

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Thursday 23rd October 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford (Chairman), R Bullock, S Gillies (Vice-Chairman), S Martin, S Miller, L Mortimore, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: J Brady, M Johns and G McCaw.

66/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

67/25/26 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 Meeting
S Gillies	8	Non-Pecuniary	Lives in area	Yes

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

None received.

68/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

69/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 9 OCTOBER 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 Bickford, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Services Committee held on 9 October 2025 were confirmed as a true and correct record.

70/25/26 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

71/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cllr Gillies declared an interest in the matter under discussion. At the request of the Chairman, she remained in the room to respond to any questions Members might have.

Cllr Miller asked Cllr Gillies for her understanding of residents' views regarding the potential use of the land at Campion Close, should the Town Council proceed with its purchase.

Cllr Gillies responded that while no formal consultation had taken place, residents had expressed a desire for the area to be better maintained and had shown interest in its potential use as an open green space with their input/assistance.

Cllr Gillies then left the room.

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

1. To note the Report on Title and outstanding matters provided by Coodes Solicitors.
2. To delegate authority to the Town Clerk to respond to the queries raised in the report from Coodes Solicitors on behalf of the Town Council, as follows:
 - a) *Section 2.4* – A site survey is not required.
 - b) *Section 2.5* – A site valuation is not required.
 - c) *Section 4.2* – The Council will not proceed with the acquisition of the additional parcels of land offered by the transferor.
 - d) *Section 7.1* – There are no plans to alter access to the site.
 - e) *Section 7.2* – The section was noted.
 - f) *Section 7.23* – The Council agrees that the transferor should proceed with the purchase of indemnity insurance in perpetuity for both Harebell Close and Campion Close.
3. To note that Members have no further questions at this stage.
4. To await the resolution of outstanding matters listed in Schedule 1 of the report from Coodes Solicitors.
5. To note that the Town Clerk has made several attempts to contact the transferor regarding the urgent need to tidy the site, but no response has been received to date.

73/25/26 TO RECEIVE THE FOLLOWING COMMITTEE PRECEPT
RECOMMENDATIONS AND CONSIDER ANY ACTIONS:

a. Library held on 2 September 2025;

Members considered the following recommendations from the Library Sub Committee.

RECOMMENDATION 1:

29/25/26 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the fees and charges set by Cornwall Council for the year 2026/27.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the Library Sub Committee Fees and Charges for the year 2026/27, as attached.

It was proposed by Councillor B Samuels, seconded by Councillor Mortimore and resolved to **RECOMMEND** the Library Sub Committee Fees and Charges for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

RECOMMENDATION 2:

30/25/26 TO SET THE LIBRARY 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 Brady, seconded by Councillor P Samuels and **RESOLVED:**

8. To **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the budget statement for the year 2026/27, as attached.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** the Library Sub Committee budget statement for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

b. Property Maintenance held on 25 September 2025;

Members considered the following recommendation from the Property Maintenance Sub Committee.

RECOMMENDATION:

38/25/26 TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer worked through the five-year repair and maintenance plan together for the year 2026/27.

Members carefully reviewed the report against the Building Condition Report and expressed concerns that the carpet recommendation provided by the building surveyor would likely incur additional costs for maintenance or replacement.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Town Council Five-Year Repair and Maintenance Plan to the Extraordinary Services Committee meeting to be held on 23 October, as attached, including the following amendment:

Guildhall Major Works

1. Interior – Carpet Renewal / Replacement part of budget code 6470 GH EMF Guildhall Maintenance be increased from £750 to £1,000 to provide sufficient funds are available for maintenance / renewal.

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND** the Town Council Five-Year Repair and Maintenance Plan for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

c. Station Property held on 29 September 2025;

Members considered the following recommendation from the Station Property Sub Committee.

RECOMMENDATION 1:

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.

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 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

RECOMMENDATION 2:

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).

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Station Property Sub Committee budget statement for the year 2026/27 as attached, to the Extraordinary Policy and Finance meeting to be held on 25 November 2025.

74/25/26 TO SET THE SERVICES COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer presented the report included in the circulated reports pack.

It was noted that the Fees and Charges for the Library and Station Property Sub-Committees had already been actioned under Minute 73/25/26.

Members proceeded to discuss the Services Committee Fees and Charges only.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** that the current community and commercial room hire charges for the Guildhall be retained for the financial year 2026/27, as attached, and referred to the Extraordinary Policy and Finance Committee meeting scheduled for 25 November 2025.

Further to this, it was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND:**

1. That the current refreshment charges for both the Guildhall and Maurice Huggins Room be retained for 2026/27, due to insufficient data to support a cost increase at this time.
2. That the mooring fees for the ten permanent berths be increased by 20% for 2026/27, in light of high maintenance costs and increased demand.
3. That the charges for the Trusted Boat Owner Scheme and Daily Visiting Berths be retained for 2026/27.
4. That the Services Committee Fees and Charges for 2026/27, as attached, be referred to the Extraordinary Policy and Finance Committee meeting on 25 November 2025.

