

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th October 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Lennox-Boyd, S Miller, L Mortimore, J Peggs (Chairman), B Samuels and P Samuels (Vice-Chairman).

ALSO PRESENT: S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: J Brady, M Griffiths, S Martin, B Stoyel and D Yates.

71/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

72/23/24 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.

None.

Councillor Mortimore arrived and joined the meeting.

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

None.

73/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

74/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

75/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 24TH AUGUST 2023 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 Peggs, seconded by Councillor Dent and **RESOLVED** to amend minute 54/23/24 point 7 to replace the word 'the' with 'Pillmere footpaths'.

It was proposed by Councillor Mortimore, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 24th August 2023 were confirmed as a true and correct record.

76/23/24 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To note the budget statements;
2. To vire £2,000 from 7100 Rates Longstone to 7104 Fire & Security Alarm – Longstone due to an overspend;
3. To vire £500.00 from 7103 Electricity Longstone to 7110 General Repairs and Maintenance Longstone due to an overspend;
4. To vire £500.00 from 7100 Rates Longstone to 6511 Tourism and Signage to cover any associated cost for the repair to a finger sign located on Lower Fore Street.

TO CONSIDER THE SERVICES COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Services strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the Services Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- To invest in Town Council employees;
- Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;
- Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences;
- Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

Health and Wellbeing

- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.

Travel and Transport

- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles;
- Promote and encourage walking and cycling routes in the community;
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes.

Climate Emergency

- Continue to implement sustainable and non-toxic grounds maintenance methods;
- Continue to partake in the No Mow May initiative to strategic areas;
- Seek further environmentally friendly alternatives for grounds maintenance works within the Town Council Service Delivery Department;
- Support community initiatives for tree planting and wildflower meadows;
- Continue to be Hedgehog Friendly;
- Continue to support and partake in the Plastic Free Community pledge.

Recreation and Leisure

- Promote mental health and wellbeing via the Town Council website;
- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.
- Continue to provide Pontoon facilities allowing access to the river and support better connectivity to neighbouring areas.

78/23/24

TO RECEIVE AND CONSIDER THE FOLLOWING SUB COMMITTEES RECOMMENDATIONS:

- a. Library held on 22nd August and 2nd October 2023;

RECOMMENDATION 1:

29/23/24 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation subject to providing delegated authority to the Finance Officer to remove seagull bag costing from the Fees and Charges upon the Cornwall Council waste collection being rolled out in Saltash and **RECOMMEND** the Library Sub Committee Fees and Charges to the Extraordinary Policy and Finance meeting to be held on 31st October 2023, as attached.

RECOMMENDATION 2:

49/23/24 TO RECEIVE THE INTERIM BUDGET AND TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer informed Members of the interim budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** the Library Sub Committee Budget Statement for the year 2024/25 including additional amendments to the Services Committee to be held on 12th October 2023 as attached, subject to additional costs being received by Bailey Partnership for the internal works.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

- b. Station Property held on 15th September 2023;

RECOMMENDATION 1:

26/23/24 TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

RECOMMENDATION 2:

27/23/24 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

c. Property Maintenance held on 28th September 2023

RECOMMENDATION:

45/23/24 TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND**;

1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12th October 2023 as attached;
2. To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED**:

1. To approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.
2. To support the Property Maintenance Sub Committee to investigate improvement works and associated cost to the Waterside Toilets, working with Network Rail (landlord) and key stakeholders reporting back at a future Services Committee meeting.

79/23/24

TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE BURIAL AUTHORITY HELD ON 25TH SEPTEMBER 2023.

The Town Clerk advised Members that the recommendation received was incorrectly reported.

The virements listed in the report, received and contained within the circulated reports pack, were authorised under delegated authority by the Town Clerk to realign staffing costs for precept balancing purposes.

RECOMMENDATION:

24/23/24 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12th October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
2. To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
5. To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;

7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line;

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to note the above recommendation and following further clarification ratify the Town Clerks delegated authority to vire the above budget codes.

80/23/24 **TO SET THE SERVICES FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2024/25.

Members discussed and debated the Town Council Fees and Charges for the year 2024/25.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Fees and Charges for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

81/23/24 **TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budgets for the year 2024/25 received and contained within the circulated reports pack.

Members discussed and debated the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Budget Statements including amendments for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE;

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

Members thanked the Town Clerk for continuing to undertake the role as Service Delivery Manager and for the comprehensive report.

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To note the updates in the report;
2. To delegate to the Town Clerk to apply to National Highways for a Service Level Agreement to maintain North Road open space;
3. To close Longstone Park public toilets during the Winter period commencing from October to March due to ongoing vandalism;
4. To amend the public toilet Winter opening times for Belle Vue, Alexandra Square and the Waterside to October to March - 8:30am to 5pm;
5. To provide delegated authority to the Town Clerk to arrange for minimal repairs to be undertaken to the Town Council Fleet Vehicles working within budget and allow the Service Delivery Manager sufficient time to undertake a comprehensive vehicle exercise, reporting back at a future Services Committee meeting;
6. To appoint ASG to upgrade the detection devices to resolve the alarm issues at a cost of £396.57 + VAT allocated to budget code 7104 Fire and Security Alarm;

b. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note and that the report has been shared with Safer Saltash for any guidance.

