



# ***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)

7 January 2026

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 13th January 2026 at 6.30 pm.**

The meeting is open to members of 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.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows  
Town Clerk/ RFO

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
A Ashburn R Bickford J Brady R Bullock L Mortimore P Samuels (Chairman)	S Gillies M Johns S Martin P Nowlan J Peggs J Suter (Vice-Chairman)	G McCaw S Miller B Samuels B Stoyel

## 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 Extraordinary Policy and Finance Committee held on 25 November 2025 as a true and correct record. (Pages 5 - 9)
6. To note that all accounts and bank accounts are reconciled up to November 2025.
7. To note that petty cash is reconciled up to December 2025.
8. To receive and note a report on VAT. (Page 10)
9. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure. (Pages 11 - 15)  
**(Pursuant to P&F held on 11.11.2025 minute nr. 236/25/26)**
10. To receive and note a report on investments and consider any actions and associated expenditure. (Page 16)
11. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
12. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 17 - 30)
13. To receive a report from the Finance Officer and consider any actions and

- associated expenditure. (Pages 31 - 33)
14. To ratify the Town Council pontoon and cyber insurance renewals. (Pages 34 - 36)
  15. To receive a report on the Town Council fleet insurance renewal and consider any actions and associated expenditure. (Pages 37 - 38)
  16. To receive an updated report on the Town Council's property valuation and consider any actions and associated expenditure. (Pages 39 - 250)
  17. To consider Risk Management reports as may be received.
  18. To receive a report on the Town Council Precept leaflet for the year 2026/27 and consider any actions and associated expenditure. (Pages 251 - 257)  
**(Pursuant to P&F held on 11.11.2025 minute nr. 254/25/26)**
  19. To receive a Community Chest application from Burraton Community Primary School and consider any actions and associated expenditure. (Pages 258 - 331)
  20. To receive and note a report on Civica Modern.gov. (Pages 332 - 333)  
**(Pursuant to P&F held on 11.11.25 minute nr. 247/25/26)**
  21. To receive a report from Saltash Plougastel Twinning Association and consider any actions and associated expenditure. (Pages 334 - 343)
  22. To receive a report on Town Council Policies and Processes and consider any actions and associated expenditure. (Page 344)  
**(Pursuant to P&F held on 11.11.2025 minute nr. 252/25/26)**
  23. To receive amendments to the Civic Handbook and consider any actions. (Pages 345 - 384)
  24. To receive a report on the revised Town Council Delivery of Professional Youth Work Tender Specification for 2026/27 and consider any actions. (Pages 385 - 389)
  25. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
    - a. The Core; (Pages 390 - 394)
    - b. Livewire.
  26. To receive reports from Working Groups and Outside Bodies:

a. Neighbourhood Plan Steering Group.

b. Saltash Team For Youth.

c. Section 106 Panel.

27. 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.

28. To consider any items referred from the main part of the agenda.

29. Public Bodies (Admission to Meetings) Act 1960:

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

30. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 10 March 2026 at 6.30 pm



## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 25th November 2025 at 6.30 pm**

**PRESENT:** Councillors: A Ashburn, R Bickford, J Brady, R Bullock, S Gillies, M Johns, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels (Chairman), B Stoyel and J Suter (Vice-Chairman).

**ALSO PRESENT:** S Burrows (Town Clerk / RFO) and W Peters (Finance Officer)

**APOLOGIES:** S Martin and L Mortimore.

---

#### **261/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **262/25/26 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 received.

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

None received.

#### **263/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

#### **264/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 11 NOVEMBER 2025 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 P Samuels, seconded by Councillor Ashburn and **RESOLVED** that the minutes of the Policy and Finance Committee held on 11 November 2025 were confirmed as a true and correct record.

**265/25/26     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**266/25/26     TO RECEIVE A REPORT ON CYBER AND PONTOON INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Finance Officer to obtain renewal quotations for the Town Council's Pontoon and Cyber Security Insurance. The renewals will be reviewed and given final approval by the Town Clerk/RFO in consultation with the Chairman and Vice Chairman of the Policy and Finance Committee and Councillor Gillies. This process will be carried out within budget code 6205 PF Insurance, reporting back to a future Policy and Finance Committee meeting.

**267/25/26     TO RECEIVE THE DRAFT TOWN COUNCIL PRECEPT FOR THE YEAR 2026/27 AND CONSIDER ANY ACTION AND ASSOCIATED EXPENDITURE.**

Members discussed the draft Town Council Precept received and circulated within the reports pack.

Councillor Suter requested a recorded vote be taken.

Ashburn	Against
Bickford	For
Brady	For
Bullock	For
Gillies	For
Johns	For
Martin	Absent
McCaw	For
Miller	Against
Mortimore	Absent
Nowlan	For

Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Suter	Against

Following a recorded vote, it was proposed by Councillor P Samuels, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Council to be held on 4 December 2025, an increase of 4% on a Band D Dwelling for the financial year 2026/27.

**268/25/26    TO RECEIVE THE TOWN COUNCIL RECOMMENDED FEES AND CHARGES FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman briefed Members on the Fees and Charges received and contained within the circulated reports pack.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 4 December 2025 the Town Council Fees and Charges for the financial year 2026/27 (as attached), with no amendments.

**269/25/26    TO RECEIVE THE TOWN COUNCIL RECOMMENDED BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the Budgets, Virements and Nominal Codes received and contained within the circulated reports pack.

It was proposed by Councillor Nowlan, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Council to be held on 4 December 2025:

1. The Town Council Budgets for the financial year 2026/27 (as attached), with no amendments;
2. The Town Council Virements for the financial year 2026/27 (as attached), with no amendments;
3. The Town Council Nominal Codes for the financial year 2026/27 (as attached), with no amendments.

**270/25/26    TO RECEIVE A REPORT ON THE LEVEL OF TOWN COUNCIL'S GENERAL RESERVES, CONTINGENCY AND EARMARKED**

**RESERVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received and contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor McCaw and resolved to **RECOMMEND** to Full Council to be held on 4 December 2025:

1. To note the Responsible Finance Officers report;
2. To maintain the Town Council level of contingency at 5.06 months for the financial year 2026/27;
3. At a contingency figure of £700,760 for the financial year 2026/27;
4. To vire £17,071 from General Reserves to maintain the level of contingency at 5.06 months.

**271/25/26      TO CONSIDER RECOMMENDING THE TOWN COUNCIL PRECEPT FOR THE YEAR 2026/27 TO FULL COUNCIL TO BE HELD ON 4 DECEMBER 2025.**

The Town Clerk briefed Members on the business to be transacted under agenda item 12.

Councillor Suter requested a recorded vote be taken.

Ashburn	For
Bickford	For
Brady	For
Bullock	For
Gillies	For
Johns	For
Martin	Absent
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Suter	Abstain

It was proposed by Councillor P Samuels, seconded by Councillor

Brady and resolved to **RECOMMEND** to Full Council to be held on 4 December 2025 to set the Town Council Precept for the year 2026/27 as follows:

1. A planned budget of £1,661,881, an increase of 5.22%;
2. £11.04 per annum increase for a Band D dwelling, an increase of 21p per week, 4%.

**272/25/26     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.

**273/25/26     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**274/25/26     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**275/25/26     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 13 January 2026 at 6.30 pm

Rising at: 7.10 pm

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

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

## **To receive a report on VAT**

**Report to:** Policy and Finance

**Date of Report:** 22 December 2025

**Officer Writing the Report:** Finance Officer

**Purpose of the report:**

To update the Members with the latest VAT return submission information.

### **Officers Recommendations**


To note the following:

The last VAT Return submitted was for the period 1 July 2025 – 30 September 2025 and submitted on 4 November 2025. A refund of £21,994.28 was received on 11 November 2025.


The next VAT Return for the period 1 October 2025 – 31 December 2025 is due on 7 February 2026.


**Signature of Officer:**  
**Finance Officer**

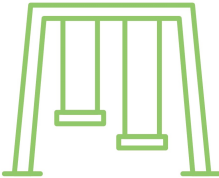
Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year				What we achieved	Completed	Already do
To encourage and deliver an annual budget supported by financial stability that is both resilient and responsible in order to support STC Expenditure that is either planned, unexpected or of an emergency nature.	High level of services that benefit local residents and wider community by means of improved facilities and better quality of life  Maintaining quality services, supporting events, programs and initiatives that enhance the attractiveness and economic activity of the Town										
To support the delivery of professional youth work	Set a reasonable budget for organisations to tender  Create clear and transparent tender documents for bid submissions providing a fair and reasonable timeframe  Advertise the tender widely to ensure those who meet the criteria have the opportunity to bid  Promote awareness for youth work organisations, enabling collaboration and best practice and use of resources.	Administration Officer	Administration								
To further develop policies that support the smooth running of the Council and promote efficiencies which will ultimately benefit the Town.	To monitor and deliver policies that are fit for purpose in an ever changing and challenging environment.  Enable a clear sense of direction to follow  Communicating effectively with the local community for better understanding of the value the Town Council delivers										
To provide Community Chest and Festival Fund Grants	Continue to provide grants and funding opportunities that benefit the community  Set a reasonable budget for organisations to submit an application for their project or event  Provide 1:1 support to ensure the application is fully complete prior to receiving at Committee  Improve the current Town Council Grant Policy (if necessary) by making it more accessible for the end user  Advertise the Grant opportunity widely	P&F Committee  P&F Committee  Receptionist  Cllrs Gillies, Bickford, Suter, Peggs  Communications and Engagement Officer	Administration / Members								
To further strengthen relationships with Saltash Plougastel Twinning.	Reaffirm friendship charter  Mayor in office to hold honorary position on the Saltash Plougastel Twinning Associations Committee  Provide the Association free room hire for meetings and events	Mayors Secretary	Administration		1	2	3	4			

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	<b>To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.</b>	Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity.  Improved community cohesion that fosters local talent and promotes diversity	<b>FTC welcomed Tamar Lions Club 7.07.25 minute 110/25/26</b>  <b>FTC supported RBL with printing and the Civic Party attended in support of their event for VJ Day 80 7.07.25 minute nr. 133/25/26</b>  <b>FTC supported the Ambassdor scheme 7.08.25 minute nr. 163/24/25</b>
		<b>To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.</b>	Work together with the twinned Plougastel community on projects and activities.  Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.  <b>Enhance the promotion of Saltash Town Council twinning with Plougastel and future visits via social media, website and notice boards;</b>	<b>Twinning attended and presented a gift to the Chairman FTC 7.08.25 minute nr. 147/25/26</b>  <b>Twinning relationships have been strengthened with Admin Department locating original agreement and a report to be received at a future P&amp;F meeting following Twinning's AGM.</b>



Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions
	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.	To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working	<p>Continue to provide grants and funding opportunities</p> <p>Establish a platform and network for youth organisations to collaborate, share ideas and pool resources</p> <p>Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership</p> <p>Promote awareness for youth work by raising awareness of its benefits</p> <p>Share success stories from projects to demonstrate the impact and value of professional youth work</p>	Engagement week held w/c 4 August. Advertised on social media 29 July. E&D Manager met with range of community organisations to help with their funding needs.

Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.  Commit to integrating climate change action into the Town Council policies.	<b>Appointment of Christmas Lights Contractor checked with Climate Change Wheel</b>

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities	<p>Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision</p> <p>Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets</p> <p>Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit</p>	

**To receive a report on investments and consider any actions and associated expenditure**

**Report to:** Policy and Finance

**Date of Report:** 5 January 2026

**Officer Writing the Report:** Finance Officer

**Officer Recommendations:**

To note the following information with regards to investment balances held at 5 January 2026:

<b>Investment Description</b>	<b>Amount</b>	<b>Limit of Investment</b>	<b>Required Period to Withdraw</b>	<b>Maturity Date</b>	<b>Percentage Rate</b>
CCLA Public Sector Deposit Fund	£500,000	£500,000	Next Day	N/A	3.75% - December 2025
Barclays Active Saver	£2,025	£10,000,000+	Instant	N/A	1.10% - November 2025
Nationwide 95 day Notice Account – Issue 11	£990,650	£1,000,000	95 days' notice	N/A	3.40% - November 2025
Cornwall Council Deposit Fund	£875,551	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.3% - December 2025

**Signature of Officer:**

Finance Officer

## Policy & Finance (P&F) Committee - P & F Budget 2025-26

Saltash Town Council

For the 8 months to November 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>P&amp;F Operating Income</b>				
4901 PF Bank Interest Received	111,088	38,255	39,016	(761)
4908 PF Misc Income	135	0	0	0
4902 PF Insurance Claim	0	0	37,563	(37,563)
<b>Total P&amp;F Operating Income</b>	<b>111,223</b>	<b>38,255</b>	<b>76,580</b>	<b>(38,325)</b>

<b>P &amp; F Operating Expenditure</b>				
6200 PF Bank Charges	1,187	1,622	567	1,055
6201 PF Audit	3,300	4,000	600	3,400
6202 PF Civic Occasions (including Road Closures)	4,182	8,000	1,926	6,074
6203 PF Mayors' Allowance	5,418	5,581	3,349	2,232
6204 PF Councillors' Allowance	1,679	3,946	0	3,946
6205 PF Insurance	17,642	36,510	28,518	7,992
6206 PF Youth Council	4,726	4,000	0	4,000
6208 PF Subscriptions	15,980	16,869	18,552	(1,683)
6210 PF Community Chest	4,015	10,300	3,280	7,020
6211 PF Website Maintenance	746	1,030	145	885
6213 PF Councillor Training & Expenses	274	2,600	1,868	732
6214 PF Health & Safety	6,462	8,127	4,618	3,509
6217 PF Data Protection	80	206	73	133
6220 PF Festival Fund	15,088	15,450	12,919	2,531
6221 PF Town Messenger	3,630	4,378	1,980	2,398
6222 PF Commissioning Youth Work	59,069	60,842	40,560	20,282
6224 PF Professional Costs	5,969	12,900	10,705	2,195
P&F IT/Office Costs	37,361	33,776	19,976	13,800
6650 ST PF Parking Space	286	320	284	36
6653 ST PF Staff Clothing	36	252	34	218
6655 ST PF Staff Travelling Expenses	209	552	284	268
6230 PF Social Media Advertising	0	1,000	45	955
<b>Total P &amp; F Operating Expenditure</b>	<b>187,342</b>	<b>232,261</b>	<b>150,282</b>	<b>81,979</b>

<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(76,119)</b>	<b>(194,006)</b>	<b>(73,703)</b>	<b>(120,303)</b>
---	-----------------	------------------	-----------------	------------------

<b>P&amp;F EMF Expenditure</b>				
6271 PF EMF Election	450	54,409	15,206	39,203
6272 PF EMF Robes & Civic Regalia	1,624	9,719	3,751	5,968
6273 PF EMF Legal Fees	0	201	0	201
6275 PF EMF Neighbourhood Plan	195	8,150	77	8,073
6278 PF EMF CIL Planning Income	0	21,731	0	21,731
6280 PF EMF Town Vision	430	9,665	0	9,665
6281 PF EMF Town Vitality Funding Grant	58,617	29,444	29,444	0

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6282 PF EMF Funding Bids (Consultancy Fees)	9,880	10,201	0	10,201
6284 PF EMF Consultations	0	2,000	0	2,000
6285 PF EMF Twinning	0	500	0	500
6287 PF EMF Website (Capital Expenditure)	0	6,000	0	6,000
6288 PF EMF Waterside Feasibility project	0	7,480	7,480	0
6289 PF EMF TRIP funding	0	3,734	2,441	1,293
6370 PF EMF Computer & Office Equipment Renewal	3,771	15,597	11,737	3,860
<b>Total P&amp;F EMF Expenditure</b>	<b>74,967</b>	<b>178,831</b>	<b>70,137</b>	<b>108,694</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>262,308</b>	<b>411,092</b>	<b>220,419</b>	<b>190,673</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(151,085)</b>	<b>(372,837)</b>	<b>(143,839)</b>	<b>(228,998)</b>

### **To/From Reserves & Budget Virements**

1. 6278 PF EMF CIL Planning Income includes income received in April 25 for £4,568 and October 25 £2,908
2. 6281 PF EMF Town Vitality Funding Grant includes S106 funding from CC for £33,585
3. 4902 PF Insurance Claim includes income received for damage to Pontoon - £37,563
4. 6288 PF EMF Waterside Feasibility project includes income received from CC Community Capacity Grant for £
5. 6289 PF EMF TRIP funding includes income received from CC for TRIP funding £3,734
6. Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,000 - P&F 207/25/26
7. Virement from 6271 PF EMF Election to 6213 PF Councillor Training & Expenses - £1,000 - P&F 210/25/26
8. Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,500 - P&F 210/25/26
9. Virement from General Reserves to 6205 PF Insurance - £6,000 - FTC 219/25/26
10. Virement from 6214 PF Health and Safety to 6202 PF Civic Occasions (including Road Closures) - £1,000 -
11. Virement from 6273 PF EMF Legal Fees to 6224 PF Professional Costs - £5,400 - P&F 246/25/26

6208 PF Subscriptions overspent by (1,683) due to including prorata annual costs for 2026/27 which will be adjusted at the year end

### **1. P&F IT/Office Costs**

Nominal Code	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6300 Telephone	4,019	3,046	1,883	1,163
6301 Stationery/Postage/Printing	4,239	3,090	902	2,188
6303 Copier Maintenance	4,823	4,754	3,541	1,213
6305 Finance Software	3,793	4,362	2,423	1,939
6306 IT Maintenance	19,444	18,524	11,227	7,297
<b>TOTALS</b>	<b>36,318</b>	<b>33,776</b>	<b>19,976</b>	<b>13,800</b>

**Saltash Town Council Summary Budget Report 2025-26**

Saltash Town Council

For the 8 months to November 2025

<b>Account</b>	<b>Prior Year 2024/25</b>	<b>Budget Including Virements 2025/26</b>	<b>Actual YTD 2025/26</b>	<b>Budget Available 2025/26</b>
<b>Operating Income</b>				
Burial Authority Income	21,557	16,473	18,030	(1,557)
Burial Board Income	8,734	7,109	3,436	3,673
Guildhall Income	2,204	2,311	2,022	289
Library Income	1,085	1,130	894	236
Maurice Huggins Income	1,230	1,600	780	820
P&F Income	111,223	38,255	76,580	(38,325)
Service Delivery Income	24,797	23,453	21,780	1,673
Station Income	8,173	6,620	4,370	2,250
<b>Total Operating Income</b>	<b>179,002</b>	<b>96,951</b>	<b>127,893</b>	<b>(30,942)</b>
<b>Operating Expenditure</b>				
Burial Authority Expenditure	24,255	15,407	13,512	1,895
Burial Board Expenditure	2,620	7,413	2,031	5,382
Guildhall Expenditure	39,662	42,890	20,670	22,220
Library Expenditure	53,343	61,603	46,497	15,106
Maurice Huggins Expenses	2,433	5,546	1,591	3,955
Personnel Expenditure	12,766	14,565	9,613	4,952
Personnel Staffing Cost	804,545	965,345	610,511	354,834
P&F Expenditure	187,342	232,261	151,918	80,343
Service Delivery Expenditure	109,213	181,850	92,002	89,848
Station Expenditure	15,571	23,243	8,376	14,867
<b>Total Operating Expenditure</b>	<b>1,251,751</b>	<b>1,550,123</b>	<b>956,722</b>	<b>593,401</b>
<b>Total Operating Surplus/ (Deficit)</b>	<b>(1,072,749)</b>	<b>(1,453,172)</b>	<b>(828,830)</b>	<b>(624,342)</b>
<b>EMF Expenditure</b>				
Burial Authority EMF Expenditure	133	23,484	0	23,484
Burial Board EMF Expenditure	0	9,952	0	9,952
Guildhall EMF Expenditure	77,531	27,840	6,927	20,913
Library EMF Expenditure	68,104	181,120	20,526	160,594
Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Personnel EMF Expenditure	12,699	134,852	20,833	114,019
P&F EMF Expenditure	74,967	178,831	71,425	107,406
Service Delivery EMF Expenditure	191,697	509,898	162,803	347,095
Station EMF Expenditure	31,962	65,963	10,894	55,069
<b>Total EMF Expenditure</b>	<b>457,093</b>	<b>1,137,369</b>	<b>293,409</b>	<b>843,960</b>
<b>Total Overall Expenditure (Operational &amp; EMF)</b>	<b>1,708,844</b>	<b>2,687,492</b>	<b>1,250,131</b>	<b>1,437,361</b>
<b>Total Overall Budget Surplus/ Defecit</b>	<b>(1,529,842)</b>	<b>(2,590,541)</b>	<b>(1,122,238)</b>	<b>(1,468,303)</b>

**Notes**

All budget virements are detailed on the individual committee budget sheets

Burial Authority Committee - Burial Authority Budget 2025-26

Saltash Town Council

For the 8 Months ended 30 November 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Burial Authority Operating Income</b>				
4612 BA Cemetery Fees	21,390	15,000	17,316	(2,316)
4614 BA Memorial Bench Income	167	458	250	208
4615 BA National Grid Wayleave Income	0	15	464	(449)
4616 BA Churchtown Carpark Income	0	1,000	0	1,000
<b>Total Burial Authority Operating Income</b>	<b>21,557</b>	<b>16,473</b>	<b>18,030</b>	<b>(1,557)</b>
<b>Burial Authority Operating Expenditure</b>				
6000 BA Petrol	360	250	31	219
6001 BA Machinery Maintenance Costs	287	305	127	178
6004 BA General Site Maintenance	608	1,000	717	283
6005 BA Fire Extinguishers	0	100	0	100
6008 BA Tree Survey & Tree Maintenance	0	875	464	411
6009 BA Electricity Costs	345	406	165	241
6010 BA PWLB Loan Repayment & Interest	21,385	10,693	10,692	1
6011 BA Water	0	403	0	403
6012 BA Memorial (Expenditure)	173	408	39	369
6013 BA Security Alarm Maintenance	186	241	230	11
6014 BA Cemetery Software Subscription	912	726	1,047	(321)
<b>Total Burial Authority Operating Expenditure</b>	<b>24,255</b>	<b>15,407</b>	<b>13,512</b>	<b>1,895</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(2,699)</b>	<b>1,066</b>	<b>4,518</b>	<b>(3,452)</b>
<b>Burial Authority EMF Expenditure</b>				
6070 BA EMF Churchtown Cemetery Capital Works	(20)	5,972	0	5,972
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942
6073 BA EMF Memorial Garden	154	3,570	0	3,570
<b>Total Burial Authority EMF Expenditure</b>	<b>133</b>	<b>23,484</b>	<b>0</b>	<b>23,484</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>24,389</b>	<b>38,891</b>	<b>13,512</b>	<b>25,379</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(2,832)</b>	<b>(22,418)</b>	<b>4,518</b>	<b>(26,936)</b>

**To/From Reserves & Budget Virements 2025/26**

1. 6014 BA Cemetery Software Subscription overspent by £321 due to including annual costs of £385 relating to 2026/27. Cost to be adjusted at year end so budget is not overspent

**Key**

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement



Joint Burial Board Committee - Burial Board Budget 2025-26

Saltash Town Council

For the 8 months to 30 November 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Burial Board Operating Income</b>				
4600 BB Cemetery Fees (St. Stephens)	8,075	6,000	2,770	3,230
4605 BB SLA Payment Grass Cutting	659	659	666	(7)
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450
<b>Total Burial Board Operating Income</b>	<b>8,734</b>	<b>7,109</b>	<b>3,436</b>	<b>3,673</b>
<b>Burial Board Operating Expenditure</b>				
6100 BB Petrol	257	200	72	128
6101 BB Machinery Maintenance Costs	746	793	296	497
6104 BB General Site Maintenance	1,137	2,000	614	1,386
6108 BB Tree Survey & Tree Maintenance	480	4,032	1,050	2,982
6109 BB Memorial Bench (Expenditure)	0	388	0	388
<b>Total Burial Board Operating Expenditure</b>	<b>2,620</b>	<b>7,413</b>	<b>2,031</b>	<b>5,382</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>6,114</b>	<b>(304)</b>	<b>1,405</b>	<b>(1,709)</b>
<b>Burial Board EMF Expenditure</b>				
6170 BB EMF General Maintenance	0	9,952	0	9,952
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>9,952</b>	<b>0</b>	<b>9,952</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>2,620</b>	<b>17,365</b>	<b>2,031</b>	<b>15,334</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>6,114</b>	<b>(10,256)</b>	<b>1,405</b>	<b>(11,661)</b>

To/From Reserves & Budget Virements

<b>Key</b>
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

**Personnel Committee - Personnel Budget 2025-26**  
 Saltash Town Council  
 For the 8 months to November 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Personnel Operating Expenditure</b>				
<b>Personnel Expenditure</b>				
6654 ST PE Staff Welfare	1,621	2,000	801	1,199
6660 ST PE Staff Recognition	25	250	75	175
6662 ST PE HR Professional Fees	11,119	12,315	8,660	3,655
<b>Total Personnel Expenditure</b>	<b>12,766</b>	<b>14,565</b>	<b>9,535</b>	<b>5,030</b>
<b>Training Costs</b>				
6682 ST PE Staff Training (Library)	281	1,218	268	951
6656 ST PE Staff Training (P&F)	1,977	5,000	4,263	737
6676 ST PE Staff Training (Service Delivery)	6,552	6,695	2,591	4,105
<b>Total Training Costs</b>	<b>8,811</b>	<b>12,913</b>	<b>7,121</b>	<b>5,792</b>
<b>Staffing Costs</b>				
Library Staffing Costs	138,632	165,056	82,763	82,293
P&F Staffing Costs	348,399	441,897	249,395	192,502
Services Staffing Costs	307,696	344,379	198,518	145,861
<b>Total Staffing Costs</b>	<b>794,727</b>	<b>951,332</b>	<b>530,676</b>	<b>420,656</b>
<b>Other Staffing Cost</b>				
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
6659 ST PF Town Sergeant & Mace Bearer Fees	507	600	675	(75)
<b>Total Other Staffing Cost</b>	<b>1,007</b>	<b>1,100</b>	<b>1,175</b>	<b>(75)</b>
<b>Total Personnel Operating Expenditure</b>	<b>817,310</b>	<b>979,910</b>	<b>548,508</b>	<b>431,402</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(817,310)</b>	<b>(979,910)</b>	<b>(548,508)</b>	<b>(431,402)</b>
<b>Personnel EMF Expenditure</b>				
6691 ST PE EMF Legal Fees (Staffing)	0	10,162	0	10,162
6694 ST PF EMF Staff Contingency (P&F)	12,056	54,108	16,045	38,063
6698 ST LI EMF Staff Contingency (Library)	0	17,553	0	17,553
6700 ST SE Services Delivery Staff Contingency	0	39,854	0	39,854
6701 ST PE EMF Staff Recruitment	643	13,175	4,788	8,388
<b>Total Personnel EMF Expenditure</b>	<b>12,699</b>	<b>134,852</b>	<b>20,833</b>	<b>114,019</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>830,009</b>	<b>1,114,762</b>	<b>569,341</b>	<b>545,421</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(830,009)</b>	<b>(1,114,762)</b>	<b>(569,341)</b>	<b>(545,421)</b>

**To/From Reserves & Budget Virement**

- Virement from P&F Staffing costs to 6694 ST PF EMF Staff Contingency - £19,977 - PE 26/25/26
- Virement from 6701 PE EMF Staff Recruitment to 6662 PE Professional Fees - £1,500 - PE 46/25/26
- 6659 ST PF Town Sergeant & Mace Bearer Fees overspent by £75. Virement to be recommended at next committee meeting

**Key**

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

**Services Committee - Service Delivery Budget 2025-26**  
Saltash Town Council  
For the 8 months to November 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Service Delivery Operating Income</b>				
<b>Grounds &amp; Premises Income</b>				
4500 SE Allotment Rents	5,359	5,000	6,707	(1,707)
4510 SE Public Footpath Grant	806	1,226	1,226	(0)
4512 SE National Grid Wayleave Income	15	0	1	(1)
4513 SE Water Rates Income	755	1,113	215	898
<b>Total Grounds &amp; Premises Income</b>	<b>6,935</b>	<b>7,339</b>	<b>8,150</b>	<b>(811)</b>
<b>Town &amp; Waterfront Income</b>				
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	2,000	1,250	750
4521 SE Waterfront Income - Annual Mooring Fees	8,614	13,364	11,605	1,759
4522 SE Waterfront Income - Daily Mooring Fees	7,200	750	775	(25)
<b>Total Town &amp; Waterfront Income</b>	<b>17,851</b>	<b>16,114</b>	<b>13,630</b>	<b>2,484</b>
<b>Total Service Delivery Operating Income</b>	<b>24,787</b>	<b>23,453</b>	<b>21,780</b>	<b>1,673</b>
<b>Service Delivery Operating Expenditure</b>				
<b>Grounds &amp; Premises Expenditure</b>				
6209 SE Oyster Beds	0	1	3	(2)
6500 SE Tree Survey and Tree Maintenance	8,262	18,800	3,450	15,350
6503 SE Allotments - Churchtown	1,324	1,000	0	1,000
6532 SE Allotments - Grenfell	0	3,500	120	3,380
6533 SE Allotments - Fairmead	0	2,000	120	1,880
6506 SE Grounds Maintenance & Watering	10,721	20,450	13,268	7,182
6508 SE Public Toilets (Operational Costs)	6,533	7,051	4,135	2,916
6517 SE Cornish Cross (Maintenance)	328	400	132	268
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	755	2,288
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,318	3,881	1,437
6529 SE Refuse Disposal	6,181	6,694	4,567	2,127
6530 SE Allotment Software Subscription	669	462	420	42
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	25,320	13,149
<b>Total Grounds &amp; Premises Expenditure</b>	<b>74,575</b>	<b>107,188</b>	<b>56,172</b>	<b>51,016</b>
<b>Longstone Expenditure</b>				
7101 LO Water Rates - Longstone	2,345	3,182	2,542	640
7103 LO Electricity - Longstone	1,580	1,629	413	1,216
7104 LO Fire & Security Alarm & CCTV - Longstone	89	1,117	954	163
7107 LO Rent - Longstone	4,680	4,684	3,120	1,564
7108 LO Cleaning Materials & Equipment - Longstone	650	363	312	51
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	274	2,226
7114 LO Equipment - Longstone	0	1,700	996	704
7121 LO IT & Office Costs - Longstone	616	1,723	1,200	523
6673 ST SE Services Delivery - Clothing	1,374	2,504	1,075	1,429
6674 ST SE Services Delivery - Mobiles	904	2,060	1,403	657
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	738	983
<b>Total Longstone Expenditure</b>	<b>9,169</b>	<b>23,183</b>	<b>13,025</b>	<b>10,158</b>

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Town &amp; Waterfront Expenditure</b>				
6504 SE Street Furniture (Maintenance)	1,394	2,575	767	1,808
6505 SE Street Lighting	501	773	112	661
6511 SE Tourism & Signage	60	15,000	0	15,000
6512 SE Bus Shelters (Maintenance)	0	582	0	582
6515 SE Festive Lights Maintenance & Electricity	3,751	8,069	6,548	1,521
6519 SE Flags & Bunting	2,378	3,043	897	2,146
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	2,000	1,091
6524 SE Vehicle Maintenance and Repair Costs	9,332	10,815	5,394	5,421
6527 SE Salt Bins Refill	0	554	0	554
6528 SE Pontoon Accommodation	5,496	6,656	4,352	2,304
6534 SE Pontoon Broadband	0	322	212	110
<b>Total Town &amp; Waterfront Expenditure</b>	<b>25,162</b>	<b>51,479</b>	<b>20,280</b>	<b>31,199</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>108,905</b>	<b>181,850</b>	<b>89,478</b>	<b>92,372</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(84,118)</b>	<b>(158,397)</b>	<b>(67,698)</b>	<b>(90,699)</b>
<b>Service Delivery EMF Expenditure</b>				
<b>Grounds &amp; Premises EMF Expenditure</b>				
6471 SE EMF Heritage Centre	250	35,966	0	35,966
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	52,791
6580 SE EMF Public Toilets (Capital Works)	1,686	26,398	0	26,398
6588 SE EMF Victoria Gardens	519	14,481	0	14,481
6589 SE EMF Community Tree Planting Initiatives	0	3,145	39	3,106
6591 SE EMF Open Spaces & Trees	0	16,212	0	16,212
6592 SE EMF Pilmere Play Parks	94,955	0	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	6,800	2,009	4,791
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>99,424</b>	<b>161,010</b>	<b>2,048</b>	<b>158,962</b>
<b>Longstone EMF Expenditure</b>				
7170 LO EMF Longstone Depot Capital Works	1,212	17,038	0	17,038
<b>Total Longstone EMF Expenditure</b>	<b>1,212</b>	<b>17,038</b>	<b>0</b>	<b>17,038</b>
<b>Town &amp; Waterside EMF Expenditure</b>				
6570 SE EMF Notice Boards (Repair & Replace)	550	956	(47)	1,003
6572 SE EMF Festive Lights	12,421	50,568	3,415	47,153
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443
6574 SE EMF Salt Bins	96	2,272	0	2,272
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	1,367
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	68,500	0	68,500
6582 SE EMF Town War Memorial	14,540	1,978	0	1,978
6584 SE EMF Pontoon Maintenance Costs	29,035	118,902	110,942	7,960
6590 SE EMF Utilities & Rates	0	2,157	0	2,157
6598 SE EMF Crime Reduction (CCTV)	0	83,705	46,445	37,260
<b>Total Town &amp; Waterside EMF Expenditure</b>	<b>91,061</b>	<b>331,848</b>	<b>160,754</b>	<b>171,094</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>191,697</b>	<b>509,896</b>	<b>162,803</b>	<b>347,093</b>

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>300,602</b>	<b>691,746</b>	<b>252,280</b>	<b>439,466</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(275,815)</b>	<b>(668,293)</b>	<b>(230,500)</b>	<b>(437,793)</b>

#### **To/From Reserves & Budget Virements**

1. 6598 SE EMF Crime Reduction (CCTV) includes income received from S106 funding for £17,966
2. Virement from General Reserves to 6471 SE EMF Heritage Centre - £20,000 - FTC 113/25/26
3. Virement from General Reserves to 6595 SE EMF Legal and Professional Fees (Grounds & Premises) - £5,000 - FTC
4. Virement from General Reserves to 6506 SE Grounds Maintenance & Watering for Albert Road yellow lines - £5,000 -
5. Virement from 6506 SE Grounds Maintenance & Watering to 6515 SE Festive Lights Maintenance & Electricity - £3,000 -
6. Virement from 7121 LO IT Office Costs Longstone to 6534 SE Pontoon Broadband - £50 - SE 53/25/26
7. Virement from 6500 SE Tree Survey and Tree Maintenance to 6515 SE Festive Lights Maintenance and Electricity - £1,200 - SE 84/25/26

#### **1. 6209 SE Oyster Beds**

This code is overbudget by £2 due to Actual 2025/26 including £1 for 2023/24 and £1 for 2024/25. These invoices were received late

#### **2. 4500 SE Allotment Rents**

This code includes income of £1,632 received for compensation during recent filming and will be used to partially credit allotment holders for invoicing for 2026/27

#### **Key**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

## Services Committee - Guildhall Budget 2025-26

Saltash Town Council

For the 8 months to November 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Guildhall Operating Income</b>				
4200 GH Income - Guildhall Bookings	1,916	2,000	1,748	252
4201 GH Income - Guildhall Refreshments	228	242	206	36
4206 GH Income - Guildhall Photocopying Income	59	69	68	1
<b>Total Guildhall Operating Income</b>	<b>2,204</b>	<b>2,311</b>	<b>2,022</b>	<b>289</b>
<b>Guildhall Operating Expenditure</b>				
6400 GH Rates - Guildhall	10,729	11,051	10,729	323
6401 GH Water Rates - Guildhall	765	827	404	423
6402 GH Gas - Guildhall	3,502	5,718	326	5,392
6403 GH Electricity - Guildhall	5,041	9,728	2,070	7,658
6404 GH Fire, Security Alarm & CCTV - Guildhall	1,229	1,012	950	62
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	998	387
6409 GH Boiler Service & Maintenance	677	1,255	0	1,255
6410 GH General Repairs & Maintenance	3,003	3,203	854	2,349
6412 GH Lift Service & Maintenance	2,852	3,741	1,997	1,744
6413 GH Refreshment Costs - Guildhall	428	245	49	196
6414 GH Equipment - Guildhall	658	4,725	2,191	2,534
<b>Total Operating Expenditure</b>	<b>30,059</b>	<b>42,890</b>	<b>20,567</b>	<b>22,323</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(27,855)</b>	<b>(40,579)</b>	<b>(18,545)</b>	<b>(22,034)</b>
<b>Guildhall EMF Expenditure</b>				
6418 GH EMF Legal & Professional Fees	9,603	0	0	0
6470 GH EMF Guildhall Maintenance	77,531	27,840	6,927	20,913
<b>Total Guildhall EMF Expenditure</b>	<b>87,135</b>	<b>27,840</b>	<b>6,927</b>	<b>20,913</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>117,193</b>	<b>70,730</b>	<b>27,494</b>	<b>43,236</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(114,990)</b>	<b>(68,419)</b>	<b>(25,472)</b>	<b>(42,947)</b>

### To/From Reserves & Budget Virements

1. 6410 GH General Maintenance & Repairs includes income received for resale of shelving £65

### Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement



Services Committee - Isambard House (Station Building) Budget 2025-26

Saltash Town Council

For the 8 Months ended 30 November 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Isambard House Operating Income				
4301 SA Isambard House - Bookings	8,043	6,500	3,971	2,529
4302 SA Isambard House - Refreshment Income	130	120	375	(255)
Total Isambard House Operating Income	8,173	6,620	4,345	2,275
Isambard House Operating Expenditure				
6800 SA Rates - Isambard House	3,842	3,958	3,842	116
6801 SA Water Rates - Isambard House	693	714	(1,078)	1,792
6802 SA Gas - Isambard House	438	3,000	149	2,851
6803 SA Electricity - Isambard House	4,817	7,494	2,512	4,982
6804 SA Fire & Security Alarm - Isambard House	473	967	450	517
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	836	514
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	251	2,309
6813 SA Refreshments Costs - Isambard House	81	500	367	133
6814 SA Equipment - Isambard House	426	1,094	58	1,036
6821 SA IT & Office Costs - Isambard House	0	500	0	500
6822 SA Activities & Events	1,886	1,106	494	612
Total Operating Expenditure	15,571	23,243	7,881	15,362
Total Isambard House Operating Surplus/ (Deficit)	(7,398)	(16,623)	(3,535)	(13,088)
Isambard House EMF Expenditure				
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	41,566	1,076	40,490
6818 SA EMF Professional Costs - Isambard House	105	3,211	0	3,211
6870 SA EMF Isambard House Retention Fund	0	18,492	8,625	9,867
6871 SA EMF Tresorys Kernow Funding	35	562	562	0
6872 SA EMF Entertainment Licenses	0	2,132	632	1,500
Total Isambard House EMF Expenditure	31,962	65,963	10,894	55,069
Total Isambard House Expenditure (Operational & EMF)	47,533	89,206	18,775	70,431
Total Isambard House Budget Surplus/ (Deficit)	(39,360)	(82,586)	(14,429)	(68,157)

Key

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

**Services Committee - Library Budget 2025-26**  
 Saltash Town Council  
 For the 8 Months ended 30 November 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Library Operating Income</b>				
4517 LI Library - Replacement Membership Cards	13	50	23	27
4518 LI Library - Photocopying Fees	941	600	664	(64)
4524 LI Library Book Sales	131	300	135	165
4526 LI Library Activity Income	0	180	0	180
<b>Total Library Operating Income</b>	<b>1,085</b>	<b>1,130</b>	<b>822</b>	<b>308</b>
<b>Library Operating Expenditure</b>				
6900 LI Rates - Library	13,099	13,492	13,099	393
6901 LI Water Rates - Library	327	403	219	184
6902 LI Gas - Library	3,196	6,216	380	5,836
6903 LI Electricity - Library	3,414	4,946	1,227	3,719
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	1,243	(100)
6908 LI Cleaning Materials & Equipment - Library	739	983	665	318
6909 LI Boiler Service & Maintenance - Library	292	905	794	111
6910 LI General Repairs & Maintenance - Library	2,326	2,510	1,606	904
6911 LI TV License & PRS - Library	291	474	42	432
6913 LI Refreshment Costs - Library	49	315	46	269
6914 LI Equipment - Library	734	830	371	459
6921 LI IT & Office Costs - Library	1,558	1,827	824	1,003
6922 LI Library Activities	2,465	3,000	2,329	671
6975 LI Home Library Service	20	550	0	550
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	23,509	0
6680 ST LI Staff Clothing (Library)	0	250	0	250
6681 ST LI Staff Travelling Expenses (Library)	53	250	39	211
<b>Total Operating Expenditure</b>	<b>53,343</b>	<b>61,603</b>	<b>46,392</b>	<b>15,211</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(52,258)</b>	<b>(60,473)</b>	<b>(45,571)</b>	<b>(14,902)</b>
<b>Library EMF Expenditure</b>				
6918 LI EMF Legal & Professional Fees (Private Contractors	600	13,105	0	13,105
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909	20,226	135,683
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575
6974 LI EMF Library Funding	0	1,430	0	1,430
6976 LI EMF Library General Maintenance	0	5,100	300	4,800
<b>Total Library EMF Expenditure</b>	<b>68,104</b>	<b>181,119</b>	<b>20,526</b>	<b>160,593</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>121,447</b>	<b>242,722</b>	<b>66,919</b>	<b>175,803</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(120,362)</b>	<b>(241,592)</b>	<b>(66,097)</b>	<b>(175,495)</b>



**To/From Reserves & Budget Virements**

- 1. New code created to separate Internal Refurbishment costs (6971 LI EMF Saltash Library Property Refurbishment) from Property & Maintenance General Maintenance costs (6976 LI EMF Library General Maintenance).
- 2. 6974 LI EMF Library Funding includes Income Received from Seed Bed Funding - £500
- 3. 6904 LI Fire, Security Alarm & CCTV - Library overspent by £100 due to including annual costs of £275 relating to 2026/27. These costs will be adjusted at Year End

**Key**

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

**Services Committee - Maurice Huggins Budget 2025-26**  
 Saltash Town Council  
 For the 8 months to November 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Maurice Huggins Operating Income</b>				
4207 MA Maurice Huggins Room Income	1,230	1,400	780	620
4208 MA Maurice Huggins Room Refreshments	0	200	0	200
<b>Total Maurice Huggins Operating Income</b>	<b>1,230</b>	<b>1,600</b>	<b>780</b>	<b>820</b>
<b>Maurice Huggins Operating Expenditure</b>				
7000 MA Rates	429	443	429	14
7001 MA Water Rates	339	437	201	236
7003 MA Electricity	963	2,251	257	1,994
7004 MA Fire & Security Alarm	235	243	219	24
7008 MA Cleaning Materials & Equipment	310	366	330	36
7010 MA General Repairs & Maintenance	156	1,656	143	1,513
7019 MA Refreshment Costs - Maurice Huggins	0	150	0	150
<b>Total Maurice Huggins Operating Expenditure</b>	<b>2,433</b>	<b>5,546</b>	<b>1,579</b>	<b>3,967</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(3,946)</b>	<b>(799)</b>	<b>(3,147)</b>
<b>Maurice Huggins EMF Expenditure</b>				
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>5,429</b>	<b>0</b>	<b>5,429</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>2,433</b>	<b>10,975</b>	<b>1,579</b>	<b>9,396</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(9,375)</b>	<b>(799)</b>	<b>(8,576)</b>

<b>Key</b>
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

## **To receive a report from the Finance Officer**

**Report to:** Policy and Finance

**Date of Report:** 5 January 2026

**Officer Writing the Report:** Finance Officer

### **Purpose of Report:**

To keep Members informed of the Town Council's finances. This enables ongoing monitoring and supports sound financial oversight of public funds.