75/25/26 TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer provided an overview of the proposed budgets for the year 2026/27 received and contained within the circulated reports pack.

Members discussed the budget setting for the year 2026/27.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 25 November 2025:

Guildhall Budget

Guildhall Operating Expenditure:

1. To vire unspent funds from 6414 GH Equipment – Guildhall to 6470 SE EMF Guildhall Maintenance subject to there being an unspent balance available at the end of the year;
2. Create budget code 6420 GH Annual Keyholding Service;

Maurice Huggins Budget

Maurice Huggins Operating Expenditure:

3. Create budget code 7021 MA Annual Keyholding Service (new code)

Service Delivery Budget

Service Delivery Operating Income:

4. Rename budget code 4510 Public Footpath Grant to SE Grass Cutting & Planting;

Grounds and Premises Expenditure:

5. To vire unspent funds from 6500 SE Tree Survey and Tree Maintenance to 6591 SE EMF Tree Maintenance subject to there being an unspent balance available at the end of the year;
6. To vire unspent funds from 6503 SE Allotments – Churchtown to 6599 SE EMF Allotments subject to there being an unspent balance available at the end of the year;
7. To vire unspent funds from 6532 SE Allotments – Grenfell to 6599 SE EMF Allotments subject to there being an unspent balance available at the end of the year;
8. To vire unspent funds from 6533 SE Allotments – Fairmead to 6599 SE EMF Allotments subject to there being an unspent balance available at the end of the year;

Town & Waterfront Expenditure:

9. To vire unspent funds from 6511 SE Tourism & Signage to 6569 SE EMF Tourism & Signage subject to there being an unspent balance available at the end of the year;
10. Create a new budget code 6535 SE Annual Keyholding Service;

Service Delivery EMF Expenditure:

11. Rename budget code 6591 SE EMF Open Spaces & Tree Maintenance to 6591 SE EMF Tree Maintenance;
12. Create a new budget code 6599 SE EMF Allotments;

Town & Waterside EMF Expenditure:

13. Create a new budget code 6569 SE EMF Tourism & Signage and budget an additional £15k to support the improvement of tourism and signage in the town.
14. That the Services Committee budgets for the year 2026–27, as attached, be referred to the Extraordinary Policy and Finance Committee meeting on 25 November 2025.
- 15.

76/25/26 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.

77/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

78/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

79/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOVLED** to issue a press and social media release on the Town Council Facilities for hire.

DATE OF NEXT MEETING

Thursday 11 December 2025 at 6.30 pm

Rising at: 7.44 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council
Fees and Charges

Description		2025/26 Charges	2026/27 Proposed Charge Amendments/Deletions Additions/Amendments
Room Hire (Non VATable)		Non VATable	Non VATable
Guildhall (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) Council Chamber 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) 20% Discount for regular bookers evenings and weekends			
		£10.30	£10.30
		£21.50	£21.50
		£15.40	£15.40
		£25.90	£25.90
		£10.30	£10.30
		£15.40	£15.40
		£15.40	£15.40
		£18.50	£18.50
Room Hire Extras (VATable)		Including VAT	Including VAT
Tea/coffee per cup with biscuits (Community)		£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)		£1.00	£1.00
Room Hire (Non VATable)		Non VATable	Non VATable
Maurice Huggins (Minimum 2 hour booking) Casual ph - weekdays 9 am - 5pm (Community Rate) Casual ph - weekends & evenings (Community Rate) Not for Commercial Use 20% Discount for regular bookers evenings and weekends			
		£5.15	£5.15
		£7.70	£7.70
Room Hire Extras (VATable)		Including VAT	Including VAT
Tea/coffee per cup with biscuits (Community)		£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)		£1.00	£1.00
Other Charges (VATable)		Including VAT	Including VAT
Available at The Guildhall & Library 1-29 sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 30 plus sheets (price per sheet) Monochrome A4 Monochrome A3 Colour A4 Colour A3 High gloss colour printing on customer's own paper High gloss colour printing on library paper Freedom of Information Charge (first 18 hours free of charge) Environmental Information Regulations 2004 (first 18 hours free of charge)			
		£0.10	£0.10
		£0.20	£0.20
		£0.50	£0.50
		£1.00	£1.00
		£0.08	£0.08
		£0.16	£0.16
		£0.40	£0.40
		£0.80	£0.80
		£1.00 per sheet	£1.00 per sheet
		£1.25 per sheet	£1.25 per sheet High gloss paper not available
		£25.00 per hour	£25.00 per hour
		£25.00 per hour	£25.00 per hour
Mooring Fees (VATable)		Including VAT	Including VAT
Permanent Pontoon Moorings	<i>Service Committee agreed to increase Permanent Pontoon charges by 20% to cover high maintenance & insurance costs</i>		
	Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres (<u>Non Commercial</u>)	£2,700.00	£2,700 £3,240
	* Permanent Pontoon (Berth 1 & 6) charged per annum - Maximum length 12 metres (<u>Commercial</u>)	£4,080.00	£4,080 £4,896
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres (<u>Non Commercial</u>)	£1,435.00	£1,435 £1,722
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum - Maximum length 7 metres (<u>Commercial</u>)	£2,170.00	£2,170 £2,604
	Note: Longer boats maybe considered subject to prorata charges. Please contact Service Delivery department for more information		
Daily Visiting	Visiting boats - (30 minutes);charge for 24 hour period (<u>Non Commercial</u>)	£30.00	£30.00
	Visiting boats - (30 minutes);charge for 24 hour period (<u>Commercial</u>)	£45.00	£45.00
Trusted Boat Owner Scheme	* 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> * Subject to Terms & Conditions	£50.00	£50.00
Allotments (Non VATable)		Non VATable	Non VATable
Grenfell Avenue, charge per annum		£40.00	£40.00
* Fairmead Road, charge per annum		£55.00	£55.00
* Churchtown, charge per annum		£60.00	£60.00
* Water, charge per annum (Fairmead & Churchtown only)		£15.00	£15.00
			No plans to increase fees