83/23/24 **TO RECEIVE QUOTES FOR THE TOWN CLOCK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the quotes received and contained within the circulated reports pack, confirming neighbouring Parishes and Towns had been approached for recommendations.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED**;

1. To appoint Company C, working within budget 6504 Street Furniture (Maintenance);
2. To provide delegated authority to the Service Delivery Manager for works to be completed due to the quote being tentative and parts not being universal, reporting back at a future Services Committee meeting.

84/23/24 **TO RECEIVE QUOTES TO SUB-CONTRACT THE PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided background information for the suggestion to sub-contract the cleaning of public conveniences.

The Town Clerk reported that working closely with the department has highlighted many inefficiencies, some have been dealt with, however, one that has always been tricky to resolve is the operations of the public toilets.

Difficulties include recruitment and staff currently carrying out the operations at a detriment to other duties and Town Council responsibilities.

Each week the Service Delivery Department loses approximately 15 hours to the grounds / maintenance work due to weekend working to mainly cover the operations of the toilets.

The Town Clerk reminded Members of the various areas of grounds maintenance that the department is responsible for. This includes but is not limited to, two large Cemetery Grounds, Pillmere Estate, town areas, soon to be Victoria Gardens and any future devolution opportunities.

The Town Clerk advised that the loss of hours operating the public toilets could be better utilized during the week covering the areas of responsibility.

Members discussed the cost and operational impact currently being experienced. Members noted that the quotes received will need to be revised due to the decision under minute 82/23/24 to close Longstone Park toilets during the Winter period.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED**;

1. To approve in principle to appoint company A to open, clean, and close the Town Council public conveniences 7 days per week totaling 3.5 hours per day in line with the Town Council operational hours, subject to a revised quote being received;
2. To create a new budget code - Public Toilet Commercial Cleaning;
3. To vire £32,000 from 6700 EMF Staff Contingency to Public Toilet Commercial Cleaning to cover associated cost.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Personnel Committee to review the staffing implications working with HR Support Consultancy reporting back at a future Services Committee meeting.

85/23/24 **TO RECEIVE A REPORT ON LIVING ROOF BUS SHELTERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to approve, at no cost to the Town Council, the extension of the Bus Shelter Advertising Agreement with Fernbank Advertising up to 31st October 2047. Fernbank to install digital advertising and living roof shelters, making Fore Street a priority, subject to planning approval.

86/23/24 **TO RECEIVE A MAINTENANCE REPORT ON THE TOWN COUNCIL LOUD SPEAKER SYSTEM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided a verbal overview of the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

87/23/24 **TO RECEIVE AND NOTE A REPORT ON THE HIGH STREET CATENARY WIRES.**

It was **RESOLVED** to note.

88/23/24 **TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL PLAYPARK MATCH FUNDING POLICY RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

It was proposed by Councillor Gillies, seconded by Councillor Miller and resolved to **RECOMMEND** the Town Council Playpark Match Funding Policy, including amendments, to the Extraordinary Policy and Finance Committee meeting to be held on 31st October, as attached.

89/23/24 **TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposed areas for the installation of Happy to Chat plaques.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED**;

1. To approve the procurement of five Happy to Chat Plaques at a total cost of £47.50+vat to be allocated to budget code 6504 Street Furniture (Maintenance) to be installed at Victoria Gardens, Waterside, Longstone Park, Memorial Peace Garden and Cornish Cross, subject to permissions being obtained as required;
2. To approve expenditure of £90+vat for a Health and Wellbeing website page to be created and allocate to budget code 6211 Website Maintenance.

90/23/24 **TO RECEIVE A REQUEST FROM THE CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and considered the suggestion proposed by Saltash Chamber of Commerce to switch on the River of Lights prior to the Christmas Festival.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to thank Saltash Chamber of Commerce for their suggestion, and refuse the request to switch on any lights prior to the Christmas Festival scheduled for 2nd December 2023.

91/23/24 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request for trees to be planted by Saltash Environmental Action Group (SEA) at St Stephens and Elwell Woods.

The Town Clerk confirmed Cornwall Council approved under the Lease for the planting of trees to be permitted at Elwell Woods.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and **RESOLVED:**

1. To refer the replacement of the large Ash Tree at St Stephens Churchyard to the Joint Burial Board Committee;
2. To approve the planting of trees at Elwell Woods subject to proposed areas being safe and appropriate and the planting avoids any services under or over the site, the health of the stock and soil purchases are free from disease, to avoid disease that may affect existing trees and ongoing maintenance is managed accordingly;
3. To delegate to the Service Delivery Manager to work with SEA to manage the cost within budget 6589 EMF Community Tree Planting Initiative, being mindful of any future tree planting requests.

92/23/24 **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.

93/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

94/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

95/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Tamar Bridge and Torpoint Ferry Key Stakeholder Consultation

Due to the Tamar Bridge and Torpoint Ferry public consultation closing on 29th October 2023 and the next Full Council meeting being 2nd November 2023, Members were asked to consider providing permission for Councillor Bickford to work up a letter of response on behalf of the Town Council to the Joint Tamar Bridge and Ferry Committee.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve Councillor Bickford to work up a response on behalf of Saltash Town Council to be shared with Members for their input, submitting to the Joint Tamar Bridge and Ferry Committee.

The above resolution is to be ratified at Thursday 14th December 2023 Services Committee meeting.

