

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 10th October 2024 at 6.30 pm

**PRESENT:** Councillors: R Bickford (Chairman), R Bullock, J Dent, J Foster, S Gillies, S Miller, L Mortimore, J Peggs, B Samuels, P Samuels and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager), W Peters (Finance Officer) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady (Vice-Chairman), M Griffiths, S Lennox-Boyd, S Martin and D Yates.

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#### 64/24/25 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### 65/24/25 **DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### 66/24/25 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**67/24/25**      **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 12 SEPTEMBER 2024 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 Bickford, seconded by Councillor Mortimore and **RESOLVED** that the minutes of the Services Committee held on 12 September 2024 were confirmed as a true and correct record.

**68/24/25**      **TO RECEIVE A RECOMMENDATION FROM THE PROPERTY MAINTENANCE SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the Property Maintenance Sub Committee's recommendation to develop and improve the Waterside toilets and shed area.

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

1. To delegate to the Town Clerk to further engage with Network Rail to commence the 99 year-lease proceedings for the Waterside toilets and sheds on behalf of Saltash Town Council;
2. To delegate to the Property Maintenance Sub Committee to work on the project on behalf of the Services Committee reporting back on significant movement of the project;
3. The Property Maintenance Sub Committee to work within the five-year plan and Services Committee budget statements.

**69/24/25**      **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to approve to vire budget code 4512 National Grid Wayleave Income and the balance of £15 to the Burial Authority Committee budget statement due to the income sitting under the Burial Authority Committee.

**70/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**71/24/25 TO REVIEW CORNWALL COUNCIL'S LOCAL MAINTENANCE PARTNERSHIP 2025-2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the report within the circulated pack and noted that the income from the Local Maintenance Partnership (LMP) falls short of covering the associated costs, particularly given the Town Council's limited in-house resources to carry out these works.

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED:**

1. To not sign up to the 2025-26 LMP due to lack of in-house resources at present;
2. To request Cormac cut the key paths when they receive reports on them being overgrown;
3. To note Cormac will only cut once later in the year up to Saltash Town Council allocation;
4. To clearly advertise who and how the Service will be managed together with the reporting system.

**72/24/25 TO RECEIVE A REQUEST FROM CORMAC VOLUNTEER SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members welcomed the request received from Community Partnership Officer for Cormac on behalf of Westcountry Fabrication.

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

1. To thank Westcountry Fabrication for moving this initiative forward and supplying the planters;
2. To support the planters being installed along the main area of Gilston Road, to be maintained by volunteers through the Cormac Volunteer Scheme;
3. To support any future maintenance undertaken by Saltash Town Council as and when requested.

73/24/25

**TO RECEIVE THE FOLLOWING COMMITTEE PRECEPT RECOMMENDATIONS AND CONSIDER ANY ACTIONS:**

a. Library held on 29 August 2024;

**RECOMMENDATION 1:**

16/24/25 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the fees and charges set by Cornwall Council for the year 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the Library Sub Committee Fees and Charges for the year 2025/26, as attached.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Library Sub Committee Fees and Charges for the year 2025/26 as attached, to the Policy and Finance meeting to be held on Tuesday 12 November 2024.

**RECOMMENDATION 2:**

17/24/25 TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.

The Town Clerk / Responsible Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

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

5. To **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the budget statement for the year 2025/26, as attached.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Library Sub Committee budget statement for the year 2025/26 as attached, to the Policy and Finance meeting to be held on Tuesday 12 November 2024.

b. Station Property held on 16 September 2024.

**RECOMMENDATION 1:**

47/24/25 TO SET THE STATION PROPERTY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE

Members discussed the Fees and Charges for the year 2025/26.

It was proposed by Councillor B Samuels, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the Station Property Sub Committee Fees and Charges for the year 2025/26, as attached.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Station Property Sub Committee Fees and Charges for the year 2025/26 as attached, to the Policy and Finance meeting to be held on 12 November 2024.

**RECOMMENDATION 2:**

48/24/25 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 the Station Property Sub Committee budget statement for the year 2025/26 (as attached).

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** the Station Property Sub Committee budget statement for the year 2025/26 as attached, to the Policy and Finance meeting to be held on 12 November 2024.

**74/24/25** **TO SET THE SERVICES COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer and Chairman briefed Members on the proposed amendments to the Fees and Charges for the year 2025/26.

Members discussed and debated the Town Council Fees and Charges for the year 2025/26.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Services Committee Fees and Charges for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on the 12 November 2024.

**75/24/25** **TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budgets for the year 2025/26 received and contained within the circulated reports pack.

Members discussed and debated the budget setting for the year 2025/26.

During the discussion of this item Councillor Miller left the meeting briefly and rejoined the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Services Committee budgets for the year 2025/26 as attached, including the following amendments subject to the Property Maintenance Sub Committee setting the five-year plan recommending the outcome to the Policy and Finance meeting to be held 12 November 2024 to form part of the Services Committee budget statements:

Guildhall Operating Expenditure

1. Delete budget code 6411 Entertainment Licenses for the year 2025/26 as no longer required;
2. To vire unspent funds from budget code 6411 GH Entertainment Licenses to budget code 6470 EMF Guildhall Maintenance, subject to there being an unspent balance available at the end of the year;

### Maurice Huggins Operating Income

3. Create a new budget code 4208 Income - Maurice Huggins Refreshments;

### Maurice Huggins Operating Expenditure

4. To vire unspent funds from budget code 7018 Professional Costs to 6472 EMF Maurice Huggins Maintenance subject to there being an unspent balance at the end of the year;
5. Create a new budget code 7019 Refreshment Cost;

### Service Delivery Operating Income

6. Budget code 4521 Waterfront Income - Annual Mooring Fees be decreased by 5% to account for potential fluctuations in annual mooring capacity;