Black text - budget assumptions
Red text - Further Actions (TBA)
Purple text - new codes/rename
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 2030/31
Service Delivery Operating Income											
Grounds & Premises Income											
4500 SE Allotment Rents	5,359	0	5,000	6,685	(1,685)	3,413	Based on quantity of allotments x fee (2026/27) Note: Actual includes income for 2026/27 £1,632 which will be adjusted at Year End and transferred to 2026/27	3,543	3,678	3,818	3,963
4510 SE Public Footpath Grant Grass Cutting & Planting (Rename code)	806	0	426	1,226	(0)	426	Based on current SLA contract with CC	442	459	476	494
4513 SE Water Rates Income	755	0	1,113	109	1,004	262	Based on Actual YTD (Reduction due to SBC no longer being charged sewerage fee for Bowling Green)	272	282	293	304
Total Grounds & Premises Income	6,920	0	6,539	8,021	(682)	4,101		4,257	4,419	4,587	4,761
Town & Waterfront Income											
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	0	2,000	1,250	750	1,250	Based on Actual 2025/26 (reduction of £750 for the year)	1,298	1,347	1,398	1,451
4521 SE Waterfront Income - Annual Mooring Fees	8,614	0	13,364	11,605	1,759	16,880	Based on current berths x increased fee by 20%	17,521	18,187	18,878	19,595
4522 SE Waterfront Income - Daily Mooring Fees	7,200	0	750	650	100	650	Based on Actual 2025/26 (reduction of £100 for the year)	675	701	728	756
Total Town & Waterfront Income	17,851	0	16,114	13,505	2,609	18,780		19,494	20,235	21,004	21,802
Total Service Delivery Operating Income	24,771	0	22,653	21,526	1,927	22,881		23,751	24,654	25,591	26,563
Service Delivery Operating Expenditure											
Grounds & Premises Expenditure											
6209 SE Oyster Beds	0	0	1	3	(2)	1	Based on Current Year Budget	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	8,262	0	20,000	1,850	18,150	10,000	Reduction of current budget by £10,000 (2025/26 includes budget for maintenance work at Pilmere) Recommend virement to 6591 SE EMF Tree Maintenance for any surplus funds at Year End	10,380	10,774	11,183	11,608
6503 SE Allotments - Churchtown	1,324	0	1,000	0	1,000	500	Reduction of current budget by £500 (2025/26 budget includes new water troughs) Recommend virement to 6599 SE EMF Allotments for any surplus funds at Year End	519	539	559	580
6532 SE Allotments - Grenfell	0	0	3,500	120	3,380	500	Reduction of current budget by £3,000 (2025/26 budget includes fencing and gates) Recommend virement to 6599 SE EMF Allotments for any surplus funds at Year End	519	539	559	580
6533 SE Allotments - Fairmead	0	0	2,000	20	1,980	750	Reduction of current budget by £1,250 including water usage (2025/26 budget includes improvements to accessibility) Recommend virement to 6599 SE EMF Allotments for any surplus funds at Year End	779	809	840	872
6506 SE Grounds Maintenance & Watering	10,721	0	18,000	12,479	7,971	12,000	Reduction of current budget by £6,000 (no plan to maintain Victoria Gardens or other devolved assets)	12,456	12,929	13,420	13,930
6508 SE Public Toilets (Operational Costs)	6,533	0	7,051	1,817	5,234	7,319	Current Year Budget + CPI	7,597	7,886	8,186	8,497
6517 SE Cornish Cross (Maintenance)	328	0	400	53	347	415	Current Year Budget + CPI	431	447	464	482
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	0	3,043	352	2,691	3,159	Current Year Budget + CPI	3,279	3,404	3,533	3,667
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	0	5,318	2,587	2,731	5,520	Current Year Budget + CPI	5,730	5,948	6,174	6,409
6529 SE Refuse Disposal	6,181	0	6,694	2,646	4,048	6,948	Current Year Budget + CPI	7,212	7,486	7,770	8,065
6530 SE Allotment Software Subscription	669	0	462	420	42	508	Current Year Budget + 10%	527	547	568	590
6531 SE Public Toilet Commercial Cleaning	34,370	0	38,469	15,941	22,528	42,175	25/26 contract £38,342 + 10% to include min wage costs	43,778	45,442	47,169	48,961
Total Grounds & Premises Expenditure	74,575	0	105,938	38,288	70,100	89,795		93,208	96,751	100,426	104,242
Longstone Expenditure											
7100 LO Rates - Longstone	0	0	0	0	0	0	No plans for Rate Valuation Office to make assessment for 2026/27	0	0	0	0
7101 LO Water Rates - Longstone	2,345	0	1,782	1,583	199	2,434	Prior Year Budget + CPI	2,526	2,622	2,722	2,825
7103 LO Electricity - Longstone	1,580	0	1,629	413	1,216	1,691	Current Year Budget + CPI	1,755	1,822	1,891	1,963
7104 LO Fire & Security Alarm & CCTV - Longstone	89	0	1,117	585	532	1,159	25/26 Contract £368 plus budget for maintenance	1,203	1,249	1,296	1,345
7107 LO Rent - Longstone	4,680	0	6,084	1,950	4,134	4,680	Check with CC if any increase in rent and insurance	4,858	5,043	5,235	5,434
7108 LO Cleaning Materials & Equipment - Longstone	650	0	363	131	232	377	Current Year Budget + CPI	391	406	421	437
7110 LO General Repairs & Maintenance - Longstone	1,194	0	2,500	120	2,380	5,595	Current Year Budget + CPI Additional £3k for new chemical & storage units SB to confirm	5,808	6,029	6,258	6,496
7114 LO Equipment - Longstone	0	0	1,700	996	704	500	Reduction of current budget by £1,200	519	539	559	580
7121 LO IT & Office Costs - Longstone	616	0	1,773	738	1,035	1,290	Reduction of current budget by £483	1,339	1,390	1,443	1,498
7123 LO Annual Keyholding Service (new code)	0	0	0	0	0	184	2025/26 Contract £167 + 10% Previously budgeted to Guildhall	191	198	206	214
6673 ST SE Services Delivery Clothing	1,374	0	2,504	836	1,668	2,599	Current Year Budget + CPI	2,698	2,801	2,907	3,017

