

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

Item	Budget Code	Actual Spent Prior Year	Actual Spent YTD	Budget Left	Planned/Committed (Excluded from Budget Left)	Budget				Comments	
		2023/2024	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029		
Guildhall - Major works	EMF										All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£1,415.00	£74,959.00	£3,929.00	£1,908.55	£15,000.00	£15,000.00	£15,000.00	£15,000.00	6470 EMF Guildhall Maint. External repairs completed June/July 24. Jones Building still owed 2.5% retension £1,908.55 Recommend increasing to £25k per year	
Professional Fees for the above	6418 GH Professional Fees	£600.00	£9,185.00	£1,545.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	24/25 costs for external refurbishment	
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas. Service Delivery Manager to review carpet cleaning options and associated cost/budget.	
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Last completed June 2018. The Building internally is deteriorating in some areas requiring plastering works and decoration. Is this something that could be done in-house and how will the cost be covered?	
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£2,636.00	£1,890.00	£1,742.00	£960.00	£3,897.00	£4,182.00	£4,487.00	£4,711.35	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)	
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	Pyramid June 22 (Cert £650)	
	TOTAL	£4,651.00	£86,034.00	£7,216.00	£2,868.55	£30,397.00	£32,682.00	£30,987.00	£29,711.35		
Maurice Huggins Room	EMF										
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£0.00	£1,466.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	B/Fwd 2022/23 £214. Leasehold - Devolution	
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86	£0.00	£1,485.00	£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)	
	TOTAL	£329.86	£0.00	£2,951.00	£0.00	£1,000.00	£1,000.00	£1,500.00	£0.00		
Longstone Park Depot	EMF										
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£687.00	£2,813.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £390 per month including insurance.	
Garage Roller Shutter Door	7170 EMF Longstone Depot Capital Works					£3,000.00	£3,000.00	£0.00	£0.00	Safety works undertaken in Feb 2024 Potential need for a replacement door in 2026. Estimated cost £6,000 (budget accordingly)	
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10			£0.00	£0.00	£0.00	£1,000.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)	
	TOTAL	£681.10	£687.00	£2,813.00	£0.00	£4,000.00	£4,000.00	£2,000.00	£0.00		
Library	EMF										
Roof replacement and repair					£0.00	£0.00	£0.00	£0.00	£0.00	£54,760.40 spent on Roof replacement and repair in year 2019/20	
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£74,859.00	£60,325.00	£96,645.00	£0.00					Budget code 6971 = £264,752 (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 4th April 2024 £150,976. Due to be repaid in full April 2032. 2023/24 Actual includes Horizon Home Improvements £149,718 (Invoiced £134,746 & committed costs £14,972)	
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£6,900.00		£21,460.00	£8,050.00					Budget 2023/24 £20,000. Actual includes Bailey Partnership invoiced £6,900 and committed £8,050	
Other Costs	6971 EMF Library Property Maintenance	£0.00								Total Spent to 2022/23 £2,910.66 (including planning application fees, asbestos survey & heritage impact assessment)	
Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00								This project on hold until further notice	

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Victoria Gardens	6588 SE EMF Victoria Gardens			£ 15,000.00	£0.00	£5,000.00	£5,000.00	£5,000.00	£0.00	Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£ 9,660.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way (Town Council responsibility)	6571 SE EMF Saltash Recreation Areas	£11,531.00	£1,762.00	£73,043.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£0.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding. Actual cost includes Friends of Summerfields, playpark match funding £10,000 & renoation of Summerfields Park £1,000. Look to create a new budget code for applications received via the Town Council Match Funding for Play Parks - recommend to Services Cttee.
TOTAL		£ 11,531.00	£ 1,762.00	£ 97,703.00	£ 25,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ -	
Waterfront Pontoon		EMF								
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£2,410.00	£9,908.00	£0.00	£10,000.00	£10,000.00	£10,000.00	£0.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span. Decking works complete March 2024. Connect with Chris Jones to better understand refurbishment cost of the Pontoon to allow budgeted cost to be reviewed.
Water supply to pontoon										on hold
New toilet toilet/shower block										on hold
TOTAL		£6,024.00	£2,410.00	£9,908.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Cornish Cross		EMF								
Cornish Cross Management	6517 SE Cross (Maintenance)	£5,780.00	£56.00	£3,489.00	£0.00	£3,804.00	£4,081.00	£4,379.00	£0.00	Actual £5,780 includes electricity £270 New colour changing flood light £494. Bar prestressing record last carried out 12.02.24. Next due Feb 2026 (2 years from last check) and then Feb 2031 (5 years from the 2 year check). Budget accordingly to cover cost
TOTAL		£5,780.00	£56.00	£3,489.00	£0.00	£3,804.00	£4,081.00	£4,379.00	£0.00	
GRAND TOTAL		£131,698.94	£158,916.00	£343,195.00	£35,918.55	£106,201.00	£107,763.00	£105,366.00	£54,711.35	