### Service Delivery Operating Expenditure

7. To vire unspent funds from budget code 6229 CCTV Town Annual Maintenance to 6270 EMF Crime Reduction (CCTV) subject to there being an unspent balance available at the end of the year;
8. To vire any unspent funds from budget code 6500 Tree Survey and Tree Maintenance to 6591 EMF Open Spaces and Trees, subject to there being an unspent balance available at the end of the year;
9. Rename budget code 6503 Allotments to Allotments – Churchtown;
10. Create a new budget code 6532 Allotments – Grenfell;
11. Create a new budget code 6533 Allotments – Fairmead;
12. To rename budget code 6517 Cross (Maintenance) to Cornish Cross (Maintenance);
13. To vire unspent funds from budget code 6517 Cornish Cross (Maintenance) to 6593 EMF Cornish Cross (Maintenance), subject to there being an unspent balance available at the end of the year;

### Longstone Expenditure

14. Delete budget code 7100 Rates – Longstone as no longer required;

Town and Waterfront Expenditure

15. To reduce the budget code 6511 Tourism and Signage from £30,000 to £15,000 for the year 2025/26;

Grounds and Premises EMF Expenditure

16. No increase required for budget code 6589 EMF Community Tree Planting Initiatives for the year 2025/26;
17. Create a new budget code 6593 EMF Cornish Cross (Maintenance);
18. To approve the recommendation received from P&F to transfer budget code 6270 EMF Crime Reduction (CCTV) and the available funds of £58,360;

Town and Waterfront EMF Expenditure

19. No increase required for budget code 6573 EMF Public Art and Maintenance for the year 2025/26;
20. No increase required for budget code 6575 EMF Street Furniture (New & Replace) for the year 2025/26.

**76/24/25 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.

**77/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**78/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



79/24/25

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

It was proposed by Councillor Gillies, seconded by Councillor P Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Local Maintenance Partnership 2025/26;
2. Cormac Volunteer Scheme in partnership with Westcountry Fabrication.

**DATE OF NEXT MEETING**

Thursday 12 December 2024 at 6.30 pm

Rising at: 7.52 pm

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

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

# Saltash Town Council Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge
<b>Library Charges</b>	<b>Set by Cornwall Council</b>	<b>Set by Cornwall Council</b>
<b>Replacement membership cards:</b>		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
<b>Hire Charges:</b>		
DVDs :	from £0.50 to £3 per week	from £0.50 to £3 per week
Access Member limited to 2 at a time	free	free
Non-fiction	free	free
Access Member	Free	Free
Audiobook CDs per 3 week loan	Free	Free
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
<b>Reservations:</b>		
Adults and Concessionary users	Free	Free
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
<b>Performing Arts collection:</b>		
Vocal and Orchestral sets	No charge	No charge
<b>Vocal and orchestral sets requested from outside Cornwall</b>		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10 per set per 3 months	£10 per set per 3 months
Postage charge (please note this charge may vary, ask staff for details)	£7 per 20 copies	£7 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
<b>Out of County Inter Library Loan Requests:</b>		
Adults	£11.20	£11.20
Concessions, Young Adults	£10.05	£10.05
Children	£4.50	£4.50
British library book loan request	£21.00	£21.00
British Library periodical request	£14.70	£14.70
British Library Loan Renewal	£5.65 per 3 week renewal period	£5.65 per 3 week renewal period
<b>Use of public computers (subject to availability):</b>		
Cornwall library members	Free for two hours Free for one hour	Free for two hours Free for one hour
Other library members (English and Welsh Library Authorities on production of a library card)		
Non-members	Free for half an hour - no extension	Free for half an hour - no extension
Access to Wi-Fi	Free	Free
<b>Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.</b>		
<b>Printing from any source:</b>		
<b>1-29 sheets (price per sheet)</b>		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
<b>30 plus sheets (price per sheet)</b>		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
<b>Commission rates:</b>		
Requires signed agreement in place between artist and relevant Council	30%	30%
<b>Additional Library Charges</b>	<b>Set by Saltash Town Council</b>	<b>Set by Saltash Town Council</b>
Activities	Ticket price to be given on application	Ticket price to be given on application

