

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only											
Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget				Comments
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	
<u>Guildhall - Major works</u>	<u>EMF</u>										All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£76,364.64	£3,922.00	£978.00	£2,944.00	£5,669.00					Committed costs - Repair & paint stairwell and paint 15no internal windows £3,486 (snagging to be completed) Committed costs - Aquarod repairs to Guildhall drains £2,183
External repairs and decorations	6470 GH EMF Guildhall Maintenance		£12,000.00	£0.00	£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	£10,000.00	£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	£0.00	£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 EMF Legal & Professional Fees	£9,603.00	£418.00	£0.00	£418.00	£418.00	£1,000.00	£0.00	£0.00		Committed cost Barron Surveying for Internal decoration 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)	£2,852.00	£3,741.00	£477.00	£3,264.00		£4,182.00	£4,487.00	£4,711.35	£4,946.92	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		£1,000.00	£0.00	£0.00	£0.00	Pyramid June 22 (Cert £650)
<u>Guildhall - Major works</u>	<u>TOTAL</u>	£88,819.64	£31,581.00	£1,455.00	£30,126.00	£6,087.00	£29,682.00	£27,987.00	£28,211.35	£4,946.92	
<u>Maurice Huggins Room</u>	<u>EMF</u>										
External & Internal repairs and decorations	6472 MA EMF Maurice Huggins Room	£0.00	£3,073.00	£0.00	£3,073.00		£1,000.00	£1,000.00	£0.00	£0.00	Leasehold - Devolution Consider works to make rooms hireable
			£300.00	£0.00	£300.00						Gutters. Check gulley for blockages and clear as necessary
			£300.00	£0.00	£300.00						Fascia's and Soffits. Thorough wash and paint
			£1,000.00	£0.00	£1,000.00			£1,000.00			Walls. Prepare and paint
			£150.00	£0.00	£150.00						Windows and Doors. Repair cladding board
Professional Fees for the above	7018 MA EMF Legal & Professional Fees	£0.00	£0.00	£0.00	£0.00		£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)	£156.00	£0.00	£0.00	£0.00		£0.00	£500.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
<u>Maurice Huggins Room</u>	<u>TOTAL</u>	£156.00	£4,823.00	£0.00	£4,823.00	£0.00	£1,000.00	£2,500.00	£0.00	£0.00	

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Longstone Park Depot	EMF										
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£1,212.00	£3,288.00	£0.00	£3,288.00		£1,000.00	£1,000.00	£0.00	£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	£0.00	£150.00						Roof coverings. Cut back vegetation from roof edge
	7170 EMF Longstone Depot Capital Works		£100.00	£0.00	£100.00						Gutters and Downpipes. Repair downpipe
	7170 EMF Longstone Depot Capital Works		£500.00	£0.00	£500.00			£500.00			Fascia's and Soffits. Paint timber fascia and barge boards
	7170 EMF Longstone Depot Capital Works		£2,600.00	£0.00	£2,600.00			£2,600.00			External Walls. Prepare and paint
	7170 EMF Longstone Depot Capital Works		£1,000.00	£0.00	£1,000.00						External Walls. Tap test render, if hollow, render replacement
	7170 EMF Longstone Depot Capital Works		£6,400.00	£0.00	£6,400.00						Internal. Upper office - repair dipping floor and damp
Professional Fees for the above	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	£0.00	£3,000.00		£3,000.00	£0.00	£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)		£0.00	£0.00	£0.00		£0.00	£1,000.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
Longstone Park Depot	TOTAL	£1,212.00	£17,038.00	£0.00	£17,038.00	£0.00	£4,000.00	£5,100.00	£0.00	£0.00	
Library	EMF										
Roof replacement and repair			£0.00			£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)	£59,887.20	£155,909.00	£0.00	£154,654.00	£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 31 March 2025 £150,000. 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	£4,567.37		£1,255.00							Total Spent to 2024/25 £5,282 (including planning application fees, asbestos survey & heritage impact assessment, Zurich Insurance, CC Building control)
Professional Fees for the above	6918 EMF Legal & Professional Fees	£6,900.00	£13,105.00	£0.00	£13,105.00	£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 Budget 12% of project cost
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00			£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			£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			£0.00						This project on hold until further notice

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		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	Comments
Public fully accessible toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00			£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	£300.00	£0.00						Drone camera survey to inspect condition of upper roof
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£150.00		£150.00						Replace broken brackets
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£3,400.00		£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 & spread another £3,400 over future 3 years
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£250.00		£250.00						External wall. Fill cracks
	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)		£1,000.00		£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	£1,000.00		£1,000.00		£0.00	£0.00	£0.00	£1,000.00	Pyramid March 21 (Cert £460, no remedial work required)
<u>Library</u>	<u>TOTAL</u>	£71,354.57	£175,114.00	£1,555.00	£173,559.00	£26,472.00	£2,700.00	£3,600.00	£1,100.00	£1,000.00	
<u>Isambard House</u>	<u>EMF</u>										
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£31,822.00	£37,366.00	£0.00	£37,366.00		£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, tarmac carpark £25,500 Remaining funds for works to for solar PV, meter install
External & Internal repairs and decorations			£4,000.00		£4,000.00		£4,000.00				Exterior. Prepare and paint render including chimney Total £8,000
			£200.00		£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	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)	£0.00	£0.00		£0.00		£0.00	£500.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
<u>Isambard House</u>	<u>TOTAL</u>	£31,822.00	£60,058.00	£0.00	£60,058.00	£0.00	£4,000.00	£500.00	£0.00	£0.00	

