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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Monday 29th September 2025 at 6.30 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock (Chairman), S Miller, B Samuels, P Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and W Peters (Finance Officer)

APOLOGIES: A Ashburn and J Brady.

24/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

25/25/26 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.

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the meeting
B Samuels	10	Pecuniary	Submitted quote	Yes
P Samuels	10	Pecuniary	Submitted Quote	Yes

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

None received.

26/25/26 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

27/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 28 AUGUST 2025 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 Bullock and seconded by Councillor Bickford and **RESOLVED** that the minutes of the Station Property Sub Committee held on 16 September 2025 were confirmed as a true and correct record.

28/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

29/25/26 TO REVIEW THE STATION PROPERTY SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER THREE FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND EXPENDITURE.

Members discussed the deliverables for quarter two and noted that promotional efforts for the building continue to improve. Members expressed a desire to further enhance these efforts once a Communications and Engagement Officer is appointed but are confident that many of the deliverables are currently on track to be achieved for the year 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to defer to a future Station Property Meeting for further consideration.

30/25/26 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to note the budget statement and rename budget code 6818 SA Professional Costs - Isambard House to 6818 SA EMF Professional Costs - Isambard House.

31/25/26 TO RATIFY THE FINAL ACCOUNT FOR ISAMBARD HOUSE.

Members received and discussed the report on the Final Account for Isambard House as contained within the circulated reports pack.

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

1. To ratify the final settlement offer payable to Cormac at a cost of £8,625.00 allocated to budget code 6870 SA EMF Isambard House Retention Fund;
2. To approve the virement of remaining funds from budget code 6870 SA EMF Isambard House Retention Fund to 6473 SA EMF Station Building (Purchase & Capital Works).

Councillor B Samuels declared an interest in the next agenda item and left the meeting.

32/25/26 TO RECEIVE A REPORT ON THE COVERING OF THE FLOORING AT ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor P Samuels remained in the room to provide professional advice and respond to Members questions regarding the condition of the crack in the screed flooring.

Councillor P Samuels advised that the crack appears to continue to be worsening, with the initial edge of the screed beginning to separate from the exposed area. Councillor P Samuels recommended that, should Members wish to cover the floor, the most appropriate solution would be to use carpet tiles. This would allow easier access for future repair works, as the crack will require ongoing attention.

Members thanked Councillor P Samuels for his professional advice.

Councillor P Samuels then declared an interest and left the meeting.

Members discussed both the condition of the crack and the overall acoustics of the room. However, agreed that it would be best to leave the floor uncovered at this time.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** to leave the floor as it is.

33/25/26 TO RECEIVE A REPORT FROM THE RAILWAY200 EXHIBITION WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford gave a brief verbal update on the success of the event, noting that it was well attended, raised funds for the Mayor's chosen charities, and resulted in increased footfall at Trackside Café over the event weekend.

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

1. To ratify the total cost of £1,194.25 for delivery of the railway leaflet and Railway200 Event projects to be allocated to budget codes 6871 SA EMF Tresorys Kernow Funding and 6872 SA EMF Entertainment Licenses;
2. To approve the working group be disbanded with immediate effect due to the completion of the project;

34/25/26 TO RECEIVE AN UPDATE ON SOLAR PV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided a brief verbal overview of the report included in the circulated pack.

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

1. To note the update report;
2. To ratify the cost of £150+vat to appoint ACD Electrical Green-tech ltd to complete, on behalf of the Town Council, a G99 Application to National Grid for the installation of 10.5kW Solar PV Hybrid Inverter & Battery Storage at Isambard House allocated to budget code 6473 SA EMF Station Building (Purchase & Capital Works);
3. To approve Councillor Ashburn joining the group to further progress the Solar PV specification.

35/25/26

TO SET THE STATION PROPERTY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

Members reviewed and discussed the 2026/27 fees and charges, noting that the Town Council continues to offer competitive community rates.

