Materials & Equipment	203	0	0	330	183	147	355	381	409	439
7010 MA General Repairs & Maintenance	245	0	0	565	448	117	1,607	724	777	834
7018 MA Professional Costs	0	0	0	565	0	565	607	651	699	750
7020 MA Legionella Risk Assessment	385	0	0	462	210	252	0	0	0	0
<b>Total Maurice Huggins Expenditure</b>	<b>1,362</b>	<b>0</b>	<b>0</b>	<b>5,544</b>	<b>2,668</b>	<b>2,876</b>	<b>5,935</b>	<b>5,368</b>	<b>5,761</b>	<b>6,181</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,362</b>	<b>0</b>	<b>0</b>	<b>5,544</b>	<b>2,668</b>	<b>2,876</b>	<b>5,935</b>	<b>5,368</b>	<b>5,761</b>	<b>6,181</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(173)</b>	<b>0</b>	<b>0</b>	<b>(4,544)</b>	<b>(1,626)</b>	<b>(2,918)</b>	<b>(5,125)</b>	<b>(4,499)</b>	<b>(4,828)</b>	<b>(5,180)</b>
<b>Maurice Huggins EMF Expenditure</b>										
6472 MA EMF Maurice Huggins Room	0	214	0	0	0	214	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,362</b>	<b>820</b>	<b>0</b>	<b>5,544</b>	<b>2,668</b>	<b>3,696</b>	<b>6,935</b>	<b>6,368</b>	<b>6,761</b>	<b>7,181</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(173)</b>	<b>(820)</b>	<b>0</b>	<b>(4,544)</b>	<b>(1,626)</b>	<b>(3,738)</b>	<b>(6,125)</b>	<b>(5,499)</b>	<b>(5,828)</b>	<b>(6,180)</b>

**To/From Reserves & Budget Virements 2023/24**

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

2. 7004 MA Fire & Security Alarm overspent -£123 - Actual YTD £301 includes future costs £160 to be adjusted at year-end