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 2030/31
6674 ST SE Services Delivery - Mobiles	904	0	2,060	1,037	1,023	2,244	Average monthly cost £165 + Annual MDM subscription £60 + 10% increase	2,329	2,418	2,510	2,605
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	0	1,721	537	1,184	2,160	Based on average monthly cost	2,242	2,327	2,415	2,507
Total Longstone Expenditure	15,305	0	23,233	8,926	14,307	24,913		25,859	26,844	27,863	28,921
Town & Waterfront Expenditure											
6504 SE Street Furniture (Maintenance)	1,394	0	2,575	196	2,379	2,673	Current Year Budget + CPI	2,775	2,880	2,989	3,103
6505 SE Street Lighting	501	0	773	56	717	802	Current Year Budget + CPI	832	864	897	931
6511 SE Tourism & Signage	60	0	15,000	0	15,000	0	Decrease budget to £1,000 (2025/26 budget includes replacement/improvements various wayfinding and information boards throughout the town) Virement recommended to 6569 SE EMF Tourism & Signage for any surplus funds at Year End	0	0	0	0
6512 SE Bus Shelters (Maintenance)	0	0	582	0	582	604	Current Year Budget + CPI	627	651	676	702
6515 SE Festive Lights Maintenance & Electricity	3,751	0	3,869	4,141	2,728	4,016	Current Year Budget + CPI 2024/25 Electricity £2,101	4,169	4,327	4,491	4,662
6519 SE Flags & Bunting	2,378	0	3,043	629	2,414	2,000	Reduction of current budget by £1,043	2,076	2,155	2,237	2,322
6522 SE Pontoon (Maintenance Costs)	2,250	0	3,090	1,644	1,446	3,207	Current Year Budget + CPI	3,329	3,456	3,587	3,723
6524 SE Vehicle Maintenance and Repair Costs	9,332	0	10,815	3,742	7,073	11,226	Current Year Budget + CPI	11,653	12,096	12,556	13,033
6527 SE Salt Bins Refill	0	0	554	0	554	575	Current Year Budget + CPI	597	620	644	668
6528 SE Pontoon Accommodation	5,496	0	6,306	2,797	3,859	1,388	Current budget + CPI = £6,940 (Transfer 80% of cost to 6654 PE Staff Welfare £5,552)	1,441	1,496	1,553	1,612
6534 SE Pontoon Broadband	0	0	272	140	132	299	Current Year Budget + CPI	310	322	334	347
6535 SE Annual Keyholding Service (new code)	0	0	0	0	0	184	2025/26 Contract £167 + 10% Previously budgeted to Guildhall	191	198	206	214
Total Town & Waterfront Expenditure	25,162	0	46,879	13,344	36,885	26,974		27,809	28,867	29,964	31,103
Total Service Delivery Operating Expenditure	115,041	0	176,050	60,557	121,293	141,682		146,876	152,462	158,253	164,266
Total Service Delivery Operating Surplus/ (Deficit)	(90,270)	0	(153,397)	(39,032)	(119,365)	(118,801)		(123,125)	(127,808)	(132,662)	(137,703)
Service Delivery EMF Expenditure											
Grounds & Premises EMF Expenditure											
6471 SE EMF Heritage Centre	250	7,166	8,800	0	35,966	19,400	Recommendation from Property Maintenance	4,400	4,400	4,400	4,400
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	0	52,791	25,000	Recommendation from Property Maintenance	25,000	0	0	0
6580 SE EMF Public Toilets (Capital Works)	1,686	13,898	12,500	0	26,398	0	Recommendation from Property Maintenance	0	0	0	0
6588 SE EMF Victoria Gardens	519	14,481	0	0	14,481	0	Recommendation from Property Maintenance	0	0	0	0
6589 SE EMF Community Tree Planting Initiatives	0	3,145	0	39	3,106	0	No increase required	0	0	0	0
6591 SE EMF Open Spaces & Tree Maintenance (Rename code)	0	13,212	3,000	0	16,212	3,000	Recommendation from Property Maintenance	3,000	0	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	2,717	2,500	0	5,217	0	Recommendation from Property Maintenance	0	0	0	6,000
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	0	1,800	1,307	5,493	1,000	Recommendation from Property Maintenance	1,000	1,000	1,000	1,000
6599 SE EMF Allotments (new code)	0	0	0	0	0	0	Virements recommended from 6503 SE Allotments - Churchtown & 6532 SE Allotments - Grenfell & 6533 SE Allotments - Fairmead at Year End	0	0	0	6,000
Total Grounds & Premises EMF Expenditure	4,469	107,410	28,600	1,346	159,664	48,400		33,400	5,400	5,400	11,400
Longstone EMF Expenditure											
7170 LO EMF Longstone Depot Capital Works	1,212	2,288	14,750	0	17,038	0	Recommendation from Property Maintenance	150	0	5,750	0
7122 SE EMF Legal & Professional Fees (Longstone)	0	0	0	0	0	1,000	Recommendation from Property Maintenance	1,000	1,000	1,000	1,000
Total Longstone EMF Expenditure	1,212	2,288	14,750	0	17,038	1,000		150	0	5,750	0
Town & Waterside EMF Expenditure											
6570 SE EMF Notice Boards (Repair & Replace)	550	956	0	(47)	1,003	0	No increase required		0	0	0
6572 SE EMF Festive Lights	12,421	18,568	32,000	3,025	47,543	12,000	Contract installments: 2025/26 £26,609.80 2026/27 £26,609.80 2027/28 £26,609.80 2026/27 Catenary wires £2,500 Additional £2k pa for ongoing maintenance	28,609	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	1,443	0	No increase required		0	0	0
6574 SE EMF Salt Bins	96	2,272	0	0	2,272	0	No increase required		0	0	0
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	0	1,367	0	No increase required		0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	51,038	17,462	0	68,500	0	Precept 2025/26 £68,500: Electric trimmers, blowers & hoovers with spare batteries £11.5k Replace STC2 with new electric version £42k Used RTV Kubota £15k Precept 2026/27 No increase required	0	0	0	0
6582 SE EMF Town War Memorial	14,540	1,978	0	0	1,978	15,000	Recommendation from Property Maintenance		0	0	0
6584 SE EMF Pontoon Maintenance Costs	29,035	9,732	0	109,850	9,052	2,000	Recommendation from Property Maintenance	2,000	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 2030/31
6590 SE EMF Utilities & Rates	0	2,157	0	0	2,157	0	No increase required	0	0	0	0
6598 SE EMF Crime Reduction (CCTV)	0	65,739	0	45,065	20,674	2025/26 committed costs for energy and monitoring £1,725		0	0	0	0
						0 2026/27 estimated cost for energy and monitoring £3,600					
						No inrease required for 2026/27					
6569 SE EMF Tourism & Signage (new code)	0	0	0	0	0	15,000	Committee agreed to increase by £15k Virement recommended from 6511 SE Tourism & Signage for any surplus at Year End	15,570	16,162	16,776	17,413
Total Town & Waterside EMF Expenditure	91,061	155,250	49,462	157,893	155,989	44,000		46,179	46,162	46,776	47,413
Total Service Delivery EMF Expenditure	96,742	264,948	92,812	159,239	332,691	93,400		79,729	51,562	57,926	58,813
Total Service Delivery Expenditure (Operational & EMF)	211,783	264,948	268,862	219,797	453,983	235,082		226,605	204,024	216,179	223,079
Total Service Delivery Budget Surplus/ (Deficit)	(187,011)	(264,948)	(246,209)	(198,271)	(452,056)	(212,201)		(202,854)	(179,370)	(190,588)	(196,516)
Estimated CPI 3.8% based on July as reported by Office of National Statistics 20-08-25				Precept 2025/26		-241,009					
				Precept 2026/27		-212,201					
				Increase / (Decrease)		(28,808)					
				Difference as %		-11.95%					