The Finance Officer had conducted a cost analysis and suggested introducing a charge for kitchen use. Members felt a charge was unnecessary and preferred a non-refundable deposit in cases where facilities are left in poor condition. However, as no such incidents have occurred previously, they agreed this may not be required.

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

1. Remove the kitchen light use and heavy use proposed charges;
2. **RECOMMEND** to the Services Committee to be held on 24 October 2025 the Station Property Sub Committee Fees and Charges for the year 2026/27, as attached.

36/25/26

TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 24 October 2025 the Station Property Sub Committee budget statement for the year 2026/27 (as attached) including the following amendments:

Operating Income

1. To create a new budget code 4305 SA Isambard House – Event Ticket Sales to split income from room bookings;

Operating Expenditure

2. To vire unspent funds from 6810 SA General Repairs and Maintenance Isambard House to 6473 SA EMF Station Building (Building and Capital Works) subject to there being any unspent balance;
3. To vire any unspent funds from budget code 6821 SA IT & Office Costs - Isambard House to 6873 SA EMF General Repairs & Maintenance subject to there being any unspent balance;
4. To delete budget code 6821 SA IT & Office Costs - Isambard House as it is no longer required;

EMF Expenditure

5. To note the virement for any remaining funds from budget code 6870 SA EMF Isambard House Retention Fund to 6473 SA EMF Station Building (Purchase & Capital Works) was agreed under minute nr. 31/25/26;
6. To delete budget code 6870 SA EMF Isambard House Retention Fund as it is no longer required;
7. To delete budget code 6871 SA EMF Tresorys Kernow Funding as it is no longer required;
8. To create a new budget code 6873 SA EMF General Repairs & Maintenance to separate associated costs for planned repairs and maintenance;

9. To vire £4,200 from budget code 6473 SA EMF Station Building (Purchase & Capital Works) to 6873 SA EMF General Repairs & Maintenance as this was previously budgeted for repair and maintenance works.

37/25/26 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.

38/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

39/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

40/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to issue a Press and Social Media Release on the successful Railway 200 Event.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7:18p.m.

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description	2025/26 Charge	2026/27 Proposed Charge
Room Hire (VATable)	Including VAT	Including VAT
Isambard House (Station) (Minimum 2 hour booking)		
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
20% Discount for regular bookers evenings and weekends		
Room Hire Art Exhibitions (VATable)		
Isambard House (Station)		
<u>Based on 6 hour day</u>		
Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
Non Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
Room Hire Extras (VATable)		
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 2025-26
Saltash Town Council
For the month to July 2025

Black text - budget assumptions
Red text - Further Actions (TBA)
Purple text - new codes
Blue text - recommend virements
Green text - recommendation from Property Maintenance

