

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				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2023/2024	2024/25	2024/25	2024/25	2024/2025	Precept 2025/2026	2026/2027	2027/2028	2028/2029	Comments
<u>Guildhall - Major works</u>	<u>EMF</u>										All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£1,415.00	£78,888.00	£76,205.00	£2,683.00	£5,669.00	£1,908.56				6470 EMF Guildhall Maint. External repairs completed June/July 24. Contractor owed 2.5% retention £1,908.56 Committed costs - Repair & paint stairwell and paint 15no internal windows £3,486 Committed costs - Aquarod repairs to Guildhall drains £2,183
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	Budget 12% of project cost (no budget set for 2025/26, consider budget in future)
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	£2,610.00	£1,022.00	£960.00	£3,741.00	£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)
<u>Guildhall - Major works</u>	<u>TOTAL</u>	£4,651.00	£93,250.00	£88,000.00	£5,250.00	£6,629.00	£29,149.56	£29,682.00	£27,987.00	£28,211.35	
<u>Maurice Huggins Room</u>	<u>EMF</u>										
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 gulley 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)
<u>Maurice Huggins Room</u>	<u>TOTAL</u>	£329.86	£3,680.00	£122.00	£3,558.00	£0.00	£2,750.00	£1,000.00	£2,500.00	£0.00	
<u>Longstone Park Depot</u>	<u>EMF</u>										
	7170 EMF Longstone Depot Capital Works						£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.
	7170 EMF Longstone Depot Capital Works						£150.00				Roof coverings. Cut back vegetation from roof edge
	7170 EMF Longstone Depot Capital Works						£100.00				Gutters and Downpipes. Repair downpipe

<u>Item</u> <u>Budget Code</u>		<u>Actual Spent Prior Year</u>	<u>Budget 2024/25</u>	<u>Actual Spent YTD</u>	<u>Budget Left</u>	<u>Planned/ Committed (Excluded from Budget Left)</u>	<u>Budget</u>				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2023/2024	2024/25	2024/25	2024/25	2024/2025	Precept 2025/2026	2026/2027	2027/2028	2028/2029	Comments
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£3,500.00	£837.00	£2,663.00		£500.00		£500.00		Fascia's and Soffits. Paint timber fascia and barge boards
	7170 EMF Longstone Depot Capital Works						£2,600.00		£2,600.00		External Walls. Prepare and paint
	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)											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)
Longstone Park Depot		£681.10	£3,500.00	£837.00	£2,663.00	£0.00	£14,750.00	£4,000.00	£5,100.00	£0.00	
Library											
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	£199,504.00	£59,887.00	£137,745.00	£14,972.00					Budget code 6971 = £264,752 (Original Total Amount) Includes £200,000 loan received 1st April 2022 . Annual repayment cost <u>approx</u> £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 1 October 2024 £139,282. 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). Funding received from CC £15k December 2024
Other Costs	6971 EMF Library Property Maintenance	£0.00		£1,872.00							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	6948 LI Professional Fees (RENAME to 6918 EMF Legal & Professional Fees)	£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 Library recommended virement unused balance at year-end to 6971 EMF Saltash Library Property Budget 12% of project cost
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
	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

ItemBudget Code		Actual Spent Prior Year	Budget 2024/25	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2023/2024	2024/25	2024/25	2024/25	2024/2025	Precept 2025/2026	2026/2027	2027/2028	2028/2029	Comments
External & Internal repairs and decorations	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£3,400.00	£1,200.00	£1,100.00	£1,100.00	Fascia's and Soffits. Thorough clean and remove moss to include cherry picker for access. 25/26 £3,400 & 28/29 £3,400
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£250.00				External wall. Fill cracks
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)						£1,000.00		£1,000.00		Windows and Doors. 6no metal or timber windows - prepare and paint
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)							£1,500.00	£1,500.00		Internal. Piecemeal repairs to carpet tile areas
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library (operational code not EMF)	£0.00				£0.00	£1,000.00	£0.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
Library	TOTAL	£81,759.00	£220,964.00	£61,759.00	£159,205.00	£26,472.00	£6,100.00	£2,700.00	£3,600.00	£1,100.00	
Isambard House	EMF										
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£58,245.00	£27,516.00	£30,729.00	£0.00	£0.00	£0.00	£0.00	£0.00	Refurb works completed March 2020 2024/25 actual spent includes Patio Tables & Chairs £590. Shelving & work benches £585. Fridge & Fridge-freezer £432, kitchen refurbishment Remaining funds for works to for solar PV, meter install
External & Internal repairs and decorations							£4,000.00	£4,000.00			Exterior. Prepare and paint render including chimney Total £8,000
							£200.00				Exterior. Minor touch up of windows
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00	£0.00	£18,492.00	£0.00	£0.00	£0.00	£0.00	£0.00	Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
5 Yearly Electrical Inspection	6810 SA General Repairs & Maintenance - Isambard House (Operational code not EMF)	£300.00				£0.00	£0.00	£0.00	£500.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
Isambard House	TOTAL	£300.00	£76,737.00	£27,516.00	£49,221.00	£0.00	£4,200.00	£4,000.00	£500.00	£0.00	
Public Toilets	EMF										
Waterside Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£230.99	£15,585.00	£1,686.00	£13,899.00	£0.00	£12,500.00				Property Maintenance 26.09.24 26/24/25 To RECOMMEND to the Services Committee to be held on 10 October to provide delegated authority to the Town Clerk to further engage with Network Rail to start the 99-year lease proceedings for the Waterside toilets and sheds; Quote £127,250 (to include planning applic/building regs fees, pre-demolition survey and building cost
Professional Fees for above	NEW CODE 6595 SE EMF Legal & Professional Fees (Grounds & Premises)						£1,800.00				Fees 15% of project cost (£120,250) = £18,000
Alexandra Square Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£105.99									Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
Longstone Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£0.00									Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)	£0.00									Leasehold 99 years from 01-02-2018 Cornwall Council.
Public Toilets	TOTAL	£336.98	£15,585.00	£1,686.00	£13,899.00	£0.00	£14,300.00	£0.00	£0.00	£0.00	
Waterside Sheds	EMF										
Redevelopment of Waterside Sheds 1 - 6	NEW CODE 6596 SWE EMF Waterside Sheds (Capital Works)										Quote £231,700 (to include planning applic/building regs fees, pre-demolition survey and building cost
Professional fees for above	6594 SE EMF Legal & Professional Fees (Town & Waterside)										Quote Fees 12% of project cost (£263,200) = £31,500
Redevelopment of Single Shed over road between pillars	NEW CODE 6596 SE EMF Waterside Sheds (Capital Works)										Quote £32,900 (to include planning applic/building regs fees, pre-demolition survey and building cost