**Services Committee - Library Budget 2024-25**

Saltash Town Council  
For the year ended 31 March 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
<b>Library Operating Income</b>										
4517 LI Library - Replacement Membership Cards	320	50	3	47	50	Same as 2024-25	52	54	56	58
4518 LI Library - Photocopying Fees	964	600	274	326	600	Same as 2024-25	618	637	657	677
4524 LI Library Book Sales	261	300	70	230	300	Same as 2024-25	309	319	329	339
4526 LI Library Activity Income	180	0	0	0	180	Based on Prior Year Income	186	192	198	204
<del>4527 LI Library Vending Machines Income</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>To be agreed- Dependent on- Refurbishment plans</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>
<del>4529 LI Library Activities Funding Income</del>	<del>0</del>	<del>600</del>	<del>0</del>	<del>600</del>	<del>0</del>	<del>Funding income difficult to- secure, suggest Nil</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>
<b>Total Library Operating Income</b>	<b>1,725</b>	<b>1,550</b>	<b>347</b>	<b>1,203</b>	<b>1,130</b>		<b>1,165</b>	<b>1,202</b>	<b>1,240</b>	<b>1,278</b>
<b>Library Operating Expenditure</b>										
6900 LI Rates - Library	13,099	16,958	13,099	3,859	13,492	Actual + CPI 3%	13,897	14,314	14,744	15,187
6901 LI Water Rates - Library	312	391	115	276	403	Current Budget + CPI 3%	416	429	442	456
6902 LI Gas - Library	5,196	6,034	646	5,388	6,216	Current Budget + CPI 3%	6,403	6,596	6,794	6,998
6903 LI Electricity - Library	3,946	5,365	638	4,727	4,946	Prior Year + £1,000 (reduction 24/25 £419)	5,095	5,248	5,406	5,569
6904 LI Fire, Security Alarm & CCTV - Library	1,016	1,109	199	910	1,143	Current Budget + CPI 3% (Annual fee £826 + £317 for unforeseen maintenance)	1,178	1,214	1,251	1,289
6908 LI Cleaning Materials & Equipment - Library	483	1,990	254	1,736	983	Prior Year + £500 (reduction 24/25 £1,007)	1,013	1,044	1,076	1,109
6909 LI Boiler Service & Maintenance - Library	405	1,218	0	1,218	905	Prior Year + £500 (reduction 24/25 £313)	933	961	990	1,020
6910 LI General Repairs & Maintenance - Library	4,324	2,436	574	1,862	2,510	Current Budget + CPI 3%	2,586	2,664	2,744	2,827
6911 LI TV License & PRS - Library	132	460	333	127	474	Current Budget + CPI 3%	489	504	520	536
6913 LI Refreshment Costs - Library	187	305	3	302	315	Current Budget + CPI 3%	325	335	346	357
6914 LI Equipment - Library	383	805	487	318	830	Current Budget + CPI 3% (recommend unused balance at year end to vire to 6972 EMF Library Equipment & Furniture)	855	881	908	936
6918 LI Professional Fees (Private Contractors)	6,900	21,460	0	21,460	13,105	Estimate fee 12% of balance of 6971 LI EMF Saltash Library Property Refurbishment £109,208 (recommend unused balance vire to 6971 EMF Library Property Refurbishment)	13,499	13,904	14,322	14,752
6921 LI IT & Office Costs - Library	1,778	1,773	486	1,287	1,827	Current Budget + CPI 3%	1,882	1,939	1,998	2,058
6922 LI Library Activities	2,597	2,544	1,848	622	3,000	£250per mth incl Summer Reading Challenge (CC reduced prize budget 24/25)	3,090	3,183	3,279	3,378
6975 LI Home Library Service	304	550	12	538	550	Current Budget	567	585	603	622
6923 LI PWLB Loan Repayment & Interest	24,477	24,679	12,057	12,622	23,509	Based on Repayment Schedule	23,025	22,541	22,057	21,573
<b>Total Library Expenditure</b>	<b>65,541</b>	<b>88,077</b>	<b>30,750</b>	<b>57,327</b>	<b>74,208</b>		<b>75,253</b>	<b>76,342</b>	<b>77,480</b>	<b>78,667</b>
<b>Library Staffing Expenditure</b>										
Library Staff Expenses	24	2,301	0	2,301	500	Based on 4 year average (Reduction 24/25 £1,801)	515	531	547	564
<b>Total Library Staffing Expenditure</b>	<b>24</b>	<b>2,301</b>	<b>0</b>	<b>2,301</b>	<b>500</b>		<b>515</b>	<b>531</b>	<b>547</b>	<b>564</b>
<b>Total Library Operating Expenditure</b>	<b>65,565</b>	<b>90,378</b>	<b>30,750</b>	<b>59,628</b>	<b>74,708</b>		<b>75,768</b>	<b>76,873</b>	<b>78,027</b>	<b>79,231</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(63,839)</b>	<b>(88,828)</b>	<b>(30,403)</b>	<b>(58,425)</b>	<b>(73,578)</b>		<b>(74,603)</b>	<b>(75,671)</b>	<b>(76,787)</b>	<b>(77,953)</b>
<b>Library EMF Expenditure</b>										
6971 LI EMF Saltash Library Property Refurbishment	74,859	184,504	75,297	109,208	0	Agreed no increase required	0	0	0	0
6972 LI EMF Library Equipment & Furniture	893	8,554	1,145	7,409	0	Community Hub Leader estimated new items within budget therefore no requirement for increase	0	0	0	0
6974 LI EMF Library Funding	0	0	0	0	0	Agreed no increase required	0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>75,752</b>	<b>193,058</b>	<b>76,441</b>	<b>116,617</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>141,317</b>	<b>283,436</b>	<b>107,191</b>	<b>176,245</b>	<b>74,708</b>		<b>75,768</b>	<b>76,873</b>	<b>78,027</b>	<b>79,231</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(139,591)</b>	<b>(281,886)</b>	<b>(106,844)</b>	<b>(175,042)</b>	<b>(73,578)</b>		<b>(74,603)</b>	<b>(75,671)</b>	<b>(76,787)</b>	<b>(77,953)</b>

Estimated CPI 3% for Qtr 4 2024/25\*  
\* Bank of England Monetary Policy Report August 24

Precept 2024/25 Excluding Salaries (105,542)  
Precept 2025/26 (73,578)  
Increase / (Decrease) (31,964)  
Difference as % -30.3%

## Saltash Town Council Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge
<b>Room Hire (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
<b>Isambard House (Station)</b> <b>(Minimum 2 hour booking)</b>		
Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
<b>20% Discount for regular bookers evenings and weekends</b>		
<b>Room Hire Art Exhibitions (VATable)</b>		
<b>Isambard House (Station)</b>		
<b><u>Based on 6 hour day</u></b>		
<b>Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
<b>Non Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
<b>Room Hire Extras (VATable)</b>		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00