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only													
Page 629	Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget					Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31
			2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	
Cemeteries		EMF											
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	£0.00	Actual spend £2,258 for fencing the compound area of the site
Churchtown Cemetery TOTAL		TOTAL	£0.00	£5,972.00	£0.00	£5,972.00	£0.00	£1,500.00	£1,500.00	£0.00	£0.00	£0.00	
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	£0.00	Rebuilding stone wall £15,763 (May 23)
St Stephens Cemetery TOTAL		TOTAL	£0.00	£9,952.00	£0.00	£9,952.00	£0.00	£3,000.00	£3,000.00	£0.00	£0.00	£0.00	
Guildhall - Major works		EMF											All major works completed in 17/18
External repairs and decorations		6470 GH EMF Guildhall Maintenance	£76,364.64	£7,922.00	£6,927.00	£995.00							Completed 2025/26 repairs to stairwell wall £3487. Repairs to external drain £2,463
Exterior - Building				£8,000.00	£0.00	£8,000.00		£7,400.00	£7,400.00	£7,400.00	£7,400.00	£7,400.00	Allow for building wash in 3 years P2 £3,000 and re-paint in 6 years P4 £42,000 = Total £45,000 less £8,000 precept 2025/26 = £37,000 split over 5 years
Internal guildhall decorations works			£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				£1,500.00	£0.00	£1,500.00		£1,000.00	£1,000.00				Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas Carpet stretching or replacement required - stretch or replace £3,000 less precept 2025/26 £1,500 Members agreed to increase the 2026/27 & 2027/28 budget to £1,000
Professional Fees for the above		6418 GH EMF Legal & Professional Fees	£9,603.00	£418.00	£0.00	£418.00	£418.00	£2,088.00	£2,088.00	£2,088.00			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	£1,237.00	£2,504.00		£4,182.00	£4,487.00	£4,711.35	£4,946.92	£5,194.26	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	£0.00	Pyramid June 22 (Cert £650)
Guildhall - Major works TOTAL		TOTAL	£88,819.64	£31,581.00	£8,164.00	£23,417.00	£418.00	£25,670.00	£24,975.00	£24,199.35	£12,346.92	£12,594.26	