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 20230/31
Isambard House Operating Income											
4301 SA Isambard House - Room Bookings	8,043	0	6,500	2,193	4,307	4,925	Based on current income - same as 2025/26 £,6500 to be split between room bookings £4,925 and new code for event ticket sales £1,575	5,112	5,306	5,508	5,717
4302 SA Isambard House - Refreshment Income	130	0	120	312	(192)	120	Same as 2025/26 budget. Note This year income includes £238 for one off event	125	130	135	140
4305 SA Isambard House - Event Ticket Sales						1,575	New code to split income between event ticket sales and room bookings. Based on 3 events, average 45 tickets each @ £14 incl VAT (breakeven point)	1,635	1,697	1,761	1,828
Total Isambard House Operating Income	8,173	0	6,620	2,505	4,115	6,620		6,872	7,133	7,404	7,685
Isambard House Operating Expenditure											
6800 SA Rates - Isambard House	3,842	0	3,958	3,842	116	4,108	Based on Actual 2025/26 + CPI (subject to Autumn budget statement on 26/11/2025)	4,264	4,426	4,594	4,769
6801 SA Water Rates - Isambard House	693	0	714	(1,579)	2,293	741	Current Budget + CPI	769	798	828	859
6802 SA Gas - Isambard House	438	0	3,000	73	2,927	650	Based on 3 year average spend (reduction of £2,650 from current budget)	675	701	728	756
6803 SA Electricity - Isambard House	4,817	0	7,494	1,417	6,077	6,000	Based on Prior Year which includes additional use for café (reduction of £1,494 from current budget)	6,228	6,465	6,711	6,966
6804 SA Fire & Security Alarm - Isambard House	473	0	967	403	564	1,004	Current Budget + CPI Note: Annual security cost £403	1,042	1,082	1,123	1,166
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	0	1,350	716	634	1,350	Current Budget (no increase required based on 3 year average spend)	1,401	1,454	1,509	1,566
6810 SA General Repairs & Maintenance - Isambard House	1,889	0	2,560	49	2,511	2,000	Based on prior Year (reduction of £560 from current budget) Recommend virement to 6473 SA EMF Station Building (Building & Capital Works) for any surplus budget at YE 2025/26	2,076	2,155	2,237	2,322
6813 SA Refreshments Costs - Isambard House	81	0	500	367	133	519	Current Budget + CPI	539	559	580	602
6814 SA Equipment - Isambard House	426	0	1,094	58	1,036	1,094	Current Budget (no increase required based on 3 year average spend)	1,136	1,179	1,224	1,271
6821 SA IT & Office Costs - Isambard House (To be deleted)	0	0	500	0	500	0	No requirement for this budget - delete at Year End Recommend virement to 6873 SA EMF General Repairs & Maintenance for any surplus budget at YE 2025/26	0	0	0	0
6822 SA Activities & Events	1,886	0	1,106	0	1,106	1,575	Based on 3 events	1,635	1,697	1,761	1,828
Total Operating Expenditure	15,571	0	23,243	5,346	17,897	19,041		19,765	20,516	21,295	22,105
Total Isambard House Operating Surplus/ (Deficit)	(7,398)	0	(16,623)	(2,842)	(13,781)	(12,421)		(12,893)	(13,383)	(13,891)	(14,420)
Isambard House EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	37,366	4,200	423	41,143	0	No budget required Solar Panels and other projects Recommend virement of £4,200 to 6873 SA EMF General Repairs & Maintenance	0	0	0	0
6818 SA EMF Professional Fees - Isambard House	105	0	3,211	0	3,211	0	No requirement for precept budget	0	0	0	0
6870 SA EMF Isambard House Retention Fund	0	18,492	0	0	18,492	0	Settlement agreed for final balance to Cormac £8,625 No further fees expected Delete code when Cormac account has been finalised	0	0	0	0

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 20230/31
6871 SA EMF Tresorys Kernow Funding	35	562	0	0	562	0	Committed Cost £562 for Railway 200 exhibition Delete code when all funds have been spent	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	0	2,132	0	Committed cost £1,000 Railway promotion leaflet	0	0	0	0
6873 SA EMF General Repairs & Maintenance	0	0	0	0	0	2,000	New code to split work from P&M planned repairs & maintenance P&M recommendation spend £2,000	2,000	2,000	0	0
Total Isambard House EMF Expenditure	31,962	58,552	7,411	423	65,540	2,000		2,000	2,000	0	0
Total Isambard House Expenditure (Operational & EMF)	47,533	58,552	30,654	5,770	83,436	21,041		21,765	22,516	21,295	22,105
Total Isambard House Budget Surplus/ (Deficit)	(39,360)	(58,552)	(24,034)	(3,265)	(79,321)	(14,421)		(14,893)	(15,383)	(13,891)	(14,420)

Estimated CPI 3.8% based on July 25 as reported by Office of National Statistics 20-08-25

Precept 2025/26

Precept 2026/26

Increase / (Decrease)

Difference as %

(24,034)

(14,421)

(9,613)

40.0%