### **Officers Recommendation:**

To ask the members to note the information received in the report below

### **Report Summary:**

#### **1. Debtors**

Below is a list of the current outstanding invoices at 5 January 2026.

- There are 2 outstanding invoices in the 1 Month column - One for a room booking to be held in March 2026, the customer has been chased for payment and the second, We Are With You, for room bookings for December and January. We have received notification payment will be made in the next 7 days.
- All remaining outstanding invoices are within agreed terms, and there are no concerns regarding payment.

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Cornwall Council	05/09/2025	<b>£270.00</b>	£270.00	£0.00	£0.00	Isambard room booking January 2026
Isambard House Booking	21/12/2025	<b>£150.00</b>	£0.00	£150.00	£0.00	Isambard room booking March 2026
We Are With You	17/12/2025	<b>£195.00</b>	£0.00	£195.00	£0.00	Maurice Huggins room booking December & January 2026
<b>TOTAL</b>		<b>£615.00</b>	<b>£270.00</b>	<b>£345.00</b>	<b>£0.00</b>	

## 2. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. There was a receipt in October for £2,908.10, making the total amount received from 2021 to date of £21,731.22.

CIL 4th round for Saltash Waterside Improvement Project has been approved and STC have committed to spend £10k of Neighbourhood Parish Payments. This will leave a budget left to spend of £8,823.12.

Cornwall Council's CIL Officer has confirmed that the funds awarded for April 2026 will not need to be returned if unspent by the five-year deadline. However, they have appropriately requested an update on the anticipated delivery timeline for the project, which has now been provided.

**Note: The Town Council have five years from receipt to spend the income on infrastructure projects within the area that meet the criteria set out in CIL Regulation 59C. The relevant dates are provided in the table for reference.**

Date Received	Amount Received	Amount Committed CIL 4th round	Balance to Spend	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	£1,395.00	£0.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	£189.06	£0.00	16/04/2026	PA20/05475	Land Adjacent To Polmear, Horner Park, Saltash, PL12 6HJ
15/11/2021	£385.99	£385.99	£0.00	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	£840.00	£0.00	14/11/2026	PA18/09294	Land On The North Side Of 1 Castle View, St Stephens, Saltash, PL12 4RD
07/10/2022	£2,434.67	£2,434.67	£0.00	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	£815.63	£0.00	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	£1,372.84	£0.00	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	£2,246.66	£0.00	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	£320.15	£623.14	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82		£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66		£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79		£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
14/10/2024	£1,034.93		£1,034.93	14/10/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
10/04/2025	£3,821.13		£3,821.13	08/04/2030	PA21/05314	118-120 North Road Saltash Cornwall PL12 6BQ
10/04/2025	£746.65		£746.65	08/04/2030	PA23/03710	18 Churchtown Drive St Stephens Saltash Cornwall PL12 4FB
	£18,823.12	£10,000.00	£8,823.12			

Signature of Officer:  
Finance Officer

## **To ratify the Town Council pontoon and cyber insurance renewal**

**Report to:** Policy & Finance Committee

**Date of Report:** 22 December 2025

**Officer Writing the Report:** Finance Officer

**Pursuant to:** P&F held on 25 November 2025, minute nr 266/25/26

### **Purpose of the report:**

To inform Members of the insurance policy renewals for both Pontoon and Cyber Security.

### **Officers Recommendations**

Members are asked to ratify the following insurance premium renewals for 2026/27:

1. Pontoon insurance appointing Everard Insurance Brokers Ltd (James Hallam t/as) as the broker and Axis Capital Holdings Ltd as the underwriter at a cost of £2,485.31 including taxes and fees, allocating to budget code 6205 PF Insurance.
2. Cyber Security insurance appointing Clear Insurance Management Ltd (Leicester) as the broker and Lloyds (CNP 4444) as the underwriter at a cost of £1,716.49 including taxes and fees, allocating to budget code 6205 PF Insurance.

### **Report Summary**

The Town Council Pontoon and Cyber Insurance renewals were not received at the last Policy and Finance Committee meeting due to quotes not being received in time, leaving the renewals to be reviewed and approved by the Town Clerk/RFO working with the Finance Officer, Chairman and Vice Chairman of Policy and Finance and Cllr Gilles who brings a wealth of insurance knowledge, outside of the committee to avoid the Town Council not being insured.

## Pontoon

Two competitive quotes were received for consideration, both reflecting lower premiums than last year. It was made clear to both insurers that the premiums needed to be their best possible offer, as there was active competition to secure the Town Council business.

The premiums include additional Loss of Income coverage, given the impact of the previous claim where the Town Council experienced several months without income.

See **Appendix A** for insurance documents.

## Cyber Security

The Finance Officer in conjunction with the external IT consultants, reviewed and completed an extensive renewal questionnaire. This resulted in some minor changes and an increased revenue from £1,388,217 to £1,728,963.

There is an increase in the premium for this year which is mainly for the following:

- **Global Trends:** There has been a significant rise in cyber-related claims worldwide, leading insurers to adjust pricing to cover higher risk exposure including introducing an Insurer fee of £60
- **STC Income Impact:** The increase also reflects STC's higher income, which affects the risk profile and coverage requirements.

See **Appendix B** for insurance documents.

<u>Insurance Cover</u>	<u>2025-26 Premium</u> <u>(incl. admin/insurer fee and taxes)</u>	<u>2026-27 Premium</u> <u>(incl. admin/insurer fee and taxes)</u>	<u>Increase / (Decrease)</u>	<u>Percentage Increase / (Decrease)</u>
Pontoon	£2,769.89	£2,485.31	(£284.58)	(10%)
Cyber	£1,374.88	£1,716.49	+£341.61	+25%

## **Budgets**

**Budget Codes:** 6205 PF Insurance

**Budget Availability:** £7,992

**Committed Spend:** Commercial Fleet Insurance 2025/26 £2,457

**Budget After Committed Spend:** £5,535

**Signature of Officer:**

Finance Officer



**To receive a report on the Town Council Fleet Insurance Renewal and consider any actions and associated expenditure**

**Report to:** Policy and Finance

**Date of Report:** 22 December 2025

**Officer Writing the Report:** Finance Officer

**Purpose of the report:**

To inform members of the fleet insurance policy renewal due to expire on 5 March 2026.

**Officers Recommendations**

Members are requested to consider delegating authority to the Finance Officer to obtain renewals for the fleet insurance policy. The renewals will be reviewed and given final approval by the Town Clerk/RFO in consultation with the Chairman and Vice Chairman of the Policy and Finance Committee and Councillor Gillies. This process will be carried out within budget code 6205 PF Insurance, reporting back to a future Policy and Finance Committee meeting for ratification.

**Report Summary**

Saltash Town Council Fleet Insurance is due to expire on 5 March 2026, prior to the next Policy and Finance Committee meeting to be held on 10 March 2026.

Insurance companies will not provide a renewal until closer to the expiry date (approx. 30 days).

The Fleet Insurance is for the year 2026-27.

Cover for the year 2025-26 cost £2,456.80 including applicable taxes and admin fee.

## **Budgets**

**Budget Codes:** 6205 PF Insurance

**Budget Availability:** £7,992

**Committed Spend:** Pontoon insurance £2,485 and Cyber Security Insurance £1,716

**Budget After Committed Spend:** £3,791

**Signature of Officer:**

Finance Officer

**To receive an updated report on the Town Council's property valuation and consider any actions and associated expenditure**

**Report to:** Policy and Finance

**Date of Report:** 7 January 2026

**Officer Writing the Report:** Finance Officer

**Pursuant to:** P&F 11 November 2025, minute nr 245/25/26

**Purpose of the report:**

To provide an update to Members with regards to carrying out the insurance valuation for the Town Council's property and assets and ensure the sums insured figure is at the correct level.

**Officers Recommendations**

Members are asked to note the contents of this report and its appendices, and to approve the use of the December 2025 Reinstatement Cost Assessments to update the Town Council's insured sums.

The Responsible Finance Officer and Finance Officer further recommend that the Council's Zurich insurance cover be amended as a matter of high priority to address the identified underinsurance at the following properties:

- Isambard House
- Cornish Cross
- The Guildhall
- Churchtown Cemetery Toilet
- Maurice Huggins
- Longstone Park Toilets

Revised sums insured should be aligned with the most recent assessments, with adjustments for VAT where recovery is not permitted.

It is also recommended that the Finance Officer liaises with Zurich to proceed with a mid-term adjustment working with budget 6224 Professional Costs.

## Report Summary

The last property valuation report for insurance purposes was completed in March 2022. In line with insurer recommendations, full reassessment should be conducted every two years to reflect rising building costs and ensure adequate coverage. However, Bailey Partnership recommends every three years with a desktop update on an annual basis. The Responsible Finance Officer and Finance Officer recommend Members adhere to the insurers advice of every two years subject to the economy at the time.

Please refer to **Appendix A** for Bailey Partnerships summary report for each building and **Appendix B** for the detailed report broken down into Base Cost Estimate and VAT.

Please refer to **Appendix C** for a clear comparison between the previous assessment undertaken in 2022, the sums insured under the Town Council's current insurance policy, and the latest reinstatement cost valuation.

Note: The 2025 reinstatement valuations currently include VAT. However, because not all Saltash Town Council properties are eligible to reclaim VAT, the reinstatement values need to be adjusted accordingly, in line with the recommendations of the Town Council's VAT Consultant Parkinson Partnership. Further details to follow.

## Summary of Overall Position

- 6 assets are currently underinsured
- 8 assets are overinsured
- Several assets show material movement between March 2022 and December 2025, reflecting construction inflation, scope changes, or corrections in valuation
- Highest exposures are concentrated in Isambard House, Cornish Cross, Guildhall, and selected toilet and cemetery assets

## **Risk Implications**

### **Underinsurance Risk**

- Potential application of average in claims settlement
- Budget exposure in the event of a major insured loss
- Heightened risk for listed, heritage or public-facing assets

### **Overinsurance Risk**

- Unnecessary premium spend
- Budget inefficiency with no corresponding risk reduction

## **Budgets**

**Budget Codes:** 6224 PF Professional Costs

**Budget Availability:** £6,025

## **Signature of Officer:**

Finance Officer

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Our Ref:  
37611

Your Ref:

Attn: Wendy Peters  
(Via email only: Wendy.Peters@saltash.gov.uk)

24 December 2025

Dear Sirs,

Please find enclosed Reinstatement Cost Assessments for building insurance purposes on a Day One basis for the above properties.

We recommend that for the forthcoming year the base sum insured for the property should be as shown on the attached schedule in the sum, inclusive of VAT, of:

1	The Guild Hall	£2,291,321.60
2	The Heritage Centre	£533,545.69
3	Saltash Library	£2,014,507.90
4	Saltash Station	£1,290,383.57
5	Longstone Depot	£486,488.95
6	Caretakers Building	£60,747.28
7	Maurice Huggins	£257,226.48
8	Alexandra Square Toilets	£122,904.83
9	Belle Vue Toilets	£79,532.16
10	Cemetery Toilets	£152,002.42
11	Waterside Toilets	£188,523.17
12	Longstone Toilets	£180,648.19
13	The Cornish Cross	£675,373.20
14	Cemetery Boundary Wall	£109,082.75

The extent of each property included within the reinstatement cost assessment is indicated. You should review the extent of the area included with your insurer to ensure that assets outside of this area are included within separate policies as appropriate.

Please refer to terms and conditions including specific inclusions and exclusions as detailed.

The assessment has been prepared on a 'day one basis' using rates current at the time of the assessment. No allowance has been included for future inflation and we recommend you discuss a percentage uplift with your insurance provider to allow for inflation factors within the policy.

The assessment has been prepared based on cost data taken from the Building Cost Information Service (BCIS).

This figure is our assessment of the cost of reconstructing the properties at the date of the assessment and has taken into consideration demolition, debris removal, temporary works and professional fees likely to be incurred in reconstruction. This figure may be used to make your own insurance arrangements or for you to negotiate a claim with the assistance of your broker and your Insurers.

The figures are calculated on the basis of estimated building costs and may not, in all circumstances, reflect the lowest tender price available.

The figure for a building is calculated using the Gross Internal Floor Area (GIFA) of the property as defined in the International Property Measurement Standards. Alternatively, we have used 'first principles' to estimate the likely cost or reinstatement as described.

In estimating the cost of reinstatement it has been assumed that the building and its use will be similar to those existing, and the rebuilding will be to the original design in modern materials and using modern techniques except for heritage works, to a standard equal to the existing property, whilst complying in all aspects with current legislation and statutory requirements.

We have made allowance in our assessment for the reinstatement of, for example, special features identified on buildings, together with external landscaping, services and the like, which are assumed will be damaged as a result of a fire or similar loss. We have not included within our assessment allowances for furnishings and equipment that do not form part of the building.

No allowance has been made for any remediation works that may be required under legislation relating to contaminated land, which may arise in the event of reinstatement of the property, since the extent and costs of such cannot be reasonably determined without separate detailed and costly investigation. You may wish to draw this to your insurer's attention.

This assessment does not include allowances for providing alternative accommodation from the date of damage to the date of any re-occupation. The assessment makes no allowance for loss of rent or other pecuniary loss that may arise from the destruction of the building. We recommend consideration is given to ensure that the preceding along with other various risks such as; malicious damage, high-risk processes and acts of terrorism are discussed with your insurance provider.

No allowance has been included in the assessment for indemnity in respect of public liability or consequential losses arising from either a partial or total destruction of the premises by fire,

explosion or other insured perils. We recommend separate arrangements are made with your insurance provider in respect to cover these.

No discussions have taken place with your insurance provider and the assessment has been produced on the assumption that the insurance policy is a standard policy containing standard clauses and exclusions.

This assessment does not include allowances for cover in respect of other property insurances, such as plant and machinery within the buildings, occupiers' fitting-out works, contents and Third Party and Public Liability matters.

Attention is drawn to the need to reassess the base sum insured on a regular basis. Good practice advises that this is dealt with by way of a desktop update on an annual basis, with a full re-assessment undertaken in every third year. A full assessment also needs to be prepared in the event of substantial alterations being undertaken to the property.

This report is provided for insurance reinstatement purposes only and does not contain any advice concerning the condition of the property or possible defects therein.

No allowance has been included for non-standard Local Authority or other Public Authority obligations that may be imposed.

It should be noted that there is no direct relationship between the reinstatement assessment and the market value of the property.

This assessment has been prepared with regard to the advice given by The Royal Institution of Chartered Surveyors and insurance companies for building insurance purposes and is not appropriate for any purpose other than insurance.

No responsibility to third parties will be accepted by Bailey Partnership for any and all of the contents of the cost assessment and the covering letter.

We trust the above is self-explanatory, but should you have any queries please do not hesitate to contact us.

Yours sincerely



**GUY SHEER BOLT BSc(Hons) DipSurvPract MRICS**

Director

for Bailey Partnership (Group) Ltd



Enc.

- Please download the following files using this link:

<https://acc.autodesk.com/docs/share/projects/ae0de7c4-12e8-4d7a-83d7-9314e0a6526d/files?shareId=b5c8d056-1a1e-4a2e-8b6b-0085f7d11174>

Folder name and path	Name
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-01-XX-RP-Q-0702_SiteVisitReport(The Guild Hall).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-01-XX-SH-Q-0701_RCA(Commercial)(Guild Hall) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-02-XX-RP-Q-0702_SiteVisitReport(Heritage Centre).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-02-XX-SH-Q-0701_RCA(Commercial)(Heritage Centre) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-03-XX-RP-Q-0702_SiteVisitReport(Saltash library).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-03-XX-SH-Q-0701_RCA(Commercial)(Saltash Library) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-04-XX-RP-Q-0702_SiteVisitReport(Saltash Station).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-04-XX-SH-Q-0701_RCA(Commercial)(Saltash Station) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-05-XX-RP-Q-0702_SiteVisitReport(Longstone Depot).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-05-XX-SH-Q-0701_RCA(Commercial)(Longstone Depot) - Bill701 - RCA.pdf</a>

<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-06-XX-RP-Q-0702 SiteVisitReport(Caretakers Building).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-06-XX-SH-Q-0701 RCA(Commercial)(Caretakers Building) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-07-XX-RP-Q-0702 SiteVisitReport(Maurice Huggins Room).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-07-XX-SH-Q-0701 RCA(Commercial)(Maurice Huggins) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-08-XX-RP-Q-0702 SiteVisitReport(Alexandra Toilet Block).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-08-XX-SH-Q-0701 RCA(Commercial)(Alexandra Toilet) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-09-XX-RP-Q-0702 SiteVisitReport(Belle Vue Toilet Block).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-09-XX-SH-Q-0701 RCA(Commercial)(Belle Vue Toilet) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-10-XX-RP-Q-0702 SiteVisitReport(Cemetery Toilet Block).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-10-XX-SH-Q-0701 RCA(Commercial)(Cemetery Toilet) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-11-XX-RP-Q-0702 SiteVisitReport(Waterside Toilet Block).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-11-XX-SH-Q-0701 RCA(Commercial)(Waterside Toilet) - Bill701 - RCA.pdf</a>

<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-12-XX-RP-Q-0702 SiteVisitReport(Longstone Toilet Block).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-12-XX-SH-Q-0701 RCA(Commercial)(Longstone Toilet) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-13-XX-RP-Q-0702 SiteVisitReport(The Cornish Cross).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-13-XX-SH-Q-0701 RCA(Commercial)(Cornish Cross) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-14-XX-RP-Q-0702 SiteVisitReport(Cemetery Boundary Wall).pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-14-XX-SH-Q-0701 RCA(Commercial)(Cemetery Boundary Wall) - Bill701 - RCA.pdf</a>
<a href="#">04 - Archive/20251224 - OUT - 14nr RCA's</a>	<a href="#">37611-BPG-XX-XX-SH-Q-0001 RCAProgressTracker - Sheet1.pdf</a>

Form detail

#2: The Guild Hall



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Guild Hall, 12 Lower Street, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 17:24 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

10:00 AM

1.2

Limitations

describe the areas visited, and any limitations

Access provided internally to ground floor and 1st floor with limited access to most areas of the building as they were occupied spaces.

### 1.3 Personnel

Who was present

**Reception Workers**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**The Guild Hall**

### 2.2 Accommodation

describe of the property and its form.

**Blockwork Construction with traditional load bearing masonry. The building included a large hall room with bespoke joinery and artworks and features a lift in the middle of the building. Timber frame crittal windows.**

### 2.3 Number of storeys

primary number of storeys

**3**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external walls include render and feature columns with bespoke artwork and joinery.**

**Photos (4)**

[PXL\\_20251208\\_104903077](#)

**Taken on** 8 Dec 2025, 10:48 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104911875](#)

**Taken on** 8 Dec 2025, 10:48 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104924012](#)

**Taken on** 8 Dec 2025, 10:48 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104914916](#)

**Taken on** 8 Dec 2025, 10:48 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with a timber structure.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Mains fed electricals, natural ventilation with radiant panels generally.**



## Photos (2)

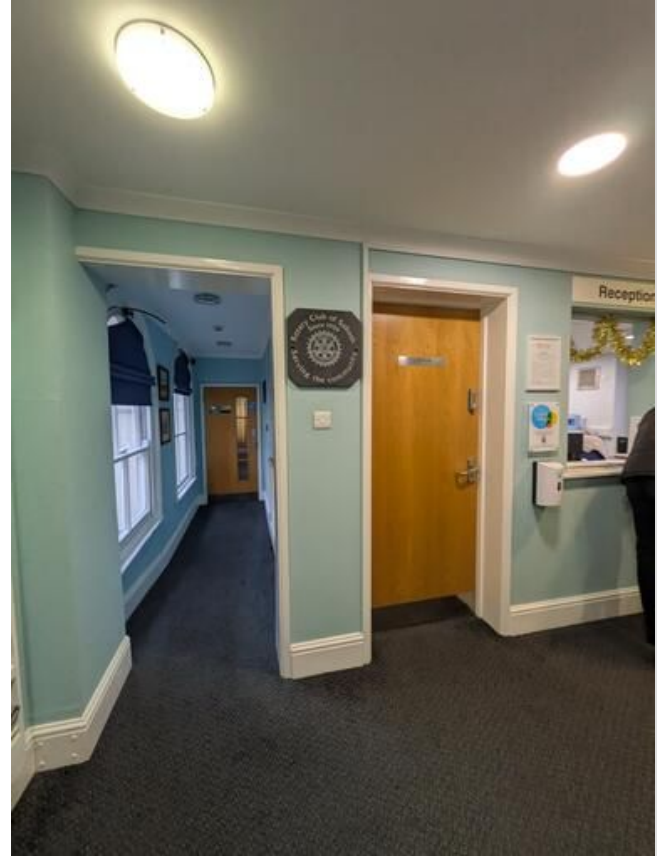


[PXL\\_20251208\\_104034390](#)

**Taken on** 8 Dec 2025, 10:40 GMT

**Added on** 23 Dec 2025, 17:19 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104026210](#)

**Taken on** 8 Dec 2025, 10:40 GMT

**Added on** 23 Dec 2025, 17:19 GMT

**Added by** Benjamin Clague

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**Floors include timber floors to the hall and carpets generally to the rest of the building.**

**Walls include plaster skim and paint along with bespoke carved covings.**

**Stainless steel and glass panel balustrade to the staircases.**



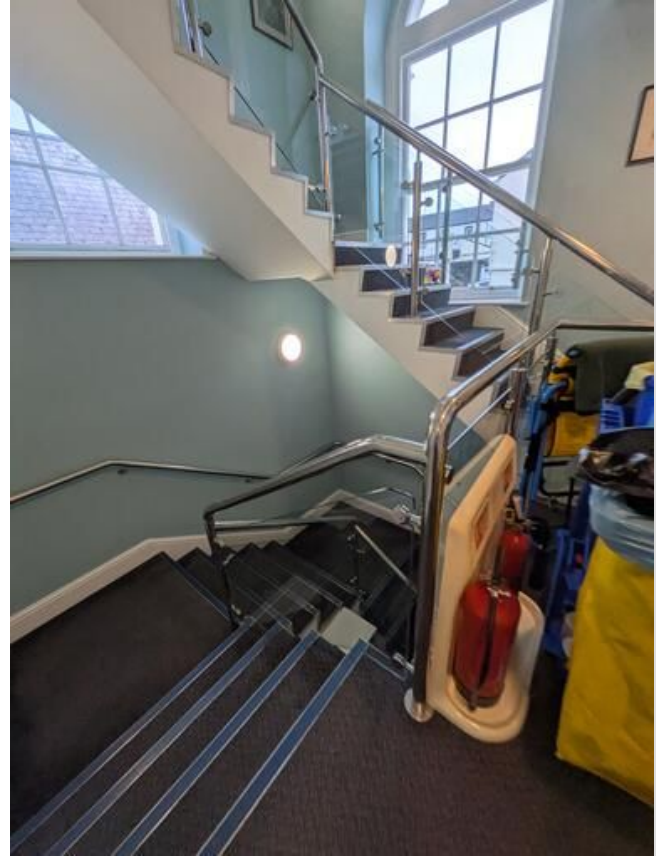
**Photos (9)**

[PXL\\_20251208\\_104345290](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104332456](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

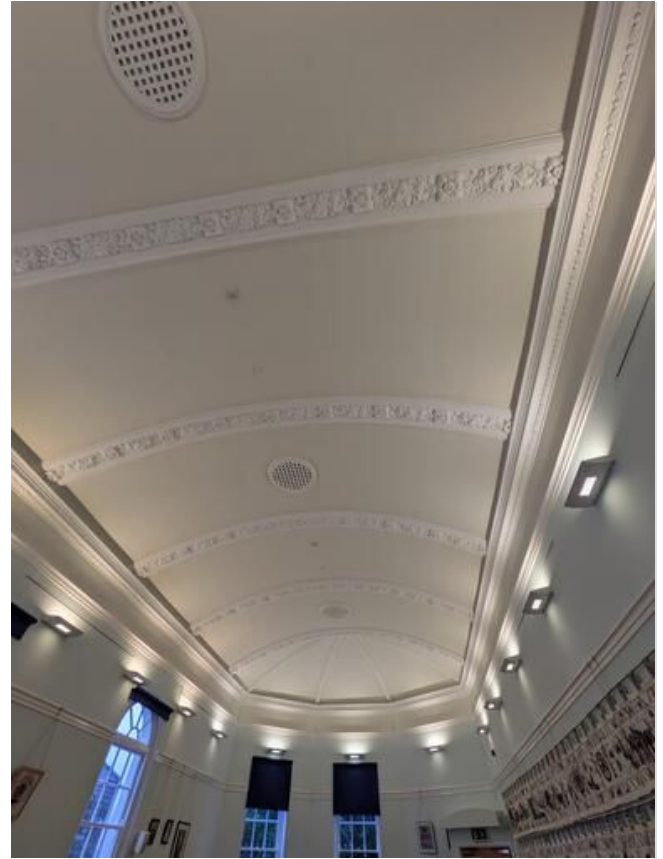


[PXL\\_20251208\\_104333969](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104233299](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104023181](#)

**Taken on** 8 Dec 2025, 10:40 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104103215](#)

**Taken on** 8 Dec 2025, 10:40 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

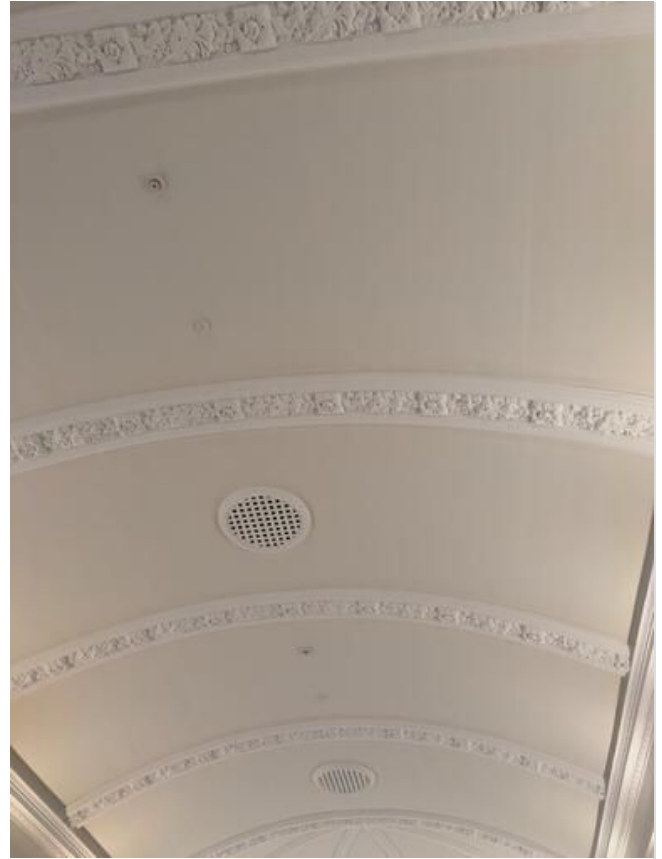


[PXL\\_20251208\\_104104754](#)

**Taken on** 8 Dec 2025, 10:40 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104234937](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104241247.MP](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**Bespoke artwork/joinery.**



**Photos (2)**

[PXL\\_20251208\\_104234937](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104241247.MP](#)

**Taken on** 8 Dec 2025, 10:42 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

## 2.10 External Works

Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

**Photos (4)**[PXL\\_20251208\\_104903077](#)**Taken on** 8 Dec 2025, 10:48 GMT**Added on** 9 Dec 2025, 14:16 GMT**Added by** Benjamin Clague[PXL\\_20251208\\_104911875](#)**Taken on** 8 Dec 2025, 10:48 GMT**Added on** 9 Dec 2025, 14:16 GMT**Added by** Benjamin Clague



[PXL\\_20251208\\_104924012](#)

**Taken on** 8 Dec 2025, 10:48 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_104914916](#)

**Taken on** 8 Dec 2025, 10:48 GMT

**Added on** 9 Dec 2025, 14:16 GMT

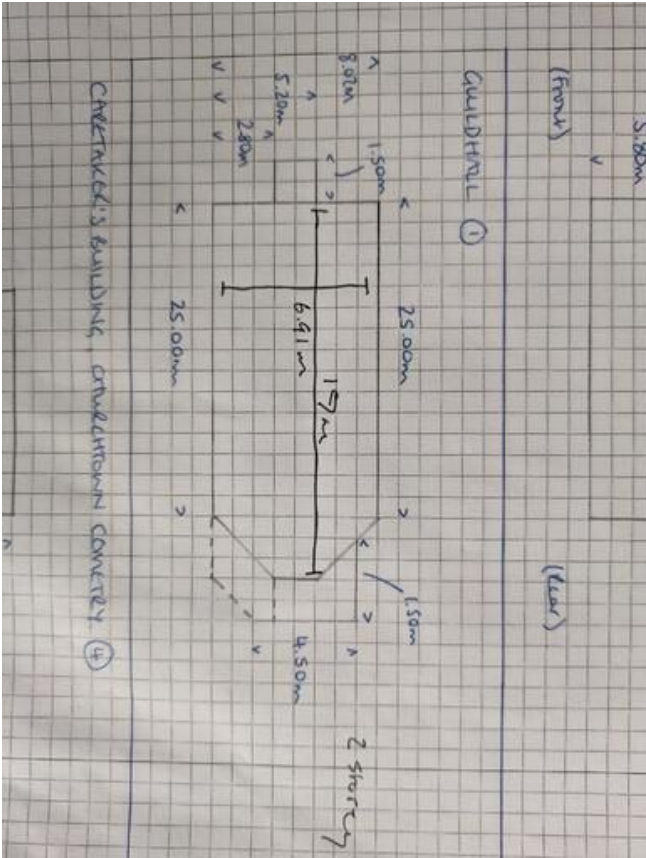
**Added by** Benjamin Clague

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.



Photos (1)



[PXL\\_20251223\\_172159816](#)

**Taken on** 23 Dec 2025, 17:21 GMT

**Added on** 23 Dec 2025, 17:24 GMT

**Added by** Benjamin Clague

3. Site Details

3.1 General description

describe any features and limitations (with photos)

**Site visit externally and internally with limited access inside the building.**

3.2 Topography  
level

3.3 Ground conditions  
good

3.4 Water table / running water

3.5

Access  
restricted

3.6

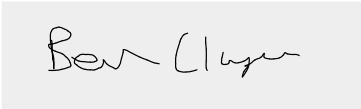
Working space  
restricted

4. Declaration

4.1

Name  
Benjamin Clague

Signature



Name

Benjamin Clague

Date and time

23 Dec 2025 at 17:24 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Guild Hall within Saltash in Cornwall; the building is Grade II listed with traditional construction and a pitched slate roof; the building mainly consists of admin areas with a multi-use hall and a set of chambers;				
a.3.2		BCIS Function Code: Local Admin Building	315			
a.3.3		Functional Units: Local Admin Buildings	1	nr		
a.3.4		Primary number of stories:	3	nr		
a.3.5		BCIS Construction Code:	C - Brick Construction			
a.4		Access and site limitations:				
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.5		<b>Pricing:</b>				
a.5.1		<i>Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.</i>				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #2				
a.7		<b>Inspection</b>				
a.7.1		<i>A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025. The following areas were not accessible:</i>				
		• Chambers and Offices on third floor.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	40	weeks		
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	482	m <sup>2</sup>		

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>1</b>		<b>Demolition / Facilitating Works</b>				<b>£40,000.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m²	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£40,000.00	£40,000.00
<b>2</b>		<b>Part of Building / Area Use</b>				<b>£1,502,876.00</b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Local Admin Buildings (BCIS Function 315); including main contractor's preliminaries	482	m²	£3,118.00	£1,502,876.00
<b>3</b>		<b>Adjustments and Additions</b>				<b>£24,460.00</b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m²	£0.00	£0.00
3.2		Extra-over; for feature entrance with tuscan orders	1	Item	£10,000.00	£10,000.00
3.3		Extra-over for bespoke ornamental plaster work throughout the building;	482	m²	£30.00	£14,460.00

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£0.00</b>
		N/A				
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£101,876.84</b>
8.1		Site Preparation Works;	£1,567,336.00		2.00%	£31,346.72
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£1,567,336.00		2.50%	£39,183.40
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£1,567,336.00		2.00%	£31,346.72
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£1,669,212.84</b>
<b>11</b>		<b>Professional Fees</b>				<b>£283,766.19</b>

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£1,669,212.84		15.00%	£250,381.93
11.2		Other consultants' fees; allowance for Surveys and Searches	£1,669,212.84		2.00%	£33,384.26
12		<b>Other development/project costs</b>				<b>£4,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees		1 Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees		1 Item	£3,000.00	£3,000.00
		<b>SUB-TOTAL: Base Cost Estimate</b>				<b>£1,957,479.03</b>
13		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
14		<b>Inflation</b>				<b>£0.00</b>
14.1		<i>n/a - Day One Basis</i>				

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
		TOTAL (excluding VAT)				£1,957,479.03
15		VAT assessment				£333,842.57
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.]	£1,669,212.84		20%	£333,842.57
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		TOTAL (including VAT)				£2,291,321.60



Form detail

#3: Heritage Centre



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 17:30 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

10:30

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the front elevation of the building as there was no access to the building.

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Heritage Centre**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with traditional masonry structure. Unable to determine internal build-up as no record information has been received.  
Timber framed crittall windows.**

### 2.3 Number of storeys

primary number of storeys

**3**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appear to consist of render on blockwork.**

**Photos (3)**

[PXL\\_20251208\\_111218873](#)

**Taken on** 8 Dec 2025, 11:12 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_111219399](#)

**Taken on** 8 Dec 2025, 11:12 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_111214895](#)

**Taken on** 8 Dec 2025, 11:12 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with an assumed timber frame**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals, natural ventilation with radiant panels generally.**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

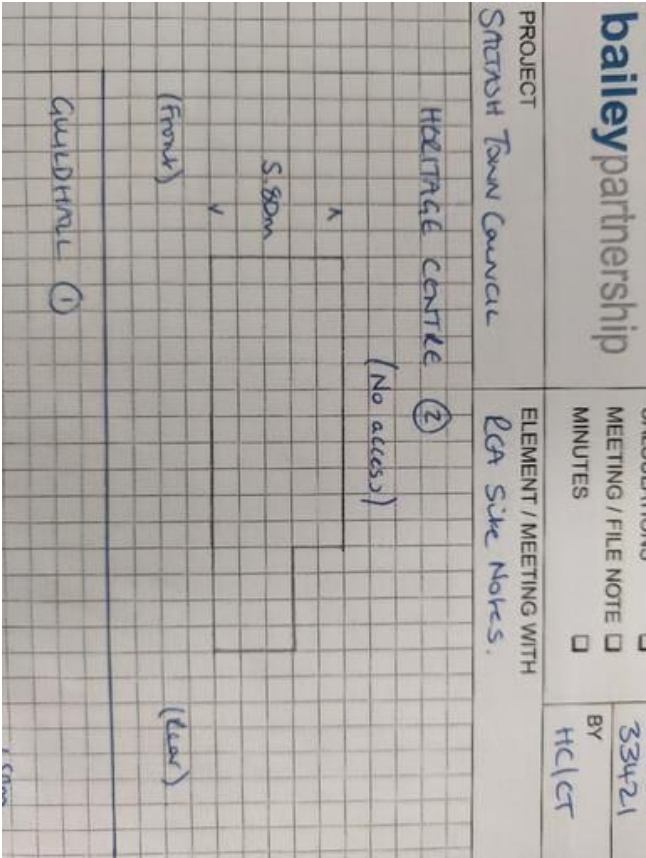
Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

Photos (1)



[PXL\\_20251223\\_172800921](#)

**Taken on** 23 Dec 2025, 17:27 GMT

**Added on** 23 Dec 2025, 17:28 GMT

**Added by** Benjamin Clague

3. Site Details

- 3.1

General description

describe any features and limitations (with photos)

site visit externally with no access inside the building.
- 3.2

Topography

level
- 3.3

Ground conditions

good
- 3.4

Water table / running water

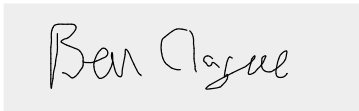
3.5 Access  
**restricted**

3.6 Working space  
**restricted**

#### 4. Declaration

4.1 Name  
**Benjamin Clague**

Signature

A rectangular box containing a handwritten signature in black ink that reads "Ben Clague".

**Name**  
Benjamin Clague

**Date and time**  
23 Dec 2025 at 17:30 GMT

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Heritage centre within Saltash in Cornwall; the building is traditionally constructed with a pitched roof and slate roof tiles and painted render to external walls;				
a.3.2		BCIS Function Code:	756			
a.3.3		Functional Units: Museum	1	nr		
a.3.4		Primary number of stories:	3	nr		
a.3.5		BCIS Construction Code:	C - Brick Construction			
a.4		Access and site limitations:				



FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				
a.5		<b>Pricing:</b>				
a.5.1		Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #3				
a.7		<b>Inspection</b>				
a.7.1		A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025. The following areas were not accessible:				
		• Entire Building.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	30	weeks		

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>a.8</b>		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	261	m <sup>2</sup>		
<b>1</b>		<b><u>Demolition / Facilitating Works</u></b>				<b><u>£20,000.00</u></b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£20,000.00	£20,000.00
<b>2</b>		<b><u>Part of Building / Area Use</u></b>				<b><u>£322,596.00</u></b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Museums, plantaria (BCIS Function 756); including main contractor's preliminaries;	261	m <sup>2</sup>	£1,236.00	£322,596.00
<b>3</b>		<b><u>Adjustments and Additions</u></b>				<b><u>£0.00</u></b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£20,000.00</b>
4.1		Allowance for Party Wall matters; between the neighbouring properties;	1	Item	£20,000.00	£20,000.00
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£23,568.74</b>
8.1		Site Preparation Works;	£362,596.00		2.00%	£7,251.92
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£362,596.00		2.50%	£9,064.90
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£362,596.00		2.00%	£7,251.92
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£386,164.74</b>
<b>11</b>		<b>Professional Fees</b>				<b>£65,648.00</b>

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£386,164.74		15.00%	£57,924.71
11.2		Other consultants' fees; allowance for Surveys and Searches	£386,164.74		2.00%	£7,723.29
<b>12</b>		<b>Other development/project costs</b>				<b>£4,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees		1 Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees		1 Item	£3,000.00	£3,000.00
<b>SUB-TOTAL: Base Cost Estimate</b>						<b>£456,312.74</b>
<b>13</b>		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
<b>14</b>		<b>Inflation</b>				<b>£0.00</b>
14.1		<i>n/a - Day One Basis</i>				

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
		<b>TOTAL (excluding VAT)</b>				<b>£456,312.74</b>
<u>15</u>		<u>VAT assessment</u>				<u>£77,232.95</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.]	£386,164.74		20%	£77,232.95
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£533,545.69</b>

Form detail

#4: Saltash library



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Saltash Library, Callington Road, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 17:38 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

9:30 AM

1.2

Limitations

describe the areas visited, and any limitations

Access provided internally with some limited access to the office.

### 1.3 Personnel

Who was present

**Library Workers**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Saltash library**

### 2.2 Accommodation

describe of the property and its form.