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Library

Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget					Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31)
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
	EMF											
Roof replacement and repair			£0.00			£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	£16,226.35	£14,971.80	£0.00							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 + 2025/26 £14,972). Funding received from CC £15k December 2024
Other Costs		£4,567.37		£1,254.55								Total Spent to 2024/25 £5,282 (including planning application fees, asbestos survey & heritage impact assessment, Zurich Insurance, CC Building control)
Additional staff toilet	6971 EMF Saltash Library Property Refurbishment (includes Public Works Loan Board)	£0.00	£139,682.65	£0.00	£139,682.65							This project is in the early planning stage
Seating area / vending machine												This project is in the early planning stage
Mechanical Extract Fan to Kitchen and Toilets												This project is in the early planning stage
Public fully accessible toilet												This project is in the early planning stage
Roof	6976 LI EMF Library General Repairs & Maintenance (New code to separate General Maintenance from Internal Refurbishment)		£300.00	£300.00	£0.00		£600.00	£1,350.00	£1,350.00	£1,850.00	£1,850.00	2025/26 Actual includes Drone camera survey to inspect condition of upper roof £300 Make allowance for some patch repairs. to roof - P2 £1,500 & P3 £2,500 Periodic access and clearance of gutter outlets. Assume twice yearly. Likely to require MEWP access - P1 £600. P2 £1,200 & P3 £1,200
Gutters and Downpipes			£150.00		£150.00		£2,600.00					Replace broken brackets P1 £250 (Budgeted £150 2025/26) Roof outlet repairs required as Barron Surveying Services letter 4th June 2025. Budget allows for a tower scaffold access
Fascia's and Soffits			£3,400.00		£3,400.00				£1,250.00	£1,250.00	£1,250.00	Thorough clean of self-finished boards to remove moss. Prepare and paint concrete overhang. Allowance made for cherrypicker access. P1 £3,650. P3 £3,650 (Budgeted £3,400 2025/26)
External Wall			£250.00		£250.00							Flexible filler into cracks, close matching colour. (Budgeted £250 2025/26)
Windows and Doors			£1,000.00		£1,000.00					£500.00	£500.00	4no. Metal or timber windows - prepare and paint. P1 £1,000. P3 £1,000 (Budgeted £1,000 2025/26)
Internal										£750.00	£750.00	Piecemeal repairs to carpet tile areas P3 £1,500
Professional Fees for Library Internal improvements	6918 EMF Legal & Professional Fees	£6,900.00	£13,105.00	£0.00	£13,105.00	£11,500.00	£0.00	£0.00	£0.00			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 Sub-committee agreed at precept planning no budget required Budget 12% of project cost
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	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
Library TOTAL	TOTAL	£71,354.57	£175,114.00	£16,526.35	£158,587.65	£11,500.00	£3,200.00	£1,350.00	£2,600.00	£5,350.00	£4,350.00	