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Public Toilets	EMF										
Waterside Redevelopment of toilet block to improve facilities	6580 SE EMF Public Toilets (Capital Works)		£26,398.00	£0.00	£26,398.00						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	6595 SE EMF Legal & Professional Fees (Grounds & Premises)		£1,800.00		£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)		£0.00		£0.00						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		£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		£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
Public Toilets	TOTAL	£0.00	£28,198.00	£0.00	£28,198.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Waterside Sheds	EMF										
Redevelopment of Waterside Sheds 1 - 6	6596 SWE EMF Waterside Sheds (Capital Works)		£0.00		£0.00						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)		£0.00		£0.00						Quote Fees 12% of project cost (£263,200) = £31,500
Redevelopment of Single Shed over road between pillars	6596 SE EMF Waterside Sheds (Capital Works)		£0.00		£0.00						Quote £32,900 (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)		£0.00		£0.00						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	£250.00	£8,166.00	£0.00	£8,166.00		£1,000.00	£1,000.00	£0.00	£0.00	2023/24 Actual £1,473 replace guttering including scaffolding Budget can be used for external works estimated £30k
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre		£300.00	£250.00	£50.00						Roof. Camera drone survey to examine current conditions
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre		£0.00	£0.00	£0.00		£7,000.00	£7,000.00	£6,000.00	£6,000.00	Roof. Plan for replacement in approx 5 years. Total estimate £20k
External repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre		£7,500.00	£0.00	£7,500.00		£5,000.00	£5,000.00	£5,000.00	£7,500.00	Exterior. Thorough preparation and decoration. Total estimate £30k
Professional fees for above	6595 SE EMF Legal & Professional Fees (Grounds & Premises)		£0.00	£0.00	£0.00						Estimate fees 12% of project cost
Heritage Building	TOTAL	£250.00	£15,966.00	£250.00	£15,716.00	£0.00	£13,000.00	£13,000.00	£11,000.00	£13,500.00	
Cemeteries	EMF										
Joint Burial Board - St Stephens	6170 BB EMF General Maintenance	£0.00	£9,952.00	£0.00	£9,952.00		£3,000.00	£3,000.00	£0.00	£0.00	Rebuilding stone wall £15,763 (May 23)
St Stephens Cemetery	TOTAL	£0.00	£9,952.00	£0.00	£9,952.00	£0.00	£3,000.00	£3,000.00	£0.00	£0.00	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£5,972.00	£0.00	£5,972.00		£1,500.00	£1,500.00	£0.00	£0.00	Actual spend £2,258 for fencing the compound area of the site
Churchtown Cemetery	TOTAL	£0.00	£5,972.00	£0.00	£5,972.00	£0.00	£1,500.00	£1,500.00	£0.00	£0.00	

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Outdoor Land and Fences	EMF										
Victoria Gardens	6588 SE EMF Victoria Gardens	£519.00	£14,481.00	£0.00	£14,481.00						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	£16,212.00	£0.00	£16,212.00		£3,000.00	£3,000.00	£0.00	£0.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks & Open Spaces	6571 SE EMF Saltash Recreation Areas	£2,014.00	£52,791.00	£0.00	£52,791.00		£25,000.00	£25,000.00	£0.00	£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	£ 2,533.00	£ 83,484.00	£ -	£ 83,484.00	£ -	£ 28,000.00	£ 28,000.00	£ -	£ -	
Waterside Pontoon	EMF										
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£29,035.00	£118,902.00	£109,850.00	£9,052.00		£10,000.00	£10,000.00	£4,000.00	£4,000.00	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. Costs for repairs due to storm damage. Phase 1 Lift out and inspection £26,450. Phase 2 Repairs and refloat £109,850. Virement of £109,170 from Genereal Reserves. Insurance claim agreed £13k. + 50% of removing and refloating costs of £23,650 (£47,300 x 50% = £23,650). Insurer to agree to this value Future maintenance plans estimated £4k per year
Waterside Pontoon	TOTAL	£29,035.00	£118,902.00	£109,850.00	£9,052.00	£0.00	£10,000.00	£10,000.00	£4,000.00	£4,000.00	
Cornish Cross	EMF										
Cornish Cross Management	6517 SE Cross (Maintenance) (Operational code not EMF)	£328.00	£400.00	£0.00	£400.00		£4,081.00	£4,379.00	£0.00	£0.00	
Cornish Cross Management	6593 SE EMF Cornish Cross (Maintenance)		£5,217.00	£0.00	£5,217.00						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	TOTAL	£328.00	£5,617.00	£0.00	£5,617.00	£0.00	£4,081.00	£4,379.00	£0.00	£0.00	
GRAND TOTAL		£225,510.21	£556,705.00	£113,110.00	£443,595.00	£32,559.00	£100,963.00	£99,566.00	£44,311.35	£23,446.92	