**Services Committee - Isambard House (Station Building) Budget 2024-25**

Saltash Town Council

For the year ended 31 March 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
<b>Isambard House Operating Income</b>										
4301 SA Isambard House - Bookings	5,120	8,000	3,482	4,518	6,500	Based on YTD income	6,695	6,896	7,103	7,317
4302 SA Isambard - Refreshment Income	81	75	40	35	120	Based on YTD income	124	128	132	136
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	To be reviewed in future	0	0	0	0
<b>Total Isambard House Operating Income</b>	<b>5,201</b>	<b>8,075</b>	<b>3,522</b>	<b>4,553</b>	<b>6,620</b>		<b>6,819</b>	<b>7,024</b>	<b>7,235</b>	<b>7,453</b>
<b>Isambard House Operating Expenditure</b>										
6800 SA Rates - Isambard House	3,720	4,431	3,842	589	3,958	Actual + CPI 3%	4,077	4,200	4,326	4,456
6801 SA Water Rates - Isambard House	300	693	(886)	1,579	714	Current Budget + CPI 3%	736	759	782	806
6802 SA Gas - Isambard House	481	6,519	87	6,432	3,000	Estimate £3,000. This is 6 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,090	3,183	3,279	3,378
6803 SA Electricity - Isambard House	2,498	9,679	1,076	8,604	7,494	Estimate £7,494. This is 3 times previous year taking into consideration increased usage for café (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	7,719	7,951	8,190	8,436
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600	967	Based on Actual 24/25 maintenance £467 + £500 for unforeseen maintenance	997	1,027	1,058	1,090
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	469	1,348	1,350	Based on 3 year average (reduction of 24/25 by £467)	1,391	1,433	1,476	1,521
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	810	1,190	2,560	Current Budget + CPI 3% + additional Planting est. £500	2,637	2,717	2,799	2,883
6813 SA Refreshments Costs - Isambard House	0	226	9	217	500	Current Budget + CPI 3%	515	531	547	564
6814 SA Equipment - Isambard House	947	1,062	417	645	1,094	Current Budget + CPI 3%	1,127	1,161	1,196	1,232
6818 SA Professional Costs - Isambard House	668	2,146	105	2,041	3,211	Current Budget + CPI 3% + additional £1k (recommend unused balance 24/25 vire to 6473 SA EMF Station Building (Purchase & Capital Works))	3,308	3,408	3,511	3,617
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073	500	Reduce 25/26 to £500 (Saving £573 24/25)	515	531	547	564
6822 SA Activities & Events	1,479	1,073	976	97	1,106	Current Budget + CPI 3% (This is usually offset against income in 4301 Bookings)	1,140	1,175	1,211	1,248
<b>Total Isambard House Operating Expenditure</b>	<b>12,373</b>	<b>31,792</b>	<b>7,378</b>	<b>24,415</b>	<b>26,454</b>		<b>27,252</b>	<b>28,076</b>	<b>28,922</b>	<b>29,795</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(7,172)</b>	<b>(23,717)</b>	<b>(3,856)</b>	<b>(19,861)</b>	<b>(19,834)</b>		<b>(27,252)</b>	<b>(28,076)</b>	<b>(28,922)</b>	<b>(29,795)</b>
<b>Isambard House EMF Expenditure</b>										
6473 SA EMF Station Building (Purchase & Capital Works)	0	57,745	5,806	51,939	0	Agreed no additional budget required Committed cost for car park £21,000. Solar Panels estimate to be followed up	0	0	0	0
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492		Agreed no additional budget required (Final account £17,250)	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	2,458	469	0	469		This is planned to be used for Beating of the Bounds costs in September 24	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132		Agreed no additional budget required	0	0	0	0
<b>Total Isambard House EMF Expenditure</b>	<b>2,458</b>	<b>78,838</b>	<b>5,806</b>	<b>73,032</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>14,831</b>	<b>110,630</b>	<b>13,183</b>	<b>97,447</b>	<b>26,454</b>		<b>27,252</b>	<b>28,076</b>	<b>28,922</b>	<b>29,795</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(9,630)</b>	<b>(102,555)</b>	<b>(9,661)</b>	<b>(92,894)</b>	<b>(19,834)</b>		<b>(27,252)</b>	<b>(28,076)</b>	<b>(28,922)</b>	<b>(29,795)</b>

Estimated CPI 3% for Qtr 4 2024/25\*  
\* Bank of England Monetary Policy Report August 24

Precept 2024/25 (23,717)  
Precept 2025/26 (19,834)  
Increase / (Decrease) (3,883)  
Difference as % -3.7%

## Saltash Town Council Fees and Charges

Description	2024/25 Charge	2025/26 Proposed Charge <span style="color: red;">Amendments/Deletions</span> <span style="color: blue;">Additions/Amendments</span>
<b>Room Hire (Non VATable)</b>	<b>Non VATable</b>	<b>Non VATable</b>
<b>Guildhall</b> (Minimum 2 hour booking) Casual ph - weekdays 9am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate)	£10.30 £21.50 £15.40 £25.90	£10.30 £21.50 £15.40 £25.90
<b>Council Chamber</b> Casual ph - weekdays 9 am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) <b>20% Discount for regular bookers evenings and weekends</b>	£10.30 £15.40 £15.40 £18.50	£10.30 £15.40 £15.40 £18.50
	<b>Including VAT</b>	<b>Including VAT</b>
<b>Room Hire Extras (VATable)</b> Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)	£1.00 £1.00	£1.00 £1.00
	<b>Including VAT</b>	<b>Including VAT</b>
<b>Other Charges</b> <b>1-29 sheets (price per sheet)</b> Monochrome A4 Monochrome A3 Colour A4 Colour A3 <b>30 plus sheets (price per sheet)</b> Monochrome A4 Monochrome A3 Colour A4 Colour A3 High gloss colour printing on customer's own paper High gloss colour printing on library paper	£0.10 £0.20 £0.50 £1.00  £0.08 £0.16 £0.40 £0.80 £1.00 per sheet £1.25 per sheet	£0.10 £0.20 £0.50 £1.00  £0.08 £0.16 £0.40 £0.80 £1.00 per sheet £1.25 per sheet
	<b>Including VAT</b>	<b>Including VAT</b>
<b>Room Hire (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
<b>Isambard House (Station)</b> (Minimum 2 hour booking) Casual ph - weekdays, weekends and evenings (Community Rate) Casual ph - weekdays 9am - 5pm (Commercial Rate) Casual ph - weekends & evenings (Commercial Rate) <b>20% Discount for regular bookers evenings and weekends</b>	£10.00 £15.00 £30.00	£10.00 £15.00 £30.00
<b>Room Hire Art Exhibitions (VATable)</b>		
<b>Isambard House (Station)</b> <b>Based on 6 hour day</b>		
<b>Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£36.00 £60.00	£36.00 £60.00
<b>Non Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales Weekends - per day + 10% commission of sales	£48.00 £72.00	£48.00 £72.00
<b>Room Hire Extras (VATable)</b> Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)	£1.00 £1.00	£1.00 £1.00
	<b>Including VAT</b>	<b>Including VAT</b>
<b>Room Hire (Non VATable)</b>	<b>Non VATable</b>	<b>Non VATable</b>
<b>Maurice Huggins</b> (Minimum 2 hour booking) Casual ph - weekdays 9 am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) <b>Not for Commercial Use</b> <b>20% Discount for regular bookers evenings and weekends</b>		<u>Based on 50% of Guildhall Chamber charges</u> £5.15 £7.70
		<b>Including VAT</b>
<b>Room Hire Extras (VATable)</b> Tea/coffee per cup with biscuits (Community) Tea/coffee per cup with biscuits (Commercial)		£1.00 £1.00
	<b>Including VAT</b>	<b>Including VAT</b>
<b>Other Charges (VATable)</b> Freedom of Information Charge (first 18 hours free of charge) Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour £25.00 per hour	£25.00 per hour £25.00 per hour