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		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
Maurice Huggins Room	EMF											RFO ADVISES NOT BUDGETING FOR BUILDING RELATED COSTS AS STC HAS AN IMPLIED TENENACY AT WILL AND NO FORMAL WRITTEN AGREEMENT.
External & Internal repairs and decorations	6472 MA EMF Maurice Huggins Room	£0.00	£3,073.00	£0.00	£3,073.00		£0.00	£0.00	£0.00	£0.00	£0.00	Tenancy At Will - New contract subject to Devolution agreement
Gutters and Downpipes			£300.00	£0.00	£300.00			£0.00	£0.00	£0.00		Check gully for blockages and clean & clear thorough annually P1 £200. P2 £200. P3 £200 (Budgeted £300 2025/26)
Fascia's and Soffits			£300.00	£0.00	£300.00					£0.00		Thorough wash and paint P1 £300. P3 £300 (Budgeted £300 2025/26)
Walls			£1,000.00	£0.00	£1,000.00			£0.00				Prepare and paint
Windows and Doors			£150.00	£0.00	£150.00							Repair cladding board (Budgeted £150 2025/26)
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	£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	£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
Maurice Huggins Room TOTAL	TOTAL	£156.00	£4,823.00	£0.00	£4,823.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
SERVICES												
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							Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £390 per month including insurance.
Roof Coverings			£150.00	£0.00	£150.00			£150.00		£150.00		Cut back vegetation from roof edge P1 £150. P2 £150. P3 £150 (Budgeted £150 2025/26)
Gutters and Downpipes			£100.00	£0.00	£100.00							Repair downpipe (Budgeted in 2025/260
Fascia's and Soffits			£500.00	£0.00	£500.00					£500.00		Paint timber fascia and barge boards
External Walls			£2,600.00	£0.00	£2,600.00					£2,600.00		Prepare and paint (Budgeted £2,600 in 2025/26)
External Walls			£1,000.00	£0.00	£1,000.00							Tap test render on this elevation. If hollow, render replacement will be necessary. Allowance for tap test investigation only (Budgeted £1,000 2025/26)
Windows and Doors			£0.00	£0.00	£0.00					£500.00		Prepare and paint timber door included.
Internal			£6,400.00	£0.00	£6,400.00							Remove all de-bonded render off concrete wall left hand elevation. Re-render. Remove ceiling boards in store along length of wall. Inspect joists. Treat and repair as necessary. Reinstate ceilings. Note - full scope of work not known until render removal is underway and timbers exposed. Budget allowance. Tap test shows front corner behind downpipe is hollow and estimate 25% of render area across this wall. (Budgeted £6,400 2025/26)
Windows and Doors Garage Roller Shutter Door			£3,000.00	£0.00	£3,000.00					£2,000.00		Safety works undertaken in Feb 2024 & serviced in July 2025. Potential need for a replacement door in P3. 2029/30. Estimated cost £5,000 (Budgeted £3,000 2025/26)
Professional Fees for the above	7122 EMF Legal & Professional Fees (Longstone)						£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Estimate 12% of project cost for professional fees
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	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
Longstone Park Depot TOTAL	TOTAL	£1,212.00	£17,038.00	£0.00	£17,038.00	£0.00	£1,000.00	£2,150.00	£1,000.00	£6,750.00	£1,000.00	