96/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Mortimore and **RESOLVED** to issue the following Press and Social Media releases:

1. Immediate closure of Longstone Park public toilets during the Winter months;
2. Revised Winter operational hours for Alexandra Square, Belle Vue, and the Waterside public conveniences;
3. Living Roof Bus Shelters;
4. Happy to Chat Benches;
5. Tree Planting at Elwell Woods (upon the arrival of the trees).

DATE OF NEXT MEETING

Thursday 14 December 2023 at 6.30 pm

Rising at: 20:55

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description		2023/2024 Charge	Proposed 2024/2025 Charge Deletions
Library Charges		Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:			
	Adult members	£1.50	£1.50
	Concessions, Access, Young Adult	£1.00	£1.00
	Under 16s	£0.50	£0.50
Hire Charges:			
	DVDs :	from £0.50 to £3 per week	from £0.50 to £3 per week
	Access Member limited to 2 at a time	free	free
	Non-fiction	free	free
	Access Member	Free	Free
	Audiobook CDs per 3 week loan		
	Adults	Free	Free
	Children	Free	Free
	Access members, housebound member and looked after children	Free	Free
Reservations:			
	Adults and Concessionary users	£1 per item if placed by staff member	£1 per item if placed by staff member
	Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
	Access and Housebound members	Free	Free
	Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
	Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
	Books on Prescription	Free	Free
Performing Arts collection:			
	Vocal and Orchestral sets	No charge	No charge
Vocal and orchestral sets requested from outside Cornwall			
	Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
	Orchestral sets	£10 per set per 3 months £7 per 20 copies	£10 per set per 3 months £7 per 20 copies
	Postage charge (please note this charge may vary, ask staff for details)		
	Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
	Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
Out of County Inter Library Loan Requests:			
	Adults	£10.10	£10.10
	Concessions, Young Adults	£9.10	£9.10
	Children	£4.10	£4.10
	British library book loan request	£19.00	£19.00
	British Library periodical request	£13.25	£13.25
	British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
Use of public computers (subject to availability):			
	Cornwall library members	Free for two hours Free for one hour	Free for two hours Free for one hour
	Other library members (English and Welsh Library Authorities on production of a library card)		
	Non-members	Free for half an hour - no extension	Free for half an hour - no extension
	Access to Wi-Fi	Free	Free
Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.			
Printing from any source:			
	1-29 sheets (price per sheet)		
	Monochrome A4	£0.10	£0.10
	Monochrome A3	£0.20	£0.20
	Colour A4	£0.50	£0.50
	Colour A3	£1.00	£1.00
	30 plus sheets (price per sheet)		
	Monochrome A4	£0.08	£0.08
	Monochrome A3	£0.16	£0.16
	Colour A4	£0.40	£0.40
	Colour A3	£0.80	£0.80
	High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
	High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
Commission rates:			
	Requires signed agreement in place between artist and relevant Council	30%	30%
Additional Library Charges		Set by Saltash Town Council	Set by Saltash Town Council
Seagull Bags	(CC to roll out wheelie bins to all residents. Date TBC. Continue to sell until current stock runs out. Agreed delegated authority to Finance Office to remove from Fees & Charges when appropriate)	£4.00	£4.00
Activities		Ticket price to be given on application	Ticket price to be given on application

Services Committee - Library Budget 2023-24

Saltash Town Council

For the 4 months ended 31 August 2023

Account	Actual Received/Spend 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Library Income										
4517 LI Library - Replacement Membership Cards	656	48	305	(257)	50	Based on YTD Income	54	58	63	68
4518 LI Library - Photocopying Fees	999	600	473	128	600	Based on YTD Income	644	692	743	798
4524 LI Library Book Sales	481	320	162	159	300	Based on YTD Income	322	346	372	400
4526 LI Library Income	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	350	600	0	600	600	Based on YTD Income	644	692	743	798
Total Library Income	2,485	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Total Library Operating Income	2,485	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	15,804	13,099	2,485	16,958	Current Budget + CPI 7.3%	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	364	148	216	391	Current Budget + CPI 7.3%	420	451	484	520
6902 LI Gas - Library	4,788	5,623	9	5,614	6,034	Current Budget + CPI 7.3%	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	5,000	743	4,257	5,365	Current Budget + CPI 7.3%	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	1,033	1,043	(10)	1,109	Current Budget + CPI 7.3%	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	1,854	52	1,802	1,990	Current Budget + CPI 7.3%	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	1,135	194	941	1,218	Current Budget + CPI 7.3%	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	2,270	1,409	1,861	2,436	Current Budget + CPI 7.3%	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	428	0	428	460	Current Budget + CPI 7.3%	494	531	570	612
6913 LI Refreshment Costs - Library	0	284	0	284	305	Current Budget + CPI 7.3%	328	352	378	406
6914 LI Equipment - Library	155	750	0	750	805	Current Budget + CPI 7.3%	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	20,000	0	20,000	21,460	Current Budget + CPI 7.3%	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	495	210	285	532	Current Budget + CPI 7.3%	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	1,652	881	771	1,773	Current Budget + CPI 7.3%	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	2,370	1,360	1,260	2,544	Current Budget + CPI 7.3%	2,730	2,930	3,144	3,374
6975 LI Home Library Service	0	0	152	150	550	Based on 1 current user outside area £300 + £250	591	635	682	732
6923 LI PWLB Loan Repayment & Interest	12,420	23,000	12,299	12,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
Total Library Expenditure	42,216	82,062	31,599	53,795	88,609		95,084	102,033	109,489	117,490
Library Staffing Expenditure										
Library Staff Expenses	103	2,144	16	2,128	2,301	Current Budget + CPI 7.3%	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	1,101	168	933	1,182	Current Budget + CPI 7.3%	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	136,189	55,342	81,722	169,277	PROVISIONAL FIGURE – Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	177,741	186,628	195,959	205,757
Total Library Staffing Expenditure	131,778	139,434	55,526	84,783	172,760		181,479	190,640	200,265	210,378
Total Operating Expenditure	173,994	221,496	87,125	138,578	261,369		276,563	292,673	309,754	327,868
Total Library Operating Expenditure	173,994	221,496	87,125	138,578	261,369		276,563	292,673	309,754	327,868
Total Library Operating Surplus/ Deficit	(171,508)	(219,628)	(86,185)	(137,650)	(259,819)		(274,899)	(290,885)	(307,833)	(325,804)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	10,000	0	244,363	15,000	Includes £21k vired from 6973. Propose + £15k to cover costs for new curtain wall and toilets + £5k contingency	0	1,000	0	0
6972 LI EMF Library Equipment & Furniture	830	0	0	10,522	0	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments (Delete Code)	0	0	0	0	0	Virement £21k processed in 23/24. Code to be deleted	0	0	0	0
6974 LI EMF Library Funding	1,340	0	0	930	0	No increase/decrease	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	0	0	15,000	0	No increase/decrease	0	0	0	0
Total Library EMF Expenditure	12,911	10,000	0	270,815	15,000		0	1,000	0	0
Total Library Expenditure (Operational & EMF)	186,905	231,496	87,125	409,393	276,369		276,563	293,673	309,754	327,868
Total Library Budget Surplus/ (Deficit)	(184,420)	(229,628)	(86,185)	(408,465)	(274,819)		(274,899)	(291,885)	(307,833)	(325,804)

Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge
Room Hire (VATable)	Including VAT	Including VAT
Isambard House (Station) (Minimum 2 hour booking)		
Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
20% Discount for regular bookers evenings and weekends		
Room Hire Art Exhibitions (VATable)		
Isambard House (Station)		
<u>Based on 6 hour day</u>		
Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
Non Saltash Based Exhibitors Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
Room Hire Extras (VATable)		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00

Services Committee - Isambard House (Station Building) Budget 2023-24

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	3,800	10,000	3,402	6,598	8,000	Based on Average YTD Income	8,584	9,211	9,884	10,606
4302 SA Isambard - Refreshment Income	20	500	25	475	75	Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	5,000	0	5,000	0	Based on no new lease agreement	0	0	0	0
Total Isambard House Income	3,820	15,500	3,427	12,073	8,075		8,665	9,298	9,978	10,707
Total Isambard House Operating Income	3,820	15,500	3,427	12,073	8,075		8,665	9,298	9,978	10,707
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	4,129	3,720	409	4,431	Current Budget + CPI 7.3%	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	645	(586)	1,231	693	Current Budget + CPI 7.3%	744	799	858	921
6802 SA Gas - Isambard House	573	6,075	(12)	6,087	6,519	Current Budget + CPI 7.3%	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	9,020	1,011	8,009	9,679	Current Budget + CPI 7.3%	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	1,000	425	575	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	1,693	210	1,483	1,817	Current Budget + CPI 7.3%	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House	758	1,000	902	98	2,000	Current Budget + £1,000	2,146	2,303	2,472	2,653
6813 SA Refreshments Costs - Isambard House	0	210	0	210	226	Current Budget + CPI 7.3%	243	261	281	302
6814 SA Equipment - Isambard House	650	989	0	989	1,062	Current Budget + CPI 7.3%	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	2,000	668	1,333	2,146	Current Budget + CPI 7.3%	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	1,000	37	963	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	1,000	505	495	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
Total Isambard House Expenditure	13,578	28,761	6,878	21,883	31,792		34,118	36,617	39,297	42,169
Isambard House Staffing Expenditure										
6671 ST SA Staff Expenses - Isambard House (Delete Code)	0	282	0	282	0	Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	1,129	0	1,129	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House Staffing Expenditure	0	1,411	0	1,411	0		0	0	0	0
Total Operating Expenditure	13,578	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Expenditure	13,578	30,172	6,878	23,294	31,792		34,118	36,617	39,297	42,169
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	(14,672)	(3,452)	(11,220)	(23,717)		(25,453)	(27,319)	(29,319)	(31,462)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	0	0	57,745	0	No plans on 5 Year Property & Maintenance	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retention")	0	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Treasuries Kernow Funding	286	0	2,458	469	0		0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	0	2,132	0		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	0	0	2,000	0	Recommend Virement to Guildhall	0	0	0	0
Total Isambard House EMF Expenditure	35,286	0	2,458	80,838	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	30,172	9,337	104,131	31,792		34,118	36,617	39,297	42,169
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(14,672)	(5,910)	(92,058)	(23,717)		(25,453)	(27,319)	(29,319)	(31,462)

