

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

Item	Budget Code	Actual Spent Prior Year	Budget 2024/25	Actual Spent YTD	Budget Left	Planned/Committed (Excluded from Budget Left)	Budget				Comments	
		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029		
<b>Guildhall - Major works</b>	<b>EMF</b>											All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£1,415.00	£78,888.00	£74,959.00	£3,929.00	£3,486.00	£1,908.55					6470 EMF Guildhall Maint. External repairs completed June/July 24. Contractor owed 2.5% retention £1,908.55 Committed costs - Repair & paint stairwell and paint 15no internal windows £3,486
External repairs and decorations	6470 GH EMF Guildhall Maintenance						£12,000.00	£12,000.00	£12,000.00	£12,000.00		Building wash 2 years £3,000. Re-paint 5 years £42,000 = Total £45,000
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?
Interior - Carpet renewal / replacement	6470 GH EMF Guildhall Maintenance						£1,500.00	£1,500.00	£1,500.00	£1,500.00		Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas Carpet in corridor, Chamber and first floor landing - stretch or replace £6,000
Professional Fees for the above	6418 GH Professional Fees (RENAME 6418 EMF Legal & Professional Fees)	£600.00	£10,730.00	£9,185.00	£1,545.00		£0.00	£1,000.00	£0.00	£0.00		24/25 costs for external refurbishment
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£2,636.00	£3,632.00	£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 (operational code not EMF)	£0.00	£0.00	£0.00	£0.00		£0.00	£1,000.00	£0.00	£0.00		Pyramid June 22 (Cert £650)
<b>Guildhall - Major works</b>	<b>TOTAL</b>	<b>£4,651.00</b>	<b>£93,250.00</b>	<b>£86,034.00</b>	<b>£7,216.00</b>	<b>£4,446.00</b>	<b>£29,305.55</b>	<b>£29,682.00</b>	<b>£27,987.00</b>	<b>£28,211.35</b>		
<b>Maurice Huggins Room</b>	<b>EMF</b>											
External & Internal repairs and decorations	6472 MA EMF Maurice Huggins Room	£0.00	£1,466.00	£0.00	£1,466.00		£1,000.00	£1,000.00	£1,000.00	£0.00		B/Fwd 2022/23 £214. Leasehold - Devolution Consider works to make rooms hireable
							£300.00					Gutters. Check gully for blockages and clear as necessary
							£300.00					Fascia's and Soffits. Thorough wash and paint
							£1,000.00		£1,000.00			Walls. Prepare and paint
							£150.00					Windows and Doors. Repair cladding board
Professional Fees for the above	7018 MA Professional Costs- (RENAME 7018 EMF Legal & Professional Fees)	£0.00	£607.00	£0.00	£607.00		£0.00	£0.00	£0.00	£0.00		Budget 12% of project cost
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance (operational code not EMF)	£329.86	£1,607.00	£122.00	£1,485.00		£0.00	£0.00	£500.00	£0.00		TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
<b>Maurice Huggins Room</b>	<b>TOTAL</b>	<b>£329.86</b>	<b>£3,680.00</b>	<b>£122.00</b>	<b>£3,558.00</b>	<b>£0.00</b>	<b>£2,750.00</b>	<b>£1,000.00</b>	<b>£2,500.00</b>	<b>£0.00</b>		
<b>Longstone Park Depot</b>	<b>EMF</b>											
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£3,500.00	£687.00	£2,813.00		£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.
							£150.00					Roof coverings. Cut back vegetation from roof edge
							£100.00					Gutters and Downpipes. Repair downpipe
							£500.00		£500.00			Fascia's and Soffits. Paint timber fascia and barge boards
							£2,600.00			£2,600.00		External Walls. Prepare and paint

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		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments
	7170 EMF Longstone Depot Capital Works						£1,000.00				External Walls. Tap test render, if hollow, render replacement
	7170 EMF Longstone Depot Capital Works						£6,400.00				Internal. Upper office - repair dipping floor and damp
Professional Fees for the above (New Code)	<b>NEW CODE</b> 7122 EMF Legal & Professional Fees (Longstone)										Estimate 12% of project cost for professional fees
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) (Services committee 08/02/2024 Minute br 129/23/24 RECOMMEND replacement door)
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone (operational code not EMF)	£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)
<b>Longstone Park Depot</b>	<b>TOTAL</b>	<b>£681.10</b>	<b>£3,500.00</b>	<b>£687.00</b>	<b>£2,813.00</b>	<b>£0.00</b>	<b>£14,750.00</b>	<b>£4,000.00</b>	<b>£5,100.00</b>	<b>£0.00</b>	
<b>Library</b>	<b>EMF</b>										
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	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£74,859.00	£184,504.00	£59,887.00	£122,746.00	£14,972.00					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.  Project for Horizon Home Improvements £149,718 (2023/24 £74,859 + 2024/25 £59,887 + 10% to pay £14,972).
Other Costs	6971 EMF Library Property Maintenance	£0.00		£1,871.00							Total Spent to 2022/23 £2,910.66 (including planning application fees, asbestos survey & heritage impact assessment) 2024/25 Zurich Insurance £1,433 & CC Building control £438
Professional Fees for the above	<b>6918 LI Professional Fees (RENAME to 6918 EMF Legal &amp; Professional Fees)</b>	£6,900.00	£21,460.00	£0.00	£21,460.00	£11,500.00					Bailey Partnership Total Fee £200k x 11.5% = £23k. 2022/23 £8,050 2023/24 £6,900 and committed £8,050 Committed costs Bailey Partnership Building Regs approval £3,450 <b>Library recommended virement unused balance at year-end to 6971 EMF Saltash Library Property</b> <b>Budget 12% of project cost</b>
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
Seating area / vending machine	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
Mechanical Extract Fan to Kitchen and Toilets	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
Public fully accessible toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00									This project on hold until further notice
External & Internal repairs and decorations	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£300.00				Drone camera survey to inspect condition of upper roof
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£150.00				Replace broken brackets
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£3,400.00		£3,400.00		Fascia's and Soffits. Thorough clean and remove moss to include cherry picker for access
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£250.00				External wall. Fill cracks



