Saltash Town Council on behalf of Town Team

Date	PO No	Invoice No	Supplier	Description	TVF Total £84k	TAF - £21k TDF - £30k Total - £51k	S106 £100k	TRIP 037 (Saltash Markets)	TRIP 036 (BID)	Augmented Reality Trail Experience
				Deadline for all grant to be spent		31/03/2025	April 2027	31/01/2026	31/01/2026	
				Funding from Cornwall Council	£84,000.00					
28/05/2024				Funding from Cornwall Council (TAF/TDF)		£7,500.00				
16/01/2025				Funding from Cornwall Council (TAF/TDF)		£10,500.00				
27/03/2025				Funding from Cornwall Council (TAF/TDF)		£33,000.00				
10/07/2025				Funding from Cornwall Council S106 (CCTV)			£33,585.40			
04/09/2025				Cornwall Council - Funding from S106 (25% match funding for TRIP037)			£1,234.07			
11/12/2025				Cornwall Council - TRIP037 Claim 1				£1,830.51		
04/09/2025				Cornwall Council - Funding from S106 (25% match funding forTRIP036)			£2,500.00			
29/01/2026				Cornwall Council - TRIP036					£7,500.00	
19/02/2026				Cornwall Council - TRIP037 Claim 2				£1,038.28		
28/04/2022	N/A	Jnl No 34979	Internal STC	Admin Support 28.4.22	-£64.20					
07/10/2022	5385	INVOICE JANUARY 2023	Mel Richardson Consultancy	Consultancy Work	-£2,100.00					
30/06/2022	N/A	Journal No. 38981	Internal STC	Admin Support - June 2022	-£56.18					
31/07/2022	N/A	Journal No. 38984	Internal STC	Admin Support - July 2022	-£64.20					
30/09/2022	N/A	Journal No. 38985	Internal STC	Admin Support - Aug/Sept 2022	-£228.57					
31/10/2022	N/A	Journal No. 39313	Internal STC	Admin Support - October 2022	-£139.95					
30/11/2022	N/A	Journal No. 39314	Internal STC	Admin Support - November 2022	-£110.90					
31/03/2023	5726	3044 (3698-A)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants March Payment - Architecture Studio Hive	-£11,478.33					
28/04/2023	5726	307 (3698-B)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants April Payment - Architecture Studio Hive + Town Vitality Open Space Project Appointed Consultants - Additional charge for Hobs Reprographics printing of consultation posters for event key stake holder event held 27/04/2023	-£11,603.97					
28/05/2023	5726	3049 (3698-C)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants May Payment - Architecture Studio Hive	-£11,478.33					
28/06/2023	5726	3053 (3698-D)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants June Payment - Architecture Studio Hive. Hobs Reprographics printing for consultation event 16th/17th June 2023 invoice S2015INV23060450	-£11,668.65					
28-Jul	5726	3055 (3698-E)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants July Payment - Architecture Studio Hive	-£11,478.33					
30-Aug	5726	3058 (3698-F)	Architecture by Studio Hive Ltd	Town Vitality Open Space Project Appointed Consultants August Payment - Architecture Studio Hive	-£11,619.45					
19/06/2023	5874	9RADYQT7T2 (4039-A), VKE4CQX7T2 (4039-B), NWJC9RBT2 (4039-C)	Credit Card (Meta)	Facebook boost post for Town Vitality Public Consultation event on Friday 16th and 17th June	-£20.00					
13/07/2023	5914	6356622604454127-12783088 (4172)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£25.00					
29/07/2023	5951	6405641176218936-12893337 (4183-A)	Credit Card (Meta)	Credit Card Purchases - Facebook boost post for Town Vitality Public Consultation closing 14/7/23	-£5.00					
16/07/2023	N/A	CN-4962	Internal STC	Photocopying Fees - Photocopying Fees for Town Vitality	-£120.00					
08/06/2023	5795	18831 (4143)	Saltash & District Observer	Saltash & District Observer - Town vitality Saltash District Observer notice advert. Approved by town team members Front page - 10 x 2 - £219 – (Carlton Plastics size).	-£219.00					
09/06/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2000 Saltash Leaflet A5 4/4,	-£165.00					
05/05/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	2500 Saltash Leaflet A5 4/4	-£197.00					
12/10/2023	5615	INVOICE OCTOBER 2023	Mel Richardson Consultancy	Project Management Support for Vitality Funded Open Space Project	-£2,500.00					
13/10/2023	5726	3063	Architecture by Studio Hive Ltd	3 Hours Charged. & Neil Sansum's attendance at Council meeting 7th September 2023 - mileage	-£382.50					
20/12/2023	6314	TDF1	Mel Richardson Consultancy	Appointment of consultant to prepare the Town Vitality Delivery Fund Application.	-£1,800.00					
18/03/2024	6545	3077	Architecture by Studio Hive Ltd	Saltash Open Space Project: Next Steps	-£3,000.00					