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only

Item	Budget	Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Guildhall - Major works	EMF							All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£78,854.00	£1,449.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£335, less planned spend -£78,519 Jones Building (external repairs & redecoration due to start March 2024)
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£0.00	Last completed June 2018
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£1,744.00	£1,559.00	£2,818.37	£2,959.29	£3,107.25	£3,262.61	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	£0.00		£0.00	£0.00	£1,000.00	£0.00	Pyramid June 22 (Cert £650)
	TOTAL	£80,598.00	£3,008.00	£2,818.37	£9,459.29	£10,607.25	£4,762.61	
Maurice Huggins Room	EMF							
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	B/Fwd 2022/23 £214. Leasehold - Devolution
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	TOTAL	£329.86	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Longstone Park Depot	EMF							
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance. B/Fwd 2022/23 £500 + 2023/24 £2,000
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
	TOTAL	£681.10	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Library	EMF							
Roof replacement and repair								£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	£244,363.00					Budget code 6971 = £244,363 Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 31st August 2023 £175,211. Due to be repaid in full April 2032
Refurbishment Works to include the following:								
a) Internal and External decorations (making good from replacement of curtain walling & reception)	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
b) Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
c) Seating area / vending machine	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						

		Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Item	Budget							
d) Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
e) Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£0.00	£5,050.00					Budget 2023/24 £20,000. (Less committed costs for Bailey Partnership, £23,000 less already invoice £8,050 = balance still to be invoiced £14,950)
Other Costs	6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2,922.16 (including planning application fees, asbestos survey & heritage impact assessment)
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
TOTAL		£0.00	£249,413.00	£0.00	£1,000.00	£0.00	£0.00	
Isambard House		EMF						
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00					Available balance £18,492 (retention fund) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
External & Internal repairs and decorations	6810 SA General Repairs & Maintenance - Isambard House	£902.00	£507.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
5 Yearly Electrical Inspection		£300.00		£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL		£1,202.00	£76,744.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
Public Toilets		EMF						
Waterside								£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Owned by Network Rail, no documents on record
Alexandra Square								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£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								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	Leasehold 99 years from 01-02-2018 Cornwall Council.					
Belle Vue								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	Leasehold 99 years from 01-02-2018 Cornwall Council.					
TOTAL		£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Heritage Building		EMF						
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	2023/24 Actual £1,472 replace guttering including scaffolding
TOTAL		£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Cemeteries		EMF						
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,762 (May 23)
TOTAL		£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	

		<u>Actual</u>	<u>Budget</u>					<u>Comments</u>
		<u>2023/2024</u>	<u>2023/2024 Balance</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	
<u>Item</u>	<u>Budget</u>							
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Planned works - Fencing (estimated £3k)
	TOTAL	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Outdoor Land and Fences								
	EMF							
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	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.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way	6571 SE EMF Saltash Recreation Areas	£502.00	£58,552.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding.
	TOTAL	£ 502.00	£ 68,552.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	
Waterfront Pontoon								
	EMF							
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span.
Water supply to pontoon								on hold
New toilet toilet/shower block								on hold
	TOTAL	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
GRAND TOTAL		£100,548.96	£427,420.00	£56,818.37	£64,459.29	£64,607.25	£58,762.61	

Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge Additions/Amendments Remove fee/charge
Room Hire (Non VATable)	Non VATable	Non VATable
Guildhall (Minimum 2 hour booking)	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£21.50	£21.50
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£25.90	£25.90
Council Chamber	£10.30	£10.30
Casual ph - weekdays 9 am - 5pm (Community Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Community Rate)	£15.40	£15.40
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£18.50	£18.50
20% Discount for regular bookers evenings and weekends		
	Including VAT	Including VAT
Room Hire Extras (VATable)		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Photocopying		
	20p Black 35p Colour	
		Propose to match Library Charges set by CC
1-29 sheets (price per sheet)		£0.10
Monochrome A4		£0.20
Monochrome A3		£0.50
Colour A4		£1.00
Colour A3		
30 plus sheets (price per sheet)		
Monochrome A4		£0.08
Monochrome A3		£0.16
Colour A4		£0.40
Colour A3		£0.80
High gloss colour printing on customer's own paper		£1.00 per sheet
High gloss colour printing on library paper		£1.25 per sheet
Mooring Fees (VATable)	Including VAT	Including VAT
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres £900 (Non Commercial)	£186.00	Increase by 10% £205.00
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres £1,300 (Commercial)	£282.00	Increase by 10% £310.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (Non Commercial) NEW CATEGORY	£186.00	Increase by 20% £225.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (Commercial) NEW CATEGORY	£282.00	Increase by 20% £340.00
Visiting boats - (2 hours free); charge for 24 hour period (Non Commercial)	£30.00	£30.00
Visiting boats - (2 hours free); charge for 24 hour period (Commercial)	£45.00	£45.00
Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial)	£60.00	Remove
		<u>Trusted Boat Scheme</u>
Trusted Boat Scheme - (casual users); charge for period of 1st September - 31st March	£48.00	£50.00
Trusted Boat scheme - (casual users); charge for period of 1st April - 31st August 31st March	£80.00	£100.00
		Rename to "Trusted Boat Owner Scheme"
		Contract to include two hours free stay per visit and 2 nights free of charge per 12 month period and 1 night per winter season period
Allotments (Non VATable)	Non VATable	Non VATable
Grenfell Avenue, charge per annum	£30.00	£40.00
* Fairmead Road, charge per annum	£45.00	£55.00
* Churchtown, charge per annum	£50.00	£60.00
* Water, charge per annum	£10.00	£30.00
		Price increase agreed P&F 121/22/23 on 22-11-22. Letters sent to allotment holders 23- 03-23