<b>Mooring Fees (VATable)</b>		<b>Including VAT</b>	<b>Including VAT</b>	
<b>Permanent Pontoon Moorings</b>	<del>Permanent Pontoon (Berth) per metre, charged per annum – minimum chargeable length 5 metres (Non-Commercial)</del>	<del>£205.00</del>	Propose new rates based on the maximum berth length to simplify charging and allow full use of berths, including space for additional boats	
	<del>Permanent Pontoon (Berth) per metre, charged per annum – minimum chargeable length 5 metres (Commercial)</del>	<del>£310.00</del>		
	<del>Permanent Extra Length Pontoon (Berth) per metre, charged per annum – minimum chargeable length 9 metres (Non-Commercial)</del>	<del>£225.00</del>		
	<del>Permanent Extra Length Pontoon (Berth) per metre, charged per annum – minimum chargeable length 9 metres (Commercial)</del>	<del>£340.00</del>		
	* Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres ( <u>Non Commercial</u> )			£2,700.00
	* Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres ( <u>Commercial</u> )			£4,080.00
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres ( <u>Non Commercial</u> )			£1,435.00
* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres ( <u>Commercial</u> )		£2,170.00		
<b>Note: Longer boats maybe considered subject to prorata charges. Please contact Service Delivery department for more information</b>				
<b>Daily Visiting</b>	Visiting boats - ( <del>2 hours free 30 minutes</del> );charge for 24 hour period ( <u>Non Commercial</u> )	£30.00	£30.00	
	Visiting boats - ( <del>2 hours free 30 minutes</del> );charge for 24 hour period ( <u>Commercial</u> )	£45.00	£45.00	
<b>Trusted Boat Owner Scheme</b>	* Trusted Boat Owner Scheme - (casual users); charge for 12 months (1st April - 31st March)  <i>Contract includes 2 hours free stay per visit and a fob for easy access and 2 free overnight stays per 12 month period</i>	£100.00	£100.00	
	* Trusted Boat Owner Scheme (casual users); charge for 6 months (Autumn/Winter, 1st September - 31st March)  <i>Contract includes 2 hours free stay per visit and a fob for easy access and 1 free overnight stay per autumn/winter period</i>	£50.00	£50.00	
	* <b>Subject to Terms &amp; Conditions</b>			
<b>Allotments (Non VATable)</b>		<b>Non VATable</b>	<b>Non VATable</b>	
	Grenfell Avenue, charge per annum	£40.00	No plans to increase fees	
	* Fairmead Road, charge per annum	£55.00		
	* Churchtown, charge per annum	£60.00		
	* Water, charge per annum (Fairmead & Churchtown only)	£15.00		



Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
<b>Service Delivery Operating Income</b>										
<b>Grounds &amp; Premises Income</b>										
4500 SE Allotment Rents	4,079	5,600	4,939	661	5,000	Based on 2024/25 YTD income. Propose no fee increase for 2025/25	5,150	5,305	5,465	5,629
4510 SE Public Footpath Grant	804	0	0	0	426	Based on CC SLA 2024/25 £426	439	453	467	482
4512 SE National Grid Wayleave Income	602	14	15	(1)	0	Moved to Burial Authority	0	0	0	0
4513 SE Water Rates Income	1,113	1,714	264	1,450	1,113	Based on Prior Year Income	1,147	1,182	1,218	1,255
<b>Total Grounds &amp; Premises Income</b>	<b>6,598</b>	<b>7,328</b>	<b>5,218</b>	<b>2,110</b>	<b>6,539</b>		<b>6,736</b>	<b>6,940</b>	<b>7,150</b>	<b>7,366</b>
<b>Town &amp; Waterfront Income</b>										
4520 SE Waterfront Income - Trusted Boat Scheme	2,560	3,000	1,912	1,088	2,000	Based on 2024/25 YTD income. Propose no fee increase for 2025/26	2,060	2,122	2,186	2,252
4521 SE Waterfront Income - Annual Mooring Fees	9,477	11,235	10,788	447	13,364	Fees set as per Fees & Charges with reduction 5% allowing for less than full occupancy	13,765	14,178	14,604	15,043
4522 SE Waterfront Income - Daily Mooring Fees	6,700	3,276	4,425	(1,149)	750	Based on YTD income Propose no fee increase for 2025/26	773	797	821	846
<b>Total Town &amp; Waterfront Income</b>	<b>18,737</b>	<b>17,511</b>	<b>17,126</b>	<b>385</b>	<b>16,114</b>		<b>16,598</b>	<b>17,097</b>	<b>17,611</b>	<b>18,141</b>
<b>Total Service Delivery Operating Income</b>	<b>25,335</b>	<b>24,839</b>	<b>22,344</b>	<b>2,495</b>	<b>22,653</b>		<b>23,334</b>	<b>24,037</b>	<b>24,761</b>	<b>25,507</b>
<b>Service Delivery Operating Expenditure</b>										
<b>Grounds &amp; Premises Expenditure</b>										
6209 SE Oyster Beds	0	1	0	1	1	Current Budget	2	3	4	5
6229 SE CCTV <del>Town</del> Annual Maintenance	0	7,511	0	7,511	0	No increase required Vire unused balance to 6270 SE EMF Crime Reduction (CCTV)	0	0	0	0
6500 SE Tree Survey and Tree Maintenance	3,850	11,814	1,850	9,964	20,000	Current Budget + £9k for additional maintenance (Pilmere ash maintenance and surveys) Vire unused budget to 6591 EMF Open Spaces & Trees	20,600	21,218	21,855	22,511
6503 SE Allotments - Churchtown (rename)					1,000	Change water trough and maintenance works	1,030	1,061	1,093	1,126
6532 SE Allotments - Grenfell (new code)	373	1,418	528	890	3,500	Fencing, gates and maintenance works	3,605	3,714	3,826	3,941
6533 SE Allotments - Fairmead (new code)					2,000	Improve accessibility & maintenance works	2,060	2,122	2,186	2,252
6506 SE Grounds Maintenance & Watering	11,112	10,730	5,574	5,156	18,000	Current budget + £7k Increase budget to include new Victoria Gardens, Waterside, Playparks	18,540	19,097	19,670	20,261
6508 SE Public Toilets (Operational Costs)	6,845	5,655	2,291	3,364	7,051	Prior year + CPI 3%	7,263	7,481	7,706	7,938
6517 SE Cornish Cross (Maintenance)	5,780	3,545	56	3,489	400	No requirement for maintenance, only electricity for 2025/26 Vire unused balance to 6593 SE EMF Cornish Cross (Maintenance)	412	425	438	452
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,691	2,954	620	2,334	3,043	Current Budget + CPI 3%	3,135	3,230	3,327	3,427
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,162	3,545	2,313	1,232	5,318	Prior year + CPI 3%	5,478	5,643	5,813	5,988
6529 SE Refuse Disposal	5,446	6,499	1,696	4,803	6,694	Current Budget + CPI 3%	6,895	7,102	7,316	7,536
6530 SE Allotment Software Subscription	0	700	669	31	462	24/25 Annual cost + 10%	476	491	506	522
6531 SE Public Toilet Commercial Cleaning	3,115	32,000	12,085	19,915	38,469	24/25 £34,971 + 10% to include increased min wage costs	39,624	40,813	42,038	43,300
<b>Total Grounds &amp; Premises Expenditure</b>	<b>44,374</b>	<b>86,372</b>	<b>27,682</b>	<b>58,690</b>	<b>105,938</b>		<b>109,120</b>	<b>112,400</b>	<b>115,778</b>	<b>119,259</b>
<b>Longstone Expenditure</b>										
<del>7100 LO Rates - Longstone</del>	<del>(125)</del>	<del>(6,136)</del>	<del>6,136</del>	<del>0</del>	<del>0</del>	Delete code CC confirmed property not registered for rates therefore delete code	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>
7101 LO Water Rates - Longstone	1,730	3,352	947	2,405	1,782	Prior year + CPI 3%	1,836	1,892	1,949	2,008
7103 LO Electricity - Longstone	1,418	1,581	247	1,334	1,629	Current Budget + CPI 3%	1,678	1,729	1,781	1,835



Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
7104 LO Fire & Security Alarm - Longstone	1,845	1,084	(250)	1,334	1,117	Current Budget + CPI 3% 24/25 Contract £368	1,151	1,186	1,222	1,259
7107 LO Rent - Longstone	4,620	5,120	1,950	3,170	6,084	Increase to be confirmed by CC Currently per month £375 + £15 x 12 x CPI 3%	6,267	6,456	6,650	6,850
7108 LO Cleaning Materials & Equipment - Longstone	274	727	214	513	363	Based on 4 year average £352 + CPI 3%	374	386	398	410
7110 LO General Repairs & Maintenance - Longstone	1,547	592	552	40	2,500	Estimate £2.5k for maintenance required	2,575	2,653	2,733	2,815
7114 LO Equipment - Longstone	407	700	0	700	1,700	Current budget + £1k for new cabinets and new racking for storeroom	1,751	1,804	1,859	1,915
7121 LO IT & Office Costs - Longstone	745	750	414	336	1,773	Current budget + CPI 3% + £900 for improved faster network costs	1,827	1,882	1,939	1,998
6673 ST SE Services Delivery - Clothing	1,833	2,236	554	1,682	2,304	Current Budget + CPI 3%	2,374	2,446	2,520	2,596
6674 ST SE Services Delivery - Mobiles	1,776	2,000	661	1,339	2,060	Current Budget + CPI 3%	2,122	2,186	2,252	2,320
6675 ST SE Services Delivery Staff Travelling Expenses	1,275	1,670	799	871	1,721	Current Budget + CPI 3%	1,773	1,827	1,882	1,939
<b>Total Longstone Expenditure</b>	<b>17,345</b>	<b>13,676</b>	<b>12,224</b>	<b>13,724</b>	<b>23,033</b>		<b>23,728</b>	<b>24,447</b>	<b>25,185</b>	<b>25,945</b>
<b>Town &amp; Waterfront Expenditure</b>										
6504 SE Street Furniture (Maintenance)	2,444	2,500	1,161	1,339	2,575	Current Budget + CPI 3%	2,653	2,733	2,815	2,900
6505 SE Street Lighting	276	750	81	669	773	Current Budget + CPI 3%	797	821	846	872
6511 SE Tourism & Signage	429	269	60	209	15,000	Increase budget for various wayfinding improvements and information boards throughout the town	15,000	15,000	15,000	15,000
6512 SE Bus Shelters (Maintenance)	0	565	0	565	582	Current Budget + CPI 3%	600	618	637	657
6515 SE Festive Lights Maintenance & Electricity	2,734	3,756	(362)	4,118	3,869	Current Budget + CPI 3%	3,986	4,106	4,230	4,357
6519 SE Flags & Bunting	1,717	2,954	1,927	1,027	3,043	Current Budget + CPI 3%	3,135	3,230	3,327	3,427
6522 SE Pontoon (Maintenance Costs)	1,322	3,000	1,419	1,581	3,090	Current Budget + CPI 3%	3,183	3,279	3,378	3,480
6524 SE Vehicle Maintenance and Repair Costs	9,948	5,520	4,089	1,431	10,815	4 year average £10.5k + CPI 3%	11,140	11,475	11,820	12,175
6527 SE Salt Bins Refill	383	537	0	537	554	Current Budget + CPI 3%	571	589	607	626
6528 SE Pontoon Accommodation	5,309	6,335	2,379	3,956	1,306	Current budget + CPI 3% (Transfer 80% of cost to 6654 PE Staff Welfare)	1,346	1,387	1,429	1,472
6534 SE Pontoon Broadband (new code)					272	Currently Mthly £22	281	290	299	308
<b>Total Town &amp; Waterfront Expenditure</b>	<b>24,563</b>	<b>26,186</b>	<b>10,753</b>	<b>15,433</b>	<b>41,879</b>		<b>42,692</b>	<b>43,528</b>	<b>44,388</b>	<b>45,274</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>86,282</b>	<b>126,234</b>	<b>50,659</b>	<b>87,847</b>	<b>170,850</b>		<b>175,540</b>	<b>180,375</b>	<b>185,351</b>	<b>190,478</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(60,947)</b>	<b>(101,395)</b>	<b>(28,315)</b>	<b>(85,352)</b>	<b>(148,197)</b>		<b>(152,206)</b>	<b>(156,338)</b>	<b>(160,590)</b>	<b>(164,971)</b>
<b>Service Delivery EMF Expenditure</b>										
<b>Grounds &amp; Premises EMF Expenditure</b>										
6471 SE EMF Heritage Centre	1,473		0	7,416		Refer to Property maintenance 5 year plan	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	11,531		1,392	73,413		Refer to Property maintenance 5 year plan Note: Committed costs £20k for new play parks	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	337		482	15,103		Refer to Property maintenance 5 year plan	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0		0	15,000		Refer to Property maintenance 5 year plan	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	322		0	3,145	0	No increase required	2,000	2,000	2,000	2,000
6591 SE EMF Open Spaces & Trees	0		0	9,660	0	No increase required	3,000	3,000	3,000	3,000
6593 SE EMF Cornish Cross (Maintenance) (New code)					0	No increase required (note virement from 6517 SE Cornish Cross Maintenance)	3,000	3,000	3,000	3,000
6270 SE EMF Crime Reduction (CCTV) (Recommend vire from P&F)	0	0	0	0	0	Recommend transfer of code from P&F and vire balance of £58,360 Services	0	0	0	0
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>13,663</b>	<b>0</b>	<b>1,874</b>	<b>123,737</b>	<b>0</b>		<b>38,000</b>	<b>38,000</b>	<b>38,000</b>	<b>37,000</b>
<b>Longstone EMF Expenditure</b>										
7170 LO EMF Longstone Depot Capital Works	0		687	2,813		Refer to Property maintenance 5 year plan	1,000	1,000	1,000	0
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>0</b>	<b>687</b>	<b>2,813</b>	<b>0</b>		<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
<b>Town &amp; Waterfront EMF Expenditure</b>										
6570 SE EMF Notice Boards (Repair & Replace)	587		0	1,506	0	Planned to replace locks with master key. No additional funding required	0	0	0	0