Date	PO No	Invoice No	Supplier	Description	TVF Total £84k	TAF - £21k TDF - £30k Total - £51k	S106 £100k	TRIP 037 (Saltash Markets)	TRIP 036 (BID)	Augmented Reality Trail Experience
03/04/2024	6545	3078	Architecture by Studio Hive Ltd	Town Team Open Space Project – Next steps Graphic design work in relation to publicity material	-£250.00					
30/05/2024	6563	Open Space February to May	Mel Richardson Consultancy	Open Space Next Stage Work – as per proposal submitted and including printing of 300 flyers.	-£3,225.44	-£574.56				
11/06/2024	6782	CINV-089008	Cormac Contracting Ltd	Road safety audit report for the community open space project - Fore Street on behalf of Town Team		-£4,649.00				
24/10/2024	7103	Open Space Delivery 2	Mel Richardson Consultancy	Town Vitality TDF and TAF Funding works - Open space for markets/improved greening		-£4,000.00				
15/01/2025	7257	M010693	Diverse Events	To deliver the planning, delivery, onsite management and road closures for 6 Street Markets with 17 market traders at each under the TDF and TAF funded project.		-£11,414.84				
30/01/2025	7353	INV-3700	Meristem Design Ltd	Design and installation of street furniture to include planters and signage (50% deposit)		-£29,444.00				
28/05/2025	7353	INV-3701	Meristem Design Ltd	Design and installation of street furniture to include planters and signage (50% balance)			-£29,444.00			
14/02/2025	7394	M10684	Diverse Events	x4 Banners for promotion of the Saltash Market Trials - as requested by Town Team		-£134.00				
10/03/2025	7468	INV-7966 & INV7965	The Urbanist	Support STC Town Team with Fore Street greening and Wayfinding project		-£783.60	-£4,141.40			
27/09/2025	7994	M012135	Diverse Events	Upfront cost for the Saltash Market events managed by Diverse Events				-£270.81		
29/10/2025	7994	M012238	Diverse Events	September Invoice for the Saltash Market managed by Diverse Events				-£1,076.00		
29/10/2025	7994	M012239	Diverse Events	October invoice for the Saltash Market managed by Diverse Events.				-£1,093.87		
01/12/2025	7994	M012240	Diverse Events	November invoice for the Saltash Market managed by Diverse Events.				-£1,093.87		
14/12/2025	7960	Saltash BID 1	Mel Richardson Consultancy	To deliver the feasibility study of developing a Business Improvement District for the town. under the secured funding from Cornwall Council's TRIP					-£10,000.00	
15/01/2026	7994	MO112116	Diverse Events	December invoice for the Saltash Market managed by Diverse Events. Please note - this invoice has been reduced from the original quote due to the cancellation of the event.				-£290.50		
22/07/2026	8437	CP-2020-156	Carbon Pixel	One-day discovery and feasibility review to investigate the most suitable approach for creating flexible, seasonal AR trail experiences around Saltash, including options for community, visitor and commercially sponsored trails.						-£450.00