**Concrete construction with concrete columns. The internal space was open plan with a timber structure staircase to a mezzanine floor.**

**Aluminium frames windows.**

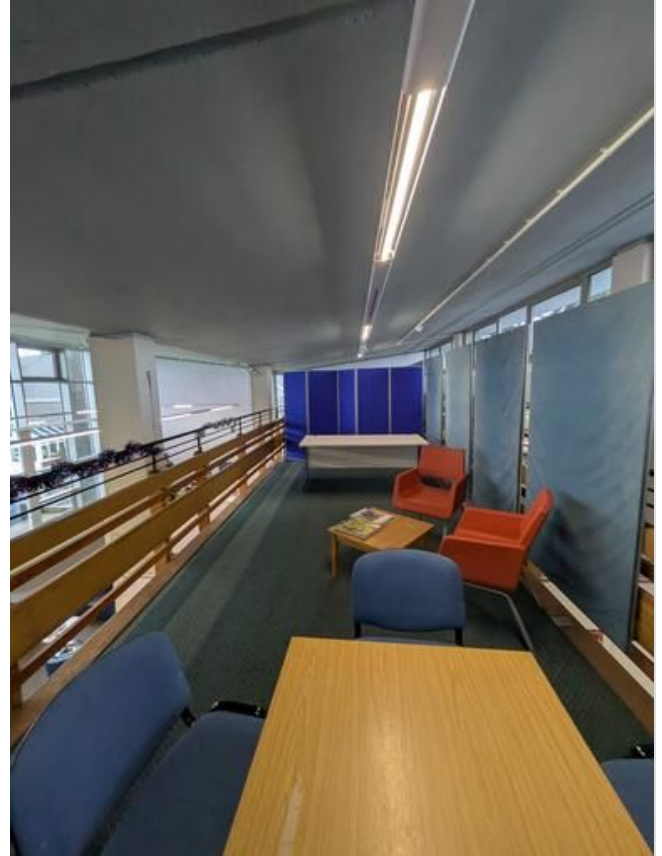
**Photos (19)**

[PXL\\_20251208\\_100400447](#)

**Taken on** 8 Dec 2025, 10:02 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100312720.MP](#)

**Taken on** 8 Dec 2025, 10:02 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



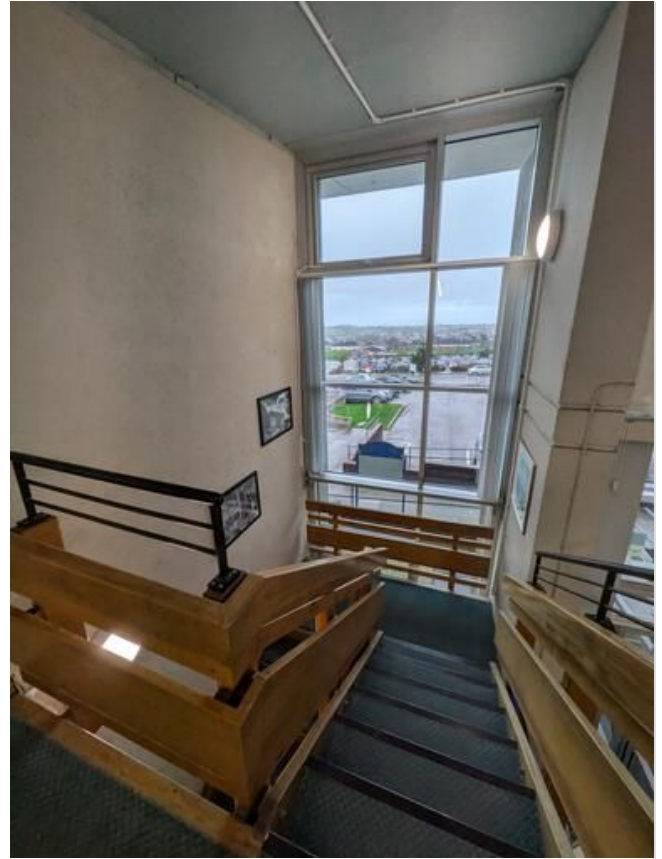


[PXL\\_20251208\\_100117439](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100344409](#)

**Taken on** 8 Dec 2025, 10:02 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100336431](#)

**Taken on** 8 Dec 2025, 10:02 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100402177](#)

**Taken on** 8 Dec 2025, 10:02 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100314973](#)

**Taken on** 8 Dec 2025, 10:02 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100115282](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100050066](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095859360](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague





[PXL\\_20251208\\_095857806](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095844002](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095845614](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095903968](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095841547](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095852032](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



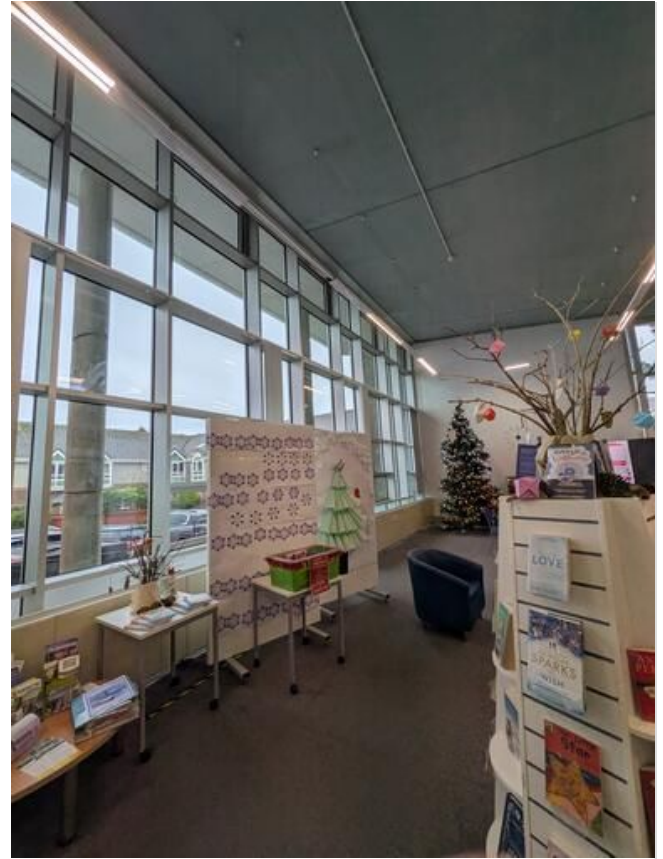


[PXL\\_20251208\\_100025429](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100052286.MP](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague





[PXL\\_20251208\\_100109685](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

### 2.3 Number of storeys

primary number of storeys

**2**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**the external walls featured a chipped stone render finish along with encased concrete columns.**

**Photos (5)**

[PXL\\_20251208\\_100459411](#)

**Taken on** 8 Dec 2025, 10:04 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100519698](#)

**Taken on** 8 Dec 2025, 10:04 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100518597](#)

**Taken on** 8 Dec 2025, 10:04 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100506145](#)

**Taken on** 8 Dec 2025, 10:04 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100418338](#)

**Taken on** 8 Dec 2025, 10:02 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**mono pitched roof, with a felt roof finish.**

## 2.6 Construction Type

BCIS Construction Code

**B - concrete frame**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Mains fed electricals, natural ventilation with radiant panels generally.**



## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**Floors include timber floors to the hall and carpets generally to the rest of the building.**  
**Walls include plaster skim and paint along with bespoke carved covings.**  
**solid timber staircase and balustrades to mezzanine floor.**

### Photos (8)



[PXL\\_20251208\\_100115282](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095845614](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095903968](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_095841547](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

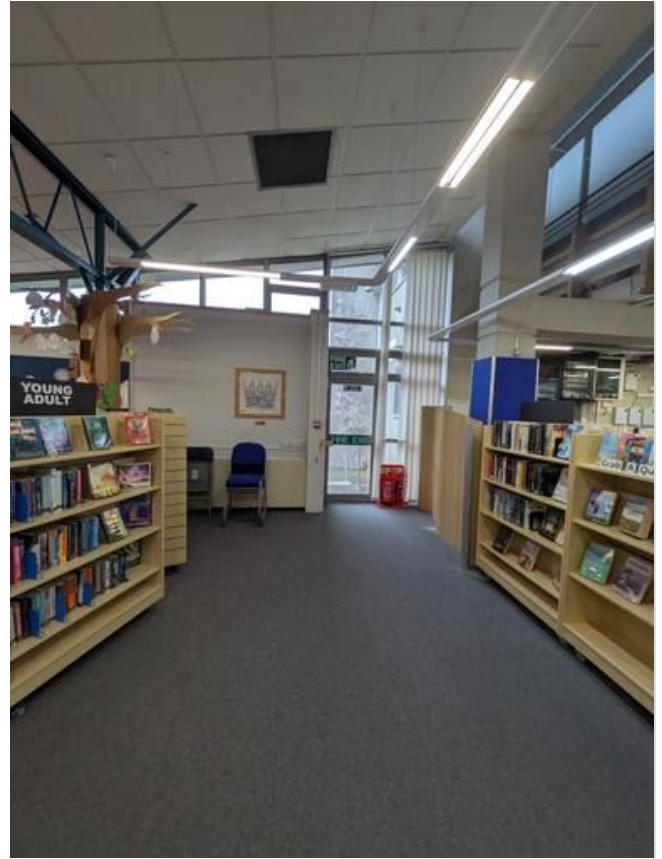


[PXL\\_20251208\\_095852032](#)

**Taken on** 8 Dec 2025, 09:58 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100025429](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



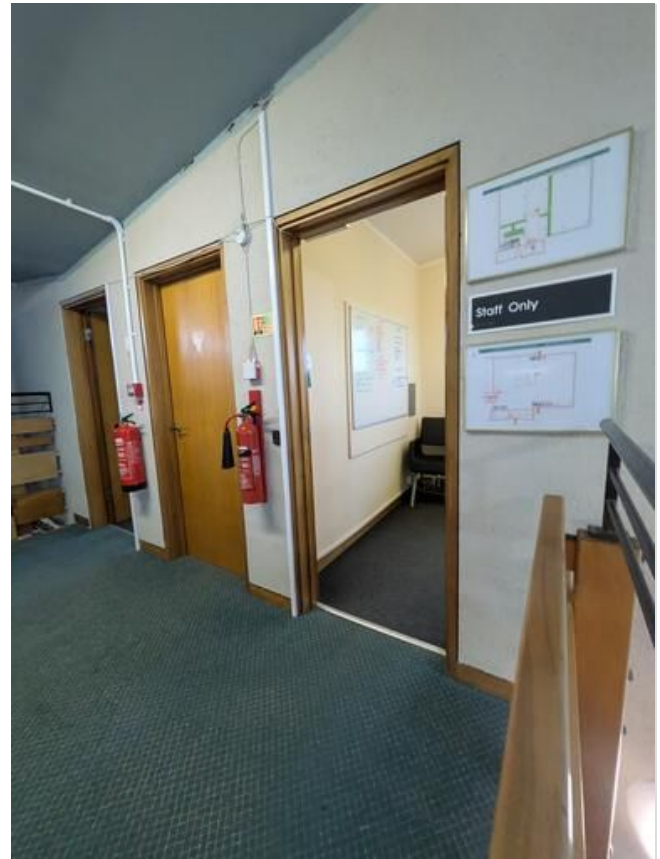


[PXL\\_20251208\\_100052286.MP](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_100109685](#)

**Taken on** 8 Dec 2025, 10:00 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

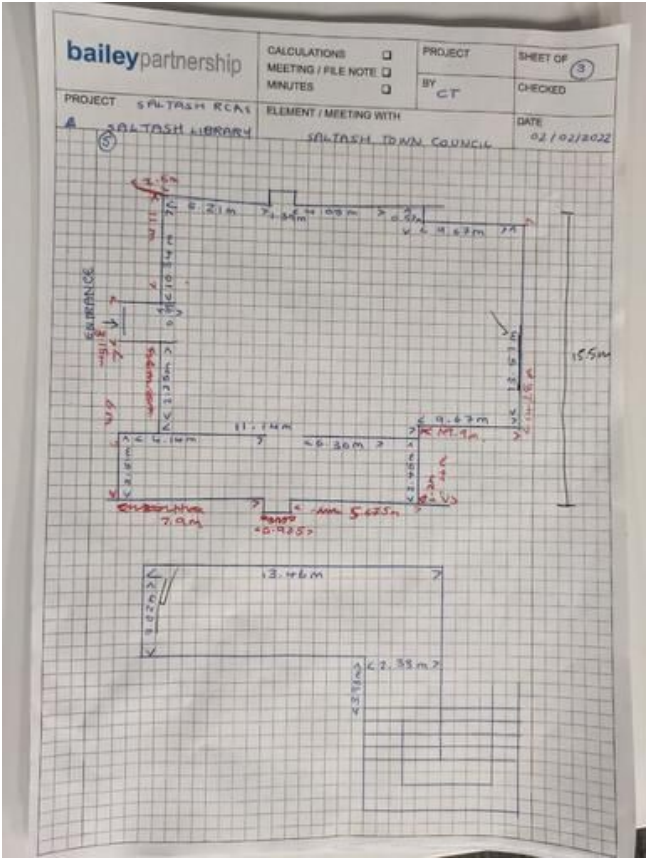
**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.



Photos (1)



[PXL\\_20251223\\_173636893.MP](#)  
**Taken on** 23 Dec 2025, 17:36 GMT  
**Added on** 23 Dec 2025, 17:38 GMT  
**Added by** Benjamin Clague

3. Site Details

- 3.1 General description

describe any features and limitations (with photos)

**site visit externally and internally with unlimited access inside the building.**
- 3.2 Topography

**level**
- 3.3 Ground conditions

**good**
- 3.4 Water table / running water

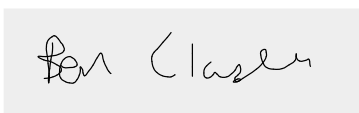
3.5 Access  
**restricted**

3.6 Working space  
**restricted**

#### 4. Declaration

4.1 Name  
**Benjamin Clague**

Signature

A handwritten signature in black ink on a light gray rectangular background. The signature appears to read "Ben Clague" in a cursive script.

**Name**  
Benjamin Clague

**Date and time**  
23 Dec 2025 at 17:38 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Saltash Library, Callington Road, Saltash, Cornwall. PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Saltash Library, Callington Road, Saltash, Cornwall. PL12 6DX				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Public Library within Saltash in Cornwall; the building is two storeys with curtain walling to the front elevation and pebble dashed exterior walls with feature concrete columns; the building consists of communal library areas and book storage along with a mezzanine floor for more communal space and private offices;				
a.3.2		BCIS Function Code:	760			
a.3.3		Functional Units: Library	1	nr		
a.3.4		Primary number of stories:	2	nr		
a.3.5		BCIS Construction Code:	B - Concrete Frame			
a.4		Access and site limitations:				

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Saltash Library, Callington Road, Saltash, Cornwall. PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				
a.5		<b>Pricing:</b>				
a.5.1		Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #4				
a.7		<b>Inspection</b>				
a.7.1		A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025. The following areas were not accessible:				
		• Offices on Mezzanine Floor.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	30	weeks		

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Saltash Library, Callington Road, Saltash, Cornwall. PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.8 a.8.1		<b>Areas:</b> GIFA (IPMS2)	359	m²		
<u>1</u>		<b>Demolition / Facilitating Works</b>				<b>£30,000.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m²	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£30,000.00	£30,000.00
<u>2</u>		<b>Part of Building / Area Use</b>				<b>£1,148,441.00</b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Public Libraries (BCIS Function 762); including main contractor's preliminaries;	359	m²	£3,199.00	£1,148,441.00
<u>3</u>		<b>Adjustments and Additions</b>				<b>£0.00</b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m²	£0.00	£0.00

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Saltash Library, Callington Road, Saltash, Cornwall. PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£0.00</b>
		N/A				
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£288,718.05</b>
8.1		Site Preparation Works;	£1,178,441.00		20.00%	£235,688.20
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£1,178,441.00		2.50%	£29,461.03
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£1,178,441.00		2.00%	£23,568.82
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£1,467,159.05</b>
<b>11</b>		<b>Professional Fees</b>				<b>£249,417.04</b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Saltash Library, Callington Road, Saltash, Cornwall. PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£1,467,159.05		15.00%	£220,073.86
11.2		Other consultants' fees; allowance for Surveys and Searches	£1,467,159.05		2.00%	£29,343.18
12		Other development/project costs				£4,500.00
12.1		Other development/project costs:				
12.1.1		Town Planning Fees		1 Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees		1 Item	£3,000.00	£3,000.00
		SUB-TOTAL: Base Cost Estimate				£1,721,076.09
13		Risks				£0.00
13.1		included in base cost above.				
14		Inflation				£0.00
14.1		n/a - Day One Basis				

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Saltash Library, Callington Road, Saltash, Cornwall. PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
		TOTAL (excluding VAT)				£1,721,076.09
15		VAT assessment				£293,431.81
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.]	£1,467,159.05		20%	£293,431.81
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		TOTAL (including VAT)				£2,014,507.90



Form detail

#5: Saltash Station



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Saltash Station Building, Station Road, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 17:42 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

11:00

1.2

Limitations

describe the areas visited, and any limitations

inspected externally with limited access to most areas of the building as they were occupied spaces or closed off.

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Saltash Station**

### 2.2 Accommodation

describe of the property and its form.

**Blockwork Construction with traditional structure. The building included a cafe and internal seating areas and a function room.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external walls include render with bespoke features along the external wall.**

## Photos (7)



[PXL\\_20251208\\_112537695](#)

**Taken on** 8 Dec 2025, 11:25 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_112521935](#)

**Taken on** 8 Dec 2025, 11:25 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_112513030](#)

**Taken on** 8 Dec 2025, 11:25 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_112510767](#)

**Taken on** 8 Dec 2025, 11:25 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

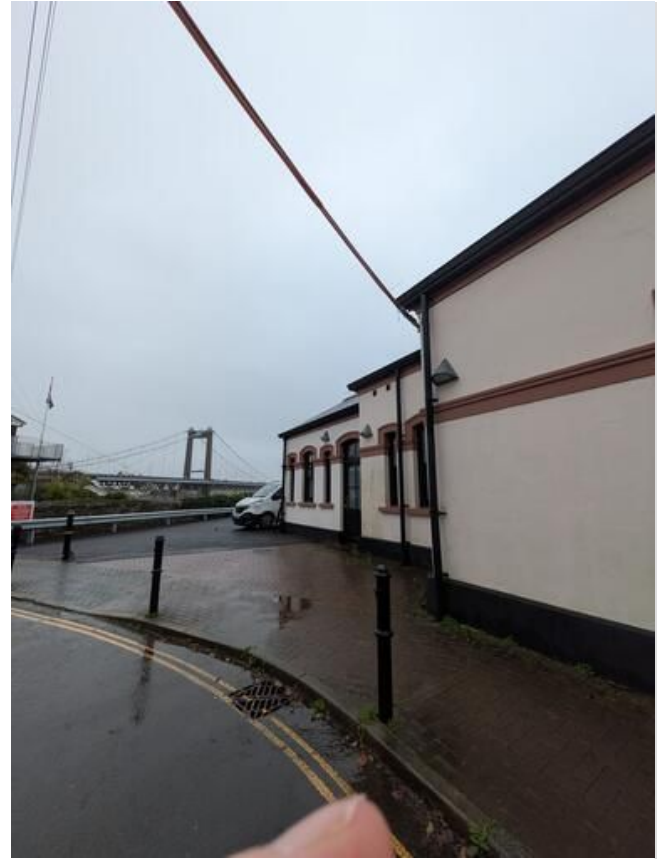


[PXL\\_20251208\\_112522881](#)

**Taken on** 8 Dec 2025, 11:25 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_112510013](#)

**Taken on** 8 Dec 2025, 11:25 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_112536045](#)

**Taken on** 8 Dec 2025, 11:25 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with an assumed timber structure.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed to be Mains fed electricals, natural ventilation with radiant panels generally.**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

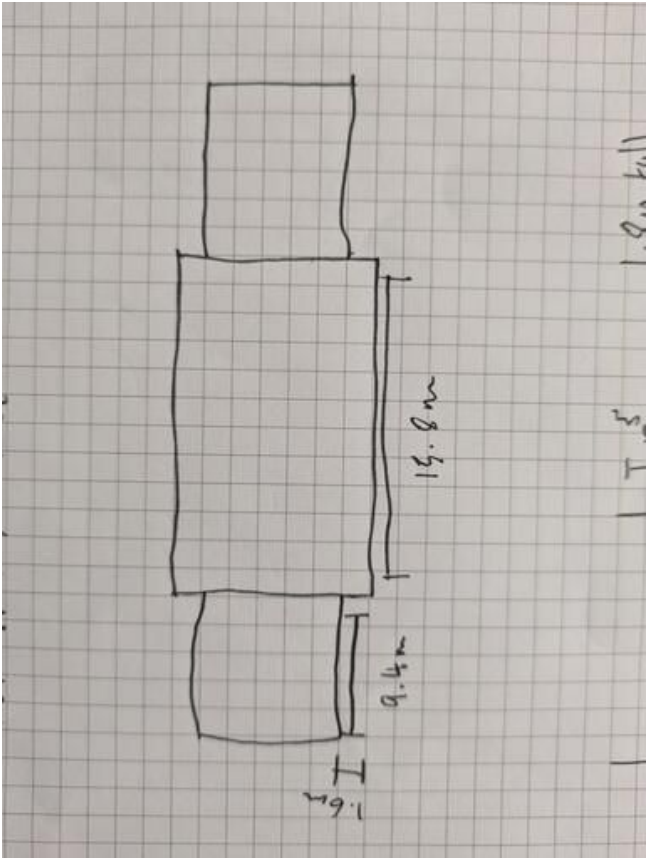
Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

Photos (1)



[PXL\\_20251223\\_174108209](#)

**Taken on** 23 Dec 2025, 17:41 GMT

**Added on** 23 Dec 2025, 17:42 GMT

**Added by** Benjamin Clague

3. Site Details

- 3.1

General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**
- 3.2

Topography

**level**
- 3.3

Ground conditions

**good**
- 3.4

Water table / running water



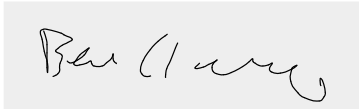
3.5 Access  
**restricted**

3.6 Working space  
**restricted**

#### 4. Declaration

4.1 Name  
**Benjamin Clague**

Signature



**Name**  
Benjamin Clague

**Date and time**  
23 Dec 2025 at 17:42 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: RCA

AT: Saltash Station Building, Station Road, Saltash, Cornwall, PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Saltash Station Building, Station Road, Saltash, Cornwall, PL12 6DX				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Saltash Station Building within Saltash in Cornwall; the building is single storey with traditional masonry construction with a pitched slate roof and smooth render; the building includes a function hall with sperate WC's and a waiting room;				
a.3.2		BCIS Function Code: Railway Station Buildings	114			
a.3.3		Functional Units: Railway Station Building	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C - Brick Construction			
a.4		Access and site limitations:				

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: RCA

AT: Saltash Station Building, Station Road, Saltash, Cornwall, PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.4.1		Access to the site is restricted with vehicular access limited on a small road; working space is restricted being located on a railway station; nearby buildings are residential and are anticipated to remain occupied throughout the period of works.				
a.5		<b>Pricing:</b>				
a.5.1		Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #5				
a.7		<b>Inspection</b>				
a.7.1		A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025. The following areas were not accessible:				
		• Waiting Areas and Cafe.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	20	weeks		

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: RCA

AT: Saltash Station Building, Station Road, Saltash, Cornwall, PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	233	m²		
1		<b>Demolition / Facilitating Works</b>				<b>£20,000.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m²	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£20,000.00	£20,000.00
2		<b>Part of Building / Area Use</b>				<b>£812,170.00</b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Railway Station Buildings (BCIS Function 114); including main contractor's preliminaries;	36	m²	£4,688.00	£168,768.00
2.2		NRM Volume 1 section 2.6.1.(a) Floor area method; Community Centres (BCIS Function 114);Generally; including main contractor's preliminaries;	197	m²	£3,266.00	£643,402.00
3		<b>Adjustments and Additions</b>				<b>£25,000.00</b>

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: RCA

AT: Saltash Station Building, Station Road, Saltash, Cornwall, PL12 6DX



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
3.2		Extra over for exposed roof trusses and valuted ceiling	1	Item	£25,000.00	£25,000.00
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£0.00</b>
		N/A				
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£81,431.15</b>
8.1		Site Preparation Works;	£857,170.00		5.00%	£42,858.50
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£857,170.00		2.50%	£21,429.25
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£857,170.00		2.00%	£17,143.40
<b>SUB-TOTAL: Works Cost Estimate</b>						<b>£938,601.15</b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT  
RELATING TO: RCA  
AT: Saltash Station Building, Station Road, Saltash, Cornwall, PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>11</b>		<b>Professional Fees</b>				<b>£159,562.19</b>
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£938,601.15		15.00%	£140,790.17
11.2		Other consultants' fees; allowance for Surveys and Searches	£938,601.15		2.00%	£18,772.02
<b>12</b>		<b>Other development/project costs</b>				<b>£4,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees	1	Item	£3,000.00	£3,000.00
		<b>SUB-TOTAL: Base Cost Estimate</b>				<b>£1,102,663.34</b>
<b>13</b>		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
<b>14</b>		<b>Inflation</b>				<b>£0.00</b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: RCA

AT: Saltash Station Building, Station Road, Saltash, Cornwall, PL12 6DX



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
14.1		n/a - Day One Basis				
TOTAL (excluding VAT)						£1,102,663.34
15		VAT assessment				£187,720.23
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.]	£938,601.15		20%	£187,720.23
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
TOTAL (including VAT)						£1,290,383.57



Form detail

#6: Longstone Depot



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 17:48 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

11:30

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the external areas of the building as there was no access to the building.

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Longstone Depot**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with traditional masonry structure for the 2 storey main building and a single storey unit adjacent with a roller shutter door. Unable to determine internal build-up as no record information has been received.**

### 2.3 Number of storeys

primary number of storeys

**2**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall consists of render on blockwork.**

**Photos (6)**

[PXL\\_20251208\\_101730778](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101745013](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101803781](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101812486](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101833735](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101811677](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with a timber structure.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals, natural ventilation with radiant panels generally.**



## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

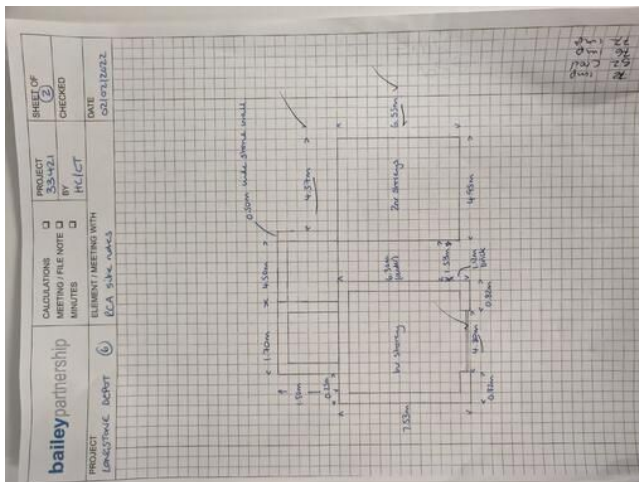
Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**External areas included a small car park but is likely to not be included within the legal demise.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

### Photos (1)



[PXL\\_20251223\\_174622353](#)

**Taken on** 23 Dec 2025, 17:46 GMT

**Added on** 23 Dec 2025, 17:46 GMT

**Added by** Benjamin Clague

### 3. Site Details

#### 3.1 General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**

#### 3.2 Topography level

#### 3.3 Ground conditions good

#### 3.4 Water table / running water

#### 3.5 Access restricted

#### 3.6 Working space unrestricted

### 4. Declaration

#### 4.1 Name Benjamin Clague

Signature



**Name**  
Benjamin Clague

**Date and time**  
23 Dec 2025 at 17:47 GMT



FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall, PL12 6EU				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Longstone Depot within Saltash in Cornwall; the building includes two primary blocks with a connecting building to the rear; the main block is traditionally constructed with a slate pitched roof; the second block is single storey traditionally constructed store with a large roller shutter door;				
a.3.2		BCIS Function Code:	278			
a.3.3		Functional Units: Builders Yards, Local Authority Maintenance Depots	1	nr		
a.3.4		Primary number of stories:	2	nr		
a.3.5		BCIS Construction Code:	C - Brick Construction			
a.4		Access and site limitations:				

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				
a.5		<b>Pricing:</b>				
a.5.1		Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #6				
a.7		<b>Inspection</b>				
a.7.1		A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025. The following areas were not accessible: • Entire Building.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	20	weeks		

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.8 a.8.1		<b>Areas:</b> GIFA (IPMS2)	121	m²		
1		<b>Demolition / Facilitating Works</b>				<b>£10,000.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m²	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£10,000.00	£10,000.00
2		<b>Part of Building / Area Use</b>				<b>£302,726.00</b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Local Admin Buildings (BCIS Function 278); including main contractor's preliminaries;	77	m²	£3,118.00	£240,086.00
2.2		NRM Volume 1 section 2.6.1.(a) Floor area method; Builders Yards, Local Authority Maintenance Depots (BCIS Function 278); including main contractor's preliminaries;	45	m²	£1,392.00	£62,640.00

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: RCA

AT: Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall, PL12 6EU



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>3</b>		<b>Adjustments and Additions</b>				<b>£0.00</b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£0.00</b>
		N/A				
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£39,090.75</b>
8.1		Site Preparation Works;	£312,726.00		8.00%	£25,018.08
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£312,726.00		2.50%	£7,818.15
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£312,726.00		2.00%	£6,254.52
<b>SUB-TOTAL: Works Cost Estimate</b>						<b>£351,816.75</b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: RCA

AT: Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>11</b>		<b>Professional Fees</b>				<b>£59,808.85</b>
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£351,816.75		15.00%	£52,772.51
11.2		Other consultants' fees; allowance for Surveys and Searches	£351,816.75		2.00%	£7,036.34
<b>12</b>		<b>Other development/project costs</b>				<b>£4,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees	1	Item	£3,000.00	£3,000.00
		<b>SUB-TOTAL: Base Cost Estimate</b>				<b>£416,125.60</b>
<b>13</b>		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
<b>14</b>		<b>Inflation</b>				<b>£0.00</b>

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
14.1		n/a - Day One Basis				
		<b>TOTAL (excluding VAT)</b>				<b>£416,125.60</b>
15		<b>VAT assessment</b>				<b>£70,363.35</b>
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.]	£351,816.75		20%	£70,363.35
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£486,488.95</b>

Form detail

#7: Caretakers Building



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Caretakers Building, Church Town Cemetery Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 17:55 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

12:00

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the front elevation of the building as there was no access to the building.

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Caretakers Building**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with traditional masonry frame. Unable to determine internal build-up as no record information has been received.  
UPVC framed windows.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appears to consist of chipped stone render on blockwork.**



**Photos (3)**[PXL\\_20251208\\_115136334](#)**Taken on** 8 Dec 2025, 11:51 GMT**Added on** 9 Dec 2025, 14:16 GMT**Added by** Benjamin Clague[PXL\\_20251208\\_115137339](#)**Taken on** 8 Dec 2025, 11:51 GMT**Added on** 9 Dec 2025, 14:16 GMT**Added by** Benjamin Clague



[PXL\\_20251208\\_115136791](#)

**Taken on** 8 Dec 2025, 11:51 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with an assumed timber structure.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals, natural ventilation with radiant panels generally.**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

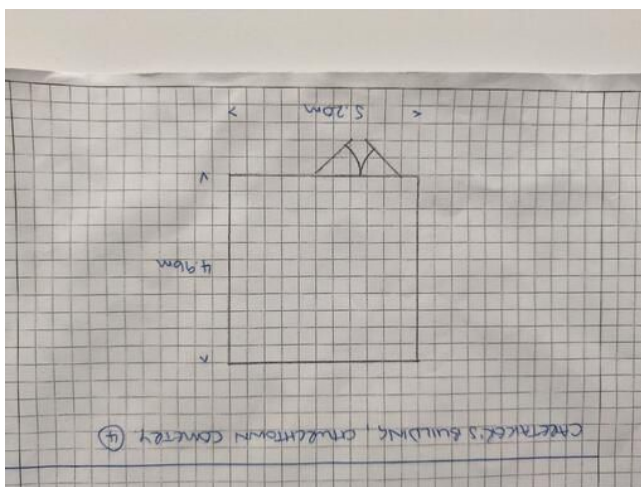
Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

### Photos (1)



[PXL\\_20251223\\_175342725](#)

**Taken on** 23 Dec 2025, 17:53 GMT

**Added on** 23 Dec 2025, 17:54 GMT

**Added by** Benjamin Clague

### 3. Site Details

#### 3.1 General description

describe any features and limitations (with photos)

**site visit externally with no access inside the building.**

#### 3.2 Topography level

#### 3.3 Ground conditions good

#### 3.4 Water table / running water

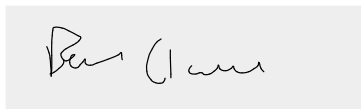
#### 3.5 Access restricted

#### 3.6 Working space restricted

### 4. Declaration

#### 4.1 Name Benjamin Clague

Signature



**Name**  
Benjamin Clague

**Date and time**  
23 Dec 2025 at 17:55 GMT

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Caretakers Building within the Churchtown Cemetery in Saltash; the building is traditionally constructed with a slate tile pitched roof and masonry external wallswith a render finish;				
a.3.2		BCIS Function Code:	278			
a.3.3		Functional Units: Builders Yards, Local Authority Maintenance Depots	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C - Brick Construction			
a.4		Access and site limitations:				

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				
a.5		<b>Pricing:</b>				
a.5.1		Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #7				
a.7		<b>Inspection</b>				
a.7.1		A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025. The following areas were not accessible:				
		• Entire Building.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	15	weeks		

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.8 a.8.1		<b>Areas:</b> GIFA (IPMS2)	26	m <sup>2</sup>		
<u>1</u>		<b>Demolition / Facilitating Works</b>				<b>£2,000.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£2,000.00	£2,000.00
<u>2</u>		<b>Part of Building / Area Use</b>				<b>£36,192.00</b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Builders Yards, Local Authority Maintenance Depots (BCIS Function 278); including main contractor's preliminaries;	26	m <sup>2</sup>	£1,392.00	£36,192.00
<u>3</u>		<b>Adjustments and Additions</b>				<b>£0.00</b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£0.00</b>
		N/A				
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£2,864.40</b>
8.1		Site Preparation Works;	£38,192.00		3.00%	£1,145.76
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£38,192.00		2.50%	£954.80
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£38,192.00		2.00%	£763.84
<b>SUB-TOTAL: Works Cost Estimate</b>						<b>£41,056.40</b>
<b>11</b>		<b>Professional Fees</b>				<b>£6,979.59</b>



FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£41,056.40		15.00%	£6,158.46
11.2		Other consultants' fees; allowance for Surveys and Searches	£41,056.40		2.00%	£821.13
<b>12</b>		<b>Other development/project costs</b>				<b>£4,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees		1 Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees		1 Item	£3,000.00	£3,000.00
<b>SUB-TOTAL: Base Cost Estimate</b>						<b>£52,535.99</b>
<b>13</b>		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
<b>14</b>		<b>Inflation</b>				<b>£0.00</b>
14.1		<i>n/a - Day One Basis</i>				

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: RCA  
AT: Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
		<b>TOTAL (excluding VAT)</b>				<b>£52,535.99</b>
<u>15</u>		<u>VAT assessment</u>				<u>£8,211.28</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.]	£41,056.40		20%	£8,211.28
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£60,747.27</b>

Form detail

#9: Maurice Huggins Room



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Maurice Huggins Room, Victoria Park, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 18:05 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

11:45

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the building as there was no access to the building.

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Maurice Huggins Room**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with traditional masonry structure. Unable to determine internal build-up as no record information has been received either.  
Timber framed windows.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appear to consist of render on blockwork with some exposed stonework.**

**Photos (7)**

[PXL\\_20251208\\_102136366](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102135198](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102201323](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102123436](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague





[PXL\\_20251208\\_102150082](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102115720](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102117320](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with an assumed timber structure.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals, natural ventilation with radiant panels generally.**



## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site included a large amount of green space surrounded by secure fencing with a courtyard to the rear of the building.**

**Photos (4)**

[PXL\\_20251208\\_102127252](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102143772](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102138444](#)

**Taken on** 8 Dec 2025, 10:21 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_102128615](#)

**Taken on** 8 Dec 2025, 10:21 GMT

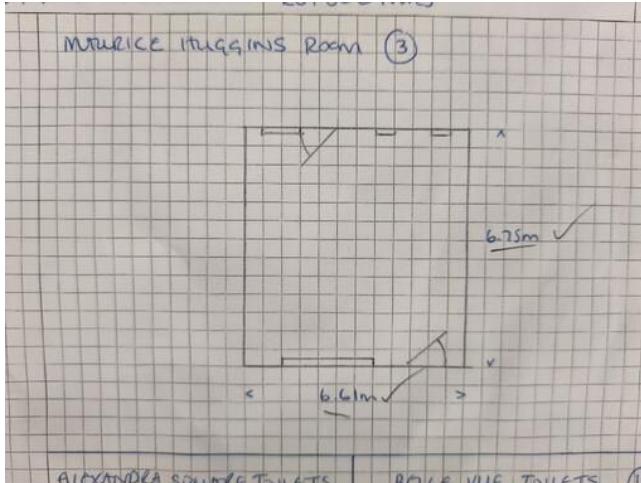
**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

### Photos (1)



[PXL\\_20251223\\_175930963](#)

**Taken on** 23 Dec 2025, 17:59 GMT

**Added on** 23 Dec 2025, 18:00 GMT

**Added by** Benjamin Clague

## 3. Site Details

### 3.1 General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**

### 3.2 Topography level

### 3.3 Ground conditions good

### 3.4 Water table / running water

### 3.5 Access restricted

### 3.6 Working space restricted

## 4. Declaration

4.1    Name  
         **Benjamin Clague**

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 18:04 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Maurice Huggins Room within Saltash in Cornwall; the building is a single storey traditionally constructed building with a flat roof and a mix of render and brick finishes;				
a.3.2		BCIS Function Code:	922			
a.3.3		Functional Units: Staff Rooms, Common Rooms, Rest Rooms Etc.	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C-Brick Construction			
a.4		Access and site limitations:				
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				



FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.5		<b>Pricing:</b>				
a.5.1		<i>Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.</i>				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #8				
a.7		<b>Inspection</b>				
a.7.1		<i>A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025. The following areas were not accessible:</i>				
		• Entire Building.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	15	weeks		
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	45	m <sup>2</sup>		

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>1</b>		<b><u>Demolition / Facilitating Works</u></b>				<b><u>£4,000.00</u></b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£4,000.00	£4,000.00
<b>2</b>		<b><u>Part of Building / Area Use</u></b>				<b><u>£159,975.00</u></b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Staff Rooms, Common Rooms, Rest Rooms, etc. (BCIS Function 922); including main contractor's preliminaries;	45	m <sup>2</sup>	£3,555.00	£159,975.00
<b>3</b>		<b><u>Adjustments and Additions</u></b>				<b><u>£0.00</u></b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
<b>4</b>		<b><u>Works to Existing Buildings</u></b>				<b><u>£0.00</u></b>



FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
		N/A				
<b>5-7</b>		<b><u>Not Used</u></b>				
<b>8</b>		<b><u>External Works</u></b>				<b>£20,496.88</b>
8.1		Site Preparation Works;	£163,975.00		8.00%	£13,118.00
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£163,975.00		2.50%	£4,099.38
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£163,975.00		2.00%	£3,279.50
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£184,471.88</b>
<b>11</b>		<b><u>Professional Fees</u></b>				<b>£31,360.22</b>
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£184,471.88		15.00%	£27,670.78
11.2		Other consultants' fees; allowance for Surveys and Searches	£184,471.88		2.00%	£3,689.44

Page 164

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG

BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
12		Other development/project costs				£4,500.00
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees	1	Item	£3,000.00	£3,000.00
		SUB-TOTAL: Base Cost Estimate				£220,332.10
13		Risks				£0.00
13.1		included in base cost above.				
14		Inflation				£0.00
14.1		n/a - Day One Basis				
		TOTAL (excluding VAT)				£220,332.10
15		VAT assessment				£36,894.38

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
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.]	£184,471.88		20%	£36,894.38
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£257,226.48</b>

Form detail

#11: Alexandra Toilet Block



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Toilet Block, Alexandra Square, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 18:15 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

12:45

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the building as there was no access to the building being a public toilet in use.

Page 166

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Alexandra Toilet Block**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with a traditional masonry frame. Unable to determine internal build-up as no record information has been received.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appears to consist of render on blockwork.**

## Photos (5)



[PXL\\_20251208\\_103225597](#)

**Taken on** 8 Dec 2025, 10:32 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_103227470](#)

**Taken on** 8 Dec 2025, 10:32 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_103215209](#)

**Taken on** 8 Dec 2025, 10:32 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_103216980](#)

**Taken on** 8 Dec 2025, 10:32 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_103224728](#)

**Taken on** 8 Dec 2025, 10:32 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with an assumed timber structure.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals with natural ventilation.**



## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

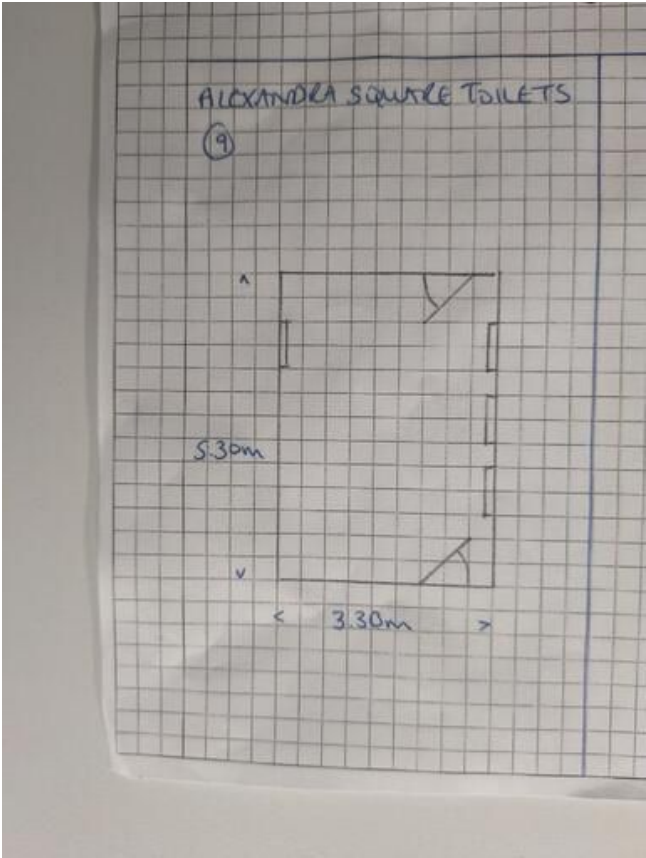
Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

Photos (1)



[PXL\\_20251223\\_181320919](#)  
**Taken on** 23 Dec 2025, 18:13 GMT  
**Added on** 23 Dec 2025, 18:13 GMT  
**Added by** Benjamin Clague

3. Site Details

- 3.1

General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**
- 3.2

Topography

**level**
- 3.3

Ground conditions

**good**
- 3.4

Water table / running water

3.5

Access

restricted

3.6

Working space

restricted

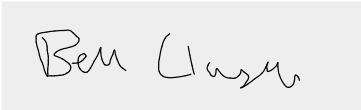
4. Declaration

4.1

Name

Benjamin Clague

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 18:14 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Toilet Block, Alexandra Square, Saltash, Cornwall				
a.2.2		BCIS Location Factor: Cornwall	98			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Alexandra square toilet block is a single storey, traditionally constructed, public convenience, comprising of male and female toilet facilities, with dual access, finished with rough render and concrete tiling.				
a.3.2		BCIS Function Code: Toilet blocks - private facilities	941.2			
a.3.3		Functional Units: n/a	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C : Brick construction			
a.4		Access and site limitations:				
a.4.1		Access to the site is unrestricted with vehicular access directly from the main road; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.5		<b>Pricing:</b>				
a.5.1		<i>Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.</i>				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #9				
a.7		<b>Inspection</b>				
a.7.1		<i>A visual inspection was undertaken by Benjamin Clague and Finlay Kirk on Monday 8th December 2025.</i>				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	10	weeks		
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	18	m <sup>2</sup>		

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>1</b>		<b><u>Demolition / Facilitating Works</u></b>				<b><u>£2,000.00</u></b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£2,000.00	£2,000.00
<b>2</b>		<b><u>Part of Building / Area Use</u></b>				<b><u>£79,152.00</u></b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Toilet Blocks - Private Facilities (BCIS Function 941.2); New Build;	18	m <sup>2</sup>	£4,397.33	£79,152.00
<b>3</b>		<b><u>Adjustments and Additions</u></b>				<b><u>£0.00</u></b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
<b>4</b>		<b><u>Works to Existing Buildings</u></b>				<b><u>£0.00</u></b>
		N/A				

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>5-7</b>		<b><u>Not Used</u></b>				
<b>8</b>		<b><u>External Works</u></b>				<b><u>£5,274.88</u></b>
8.1		Site Preparation Works;	£81,152.00		2.00%	£1,623.04
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£81,152.00		2.50%	£2,028.80
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£81,152.00		2.00%	£1,623.04
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£86,426.88</b>
<b>11</b>		<b><u>Professional Fees</u></b>				<b><u>£14,692.57</u></b>
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£86,426.88		15.00%	£12,964.03
11.2		Other consultants' fees; allowance for Surveys and Searches	£86,426.88		2.00%	£1,728.54
<b>12</b>		<b><u>Other development/project costs</u></b>				<b><u>£4,500.00</u></b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees	1	Item	£3,000.00	£3,000.00
SUB-TOTAL: Base Cost Estimate						£105,619.45
13		Risks				£0.00
13.1		included in base cost above.				
14		Inflation				£0.00
14.1		n/a - Day One Basis				
TOTAL (excluding VAT)						£105,619.45
15		VAT assessment				£17,285.38



FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
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.]	£86,426.88		20%	£17,285.38
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£122,904.83</b>

Form detail

#12: Belle Vue Toilet Block



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Toilet Block, Belle Vue Road, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 18:18 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

13:00

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the building as there was no access to the building being a public toilet in use.