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
6572 SE EMF Festive Lights	9,062		0	30,989	32,000	<b>Budget Available £31k Less committed spend 2024/25 £13k. Balance for 2024/25 £18k</b> Estimate £90k over 3 years 2025/26 £50k & 2026/27 £30k & 2027/28 £10k <b>Precept Required £50k less £18k</b>	30,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0		0	1,443	0	No increase required	0	0	0	0
6574 SE EMF Salt Bins	96		0	2,368	0	No increase required	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	0		133	1,367	0	No increase required	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	21,535		34,286	54,038	17,462	<b>Budget Available £54,038 Total Requirement £71,500 Precept Required £17,462</b> Electric trimmers, blowers & hoovers with spare batteries £11.5k Replace STC2 with new electric version £45k Used RTV Kubota £15k	20,000	20,000	20,000	20,000
6582 SE EMF Town War Memorial	0		0	9,248	0	No increase required £15k Committed spend for new benches from GR. (less potential income from Crowd Funding) No increase	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	6,024		2,410	9,908		Refer to Property maintenance 5 year plan	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0		0	2,157	0	This code saved for potential backdated rates for Longstone	0	0	0	0
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>37,305</b>	<b>0</b>	<b>36,829</b>	<b>113,024</b>	<b>49,462</b>		<b>60,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>50,967</b>	<b>0</b>	<b>39,389</b>	<b>239,575</b>	<b>49,462</b>		<b>98,000</b>	<b>78,000</b>	<b>78,000</b>	<b>77,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMI</b>	<b>137,249</b>	<b>126,234</b>	<b>90,048</b>	<b>327,422</b>	<b>220,312</b>		<b>273,540</b>	<b>258,375</b>	<b>263,351</b>	<b>267,478</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(111,914)</b>	<b>(101,395)</b>	<b>(67,704)</b>	<b>(324,927)</b>	<b>(197,659)</b>		<b>(250,206)</b>	<b>(234,338)</b>	<b>(238,590)</b>	<b>(241,971)</b>

Estimated CPI 3% for Qtr 4 2024/25\*  
\* Bank of England Monetary Policy Report August 24

Precept 2024/25	-165,318
Precept 2025/26	-197,659
Increase / (Decrease)	32,341
Difference as %	19.56%

Black text - budget assumptions  
Red text - Further actions  
Blue text - recommend virements