Minute Item 81/23/

Services Committee - Service Delivery Budget 23-2024
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,432	4,000	3,957	43	5,600	Based on agreed fee increases for 2024/25	5,600	5,880	5,880	6,174
4510 SE Public Footpath Grant	1,573	1,722	415	1,307	0	LMP to be agreed for 2024/25	0	0	0	0
4511 SE Christmas Event income (Delete Code)	0	150	0	150	0	No income planned for 2024/25	0	0	0	0
4512 SE Misc Income Grounds & Premises National Grid	2,472	0	14	(14)	14	Based on Actual 2023/24	14	14	14	14
Wayleave Income (Rename Code)										
4513 SE Water Rates Income	0	3,560	952	2,608	1,714	Recharged water rates to Bowling Club. Based on YTD income (higher in summer mths)	1,886	2,074	2,282	2,510
4523 SE Service Delivery Income - Seagull Bags	1,140	2,003	686	1,317	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
Total Grounds & Premises Income	8,617	11,435	6,024	5,411	7,328		7,500	7,968	8,176	8,698
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	4,265	2,440	1,825	3,000	Based on 36 users (2023/24) x £100 (incl VAT). Fees 2024/25 TBA	3,300	3,630	3,993	4,392
4521 SE Waterfront Income - Annual Mooring Fees	6,246	10,800	9,477	1,323	11,235	Fees for 2024/25 TBA				
4522 SE Waterfront Income - Daily Mooring Fees	875	2,400	2,730	(330)	3,276	Based on YTD income (higher during summer mths). Fees 2024/25 TBA	3,604	3,964	4,360	4,796
Total Town & Waterfront Income	9,066	17,465	14,647	2,818	17,511		6,904	7,594	8,353	9,189
Total Service Delivery Income	17,683	28,900	20,671	8,229	24,839		14,403	15,562	16,529	17,887
Total Service Delivery Operating Income	17,683	28,900	20,671	8,229	24,839		14,403	15,562	16,529	17,887
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	3	1	0	1	1	Current Budget	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	11,010	0	11,010	11,814	Current Budget + CPI 7.3%	12,676	13,602	14,595	15,660
6503 SE Allotments	1,700	1,321	138	1,183	1,418	Current Budget + CPI 7.3%	1,522	1,633	1,752	1,880
6506 SE Grounds Maintenance & Watering	5,678	10,000	5,107	4,893	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
						Based on Actual YTD + CPI 7.3%				
6508 SE Public Toilets (Operational Costs)	4,839	4,430	2,359	2,071	5,655	(Saving £420 Legionella testing as being carried out in-house)	6,068	6,511	6,986	7,496
6517 SE Cross (Maintenance)	417	3,303	58	3,245	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	2,753	586	2,168	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	3,303	1,271	2,032	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6529 SE Refuse Disposal	5,465	6,056	2,221	3,835	6,499	Current Budget + CPI 7.3%	6,973	7,482	8,029	8,615
6907 SE Seagulls Bags	1,212	2,002	304	1,698	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
6530 SE Allotment Software NEW CODE					700	Minute - Services 63/23/24	751	806	865	928
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	2,375	(6,261)	8,636	0	CC checking if rates charge due. Recommend safeguarding balance and Vire to 6590 SE EMF Utilities & Rates	0	0	0	0
7101 LO Water Rates - Longstone	2,203	4,012	1,420	2,592	3,352	Based on Actual YTD + CPI 7.35	3,597	3,859	4,141	4,443
7103 LO Electricity - Longstone	1,086	6,153	161	5,992	1,581	Based on annual kwh at current rates + 15%	1,696	1,820	1,953	2,096
7104 LO Fire & Security Alarm - Longstone	999	1,010	794	216	1,084	Current Budget + CPI 7.3%	1,163	1,248	1,339	1,437
7107 LO Rent - Longstone	4,620	4,955	1,925	3,030	5,120	No increase to annual rent £4,500 + insurance £180	5,494	5,895	6,325	6,787
7108 LO Cleaning Materials & Equipment - Longstone	537	677	132	545	727	Current Budget + CPI 7.3%	780	837	898	964
7110 LO General Repairs & Maintenance - Longstone	456	551	751	(200)	592	Current Budget + CPI 7.3%	635	682	731	785
7114 LO Equipment - Longstone	52	1,129	0	1,129	700	As per IT plan	751	806	865	928
7121 LO IT & Office Costs - Longstone	578	750	58	692	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
Total Grounds & Premises Expenditure	44,634	65,791	11,024	54,767	60,767		49,531	53,146	57,026	61,189
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	893	2,000	253	1,747	2,500	To include additional cost for repairs to Town Clock	2,683	2,878	3,088	3,314
6505 SE Street Lighting	160	750	69	681	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
6511 SE Tourism & Signage	746	250	182	68	269	Current Budget + CPI 7.3%	289	310	332	357
6512 SE Bus Shelters (Maintenance)	0	565	0	565	565	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	606	651	698	749
6515 SE Festive Lights Maintenance & Electricity	1,319	3,500	457	3,043	3,756	Current Budget + CPI 7.3%	4,030	4,324	4,640	4,979
6519 SE Flags & Bunting	1,780	2,753	1,543	1,210	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	6,606	695	5,911	3,000	therefore reduce budget for maintenance 2024/25	3,219	3,454	3,706	3,977
6524 SE Vehicle Maintenance and Repair Costs	10,775	12,600	5,248	7,352	13,520	Current Budget + CPI 7.3%	14,507	15,566	16,702	17,922
6527 SE Salt Bins Refill	188	500	0	500	537	Current Budget + CPI 7.3%	551	606	667	735
6528 SE Pontoon Accommodation	6,282	11,921	2,507	9,414	6,335	Based on Mthly rental + CPI 7.3%	13,125	14,450	15,910	17,516
Total Town & Waterfront Expenditure	29,627	41,445	10,954	30,491	34,186		42,984	46,503	50,320	54,457
Total Service Delivery Expenditure	74,261	107,236	21,978	85,258	94,953		92,515	99,650	107,346	115,646
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	3,906	5,504	1,694	4,797	5,906	Current Budget + CPI 7.3%	6,337	6,800	7,296	7,829
6676 ST SE Services Delivery Staff Training	6,536	11,010	1,947	9,820	6,500	Based on Actual 2022/23	12,122	13,346	14,694	16,178
						PROVISIONAL FIGURE - Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift				
Service Delivery Staffing Costs	202,994	217,402	75,381	179,523	289,150		303,608	318,788	334,727	351,464
Total Service Delivery Staffing Expenditure	213,436	233,916	79,022	194,140	301,556		322,067	338,934	356,717	375,470
Total Operating Expenditure	287,697	341,152	101,000	279,398	396,509		414,581	438,583	464,063	491,116