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Belle Vue Toilet Block**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with traditional masonry frame. Unable to determine internal build-up as no record information has been received.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appears to consist of render on blockwork.**

### 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with an assumed timber structure.**

### 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

### 2.7 Building Services (Plant & Equipment)

**Page 181**

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals with natural ventilation.**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

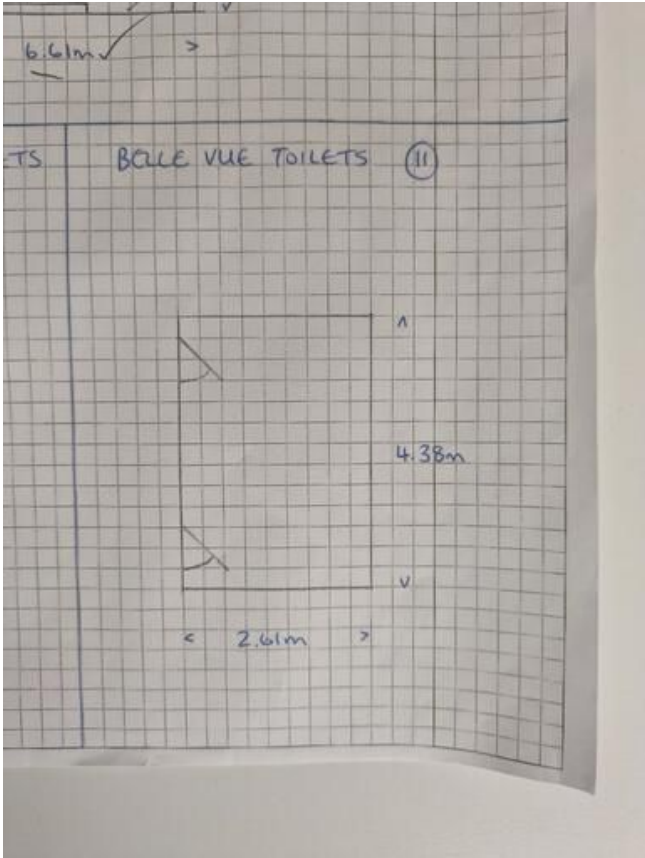
Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

Photos (1)



[PXL\\_20251223\\_181546493](#)  
**Taken on** 23 Dec 2025, 18:15 GMT  
**Added on** 23 Dec 2025, 18:18 GMT  
**Added by** Benjamin Clague

3. Site Details

- 3.1

General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**
- 3.2

Topography

**level**
- 3.3

Ground conditions

**good**
- 3.4

Water table / running water

3.5

Access

restricted

3.6

Working space

restricted

4. Declaration

4.1

Name

Benjamin Clague

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 18:18 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Belle Vue toilet block is a single storey, traditionally constructed, public convenience, comprising of male and female toilet facilities, with dual access, with concrete tiling and no additional finishes.				
a.3.2		BCIS Function Code: Toilet blocks - private facilities	941.2			
a.3.3		Functional Units: n/a	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C : Brick construction			
a.4		Access and site limitations:				
a.4.1		Access to the site is unrestricted with vehicular access directly from the main road; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.5		<b>Pricing:</b>				
a.5.1		<i>Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.</i>				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #10				
a.7		<b>Inspection</b>				
a.7.1		<i>A visual inspection was undertaken by Benjamin Clague and Finlay Kirk on Monday 8th December 2025.</i>				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	10	weeks		
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	12	m <sup>2</sup>		



FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b><u>1</u></b>		<b><u>Demolition / Facilitating Works</u></b>				<b><u>£2,000.00</u></b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£2,000.00	£2,000.00
<b><u>2</u></b>		<b><u>Part of Building / Area Use</u></b>				<b><u>£0.00</u></b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Toilet Blocks - Private Facilities (BCIS Function 941.2); New Build;	12	m <sup>2</sup>	£4,397.33	£52,768.00
<b><u>3</u></b>		<b><u>Adjustments and Additions</u></b>				<b><u>£0.00</u></b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
<b><u>4</u></b>		<b><u>Works to Existing Buildings</u></b>				<b><u>£0.00</u></b>
		N/A				

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<u>5-7</u>		<b><u>Not Used</u></b>				
<u>8</u>		<b><u>External Works</u></b>				<b><u>£0.00</u></b>
8.1		Site Preparation Works;	£0.00		2.00%	£0.00
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£0.00		2.50%	£0.00
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£0.00		2.00%	£0.00
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£54,768.00</b>
<u>11</u>		<b><u>Professional Fees</u></b>				<b><u>£9,310.56</u></b>
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£54,768.00		15.00%	£8,215.20
11.2		Other consultants' fees; allowance for Surveys and Searches	£54,768.00		2.00%	£1,095.36
<u>12</u>		<b><u>Other development/project costs</u></b>				<b><u>£4,500.00</u></b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees	1	Item	£3,000.00	£3,000.00
SUB-TOTAL: Base Cost Estimate						£68,578.56
13		Risks				£0.00
13.1		included in base cost above.				
14		Inflation				£0.00
14.1		n/a - Day One Basis				
TOTAL (excluding VAT)						£68,578.56
15		VAT assessment				£10,953.60

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
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.]	£54,768.00		20%	£10,953.60
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£79,532.16</b>

Form detail

#10: Cemetery Toilet Block



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 18:11 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

12:30

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the building as there was no access to the building being a public toilet in use.

Page 191

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Cemetery Toilet Block**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with a traditional masonry frame. Unable to determine internal build-up as no record information has been received.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appears to consist of render on blockwork.**

### 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with a timber structure.**

### 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

### 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals with natural ventilation.**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

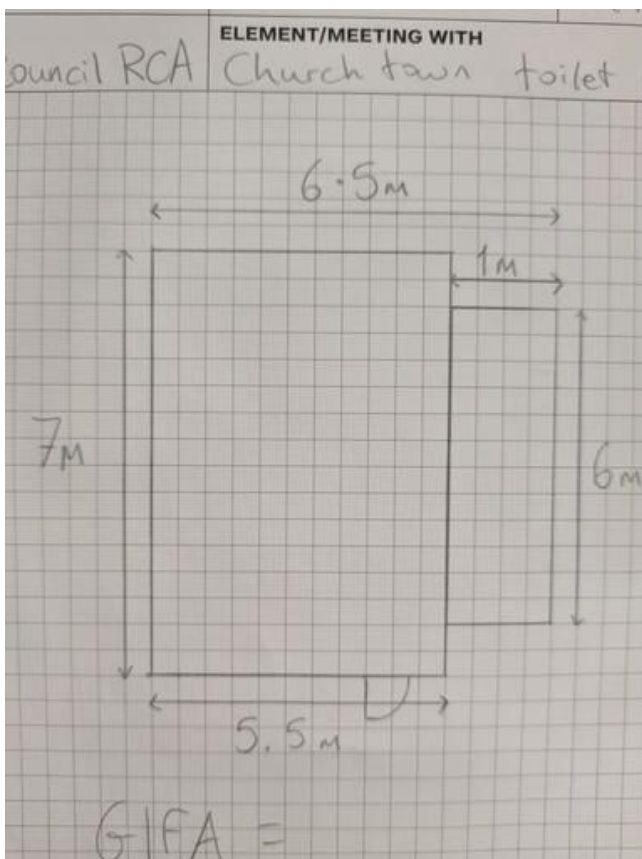
## 2.10 External Works

Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

**Photos (1)**

[PXL\\_20251223\\_180914767](#)

**Taken on** 23 Dec 2025, 18:08 GMT

**Added on** 23 Dec 2025, 18:10 GMT

**Added by** Benjamin Clague

### 3. Site Details

#### 3.1 General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**

#### 3.2 Topography level

#### 3.3 Ground conditions good

#### 3.4 Water table / running water



3.5

Access

restricted

3.6

Working space

restricted

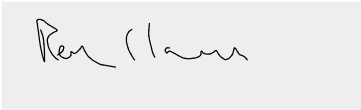
4. Declaration

4.1

Name

Benjamin Clague

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 18:11 GMT

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		The Churtown Cemetery toilets is a single storey, traditionally constructed, public convenience. It comprises of two main entrances, to male and female toilet facilities. The roof is pitched with slate tiling and the external walls are finished with render.				
a.3.2		BCIS Function Code: Toilet blocks - private facilities	941.2			
a.3.3		Functional Units:	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C : Brick construction			
a.4		Access and site limitations:				

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.4.1		Access to the site is unrestricted with vehicular access directly from the main road; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				
a.5		<b>Pricing:</b>				
a.5.1		Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #11				
a.7		<b>Inspection</b>				
a.7.1		A visual inspection was undertaken by Benjamin Clague and Finlay Kirk on Monday 8th December 2025.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	10	weeks		

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	24	m <sup>2</sup>		
1		<b>Demolition / Facilitating Works</b>				<b>£2,000.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£2,000.00	£2,000.00
2		<b>Part of Building / Area Use</b>				<b>£0.00</b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Toilet Blocks - Private Facilities (BCIS Function 941.2); New Build;	24	m <sup>2</sup>	£4,397.33	£105,536.00
3		<b>Adjustments and Additions</b>				<b>£0.00</b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£0.00</b>
		N/A				
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£130.00</b>
8.1		Site Preparation Works;	£2,000.00		2.00%	£40.00
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£2,000.00		2.50%	£50.00
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£2,000.00		2.00%	£40.00
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£107,666.00</b>
<b>11</b>		<b>Professional Fees</b>				<b>£18,303.22</b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£107,666.00		15.00%	£16,149.90
11.2		Other consultants' fees; allowance for Surveys and Searches	£107,666.00		2.00%	£2,153.32
<b>12</b>		<b>Other development/project costs</b>				<b>£4,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees		1 Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees		1 Item	£3,000.00	£3,000.00
<b>SUB-TOTAL: Base Cost Estimate</b>						<b>£130,469.22</b>
<b>13</b>		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
<b>14</b>		<b>Inflation</b>				<b>£0.00</b>
14.1		<i>n/a - Day One Basis</i>				

Page 201

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
		TOTAL (excluding VAT)				£130,469.22
15		VAT assessment				£21,533.20
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.]	£107,666.00		20%	£21,533.20
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		TOTAL (including VAT)				£152,002.42

Form detail

#13: Waterside Toilet Block



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 18:21 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

13:15

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the building as there was no access to the building being a public toilet in use.

Page 202



### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Waterside Toilet Block**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with traditional masonry frame. Unable to determine internal build-up as no record information has been received.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appears to consist of render on blockwork.**

**Photos (2)**

[PXL\\_20251208\\_110233742](#)

**Taken on** 8 Dec 2025, 11:01 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_110226228](#)

**Taken on** 8 Dec 2025, 11:01 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**Flat roof.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals with natural ventilation.****2.8 Finishes**

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

**2.9 Specialist Installations**

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

**2.10 External Works**

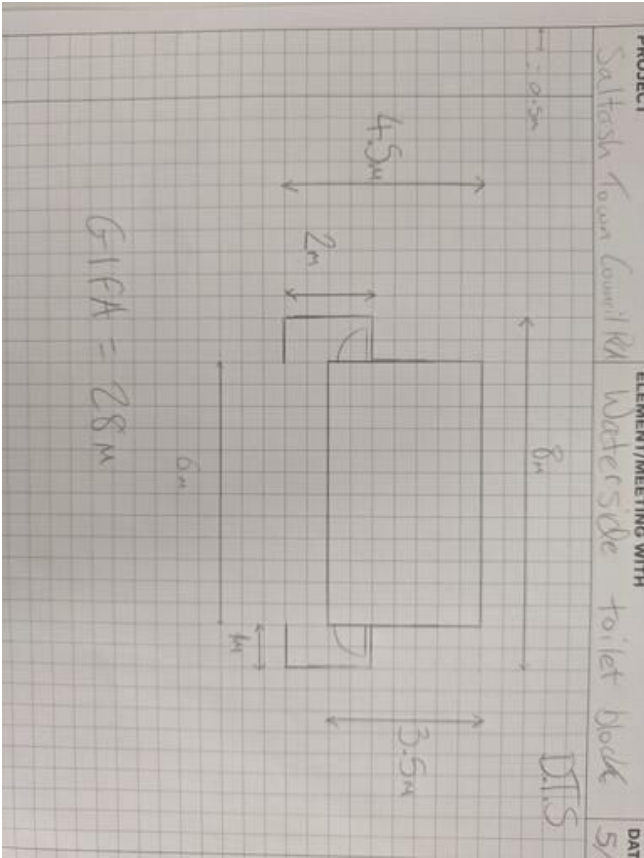
Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

**2.11 On-site Measurement**

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

Photos (1)



[PXL\\_20251223\\_181918421](#)

**Taken on** 23 Dec 2025, 18:19 GMT

**Added on** 23 Dec 2025, 18:21 GMT

**Added by** Benjamin Clague

3. Site Details

- 3.1

General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**
- 3.2

Topography

**level**
- 3.3

Ground conditions

**good**
- 3.4

Water table / running water

3.5

Access

restricted

3.6

Working space

restricted

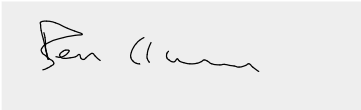
4. Declaration

4.1

Name

Benjamin Clague

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 18:21 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		The Waterside toilet block is a single storey, traditionally constructed, public convenience, comprising of male and female toilet facilities, with dual access, with a flat roof and render finishes.				
a.3.2		BCIS Function Code: Toilet blocks - private facilities	941.2			
a.3.3		Functional Units: n/a	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C : Brick construction			
a.4		Access and site limitations:				
a.4.1		Access to the site is unrestricted with vehicular access directly from the main road; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.5		<b>Pricing:</b>				
a.5.1		<i>Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.</i>				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #12				
a.7		<b>Inspection</b>				
a.7.1		<i>A visual inspection was undertaken by Benjamin Clague and Finlay Kirk on Monday 8th December 2025.</i>				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	10	weeks		
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	28	m <sup>2</sup>		

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>1</b>		<b><u>Demolition / Facilitating Works</u></b>				<b><u>£3,000.00</u></b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£3,000.00	£3,000.00
<b>2</b>		<b><u>Part of Building / Area Use</u></b>				<b><u>£123,125.33</u></b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Toilet Blocks - Private Facilities (BCIS Function 941.2); New Build;	28	m <sup>2</sup>	£4,397.33	£123,125.33
<b>3</b>		<b><u>Adjustments and Additions</u></b>				<b><u>£0.00</u></b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
<b>4</b>		<b><u>Works to Existing Buildings</u></b>				<b><u>£0.00</u></b>
		N/A				



FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<u>5-7</u>		<b><u>Not Used</u></b>				
<u>8</u>		<b><u>External Works</u></b>				<b><u>£8,198.15</u></b>
8.1		Site Preparation Works;	£126,125.33		2.00%	£2,522.51
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£126,125.33		2.50%	£3,153.13
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£126,125.33		2.00%	£2,522.51
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£134,323.48</b>
<u>11</u>		<b><u>Professional Fees</u></b>				<b><u>£22,834.99</u></b>
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£134,323.48		15.00%	£20,148.52
11.2		Other consultants' fees; allowance for Surveys and Searches	£134,323.48		2.00%	£2,686.47
<u>12</u>		<b><u>Other development/project costs</u></b>				<b><u>£4,500.00</u></b>

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees	1	Item	£3,000.00	£3,000.00
SUB-TOTAL: Base Cost Estimate						£161,658.47
<u>13</u>		<u>Risks</u>				<u>£0.00</u>
13.1		<i>included in base cost above.</i>				
<u>14</u>		<u>Inflation</u>				<u>£0.00</u>
14.1		<i>n/a - Day One Basis</i>				
TOTAL (excluding VAT)						£161,658.47
<u>15</u>		<u>VAT assessment</u>				<u>£26,864.70</u>

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
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.]	£134,323.48		20%	£26,864.70
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£188,523.17</b>

Form detail

#14: Longstone Toilet Block



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the Toilet Block, Longstone Park, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 18:24 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

13:30

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the building as there was no access to the building being a public toilet in use.

Page 214

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Longstone Toilet Block**

### 2.2 Accommodation

describe of the property and its form.

**Assumed blockwork construction with traditional masonry frame. Unable to determine internal build-up as no record information has been received.**

### 2.3 Number of storeys

primary number of storeys

**1**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**The external wall appears to consist of render on blockwork.**

**Photos (4)**

[PXL\\_20251208\\_101618866](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101625724](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101644354](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_101643475](#)

**Taken on** 8 Dec 2025, 10:15 GMT

**Added on** 9 Dec 2025, 14:15 GMT

**Added by** Benjamin Clague

## 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**The roof is pitched with a timber structure.**

## 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

## 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**Assumed mains fed electricals with natural ventilation.**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A - no access internally so unable to determine internal finishes.**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

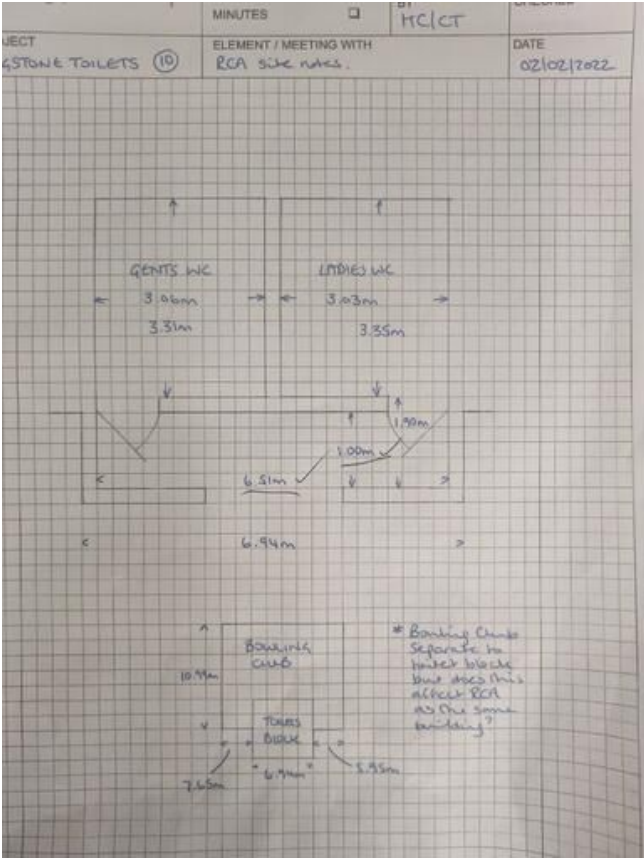
**The site boundary ends with the building perimeter and the surrounding land includes footpaths and roads.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.



Photos (1)



[PXL\\_20251223\\_182207180](#)

**Taken on** 23 Dec 2025, 18:21 GMT

**Added on** 23 Dec 2025, 18:24 GMT

**Added by** Benjamin Clague

3. Site Details

- 3.1 General description

describe any features and limitations (with photos)

**Site visit externally with no access inside the building.**
- 3.2 Topography

**level**
- 3.3 Ground conditions

**good**
- 3.4 Water table / running water

3.5

Access

restricted

3.6

Working space

restricted

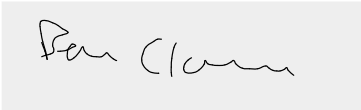
4. Declaration

4.1

Name

Benjamin Clague

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 18:24 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		The Longstone toilet block is a single storey, traditionally constructed, public convenience, comprising of male and female toilet facilities, with dual access, with a flat roof and render finishes.				
a.3.2		BCIS Function Code: Toilet blocks - private facilities	941.2			
a.3.3		Functional Units: n/a	1	nr		
a.3.4		Primary number of stories:	1	nr		
a.3.5		BCIS Construction Code:	C : Brick construction			
a.4		Access and site limitations:				
a.4.1		Access to the site is unrestricted with vehicular access directly from the main road; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.5		<b>Pricing:</b>				
a.5.1		<i>Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.</i>				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #13				
a.7		<b>Inspection</b>				
a.7.1		<i>A visual inspection was undertaken by Benjamin Clague and Finlay Kirk on Monday 8th December 2025.</i>				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	10	weeks		
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	27	m <sup>2</sup>		

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>1</b>		<b><u>Demolition / Facilitating Works</u></b>				<b><u>£2,000.00</u></b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m <sup>2</sup>	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£2,000.00	£2,000.00
<b>2</b>		<b><u>Part of Building / Area Use</u></b>				<b><u>£118,728.00</u></b>
2.1		NRM Volume 1 section 2.6.1.(a) Floor area method; Toilet Blocks - Private Facilities (BCIS Function 941.2); New Build;	27	m <sup>2</sup>	£4,397.33	£118,728.00
<b>3</b>		<b><u>Adjustments and Additions</u></b>				<b><u>£0.00</u></b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
<b>4</b>		<b><u>Works to Existing Buildings</u></b>				<b><u>£0.00</u></b>
		N/A				

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<b>5-7</b>		<b><u>Not Used</u></b>				
<b>8</b>		<b><u>External Works</u></b>				<b><u>£7,847.32</u></b>
8.1		Site Preparation Works;	£120,728.00		2.00%	£2,414.56
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£120,728.00		2.50%	£3,018.20
8.7		External Services; Water, Electric and Telecoms (*Assume* no gas)	£120,728.00		2.00%	£2,414.56
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£128,575.32</b>
<b>11</b>		<b><u>Professional Fees</u></b>				<b><u>£21,857.81</u></b>
11.1		Consultant's fees; allowance for Surveyor/Contract Administrator/Architect/Structural Engineer/Services Engineer/Civil Engineer/Project Manager	£128,575.32		15.00%	£19,286.30
11.2		Other consultants' fees; allowance for Surveys and Searches	£128,575.32		2.00%	£2,571.51
<b>12</b>		<b><u>Other development/project costs</u></b>				<b><u>£4,500.00</u></b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
12.1.2		Buidling Control Fees	1	Item	£3,000.00	£3,000.00
SUB-TOTAL: Base Cost Estimate						£154,933.13
13		Risks				£0.00
13.1		included in base cost above.				
14		Inflation				£0.00
14.1		n/a - Day One Basis				
TOTAL (excluding VAT)						£154,933.13
15		VAT assessment				£25,715.06

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
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.]	£128,575.32		20%	£25,715.06
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£180,648.19</b>



Form detail

#15: The Cornish Cross



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the The Cornish Cross, Elwell Woods, Saltash, Cornwall
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 18:25 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

13:45

1.2

Limitations

describe the areas visited, and any limitations

Only visual inspection to the statue as there is no internal areas.

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**The Cornish Cross**

### 2.2 Accommodation

describe of the property and its form.

**Stonework base with the statue situated within the middle. Concrete slab around the statue as the walking area surrounded by green areas.**

### 2.3 Number of storeys

primary number of storeys

**0**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**N/A**

### 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**N/A**

### 2.6 Construction Type

BCIS Construction Code

**E - offsite construction**

### 2.7 Building Services (Plant & Equipment)

**Page 228**

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**N/A**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**Assume foundations are the concrete slab.**

## 2.10 External Works

Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**Concrete slab surrounding the statue with pavings and greenery areas.**

**Photos (5)**[PXL\\_20251208\\_113520318](#)**Taken on** 8 Dec 2025, 11:35 GMT**Added on** 9 Dec 2025, 14:16 GMT**Added by** Benjamin Clague[PXL\\_20251208\\_113516959](#)**Taken on** 8 Dec 2025, 11:35 GMT**Added on** 9 Dec 2025, 14:15 GMT**Added by** Benjamin Clague



[PXL\\_20251208\\_113516033](#)

**Taken on** 8 Dec 2025, 11:35 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_113513618](#)

**Taken on** 8 Dec 2025, 11:35 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague



[PXL\\_20251208\\_113518182](#)

**Taken on** 8 Dec 2025, 11:35 GMT

**Added on** 9 Dec 2025, 14:16 GMT

**Added by** Benjamin Clague

#### 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

### 3. Site Details

#### 3.1 General description

describe any features and limitations (with photos)

**Site visit externally**

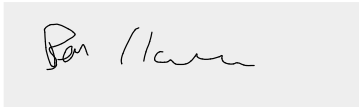
#### 3.2 Topography level

- 3.3 Ground conditions  
**good**
- 3.4 Water table / running water
- 3.5 Access  
**unrestricted**
- 3.6 Working space  
**unrestricted**

#### 4. Declaration

- 4.1 Name  
**Benjamin Clague**

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 18:25 GMT

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Cornish Cross, Elwell Woods, Saltash, Cornwall, PL12 6EQ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		The Cornish Cross, Elwell Woods, Saltash, Cornwall, PL12 6EQ				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Cornish Cross in Saltash; The statue stands on a concrete concrete base covered in stonework; surrounding areas include greenery and main roads leading to and from the Tamar Bridge;				
a.3.2		BCIS Function Code:	N/A			
a.3.3		Functional Units:	N/A	nr		
a.3.4		Primary number of stories:	N/A	nr		
a.3.5		BCIS Construction Code:	N/A			
a.4		Access and site limitations:				
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				



FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Cornish Cross, Elwell Woods, Saltash, Cornwall, PL12 6EQ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.5		<b>Pricing:</b>				
a.5.1		<i>Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.</i>				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #14				
a.7		<b>Inspection</b>				
a.7.1		<i>A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025.</i>				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	20	weeks		
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	0	N/A		

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Cornish Cross, Elwell Woods, Saltash, Cornwall, PL12 6EQ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<u>1</u>		<b>Demolition / Facilitating Works</b>				<b>£500.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m²	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£500.00	£500.00
<u>2</u>		<b>Part of Building / Area Use</b>				<b>£500,000.00</b>
2.1		Artwork; allowance for 1nr 'Cornish Cross' bespoke commissioned statue	1	Item	£500,000.00	£500,000.00
<u>3</u>		<b>Adjustments and Additions</b>				<b>£0.00</b>
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m²	£0.00	£0.00
<u>4</u>		<b>Works to Existing Buildings</b>				<b>£0.00</b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Cornish Cross, Elwell Woods, Saltash, Cornwall, PL12 6EQ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
		N/A				
5-7		Not Used				
8		External Works				£10,010.00
8.1		Site Preparation Works;	£500,500.00		1.00%	£5,005.00
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£500,500.00		1.00%	£5,005.00
8.7		External Services; N/A	£500,500.00		0.00%	£0.00
		SUB-TOTAL: Works Cost Estimate				£510,510.00
11		Professional Fees				£61,261.20
11.1		Consultant's fees; allowance for Surveyor / Structural /Civil Engineer / Project Manager	£510,510.00		10.00%	£51,051.00
11.2		Other consultants' fees; allowance for Surveys and Searches	£510,510.00		2.00%	£10,210.20

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Cornish Cross, Elwell Woods, Saltash, Cornwall, PL12 6EQ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
<u>12</u>		<b>Other development/project costs</b>				<b>£1,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees	1	Item	£1,500.00	£1,500.00
		<b>SUB-TOTAL: Base Cost Estimate</b>				<b>£573,271.20</b>
<u>13</u>		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
<u>14</u>		<b>Inflation</b>				<b>£0.00</b>
14.1		<i>n/a - Day One Basis</i>				
		<b>TOTAL (excluding VAT)</b>				<b>£573,271.20</b>
<u>15</u>		<b>VAT assessment</b>				<b>£102,102.00</b>

FOR: (1) Saltash Town Council

REINSTATEMENT COST ASSESSMENT

RELATING TO: Insurance Reinstatement

AT: The Cornish Cross, Elwell Woods, Saltash, Cornwall, PL12 6EQ



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
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.]	£510,510.00		20%	£102,102.00
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		TOTAL (including VAT)				£675,373.20

Form detail

#8: Cemetery Boundary Wall



Forms

Location	
Form date	8 Dec 2025
Template	RCA Inspection
Description	RCA Visit to the St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,
Due date	
Submitted by	Benjamin Clague
Status	Closed
Last update	23 Dec 2025, 17:57 GMT
Last updated by	Benjamin Clague
Included references	Assets   Files   Forms   Issues   Photos   File packages   Sheets   Submittals   RFIs   Schedule activities

Supporting information

Inspection of the site to collect site specific data required to undertake a Reinstatement Cost Assessment which Zurich will issue to the client.

1. The Inspection

1.1

Arrival time

12:15

1.2

Limitations

describe the areas visited, and any limitations

Visual inspection to the boundary wall of the cemetary

Page 240

### 1.3 Personnel

Who was present

**N/A**

## 2. Property Details

### 2.1 Property Address

include unique building/block name/number

**Cemetery Boundary Wall**

### 2.2 Accommodation

describe of the property and its form.

**Boundary Wall with no adjoining buildings.**

### 2.3 Number of storeys

primary number of storeys

**0**

### 2.4 Elevations

Provide a description of the elevations as well as supporting photos. Elevations include but are not limited to, facing brickwork, fenestration, composite panel cladding, profile metal sheeting, render. Please take notes and photos of any features that may feature on the elevations of a listed building.

**Wall included stonework with new concrete copings.**

### 2.5 Roof Type

Provide a description of the roof type as well as supporting photos. Comment on the roof structure and the roof coverings and anything incorporated / laying on the roof such as but not limited to, crane / window cleaning equipment, roof lights and lightning protection.

**N/A**

### 2.6 Construction Type

BCIS Construction Code

**C - brick construction**

### 2.7 Building Services (Plant & Equipment)

Provide a description of the Building Services as well as supporting photos. Building Services include but are not limited to heating and cooling installations (please specify type), generators, sprinklers and tanks, BMS systems, fire and smoke detection systems, vertical transportation, mechanical ventilation, smoke extraction systems, access control and emergency lighting.

**N/A**

## 2.8 Finishes

Provide a description of the building finishes as well as supporting photos. Finishes include but are not limited to floor, wall, and ceiling finishes. Reception finishes as well as any enhanced finishes not standard to the building.

**N/A**

## 2.9 Specialist Installations

Provide a brief description of the specialist installations as well as supporting photos. Specialist installations include but are not limited to; fireplaces, artwork, and statues.

**N/A**

## 2.10 External Works

Provide a description of the external works as well as supporting photos. External works include but are not limited to; car parking areas, hardstandings, perimeter fencing / walling, external lighting, access gates / barriers, out-buildings, garages, sheds.

**Adjacent land includes access road and cemetery.**

## 2.11 On-site Measurement

Please take measurements of the building whilst on site to ensure accurate area calculations and confirm total floor area. If scaled floor plans are available, check measurements across various points of the site should be made and recorded onto the floor plans. If scaled floor plans are not available, a manual exercise of measuring the site will be required.

## 3. Site Details

### 3.1 General description

describe any features and limitations (with photos)

**N/A**

### 3.2 Topography level

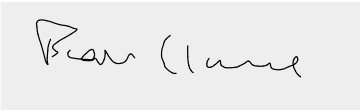


- 3.3    Ground conditions  
         **good**
- 3.4    Water table / running water
- 3.5    Access  
         **unrestricted**
- 3.6    Working space  
         **unrestricted**

4. Declaration

- 4.1    Name  
         **Benjamin Clague**

Signature



<b>Name</b>	<b>Date and time</b>
Benjamin Clague	23 Dec 2025 at 17:56 GMT

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a		Attributes / project information				
a.1		Portfolio/Title/Client:				
a.1.1		Saltash Town Council				
a.2		Property Address:				
a.2.1		St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,				
a.2.2		BCIS Location Factor: Cornwall	99			
a.3		Scope/Accommodation/Construction/Works:				
a.3.1		Reinstatement Cost Assessment for the Boundary Wall to the Cemetery in Churchtown in Saltash; The wall consists of Stonework will a pre-cast concrete coping for the total perimeter of the cemetery;				
a.3.2		BCIS Function Code:	N/A			
a.3.3		Functional Units:	N/A	nr		
a.3.4		Primary number of stories:	N/A	nr		
a.3.5		BCIS Construction Code:	N/A			
a.4		Access and site limitations:				

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.4.1		Access to the site is unrestricted with vehicular access directly from the highway; working space is unrestricted; adjoining buildings are residential and are anticipated to remain occupied throughout the period of works.				
a.5		<b>Pricing:</b>				
a.5.1		Note: This bill has been prepared as a Reinstatement Cost Assessment for building insurance purposes on a Day One basis in accordance with the RICS Guidance Note Reinstatement cost assessment of buildings 3rd edition.				
a.6		<b>Drawings/documents used:</b>				
a.6.1		• Measurements Taken On-site				
a.6.2		• RCA Form #15				
a.7		<b>Inspection</b>				
a.7.1		A visual inspection was undertaken by Ben Clague and Finlay Krik on 8/12/2025.				
a.7		<b>Dates:</b>				
a.7.1		Base Date:	4Q 2025			
a.7.2		BCIS All-in Tender Price Index (on 1985 Base)	407	Index		
a.7.3		Design / lead-in period	6	weeks		
a.7.4		Rebuild Period	20	weeks		

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
a.8		<b>Areas:</b>				
a.8.1		GIFA (IPMS2)	0	N/A		
a.8.2		Length	122	m		
1		<b>Demolition / Facilitating Works</b>				<b>£15,000.00</b>
1.1		Asbestos/deleterious material clearance; Assume none	0	m²	£0.00	£0.00
1.2		Demolition of existing building down to ground level; including grubbing out foundations; disposing off site (including landfill tax allowance)	1	Item	£15,000.00	£15,000.00
2		<b>Part of Building / Area Use</b>				<b>£64,904.00</b>
2.1		Boundary Wall; Stonework boundary with pre-cast concrete coping; 1.5m height;	122	m	£532.00	£64,904.00
3		<b>Adjustments and Additions</b>				<b>£0.00</b>

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,



BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
3.1		Enhanced rates to achieve Building Regulations Part F, L, O & S; **Deemed Included in the rate above**	0	m <sup>2</sup>	£0.00	£0.00
<b>4</b>		<b>Works to Existing Buildings</b>				<b>£0.00</b>
		N/A				
<b>5-7</b>		<b>Not Used</b>				
<b>8</b>		<b>External Works</b>				<b>£1,598.08</b>
8.1		Site Preparation Works;	£79,904.00		1.00%	£799.04
8.6		External Drainage; rainwater/stormwater drainage and foul drainage	£79,904.00		1.00%	£799.04
8.7		External Services; N/A	£79,904.00		0.00%	£0.00
		<b>SUB-TOTAL: Works Cost Estimate</b>				<b>£81,502.08</b>
<b>11</b>		<b>Professional Fees</b>				<b>£9,780.25</b>

FOR: (1) Saltash Town Council

**REINSTATEMENT COST ASSESSMENT**

RELATING TO: Insurance Reinstatement

AT: St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,



## BILL 701 - Day One Assessment

Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
11.1		Consultant's fees; allowance for Surveyor / Structural/Civil Engineer / Project Manager	£81,502.08		10.00%	£8,150.21
11.2		Other consultants' fees; allowance for Surveys and Searches	£81,502.08		2.00%	£1,630.04
<b>12</b>		<b>Other development/project costs</b>				<b>£1,500.00</b>
12.1		Other development/project costs:				
12.1.1		Town Planning Fees		1 Item	£1,500.00	£1,500.00
<b>SUB-TOTAL: Base Cost Estimate</b>						<b>£92,782.33</b>
<b>13</b>		<b>Risks</b>				<b>£0.00</b>
13.1		<i>included in base cost above.</i>				
<b>14</b>		<b>Inflation</b>				<b>£0.00</b>
14.1		<i>n/a - Day One Basis</i>				
<b>TOTAL (excluding VAT)</b>						<b>£92,782.33</b>

FOR: (1) Saltash Town Council  
**REINSTATEMENT COST ASSESSMENT**  
RELATING TO: Insurance Reinstatement  
AT: St Stephens Cemetery, Boundary Wall, St Stephens Road, St. Stephens, Saltash,



BILL 701 - Day One Assessment						
Ref	WBS	Description	Quant	Unit	Expected Rate	Sum
15		<b>VAT assessment</b>				<b>£16,300.42</b>
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.]	£81,502.08		20%	£16,300.42
15.2		Amount subject to reduced rate (5%)	£0.00		5%	£0.00
15.3		Amount subject to zero rate (0%)	£0.00		0%	£0.00
		<b>TOTAL (including VAT)</b>				<b>£109,082.75</b>

To receive an updated report on the Town Council's property valuation and consider any actions and associated expenditure

Asset Address	March 2022 Reinstatement Cost Assessment	December 2025 Reinstatement Cost Assessment (incl. VAT)	VAT Exempt Y / N	December 2025 Reinstatement Cost Assessment (After VAT adjustment)	Zurich Sums Insured at commencement of 2025/26 policy	Mid term adjustment for Sums Assured requested from Zurich <b>Red text increased cover</b> <b>Green text decreased cover</b>
Guildhall	£1,677,000	£2,291,321.60	Y	£2,291,321.60	£2,226,991.02	<b>-£64,330.58</b>
Heritage Centre	£566,000	£533,545.69	Y	£533,545.69	£751,626.07	
Maurice Huggins	£159,000	£257,226.48	Y	£257,226.48	£211,145.84	<b>-£46,080.64</b>
Caretakers Building, Churchtown Cemetery	£63,000	£60,747.28	N	£52,536.00	£83,661.56	
Saltash Library	£1,980,000	£2,014,507.90	N	£2,000,000.00	£2,629,363.28	<b>£629,363.28</b>
Longstone Depot	£447,000	£486,488.95	N	£416,125.60	£593,598.68	
Isambard House	£725,000	£1,290,383.57	N	£1,102,663.34	£962,771.91	<b>-£139,891.43</b>
Waterside Toilets	£155,000	£188,523.17	N	£161,658.47	£205,834.00	
Alexandra Square Toilets	£98,000	£122,904.83	N	£105,619.45	£130,140.20	
Longstone Park Toilets	No assessment	£180,648.19	N	£154,933.13	£137,760.02	<b>-£17,173.11</b>
Belle Vue Road Toilets	£73,000	£79,532.16	N	£68,578.56	£96,941.18	
Churchtown Cemetery Toilet	£60,000	£152,002.42	N	£130,469.22	£79,677.68	<b>-£50,791.54</b>
Cornish Cross	No assessment	£675,373.20	N	£573,271.20	£480,020.93	<b>-£93,250.27</b>
Cemetery Boundary Wall	No assessment	£109,082.75	N	£100,000.00	£384,960.04	<b>£284,960.04</b>



**To receive a report on the Town Council Precept leaflet for the year 2026/27  
and consider any actions and associated expenditure.**

**Report to:** Policy and Finance

**Date of Report:** 09/12/2025

**Officer Writing the Report:** Development and Engagement Manager

**Pursuant to:** Pursuant to P&F held on 11.11.2025 minute nr. 254/25/2

## **Purpose of the Report**

To update Members on the final designs for the bus stop advertisement, pull-up banner, and double-page spread precept materials.

## **Officer Recommendations**

Members are requested to approve the following:

1. Approve all design content, including photos, precept figures, and strategic priorities information.
2. Delegate authority to the Communications and Engagement Officer to deliver the project in line with the resolution at the P&F meeting held on 11 November 2025 (minute 254/25/26).

## **Report Summary**

Please refer to **Appendices A, B, and C** for the Bus Stop Advertisement, Double Page Spread, and Pull-Up Banner designs respectively. The designs have been updated to reflect the Council's key financial investments for the 2025–2026 financial year, alongside additional information that clearly explains how residents' tax contributions are used to support and enhance the town and wider community.

The precept design places a strong emphasis on the theme of “working for the people”, highlighting the Council's commitment to serving residents. This is achieved by showcasing more personal and relatable moments between the Council and the

community, helping to illustrate the real-life impact of the Council's work and reinforcing its connection with local people.

Furthermore, Fernbank and The Observer have been appointed to deliver the Bus Stop and Newspaper developments. In addition, the supplier offering the best value for money has been selected for the pull-up banners, which will be ready in time to support the precept communications in March. Please refer to the budget section for more information.

### **How Does This Meet the Business Plan?**

Sharing clear precept information alongside a summary of how the Town Council has spent council tax income each year directly supports the Business Plan and Strategic Priorities by demonstrating transparency, accountability, and responsible financial stewardship. It helps residents understand how their contributions are allocated and shows that spending decisions are purposeful and aligned with agreed priorities, rather than unclear or disconnected from day-to-day community outcomes.

By linking income to outcomes, this approach reinforces the Council's strategic focus and demonstrates delivery against its objectives. It also supports effective engagement with residents by clearly evidencing value for money and progress against the Business Plan, helping to build trust, encourage informed engagement, and strengthen confidence in the Council's long-term vision and decision-making.

### **Budget Overview**

Item Description	Quantity	Unit Price	Total Cost
Pull Up Banner (850mm X 2000mm)	X2 – we can utilise the second banner at the library, and one for the Guildhall.	Original price: £56 + VAT (£67.20 inc VAT)  Deal price: £50 + VAT (£60 inc VAT)	£100 (+VAT)

## **Budgets**

**Budget Code:** 6301 PF Stationery/Postage/Printing

**Budget Availability:** £2,444

**Committed Spend:** £600 estimate for stationery for 2025/26

**Budget Left:** £1,844

**Alternative Budget Code:** 6230 PF Social Media Advertising

**Budget Available:** £955

**Signature of Officer:**

A handwritten signature in black ink, consisting of a series of loops and strokes, positioned below the text 'Signature of Officer:'.

## Appendix A: Bus Stop Advertisement



# SALTASH TOWN COUNCIL

## WORKING FOR THE PEOPLE OF SALTASH



To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase your Council Tax for 2025/2026 by 4%.

This equates to £11.04 per year which is just 21 pence per week for a typical Band D property.

Saltash Town Council has continued to deliver the key strategic priorities of its Business Plan, making strong progress and achieving a number of notable successes.

### Our Key Strategic Priorities



Climate  
Emergency



Health and  
Wellbeing



Boosting Jobs and  
Economic Prosperity



Housing



Travel and  
Transport



Recreation and  
Leisure

To read examples of how your Saltash portion of council tax money has been reinvested in the community during 2025-26 please scan the QR code



To scan, open the camera on your phone and point it at the QR code on this poster.

A link will appear on your screen - tap it to access more information.

No app download required.

You can also find out more information by contacting a member of our team on the details here



THE GUILDHALL,  
12 LOWER FORE STREET  
SALTASH PL20 5JX



[www.saltash.gov.uk](http://www.saltash.gov.uk)



SaltashTownCouncilOfficial

enquiries@saltash.gov.uk



01752 844846



# Saltash Town Council

## Working for the people of Saltash



To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase your Council Tax for 2025/2026 by 4%.