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
<b>Guildhall Operating Income</b>										
4200 GH Income - Guildhall Bookings	1,897	2,371	1,373	998	2,000	Based on average over 4 years	2,060	2,122	2,186	2,252
4201 GH Income - Guildhall Refreshments	272	249	101	148	242	Based on YTD income	250	258	266	274
4206 GH Income - Guildhall Photocopying Income	4	5	0	5	4	Based on Prior Year Income	5	6	7	8
<b>Total Guildhall Operating Income</b>	<b>2,173</b>	<b>2,625</b>	<b>1,474</b>	<b>1,151</b>	<b>2,246</b>		<b>2,315</b>	<b>2,386</b>	<b>2,459</b>	<b>2,534</b>
<b>Guildhall Operating Expenditure</b>										
6400 GH Rates - Guildhall	9,899	10,729	10,729	1	11,051	Actual + CPI 3%	11,383	11,725	12,077	12,440
6401 GH Water Rates - Guildhall	584	802	145	657	827	Current Budget + CPI 3%	852	878	905	933
6402 GH Gas - Guildhall	3,632	5,551	738	4,813	5,718	Current Budget + CPI 3%	5,890	6,067	6,250	6,438
6403 GH Electricity - Guildhall	9,444	6,066	930	5,136	9,728	Prior Year Actual + CPI 3%	10,020	10,321	10,631	10,950
6404 GH Fire & Security Alarm - Guildhall	982	1,498	437	1,061	1,012	Prior Year + CPI 3% (2024/25 contract £677)	1,043	1,075	1,108	1,142
6408 GH Cleaning Materials & Equipment - Guildhall	1,344	1,212	306	906	1,385	Prior Year Actual + CPI 3%	1,427	1,470	1,515	1,561
6409 GH Boiler Service & Maintenance	608	1,218	0	1,218	1,255	Current Budget + CPI 3%	1,293	1,332	1,372	1,414
6410 GH General Repairs & Maintenance	4,012	3,046	1,086	1,960	3,138	Current Budget + CPI 3%	3,233	3,330	3,430	3,533
<b>6411 GH Entertainment Licences</b>	<b>0</b>	<b>1,073</b>	<b>0</b>	<b>1,073</b>	<b>0</b>	No licences required, delete code Recommend vire unused balance to 6470 GH EMF Guildhall Maintenance				
6412 GH Lift Service & Maintenance	2,636	3,632	1,170	2,462	3,741	Current Budget + CPI 3% (Annual lift service est. £2,880 + £852 misc maint.)	3,854	3,970	4,090	4,213
6413 GH Refreshment Costs - Guildhall	183	445	80	365	245	3 year average £195. Recommend to reduce to £250 compared to 2024/25 budget £445	253	261	269	278
6414 GH Equipment - Guildhall	0	1,189	41	1,148	4,725	Current Budget + CPI 3% New TV £2k, new conferencing hub £1.5k	4,867	5,014	5,165	5,320
6418 GH Professional Fees	600	10,730	9,185	1,545		Refer to Property Maintenance 5 year plan	0	0	0	0
Guildhall Staffing Expenses	98	488	40	448	200	Based on 4 year average (Reduction 24/25 £288)	206	213	220	227
<b>Total Guildhall Operating Expenditure</b>	<b>34,022</b>	<b>47,679</b>	<b>24,887</b>	<b>22,792</b>	<b>43,025</b>		<b>44,321</b>	<b>45,656</b>	<b>47,032</b>	<b>48,449</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(31,849)</b>	<b>(45,054)</b>	<b>(23,413)</b>	<b>(21,641)</b>	<b>(40,779)</b>		<b>(42,006)</b>	<b>(43,270)</b>	<b>(44,573)</b>	<b>(45,915)</b>
<b>Guildhall EMF Expenditure</b>										
6470 GH EMF Guildhall Maintenance	1,415	78,888	74,959	3,929		Refer to Property Maintenance 5 year plan	0	0	0	0
<b>Total Guildhall EMF Expenditure</b>	<b>1,415</b>	<b>78,888</b>	<b>74,959</b>	<b>3,929</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>35,437</b>	<b>126,567</b>	<b>99,846</b>	<b>26,721</b>	<b>43,025</b>		<b>44,321</b>	<b>45,656</b>	<b>47,032</b>	<b>48,449</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(33,264)</b>	<b>(123,942)</b>	<b>(98,372)</b>	<b>(25,570)</b>	<b>(40,779)</b>		<b>(42,006)</b>	<b>(43,270)</b>	<b>(44,573)</b>	<b>(45,915)</b>
<div style="border: 1px solid black; padding: 2px;">                     Estimated CPI 3% for Qtr 4 2024/25*                      * Bank of England Monetary Policy Report August 24                 </div>					Precept 2024/25	-45,661				
					Precept 2025/26	-40,779				
					Increase / (Decrease)	-4,882				
					Difference as %	-10.69%				

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
<b>Maurice Huggins Operating Income</b>										
4207 MA Maurice Huggins Room Income	938	810	593	218	1,400	Based on YTD income	1,442	1,486	1,531	1,577
4208 MA Income - Maurice Huggins Refreshments (New code)					200	New code	206	213	220	227
<b>Total Maurice Huggins Operating Income</b>	<b>938</b>	<b>810</b>	<b>593</b>	<b>218</b>	<b>1,600</b>		<b>1,648</b>	<b>1,699</b>	<b>1,751</b>	<b>1,804</b>
<b>Maurice Huggins Operating Expenditure</b>										
7000 MA Rates	429	522	429	93	443	Actual + CPI 3%	457	471	486	501
7001 MA Water Rates	171	424	71	353	437	Current Budget + CPI 3%	451	465	479	494
7003 MA Electricity	1,462	2,185	161	2,024	2,251	Current Budget + CPI 3%	2,319	2,389	2,461	2,535
7004 MA Fire & Security Alarm	167	235	133	102	243	Current Budget + CPI 3% (2024/25 contract £219)	251	259	267	276
7008 MA Cleaning Materials & Equipment	211	355	242	113	366	Current Budget + CPI 3%	377	389	401	414
7010 MA General Repairs & Maintenance	448	1,607	122	1,485	1,656	Current Budget + CPI 3%	1,706	1,758	1,811	1,866
7018 MA Professional Costs	0	607	0	607	0	Refer to Property Maintenance 5 year plan Recommend vire unused balance at year-end to 6472 MA EMF Maurice Huggins Maintenance	0	0	0	0
7019 MA Refreshment Cost					150	New code	155	160	165	170
<b>Total Maurice Huggins Operating Expenditure</b>	<b>2,889</b>	<b>5,935</b>	<b>1,158</b>	<b>4,777</b>	<b>5,546</b>	<b>0</b>	<b>5,716</b>	<b>5,891</b>	<b>6,070</b>	<b>6,256</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,951)</b>	<b>(5,125)</b>	<b>(566)</b>	<b>(4,559)</b>	<b>(3,946)</b>	<b>0</b>	<b>(4,068)</b>	<b>(4,192)</b>	<b>(4,319)</b>	<b>(4,452)</b>
<b>Maurice Huggins EMF Expenditure</b>										
6472 MA EMF Maurice Huggins Maintenance	0	1,466	0	1,466		Refer to Property Maintenance 5 year plan	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606	0	No increase required	0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>2,072</b>	<b>0</b>	<b>2,072</b>	<b>0</b>		<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>2,889</b>	<b>8,007</b>	<b>1,158</b>	<b>6,849</b>	<b>5,546</b>		<b>6,716</b>	<b>6,891</b>	<b>7,070</b>	<b>7,256</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,951)</b>	<b>(7,197)</b>	<b>(566)</b>	<b>(6,631)</b>	<b>(3,946)</b>		<b>(5,068)</b>	<b>(5,192)</b>	<b>(5,319)</b>	<b>(5,452)</b>

Estimated CPI 3% for Qtr 4 2024/25\*  
\* Bank of England Monetary Policy Report August 24

Precept 2024/25	-6,125
Precept 2025/26	-3,946
Increase / (Decrease)	-2,179
Difference as %	-35.58%