

To receive a report on the Waterside Welfare Cabin and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 15.01.2026

Officer Writing the Report: Administration Officer

Purpose of the report: Due to the lease period nearing completion best value and a full review of the current location was undertaken.

Officer's Recommendations

Members are asked to confirm which option they would like the Administration Department to explore further, with a detailed cost report to be presented at the scheduled Services meeting in April.

Report Summary

The Service Delivery Team currently have a Welfare Cabin based at the Waterside; the cabin incorporates a lunch area, drying room, toilet facilities and storage for Grounds Maintenance uniform and equipment. **See Appendix A.**

The existing cabin is approaching 5 years old. The average life-span of a cabin and effluent tank made of toughened steel is 10-15 years.

The current cabin was subject to a minimum 4-year lease agreement at a charge of £70.00 per week. This ends in June 2025 and we are on a rolling month by month contract.

An alternative location at the Depot was explored, however costs to supply water and electricity would be accrued and associated permissions from Cornwall Council would be required. The Administration Department has requested a site visit from the Town Council's current supplier to confirm if the site is suitable for a cabin to be installed. See Appendix B for the site view of cabin placing at the depot.

Should the cabin be moved, arrangements would need to be made to rehouse both the pontoon gate system and the lifesaving equipment currently accommodated within the office space.

Members are asked to consider and confirm how they may wish to proceed.

Option 1 – Continued Lease of Existing Welfare Cabin (not including Effluent Tank)

As the lease period is drawing to the end of its 5-year period the following options to continue a lease for the existing cabin is as follows.

Lease Period	Weekly Cost	Annual Cost of welfare cabin	Committed cost over lease period
1 year	£65	£3,380	£3,380
2 years	£60	£3,120	£6,240
3 years	£55	£2,860	£8,580

Please see **Appendix C** for Welfare Cabin lease details.

Option 2 – New Welfare Cabin Lease (**not** including Effluent Tank)

Lease Period	Weekly Cost	Annual Cost	Committed cost over lease period
Minimum of 5 years	£95	£4,940	£24,700

Additional cost for delivery and collection would be charged at £700

The benefits of leasing are primarily cost related. There is no initial capital expenditure, aside from delivery costs and an upfront payment equivalent to eight weeks of weekly payments.

With regard to cabin maintenance, the first two years are covered under the manufacturer's warranty. After this period, we would manage any repairs that may arise. Charges may apply where issues are deemed outside of normal wear and tear.

Associated costs for Effluent Tank

Associated lease costs for effluent tank are as follows:

Annual Cost	Cost annually for emptying	Committed cost over 1 year lease period
£260	£2,224.80	£3,004.80

Associated purchase costs for existing effluent tank are as follows:

Product	Cost
Purchase of existing effluent tank	£995
Purchase of new effluent tank	From £1,995

The existing effluent tank has been confirmed by the supplier to be compatible with the new welfare cabin option provided.

Option 3 – Purchase of a Welfare Cabin (including Effluent Tank)

Item description	Cost	Delivery	Collection
Existing Welfare Cabin in situ (approaching 5 years old)	£16,995	N/A	N/A
New Welfare Cabin	£22,995	£350	Current supplier to observe cost for collection and disposal of existing cabin in situ

See Appendix D for Quote details.

Budgets

The cost of the welfare cabin is split between Service Delivery (20%) for monitoring the pontoon and Personnel (80%) as it is a welfare cabin provided to employees.

The annual lease of the existing cabin and lease and emptying of the effluent tank have been budgeted for under the following budget codes.

Budget Code: 6528 SE Pontoon Accommodation

Budget Availability 2026/27: £1,388

Budget Code: 6654 ST PE Staff Welfare: £5,552

Budget Availability 2026/27:

Total budgeted amount for 2026/27 for the welfare cabin: £6,940

STC have not budgeted for a capital expenditure for the welfare cabin therefore the Finance Officer has recommended if the Town Council were to purchase a cabin outright it would be required to be met from General Reserves.

General Reserves Budget Availability: £376,697.78

Signature of Officer:

Administration Officer