This equates to **£11.04 per year** which is just **21 pence per week**

The larger portion of your **Council Tax** is set by Cornwall Council, Devon and Cornwall Police, and Adult Social Care.

for a typical **Band D** property

The Saltash Town Council portion of council tax is used to support the community in many ways.

Here are just a few examples of how your Saltash portion of council tax money has been reinvested in the community during 2025-26:

- £60,842 for professional youth work commissioning (with this increasing to £100,000 for 2026/27)
- £25,000 for Community Chest and Festival funds
- £28,500 Christmas lighting display installation
- Grounds maintenance and floral display management
- St. Stephens Churchyard upkeep
- Organisation of civic events and parades
- Tree planting initiatives
- Maintenance and management of public conveniences
- Library services provision
- Street furniture installation and maintenance
- Allotment management and development
- £46,445 Installation of CCTV
- £4,000 Youth Network (to increase to £6,000 for 2026/27)
- Maintenance of Town Council properties (Guildhall & Heritage Centre)

### Funding Streams

The Town Council has been successful in securing various funding during the year 2025-2026. Here are some great examples:

Funds have been received from Cornwall Council's Town Regeneration and Investment Programme, which is part of the Cornwall and Isles of Scilly Good Growth Programme, and the Good Growth Cornwall & Isles of Scilly Shared Prosperity Fund Community Capacity Fund.

### Business Plan

Saltash Town Council is pleased to announce the re-adoption of their Strategic Business Plan for 2025-2027, reaffirming their long-term commitment to building a vibrant, connected, and inclusive Saltash for all.

### Deliverables

The Town Council has been focused on advancing key deliverables. Significant progress already made is evidenced in the plan, whilst further achievements are highlighted in the following section



### Boosting Jobs and Economic Prosperity

Saltash Town Council has made a commitment to growth and has successfully recruited for new positions within the council to support the needs of the community.



### Health and Wellbeing

Saltash Town Council supported health and wellbeing by hosting a free NHS Winter of Wellbeing event at the Guildhall, giving residents access to health checks and local support information.



### Housing

Saltash Town Council has worked with partners to support access to affordable, sustainable housing and promote suitable development for the community.



### Travel and Transport

Saltash Town Council developed and distributed a 'Using the Train' leaflet to help residents better understand local rail travel options, making journeys easier, more accessible, and more sustainable for the community.



### Climate Emergency

Saltash Town Council is committed to adopting the most environmentally friendly practices across all its services.



### Recreation and Leisure

Saltash Town Council invested £28,500 in Christmas lights and a switch-on event, boosting the festive atmosphere, supporting local businesses, and bringing the community together.



**Appendix C: Pull Up Banner – The QR code will link to the Newspaper Sprea**



## SALTASH TOWN COUNCIL

WORKING FOR **THE PEOPLE** OF SALTASH



To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase your Council Tax for 2025/2026 by 4%.

This equates to £11.04 per year which is just 21 pence per week for a typical Band D property.

Saltash Town Council has continued to deliver the key strategic priorities of its Business Plan, making strong progress and achieving a number of notable successes.

Our Key Strategic Priorities



Climate  
Emergency



Health and  
Wellbeing



Boosting Jobs and  
Economic Prosperity



Housing



Travel and  
Transport



Recreation and  
Leisure

To read examples of how your Saltash portion of council tax money has been reinvested in the community during 2025-26 please scan the QR code



To scan, open the camera on your phone and point it at the QR code on this poster.

A link will appear on your screen - tap it to access more information.  
No app download required.

You can also find out more information by contacting a member of our team on the details here



THE GUILDHALL,  
12 LOWER FORE STREET  
SALTASH PL12 6JX



SaltashTownCouncilOfficial  
enquiries@saltash.gov.uk  
01752 844846

 [www.saltash.gov.uk](http://www.saltash.gov.uk)



## CC289 Burraton Community Primary School

The application is to part fund play equipment for use in the grounds of the school.

The Grants Policy states:

8.7. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.

8.8. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.

The Chair and Vice Chair were received and reviewed the application alongside the Grants Policy.

The Vice Chair contacted the school to discuss the application, and the school has provided the following additional information:

*'We have future plans to promote further positive community involvement at Burraton. Not only do we have volunteers providing extra curricular activities to the direct Burraton community in the evenings after school, but we are working with community groups such as Plymouth Argyle Community Trust to support school holiday activities for children within Saltash. These range from low cost School holiday childcare options for families and potential time to move programme events which support those on low incomes and free school meals.'*

*'We will continue to host termly Friends of Burraton events for families where we open up our facilities to the wider community for Summer events, Christmas Fairs and will continue to widen these options as we improve the outside space. We try our best to support sporting groups and other projects by allowing them use of our facilities if the purpose of their activity benefit the wider community.'*

**End.**



## Saltash Town Council – Grant Application Form

APPLYING FOR:            Community Chest Grant ☒  
(Tick one box)

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

Contact Name:	<div></div>
Position:	School Business Manager
Organisation:	Burraton CP School
Contact Address:	Fairmead Road, Saltash, Cornwall, PL12 4LT
Telephone Number:	01752 843019
E-mail:	<div></div>
Status of Organisation:	Primary School
Charity/Company number (if applicable)	Charity No:  Company No: 9082730 DFE number
What geographical area does your organisation cover?	Trematon Ward

How long has your organisation been in existence?	Over 50 Years
---	---------------

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

### 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
Please list the aims and objectives of your organisation	<p>I do not believe we have applied in the last 5 years however we have a change in Leadership so we are not 100% sure.</p>			

<b>What are the main activities of your organisation?</b>	<p>Provide Education to some of the children of Saltash. Teaching and learning to include all round child development. Creating a sense of belonging, community engagement supporting wellbeing, celebrating identity and values.</p> <p>Encouraging and supporting children to be the best possible version of themselves. Enjoyment, challenge and activity are at the heart of successful learning.</p>
---	--

	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	No
If application is from an education, health or social service establishment – do you work in partnership with other groups?	Yes
If application is from an education, health or social service establishment – is project in addition to statutory services?	Yes

## 2. Your project

<b>Project</b>	<b>Start Date</b>	01 / 04 / 26
	<b>Finish Date</b>	31 / 08 / 26
	<b>Total Cost</b>	£ 5,000 estimated
	<b>Grant Applied For</b>	£ £1,000

<b>Project title:</b>	Burraton outdoor physical activity improvements
-----------------------	---

<b>Description of project</b> (please continue on a separate sheet if necessary):	See attached.
<b>Where will the project/activity take place?</b>	Burraton CP School  Key Stage 2 outside space.

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	The Burraton Community.  Families, pupils, staff, visitors. We have 342 pupils and there families who encouraged to use our new equipment and facilities.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	In the last 10 years across our country we as a society have not managed to shift the lowest movers and have the unhappiest children in Europe and we want to start making a positive change in Saltash and encourage others to promote being active outdoors.



<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>Friends of Burraton have agreed to support us with our fundraising efforts. We aim to do some of our own fundraising activities to include a sponsored run, hold events, craft and cake sales and raffles.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>Not only will the new equipment be used school hours but we will use it after school and hopefully during the school holidays but allow childcare clubs and groups to make use of our facilities. If we can encourage more children to participate in something new by getting volunteers to help with extra curricular we will ensure making a positive change.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>We will gradually make the improvements throughout the summer term but allowing input from our families and pupils. By September 26 we are hopeful to have completed installing the new equipment.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people?</b> (Mandatory if your project involves working with this client group.)</p>	<p>Safeguarding Policy and procedures already in place.</p>

**3. How you will pay for your project.**

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	£2,500 concrete table tennis table £500 to create activity buckets £1,000 new markings (done by staff) £500 equipment for outdoor play
How will you promote the contribution to your project from STC?	School website, Facebook page, School newsletter and within the community.

**Saltash Town Council considers Match Funding is extremely important.**  
**Please list any applications you have made for funding from other organisations in the table below:**

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
School Fundraising	£2,000	Ongoing	
Possible further grant inc	£1,000	Researching stage	
Friends of Burraton donation	£1,000	Yes	

Please confirm the bank account your project is using is in the project's name/organisation name	Yes
--	-----

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	✓
A letter head showing the organisation's address and contact details.	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	✓
A copy of your organisation's latest set of accounting statements (if any exist).	3 year budget.
Copies of any letters of support for your project.	N/A.
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	N/A.
A copy of your organisations Safeguarding Policy (if relevant).	✓
Other (please list)	

--	--

If any of the above documents have not been enclosed, please give reasons why in the box below:

--



## **5. Declaration by the applicant**

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grants Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.


I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):	School Business Manager		
Date:	11/12/2025		

Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://www.saltash.gov.uk) for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
Saltash PL12 6JX Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

<b>Amount awarded</b>	
<b>Application refused by P&amp;F Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	

I am writing on behalf of Burraton CP School, where I am currently hoping to develop and create an exciting initiative to promote outdoor physical activity—particularly among our KS2 pupils and girls, two groups whose participation we are especially keen to increase.

We have recently this year formed a new leadership team within the school after our long standing Headteacher retired in the Summer term. Something we feel really passionate about and will be one of our key aims over the next academic year is to encourage pupils to spend more time outdoors, work together, build confidence and relationships, and develop healthy habits. To support this, we are hoping to introduce a range of age appropriate outdoor exercise games and equipment that will make physical activity fun, inclusive, and accessible for all children. We are hoping to create this firstly within our Key Stage 2 outdoor area space which will also be heavily utilised for extracurricular activities outside of the school day.

Alongside enriching playtimes, extracurricular and PE lessons, this equipment would also help us attract a wider and more diverse group of pupils to our after-school clubs, encouraging children who may not normally join in to take part in positive, active experiences.

We would be extremely grateful if you would consider Burraton CP School in the future if Saltash town council are offering any funding support toward the purchase of equipment and materials. Any contribution—large or small—would make a meaningful difference for our pupils and help us create an environment where every child feels encouraged to participate.

We are also planning to do some fundraising activities throughout 2026 to help raise money towards our project. Some ideas we have had include a sponsored run, car boot sale, cake and craft sales and raffles.

Some of the ideas we have had for improvements within our outdoor space include, an outdoor concrete Tennis Table, reinstating our netball post and ring, creating outside markings to play life size games of chess and noughts and crosses which would also help develop a child's strategic thinking plus much more! Unfortunately with the constant stretch and pressure on school budgets we will need to fundraise for this project, with an outdoor table tennis table costing in the region of £2,500 we are hopeful we can raise around £5,000 as most of the work required can be done using our amazing Caretaker and other staff members skills to reduce costs. But we believe creating these additional activities will benefit many of future children of Saltash.



## LFS Team 25-26 Budget Book for Maintained Schools

**Version 3: 9th May 2025**

Burraton Primary

2730

Prepared by:

Gaynor Edwards, Management Accountant

Certified by:

Lisa Tamblyn, Headteacher

Date Approved

*If you have any queries regarding this document, please do not hesitate to contact:  
[gaynor.edwards@cornwall.gov.uk](mailto:gaynor.edwards@cornwall.gov.uk)*

## Budget Overview

	2025/26	2026/27	2027/28
Revenue Brought Forward	(225,402)	(4,115)	441,250
Income	(2,475,891)	(2,425,502)	(2,442,692)
Expenditure	2,697,178	2,870,866	3,007,670
Surplus/Deficit (in year)	221,287	445,364	564,979
Revenue Carry Forward	(4,115)	441,250	1,006,228
Capital Brought Forward	0	0	0
Income	(7,960)	(7,960)	(7,960)
Expenditure	7,960	7,960	7,960
Capital Carry Forward	0	0	0
Total Reserves Carry Forward	(4,115)	441,250	1,006,228

## Overall Observations

A significant drop in pupil numbers together with some grants now being combined with the Dedicated Schools Grant have resulted in a drop in funding of £60,141. Moving forward, the forecast deficit for coming years will need to be addressed and tough decisions made as with the current school structure Burraton could be looking at large deficits in future years.

## Budget Narrative

### Funding

Some of the previous grants have now been rolled in to the Dedicated Schools Grant. These grants are MSAG, Supplementary Grant, Teachers Pay & Teachers Pension Grants. The removal of these grants together with the drop in pupils on roll have realised a significant drop in funding of £60,141 (£1,803,300 to £1,743,159)

### School Income

Limited income has been anticipated for donations and other miscellaneous income

### Salaries



### Premises

Some savings have been anticipated and noted accordingly

### Administration

Some savings have been anticipated and noted accordingly

### SLAs

These have been costed but some are charged on a pay as you use basis and so will need to be monitored closely through the year

### Curriculum

Some savings have been anticipated and noted accordingly

**ARB**

Work has been carried out to cost staff to the correct areas, together with a review of recharges made. This will need closer work throughout the year to ensure costs are recharged in a fair manner to both School and ARB

**Pre-School**

Work has been carried out to cost staff to the correct areas, together with a review of recharges made. This will need closer work throughout the year to ensure costs are recharged in a fair manner to both School and Pre-School

**Breakfast/After School Clubs**

This area has been targeted to break even. Staff and other costs have also been reviewed and again will be monitored closely



**SCHOOL BUDGET AUTHORISATION SUMMARY FORM 2025/26**

<b>Burraton Primary</b>	<b>2730</b>	<b>Version 3 - 9th May 2025</b>	
<b>Reserves brought forward</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
Revenue Reserves			
General Reserve	(225,402)	(4,115)	441,250
Specific Reserves	0	0	0
Total revenue reserves brought forward	(225,402)	(4,115)	441,250
<b>Income</b>			
Total Funding	(2,458,391)	(2,425,502)	(2,442,692)
Total School Income	(17,500)	0	0
Total Income	(2,475,891)	(2,425,502)	(2,442,692)
<b>Expenditure</b>			
Total Employees	1,942,528	2,075,419	2,202,295
Total Premises	70,611	73,065	75,642
Total Administration	128,888	129,567	130,281
Total SLAs	39,190	39,190	39,190
Total Curriculum	111,690	111,150	111,150
Total ARB	423,932	442,475	449,112
Total Pre-School	(19,661)	0	(0)
Total Breakfast/After School Clubs	0	0	0
Total Revenue Financed Capital	0	0	0
Total Expenditure	2,697,178	2,870,866	3,007,670
<b>Surplus/Deficit (in year)</b>	<b>221,287</b>	<b>445,364</b>	<b>564,979</b>
Revenue Reserves			
General Reserve	(4,115)	441,250	1,006,228
Specific Reserves	0	0	0
<b>Total revenue reserves carry forward</b>	<b>(4,115)</b>	<b>441,250</b>	<b>1,006,228</b>
<b>Capital</b>			
Total capital reserves brought forward	0	0	0
Capital Income	(7,960)	(7,960)	(7,960)
Capital Expenditure	7,960	7,960	7,960
<b>Total capital reserves carry forward</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total reserves carry forward</b>	<b>(4,115)</b>	<b>441,250</b>	<b>1,006,228</b>

Authorised by:

Headteacher

Date

Chair of Governors

Date

Once authorised, please sign, scan as a PDF and return to the LFS Team by email: [lfsteam@cornwall.gov.uk](mailto:lfsteam@cornwall.gov.uk) by 19 May 2025. **Please name your file '<DFE> 25-26 Budget Authorisation'**

## Budget Authorisation Statement 2025-26

Burraton Primary  
2730

## REVENUE

Version 3 - 9th May 2025

## INCOME

Version 3 - 9th May 2025

	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
<b>Funding</b>							
ARB Funding	(420,503)	(326,302)	(109,634)	(435,936)	(442,475)	(449,112)	Taken from Summer Statement, then 1.5% increment year on year
Dedicated Schools Grant	(1,702,093)	(1,705,693)	(37,466)	(1,743,159)	(1,713,792)	(1,729,479)	See note in funding section
EHCP Statemented Top Up Funding	(26,515)	(58,063)	(2,519)	(60,582)	(52,824)	(47,690)	As per current monthly SEN top ups, adjusted for leavers
High Needs Protection Funding	0	0	0	0	0	0	None anticipated based on last year
Interest	0	0	0	0	0	0	Duplication - remove this line
MSAG	0	0	0	0	0	0	Remove line - programme finished 24/25
National Insurance Grant				(39,776)	(39,324)	(39,324)	New funding for NI's increase
Pupil Premium	(109,000)	(109,700)	(3,920)	(113,620)	(112,329)	(112,329)	Calculated - see attached funding sheet
Recovery Premium	0	(2,800)	2,800				Remove line - programme finished 24/25
Sports Premium	(19,730)	(19,442)	(78)	(19,520)	(19,480)	(19,480)	Calculated - see attached funding sheet
Supplementary Grant	0	(35,028)	35,028				Remove line - Now included in DSG
Teachers Pay Grant	(28,481)	(28,294)	28,294				Remove line - Now included in DSG
Teachers Pension Grant	(34,350)	(34,285)	34,285				Remove line - Now included in DSG
Tutor Led Grant	(2,638)	(2,178)	2,178				Remove line - programme finished 24/25
Universal FSM Funding	(46,487)	(46,773)	975	(45,798)	(45,278)	(45,278)	Calculated - see attached funding sheet
			0				
<b>Total Funding</b>	<b>(2,389,797)</b>	<b>(2,368,558)</b>	<b>(89,833)</b>	<b>(2,458,391)</b>	<b>(2,425,502)</b>	<b>(2,442,692)</b>	
<b>NOR (Number on Roll)</b>	<b>373</b>			<b>352</b>	<b>348</b>	<b>348</b>	NB: Pupil numbers dropped to 348 January 2025
	Oct 23			Oct 24	Oct 25	Oct 26	
<b>School Income</b>							
Donations	(12,500)	(6,806)	(3,194)	(10,000)			Target
Interest Receivable	(13,879)	(13,879)	13,879				None anticipated
Lettings Income	0	0	0				None anticipated
Miscellaneous Income	(5,000)	(9,673)	2,173	(7,500)			Target
Pupil Premium Funding received from External Bodies	0	0	0				None anticipated
School Fund Income	0	(15)	15				None anticipated
			0				
<b>Total School Income</b>	<b>(31,379)</b>	<b>(30,373)</b>	<b>12,873</b>	<b>(17,500)</b>	<b>0</b>	<b>0</b>	
<b>Total Income</b>	<b>(2,421,176)</b>	<b>(2,398,931)</b>	<b>(76,960)</b>	<b>(2,475,891)</b>	<b>(2,425,502)</b>	<b>(2,442,692)</b>	
<b>EXPENDITURE</b>							
<b>Employees</b>							
Administrative Staff	137,975	132,327	(8,791)	123,536	128,098	132,823	Calculated
Apprenticeship Levy	9,009	8,269	0	8,269	8,269	8,269	Static
Caretakers	26,643	26,636	1,949	28,585	29,632	30,715	Calculated
Cleaners	59,819	53,049	12,627	65,676	68,131	70,673	Calculated
Lunchtime Supervisors	50,273	69,466	3,323	72,789	76,181	79,544	Calculated
Overtime	0	0	0				Remove line?
Staff Training/Development	7,570	5,891	109	6,000	6,000	6,000	Reduced slightly
Supply Sickness & Other	18,000	20,670	(10,670)	10,000	10,000	10,000	Static
Supply Sickness Insurance	24,578	30,723	1,536	32,259	33,872	35,566	5% Increment year on year
Teachers	1,021,610	1,129,857	(62,835)	1,067,022	1,159,594	1,246,092	Calculated
Teaching Assistants	481,895	425,009	102,383	527,392	554,642	581,614	Calculated
Travel & Other Staff Costs	1,000	967	33	1,000	1,000	1,000	Static
Tutor Led Grant	0	0	0				Remove line - grant now finished
			0				
<b>Total Employees</b>	<b>1,838,372</b>	<b>1,902,864</b>	<b>39,664</b>	<b>1,942,528</b>	<b>2,075,419</b>	<b>2,202,295</b>	
<b>Staff Percentage of Core Funding/Income</b>		<b>79%</b>		<b>78%</b>	<b>85%</b>	<b>90%</b>	<b>0</b>

## Budget Authorisation Statement 2025-26

### Burraton Primary 2730

#### REVENUE

Version 3 - 9th May 2025

#### INCOME

Version 3 - 9th May 2025

	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
<b>Premises</b>							
Cleaning Supplies	5,000	2,122	378	2,500	2,500	2,500	
Energy Costs	60,107	47,823	(10,209)	37,614	39,495	41,470	Accrual, then 5% Increment year on year
Grounds Contract	3,993	5,820	(1,320)	4,500	4,725	4,961	Contract, then 5% Increment year on year
Kitchen R&M	0	0	0				Is this line needed?
Property Compliance	2,145	1,365	(365)	1,000	1,000	1,000	SBM implementing new processes
Rates	0	0	0				
Refuse Collection	7,418	6,636	332	6,968	7,316	7,682	5% Increment year on year
Repairs & Maintenance	20,581	13,230	(3,230)	10,000	10,000	10,000	Reduced
Salix Loan Repayments	0	0	0				Remove this line - no longer required
Security	1,200	168	832	1,000	1,000	1,000	
Water Costs	8,287	7,469	(440)	7,029	7,029	7,029	Changing to Water Plus account, £440 per year saving possible
			0				
<b>Total Premises</b>	<b>108,731</b>	<b>84,633</b>	<b>(14,022)</b>	<b>70,611</b>	<b>73,065</b>	<b>75,642</b>	.
<b>Administration</b>							
Advertising & Interview Expenses	3,500	3,464	(1,464)	2,000	2,000	2,000	
Clerking	3,384	0	0				Covered by Sam Mansfield and already included in Admin - remove this line
First Aid Supplies	950	1,100	(100)	1,000	1,000	1,000	
Free School Meals & KS1 Free School Meals	68,533	92,703	(703)	92,000	92,000	92,000	Includes CaterEd contract, KS1 and KS2 Free School Meals
General Office Expenses	1,200	(3,705)	5,705	2,000	2,000	2,000	
Governor Development Team	0	719	(719)				Remove this line
Insurances	6,999	9,772	489	10,261	10,774	11,312	5% Increment year on year
Printing & Photocopying	18,000	19,684	(1,684)	18,000	18,000	18,000	
Projects - revenue	0	0	0				Remove this line
Postage	300	193	107	300	300	300	
School Fund Non Educational Expenditure	800	3,914	(3,914)				
Stationery	0	4	(4)				Remove this line
Telephones	2,865	3,169	158	3,327	3,494	3,669	5% Increment year on year
			0				
<b>Total Administration</b>	<b>106,531</b>	<b>131,017</b>	<b>(2,129)</b>	<b>128,888</b>	<b>129,567</b>	<b>130,281</b>	
<b>SLAs</b>							
CAPH	475	475	0	475	475	475	Estimate
CC - Admissions and Appeals	608	615	(115)	500	500	500	Estimate
CLEAPS				90	90	90	As per SLAs online purchasing
Cornwall Outdoors	0	0	0				Remove line - not required
Education Library Service	4,710	5,603	(1,148)	4,455	4,455	4,455	As per SLAs online purchasing
Educational Psychologist	1,500	1,629	(129)	1,500	1,500	1,500	Estimate
Education Welfare Officer	0	0	0				Remove line - not required
Fisher Family Trust	740	646	94	740	740	740	Estimate
Finance (LFS Team)	5,340	7,326	674	8,000	8,000	8,000	As per SLAs online purchasing
Health & Safety	975	418	617	1,035	1,035	1,035	As per SLAs online purchasing
Legal	2,000	0	2,000	2,000	2,000	2,000	Estimate
Occupational Health & Wellbeing	1,500	717	783	1,500	1,500	1,500	Estimate
Payroll / Personnel	963	7,963	37	8,000	8,000	8,000	As per SLAs online purchasing, includes payroll processing etc.
Safer Recruitment	360	400	(20)	380	380	380	As per SLAs online purchasing
School Improvement	3,190	6,400	(2,900)	3,500	3,500	3,500	Estimate
SIMS Support	2,285	4,244	636	4,880	4,880	4,880	Purchase Order already processed
SIMS - SCOMIS Support	1,608	1,608	142	1,750	1,750	1,750	Estimate
Trees (NES)	365	144	241	385	385	385	As per SLAs online purchasing
			0				
<b>Total SLAs</b>	<b>26,619</b>	<b>38,188</b>	<b>1,002</b>	<b>39,190</b>	<b>39,190</b>	<b>39,190</b>	

## Budget Authorisation Statement 2025-26

Burraton Primary  
2730

## REVENUE

Version 3 - 9th May 2025

## INCOME

Version 3 - 9th May 2025

	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
<b>Curriculum</b>							
Art	750	651	(151)	500	500	500	Inc Access Art
Assessment	1,600	1,577	923	2,500	2,500	2,500	Insight, FFT, Tapestry
Curriculum English/General	0	(27,042)	27,042				Remove - no longer required
Curriculum Furniture	1,200	6,790	(5,290)	1,500	1,500	1,500	
Curriculum Support	12,500	10,429	(429)	10,000	10,000	10,000	Reduced (less pupils)
Design & Technology	1,217	1,034	966	2,000	2,000	2,000	
Early Years Development	0	333	1,167	1,500	1,500	1,500	
EAL Funding	0	0	0				Remove - no longer required
Educational Visits - Early Years	321	321	(321)				Carry forward balance will be input
Educational Visits - Year 1	1,836	1,836	(1,836)				Carry forward balance will be input
Educational Visits - Year 2	2,391	2,391	(2,391)				Carry forward balance will be input
Educational Visits - Year 3	1,284	1,284	(1,284)				Carry forward balance will be input
Educational Visits - Year 4	(1,951)	(1,951)	1,951				Carry forward balance will be input
Educational Visits - Year 5	(139)	(139)	139				Carry forward balance will be input
Educational Visits - Year 6	8,316	8,316	(8,316)				Carry forward balance will be input
Education Other	0	0	0				Remove - no longer required
English	6,565	3,595	3,175	6,770	6,770	6,770	Includes subscriptions
Environmental Education	11,000	13,788	(3,788)	10,000	10,000	10,000	Estimated
EYFS Curriculum Furniture	0	0	0	0			Remove - no longer required
Geography	960	17	983	1,000	1,000	1,000	Estimated
Gifted & Talented	0	0	0				Remove - no longer required
Governors	0	0	0				Remove - no longer required
Healthy Schools	0	0	0				Remove - no longer required
History	600	1,596	404	2,000	2,000	2,000	Estimated - Blast from the Past
ICT/ Broadband	13,800	20,386	1,614	22,000	22,000	22,000	Incs ICT Support, Internet, filtering contract
Library	500	305	195	500	500	500	Static
Mathematics	3,285	2,480	520	3,000	3,000	3,000	Includes subscriptions
Modern Foreign Languages	350	291	59	350	350	350	Static
Music	620	1,167	(167)	1,000	1,000	1,000	Includes Charanga subscription
Physical Education	0	0	0	0	0	0	See PE Funding
PSHE	550	0	500	500	500	500	Estimated
Pupil Premium	5,000	(1,638)	6,638	5,000	5,000	5,000	Estimated
Read Write Inc	450	9,241	(7,241)	2,000	2,000	2,000	Includes RWI Portal
Reception	1,150	898	102	1,000	1,000	1,000	Estimated
Religious Education	150	0	300	300	300	300	Estimated
School Dog	1,500	1,716	(1,216)	500			Leaving
School Fund Educational Expenditure	0	1,000	(1,000)	0			Remove - no longer required
Science	550	1,079	(79)	1,000	1,000	1,000	Estimated
Special Needs All School	17,000	13,999	(5,999)	8,000	8,000	8,000	Reduced
Sports Premium	23,836	27,229	(7,709)	19,520	19,480	19,480	Estimated - questionable whether this will continue under new Government
Swimming	8,400	0	7,000	7,000	7,000	7,000	Parental contributions?
Year 1	250	240	10	250	250	250	Static
Year 2	250	139	111	250	250	250	Static
Year 3	250	78	172	250	250	250	Static
Year 4	250	46	204	250	250	250	Static
Year 5	250	0	250	250	250	250	Static
Year 6	250	216	784	1,000	1,000	1,000	Includes SATs Companion
<b>Total Curriculum</b>	<b>127,091</b>	<b>103,698</b>	<b>7,992</b>	<b>111,690</b>	<b>111,150</b>	<b>111,150</b>	

Budget Authorisation Statement 2025-26

Burraton Primary  
2730

REVENUE	Version 3 - 9th May 2025						
INCOME	Version 3 - 9th May 2025						
	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
ARB							
ARB Administrative Staff	5,130	5,130	10,946	16,076	16,677	17,300	Calculated
ARB Cleaners	4,416	4,416	(359)	4,057	4,300	4,499	Calculated
ARB Lunchtime Supervisors	31,065	17,661	7,383	25,044	26,319	27,434	Calculated
ARB Overtime	0	715	(715)				Remove - no longer required
ARB Teachers	125,248	135,962	11,481	147,443	153,032	158,830	Calculated
ARB Teaching Assistants	219,229	219,229	(31,776)	187,453	195,451	202,870	Calculated
ARB Cleaning Supplies	943	943	57	1,000	1,000	1,000	Estimated
ARB Printing & Copying	1,174	1,174	326	1,500	1,500	1,500	Estimated
ARB Repairs & Maintenance	1,742	17,023	(7,023)	10,000	10,000	10,000	Estimated
ARB Resources/Equipment	28,396	28,396	(18,396)	10,000	11,806	2,209	Estimated (balancing figure for budgeting purposes)
ARB Subscriptions	704	699	51	750	750	750	Estimated
ARB Utilities - Electric & Gas	15,818	6,997	9,612	16,609	17,439	18,311	Realigned, then 5% increment year on year
ARB Utilities - Water	2,062	1,976	2,024	4,000	4,200	4,410	Realigned, then 5% increment year on year
ARB - Other	0	0	0				Remove - no longer required
			0				
Total ARB	435,927	440,321	(16,389)	423,932	442,475	449,112	Should balance with anticipated funding
				(435,936)	(442,475)	(449,112)	ARB Funding
				(12,004)	(0)	0	Variance
Pre-School							
Pre-School Income	(124,411)	(159,418)	6,135	(153,283)	(141,903)	(148,718)	Nursery Funding Statement. Then targeted to break even
Pre-School Other Costs	0	0	0				Remove - no longer required
Pre-School Cleaning Supplies	501	501	(1)	500	500	500	Estimated
Pre-School Printing & Copying	900	900	100	1,000	1,000	1,000	Estimated
Repairs & Maintenance	1,388	1,388	(138)	1,250	1,250	1,250	Estimated
Pre-School Resources/Equipment	4,500	2,043	2,457	4,500	4,500	4,500	Estimated
Pre-School Subscriptions	1,633	1,847	(197)	1,650	1,650	1,650	Estimated
Pre-School Utilities - Electricity & Gas	3,164	3,164	1,836	5,000	5,250	5,513	Increase, then 5% increment year on year
Pre-School Utilities - Water	436	436	564	1,000	1,050	1,103	Increase, then 5% increment year on year
Pre-School Other/Recharges	7,459	1,902	8,098	10,000	10,500	11,025	Realigned, then 5% increment per year
Pre-School Staff Costs	104,431	79,406	19,317	98,723	105,903	111,569	Calculated
Pre-School Admin			10,000	10,000	10,300	10,609	7hrs per week Admin costs
Total Pre-School	1	(67,831)	48,171	(19,661)	0	(0)	
Breakfast/After School Clubs							
Breakfast/After School Club Income	(53,952)	(52,759)	(594)	(53,353)	(55,103)	(56,914)	Targeted to break even
Breakfast/After School Club Other Costs	5,477	2,365	3,135	5,500	5,500	5,500	
Breakfast/After School Club Overtime	0	1,380	(1,380)				
Breakfast/After School Club Staff Costs	48,476	47,727	126	47,853	49,603	51,414	Calculated
			0				
Total Breakfast/After School Clubs	1	(1,287)	1,287	0	0	0	
Revenue Financed Capital							
Revenue Financed Capital	0	1,511	(1,511)				None anticipated
			0				
Total Revenue Financed Capital	0	1,511	(1,511)	0	0	0	
Total Expenditure	2,643,273	2,633,114	64,064	2,697,178	2,870,866	3,007,670	
(Surplus)/Deficit (in year)	222,097	234,183		221,287	445,364	564,979	
	DEFICIT	DEFICIT		In-Year Deficit	In-Year Deficit	In-Year Deficit	
Brought Forward Revenue	(459,585)	(459,585)		(225,402)	(4,115)	441,250	Version 3 - 9th May 2025
Carry Forward Revenue	(237,488)	(225,402)		(4,115)	441,250	1,006,228	
				DEFICIT	DEFICIT		
							Licensed Deficit allowed: £85,806

## Budget Authorisation Statement 2025-26

Burraton Primary  
2730

## REVENUE

Version 3 - 9th May 2025

## INCOME

Version 3 - 9th May 2025

## CAPITAL

## Capital Funding

	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
Capital Income	(8,196)	(8,438)	478	(7,960)	(7,960)	(7,960)	Anticipated DFC
Revenue to Capital Income	0	0	0				
Capital Donations/Private/Voluntary Income	0	0	0				
			0				
<b>Total Capital Funding</b>	<b>(8,196)</b>	<b>(8,438)</b>	<b>478</b>	<b>(7,960)</b>	<b>(7,960)</b>	<b>(7,960)</b>	

## Capital Expenditure

DFC	18,302	(1,511)	9,471	7,960	7,960	7,960	Matches anticipated funding
Projects - capital	0	20,055	(20,055)				
			0				
<b>Total Capital Expenditure</b>	<b>18,302</b>	<b>18,544</b>	<b>(10,584)</b>	<b>7,960</b>	<b>7,960</b>	<b>7,960</b>	

## Net Capital

10,106 10,106 0 0 0

## Brought Forward Capital

(10,106) (10,106) 0 0 0

## Carry Forward Capital

0 0 0 0 0

Total Revenue/Capital  
Carry Forward

(237,488) (225,402) (4,115) 441,250 1,006,228



HEADTEACHER  
FAIRMEAD ROAD  
SALTASH  
PL12 4LT

Current Account

Summary	
Statement Date	05 DEC 2025
Period Covered	29 NOV 2025 to 05 DEC 2025
Previous Balance	£83,784.71
Paid In	£2,514.34
Withdrawn	£264.10
New Balance	£86,034.95

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 NOV 2025	BROUGHT FORWARD			83,784.71
01 DEC	Automated Credit NATIONAL SAVINGS A AKAL21339 FP 01/12/25 1253 06125332917401000N TFC 1100026875367	23.00		83,807.71
	Automated Credit NATIONAL SAVINGS A SCLE82070 FP 01/12/25 0752 12075231239355000N TFC 1100039115814	126.50		83,934.21
	Automated Credit NATIONAL SAVINGS A LCLE32380 FP 01/12/25 0752 41075231213831000N TFC 1100056018003	11.50		83,945.71
	Automated Credit NATIONAL SAVINGS A MLLO91845 FP 01/12/25 0551 04055128936302000N TFC 1100089404002	70.50		84,016.21
	Automated Credit NATIONAL SAVINGS A LCLE32380 FP 01/12/25 0752 42075231266966000N TFC 1100056018003	17.25		84,033.46
	Automated Credit NATIONAL SAVINGS A AKAL21339 FP 01/12/25 0149 46014906032927000N TFC 1100026875367	11.50		84,044.96
	Automated Credit NATIONAL SAVINGS A CHEA31559 FP 01/12/25 0149 41014906013740000N TFC 1100052275464	32.00		84,076.96
	Automated Credit NATIONAL SAVINGS A IZAM58473 FP 01/12/25 1353 57135345986559000N TFC 1100051964126	125.00		84,201.96
	Direct Debit BT GROUP PLC GP01125391-000031		73.13	84,128.83
	Direct Debit GOCARDLESS NURSERYINABO-WAPRB		178.80	83,950.03
	Direct Debit BT GROUP PLC WW29140735-000030		12.17	83,937.86
02 DEC	Automated Credit PARENTPAY LTD B4&L8R	397.99		84,335.85
03 DEC	Automated Credit RPYD PAYMENTS LIM FP 03/12/25 0900 XP5506600141182605 M46115838,M4615047 2,M46192009M462351 71,M46278614,M4632 2526M46362024	1,280.15		85,616.00
	Automated Credit J [REDACTED] [REDACTED] 03/12/25 1604 500000001675956594	0.60		85,616.60
04 DEC	Automated Credit NATIONAL SAVINGS A EMUR97740 FP 04/12/25 0108 32010826994460000N TFC 1100034145232	40.25		85,656.85
	Automated Credit NATIONAL SAVINGS A IMUR78792 FP 04/12/25 0108 33010827021808000N TFC 1100061185333	40.25		85,697.10
05 DEC	Automated Credit NATIONAL SAVINGS A NGRE46694 FP 05/12/25 0102 51010235072188000N TFC 1100026480077	147.50		85,844.60
	Automated Credit NATIONAL SAVINGS A RLYF28468 FP 05/12/25 0350 63035051404216000N TFC 1100050045054	10.00		85,854.60
	Automated Credit SLC LOANS CCG2422782	128.35		85,982.95
	Automated Credit COOP FLEXIBLE [REDACTED] [REDACTED]	52.00		86,034.95



**CORNWALL COUNCIL**

**LOCAL AUTHORITY**

**INSTRUMENT OF GOVERNMENT: COMMUNITY SCHOOLS**

1. The name of the School is Burraton Community Primary School.
2. The School is a Community School.
3. The name of the governing body is "The governing body of Burraton Community Primary School."
4. The governing body shall consist of :
  - a. 2 parent governors
  - b. 2 staff governors (including the headteacher)
  - c. 1 Local Authority governor
  - d. 4 co-opted governors
5. The total number of governors is **9**
6. The term of office of all categories of governor is four years.
7. This instrument of government comes into effect on
8. This instrument was amended by order of Cornwall Children's Services Authority on





# Burraton CP School

Head Teacher: Mrs Hannah Robinson *BEd NPQH*

Fairmead Road  
Saltash  
Cornwall, PL12 4LT  
Tel: 01752 843019

[www.burraton.cornwall.sch.uk](http://www.burraton.cornwall.sch.uk)

**TO WHOM IT MAY CONCERN**3<sup>rd</sup> April 2025

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

**Insured Details:**

Name(s) **Cornwall Council, Corserv Limited, Cornwall Housing Limited, Corserv Solutions Limited, Careers South West, Port Health Authority, Inshore Fisheries and Conservation Authority, Corserv Facilities Limited, Corserv Care Limited, Cormac Contracting Limited**

Postal Address **County Hall, Treyew Road, Truro, Cornwall, TR1 3AY, United Kingdom**

Our Ref **[REDACTED]**

Business Description **Unitary Authority**

**Employers' Liability**

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 <sup>st</sup> March 2026
Limit of Indemnity	: £35,000,000 any one claim any one occurrence
Indemnity to Principals	: Included

**Excess Employers' Liability**

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 <sup>st</sup> March 2026
Limit of Indemnity	: £15,000,000 any occurrence in excess of £35,000,000 any one occurrence

**Public / Products Liability**

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 <sup>st</sup> March 2026
Limit of Indemnity	: £35,000,000 any one occurrence and in the aggregate for Products Liability
Indemnity to Principals	: Included
Business Activity Included	: Cover extends to the Council's business as a letting agent in respect of residential housing
Additional Information	: Please note Cormac Contracting is covered by a separate policy

**Excess Public / Products Liability**

Insurer	: Allianz Insurance plc via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 <sup>st</sup> March 2026
Limit of Indemnity	: £15,000,000 any occurrence in excess of £35,000,000 any one occurrence
Additional Information	: Please note Cormac Contracting is covered by a separate policy

**Professional & Officials Indemnity**

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 <sup>st</sup> March 2026
Limit of Indemnity	: £10,000,000 any one claim and in the aggregate for the period of insurance
Additional Information	: Please note Cormac Contracting is covered by a separate policy

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

This policy template was written on behalf of CAPH by Helen Trelease (Independent Safeguarding Trainer and Advisor). It has been revised annually in line with all KCSIE revisions (**Next Revision date will be in light of any changes to the Children's Wellbeing and Schools Bill anticipated in early 2026**). The RHSE guidance that has recently been published will be reviewed and implemented for September 2026.

**This policy reflects the revised Keeping Children Safe in Education (KCSIE): Statutory guidance for schools and colleges September 2025.**

**It is endorsed by the Local Authority**



## **Burraton C.P. School**

# **Keeping Children Safe in Education Child Protection and Safeguarding Policy (CAPH Model Policy)**

**“Safeguarding is everyone’s responsibility”**

**“Don’t think what if I have got it wrong, think what  
if I have got it right”**

### **Key Information**

- This policy was developed and adopted on: 9<sup>th</sup> September 2025
- The policy will be reviewed on: 8<sup>th</sup> September 2026
- The Designated Safeguarding Lead (DSL) is: Hannah Robinson
- The Deputy Designated Safeguarding Lead (DDSL) is: Chris Murray; Debbie Gale; Alison Maclean; Tracey Olan

- The name of the Designated Teacher for Children in Care and Previously in Care is: Hannah Robinson
- The Single Point of Contact (SPOC) for the Prevent agenda is: Hannah Robinson
- The Child Sexual Exploitation Lead is: Hannah Robinson
- The named Safeguarding Governor is: Mark Kelly
- The named Whistleblowing Governor is: Jocelyn Davis
- The Mental Health lead is: Hannah Robinson

<b>Title page and key contacts within school</b>	1
<b>CONTENTS PAGE</b>	2-3
<b>1. <u>Introduction and Context</u></b>	4
1.1 Our responsibilities	
1.2 Meeting your communication needs	
1.3 Terminology	
1.4 Acronyms	
1.5 Key Documents	
<b>2. <u>Our Principles</u></b>	8
2.1 Key elements of this policy	
<b>3. <u>Early Help (with local referral contacts)</u></b>	9
<b>4. <u>Child Abuse and Wellbeing Definitions</u></b>	11
4.1 Generic Term	
4.2 Physical Abuse	
4.3 Emotional Abuse	
4.4 Sexual Abuse	
4.5 Neglect	
4.6 Bullying	
4.7 Child Mental Health	
<b>5. <u>Reporting your concerns- making a referral</u></b>	13
5.1 General Principles	
5.2 If the DSL/DDSL are not available	
5.3 Contact MARU	
5.4 Making a referral in writing	
5.5 Informing Parents	
5.6 Resolution of Professional Differences	
5.7 If the child/family are already known to Social Care	
<b>6. <u>Specific Safeguarding Issues</u></b>	15

6.1 Child Sexual Exploitation (CSE)	
6.2 Child Criminal Exploitation	
6.3 County Lines	
6.4 Extremism/ Radicalisation/PREVENT	
6.5 Honour based Abuse	
6.6 Female Genital Mutilation (FGM)	
6.7 Forced Marriage	
6.8 Child on Child Abuse	
6.9 Sexual violence and sexual harassment between children in schools	
6.10 Vulnerable Children including Special Educational Needs and Disabilities, LGBTQ	
6.11 Online Safety including filtering	
6.12 Domestic Abuse	
6.13 Children Missing Education	
6.14 Looked after Children and previously looked after children	
6.15 Young Carers	
6.16 Private Fostering	
6.17 Modern Slavery & Human Trafficking	
6.18 Contextual Safeguarding	
6.19 Serious Violence	
6.20 Special Circumstances including the role of the Appropriate Adult during Police Investigations	
<b>7. <u>Confidentiality and Information Sharing</u></b>	<b>25</b>
<b>8. <u>Record Keeping</u></b>	<b>25</b>
<b>9. <u>Allegations against Staff</u></b>	<b>27</b>
<b>10. <u>Whistleblowing</u></b>	<b>28</b>
<b>11. <u>Safeguarding roles and responsibilities</u></b>	<b>28</b>
11.1 Designated Safeguarding Lead	
11.2 Deputy Designated Safeguarding Lead	
11.3 Governing Body including the role of the safeguarding governor	
<b>12. <u>Safer Recruitment</u></b>	<b>28</b>
<b>13. <u>Attendance at Child Protection Conference</u></b>	<b>30</b>
<b>14. <u>Training</u></b>	<b>30</b>
<b>15. <u>Extended School and Off-site arrangements</u></b>	<b>31</b>
<b>16. <u>Photography and Images</u></b>	<b>32</b>
<b>17. <u>Supporting Our Staff</u></b>	<b>32</b>
 <b><u>APPENDICES</u></b>	
<b>Appendix A: Signs and Indicators of abuse</b>	<b>33</b>
<b>Appendix B: Managing a Disclosure of Abuse</b>	<b>38</b>



## **1. Introduction and Context**

### **1.1 Our responsibilities**

Section 175 of the Education Act 2002 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) to exercise their functions with a view of safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions.