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		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
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)
Alexandra Square Redevelopment of toilet block to improve facilities			£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			£0.00		£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.
Belle Vue Redevelopment of toilet block to improve facilities			£0.00		£0.00							Leasehold 99 years from 01-02-2018 Cornwall Council.
Professional Fees for above Waterside Toilet project	6595 SE EMF Legal & Professional Fees (Grounds & Premises)		£1,800.00	£0.00	£1,800.00							Fees 15% of project cost (£120,250) = £18,000
Public Toilets TOTAL	TOTAL	£0.00	£28,198.00	£0.00	£28,198.00	£0.00	£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			£0.00		£0.00							Quote Fees 12% of project cost (£263,200) = £31,500
Redevelopment of Single Shed over road between pillars			£0.00		£0.00							Quote £32,900 (to include planning applic/building regs fees, pre-demolition survey and building cost)
Professional fees for above			£0.00		£0.00							Quote Fees 12% of project cost (£29,400) = £3,550
Waterside Sheds TOTAL	TOTAL	£0.00	£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							2023/24 Actual £1,473 replace guttering including scaffolding
Roof			£300.00	£250.00	£50.00							2025/26 Actual includes Roof. Camera drone survey to examine current conditions £250
Roof			£0.00	£0.00	£0.00		£4,400.00	£4,400.00	£4,400.00	£4,400.00	£4,400.00	Plan to strip and recover the roof in the foreseeable future. P3 £22,000
Building Exterior			£0.00	£0.00	£0.00		£15,000.00					REAR ELEVATION Barron Surveying Services letter 17th October 2024 and scope of work for external decoration and repair. Make plans to carry out the work P1 £15,000
Building Exterior			£27,500.00	£0.00	£27,500.00							At tender through STC 2025 works anticipated Autumn 2025 P1 £12,000
Professional fees for above	6595 SE EMF Legal & Professional Fees (Grounds & Premises)		£5,000.00	£350.00	£4,650.00		£1,000	£1,000	£1,000	£1,000	£1,000	Estimate fees 12% of project cost
Heritage Building TOTAL	TOTAL	£250.00	£40,966.00	£600.00	£40,366.00	£0.00	£20,400.00	£5,400.00	£5,400.00	£5,400.00	£5,400.00	

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Item	Budget Code	Actual Spent Prior Year	Budget	Actual Spent YTD	Budget Left	Planned/ Committed (Excluded from Budget Left)	Budget					Red text = Notes for considerations Purple text = New Code Blue text = Barron Surveying recommendations Oct 24 Green text = Barron Surveying recommendations June 25 (Priority 1 = 2026/27, Priority 2 = 2027/28 & 2028/29, Priority 3 = 2029/30 & 3030/31
		2024/25	2025/26	2025/26	2025/26	2025/26	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Comments
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	£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	£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
Town War Memorial	6582 SE EMF Town War Memorial		£1,978.00	£0.00	£1,978.00		£15,000.00					Pursuant to Services 37/24/25 It was proposed by Councillor Bickford, seconded by Councillor Brady and RESOLVED to refer the refurbishment of the Borough War Memorial railings and gates to the Property Maintenance Sub Committee, to sit within the five-year plan setting meeting, for the year 2026/27 precept. Quotation received Dec 2024 £13,600
Outdoor Land and Fences TOTAL		£ 2,533.00	£ 85,462.00	£ -	£ 85,462.00	£ -	£ 43,000.00	£ 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		£2,000.00	£2,000.00	TBC	TBC	TBC	Tenancy at Will with CC. 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 received £37,563 Future maintenance plans estimated £4k per year (Maintenance Schedule - Annual, 2 Yearly & 8 - 10 Yearly)
Waterside Pontoon TOTAL		£29,035.00	£118,902.00	£109,850.00	£9,052.00	£0.00	£2,000.00	£2,000.00	£0.00	£0.00	£0.00	
Cornish Cross		EMF										
Cornish Cross Management	6593 SE EMF Cornish Cross (Maintenance)		£5,217.00	£0.00	£5,217.00						£6,000.00	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		£0.00	£5,217.00	£0.00	£5,217.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	
Station (Isambard House)		EMF										
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	£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
Building Exterior			£4,000.00		£4,000.00		£2,000.00	£2,000.00	£2,000.00			Rake out and fill cracking, prepare and paint render and all previously painted joinery including chimneys. P2 £10,000 (Budgeted £4,000 2025/26)
Building Exterior			£200.00		£200.00							Minor touch up of windows (Budgeted £200 205/26)
Roof												Re-roofed circa 2020. No work anticipated.
Gutters and Downpipes												Metal Heritage style gutters and downpipes installed circa 2020. Self-finished colour. No work anticipated.
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)	£0.00	£0.00		£0.00		£0.00	£500.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
Station (Isambard House) TOTAL		£31,822.00	£60,058.00	£0.00	£60,058.00	£0.00	£2,000.00	£2,500.00	£2,000.00	£0.00	£0.00	
GRAND TOTAL		£225,182.21	£583,283.00	£135,140.35	£448,142.65	£11,918.00	£101,770.00	£70,875.00	£35,199.35	£29,846.92	£29,344.26	

Precept 2025/26
Increase of £94,009
% Increase £7,761.00
8.3%