

**Saltash Town Council**  
Town Vitality Expenditure Nominal 6281

TVF = Town Vitality Fund  
TAF = Town Accelerator Fund (For markets)  
TDF = Town Delivery Fund (Greening - Plants & Improved signage)

Date	PO No	Invoice No	Supplier	Description	TVF - Total £84k	TAF - £21k TDF - £30k Total - £51k	Notes
				<b>Deadline for all grant to be spent</b>		31/03/2025	
				Funding from Cornwall Council	£84,000.00		
28/05/2024				Funding from Cornwall Council (TAF)		£7,500.00	<b>TAF Funding Payment Schedule</b>
28/04/2022	N/A	Jnl No 34979	Internal STC	Admin Support 28.4.22	-£64.20		£10,500 - Within a reasonable timeframe of signing the Grant Offer Letter (22-05-24)
07/10/2022	5385	INVOICE JANUARY 2023	Mel Richardson Consultancy	Consultancy Work	-£2,100.00		£10,500 - Within a reasonable timeframe of delivery of all <b>Grant outcomes</b>
30/06/2022	N/A	Journal No. 38981	Internal STC	Admin Support - June 2022	-£56.18		
31/07/2022	N/A	Journal No. 38984	Internal STC	Admin Support - July 2022	-£64.20		<b>Grant Outcomes</b>
30/09/2022	N/A	Journal No. 38985	Internal STC	Admin Support - Aug/Sept 2022	-£228.57		1) Send to CC any relevant docs for project
31/10/2022	N/A	Journal No. 39313	Internal STC	Admin Support - October 2022	-£139.95		2) Evidence of consultation with businesses and residents of Fore Street
30/11/2022	N/A	Journal No. 39314	Internal STC	Admin Support - November 2022	-£110.90		
31/03/2023	5726	3044 (3698-A)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants March Payment - Architecture Studio Hive	-£11,478.33		3) Evidence of delivery of trial markets and CC to be notified of these dates
28/04/2023	5726	307 (3698-B)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants April Payment - Architecture Studio Hive + Town Vitality Open Space Project Appointed Consultants - Additional charge for Hobs Reprographics printing of consultation posters for event key stake holder event held 27/04/2023	-£11,603.97		4) Provision of evidence of expenditure and updates if requested by CC
28/05/2023	5726	3049 (3698-C)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants May Payment - Architecture Studio Hive	-£11,478.33		<b>TDF Funding Payment Schedule</b>
28/06/2023	5726	3053 (3698-D)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants June Payment - Architecture Studio Hive. Hobs Reprographics printing for consultation event 16th/17th June 2023 invoice S2015INV23060450	-£11,668.65		£7,500 - Within a reasonable timeframe upon signing the agreement dated 11th April 2024 £7,500 - Further payment in accordance with <b>schedule 3</b> £15,000 - Within reasonable timeframe of provision of evidence of targets reached per <b>schedule 3</b>
28-Jul	5726	3055 (3698-E)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants July Payment - Architecture Studio Hive	-£11,478.33		<b>Schedule 3</b>
30-Aug	5726	3058 (3698-F)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants August Payment - Architecture Studio Hive	-£11,619.45		1) Provision of more detailed plans for intended public realm improvements to Fore Street, discussed and approved by Highways Team and agreed by CC. Second £7,500 to be paid within reasonable timeframe of agreement of detailed plans and endorsed by Highways Team
19/06/2023	5874	9RADYQT7T2 (4039-A), VKE4CQX7T2 (4039-B), NWCJ9RBT2 (4039-C)	Credit Card (Meta)	Facebook boost post for Town Vitality Public Consultation event on Friday 16th and 17th June	-£20.00		2) Further targets will be agreed between CC and STC once more detailed plans become available
13/07/2023	5914	6356622604454127- 12783088 (4172)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£25.00		
29/07/2023	5951	6405641176218936- 12893337 (4183-A)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£5.00		
16/07/2023	N/A	CN-4962	Internal STC	Photocopying Fees - Photocopying Fees for Town Vitality	-£120.00		
08/06/2023	5795	18831 (4143)	Saltash & District Observer	Saltash & District Observer - Town vitality Saltash District Observer notice advert. Approved by town team members Front page - 10 x 2 - £219 - (Carlton Plastics size).	-£219.00		
09/06/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2000 Saltash Leaflet A5 4/4,	-£165.00		
05/05/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2500 Saltash Leaflet A5 4/4	-£197.00		
12/10/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	Project Management Support for Vitality Funded Open Space Project	-£2,500.00		

Date	PO No	Invoice No	Supplier	Description	TVF - Total £84k	TAF - £21k TDF - £30k Total - £51k	Notes
13/10/2023	5726	3063	Architecture by Studio Hive Ltd	3 Hours Charged. & Neil Sansum's attendance at Council meeting 7th September 2023 - mileage	-£382.50		
20/12/2023	6314	TDF1	Mel Richardson Consultancy	Appointment of consultant to prepare the Town Vitality Delivery Fund Application.		-£1,800.00	
18/03/2024	6545	3077	Architecture by Studio Hive Ltd	Saltash Open Space Project: Next Steps		-£3,000.00	
03/04/2024	6545	3078	Architecture by Studio Hive Ltd	Town Team Open Space Project – Next steps Graphic design work in relation to publicity material		-£250.00	
30/05/2024	6563	Open Space February to May	Mel Richardson Consultancy	Open Space Next Stage Work – as per proposal submitted and including printing of 300 flyers.		-£3,800.00	
11/06/2024	6782	CINV-089008	Cormac Contracting Ltd	Road safety audit report for the community open space project - Fore Street on behalf of Town Team		-£4,649.00	
24/10/2024	7103	TBC	Mel Richardson Consultancy	Town Vitality TDF and TAF Funding works - Open space for markets/improved greening		-£4,000.00	
				<b>SUB-TOTALS (ACTUAL income less expenditure)</b>	<b>£8,275.44</b>	<b>-£9,999.00</b>	
				<b>OVERALL BALANCE NOMINAL 6281</b>	<b>-£1,723.56</b>		
				<b>SUMMARY</b>			
					<b>TVF</b>	<b>TAF &amp; TDF</b>	
				Project Total	£84,000.00	£51,000.00	
				Funding Received	£84,000.00	£7,500.00	
				Funding to be Received	£0.00	£43,500.00	
				Total Expenditure	-£75,724.56	-£17,499.00	
				Balance Left to Spend	£8,275.44	£33,501.00	