The same duty applies to independent schools (which include academies and free schools) by virtue of regulations made under Section 157 of this Act.

In order to fulfil their duty under Sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies, should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children

All schools should give effect to their duty to safeguard and promote the welfare of their pupils under the Education Act 2002 and, where appropriate, under the Children Act 1989 by:

- Creating and maintaining a safe learning environment for children and young people
- Identifying where there are child welfare concerns and taking action to address them, in partnership with other organisations where appropriate.

These duties are further reinforced within Keeping Children Safe in Education - Statutory Guidance for schools and colleges: Revised guidance September 2025. **This guidance must be adhered to in full by all schools and colleges.** KCSIE now also applies to providers of post 16 education as set out in the Education and Training (Welfare of Children) Act 2021.

This policy develops procedures and good practice within our school, to ensure that there is an understanding of the duty to safeguard and promote the welfare of all children and young people including those who are vulnerable. We endeavor to provide a safe and welcoming environment where children and young people are respected and feel valued. It provides evidence of how this will be implemented within our school and within multi-agency working arrangements.

This policy has been read by all staff and signed to the effect that they have read and understood it.

The policy will be accessible to all visitors to the school, including temporary staff, volunteers, parents and carers through the school website and a hard copy will be available

### **1.2 Meeting your communication needs**

We want to ensure that your needs are met. If you would like this information in audio type, in Braille, large print, any other format or interpreted in a language other than English please inform the Designated Safeguarding Lead.



### 1.3 **Terminology**

- **Child/ren** includes everyone under the age of 18 years old.
- **All staff** – refers to all those staff working for or on behalf of the school, full time or part time, permanent or temporary, in either a paid or voluntary capacity.
- **Parent** – refers to birth parents and other adults in a parenting role, for example step parents, foster carers, and adoptive parents, any other person(s) who have legal parental responsibility for a child.
- **Governing Body** – refers to all forms of governance within a multi academy trust, academy, independent or maintained school.
- **Safeguarding and promoting the welfare of children is defined in KCSIE 2025 as:**
  - Providing help and support to meet the needs of children as soon as problems emerge
  - protecting children from maltreatment, whether that is within or outside the home, including online
  - preventing the impairment of children’s mental and physical health or development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - taking action to enable all children to have the best outcomes

#### **Safeguarding is proactive – it is what we do to prevent harm**

- **Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

#### **Child Protection is reactive - it’s the way in which we respond to harm**

- **Children in Need** refers to a child who is unlikely to achieve or maintain a reasonable level of health and development, or whose health and development is likely to be significantly or further impaired, without the provision of services, or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare.

#### **1.4 Acronyms used in this policy**

DSL – Designated Safeguarding Lead

DDSL – Deputy Designated Safeguarding Lead

MARU – Multi Agency Referral Unit

CSE – Child Sexual Exploitation

CCE – Child Criminal Exploitation

FGM – Female Genital Mutilation

KCSIE – Keeping Children Safe in Education (Revised 1<sup>st</sup> September 2025)

OSCP – Safeguarding Children Partnership

LADO – Local Authority Designated Officer

CIC – Children in Care

PLAC – Previously Looked After Children

CIOS – Cornwall and Isles of Scilly

SEND – Special Educational Needs and Disability

#### **1.5 Key Documents**

This is an overarching policy and should be read in conjunction with the following documents:

[Keeping Children Safe in Education](#) September 2025, which is the statutory guidance for Schools and Colleges.

[Working Together to Safeguard Children](#) December 2023. Updated June 2025, which is statutory guidance to be read and followed by all those providing services for children and families, including those in education. **This guidance applies in its entirety to all schools.**

[What to do if you are worried a child is being abused- advice for practitioners](#) March 2015

[Information sharing advice for safeguarding practitioners](#) March 2015. Updated May 2024

[The Prevent duty](#): an introduction for those with safeguarding responsibilities: Updated March 2024.

[Multi agency Statutory Guidance on Female Genital Mutilation](#) Updated July 2020

[Children Missing Education- Statutory guidance for local authorities](#) August 2024

[Multi-agency statutory guidance for dealing with forced marriage and multi-agency practice guidelines: Handling cases of forced marriage \(accessible version\) - GOV.UK \(www.gov.uk\)](#) Updated April 2023

[Multi agency practice guidelines for dealing with Forced Marriage](#) Updated April 2023

[Child Sexual Exploitation Definition and a guide for Practitioners](#) February 2017

[Guidance for Safer Working Practice for those working with Children and Young People in Education settings](#) Revised February 2022

[Sexual Violence and sexual harassment between children in schools and colleges](#) September 2021

[Mental Health and Behaviour in school Guidance](#) Updated November 2018

[County Lines: Criminal exploitation of children and vulnerable adults.](#) Updated October 2023

The [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)

[Gender Questioning Children – Non statutory guidance for schools and colleges in England – Draft consultation December 2023.](#)

[Exclusions from maintained schools, academies and PRUs](#) (statutory guidance for schools)  
Last updated August 24

[Relationships Education, Relationships and Sex Education \(RSE\) and Health Education- statutory guidance](#) Updated July 2025

Ofsted Education Inspection Framework with [specific reference to Inspecting Safeguarding in early years, education and skills settings](#) August 2023

[Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) Updated March 2024

Cornwall and Isles of Scilly Multi Agency [Safeguarding Children Partnership Guidance](#) which includes links to relevant policies and procedures as well as training and useful links for children, parents/carers and professionals. [www.ciossafeguarding.org.uk](http://www.ciossafeguarding.org.uk)

**Furthermore, we will follow the procedures set out by:**

The [South West Child Protection Procedures](#) and [Our Safeguarding Children Partnership \(OSCP\) for Cornwall and the Isles of Scilly.](#)

In accordance with the above procedures, the School carries out an annual audit of its Safeguarding provision (S175/157 Safeguarding Audit, requirement of the Education Act 2002 & 2006) and sends a copy to the Local Authority from which a report is submitted to OSCP.

**This policy should also be read in conjunction with the following policies linked to safeguarding within the school which can include:**

- **Anti-bullying**
  - **Online safety**
  - **Health and Safety**
  - **Visitors**
  - **Intimate care**
  - **Behaviour Management**
  - **Confidentiality**
  - **Safer Recruitment**
  - **Whistleblowing**
  - **Radicalization**
  - **Equality and diversity**
  - **Physical Interventions**
  - **First Aid** (including management of medical conditions)
  - **Bereavement**
  - **Child on Child Abuse** (this should include child on child sexual violence and sexual harassment (Part 5 of KCSIE), and 'up skirting')
  - **Attendance** including children who are dual registered, reduced timetables
  - **Information Sharing and Record Keeping** - including GDPR and the transfer of files
  - **Code of Conduct** including acceptable user policy and links to keeping yourself safe – based on, Guidance for Safer Working Practice for those working with Children and Young People in Education settings
- School security to include Fire and Lockdown/Critical Incident**
- **Educational visits**
  - **Emotional Wellbeing and Mental Health**
  - **Managing Allegations against Staff including low level concerns**  
**\*currently in Appendix C**

## **2. Our Principles**

The purpose of this policy is to provide a secure framework for all staff in safeguarding and promoting the welfare of those pupils who attend our school. Our school recognises that the safety and welfare of children is paramount and that we have a responsibility to protect children in all of our school activities. We take all reasonable steps to ensure, through appropriate procedures and training, that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, are protected from abuse. We will seek to:

- Ensure that all children feel listened to and valued
- Create a safe and welcoming environment where children can develop their skills and confidence.

- Support and encourage other groups and organisations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that any training or events are managed to the highest possible safety standards.
- Review ways of working to incorporate best practice. Including this policy being regularly reviewed and updated to reflect current best practice and Government expectations.
- We are committed to ensure that we at all times demonstrate anti-discriminatory and anti-oppressive practice throughout the school and with our parents, carers and all those we work with.
- Treat all children with respect regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- Recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Work with partner agencies and share information about concerns with agencies who need to know, and involving parents and children appropriately.
- Maintain an attitude of '**it could happen here**' at all times.

## **2.1 Key elements to this policy**

- Establishing positive, supportive, secure working practices that put children first.
- Ensuring we practice safer recruitment in checking the suitability of all staff who work in our school.
- Keeping child protection issues at the forefront of our work and know who in the school the DSL and DDSL are.
- Ensuring that all staff implement procedures for identifying and reporting cases, or suspected cases of abuse and regularly reviews them.
- Supporting children and young people in accordance with his/her agreed child protection plan.
- We will follow the procedures set out by the OSCP and take account of all guidance issued by the DfE, OFSTED and other significant bodies.
- Ensure we have a DSL and a DDSL who have received appropriate training and support for their role and that we are adhering to Annex C of KCSIE September 2025 (see training section).

- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding early help and child protection matters including attendance at case conferences, if appropriate.
- Keep written, dated and signed records of concerns about “vulnerable” children including chronologies, even where there is no need to refer the matter immediately. This includes the use of any screening tool that aids identification of Neglect, Child Sexual Exploitation (CSE), Radicalisation, Children Missing Education, Female Genital Mutilation (FGM), online use or other such issues and that such records are securely placed.
- Follow procedures where an allegation is made against a member of staff and that such procedures are robust to deal with any allegation and that clear records of investigations and outcomes of allegations are held on staff files.
- Risk-assess any off-site activity, led by us, the school.

### **3. Early Help**

There are situations which may occur in a family’s life where they may benefit from additional support that cannot be provided solely by universal services. These can include when a child:

- Is disabled and has specific additional needs.
- Has special educational needs (whether or not they have a statutory education, health and care plan).
- Is a young carer.
- Is showing signs of engaging in anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic abuse;
- Is showing early signs of abuse and/or neglect.
- Is showing signs of displaying behaviour or views that are considered to be extreme.
- Is frequently missing/goes missing from care or home.
- Is misusing drugs or alcohol themselves.
- Is at risk of modern slavery, trafficking or exploitation.

These children are therefore more vulnerable; this School will identify who their vulnerable children are, ensuring **ALL** Staff and Governors know the processes to secure advice, help and support where needed. In the first instance a discussion should take place with the DSL and a record kept of this discussion. If further advice is needed or the school wishes to make a referral, then they would contact the Early Help Hub.

It is important that parents are aware of a referral being made to early help and that they give their consent. In the event that you feel the child would be unsafe if you discussed it

with the parents first then you should be seeking advice from MARU. Please see 5.5 for further clarification.

The school will support other agencies and professionals if an early help assessment is considered appropriate and may act as the lead professional in certain circumstances.

Additional guidance can also be accessed by using the [OSCP multi-agency threshold document](#).

Within Cornwall, the Early Help Hub is the first point of contact when considering additional support for children and their families

- Support is provided: from pre-birth to the age of 18 (or 25 when the young person has additional needs) when the child, young person or family has needs that are not met solely by universal services.
- It is single point of access for professionals, families and young people to access Early Help Services in Cornwall.
- The triage team decides which Early Help service best meets the needs identified in the request for help. It is then allocated to the appropriate service within 72 hrs.

**Contact details:**

- **Telephone: 01872 322277**
- **Email: [earlyhelphub@cornwall.gov.uk](mailto:earlyhelphub@cornwall.gov.uk)**
- **[www.cornwall.gov.uk/earlyhelphub](http://www.cornwall.gov.uk/earlyhelphub)**

Please note that for any schools who have children who attend their school and do not live in Cornwall then they need to refer to the County that the child lives in. Contact details for other southwest local authorities are on the [South West Child Protection Procedures website](#).

**If staff have any concerns about a child's welfare they must act immediately.**

#### **4. Child Abuse**

There are four main types of child abuse as defined in Working Together to Safeguard Children 2023

##### **4.1 Generic term for abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

## **4.2 Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **4.3 Emotional Abuse**

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **4.4 Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

## **4.5 Neglect**

Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development? Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers)



- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If you are to refer a child or young person because of possible neglect, always check back to see if there have been any previous concerns. The Children Act 1989 talks about how the persistent neglect of very basic needs is likely to cause impairment in the child or young person's development.

Signs and Indicators which may assist in the identification of some forms of abuse can be found in Appendix A.

#### **4.6 Bullying**

Our school takes bullying incidents very seriously. Children should be helped to understand what constitutes bullying and understand what actions will be taken if such incidents were to occur. All forms of bullying are emotionally harmful to children. As a school we have a zero tolerance to bullying. Our behaviour policy outlines the differing aspects of bullying and the school's response to this. All incidents of bullying must be reported and clearly recorded. Please see the school behaviour policy for more details.

#### **4.7 Child Mental Health**

All staff should be aware that in some cases mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to diagnose a mental health problem. Staff however are well placed to notice any changes in a child's behaviour that may indicate they are developing or are experiencing a mental health problem.

Where children have experienced abuse or neglect or other traumatic adverse childhood experiences (ACE's), this can have a lasting impact throughout their childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour, and education.

If staff have a mental health concern about a child that they think may be a safeguarding concern they should talk to the DSL/DDSL immediately.

Given the level of concern currently relating to children's mental health, it is advised that schools create a mental health and well-being policy to include how to identify and support children who may be at risk or self-harming.

KCSIE 2021 highlighted the importance of having a Mental Health Lead in school. Their role is to ensure with the governors that there are clear systems and processes in school for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems. The Mental Health Lead is also responsible for overseeing the in-house mental health support and school's well-being offer. The mental health lead must go on recognised mental health training and take responsibility for cascading learning in relation to the mental health and wellbeing of children to all staff. The purpose of this should be to improve understanding and confidence in identifying and supporting children who may be vulnerable

All referrals to external mental health services are overseen by the Mental Health Lead and the DSL.

## **5. Reporting your concerns**

### **5.1 General Principles**

In the first instance if a member of staff has a concern about a child they should report this immediately to the DSL.

The DSL may well have information that others members of staff do not know about a child and their family. Staff should be told on a 'need to know basis' (see confidentiality Section 7).

However insignificant you think your concern might be pass it on to your DSL. It may only be a small piece of information but it helps to form a bigger picture.

If the DSL is not available, then speak to the DDSL.

Early information sharing is vital for effective identification, assessment and support.

### **5.2 If the DSL/DDSL are not available.**

If there is an immediate concern about a child or their family **any member** of staff can phone the MARU for advice and guidance if the DSL/DDSL are not available.

## **Contact details: MARU 0300 1231 116**

- **They may ask you to** Complete an [inter agency referral](#) - NB you will need to save this and email it to us
- **You can also email them** at [multiagencyreferralunit@cornwall.gov.uk](mailto:multiagencyreferralunit@cornwall.gov.uk)

**If the concerns arise out of office hours contact 01208 251300**

**If the risk of significant harm to the child is imminent then you must call the police on 999**

### **5.3 Contacting MARU (for advice or when making a referral)**

Ensure that you have as much factual information about the child as possible when you phone include:

- Full name
- D.O.B
- Address
- Family composition details (including names of parent(s) and siblings)
- Any key professionals working with the school
- Factual information about the concerns you have – including access to any chronologies the school has on the child

**NSPCC - what you can do to report abuse** [dedicated helpline](https://www.nspcc.org.uk/help-and-advice/child-protection/child-protection-helpline/) is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or are concerned about how a safeguarding issue is being handled within school. Staff can call 0800 800 5000 8am - 10pm Monday – Friday and 9am – 6pm at weekends, or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Details of MARU can be given to anyone in the school community if they need to report concerns out of school time; i.e. weekend or holidays.

#### **5.4 Making a referral in writing**

You will need to back any phone call up in writing by completing the multi-agency referral form. This is available from the [OSCP website](https://www.oscp.org.uk/). You must then send it in by secure email which is clearly highlighted on the referral form:

**MARU Secure email:** [multiagencyreferralunit@cornwall.gov.uk](mailto:multiagencyreferralunit@cornwall.gov.uk)

#### **5.5 Informing Parents**

Schools should ensure they have spoken to the family about their concerns and proposed actions unless to do so would place the child at risk or when in exceptional circumstances; the decision not to inform parents/carers must be justified and the details recorded. If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately prior to the child returning home and as soon as the school become aware of this.

#### **5.6 Resolution of Professional Differences**

In the event that the school disagrees with the actions or decisions of another agency we will consider using the [Resolution of Professional Differences policy](#), formerly referred to as the escalation policy.

#### **5.7 If the Child/Family are already known to Social Care**

When a member of Staff, parent, practitioner, or another person has concerns for a child, and if the school are aware that the case is already open to social care then they should contact the allocated worker. If they do not know the name of the worker, they can contact MARU who will provide contact details of the worker and/or their manager.

The DSL has responsibility for promoting the educational outcomes of children with a social worker. The DSL will ensure staff know who these children are, understand their academic progress and attainment, and maintain a culture of high aspirations for this cohort.

## **6. Specific Safeguarding Issues**

There are specific issues that have become critical issues in Safeguarding that Schools will endeavour to ensure **ALL** their Staff and Governors are familiar with; having processes in place to identify, report, monitor and which are included within teaching:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Child criminal exploitation (CCE)
- Children missing from Education
- County lines
- Domestic Abuse
- Substance abuse
- Fabricated or induced illness
- Children with family members in prison
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Mental Health of parents and children
- Homelessness
- So called 'Honour-based' abuse
- Child on child abuse (previously known as peer on peer)
- Sexual violence and sexual harassment between children in schools
- Private Fostering
- Preventing Radicalisation
- Online abuse including nude or semi-nude images
- Teenage Relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to babies and young children
- Serious violence
- Cyber crime

The School will incorporate signs of abuse and specific safeguarding issues into briefings, staff induction training, and ongoing development training to all Staff and Governors. Annex A of KCSIE (September 2025) provides more detail on the following:

### **6.1 Child Sexual Exploitation (CSE)**

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (DfE Child Sexual Exploitation February 2017).

CSE can occur over time but could also be a one off occurrence and may happen without the child's immediate knowledge; e.g. through others sharing images or videos of them on social media.

CSE can affect any child who was coerced into engaging in sexual activities including 16/17 year olds who can consent to sex. Some children may not realise that they are being exploited and may believe they are in a genuine romantic relationship.

All suspected or actual cases of CSE are a safeguarding concern in which Child Protection procedures **must** be followed; this will include a referral to MARU and where the risk is immediate to the police. If any staff are concerned about a pupil, they will refer to the Designated Safeguarding Lead/s and the CSE lead within the School.

Potential indicators of CSE are contained within Appendix A.

### **6.2 Child Criminal Exploitation**

Activities such as county lines, shoplifting, pickpocketing, vehicle theft/damage can all be forms of CCE.

Children can get trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence and entrap and coerce them into debt. They may be forced to carry weapons such as knives or as a form of protection for themselves. Children involved in CCE often commit the crime themselves so are not easily seen as victims and are therefore very vulnerable. They may still have been criminally exploited even if they appear to have agreed or consented to the activity. It can be very specific e.g. County Lines, shoplifting, vehicle theft, pick pocketing.

All professionals should be aware that girls can also be involved in CCE. Although the indicators may not be the same. It is important to note that those involved with CCE may be at higher risk of sexual exploitation.

### **6.3 County Lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more areas within the UK, using dedicated mobile phone lines or other forms or 'deal line'. This activity can happen locally as well as cross the UK. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into County Lines in a number of locations including schools and other education settings.

Children are increasingly being targeted via social media. Children can be easily trapped by this type of exploitation as county lines can manufacture drug debts which need to be worked off or threaten serious violence towards victim and their families if they attempt to leave the county lines network

Any concerns about county lines should be referred to the DSL immediately and they should then contact MARU for guidance and advice.

### **6.4 Extremism/Radicalisation/PREVENT**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young- by seeking to sow division between communities on the basis of race, faith or denomination: justify discrimination towards women and girls: persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in society (Working Together December 2023)

The School will ensure **ALL** staff including governors adhere to their duties in the Prevent guidance 2015 to prevent radicalization

The HT/Principal and Chair of Governors will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure **All** Staff and Governors implement the duty.

School staff receive training to help to identify signs of extremism. Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the school follows the DfE advice Promoting fundamental British Values as part of SMCS (spiritual, moral, social and cultural education) in Schools (2014).

Ensure the risks of Radicalisation are referred to within all relevant policies including visitors anti bullying and e-safety.

The School will respond to any concern about Extremism/Radicalisation/Prevent as a Safeguarding concern and will report in the usual way using local safeguarding procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

When reviewing our PREVENT duties we would consider the guidance contained on the [Safer Cornwall website](http://www.safercornwall.org.uk). [www.safercornwall.org.uk](http://www.safercornwall.org.uk)

What can we do to help our children understand these issues and help protect them?

- Provide a safe space for them to debate controversial issues.
- Help them to build resilience and the critical thinking they need to be able to challenge extremist arguments.
- Give them confidence to explore different perspectives, question, and challenge.

The school is committed to providing effective filtering systems and this will include monitoring the activities of children when on-line in the school. We follow the guidance set out in Annex C (KCSIE September 2025) Please refer to the online safety policy.

All staff in the first instance should contact the SPOC (Single Point of Contact) within the school – Hannah Robinson - with any concerns.

**Additional contact details:**

**Concerns can be discussed with the Prevent Lead for Cornwall:  
Steve Rowell email: [prevent@cornwall.gov.uk](mailto:prevent@cornwall.gov.uk)**

**MARU can also be contacted for advice: 0300 1231 116**

**Emergency Out of Hours: Tel No: 01208 251300**

**If immediate and serious concerns call the police on 999**

**6.5 Honour-Based Abuse**

So called honour-based violence (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, it includes female genital mutilation, forced marriage, and practices such as 'breast ironing'.

**6.6 Female Genital Mutilation (FGM)**

The School recognises and understands that there is now a mandatory reporting duty for all teachers to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in legal/disciplinary action being taken.

All suspected or actual cases of FGM are a Safeguarding concern in which safeguarding procedures will be followed; this will include a referral to the police and to Children's Social Care via MARU. If any staff are concerned about a pupil, they will refer to the Safeguarding Designated Lead/s within the School unless there is a good reason not to do so.

Potential indicators of FGM are contained within Appendix A.

**6.7 Forced Marriage**

The UK Government describe this as taking someone, usually overseas, to force them to marry (whether or not the forced marriage takes place) or marrying someone who lacks the mental capacity to consent to the marriage (Coercion may include physical, psychological,

financial, sexual and emotional pressure). It may also involve physical or sexual violence and abuse.

Arranged marriage is common in some cultures. The families of both spouses take a leading role in arranging the marriage, however the choice of whether or not to accept the arrangement remains with the prospective spouses. Children may be married at a very young age and well below the age of consent in England. ALL Staff should be particularly alert to suspicions or concerns raised by a pupil. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014. Since February 2023 it has also been a crime 'to carry out any conduct whose purpose is to cause a child to marry before their 18<sup>th</sup> birthday, even if violence, threats or another form of coercion are not used'. (This applies to all children who previously could have married once they reached 16 years of age).

If at any time the school had a concern regarding a child who this may apply too immediate contact will be made with MARU for guidance and advice.

NB: Since February 2023 16 and 17 year olds can no longer marry in England and Wales or enter a civil partnership, even if they have parental consent.

## **6.8 Child on Child Abuse**

**Children can abuse other children.** All staff should be aware that safeguarding issues can manifest themselves via child on child abuse. The reasons for this are complex and are often multi-faceted. We understand that we need as a school to have clear mechanisms and procedures in place to identify and report incidents or concerns. We aim to reduce this behaviour and any related incidents with an expectation to eliminate this conduct in the school.

**Please refer to the Child on Child Abuse policy we have in school.**

Please also refer to our Anti Bullying, Equality and Diversity and online safety policies.

## **6.9 Sexual Violence and sexual harassment between children in schools and colleges**

Our school has a zero tolerance to sexual harassment and sexual violence. It is never acceptable and will never be tolerated. Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

All victims must be taken seriously, supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting the abuse.

Reports of sexual assault and harassment are extremely complex to manage. It is essential that victims are protected, and every effort is made to minimise the disruption to their education.



Part 5 of KCSIE (September 2025) clearly outlines the response that should be taken. Please refer to our child on child policy.

If anyone has any concerns that a child or children may be at risk they must report them to the DSL immediately. They should then liaise with MARU and follow guidance laid out in KCSIE (September 2025)

#### **6.10 Vulnerable Children including Children with special educational needs and disabilities and LGBTQ children.**

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. The school may need to devise a policy /procedure that meets the individual needs of a child. This should be written in conjunction with the parent(s) and staff working with the child. The child where they are of sufficient understanding should have the policy/procedure discussed with them. All staff need to be confident in its use.

The School recognises that additional barriers can exist when identifying abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and being more prone to being isolated from their peers than other children; and
- Communication barriers and difficulties in overcoming these barriers.

The individual needs of every special educational needs or disabled child will be reviewed regularly and consideration given to any additional vulnerabilities they may have which could lead to safety and welfare concerns arising. In addition, we will keep under review the potential need for additional pastoral support.

#### **LGBTQ Children**

A child who may be LGBTQ is not in itself an inherent risk factor for harm. However, it may increase their vulnerability to being targeted by other children whether they are identifying themselves as LGBTQ or whether they are perceived by others to be LGBTQ.

All staff need to be able to minimise any additional barriers they may face and provide a safe place for them to share their concerns.

Should any concerns arise in relation to any child in relation to their safety and welfare, Burraton C.P. School will follow the same procedures as outlined within this policy and liaise with the DSL initially.

#### **6.11 Online safety (including cyber-crime)**

Burraton C.P. School take online safety very seriously both in terms of our pupils and all of our staff. Please also refer to our online safety policy and the acceptable user policy for staff.

All staff safeguarding training will include regular on line safety training and briefings. This is to help build the school community's understanding and confidence in recognising areas of

concern and vulnerability in relation to children's /students use of online technology both in and outside of school.

The DSL has responsibility for ensuring that the school has appropriate filtering and monitoring on school devices and school networks.

At Burraton School, we hold paramount the safety and well-being of our students. Our Child Protection Policy underscores the utmost significance of E-safety in this digital age. We are committed to ensuring that all our school staff receive regular training on E-safety measures, equipping them with the necessary knowledge and skills to protect our students in the online realm. Moreover, we employ robust filtering processes to safeguard our young learners from harmful online content. Our Acceptable Use and Mobile Technologies Policy provides clear guidelines for the safe and responsible use of devices, aligning with the stringent standards set forth in Keeping Children Safe in Education 2024. This comprehensive approach to E-safety reflects our unwavering dedication to creating a secure and nurturing environment for all children at Burraton School.

Cyber Crime: This is a criminal activity committed using computers and/or the internet.

#### **6.11.1 Filtering and Monitoring**

The School is adhering to the guidance within the revised KCSIE (September 2025) Paragraph 141- 143 (inclusive) and this is reflected within our online safety policy. The responsibility for ensuring that appropriate filtering and monitoring measures are in place is the duty of the DSL. However, governing bodies/trustees need to ensure that this responsibility is being undertaken and are giving support where appropriate e.g., additional resources, training and time to fulfill this role.

The DfE has also published guidance that should be being followed:

[Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#)

#### **6.12 Domestic Abuse**

Domestic abuse is an indicator of abuse and neglect and it can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. (Working Together July 2018, updated July 2022). Under the Domestic Abuse Act 2021 any child if they see or hear domestic abuse and are related to any adult involved should be considered a victim.

Domestic abuse may take many forms. Witnessing the physical and emotional suffering of a parent may cause considerable distress to children and both the physical assaults and psychological abuse suffered by adult victims who experience domestic abuse can have a negative impact on their ability to look after their children. Children can still suffer the effects of domestic abuse, even if they do not witness the incidents directly. However, in up to 90%

of incidents involving domestic **abuse** where children reside in the home, the children are in the same or the next room. Children's exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress among children. Children can see school as a safe retreat from problems at home or alternatively not attend school through a perceived need to be at home to protect abused parents or siblings.

Domestic abuse can therefore have a long term damaging effect on a child's health, educational attainment and emotional well-being and development. The potential scale of the impact on children is not always easy to assess but may manifest itself as behavioural, emotional or social difficulties, including poor self-esteem, withdrawal, absenteeism, adult-child conflict. Children sometimes disclose what is happening or may be reluctant to do so hoping that someone will realise something is wrong.

### **Operation Encompass**

Our school is an Operation Encompass school. This means that when there has been a domestic abuse incident at an address where children from our school live and the police have been called and attend the incident then the school should be informed by 9am the next school day via a secure email. This enables us to support the child(ren), and where appropriate the family, within school. Parents are advised by the police that the school will be informed.

Social care also receives reports from the police when they have been involved with children, not just in relation to domestic abuse incidents. These are called PPN's (Police Protection Notices). This information will also be passed to the school if the information is considered appropriate and proportionate. Staff in school will be informed on a 'need to know basis' by the DSL.

### **Operation Encompass Helpline**

The [Operation Encompass Teachers Helpline](#), funded by Home Office and the Department for Education. It is available Monday to Friday from 8am to 11am throughout term-time. Tel No: 0204 513 9990

The Helpline allows staff to speak in confidence with an educational psychologist about how best to support children experiencing domestic abuse.

DSL's would be the most likely people to contact the helpline and should be consulted if a member of staff is contacting them.

## **6.13 Children Missing/Absent from Education**

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and criminal exploitation including involvement in County Lines. The DSL will monitor absence and take appropriate action including notifying the local authority and following local procedures, particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

### **6.13.1 EHE- Elective Home Education**

We will always advise the Local Authority at the earliest opportunity when children are withdrawn from the school to be electively home educated, completing the required Elective Home Education Form (as in link below) and returning it with a copy of a letter from the

parents/carers confirming that they are withdrawing the child from the school to home educate. Further guidance is available via: [Resources | Page | SLA Online](#)

The DSL/DDSL will always alert the Local Authority where there are concerns regarding the safety and welfare of the child in question and/or there is an allocated social worker.

KCSIE 2025 recommends where ever possible that a multi-agency meeting is convened with the parents to ensure the best interests of the child are being met.

### **6.13.2 Exclusion – Temporary and permanent**

All children who are at risk of temporary or permanent exclusion must be risk assessed and this formerly recorded. If it is not deemed appropriate or safe to continue with the exclusion, then the school will work with the local authority to find a more suitable alternative.

If any child at risk of temporary or permanent exclusion has an allocated social worker, they must be consulted ahead of any decision to exclude.

### **6.13.3 Reduced Time Tables**

Should a reduced time table be instigated or be necessary, guidance will be reviewed with the aim the child returns to school full time at the earliest moment or other provision sought to ensure the child/ young person has their full entitlement. Guidance is available at

[www.cornwall.gov.uk/schools-and-education/schools-and-colleges/reduced-timetables-part-time-attendance/](http://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/reduced-timetables-part-time-attendance/)

The use of a reduced timetable should be an exceptional measure in this school. It is illegal for a school to impose a reduced timetable, but it is accepted that a reduced timetable may be appropriate provided that the setting can demonstrate that the Local Authority's best practice guidance has been followed. [Guidance for schools on the use of reduced timetables - Sept 2022](#) details further the actions and procedures that need to be followed.

### **6.14 Looked after children and previously looked after children**

A previously looked after child potentially remains vulnerable. The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe. KCSIE (revised September 2025)

A designated child in care lead has been appointed from the senior leadership team. In Burraton C.P. School this person is currently Hannah Robinson.

The designated child in care lead will ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They are also responsible for ensuring that they also have information about the child's care arrangements and the levels of authority delegated to the carer by the local authority looking after him/her. The designated children in care lead will have details of the child's social worker. They will have drawn up an individual education plan in consultation with the Virtual School for Children in Care. Designated teachers also have responsibility for promoting the educational

achievement of children who have left care through adoption, special guardianship or child arrangement orders.

The designated child in care lead must have appropriate training and the relevant qualifications and experience. The [training for this role is provided by Cornwall Council](#). They must attend this training regardless of whether there are currently children within the school who are in care or previously looked after children.

All designated children in care staff should read the statutory guidance on '[Promoting the education of looked after children](#)'.

### **6.15 Young Carers**

As a school we recognise the needs of young carers in that they can be more vulnerable or placed at risk.

We aim to be able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers may need to refer into early help services for an assessment of their needs via the Early Help Hub.

### **6.16 Private Fostering**

A private fostering arrangement is when a child (up to the age of 16 years) is cared for consecutively for 28 days or longer by someone who is not a member of that child's immediate family. In such a case the local authority should be informed.

If the school are aware of such an arrangement being in place they must advise the family that the school have a responsibility to inform the local authority and encourage the family to advise the local authority themselves.

Advice or a referral can be made via MARU.

### **6.17 Modern Slavery and Human Trafficking**

The above are offences under the Modern Slavery Act 2015. These offences include holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.

Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country. It is possible to be a victim even if consent has been given to be moved.

Children cannot give consent to being exploited therefore the element of coercion or deception does not need to be present to prove an offence.

If you hold information that could lead to the identification, discovery and recovery of victims in the UK, you can contact the Modern Slavery Helpline 08000 121 700. **All members of staff must also inform the DSL/DDSL of any concerns.**

Advice or referral can be made via MARU (0300 1231 116) or for Vulnerable Adults (0300 1234 131).

## **6.18 Contextual Safeguarding**

Safeguarding incidents can be associated with factors outside of school. All staff should be considering the context within which such incidents and or/behaviours occur. This is known as contextual safeguarding which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. It can include child sexual exploitation, child criminal exploitation, serious violence, county lines, domestic abuse and gang culture. It can also involve links to anti-social behaviour, identifying local 'hot-spots' in the community.

Always have a discussion with your DSL/DDSL if you have concerns or if you have been told information that concerns you about a family.

It is important to verify as much as possible the accuracy of the information but this should not get in the way of you having a discussion with your DSL.

If making a referral to social care the school should provide as much information as possible.

## **6.19 Serious Violence**

All staff should be aware of indicators which may suggest that children are at risk from, or are involved with serious violent crime. Indicators may include increased absence from school, a change in friendships, relationships with older people or groups, a significant change in their academic ability or general wellbeing, signs of self-harm, or unexplained injury. Unexplained gifts/money may also indicate that children are involved/associated with individuals linked to gangs or criminal networks.

## **6.20 Special Circumstances**

### **6.20.1 Work Experience**

The school has detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervise pupils on work experience.

### **6.20.2 Children staying with host families - now referred to as homestay**

The schools may make arrangements for pupils to stay with a host family during a foreign exchange trip or sports tour. Some overseas pupils may reside with host families during school terms and we will work with the local authority to check that such arrangements are safe and suitable. In such circumstances the schools follow the guidance in Annex D of KCSIE (September 2025) to ensure that hosting arrangements are as safe as possible.

### **6.20.3 Role of the Appropriate Adult during Police Investigations**

In the event that the police request to interview or meet with a child in school the PACE Code C 2019 needs to be considered. Any child under investigation by the police should have access to an appropriate adult to "*support, advise and assist*" the young person. They should also "*observe whether the police are acting properly and fairly to respect the young person's rights and entitlements, and inform an officer of rank if they are not*"

## **7. Confidentiality and Information Sharing**

Confidentiality needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. No adult must ever guarantee confidentiality to any individual including parents, children, colleagues or other professionals. This includes having an 'off the record discussion'. Staff should make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child or young person, e.g., where safety and welfare of that child or young person necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt. GDPR provides a number of bases for sharing personal information. It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is lawful basis to process any personal information required. (Working Together July 2018, updated July 2022)

If the information given relates directly to the safety and welfare of a child, then the DSL must be informed immediately. They should then contact MARU.

The school adheres to the revised Information sharing – [Advice for practitioners providing safeguarding services](#) (May 2024)

## **8. Record Keeping**

Well-kept records are **essential** to good safeguarding and child protection practice. We are clear about the need to record any concerns held about children or young people, the status of such records and when these records should be passed over to other agencies.

In our work with children and their families, we recognise the importance of:

- Keeping clear detailed up to date written records of concerns about children and young people. This includes a chronology.
- Ensuring all records are kept secure and in a locked location.
- Ensuring records are passed on to the receiving school if a child or young person transfers. In line with current local authority guidance.
- Ensuring all records are clear, factual and jargon free.

At Burraton C.P. School, we use the online system of CPOMS. Every member of staff has an individual log in and all concerns must be logged as soon as possible after the event. The safeguarding team must be alerted to any entry.

## **9. Allegations against staff**

Allegations against staff are covered in all basic training and induction training that takes place within our school. We follow the mandatory guidance in KCSIE 2025 Part Four which includes the management of 'Low Level Concerns'. Please refer to the school's policy on managing allegations against staff



Staff need to be mindful that it is not only their behaviour in school which may lead to concerns being raised. Where a member of staff or volunteer is involved in an incident outside of school which may/may not have involved children but could impact on their suitability to work with children this should be discussed with the LADO. Usually referred to as 'Transferrable risk'.

Never let allegations by a child or young person go unrecorded or unreported, including any made against you. If you receive a disclosure, about an adult colleague, it is important to reassure the child that what they say will be taken very seriously and everything possible done to help.

In all instances the Headteacher must be informed. If the Headteacher is not available, then the DSL should be advised.

If the allegation concerns the Headteacher then our Chair of Governors must be informed – Mark Kelly, mark.kelly@burraton.cornwall.sch.uk

In all situations regarding an allegation of abuse against a member of staff (including supply staff/volunteers/governors) the school must not act alone and must seek advice and make a referral where necessary.

In such circumstances our Headteacher, or Chair of Governors (if the allegation is against the Headteacher) will contact the LADO for advice

As part of our safeguarding duties, the LADO Service has a statutory responsibility to manage and oversee allegations made against professionals and volunteers who work with children. All allegations and concerns should be referred to the LADO within 24 hours where advice and guidance can be provided in respect of balancing the responsibility to safeguard with the need to support staff in difficult situations.

The following issues need to be considered and included in the relevant policy

- what are the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser?
- contact the parents or carers of the child/young person **if** advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded or would have been if they have resigned.
- If there is any likelihood of a police investigation speak to the LADO before starting any internal investigation
- Ensure low level concerns are also carefully recorded and stored securely and confidentially
- If it feels uncomfortable it is probably a low-level concern. You need to share your concerns

**Contact details LADO: 01872 326536; [lado@cornwall.gov.uk](mailto:lado@cornwall.gov.uk)**



If a referral needs to be made, then this must go through MARU who will then pass it on to the LADO team. The referral form can be found on the [OSCP website](#).

## **10. Whistleblowing**

Please adhere to the schools whistleblowing policy. Revised in November 2021 (if using CAPH model policy).

**Whistleblowing Governor:** Jocelyn Davis    [jocelyn.davis@burraton.cornwall.sch.uk](mailto:jocelyn.davis@burraton.cornwall.sch.uk)

In the event that you do not feel able to follow the schools whistle blowing policy but remain concerned you must discuss your concerns with an appropriate independent body. In this situation you could contact:

**NSPCC Whistleblowing helpline: 0800 028 0285**

## **11. Key Safeguarding Roles and Responsibilities**

### **11.1 Designated Safeguarding Lead (DSL)**

There is a legal obligation under the Education Act 2002 S175/157 for all schools to have a designated safeguarding lead. Burraton C.P. School follows the guidance in Annex C of KCSIE (revised September 2025) which outlines the key responsibilities of the DSL. This includes duties relating to filtering and monitoring introduced in September 2024. These are outlined within the schools Online Safety Policy.

### **11.2 Deputy Designated Safeguarding Lead (DDSL)**

As above we follow the guidance in Annex C of KCSIE (revised September 2025) which outlines the key responsibilities of the DSL and DDSL.

### **11.3 Governing Body including the role of the Safeguarding Governor**

The roles and responsibilities of the governing body are outlined in Part 2 of KCSIE (revised September 2025). In addition, we have outlined these responsibilities in Appendix D.

## **12. Safer Recruitment - also refer to our separate policy on Safer Recruitment.**

Our school operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006.
- statutory guidance relating to volunteers is followed
- at least one member of the recruitment panel members has undertaken safer recruitment training through an accredited training programme.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff. \*\*KCSIE states that if you are a MAT then the SCR can be kept centrally but must be immediately available for an Ofsted Inspection. Best practice recommends schools still take responsibility for updating their own SCR.

Our school complies with the requirements of KCSIE, (September 2024) - Part 3.

### **13. Attendance at Child Protection Conference**

If a child or young person becomes the subject in a Child Protection Conference as a school, we may be asked to share information about the child or young person and his/her family. Usually this will be in the form of a written report, the contents of which will be shared with parents/carers prior to the meeting preferably by the school.

Child protection conferences will be attended by the DSL or DDSL. In exceptional circumstances another member of staff may attend with them. The reason this responsibility is not delegated is because the DSL has the overall training and accountability to act on behalf of the school including agreeing their role in any child protection plan as well as the possible allocation of resources.

Occasionally, there may be information which is confidential and which will be shared in a closed meeting prior to the conference. If this is necessary, the chair of the conference will discuss the matter with parents/carers beforehand.

When any child becomes the subject of a conference, local procedures require all other children in the family are considered. It may well be that staff will be required to provide information on children with whom there appear to be no direct concerns.

Staff may contribute to the process of risk assessment and the decision about the child being in receipt of a child protection plan. This will be undertaken using the signs of safety model. For more information about signs of safety discuss with the allocated social worker or the independent chair prior to the meeting.