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Total Service Delivery Operating Expenditure	287,697	341,152	101,000	279,398	396,509		414,581	438,583	464,063	491,116
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	(312,252)	(80,329)	(271,169)	(371,670)		(400,178)	(423,021)	(447,534)	(473,230)
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 SE EMF Heritage Centre	2,071	0	1,473	6,417	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	506	20,000	502	58,552	25,000	As per 5 Year Plan	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	1,690	0	0	8,310	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0	0	0	10,000	5,000	As per 5 Year Plan	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	532	2,000	0	3,468	0		2,000	2,000	2,000	2,000
6591 SE EMF Open Spaces & Trees NEW CODE					3,000	As per 5 Year Plan	3,000	3,000	3,000	3,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	2,000	0	2,500	1,000	£1k for 5yr plan	1,000	1,000	1,000	0
Total Grounds & Premises EMF Expenditure	4,800	22,000	1,974	86,747	36,000		37,000	37,000	37,000	37,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	685	0	220	934	0		0	0	0	0
6572 SE EMF Festive Lights	14,668	10,000	0	10,051	30,000	Previous 5 year average spend £15k pa. To replace existing lights for better quality - Quote received to replace over 3 years £28k pa. Tender process to be reviewed 2024/25	30,000	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	0	0	1,443	0		0	0	0	0
6574 SE EMF Salt Bins	0	0	0	2,464	0		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	0	0	1,037	463	Increase EMF to £1,500. Members to consider replacement of benches in Victoria Gardens	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	0	11,084	13,665	6,335	Increase EMF to £20k towards replacement vehicle	5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	0	0	1,978	0		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	0	0	6,058	10,000	As per 5 Year Plan	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	0	0	2,157	0		0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	3,207	6,421	112,169	0		0	0	0	0
Total Town & Waterfront EMF Expenditure	16,836	13,207	17,725	151,956	46,798		45,000	45,000	45,000	45,000
Total Service Delivery EMF Expenditure	21,636	35,207	19,700	238,702	82,798		82,000	82,000	82,000	82,000
Total Service Delivery Expenditure (Operational & EMF)	309,333	376,359	120,700	518,100	479,307		496,581	520,583	546,063	573,116
Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(347,459)	(100,029)	(509,871)	(454,468)		(482,178)	(505,021)	(529,534)	(555,230)

