

**Saltash Town Council on behalf of Town Team**  
**Report Date: 30 September 2026**

| Date       | PO No | Invoice No              | Supplier                        | Description                                                                                                                                                                                                                                                                                             | TVF<br>Total £84k<br>COMPLETED | TAF - £21k<br>TDF - £30k<br>Total - £51k<br>COMPLETED | S106<br>£100k | TRIP 037<br>(Saltash Markets)<br>COMPLETED | TRIP 036<br>(BID)<br>COMPLETED | Augmented<br>Reality Trail<br>Experience | Saltash Town<br>Centre Lighting<br>Programme<br>£13,226.70 | Saltash Town<br>Council<br>Christmas Light<br>Switch On 2026<br>£3,549.12 |
|------------|-------|-------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|
|            |       |                         |                                 | Deadline for all grant to be spent                                                                                                                                                                                                                                                                      |                                | 31/03/2025                                            | April 2027    | 31/01/2026                                 | 31/01/2026                     |                                          |                                                            |                                                                           |
| 28/05/2024 |       |                         |                                 | Funding from Cornwall Council<br>Funding from Cornwall Council (TAF/TDF)                                                                                                                                                                                                                                | £84,000.00                     | £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)                                                                                                                                                                                                                                                               |                                |                                                       | £33,584.40    |                                            |                                |                                          |                                                            |                                                                           |
| 04/09/2025 |       |                         |                                 | Cornwall Council - Funding from S106 (25%<br>match funding for TRIP037)                                                                                                                                                                                                                                 |                                |                                                       | £1,234.07     |                                            |                                |                                          |                                                            |                                                                           |
| 13/08/2026 |       |                         | Cornwall Council                | Repay S106 underused match funding for TRIP<br>037 markets                                                                                                                                                                                                                                              |                                |                                                       | -£277.81      |                                            |                                |                                          |                                                            |                                                                           |
| 11/12/2025 |       |                         |                                 | Cornwall Council - TRIP037 Claim 1                                                                                                                                                                                                                                                                      |                                |                                                       |               | £1,830.51                                  |                                |                                          |                                                            |                                                                           |
| 04/09/2025 |       |                         |                                 | Cornwall Council - Funding from S106 (25%<br>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                                  |                                |                                          |                                                            |                                                                           |
| 13/08/2026 |       |                         |                                 | Cornwall Council - Feasability review for AR trail                                                                                                                                                                                                                                                      |                                |                                                       | £450.00       |                                            |                                |                                          |                                                            |                                                                           |
| 28/04/2022 | N/A   | Jnl No 34979            | Internal STC                    | Admin Support 28.4.22                                                                                                                                                                                                                                                                                   | -£64.20                        |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |
| 07/10/2022 | 5385  | INVOICE JANUARY<br>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<br>Consultants March Payment - Architecture Studio<br>Hive                                                                                                                                                                                                   | -£11,478.33                    |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |
| 28/04/2023 | 5726  | 307 (3698-B)            | Architecture by Studio Hive Ltd | Town Vitality Open Space Project Appointed<br>Consultants April Payment - Architecture Studio<br>Hive + Town Vitality Open Space Project<br>Appointed Consultants - Additional charge for<br>Hobs Reprographics printing of consultation<br>posters for event key stake holder event held<br>27/04/2023 | -£11,603.97                    |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |
| 28/05/2023 | 5726  | 3049 (3698-C)           | Architecture by Studio Hive Ltd | Town Vitality Open Space Project Appointed<br>Consultants May Payment - Architecture Studio<br>Hive                                                                                                                                                                                                     | -£11,478.33                    |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |

| Date       | PO No | Invoice No                                                         | Supplier                        | Description                                                                                                                                                                                     | TVF<br>Total £84k<br>COMPLETED | TAF - £21k<br>TDF - £30k<br>Total - £51k<br>COMPLETED | S106<br>£100k | TRIP 037<br>(Saltash Markets)<br>COMPLETED | TRIP 036<br>(BID)<br>COMPLETED | Augmented<br>Reality Trail<br>Experience | Saltash Town<br>Centre Lighting<br>Programme<br>£13,226.70 | Saltash Town<br>Council<br>Christmas Light<br>Switch On 2026<br>£3,549.12 |
|------------|-------|--------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|
| 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),<br>VKE4CQX7T2 (4039-B),<br>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-<br>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-<br>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<br>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                     |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |
| 03/04/2024 | 6545  | 3078                                                               | Architecture by Studio Hive Ltd | Town Team Open Space Project – Next steps<br>Graphic design work in relation to publicity material                                                                                              | -£250.00                       |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |

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| 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                | Cornac 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<br><b>25% Funded from S106</b><br><b>75% Funded from TRIP 037</b>                           |                                |                                                       | -£67.70       | -£203.11                                   |                                |                                          |                                                            |                                                                           |
| 29/10/2025 | 7994  | M012238                    | Diverse Events             | September Invoice for the Saltash Market managed by Diverse Events<br><b>25% Funded from S106</b><br><b>75% Funded from TRIP 037</b>                             |                                |                                                       | -£269.00      | -£807.00                                   |                                |                                          |                                                            |                                                                           |
| 29/10/2025 | 7994  | M012239                    | Diverse Events             | October invoice for the Saltash Market managed by Diverse Events.<br><b>25% Funded from S106</b><br><b>75% Funded from TRIP 037</b>                              |                                |                                                       | -£273.47      | -£820.40                                   |                                |                                          |                                                            |                                                                           |
| 01/12/2025 | 7994  | M012240                    | Diverse Events             | November invoice for the Saltash Market managed by Diverse Events.<br><b>25% Funded from S106</b><br><b>75% Funded from TRIP 037</b>                             |                                |                                                       | -£273.47      | -£820.40                                   |                                |                                          |                                                            |                                                                           |

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| 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<br><br><u>£2,500 Funded from S106</u><br><u>£7,500 Funded from TRIP 036 (BID)</u>                                   |                                |                                                       | -£2,500.00    |                                            | -£7,500.00                     |                                          |                                                            |                                                                           |
| 15/01/2026 | 7994  | MO112116      | Diverse Events             | December invoice for the Saltash Market managed by Diverse Events.<br><br>Please note - this invoice has been reduced from the original quote due to the cancellation of the event.<br><br><u>25% Funded from S106</u><br><u>75% Funded from TRIP 037</u>               |                                |                                                       | -£72.63       | -£217.87                                   |                                |                                          |                                                            |                                                                           |
| 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.<br><br><u>£450 Funded from S106</u> |                                |                                                       | -£450.00      |                                            |                                |                                          |                                                            |                                                                           |

| SUMMARY                              |             |             |             |            |             |          |             |                |
|--------------------------------------|-------------|-------------|-------------|------------|-------------|----------|-------------|----------------|
|                                      | TVF         | TAF & TDF   | S106        | TRIP 037   | TRIP 036    | AR Trail | Xmas Lights | Xmas Switch On |
| Project Total                        | £84,000.00  | £51,000.00  | £100,000.00 | £3,825.05  | £10,000.00  | £450.00  | £13,226.70  | £3,549.12      |
| Funding Received to Date (Non S106)  | £84,000.00  | £51,000.00  | £0.00       | £2,868.79  | £7,500.00   | £0.00    | £0.00       | £0.00          |
| Funding Received To Date (S106 only) |             |             | £37,490.66  | £956.26    | £2,500.00   | £450.00  | £0.00       | £0.00          |
| Funding to be Received               | £0.00       | £0.00       | £62,509.34  | £0.00      | £0.00       | £0.00    | £13,226.70  | £3,549.12      |
| Total Expenditure                    | -£84,000.00 | -£51,000.00 | -£37,490.67 | -£3,825.05 | -£10,000.00 | -£450.00 | £0.00       | £0.00          |
| Balance Left to Spend                | £0.00       | £0.00       | £62,509.33  | £0.00      | £0.00       | £0.00    | £13,226.70  | £3,549.12      |

[illegible]

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|----------|-------------|--------------------------------|-------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Augmented Reality Trail (S106 funds drawdown £450)</b><br>Estimate received from Carbon Pixel for £450 + VAT for carrying out one day discovery and feasibility review |       |            |          |             |                                |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |
| <b><u>Saltash Town Centre Lighting Programme Project Total £26,653.40 / S106 Awarded £13,226.70 (50%)</u></b><br>Waiting for official grant offer                         |       |            |          |             |                                |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |
| <b><u>Saltash Town Council Christmas Light Switch On 2026 - Project Total £3,549.12 / S106 Awarded £3,549.12 (100%)</u></b><br>Waiting for official grant offer           |       |            |          |             |                                |                                                       |               |                                            |                                |                                          |                                                            |                                                                           |