### **14. Training and Briefings**

All members of our workforce, who work directly with children, have been provided with, and signed to say that they have read and understood, Part 1 of KCSIE, (September 2025) and governors have been provided with and signed to say they have read and understood Part 2 of KCSIE (September 2025). *Optional for schools, those members of staff who do not work directly with children can be given Part 1 or Annex A*

All staff members will receive appropriate safeguarding and child protection training/briefings which will be regularly updated (minimum of yearly). In addition, all staff members will receive safeguarding and child protection updates. These will be done as part of staff meetings where safeguarding will be a standing item on the agenda of every staff meeting and full governor's meetings.

All staff will also, as part of our induction, be issued with information that includes our Child Protection and Safeguarding Policy, key designated staff, Staff Code of Conduct, Part 1 of KCSIE (September 2025), Key external contacts, What to do if a Child discloses Abuse, and Recording concerns.

All staff need to understand the unique risks associated with online safety and be confident they have the skills to keep children safe whilst they are online in school. Regular training and briefings are held within school and all the school community are expected to attend these.

In addition, all staff must recognise the additional risks that SEND children can face especially with regard to their online activities.

Our DSL and DDSL(s) will undertake multi-agency safeguarding training in addition to the whole school training. Once this training is completed they have a duty to update their training by attending safeguarding briefings and training every year with a full update every two years. It will support both the DSL and DDSL to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our school.

Our Governing Body will have access to basic safeguarding training within the school. KCSIE 2025 Part Two is clear about the expectation that all governors also have an understanding of their **strategic** responsibilities in relation to safeguarding. It recommends and encourages them to undertake training specifically on the safeguarding responsibilities of the governing body in particular the role of the Safeguarding Governor.

At least one member of our recruitment panel will have undertaken safer recruitment training. Best practice is that this is updated every 3 years to ensure that the school are keeping up with changes made to recruitment processes and changes in safeguarding requirements when recruiting staff. All those involved in Safer Recruitment must read KCSIE Part 3.

PREVENT training will be undertaken by all new members of staff and the DSL will guide existing staff on any updates which may involve refresher training

### **Safeguarding training assurance from 3<sup>rd</sup> party providers/contractors**

It is the responsibility of the School to seek assurance from the 3<sup>rd</sup> party supplier/contractor as to the level of safeguarding training they provide to their staff (it is perfectly acceptable to ask and challenge for this information so that the School has the assurance needed). In addition to this, the School will ensure that contractors/3<sup>rd</sup> party suppliers receive local safeguarding information (the School safeguarding leaflet and code of conduct) so that they understand what is expected of them, how to raise any concerns and how to deal with any difficult situations they may find themselves in. The safeguarding information for contractors/3<sup>rd</sup> party suppliers is also about them protecting themselves as much as it is about protecting the children and young people in school.

For audit purposes and our own assurance, the School will keep a record of responses from contractors/3<sup>rd</sup> party suppliers.

If there are concerns as to the level of training provided, especially in the case of small independent businesses who may not have access to training, we may consider including or inviting them to attend staff training.

## **15. Extended school and off-site arrangements**

All extended and off site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where extended school activities are provided by and managed by the school, our own safeguarding/ child protection policy and procedures apply.

If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place, including safer recruitment procedures i.e. DBS checks. This will also include an expectation that they have a safeguarding and child protection policy in place. If an allegation is raised that relates to an incident that happened when an individual or organisation were using our premises for any activity involving children (or vulnerable

adults) we will follow our own relevant safeguarding policies and inform the LADO. This will be the responsibility of the headteacher.

When our pupils attend off-site activities, including day and residential visits, we will check that effective safeguarding/child protection arrangements are in place. There will also be a risk assessment independently undertaken by a member of the SLT within the school. Unless there are exceptional circumstances a member of staff would be expected to accompany any child attending an off-site activity.

## **16. Photography and images**

A separate policy is held but our staff are aware at no times should their own personal cameras/smart phones be used in recording children or young people in this school.

The school will ensure that they get parental permission to take photographs of children for media, website and other school purposes.

Any person taking images of the children should be challenged by staff unless they are absolutely confident they have the relevant permissions.

## **17. Supporting Our Staff**

Our school recognise that all staff may find dealing with safeguarding and child protection concerns very difficult and upsetting. It may trigger memories of their own difficult childhood, or be an experience they have had as an adult, or a member of their family, or close friendship group has experienced.

The school hopes in such situations that the individual staff member would be able to talk to a member of the senior leadership team in school who can make enquiries into what support may be available for the individual member of staff.

There are many organisations within Cornwall who offer support services to individuals on a range of very sensitive issues e.g. Domestic Abuse, Sexual Abuse (current and historic) drug and alcohol misuse, mental health. More information can be accessed via MARU or the Early Help Hub.

**In addition, the member of staff should be able to access support through:**

- **Their own GP**
- **The Samaritans Telephone: 116 123**
- **NSPCC HELPLINE Telephone: 0808 800 5000 (not just there for children)**

The DSL and Safeguarding Governor will take responsibility for updating this policy and informing all staff and the Governing Body of key changes.

## **Appendix A: Signs and Indicators of Abuse**

A more comprehensive list will be considered within staff training however this will give staff some indication of what to look out for.

Although these signs do not necessarily indicate that a child has been abused, they may help staff recognise that something is wrong.

If you have any concerns, you must pass these to your DSL immediately.

### **Physical Abuse**

Most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical/social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. Occasionally a 'pattern' may be seen e.g. fingertip or hand mark. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

#### **The physical signs of abuse may include:**

- Unexplained bruising, marks or injuries on any part of the body.
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh.
- Cigarette burns.
- Human bite marks.
- Broken bones.
- Burns- shape of burn, uncommon sites, friction burn

#### **Changes in behaviour that can also indicate physical abuse:**

- Fear of parents being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed, for example in hot weather.
- Depression.
- Withdrawn behaviour.
- Running away from home.

### **Neglect**

It can be difficult to recognise neglect, however its effects can be long term and damaging for children.

It is also impossible to recognize that aspects of neglect can be very subjective. We may need to challenge ourselves and others and remember that people can have different values and

that there will be differences in how children are cared for which may be based on faith or cultural issues that are different to ours.

In respecting these differences, we must not be afraid to raise our concerns if we believe the care being given to the child may be impacting on its safety and welfare.

**The physical signs of neglect may include:**

- Being constantly dirty or 'smelly'.
- Constant hunger, sometimes stealing food from other children.
- Losing weight, or being constantly underweight (obesity may be a neglect issue as well).
- Inappropriate or dirty clothing.

**Neglect may be indicated by changes in behaviour which may include:**

- Mentioning being left alone or unsupervised.
- Not having many friends.
- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments

**Emotional Abuse**

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive (also known as faltering growth) and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

**Changes in behaviour which can indicate emotional abuse include:**

- Neurotic/anxious behaviour e.g. sulking, hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Sudden speech disorders.
- Self-harm.
- Fear of parent being approached regarding their behaviour.
- Development delay in terms of emotional progress.
- Overreaction to mistakes.

**Sexual Abuse**

It is recognised that there is underreporting of sexual abuse within the family. All Staff and Governors should play a crucial role in identifying/reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All Staff and Governors should be aware that adults, who may be men, women or other children, who use children to meet their own sexual needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

**The physical signs of sexual abuse may include:**

- Pain or itching in the genital area.
- Bruising or bleeding near genital area.
- Sexually transmitted disease.
- Stomach pains.
- Discomfort when walking or sitting down.

**Changes in behaviour which can also indicate sexual abuse include:**

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn.
- Fear of being left with a specific person or group of people.
- Sexual knowledge which is beyond their age, or developmental level.
- Sexual drawings or language.
- Eating problems such as overeating or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.
- Saying they have secrets they cannot tell anyone about.
- Acting in a sexually explicit way towards adults.

**Note:** A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

**Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Different forms of abuse can often overlap and perpetrators may subject children to many forms of abuse

Many aspects of CSE take place online so it may be difficult to identify this within school. The behaviours also need to be considered within the context of the child's age and stage of development. As they get older this may be more difficult to identify. However, abuse indicators may include:

- Children talking about having lots of 'friends' online whom when asked they do not know personally
- Associate with other children involved in exploitation
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Repeat concerns about sexual health

- Children who suffer from sexually transmitted disease or are pregnant
- Suffer from changes in emotional wellbeing
- Talking about physically meeting up with someone they met online
- Posting lots of images of themselves online
- Going missing or regularly coming home late
- Talking about friendships with older young people/adults
- Children who have older girlfriends/boyfriends
- Engagement with offending
- Exclusion or unexplained absences from school
- Isolation from peers/social network
- Frequently in the company of older people – association with 'risky' adults
- Accepting lifts or being picked up in vehicles
- Physical injury without plausible explanation
- No parental supervision/monitoring of online activity
- Poor school attendance
- Secretive behaviour
- Self-harm or significant changes in emotional well-being
- Concerning use of internet or other social media
- Returning home late
- Chronic tiredness.

**Reference:** Child sexual Exploitation - guide for practitioners February 2017

### **County Lines**

Indicators may include:

- Go missing and are subsequently found in areas away from their home
- Have been the victim or perpetrator of serious violence (e.g. knife crime)
- Are involved in receiving request for drugs via phone line, moving drugs, handing over and collecting money for drugs
- Are exposed to techniques such as 'plugging' where drugs are concealed internally to avoid detection
- Are found in accommodation they have no connection with, often called a 'trap house' or 'cuckooing' or hotel room where there is drug activity
- Owe a 'debt bond' to their exploiters

### **Female Genital Mutilation (FGM)**

Although situations of FGM may be unusual it is important that you do not assume it could not happen here. 8-15-year-old girls are the most vulnerable.

**Indicators may include:**

- Days absent from school
- Not participating in physical education



- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration
- Unauthorised and or extended leave, vague explanations or plans for removal of a female in a high risk category especially over the summer period
- Plans to take a holiday which may be unauthorised, unexplained or extended in a country known to practice FGM
- Parents from a country who are known to practice FGM.

**Children who may not be ready to disclose.**

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. They might feel embarrassed, have misguided feelings guilt, humiliated or be being threatened. This could be due to their vulnerability, disability, sexual orientation or language barriers. None of this should prevent staff from having 'professional curiosity' and speaking to the DSL.

## **Appendix B: Managing a Disclosure of Abuse**

It is extremely important that if a child discloses that you know what to do. This will be explained by the DSL/DDSL during induction and will form a key part of any safeguarding training undertaken within school. These are the key principles:

### **If:**

- A child or young person discloses abuse, or
- You suspect a child may have been abused, or
- You witness an abusive situation involving another professional.

### **You **RECORD AND REPORT:****

- Respond without showing any signs of disquiet, anxiety or shock.
- Enquire casually about how an injury was sustained or why a child appears upset.
- Confidentiality must never be promised to children, young people, or adults in this situation.
- Observe carefully the demeanor or behaviour of the child.
- Record in detail what has been seen and heard in the child's own words (after you have spoken to them, not during a disclosure).
- Do not interrogate or enter into detailed investigations: rather, encourage the child to say what she/he wants until enough information is gained to decide whether or not a referral is appropriate.
- Ensure if the child is complaining of being hurt/unwell this is reported immediately

Asking questions is fine to help understand what the issue is BUT you must ensure the questions are open and give the child the ability to clarify.

- It is important NOT to ask leading questions e.g. Did ----- Was it -----?
- It is important to know when to stop asking questions and listen.
- It is important not to interrogate.

### **Types of Questions you can ask: TED**

Can you **tell** me?

Can you **explain**?

Can you **describe**?

Remember you are only clarifying with the child if something concerning did happen or could have happened from the information they give you.

Then report to your DSL or DDSL immediately. **If they are not available, contact MARU.**

### **Staff **MUST NOT****

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than the designated staff or MARU
- Speak to the parents until you have had a conversation with your DSL/MARU
- Ask the child to repeat the information to anyone including the DSL/DDSL
- Promise to keep it a secret.

## **Appendix C: Key Roles and Responsibilities**

### **Designated Safeguarding Lead (DSL):**

KCSIE which includes:

- Being a central point of contact for all staff
- Confident in knowing what to do and where to go if you have concerns
- Ensure records are kept up to date, safely and securely
- That all staff are aware of their safeguarding responsibilities
- Be the initial point of contact for external agencies in relation to safeguarding issues
- Promote awareness of safeguarding in relation to the children, all staff, the governing body and parents
- KCSIE has always expected schools to 'ensure [they] have appropriate filters and monitoring systems in place'. KCSIE 2022 adds that these systems should be 'regularly' reviewed. In KCSIE 2024 there were new published standards that all DSL's have read and understood: 123 - 135. [Meeting digital and technology standards in schools and colleges - Broadband internet standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges)
- Although technicians will do the technical work, decisions on what should be allowed are the responsibility of the DSL who should be aiming to keep children safe whilst being 'careful that 'over blocking' does not lead to unreasonable restrictions' (KCSIE). DSLs should see filtering as a strategic safeguarding tool and feel confident to get involved and be the decision maker
- 

### **Deputy Designated Safeguarding Lead (DDSL):**

As above. They will be trained to the same level of the DSL.

They should be a permanent member of staff

If you are a large school, you may have more than one DDSL. If this is the case, ensure that there is excellent communication between the Safeguarding team within the school and that all records are kept centrally and available to be accessed by the designated safeguarding staff.

### **Governing Body**

You should adapt to meet the requirements of your own governance but ensure you are still meeting the requirements of Part 2 of KCSIE (September 2021) this includes:

- Taking leadership responsibility for the school's Safeguarding and Child Protection arrangements; this includes assisting the DSL with the S175/157 safeguarding self-assessment on an annual basis
- That they are up to date with emerging issues in Safeguarding and recognise the strategies by the Local Authority in trying to keep children safe in Cornwall
- Ensuring that we have a nominated link Governor for Child Protection and Safeguarding and this person has received appropriate training for their role. They should not be a member of staff within the school as this could lead to a possible conflict of interest and they need to act as the schools 'critical friend'.

- Safeguarding Governors should not act in the role of DSL or DDSL. No member of the governing body should be given confidential information about any child or family in school unless the permission of the family has been given to share the information or it is on the advice of the LADO. All reports involving any information about children for governor meetings and briefings should be anonymised.
- The designated safeguarding governor visits the school regularly to review safeguarding within the school and includes within visits regular discussions with children.
- Ensuring that we have a DSL for Child Protection, appointed from the Senior Management Team and one who oversees and line manages the activities and the activities of all other leads in the school. The number of DDSL's needs to be sufficient in number depending upon the size and demands of the school.
- That the DSL/DDSL are fully equipped to undertake the Safeguarding role and that they have access to the appropriate training and that this is updated with certified training every two years.
- That a DSL is on the premises and available during school hours, where this is not available there is cover in place. Therefore, ensuring there is cover at all times.
- That we have a nominated link Governor for CIC (Children in Care) and SEND alongside other nominated leads in the School on these issues;
- We have an appointed teacher who is responsible for Children in Care who understands his/her Safeguarding responsibilities and is fully aware of the Local Safeguarding procedures and attends regular training and briefings in relation to children in care.
- Safeguarding is an agenda item at every full governing body meeting
- That there are procedures in place in handling allegations against Staff, Supply Staff, Volunteers and Governors and any concerns staff and volunteers have (including concerns about the school) are brought to the attention of the Local Authority Designated Lead (LADO) in every case.
- The governing body have appointed a whistleblowing governor.
- That all Staff, (including volunteers and frequent visitors) who will be working in the school are given a mandatory safeguarding induction which includes knowledge regarding abuse, neglect, staff code of conduct specific safeguarding issues and familiarisation with Child Protection responsibilities. The induction will also include procedures to be followed if anyone has any concerns about a Child's Safety or welfare, and knowledge about the School's policies and procedures.
- That all Staff have regular reviews of their own practice to ensure ongoing personal/professional development.
- That all Staff receives the appropriate training which is regularly updated. Safeguarding briefings and updates are given to all staff including governors a minimum of yearly.
- To ensure that children are taught about Safeguarding, including on line, through teaching and learning opportunities, as part of providing a broad and balanced curriculum including RSE.
- We have in place an Online Safety Policy equipped to deal with a widening range of issues associated with technology.

- That as a Governing Body, we have an overview of children who are at risk of being excluded and EHE (no identifying details).
- That as a school we are making the link between mental health and safeguarding
- That we understand the need to identify trends and patterns regarding Children Missing from Education (CME) and to respond to / refer where required.
- That we notify Children's Social Care if there is an unexplained absence of a pupil who is the subject of a Child Protection Plan.
- That we notify Children's Social Care if it is thought or known that a child or young person may be privately Fostered.
- Making sure that the Child Protection/Safeguarding Policy is available to parents and carers as appropriate including displaying on the school's website.
- That all relevant safeguarding policies are reviewed on a regular basis (safeguarding policy should be annually) and that all legislative changes as well as changes to mandatory national guidance and local processes are reflected within the relevant policies and procedures within school. This includes the introduction of the new mandatory Relationship, Sex and Health Education curriculum.

**Concrete Sports Quote**

3 messages

8 December 2025 at 13:27

Hello [REDACTED]  
thank you for getting in touch.

Your quote is as follows:  
x 1 Table Tennis Table £1800  
Delivery and Installation £750  
Prices exclude VAT.

x 2 Table Tennis Tables £1750 each  
Delivery and Installation £750  
Prices exclude VAT.

We have a 4 week lead time.

If you require any further information,  
please do contact me.

With kind regards,  
Naomi.

--  
Naomi Rasell

er

8 December 2025 at 13:55

Thank you Naomi.  
Are you able to send us the dimensions as well?  
Kind Regards

**School Business Manager  
Burraton C.P. School  
Fairmead Road  
Saltash  
PL12 4LT**

**01752 843019  
www.burraton.cornwall.sch.uk**

[Quoted text hidden]

# CONCRETE SPORTS

SUPPLIERS OF OUTDOOR TABLE TENNIS, CHESS AND FOOTBALL TABLES

## TABLE TENNIS TABLE

Built to last, Outdoor  
Concrete Table Tennis Table  
10 Year Warranty

### SPECIFICATIONS:

Material:

Pigmented Green, Steel Reinforced,  
Precast Concrete

Thick Aluminium Hole Punched Net

Measurements:

274 x 152cm

Weight:

988kg

Options:

Standard, Primary and Accessible

Maintenance Free

☎ 0845 8626086

✉ [info@concretesports.co.uk](mailto:info@concretesports.co.uk)

🌐 [www.concretesports.co.uk](http://www.concretesports.co.uk)

📍 UK





# CONCRETE SPORTS

PERMANENT PING PONG.

## CONCRETE TABLE TENNIS TABLE

Built to last Concrete Table Tennis Table.

Options:

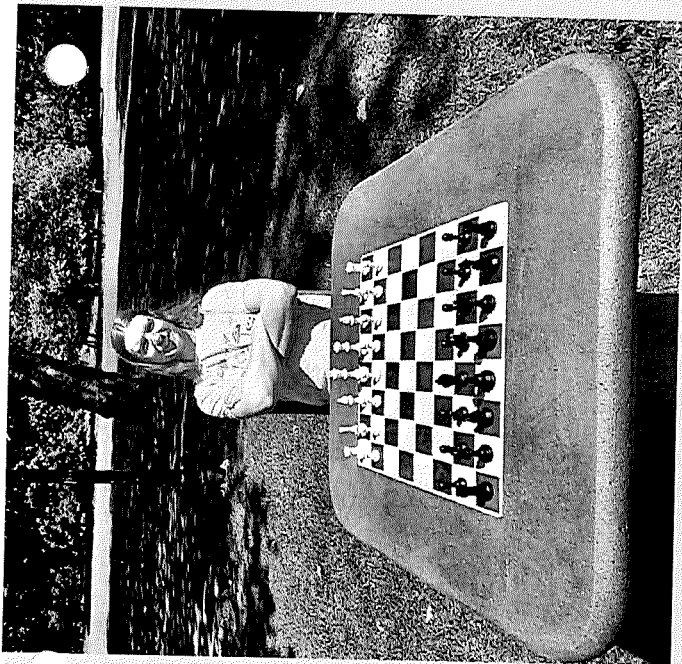
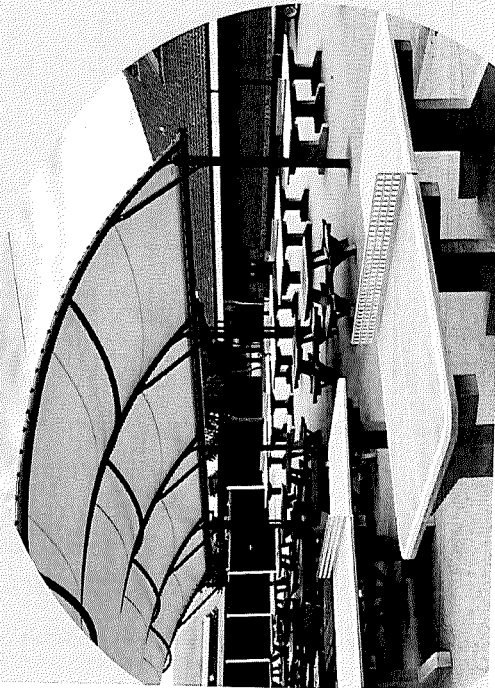
Standard, Accessible and Primary.

Price: £1800

Delivery and Installation: From £750.

Prices exclude VAT.

Discounts available on purchases of more than one table.



## CONCRETE CHESS TABLE

Built to last Concrete Chess Table.

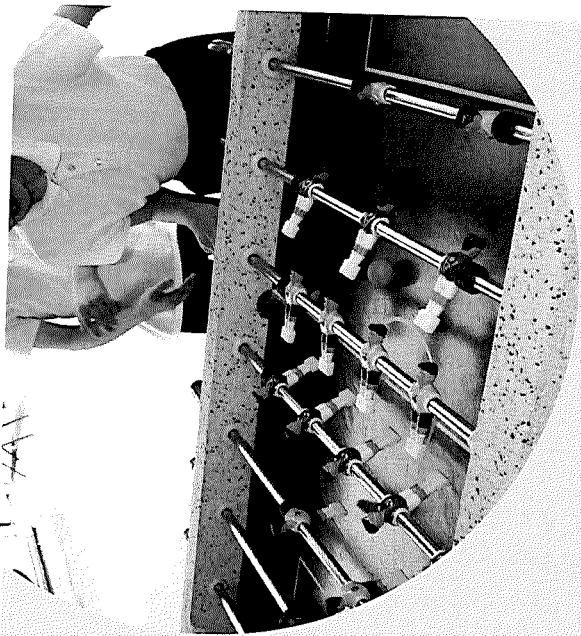
Install on Grass or Hard Surfaces.

Price: £2200

Delivery and Installation: From £950.

Prices exclude VAT.

Discounts available on purchases of more than one table.



## CONCRETE FOOTBALL TABLE

Built to last Concrete Football Table.

Price: £2200

Delivery and Installation: From £850.

Prices exclude VAT.

Discounts available on purchases of more than one table.

## Contact

0845 862 6086

info@concretesports.co.uk

www.concretesports.co.uk



# **WINTER OFFER**

**2 TABLE TENNIS TABLES  
INCLUDING DELIVERY AND INSTALLATION  
£4,200**

**Contact us:**

**[www.concretesports.co.uk](http://www.concretesports.co.uk)**

**[info@concretesports.co.uk](mailto:info@concretesports.co.uk)**

**PRICES EXCLUDE VAT  
OFFER VALID FROM  
1<sup>ST</sup> NOVEMBER**

**To receive a report on Civica Modern.gov and consider any actions and associated expenditure.**

**Report to:** P&F

**Date of Report:** 12 December 2025

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Pursuant to:** P&F held on 11.11.25 minute nr. 247/25/26

**Purpose of the report:**

To confirm the Town Council's IT Consultant has confirmed Civica Modern.Gov – Civica Hub cloud based Democratic Service software solution is suitable for the Town Council's requirements.

**Officers Recommendations**

Members are asked to note the update.

**Report Summary**

At the Policy and Finance Committee meeting on 11 November 2025, Members delegated authority to the Office Manager / Assistant to the Town Clerk to work collaboratively with the Town Council's IT Consultant and Civica Modern.Gov to identify and confirm a suitable cloud-based Democratic Services software solution that addresses associated risks.

Following this, the Town Council's IT Consultant met with Civica Modern.Gov and confirmed that Civica Hub fully meets the Council's democratic services requirements.

As it has been some time since the Office Manager last viewed a demonstration, a meeting has been arranged with Civica's Account Manager to provide an updated demonstration and verify that the current Civica Hub functionality continues to meet the Council's requirements.

This session is scheduled for 7 January 2026.

Civica have confirmed to hold the quote provided until the new financial year April 2026.

The Town Council's IT Consultant has confirmed there will be no additional costs received from them as it is covered within the terms of contract.

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk

**To receive a report on the Saltash Plougastel Twinning and consider any actions and associated expenditure.**

**Report to:** Full Town Council

**Date of Report:** 16 December 2025

**Officer Writing the Report:** Mayor's Secretary/ Receptionist

**Purpose of the report:**

To receive a request from Saltash Plougastel Twinning Association for the Town Council to strengthen links.

**Officers Recommendations**

1. To accept the offer of the Mayor holding an honorary position on the Association's Committee, attending key celebrations and events during the French group's bi-annual visits during May, and the Association's Annual General Meeting in January;
2. To consider the Mayor and their family's participation in the Association's biennial trips to France visiting Plougastel and biennial hosting of a reciprocal visit, with any associated costs such as travel insurance to be purchased by the Town Council;
3. To receive and circulate the minutes of future Association meetings for Members information;
4. To consider requesting Town Council representation at scheduled meetings;
5. To delegate to the Mayor's Secretary/ Receptionist, working with the Mayor and Saltash Plougastel Twinning Association Committee, on the reaffirming of the friendship charter, subject to the Town Clerk's final sign off and confirmation of any legal or ceremonial protocol for signing such charters;

6. To accept the gifts received from the Twinning Association and to organise display in the area as described in Appendix C;
7. To request Saltash Heritage gift the original oath to the Town Council to display alongside the proposed Saltash Plougastel Charter of Friendship in the Guildhall;
8. To consider free ongoing room hire for bi-annual welcome reception events and for the 2026 40<sup>th</sup> Anniversary Reaffirmation;
9. To update the Civic Handbook accordingly to reflect the Town Council's decision.

## **Report Summary**

The Administration Department has been actively fostering relationships with the Saltash Plougastel Twinning Association, as this was identified as a business plan deliverable for the Policy and Finance Committee.

The original Saltash and Plougastel Daoulas Twinning Oath was located at Saltash Heritage Centre with the Heritage kindly loaning the Town Council the oath for translation.

Please see attached **Appendix A** of the translation of the oath signed in 1986 by Charles Hampton and J Jullien – Mayors of Saltash and Plougastel Doulas.

Following engagement with the Twinning Association requests have been received for the Town Council to further strengthen its relationship with the Committee.

### Proposal to Formalise and Strengthen Relationships:

The first proposal received in writing (please refer to **Appendix B**) includes the following suggestions for Members' consideration:

- The Mayor to hold an honorary position on the Association's committee;
- The Mayor to attend key events during French group's biennial visits to Saltash;
- The Mayor to be invited to key biennial celebrations of the Twinning, typically held Thursday to Sunday in mid-May (subject to school exam schedules);
- Participation in the Association's biennial trips to France;
- The Mayor to attend the Association's Annual General Meeting in January;
- Minutes of future Association meetings to be received and circulated to Members for information;
- Town Council representation at scheduled meetings to be considered, if requested.

### Request for Free Room Hire:

A further request has been submitted by the Committee for free room hire at Isambard House to host the 40th Anniversary of the Twinning. The event will include a formal buffet for approximately 60 guests and is scheduled to take place between 6:30pm and 11:30pm.

At this event, it is proposed to reaffirm a Charter of Friendship in honour of the 40th anniversary of the Twinning, to be signed by both Mayors currently in office.

Research indicates that a Charter of Friendship is a formal agreement or declaration between two communities - such as sister towns - intended to strengthen relationships, promote cultural exchange, support mutual projects, and celebrate shared history and values. It typically outlines commitments for cooperation in areas such as art, heritage, sport, and education, and is signed by representatives of both parties.

This proposal aligns with the intention to reaffirm the original oath signed 40 years ago.

The event will be organised by the Association Committee, with additional support requested from the Town Council to invite dignitaries and assist with event coordination. The celebration is scheduled for Friday 15 May 2026.

The Association Committee further requested ongoing free room hire for bi-annual welcome receptions when the Plougastel visitors visit Saltash, usually in mid-May subject to school exam schedules, and typically on a Friday evening.

The requests for free room hire have been submitted in accordance with the Town Council's Hire of Premises and Events Policy and supports the strategic priorities outlined in the Town Council's Business Plan.

However, the proposed meetings fall outside normal operational hours, which would incur additional staffing costs for Members to consider.

It should also be noted that the request exceeds the maximum guideline of three hours for free hire, and any request will not include refreshments as part of the free hire provision, Members may wish to review this aspect for such occasions.

#### Gifts and Display

The Association Committee recently visited the Guildhall to view items gifted to the Town Council over the years and expressed their appreciation for the current display in the glass cabinet and on the adjacent walls at the bottom of the Guildhall staircase (see Appendix C).

The Committee has informed the Administration Department that gifts received by the Association are to be offered to the Town Council for display. As the current cabinet is nearly full, it is recommended items may be displayed for two years before being archived or offered to Saltash Heritage Centre, provided they hold no historical or monetary value. The Mayor also receives an annual gift, which they have the option to keep or donate to the Town Council.

In addition, the reaffirmed Charter of Friendship could be mounted on the wall adjacent to the cabinet, as requested by the Association for display within the Guildhall.

The Association are yet to confirm an inventory of gifts they wish to gift to the Town Council for display.

## **How Does This Meet the Business Plan?**

Boosting jobs and economic prosperity

- Promote Saltash as a vibrant and welcoming visitor destination

Recreation and Leisure

- To continue to provide, improve and support in Saltash cultural activity

## **Budgets**

**Budget Codes:** 6285 EMF Twinning

**Budget Availability:** £1,000

**Committed Spend:** £0

**Signature of Officer:**

Mayor's Secretary/ Receptionist



## **Saltash – and – Plougastel – Daoulas**

### **Twinning Oath**

We, Charles Hampton and Joel Jullien,

Being the freely elected representatives of our fellow-citizens,

Certain that we interpret the sincere wishes of our populations,

Aware that western civilization found its origin in our ancient local communities, and that the spirit of liberty was first recorded in the freedom won by them,

Considering that history must continue in a wider world, but that this world will be truly humane only insofar as men live freely in free cities,

We take, on this day, a solemn oath

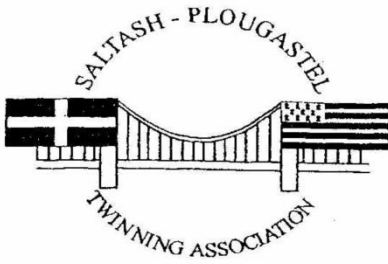
To maintain permanent bonds between our two municipalities, to promote exchanges of all kinds between their inhabitants with the aim of fostering, through greater mutual understanding, the true spirit of European brotherhood;

To combine our efforts in order to further, to the greatest extent within our power, the success of that essential undertaking for peace and prosperity: European Unity.

(Signed) Charles Hampton  
30 August 1986

(Signed) J Jullien  
30 August 1986

## Appendix B



16 December 2025

To the mayor and councillors of Saltash Town Council,

Further to conversations between the council and our committee, we would like to invite the mayor of Saltash to hold an honorary position on the Saltash-Plougastel Twinning Association Committee. The French group include their mayor in their activities and he has joined them in their visit to Saltash several times.

You may know that Saltash is twinned with the town of Plougastel Daoulas, which is linked by a splendid bridge to the neighbouring town of Brest and which, in turn, is twinned with Plymouth. 2026 marks 40 years since the twinning agreement between Saltash and Plougastel was signed in Brittany. This gives us the opportunity to make their visit to Saltash this year a rather special one.

Over the 40 years, the Saltash Twinning Association have made long-term relationships with many families in Plougastel. The French and English groups make biennial trips to visit each other (usually in May), staying for 3 days (Thursday to Sunday), travelling on Brittany Ferries and staying with local families who are part of the Twinning groups. Many families have been hosting each other for years, but we also encourage new members to come as well and younger families are particularly welcome. We currently have around 20 young people who enjoy these cross-cultural trips and who stay in touch with each other, outside of the organised trips.

All French visitors are hosted by local families, with activities and local visits arranged for the visit and paid for from the Saltash Twinners' budget. We have an evening welcome reception on the Friday where the French guests bring wine and their famous strawberries and we host a less formal buffet and party on the Saturday, usually with live music. The mayor of Plougastel often joins the trips and we would be keen for the Saltash mayor to attend the formal buffets (Friday and Saturday evenings). Our French guests are due to visit 14–17 May 2026. Reception venues are being confirmed but are likely to be Isambard House for the Friday evening and the party evening to be held at Saltash Sailing Club.

The trips generally take place in mid May, but this can vary due to French and English school exams and bank holidays – we are really keen to strengthen and expand the youth membership so are sensitive to demands placed on them in terms of schooling and exams. The social, educational and cultural benefits for the young people is immeasurable.

The Saltash trip to Plougastel is organised in a similar way with activities arranged on the Friday and Saturday. Travel for us tends to be Thursday evening on the Roscoff ferry, returning on the Sunday afternoon/evening. If the current Saltash mayor wants to visit France with us, that would be a fantastic contribution. He or she would be travelling as part of the Saltash group (usually about 35–40 people) with their family (partner and /or children) would be hosted by a French family and would be expected to take part in the activities including a welcome reception where they would exchange gifts with the French mayor. The ferry travel costs would be met by our own twinning group. The mayor and family would need a full valid passport for travel to France as well as any medical preparations (i.e. vaccinations recommended) and travel insurance. Meals and activities for the weekend would be met by the host family.

We would like the mayor of Saltash to attend our annual general meetings which are generally held in January at Ashtorre Rock, Saltash. We could give six weeks' notice of the date each year and confirm the venue. This is usually held in the evening and is followed by a social gathering with nibbles.

We hold several social events throughout the year with Saltash members, including boules matches – both locally and further into Cornwall – quizzes, crepe afternoons, walks and other social events which the mayor would be welcome to attend. These also have a fundraising element but it's always fun! We hold committee meetings several times a year, although we wouldn't foresee the mayor attending these but we could forward minutes and agendas for information only. If a councillor would like to attend as a rep of the council, this could be considered.

We hope that the town council will give consideration to this proposal, and welcome the opportunity to cement our friendship with our twin town for another forty years. The educational and social benefits of travel are well known and our group seeks to encourage our young people to enjoy different life experiences.

Looking forward to May 2026 we hope that we can arrange a special signing of a new charter of friendship between the two towns, with both mayors and due publicity. In 2027 the same opportunity for signing a new charter of friendship will take place in Plougastel Daoulas between the two mayors.

We look forward to your response.

sincerely yours

Committee, Saltash Plougastel Twinning Association

## Appendix C





**To receive and note an update on the Town Council policies and processes.**

**Report to:** P&F

**Date of Report:** 6.1.26

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Pursuant to:** P&F held on 11.11.25 minute nr. 252/25/26

**Purpose of the report:** To provide an update following the resolution of P&F held on 11 November 2025.

**Officer's Recommendations**

Members are asked to note the update. Quotes will be presented at a future P&F meeting once received and reviewed by the Town Clerk.

**Report Summary**

At the P&F meeting on 11.11.25, Members supported the Town Clerk's recommendation to explore outsourcing a full review of all Town Council policies and procedures.

Quotes have been requested but are not yet received.

Detailed quotes will be presented to Members at a later date once obtained.

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk

Policy group: Civic

## SALTASH TOWN COUNCIL CIVIC HANDBOOK

RESPONSIBLE COMMITTEE: P&F

The Civic and Constitutional Role of the Mayor.

Current Document Status			
Version	2025/26	Approved by	FTC
Date	03.04.2025	Responsible Officer	AJT
Minute no.	05/25/26a(g3)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
09.2024	2024	AJT	P&F 24.09.2024	74/24/25b	Reviewed by committee. No amendments required.
03.2025	2025	LM	P&F 11.03.2025	164/24/25g(3)	Reviewed with amendments. Additional amendments made at meeting.
04.2025	2025	LM	FTC 03.04.2025	05/25/26a(g3)	Approved
09.2025	2025	LM	P&F 23.09.2025		Amendments made

Document Retention Period
Until superseded



## Contents

Introduction .....	5
The Mayoral Candidate .....	6
What should you consider? .....	6
What skills do you need? .....	7
The Election process .....	8
The Office of Mayor .....	9
The History of the Mayor of Saltash .....	9
The Civic Head of the Town .....	9
The Deputy Mayor .....	10
The Consort .....	10
A note on precedence .....	11
Initial actions on election as Chairman of the Town Council (Mayor) .....	12
The role of the Mayor's Secretary .....	14
Carrying out the role .....	14
Engagements .....	14
Speeches .....	15
Town Messenger .....	15
Mayor's Charity .....	15
Chains, Badges and Robes .....	16
Guidance on wearing the Civic Regalia .....	18
Budgets, Allowances and Hospitality .....	21
Who pays for what? .....	21
Hospitality / Gifts .....	22
For further guidance on gifts and hospitality please refer to the Code of Conduct	
Appendix A. ....	22
The Civic Year .....	22
Mayor Making .....	22
Civic Service .....	23
Remembrance Sunday – the closest Sunday to 11 <sup>th</sup> November .....	23
Armistice Day – 11 November .....	24
Other Town events that may request a Civic presence/parade: .....	24
Civic Funerals .....	24
Death of Senior Member of the Royal Family (or other significant National Figure where public mourning is indicated) .....	24
Honorary Positions .....	24

Term of Office .....	25
Legislation .....	25
The Role of the Chairman at Meetings .....	27
Voting .....	28
Outside of the meeting.....	29
Out-of-Hours Emergency Contact Protocol .....	29
The Monthly Meeting of the Town Council.....	30
Extraordinary Meetings.....	30
Authorisation for payments .....	30
Press releases and communicating with the media .....	30
Official Signatory.....	30
Resignations.....	31
Neutrality .....	31
Pre-Election Period.....	31
The end of your year in office .....	31
Appendix 1 .....	33
Protocol for precedence at Civic Events .....	33
Appendix 2 .....	34
Royal Visits.....	34
Appendix 3 .....	38
Civic Funeral Protocol.....	38

## **Introduction**

If you are reading this as the newly elected Mayor of Saltash – Congratulations on your election!

This handbook has been produced to assist both the incumbent Mayor and Councillors considering standing for office by providing information on the two distinct aspects to the role - the ceremonial duties and that of the Chairman of Saltash Town Council.

The handbook is divided into three sections:

The Mayoral Candidate – giving information that the potential candidate may wish to consider before standing for election to the office.

The Office of Mayor – the Civic role explained.

The Chairman of the Council – the legal role and responsibilities.

## **The Mayoral Candidate**

If you are considering putting yourself forward as a candidate for the position of Mayor, you will need to consider how different the role of Mayor is to that of a Town Councillor.

It has different rules, working hours and restraints and can be physically and mentally demanding. This must be considered in advance of accepting the office particularly in respect of employment and family life. It is however reported to be an enjoyable and rewarding experience by those who have undertaken the role.

## **What should you consider?**

You need to remember that there are two different facets to the role of Mayor – the Civic role where you are the face of the Town Council in the community and that of the Chairman of the Town Council - both of which can require a lot of your time.

Paul Millward, former Chairman of the National Association of Civic Officers and recently appointed President of the Association, gives a comprehensive list of considerations for Members considering standing for Mayor in 'Civic Ceremonial, A Handbook, History and Guide for Mayors, Councillors and Officers' (Millward, 2007). Copyright prevents duplication of the full text here but the book is available to read in the Guildhall on request and any Town Councillor considering standing for the office is encouraged to read chapter three.

The list of considerations is as follows:

- The effect of becoming Mayor on their family and friends.
- The effect on a career or job.
- The effect on a political career.
- The effect on personal and religious beliefs.
- The pomp, circumstance and protocol.
- The effect on non-Town Council interests.
- The effect on the Mayoral partner.
- The effect on a Mayor's relationships with other councillors.

- The effect on the Mayor's relationship with their constituents.
- The effect on the prospective Mayor themselves.

In addition, it is advised to speak to former Mayors about their experiences and the wider effect of the role on their lives although you should remember that everyone is different!

### **What skills do you need?**

A presentation made to the National Association of Civic Officers suggested the following key skills to be an effective Mayor:

- Leadership
- Chairing<sup>1</sup>
- Organisational skills
- Team working and relationship building
- Communication
- Knowledge

You may find this a daunting list or you might think 'I've already got these skills' but remember there are opportunities to undertake training.

The role of the Chairman will require you to become much more involved in the work of the Town Council than you might have previously been. The Town Clerk is the Proper Officer of the Town Council and will be able to talk to you about the role.

In addition, once you have made the decision to stand for election, you can prepare for the role as follows:

- Check and practice your skills
- Talk to your Officers
- Talk to the current and previous Mayors

---

<sup>1</sup> You may find the Councillor workbook on Chairing Skills produced by the Local Government Association useful

- Read the handbook
- Check your wardrobe
- Attend events that the current Mayor is attending
- Start distancing yourself from controversial matters

### **The Election process**

The election of the Mayor and Deputy for the following year will take place in March (except in an election year) with a call for nominations. This process follows the procedure laid out in the Policy for the Election of the Mayor and Deputy. Please refer to the website for the most up to date version.

## **The Office of Mayor**

### **The History of the Mayor of Saltash**

Circa 1225 Reginald de Valletort, Lord of Trematon Castle and Trematon Manor, granted a Charter (not dated) to the burgesses of Essa, as Saltash borough was then called. He confirmed all the privileges which they had received from his ancestors. The charter contained a clause stating that the burgesses would be able to elect a reeve themselves. A reeve was a borough administrator.

Two centuries later the term "Mayor of Saltash" began to appear in some documents; gradually it became the standard title. It was made official in the charter granted to Saltash borough by Queen Elizabeth I in 1585.

The Town of Saltash is twinned with Plougastel in Brittany.

For more information on the history of the town please visit Saltash Heritage.

### **The Civic Head of the Town**

The Mayor is the First Citizen of the Town and will be in the public eye for the whole of their term. The central role is as representative for the Town Council, the community and local democracy.

The Office of Mayor can be used to:

- Promote the Town Council's aims and objectives
- Promote the Town and economic investment
- Champion causes raising their profile
- Raise awareness of local democracy
- Celebrate success
- Be the face of the Town in times of sadness
- Welcome visitors on behalf of the Town.

**Please note:** A female Mayor is not a Mayoress which is a title that may apply to a Mayor's nominated female partner.

## **The Deputy Mayor**

Duties and responsibilities:

1. The Deputy Mayor deputises for the Mayor when they are unable to fulfil the duties of the post, at the request of the Mayor.
2. Support the Mayor at annual Civic events or other events hosted by the Town Council, at the request of the Mayor.
3. Carry out duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Town Council.