Services Committee - Guildhall Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,916	10,261	1,383	8,878	2,371	Based on YTD Income	2,544	2,730	2,929	3,143
4201 GH Income - Guildhall Refreshments	342	257	145	112	249	Based on YTD Income	267	287	308	330
4206 GH Income - Guildhall Misc Property Income - (Rename Code Guildhall Photocopying Income)	4	232	2	230	5	Based on YTD Income	5	6	6	6
Total Guildhall Income	2,262	10,750	1,530	9,220	2,625		2,816	3,022	3,243	3,479
Total Guildhall Operating Income	2,262	10,750	1,530	9,220	2,625		2,816	3,022	3,243	3,479
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	9,808	9,899	9	10,622	Current YTD + CPI 7.3%	11,397	12,229	13,122	14,080
6401 GH Water Rates - Guildhall	517	847	103	744	909	Current Budget + CPI 7.3%	975	1,047	1,123	1,205
6402 GH Gas - Guildhall	3,819	6,500	756	5,744	5,551	Based on Annual kwh at current rate +15%	5,956	6,391	6,858	7,358
6403 GH Electricity - Guildhall	4,078	13,000	1,055	11,845	6,066	Based on Annual kwh at current rate +15%	6,509	6,984	7,494	8,041
6404 GH Fire & Security Alarm - Guildhall	743	1,396	508	888	1,498	Current Budget + CPI 7.3%	1,607	1,725	1,851	1,986
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	1,129	560	569	1,212	Current Budget + CPI 7.3%	1,300	1,395	1,497	1,607
6409 GH Boiler Service & Maintenance	463	1,135	0	1,135	1,218	Current Budget + CPI 7.3%	1,307	1,402	1,505	1,615
6410 GH General Repairs & Maintenance	2,838	2,838	1,059	1,779	3,046	Current Budget + CPI 7.3%	3,268	3,507	3,763	4,038
6411 GH Entertainment Licenses	0	1,000	0	1,000	1,073	Current Budget + CPI 7.3%	1,151	1,235	1,326	1,422
6412 GH Lift Service & Maintenance	3,691	3,303	1,073	2,230	3,632	Qtrly Maint £671 + £700 for parts. + CPI 7.3%	3,897	4,182	4,487	4,814
6413 GH Refreshment Costs - Guildhall	133	414	117	297	445	Current Budget + CPI 7.3%	477	512	550	590
6414 GH Equipment - Guildhall	176	1,108	0	1,108	1,189	Current Budget + CPI 7.3%	1,276	1,369	1,469	1,576
6418 GH Professional Fees	1,950	10,000	300	9,700	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
6420 GH Legionella Risk Assessment (Guildhall) (Delete Code)	385	500	210	290	0	Testing now being carried out in-house				
Total Guildhall Expenditure	28,672	52,978	15,638	37,340	47,191		50,636	54,332	58,299	62,554
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	454	45	409	488	Current Budget + CPI 7.3%	524	562	603	647
6678 ST GH Staff Training (Guildhall)	76	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
Guildhall Staffing Costs	22,634	37,386	9,461	28,174	56,239	PROVISIONAL FIGURE - Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	59,051	62,004	65,104	68,359
Total Guildhall Staffing Expenditure	22,928	38,405	9,506	29,148	57,334		60,226	63,264	66,456	69,810
Total Operating Expenditure	51,600	91,383	25,144	66,488	104,525		110,862	117,597	124,755	132,365
Total Guildhall Operating Expenditure	51,600	91,383	25,144	66,488	104,525		110,862	117,597	124,755	132,365
Total Guildhall Operating Surplus/ Deficit	(49,338)	(80,633)	(23,614)	(57,268)	(101,900)		(108,045)	(114,575)	(121,512)	(128,886)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	7,290	20,000	335	79,968	0	As Per 5 Year Plan	6,500	6,500	6,500	6,500
6696 ST GH EMF Staff Contingency (Guildhall)	0	739	0	15,399	0		0	0	0	0
Total Guildhall EMF Expenditure	7,290	20,739	335	95,367	0		6,500	6,500	6,500	6,500
Total Guildhall Expenditure (Operational & EMF)	58,890	112,122	25,480	161,855	104,525		117,362	124,097	131,255	138,865
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(101,372)	(23,950)	(152,635)	(101,900)		(114,545)	(121,075)	(128,012)	(135,386)

Services Committee - Maurice Huggins Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 MA Maurice Huggins Room Income	1,189	1,000	525	475	810	Based on YTD income	869	933	1,001	1,074
Total Maurice Huggins Income	1,189	1,000	525	475	810		869	933	1,001	1,074
Total Maurice Huggins Operating Income	1,189	1,000	525	475	810		869	933	1,001	1,074
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates	429	486	429	57	522	Current Budget + CPI 7.3%	560	601	645	692
7001 MA Water Rates	186	395	75	320	424	Current Budget + CPI 7.3%	455	488	524	562
7003 MA Electricity	(287)	2,563	722	1,841	2,185	Based on Annual kwh at current rate + 15%	2,345	2,516	2,699	2,896
7004 MA Fire & Security Alarm	201	178	127	51	235	Based on Average Actual cost over 3 Years + CPI 7.3%	252	271	290	312
7008 MA Cleaning Materials & Equipment	203	330	183	147	355	Current Budget + CPI 7.3%	381	409	439	471
7010 MA General Repairs & Maintenance	245	565	448	117	1,607	Current Budget + CPI 7.3% + £1,000 Roof Repairs	724	777	834	895
7018 MA Professional Costs	0	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
7020 MA Legionella Risk Assessment (Delete Code)	385	462	210	252	0	Tests being carried out in-house				
Total Maurice Huggins Expenditure	1,362	5,544	2,195	3,349	5,935		5,368	5,760	6,181	6,632
Total Maurice Huggins Operating Expenditure	1,362	5,544	2,195	3,349	5,935		5,368	5,760	6,181	6,632
Total Maurice Huggins Operating Surplus/ (Deficit)	(173)	(4,544)	(1,670)	(2,874)	(5,125)		(4,499)	(4,828)	(5,180)	(5,558)
Maurice Huggins EMF Expenditure										
6472 MA EMF Maurice Huggins Room	0	0	0	214	1,000	As Per 5 Year Plan	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	0	0	606	0		0	0	0	0
Total Maurice Huggins EMF Expenditure	0	0	0	820	1,000		1,000	1,000	1,000	1,000
Total Maurice Huggins Expenditure (Operational & EMF)	1,362	5,544	2,195	4,169	6,935		6,368	6,760	7,181	7,632
Total Maurice Huggins Budget Surplus/ (Deficit)	(173)	(4,544)	(1,670)	(3,694)	(6,125)		(5,499)	(5,828)	(6,180)	(6,558)