SUMMARY

	TVF	TAF & TDF	S106	TRIP 037	TRIP 036	AR Trail
Project Total	£84,000.00	£51,000.00	£100,000.00	£4,936.29	£10,000.00	£450.00
Funding Received So Far	£84,000.00	£51,000.00	£37,319.47	£4,102.86	£10,000.00	£0.00
Funding to be Received	£0.00	£0.00	£62,680.53	£0.00	£0.00	£450.00
Total Expenditure	-£84,000.00	-£51,000.00	-£37,319.47	-£3,825.05	-£10,000.00	-£450.00
Balance Left to Spend	£0.00	£0.00	£62,680.53	£277.81	£0.00	£0.00

TVF = Town Vitality Fund **(All funds fully spent)**

TAF = Town Accelorator Fund (For markets) £21k **(All funds fully spent)**
Payable Schedule
£10,500 - Within a reasonable timeframe of signing the Grant Offer Letter (22-05-24)
£10,500 - Within a reasonable timeframe of delivery of all Grant outcomes
Grant Outcomes
1) Send to CC any relevant docs for project
2) Evidence of consultation with businesses and residents of Fore Street
3) Evidence of delivery of trial markets and CC to be notified of these dates
4) Provision of evidence of expenditure and updates if requested by CC

TDF = Town Delivery Fund (Greening - Plants & Improved signage) **(All funds fully spent)**
Payable Schedule
£7,500 - Within a reasonable timeframe upon signing the agreement dated 11th April 2024
£7,500 - Further payment in accordance with schedule 3
£15,000 - Within reasonable timeframe of provision of evidence of targets reached per schedule 3
Scedule 3
1) Provision of more detailed plans for intended public realm improvememts to Fore Street, discussed and approved by Highways Team and agreed by CC. Second £7,500 to be paid within reasonable timeframe of agreement of detailed plans and endorsed by Highways Team
2) Further targets will be agreed between CC and STC once more detailed plans become available

S106 (Funds held by CC) £100k
Deadline April 2027. Ring fenced criteria in accordance with Mel Richardson S106 appliation

TRIP 036 (BID) £10,000 (Grant awarded £7,500 Matched funded by S106 25% £2,500) **(All funds fully spent)**
Payable Schedule
Final claim submission 31/01/2026
Outputs and reporting requirements
31/01/2026 Please provide a report with your final claim which explains how the grant investment has impacted on your organisation as outlined in your original application and how it has contributed to the Good Growth Principles, Outputs & Outcomes and explain how it will enable the business to grow in the future
31/07/2026 Please provide a Post Project Update Report on your project **and its impact on the organisation, your contribution to the Good Growth Principles**

TRIP 037 Saltash Markets Planned Expenditure £4,936.29 (TRIP Grant awarded £3,702.22 Match funded by S106 25% £1,234.07)
Due to cancellation of 2 market events ACTUAL SPEND reduced to £3,825.05 (TRIP037 Funding received £2,868.79. S106 Funding Received in advance £1,234.07 -overpaid by £277.81. CC have been contacted for confirmation of return - TBC)
Payable Schedule
Final claim submission 31/01/2026
Not all funding claimed due to 2 markets being cancelled due to bad weather
S106 money received based on 25% of original project spend of £4,936.29. Actual project spend reduced due to cancelled markets therefore we believe we need to refund partial S106 funding of £277.81. DEM is checking with CC
Outputs and reporting requirements
31/01/2026 Please provide a report with your final claim which explains how the grant investment has impacted on your organisation as outlined in your original application and how it has contributed to the Good Growth Principles, Outputs & Outcomes and explain how it will enable the business to grow in the future
31/07/2026 Please provide a Post Project Update Report on your project and its impact on the organisation, your contribution to the Good Growth Principles

Augmented Reality Trail (S106 funds drawdown requested £450)
Estimate received from Carbon Pixel for £450 + VAT for carrying out one day discovery and feasibility review