## **The Consort**

The role of the Consort, whilst not recognised by law, is accorded precedence alongside the Mayor. Whilst it is not obligatory to appoint a Consort they can provide assistance as follows:

- Personal support to the Mayor
- Accompany the Mayor on engagements
- Observance of Civic protocol
- Support with Mayor's charities and events

The Consort will not normally attend engagements without the Mayor.

When carrying out their roles, the Mayor, Deputy Mayor and Consorts should at all times consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Town Council into disrepute. They should follow the advice and guidance issued by the Mayor's office at all times and should not:

- Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Town Council policy;
- Solicit engagements or visits or otherwise procure favours by virtue of office.



### **A note on precedence**

The Town Council has a protocol in place for order of precedence at Civic Events<sup>2</sup> in the town. Where a member of the Royal Family visits the Lord Lieutenant will advise on the required protocols and precedence. Guidance can also be found in the NALC Legal Topic Note 10<sup>3</sup>.

---

<sup>2</sup> Appendix 1

<sup>3</sup> Appendix 2

### Initial actions on election as Chairman of the Town Council (Mayor)

Appoint a Consort (if desired)	Chairman of the Town Council (Mayor) to appoint and advise the Mayor's Secretary.
Appoint a Chaplain (if desired)	The Chairman of the Town Council (Mayor) should personally approach the Chaplain and, once the position has been accepted, advise the Mayor's Secretary of the name and contact details for the Chaplain.
Appoint a Mayor's Cadet (if desired)	If you have a personal connection with a youth organisation, you may wish to select a Cadet. Alternatively, a request for nominations can be issued. This should be discussed with the Mayor's Secretary.
Choose a town based charity/organisation/group to support during the year.	If you wish to support a local charity/organisation/group please make the details known to the Mayor's Secretary.
Make an appointment with the Mayor's Secretary	<p>This first appointment should be used to:</p> <ul style="list-style-type: none"><li>• Provide biographic notes for inclusion on the Mayoral information page of the website. <a href="http://www.saltash.gov.uk/mayoral.php">www.saltash.gov.uk/mayoral.php</a></li><li>• Notify the Mayors Secretary of any dates where you will be unavailable during your term of office.</li><li>• Advise of any special requirements that you might need to be communicated to organisers</li></ul>

	<p>of events (please note that any details provided will be protected by Data Protection/ UK GDPR).</p> <ul style="list-style-type: none"> <li>• Provide proposed dates and plans for Civic events such as – <ul style="list-style-type: none"> <li>- Mayor Making</li> <li>- Remembrance</li> <li>- Civic Service</li> </ul> </li> <li>• Provide details of any additional events you plan to hold during your term to ensure sufficient time for obtaining permissions and approvals e.g. Beating of the Bounds</li> <li>• Advise if during the term as Mayor you wish to undertake Christmas visits to care homes and send e-Christmas cards.</li> </ul>
Purchase a supply of thank you cards!	A handwritten note from the Mayor after an event will be appreciated by organisations.

### **The role of the Mayor's Secretary**

The Mayor's Secretary is the Officer of the Town Council who will support the Mayor in their Civic role. This forms only part of their role as a full-time member of the administration team.

The Mayor's Secretary will:

- Receive invitations for the Mayor and reply after consultation with the Mayor
- Maintain the Civic Diary
- Maintain the Mayor's Page on the STC website
- Receive and respond to Mayor's correspondence where appropriate
- Organise Civic and Community events (e.g. Civic Service, Remembrance Service) and attend as directed by The Office Manager / Assistant to the Town Clerk
- Produce the monthly Chairman's Report

### **Carrying out the role**

A word on home security – you will be out and about and away from home for much of the Mayoral year. Whilst engagements are not published in advance by the office you may wish to review your home security arrangements.

### **Engagements**

Every invitation for the Mayor to attend an event must be routed through the Mayor's Secretary. If the Mayor is contacted directly the correspondent should be asked to resubmit their invitation through the official channels. This allows the Mayor's Secretary to run an accurate and efficient diary and is also a requirement for insurance purposes.

The Chain will only be covered at Town Council events or where the Mayor is representing the Town Council. If the Town Council is unaware that the Mayor had the chains while on official business, it would be difficult to prove they were insured, and as a result, the chains would not be covered.

The Mayor will be expected to attend the majority of engagements with the Deputy only being involved where there is a double booking or during the Mayor's holiday, unforeseen illness etc.

Once an invitation has been accepted it should not be cancelled, except in an emergency, and it is not acceptable to 'change your mind' if a later invitation is received that is more appealing. Events and engagements within the town will always take precedence over events outside the town boundary.

The Mayor should not attend commercial functions where their name may be used for advertising purposes except where it is of clear benefit to the town.

The Mayor should attend punctually (but not too early), being ready to take their place at the appointed time whilst allowing time for robing if necessary.

After an engagement the Mayor may wish to send a handwritten note of thanks to the hosts.

The Mayor's Secretary writes the Chairmans Monthly report to the Town Council which includes details of all engagements attended the previous month. This information is then displayed on the Mayoral page of the Town Council website.

### **Speeches**

Please note that the Mayor is responsible for writing their own speeches.

### **Town Messenger**

The Mayor is responsible for writing a monthly column for the Town Messenger.<sup>4</sup>

### **Mayor's Charity**

If you choose to support a local charity during your year in office, it is your responsibility to lead in any fundraising initiative(s).

The Mayor's Secretary is in place to support the smooth running of Civic Events but not charity events. When looking at these events the Mayor should give thought as to how they can be organised without assuming that Officers will be able to staff and organise them.

---

<sup>4</sup> Communications Policy

Where money is collected at a fundraising charity event run by the Mayor the following procedure should be followed:

- Any money collected should be deposited in a sealed collection tin during the event and brought into the Guildhall for opening.
- The Finance Assistant will open the collection tin, count the money, following the Town Council's financial processes and deposit it into the Mayor's Charity Bank Account.
- Once the total amount raised is confirmed the Mayor's Secretary will notify the Mayor who can publicise this if they wish.

### **Chains, Badges and Robes**

Chains and badges – safe custody guidelines:

The Town Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. Please contact the office if you have any queries.

Responsibilities:

1. The Town Council will:
  - 1.1. Maintain insurance cover for all Civic regalia under the Town Council insurance policy;
  - 1.2. Be responsible for the maintenance of the regalia including any damage or wear and tear etc.
2. The Mayor and Deputy:
  - 2.1. Ensure the specific conditions of the Town Council insurance are followed (you will be briefed by the Town Clerk following your election).
  - 2.2. As far as is practical follow the other guidelines for the safe custody of the regalia.
  - 2.3. Do not attempt to clean or repair any part of the regalia. Reporting any damage immediately to the Town Clerk.
  - 2.4. Take reasonable precautions to minimise the loss or injury of any Town Council regalia, considering every situation carefully.

For example:

If travelling to an event (especially if alone) is it safe to wear whilst driving or walking to the venue?

However, if parking at the event, it would be expected for the Mayor to be wearing the Chain on entry, therefore wearing it travelling from the car to the event would be reasonable.

Store the Chain in the case provided when not being worn.

Follow guidance provided on the safe custody of all parts of the regalia.

### Guidance on wearing the Civic Regalia

Note: Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

A buttonhole (the exception being a poppy) is not normally worn with the Mayoral Chain.

The section on Pre-Election Period also applies to wearing of Civic Regalia.

Item	Guidance on wearing/use of item
<b>Mayoral Chain</b>	<p>When undertaking official duties as Mayor and/or private places/engagements: with suitable precautions adhered to including reserved parking space where possible and the agreement of the Town Clerk.</p> <p>In other parish/town: only with written permission of the Mayor's office of that parish/town which the Mayor's Secretary will obtain behalf of the Mayor.</p>
<b>Consort's Chain and Medallion</b>	<p>The Consort will only wear the chain and medallion when accompanying the Mayor wearing the chain. (Same guidance applies.)</p>
<b>Deputy Mayors Chain and Pendant</b>	<p>The Deputy Mayor does not wear the chain and pendant at Town Council meetings except in the absence of the Mayor when they will be required to take the Chair.</p> <p>The Deputy Mayor may wear the chain and pendant in the presence of the Mayor when attending Civic, Ceremonial and official functions.</p>
<b>Deputy Consort's Pendant</b>	<p>May be worn when accompanying the Deputy Mayor.</p>



<b>Mayoral Robes</b>	<p>May be worn when attending a Civic Event.</p> <p>Robes comprise of:</p> <p>Bicorn with gold flash (Tricorn for female Mayors)</p> <p>Red robe trimmed with fur</p> <p>White gloves</p> <p>Lace Jabot</p> <p>(plus, Chain of office)</p> <p>At the discretion of the Mayor the accompanying Town Sergeant, Mace Bearer and Town Clerk will also be in Civic dress.</p>
----------------------	--

When the Mayor is wearing full official Robes and Hat, the Hat should be removed when:

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;
- During Church services
- During March Pasts, the Mayor should remove and replace the Hat:
  - As each section passes the salute;
  - When the Colours pass; and
  - On an inspection when the Mayor passes the Colours.

#### **Wearing the Chains**

You may need to secure the Chains to your clothing to correctly position them. You may for example wish to have some loops attached to a suit jacket but it is worth considering the delicacy of any fabric when selecting an outfit for an official engagement.

### Budgets, Allowances and Hospitality

The Chairman of the Town Council is paid an allowance (taxable) during the term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The objective of the allowance (which is separate from the Town Councillors Allowance) is to allow any Town Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

The Finance Officer will advise on the allocation of the Mayor's allowance.

### Who pays for what?

The Chairman is given the allowance in the expectation that they will fund a number of things while other expenses are paid from the Civic Occasions budget. The LGA does not stipulate the type or category of expenditure. A breakdown is shown below and while not an exhaustive list, the examples should cover most expenditure items of the year. If you are in any doubt as to whether you are expected to pay for something, please ask.

Category	Paid from the Chairman of the Town Councils Allowance	Paid from the Civic Ceremonial Events Budget
Flowers	Personal bouquets; buttonholes; special arrangements	Remembrance Sunday costs including wreaths
Food/Drink	Private catering/working lunches including alcohol	Official lunch meetings Special meetings (e.g. the High Sherriff)
Photos		All photography at Town Council Civic events is paid for by the Town Council
Travel	Mileage to and from events	
Entry to events	Tickets for events	
Charity events	Raffle prizes/tickets; charitable fundraising	

Commented [DJ1]: Please refer to appendix 4

<b>Donations</b>	Donations to charities	
<b>Additional Mayor Making Expenditure</b>	All additional expenses must be paid from the Mayor's Allowance e.g. Gifts to attendees that the Mayor may wish to thank	Pennies and Fruit for Mayor Making
<b>Administration expenses</b>	Telephone, stationery, printing and postage	

### **Hospitality / Gifts**

The Mayor is entitled to four free uses of the Town Council premises for fundraising events. The Mayor can gift the free use of Town Council facilities to other charities or organisations to benefit from if they wish.

Other requests for free room hire should be referred to the Hire of Town Council Premises and Events Policy.

The Mayor and Deputy Mayor must register all gifts regardless of value that fall outside of the appropriate gifts and hospitality guidance. This is done by providing the full details in writing to the Assistant to the Town Clerk/ Office Manager, who will enter it on to the Town Council's Register of Gifts and Hospitality.

For further guidance on gifts and hospitality please refer to the Code of Conduct Appendix A.

### **The Civic Year**

There is a structure to the year with a number of regular Civic events that will appear in the Mayor's Diary as follows:

#### **Mayor Making**

As soon as you are elected you will be asked if you wish to hold a Mayor Making Ceremony. This is entirely up to you but is an opportunity to continue the traditions associated with the event (previously known as Mayor Choosing) with your friends, family and colleagues.

The Mayor's Secretary will assist with the arrangements although the booking of a photographer (if desired) and the catering (including drinks) are the responsibility of

the Mayor to arrange and pay for. The venue is also the choice of the Mayor but please note if not held in the Guildhall, the associated costs are the responsibility of the Mayor.

### **Civic Service**

This is normally held towards the end of the Civic Year (March/April) to celebrate the year held in office.

The Mayor may also wish to present awards as part of the Civic Service. More information can be found in the Civic Awards Policy.

The Mayor's Secretary will assist in the arrangements.

### **Remembrance Sunday – the closest Sunday to 11<sup>th</sup> November**

The Town Council holds an annual service and parade followed by wreath laying.

This is a Civic Event which the Town Council deliver and invites the Saltash Branch of the Royal British Legion to participate.

Each year, the Mayor, acting on behalf of Saltash Town Council, will review the arrangements for Remembrance and prepare a proposal for the Town Council. In doing so, the Mayor will consider all elements of Remembrance, following the successful model historically used in Saltash, and will work in collaboration with the Mayor's Chaplain. This work will be supported by the Mayor's Secretary, who will assist with report writing, planning, coordination, and administrative arrangements. The proposal for arrangements must be received no later than August's Full Town Council meeting to apply for any road closures required and to allow members time to consider and approve the proposed arrangements.

The Civic Event includes the laying of wreaths by the Mayor and Civic Party at the following locations

- Saltash Waterside
- Saltash Railway Station
- Memorial Peace Gardens
- St Stephens War Memorial
- St Nicholas and St Faith War Memorial following the afternoon service.

The laying of wreaths is subject to weather conditions on the day.

Commented [DJ2]: FTC held on 2.10.25 minute nr 204/25/26

### **Armistice Day – 11 November**

A short service of commemoration is held in Fore Street-organised and led by the Saltash Branch of the Royal British Legion at 11.00 a.m. and is a Civic Event.

An invitation to attend will be received from the Saltash Branch of the Royal British Legion and will be received at Full Town Council for consideration.

**Commented [DJ3]:** FTC held on 2.10.25 minute nr 204/25/26

### **Other Town events that may request a Civic presence/parade:**

- May Fair
- Saltash Regatta
- Christmas Event

These organisations may wish to invite the Mayor and formally request the Civic Party's attendance, which can be requested via the Town Council and well in advance to allow for proper preparations by the Mayor's Secretary.

### **Civic Funerals**

Any serving Town Councillor who dies during their term of office is entitled to a Civic Funeral but only at the express wish of the family.

Any former Mayor or Freeman who dies is entitled to a Civic Funeral but only at the express wish of the family. There is a protocol in place, and the Town Clerk will offer guidance.<sup>5</sup>

### **Death of Senior Member of the Royal Family (or other significant National Figure where public mourning is indicated)**

There is a protocol in place, and the Town Clerk will offer guidance.

### **Honorary Positions**

The Mayor holds the following honorary positions:

- Royal Naval Association- Patron.
- Rotary Club of Saltash - Honorary member and welcome to attend meetings and give a talk.
- Saltash Sailing Club- Honorary member.

---

<sup>5</sup> Appendix 3

### **The Chairman of the Council**

The Town Council cannot operate without a Chairman and the Local Government Act 1972 provides legislation to ensure:

- a. that there is always someone to preside over a meeting;
- b. the person presiding has a casting vote which must be used.

The Chairman should ensure they have a good understanding of the Town Council Standing Orders as they begin their term of office. It is also recommended that training on chairing skills is undertaken.



Make sure that you have all the dates for Town Council meetings that you will chair in your diary. If you are not able to attend, give your Deputy sufficient notice for them to be fully briefed and able to chair the meeting effectively.

### **Term of Office**

The Chairman's term of office continues until the appointment of a successor, other than where the Chairman resigns or is disqualified.

### **Legislation**

At the Annual Meeting:

The first item of business is to elect a Chairman. <sup>6</sup>

The Chairman of the Town Council remains in office until his successor has been elected and should preside even if they have not been elected to the Town Council.<sup>7</sup>

The retiring Chairman will:

- Receive apologies and confirm the meeting is quorate
- Receive nominations and count votes for the election of the new Chairman
- If the retiring Chairman has been elected as a Town Councillor, they have an original vote but is under no duty to cast it. <sup>8</sup>

---

<sup>6</sup> LGA 1972 ss.15(1) and (2)

<sup>7</sup> LGA 1972 ss.15(4)

<sup>8</sup> LGA 1972 Sch12 para 39(1)

- If the retiring Chairman has not been elected as a Town Councillor they do not have an original vote<sup>9</sup>
- In the event of a tie the retiring Chairman (regardless of whether they are an elected Town Councillor) must use their casting vote to break the deadlock.<sup>10</sup>

Note: there is no reason why a candidate shall not vote for themselves.

On election the Chairman will immediately sign the Declaration of Acceptance of Office<sup>11</sup> in front of the Town Clerk and then preside over the remaining business.

If the Declaration of Acceptance of Office is not signed at the due time or before the next meeting of the Town Council, the Town Councillor will thereupon vacate the office and a casual vacancy will arise.

Note: The Vice-Chairman does not sign a Declaration of Acceptance of Office as Vice-Chairman but (simply) acceptance of office of Town Councillor.

---

<sup>9</sup> LGA 1972 ss.15(2)

<sup>10</sup> LGA 1972 s.15(3)

<sup>11</sup> LGA 1972 s.83(4)



### The Role of the Chairman at Meetings



Be prepared! It is the Chairman's responsibility to carry out their own research prior to attending meetings of the Town Council.

If present, the Chairman of the Town Council must preside at Town Council meetings.

If the Chairman is not present, the Vice-Chairman must (if present) preside.

In the event that neither the Chairman nor Vice-Chairman is present, the Town Council shall vote for a member to preside at that meeting.

The Chairman or member of the Town Council presiding at a meeting, will sign the minutes of that meeting.

It is the Chairman's responsibility (McCourt; Millward, 2007):

1. To determine that the meeting is properly constituted and that a quorum is present;
2. To be informed as to the business and objects of the meeting;
3. To preserve order in the conduct of those present;
4. To confine discussion within the scope of the meeting and reasonable limits to time;
5. To decide whether proposed motions and amendments are in order;
6. To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
7. To decide points of order and other incidental questions which require decision at the time;
8. To ascertain the sense of the meeting by:
  - 8.1. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
  - 8.2. Declaring the result; and
  - 8.3. Causing a ballot to be taken if duly demanded;
9. To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
10. To adjourn the meeting when circumstances justify or require that course; and
11. To declare the meeting closed when its business has been completed.

CALC suggests some ground rules for running a successful meeting as Chairman:

- Stick to the agenda and keep to time;
- Work towards consensus;
- Everyone is encouraged, but no-one is forced, to participate. No-one dominates;
- Be courteous towards others, including members of the public, guest speakers and other Town Council members;
- Try not to interrupt when someone else is speaking;
- Respect the ideas of others. Everyone has something of value to contribute.
- If you wish to challenge – challenge the idea not the person;
- Remain open-minded and non-judgmental.

### **Voting**

During the meeting, if a vote on a matter is tied, the Chairman, or other person presiding, has a second or casting vote. (See above.)

Whilst it is a convention in some councils that the Chairman will not vote when a matter is put before the meeting and will only use their casting vote, there is no rule of law on this and it is becoming a practice little followed. Some councils apply a convention that the Chairman will use their second or casting vote in a way to support the status quo and keep the question open for reconsideration at a later date, which is generally considered to be best practice. The choice remains with the individual Chairman.

## Outside of the meeting

Relevant policies available on the Town Council website:

- Scheme of Delegation
- Communications Policy and Strategy
- Protocol for Member Officer Relations

The Chairman has much more involvement in the Town Council during their term of office working closely with and supporting the Town Clerk, or in their absence the Office Manager / Assistant to the Town Clerk. You should be prepared to receive more direct emails and phone calls.

The Town Clerk may approach the Chairman of the Town Council to informally discuss matters that arise or informally consult on decisions that is within the remit of the Town Clerk to make. The Chairman of the Town Council may also be asked for information about the town.

Correspondence to and from the Town Council is normally dealt with by the Town Clerk or their delegated officer.

### Out-of-Hours Emergency Contact Protocol

In the event of an urgent Town Council matter arising outside normal office hours, the following communication is to be adhered to:

- Staff will contact the Chairman of the Town Council as the first point of contact.
- The Chairman will assess the situation and decide whether immediate action is required.
- If further advice, authority, or operational decision-making is needed, the Chairman will contact the Town Clerk via their personal mobile phone.
- In the absence of the Chairman the point of contact is the Deputy Chairman, and in the absence of the Deputy Chairman the outgoing Chairman becomes the point of contact.

**Commented [DJ4]:** Due to operational needs out of hours contact protocol has been included to provide staff and the Chairman clarity of procedures.

### **The Monthly Meeting of the Town Council**

The agenda for the monthly meeting of the Town Council will be worked up with the Town Clerk and you will be asked to approve the agenda before it is issued. There are legal requirements for issuing notice of meetings which the administration office work to and you may find it helpful to set time aside in your calendar to ensure you are able to respond in good time especially where you have questions. You should also give plenty of notice of any items you would like to add to the agenda.

Prior to the meeting there will be a briefing with the Town Clerk. You should be able to estimate the time needed per item from this meeting.

### **Extraordinary Meetings**

The Chairman of the Town Council has the power to call an Extraordinary Meeting at any time. The Town Clerk will advise you further on this power.

### **Authorisation for payments**

At any time, the Chairman of the Town Council may be contacted for authorisation under the Scheme of Delegation. Please ensure you are familiar with your role under this policy.

### **Press releases and communicating with the media**

The Town Clerk, or Office Manager / Assistant to the Town Clerk will clear all press releases, or comments to the media, with the Chairman of the Town Council or the Chairman of the relevant committee as appropriate.<sup>12</sup>

Where comments are requested from the media, the Chairman of the Town Council will normally be the authorised spokesperson but they may choose to authorise another Town Councillor to speak on an issue.

Please refer to the Communications Policy and Strategy.

### **Official Signatory**

The Chairman of the Council will on occasion be required to be a signatory in addition to the Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk to the Town Council's official seal on documents on behalf of the Town Council.

---

<sup>12</sup> Communications Policy and Strategy

### **Resignations**

The Chairman of the Town Council is the person who receives the resignations of other councillors or the Town Clerk.

### **Neutrality**

The convention has been that during the Civic Year the Chairman of the Town Council reduces their political profile and displays even handedness, avoiding involvement in contentious issues.

The Chairman of the Town Council should not attend political events in their capacity as Mayor of Saltash and wearing the Chain.

### **Pre-Election Period**

Special conditions apply to the issue of publicity in the period leading up to elections. During the six-week period leading up to an election, the Town Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.<sup>13</sup>

To ensure compliance with the various Acts and Publicity Code, the Town Council will avoid issuing any publicity in this period in the name of or associated directly with any Councillor, including the Chairman of the Town Council.

No Civic Events should be held during this period and the Chairman of the Town Council (or any previous Chairman of the Town Council) should not use any photographs of them wearing Mayoral Robes or any Civic Regalia in election publicity material.

### **The end of your year in office**

- Write your final column for the Town Messenger.
- Write any letters of thanks.
- Ensure all items of Civic Regalia and keys are returned to the Guildhall and checked in with the Mayor's Secretary.

The final role will be to chair the first item at the Annual Meeting, the election of the new Chairman of the Town Council.

---

<sup>13</sup> Representation of the People Act 1983; Local Government Act 1986; Local Authority Publicity Code of Recommended Practice 2001

You will be presented with a Mayor's Badge engraved with your name and term of office by the new Chairman of the Town Council.

## **Appendix 1**

### **Protocol for precedence at Civic Events**

#### **Civic Event Order of Precedence Protocol**

#### **Town Sergeant to exercise control and form up parade.**

Town Sergeant and Mace Bearer

Mayor and Mayoress/Consort or Lord Lieutenant if present.

Town Clerk and Mayors Chaplain  
plus, Mayoress/Consort if Lord Lieutenant present.

Deputy Mayor and Deputy Mayoress/Consort.

Mayors Cadets

Town Councillors (In order of length of service/seniority).

Freeman of Town (In order of length of award)

Member of Parliament

Town Crier plus May Queen and Princesses

Visiting dignitaries

Police /Fire Representatives

Others

## Appendix 2

### Royal Visits



## Legal Topic Note

***LTN 10***

***March 2013***

### ROYAL VISITS

#### Introduction

1. This Legal Topic Note explains the formalities and rules of precedence associated with a visit to a town; parish or community by a member of the Royal Family or the Lord Lieutenant.

#### Legislation

2. By virtue of section 3(4) of the Local Government Act 1972 'The chairman of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative'.

#### Royal Prerogative

3. Her Majesty the Queen has made known her wishes about precedence in connection with Royal visits by Her Majesty the Queen, and by those members of the Royal Family styled His or Her Highness and their spouses.
4. Except where a District matter is the purpose of a Royal visit to a county the order of presentation by the Lord-Lieutenant to the Royal visitor normally be:-
  - a. Lord-Lieutenant's spouse;
  - b. High Sheriff and spouse;
  - c. Chairman of County Council and spouse;
  - d. County Chief Executive and spouse;
  - e. Chairman of District Council and spouse;
  - f. District Chief Executive and spouse;
  - g. Member of Parliament and spouse;
  - h. Chief Constable and spouse; and



- i. The Principal Organiser of the event.
- 5. Thereafter other necessary presentations may be deputed to the Principal Organiser.
- 6. Where a District matter is the purpose of the Royal visit, the Chairman of the District Council (or Mayor of the Borough) will take precedence over the Chairman of the County Council (s. 3(4) of the Act of 1972). Where there is doubt whether the visit is for a District matter organisers are expected to consult the Lord-Lieutenant.

#### **Town, Parish and Community Councils – Visits**

- 7. There is no provision in the formal order of precedence on Royal visits for the Town Mayor or Chairman of the Parish or Community Council. Where the visit has a particularly local character and is taking place in a Town, Parish or Community the Town Mayor or Chairman would normally be presented as a courtesy after the organiser of the event. In cases of difficulty, it should be possible for the Lord Lieutenant to resolve the problem. Advice in advance can also be sought from the Private Secretary to the Member of the Royal family.

#### **Events Not Involving Royal Family**

- 8. The Lord-Lieutenant, if present, takes precedence as the representative of Her Majesty. The Mayor of the Borough or Chairman of the district council has precedence (next after the Lord-Lieutenant) in the borough or district over all other persons (s. 3(4) of the Act of 1972). This statutory right applies even at functions or meetings convened by a Town Mayor or Chairman of a Parish or Community Council. In his town or parish or community the Town Mayor or Chairman should have precedence after the Borough Mayor or District Chairman.
- 9. The question of precedence is a social, not an executive issue. Accordingly notwithstanding the rules of precedence, the person entitled to preside, or the person convening the meeting or event, whichever is appropriate, will preside. So at a Town Council dinner the Town Mayor presides even though the District Chairman is present.
- 10. The order of Civic precedence after the local Mayor or Chairman is not pre-determined. So far as is necessary it should be arranged by the organiser of the event. Modelling the list so far as possible on that prescribed for Royal visits and differentiating between equals by reference to the date of first taking up the position currently held should normally provide a satisfactory answer. Where

there are clear local customs these should be followed. For social precedence there is a clear and long list mainly based on titles or honours to be found in standard books of etiquette.

### **Insignia**

11. Invitations to events should as a matter of courtesy indicate the style and dress and, in particular, invitations by Town Mayors or Chairmen to the heads of other local authorities should say whether Civic insignia (such as a Mayoral chain) is to be worn. This is a matter for the convenor of the event. The organiser does not have to follow any direction or wish of the Mayor of the borough or Chairman of the district although normal Civic courtesy would give weight to any request from him.

### **Titles**

12. A Town Mayor should be described as 'The Town Mayor of \_\_\_\_'. A chairman of a parish or community council should be entitled 'The Chairman of the Parish (or Community) Council of \_\_\_\_'. A member of a town parish or community council should, if any title is used, be entitled 'Councillor (Miss or Mrs) \_\_\_\_'.

### **Forms of Address**

13. In view of the need to distinguish between borough mayors and town mayors it is thought that the proper forms of address should be 'Mr (or Madam) Town Mayor', Mr (or Madam) Chairman, or 'Town Mayor'. Members of councils should be addressed as 'Councillor (Mrs or Miss) \_\_\_\_' where formality is required. A deputy should be addressed as 'Mr (or Madam) Deputy Town Mayor' not as 'Mr Deputy'.

### **Civic Services**

14. There are no generally followed forms of church service for use on Civic occasions. It is normal practice for the service to be settled by arrangement between the clergyman and the local authority.
15. Further information can be found in "Civic Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers" by Paul Millward.

**Other Legal Topic Notes (LTNs) relevant to this subject:**

LTN	Title	Relevance
12	Honorary Titles and Officers of Dignity	Sets out the powers of councils to grant honorary freedoms.

© NALC 2013

### **Appendix 3**

#### **Civic Funeral Protocol**

The procedure for a Civic funeral will normally follow closely that governing the attendance of the Town Council at church services

The Town Council will normally attend a funeral formally only if the deceased was a past Chairman of the Town Council or serving member of the Town Council or Freeman and then only at the invitation of the deceased's family

For the funeral of a Chairman of the Town Council who died in office the senior member of the Town Council will follow the coffin bearing the Mayoral Regalia on a black cushion.

However, the overriding factor shall be that of the family's wishes and protocol will not dictate precedence or procedure in these circumstances.

If the Chairman of the Town Council is to attend and the chain is to be worn the church must be notified and the family of the deceased may then mention the attendance of the Mayor during the service if they so wish.

On all occasions of public mourning either for royalty or for any of the above the head of the maces should be draped in black or a black bow tied around the shaft.

The Town Council flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

Procedure notes:

- Agree with family/funeral director what the Town Council input into the service should be.
- St Stephens Church and St Nicholas and St Faith have a special pew for the Mayor that dictates where the Civic Party sit together with dedicated mace stands however other churches will require the mace stands to be in place beforehand.
- The Chairman of the Town Council will advise past Chairmen of the Town Council, Freeman, MP and past MPs that a Civic funeral will be taking place so that they can make a decision to be part of the Civic Party if they choose to.

- Town Sergeant and Mace Bearer to be notified (The black hoods for the maces are in the Guildhall safe).

## Appendix 4

### Town Council Photography

#### Professional Photographer

The Town Council may hire and pay for a professional photographer when:

- When it is a Civic Event organised by the Town Council.
- High-quality images are needed for the official record or Town Council publications.
- Specialist skills or equipment are required that cannot be provided in-house.

#### Town Council Communications Officer

The Communications Officer will normally take photographs for:

- Routine Town Council publicity such as social media or website.
- Smaller-scale or internal Town Council events.
- When professional photography is not essential.

#### Authorisation

- An appointment for a professional photographer is to be actioned by the Town Council office in accordance with 'who pays for what' please refer to page 21.
- The Mayor cannot hire a photographer at Town Council expense for personal or charity events.

**Commented [DJ5]:** DRAFT Appendix 4 for members consideration and approval.

**To receive a report on the revised Town Council Delivery of Professional Youth Work Tender Specification for 2026/27 and consider any actions.**

**Report to:** P&F

**Date of Report:** 12.01.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Purpose of the report:** To receive and approve the revised Town Council Delivery of Professional Youth Work Tender Specification for 2026/27.

**Officer's Recommendations**

To approve the Town Council Delivery of Professional Youth Work Tender Specification for 2026/27 as attached as Appendix A.

**Report Summary**

Saltash Team for Youth members have reviewed the Town Council's Professional Youth Work Tender Specification for 2026/27, following the increased funding and the new three-year award period, to ensure the document is up to date and fit for purpose.

Please see **Appendix A** for the revised Tender Specification.

As the Town Council recognises the importance of securing funding for professional youth work, it is recommended that Members approve receiving the tender specification report from the STF Youth Working Group at the April FTC meeting, to prevent any delays in awarding and releasing funding to youth organisations in the town.

Please see **Appendix B** for the workflow outlining the delivery of the tender specification schedule.

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk

## **APPENDIX A**

### **SALTASH TOWN COUNCIL**

#### **Delivery of Professional Youth Work in Saltash for the period April 2026 to March 2029**

Saltash Town Council has budgeted £300,000 for the provision of professional youth work services in Saltash in the period April 2026 to March 2029.

The Town Council is inviting proposals from suitable organisations for the delivery of this service. Each organisation commissioned will be expected to work in partnership with other agencies, including Saltash Community School, Police, Housing (inc. ASB Officer), Safer Saltash, Action for Children, CAMHS, Youth Offending Team, Targeted Youth Support and Saltash Youth Network.

#### **Outline Specification**

1. Service is to support young people in the Saltash area and to be focused on those who are in particular need of help.
2. Service to include 30 detached youth work sessions. Detached youth work to include actively seeking to identify and provide support to young people away from formal settings who are not engaging with youth services.
3. Service to include at least two nights a week open access youth provision.
4. Service to provide single issue work with groups of young people informed by issues identified by the organisation and Saltash Team For Youth (a working group of Saltash Town Council)
5. All delivery to be led by professionally qualified (JNC) youth workers.
6. All youth workers, youth support workers and volunteers to receive professional supervision.
7. Delivery agencies to have all relevant policies and procedures in place to ensure the protection of all young people they work with.
8. All staff and volunteers to be subject DBS checks.
9. Delivery agencies to implement mechanisms for young people to guide service delivery.
10. Delivery agencies to secure matched funding equal to the amount received from Saltash Town Council.



## Measuring the Service Performance

Delivery agencies will be required to record and report the following outputs/outcomes:

1. Number of detached youth work sessions run.
2. Number of open access sessions run.
3. Number of single-issue programmes run.
4. Number of young people engaged with (defined as 3 or more hours of engagement).
5. Number of young people engaged with as defined in section 2 of the Outline Spec.
6. Number of young people receiving individual or group support.
7. Number of young people helped into or back into education, training or work.
8. Number of young people with measurable distance travelled.
9. Number of young people referred to youth workers from other organisations (e.g. school/college/police/etc.).
10. Number of volunteer support worker hours.
11. Case studies describing the impact of the support on the young people involved, particularly regarding their wellbeing, progression and achievements.
12. Matched funding secured.

## How to apply

Interested organisations should send their bid proposal to the Town Clerk at the address below **no later than XXXX at 5pm.**

## Proposals should address:

1. The requirements of the specification.
2. The elements of the service the organisation proposes to deliver.
3. How much the organisation is asking for.
4. The organisation's ability to deliver the service in Saltash.
5. Evidence of need describing the challenges faced by the young people the organisation supports. Both qualitative and quantitative data is welcomed.
6. The amount of matched funding secured and the source of this.

Also, please include the following policies, insurances and accounts:

## Policies:

1. Safeguarding Policy.
2. Policy & guidelines for good youth work practice.
3. Health & Safety Policy.
4. Data Protection Policy.
5. Equal Opportunities Policy.

**Insurances:**

1. Employers' liability.
2. Public liability.
3. Professional indemnity.

**Accounts:**

1. A copy of the latest year's accounts.

Bid proposals must be returned in a stamped envelope (non-company franked), unmarked by any logos or franking machine print relating to the identity of the bidder, other than to state "Saltash Professional Youth Work Bid Proposal".

**To**

The Town Clerk  
Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Or by email to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)

**Enquiries**

If you have any questions they should be addressed to the Town Clerk and sent by e-mail to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)

Please note that all questions and answers will be made available to every organisation that has expressed an interest.

## APPENDIX B

### Professional Youth Work Tender – Workflow

<b>December 2025</b> Councillors on Saltash Team for Youth to review, comment and approve the tender specification and timeline.	<b>13 January 2026</b> Amended Tender Specification to be received at P&F	<b>2 March 2026</b> Advertise tender for a period of 4 weeks following approval.	<b>30 March 2026 @ 5pm</b> Tender closed.  Update Contracts Finder and Website. Scoring packs to be prepared.	<b>31 March 2026 @ TBC</b> Councillors on Saltash Team for Youth to meet at the Guildhall to open/score tender submissions with the Town Clerk.	<b>April 2026</b> Following the scoring process, brief report written confirming funds awarded and why.  To be received at April's FTC meeting.
<p style="text-align: center;"><b>April 2026 FTC – Date to be confirmed</b></p> <p style="text-align: center;">FTC to receive a report from Councillors on Saltash Team For Youth with their recommendations.</p>					
<p style="text-align: center;"><b>April 2026</b></p> <p style="text-align: center;">Letters of appointment to be issued by the Town Clerk and returned / signed in line with the terms of the tender. PO raised for annual payments in three separate lines and to be actioned by Administration Department over the three-year period.</p>					
<b>PAYMENT SCHEDULE</b>					
<p style="text-align: center;"><b>June 2026 / 27 / 28</b></p> <p style="text-align: center;">Quarterly payment to be invoiced and paid</p> <p style="text-align: center;">Report to be received at P&amp;F</p>		<p style="text-align: center;"><b>September 2026 / 27 / 28</b></p> <p style="text-align: center;">Quarterly payment to be invoiced and paid</p> <p style="text-align: center;">Report to be received at P&amp;F</p>		<p style="text-align: center;"><b>January 2027 / 28 / 29</b></p> <p style="text-align: center;">Quarterly payment to be invoiced and paid</p> <p style="text-align: center;">Report to be received at P&amp;F</p>	

## **The Core Youth and Community Centre**

### ***Youth Work Interim Report – Saltash Town Council Youth Work Funding***

***September – December 2025***

#### **Introduction**

- **Overview of the Centre:**

The Core provides a safe and nurturing environment for young people. Our mission is to offer diverse activities and support services that empower youth and foster community engagement.

- **Purpose of the Report:**

This report highlights the key activities, achievements, and challenges faced by our organisation in the last quarter, emphasising our response to the growing needs of our community

- **Challenges and Opportunities:**

This Autumn has been a challenge, and we have found ourselves in a financially unstable position. It prompted many challenges and changes which needed to be implemented with immediate effect. This saw staff leave and hours reduced which has been hard, however we were able to maintain all our youth activities and the support for young people has not been affected.

We have used this experience to reflect on our prioritise and how we ensure we can remain sustainable and able to continue the work we do in the community. It has been a steep learning curve, however we feel we are now out the other side feeling stronger and more robust than before. Our income has increased through our room hire and our expenditure has dramatically decreased.

We have received additional funding through Cornwall Community Foundation to continue our youth provision and in addition to the monies from STC this will ensure our doors remain open.

#### **Outcomes and outputs achieved**

- Total current number of members at The Core = 427
- Number of open access sessions delivered = 60
- Number of targeted youth sessions = 100
- Number of young people receiving individual support = 25
- Number of young people helped back into employment, training or work = 15
- Number of youth volunteer hours worked = 402

---

#### **Clubs & Activities**

##### **Climbing Club:**

- *Age Group:* 5-18 years
- *Key Highlights:* Our climbing club continues to be a popular activity with children as young as 5 coming along each week to challenge themselves on our fantastic indoor climbing wall.

### **Boxing Club:**

- *Age Group:* 10 years and over
- *Key Highlights:* Increased attendance and active participation in local and regional events, fostering discipline and confidence.

### **Grub Club (Cooking Programme):**

- *Duration:* 10 weeks
- *Features:* Grub Club remains one of our most popular activities often oversubscribed and booked up well in advance. In addition to our 10-week programme we also offering targeted cooking sessions during the school holidays where we worked with small groups teaching them basic meals.
- *Participant Experience:* Young people enjoy learning to bake and cook in a friendly and inclusive atmosphere. They have reported that the sessions offer a pleasant and supportive environment where they can chat, discuss their day, and feel valued. The communal aspect of the sessions provides a safe and relaxing space where the young people can unwind after a day at school.

### **Craft Club**

- We run a small afternoon craft club session where young people can come and learn new crafts, talk to their friend's and have toast after school.
- *Support Provided:* Friendship, support, advice

### **Just be You (LGBTQ+) Group**

- *Impact:* Strong community bonds have been formed, offering a safe and welcoming environment for self-expression and support. Continued partnership with The Intercom Trust has enhanced our capacity to support this community effectively.

## **Open Access Youth Sessions:**

- **Senior Club (Ages 13-18):**
  - *Activities:* Sports, gaming, free food, socializing
  - *Impact:* Growing numbers have benefited from these sessions, offering a crucial social outlet and support network.
- **Junior Club (School Years 7 & 8):**
  - *Activities:* Sports, gaming, free food, socializing
  - *Impact:* The junior youth club continues to grow in popularity, with over 120 young people becoming members this year alone. The club provides a structured and supportive space for young people to engage and develop essential social skills.

## **One-on-One Support:**

- **Youth Worker Support at Saltash Community School**
  - *Services Offered:* Guidance, advice, personalised support
  - *Outcome:* Our Youth Work Coordinator offers a weekly drop in at Saltash School offering 1:1 youth worker support and guidance.

## **Youth Committee:**

- *Members:* 8 enthusiastic and active young people
- *Role:* The Youth Committee continues to play a vital role in shaping our services. They are involved in organising and helping at fundraising events and actively promoting the services we offer. Their engagement ensures that our programs remain relevant and responsive to the needs of our peers, and their contributions are invaluable in driving the direction of our activities and initiatives.
- *Future projects:* They are continuing to help at community events and recently volunteered at Saltash May Fair with The Core's stall and activities.

## **Educational Support Programme:**

This programme offers English and Maths tutoring to young people who are home educated or in school but struggling academically and needing small group sessions to help them progress. Our 2-day programme has seen significant improvements young people's academic and social abilities. Schools

have bought in to the programme sending young people on a hybrid basis where they are going to school and coming to us to help them to remain in the education system.

Unfortunately, due to financial constraints it became clear this term that we could no longer support this programme and it was decided that the tutors would take in the running of it as an independent business. We are delighted not to have lost this provision and look forward to working with the tutors to continue to make it a success and ensure young people are supported.

## **Impact and Outcomes**

### **Success Stories & testimonies:**

We have a young man who has attended our senior youth club for a few years now and then he joined grub Club, which he really enjoyed and discovered a passion for cooking. He had not been in school for over a year as he struggled with his emotions and was always in trouble, with a risk of being excluded. He then joined the education programme where he made new friends and started coming along to the boxing club which he enjoyed. He did struggle with regulating himself and we often had outbursts from him where we had to remove him from his peers to allow him to calm down. He found calm in cooking and has recently started baking for a local cafe which he is extremely proud of. We have seen such a dramatic change in him and his ability to self-regulate, he is so much calmer and more mature. His mum has said that he has 'found his place' and somewhere he belongs which has been amazing for the whole family. We have now made him a peer mentor to another young man with SEND and he has been incredible with him, and they have forged a lovely friendship.

---

### **Partnership Work**

Collaborative efforts and partnership working with Safer Saltash, Saltash Town Council, Intercom Trust, Targeted Youth Workers, Early Help Hub, Saltash Youth Network, Arts Lab, Saltash Community School, emergency services and health have reinforced community cohesion and joint working to ensure we can best support our young people of Saltash, providing preventative support, a wide range of activities and support & resources to families in need.

### **Financial Overview**

- **Funding sources and match funding :**
- Worval Foundation = £6000
- Police & Crime Commissioner Fund = £5324
- Children and Young People's Mental Health Board = £7100
- Scrapstore = £1000

Total grant income for period = **£19,424**