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		2023/2024	2024/25	2024/25	2024/25	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Comments
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£7,416.00	£0.00	£7,416.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	2023/24 Actual £1,473 replace guttering including scaffolding
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£300.00				Roof. Camera drone survey to examine current conditions
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£7,000.00	£7,000.00	£6,000.00		Roof. Plan for replacement. Timescale to be reviewed after drone survey. Total estimate £20k
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£7,500.00	£7,500.00	£7,500.00	£7,500.00	Exterior. Thorough preparation and decoration. Total estimate £30k
Professional fees for above	NEW CODE 6595 SE EMF Legal & Professional Fees (Grounds & Premises)										Estimate fees 12% of project cost
<b>Heritage Building Cemeteries</b>	<b>TOTAL EMF</b>	<b>£1,473.00</b>	<b>£7,416.00</b>	<b>£0.00</b>	<b>£7,416.00</b>	<b>£0.00</b>	<b>£15,800.00</b>	<b>£15,500.00</b>	<b>£14,500.00</b>	<b>£7,500.00</b>	
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£3,023.00	£0.00	£3,023.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Rebuilding stone wall £15,763 (May 23)
<b>St Stephens Cemetery</b>	<b>TOTAL</b>	<b>£15,763.00</b>	<b>£3,023.00</b>	<b>£0.00</b>	<b>£3,023.00</b>	<b>£0.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£0.00</b>	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£2,279.00	£4,391.00	£-20.00	£4,411.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Actual spend £2,258 for fencing the compound area of the site
<b>Churchtown Cemetery</b>	<b>TOTAL</b>	<b>£2,279.00</b>	<b>£4,391.00</b>	<b>£-20.00</b>	<b>£4,411.00</b>	<b>£0.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£0.00</b>	
<b>Outdoor Land and Fences</b>	<b>EMF</b>										
Victoria Gardens	6588 SE EMF Victoria Gardens	£0.00	£15,000.00	£343.00	£14,657.00	£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. Quote Main park railings, repair to original £110,000. Top park, repair to original £13,500 or design new £26,500
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees	£0.00	£9,660.00	£0.00	£9,660.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks & Open Spaces	6571 SE EMF Saltash Recreation Areas	£11,531.00	£74,805.00	£1,762.00	£73,043.00	£20,000.00	£25,000.00	£25,000.00	£25,000.00	£0.00	Honeysuckle Close, Grassmere Way, Ashton Way (STC responsibility), Harebell Close 2023/24 Actual cost includes Friends of Summerfields match funding £10k and grant £1k Honeysuckle Close/Grassmere Way completed playparks £94,955. CIL 3 funding approved £75k. Contribution from STC £20k
<b>Outdoor Land and Fences</b>	<b>TOTAL</b>	<b>£ 11,531.00</b>	<b>£ 99,465.00</b>	<b>£ 2,105.00</b>	<b>£ 97,360.00</b>	<b>£ 20,000.00</b>	<b>£ 28,000.00</b>	<b>£ 28,000.00</b>	<b>£ 28,000.00</b>	<b>£ -</b>	
<b>Waterside Pontoon</b>	<b>EMF</b>										
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£12,318.00	£2,410.00	£9,908.00	£0.00	10000	10000	10000	£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
<b>Waterside Pontoon</b>	<b>TOTAL</b>	<b>£6,024.00</b>	<b>£12,318.00</b>	<b>£2,410.00</b>	<b>£9,908.00</b>	<b>£0.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£0.00</b>	
<b>Cornish Cross</b>	<b>EMF</b>										
Cornish Cross Management	6517 SE Cross (Maintenance) (Operational code not EMF)	£5,780.00	£3,545.00	£56.00	£3,489.00	£0.00	£3,804.00	£4,081.00	£4,379.00	£0.00	2023/24 Actual £5,780 includes torque load check £4,995. 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
Cornish Cross Management	NEW CODE 6593 SE EMF Cornish Cross (Maintenance)										New code for 2025/26. Virement recommend from Services for unused budget from 6517 SE Cornish Cross (Maintenance) and then delete code from 5 year plan
<b>Cornish Cross</b>	<b>TOTAL</b>	<b>£5,780.00</b>	<b>£3,545.00</b>	<b>£56.00</b>	<b>£3,489.00</b>	<b>£0.00</b>	<b>£3,804.00</b>	<b>£4,081.00</b>	<b>£4,379.00</b>	<b>£0.00</b>	
<b>GRAND TOTAL</b>		<b>£130,907.94</b>	<b>£528,374.00</b>	<b>£159,980.00</b>	<b>£368,394.00</b>	<b>£72,368.00</b>	<b>£119,209.55</b>	<b>£102,263.00</b>	<b>£103,366.00</b>	<b>£35,711.35</b>	