<div><div>Item</div><div>Budget Code</div></div>		<div>Actual Spent Prior Year</div>	<div>Budget 2024/25</div>	<div>Actual Spent YTD</div>	<div>Budget Left</div>	<div>Planned/ Committed (Excluded from Budget Left)</div>	<div>Budget</div>				<div>Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code</div>
		2023/2024	2024/25	2024/25	2024/25	2024/2025	Precept 2025/2026	2026/2027	2027/2028	2028/2029	Comments
Professional fees for above	6594 SE EMF Legal & Professional Fees (Town & Waterside)										Quote Fees 12% of project cost (£29,400) = £3,550
Waterside Sheds	TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Heritage Building	EMF										
External 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 repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£300.00				Roof. Camera drone survey to examine current conditions
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£0.00	£7,000.00	£7,000.00	£6,000.00	Roof. Plan for replacement. Timescale to be reviewed after drone survey. Total estimate £20k
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre						£7,500.00	£5,000.00	£5,000.00	£5,000.00	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
Heritage Building	TOTAL	£1,473.00	£7,416.00	£0.00	£7,416.00	£0.00	£8,800.00	£13,000.00	£13,000.00	£11,000.00	
Cemeteries	EMF										
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)
St Stephens Cemetery	TOTAL	£15,763.00	£3,023.00	£0.00	£3,023.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£2,279.00	£4,391.00	£0.00	£4,391.00	£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
Churchtown Cemetery	TOTAL	£2,279.00	£4,391.00	£0.00	£4,391.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	
Outdoor Land and Fences	EMF										
Victoria Gardens	6588 SE EMF Victoria Gardens	£0.00	£15,000.00	£519.00	£14,481.00	£0.00	£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	£54,805.00	£1,762.00	£53,043.00	£0.00	£0.00	£25,000.00	£25,000.00	£0.00	Honeysuckle Close, Grassmere Way, Ashton Way (STC responsibility), Harebell Close, Campion 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
Outdoor Land and Fences	TOTAL	£ 11,531.00	£ 79,465.00	£ 2,281.00	£ 77,184.00	£ -	£ 3,000.00	£ 28,000.00	£ 28,000.00	£ -	
Waterside Pontoon	EMF										
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£6,024.00	£12,318.00	£2,585.00	£9,733.00	£26,450.00	£0.00	£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. Committed cost for phase 1 of storm damage repairs £26,450. Virement to be recommended from Genereal Reserves for FTC. Insurance claim dependent on results of survey after phase 1 Phase 2 costs estimated £30k - £40k. Connect with Chris Jones to better understand refurbishment cost of the Pontoon to allow budgeted cost to be reviewed.
Water supply to pontoon											Delete-code
Waterside Pontoon	TOTAL	£6,024.00	£12,318.00	£2,585.00	£9,733.00	£26,450.00	£0.00	£10,000.00	£10,000.00	£0.00	
Cornish Cross	EMF										
Cornish Cross Management	6517 SE Cross (Maintenance) (Operational code not EMF)	£5,780.00	£3,545.00	£133.00	£3,412.00	£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

<u>Item</u> <u>Budget Code</u>		<u>Actual Spent</u> <u>Prior Year</u>	<u>Budget 2024/25</u>	<u>Actual Spent</u> <u>YTD</u>	<u>Budget Left</u>	<u>Planned/</u> <u>Committed</u> <u>(Excluded from</u> <u>Budget Left)</u>	<u>Budget</u>				Red text = Notes for considerations Blue text = Barron Surveying recommendations (subject to annual CPI % increase) Purple text = new/rename nominal code
		2023/2024	2024/25	2024/25	2024/25	2024/2025	Precept 2025/2026	2026/2027	2027/2028	2028/2029	Comments
Cornish Cross Management	NEW CODE 6593 SE EMF Cornish Cross (Maintenance)						£2,500.00				New code for 2025/26 for future maintenance work (torque testing). Virement recommend from Services for unused budget from 6517 SE Cornish Cross (Maintenance) and then delete code from 5 year plan
Cornish Cross	<u>TOTAL</u>	£5,780.00	£3,545.00	£133.00	£3,412.00	£0.00	£6,304.00	£4,081.00	£4,379.00	£0.00	
<u>GRAND TOTAL</u>		£130,907.94	£523,874.00	£184,919.00	£338,955.00	£59,551.00	£93,853.56	£100,963.00	£99,566.00	£40,311.35	