

**Agenda No. 8**

Saltash Town Council - Policy and Resources	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Actual Cost	comments	✓	
Item							revised 06/06/18	page 1/6	
<b>Guildhall</b>									
<b>Statutory</b>									
Intruder alarms	£ 100	£ 110	£ 120	£ 130	£ 135		meeting with AGS arranged		
Passenger Lift							on contract - Jim Virgo dealing		
Gas certificate / repairs and maintenance of heating systems	£ 546	£ 573	£ 600	£ 630	£ 650		Jackman Peckover		
Electrical Certificate	£ 870	£ 920	£ 960	£ 1,000	£ 1,000		Pyramid		
P.A.T.s	£ 100	£ 100	£ 100	£ 100	£ 100		tbc		
F R A and annual updates	£ 200	£ 200	£ 200	£ 200	£ 200	GP	on contract - Jim Virgo dealing		
Asbestos	management review on annual basis but no action unless major works are carried out						GP	GP	
Legionella							on contract - Jim Virgo dealing		
DEC	do Councillors wish to carry out improvements based on DEC							extg DEC expires 2028	
<b>TOTAL</b>	<b>£ 1,816</b>	<b>£ 1,903</b>	<b>£ 1,980</b>	<b>£ 2,060</b>	<b>£ 2,805</b>				
<b>minor maintenance</b>									
servicing of air con to office - 2 vists per year	£ 120	£ 125	£ 130	£ 140	£ 145				
minor repairs to electrical installation	£ 250	£ 260	£ 275	£ 290	£ 300				
miscellaneous minor repairs	£ 1,000	£ 1,050	£ 1,100	£ 1,150	£ 1,200				
programme of carpet renewal and replacement	£ 1,200	£ -	£ -	£ -	£ -		work due August 2018		
	<b>2570</b>	<b>£ 1,435</b>	<b>£ 1,505</b>	<b>£ 1,580</b>	<b>£ 1,645</b>				
<b>major works</b>									
automatic sensor lighting to toilet lobbies	£ 1,500							✓	
install handriers in toilets x 3	£ 1,000							✓	
external repairs and decorations					£ 60,000		part done 17/18		
repairs and decorations to main stairwell	£ 1,500						on site		
redecorating of reception office	£ 1,800						on site		
redecorating of Guildhall	£ 11,000						on site		
repairs and decorations to first floor store and kitchen	£ 1,500						on site	✓	
repairs and decorations to emergency exit stairs from Guildhall	£ 600						on site	✓	
repairs and decorations to first floor toilets	£ 1,600						on site	✓	
redecorating to top floor office and boiler room	£ 2,000						on site		
prelims etc for above items	£ 6,500						on site		
intruder alarm update							priced awaited AGS		
<b>TOTAL</b>	<b>£ 29,000</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 60,000</b>				
Item							revised 06/06/18	page 2/6	
<b>Miscellaneous</b>									
blank off disused rocker switches in Guildhall - H and S							completed '17	✓	
conference system in Guildhall - price to be investigated							in-house	✓	
update IT sytems							in-house		
update telecoms							in-house		
<b>TOTAL</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>				

Saltash Town Council - Policy and Resources	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Actual Cost	comments	V
<b>Item</b>							revised 06/06/18	page 3/6
<b>Maurice Huggins Room</b>								
<b>Statutory</b>								
Electrical Certificate	£ 200	£ 210	£ 220	£ 230	£ 240		following alterations	
P.A.T.s	£ 15	£ 15	£ 15	£ 17	£ 20		following alterations	
F R A and annual updates	£ 150	£ 15	£ 15	£ 15	£ 15		GP to update	
Asbestos	£ 250	update only required following alterations					GP to update	
Legionella							?? In house Jim Virgo	
DEC	£ 100	£ -	£ -	£ -	£ -		following alterations	
	£ 715	£ 240	£ 250	£ 262	£ 275			
<b>Other works</b>								
alterations as presented	£ 14,320						planning expected 15th June	
minor repairs		£ 500	£ 525	£ 550	£ 580			
intruder alarm							price awaited	
	£ 14,320	£ 500	£ 525	£ 550	£ 580			
<b>Longstone Depot &amp; Workshop</b>								
<b>Statutory</b>								
Intruder alarms	£ -	£ -	£ -	£ -	£ -		price awaited	
Electrical Certificate	£ 150	£ 160	£ 165	£ 170	£ 180			
P.A.T.s	£ 30	£ 30	£ 35	£ 35	£ 40			
F R A and annual updates	£ 150	£ -	£ -	£ -	£ -		GP to do initial FRA and then update annually	
Asbestos	£ -	£ -	£ -	£ -	£ -		update required following refurb	
Legionella	£ -	£ -	£ -	£ -	£ -		?? In house Jim Virgo	
DEC	£ 100	£ -	£ -	£ -	£ -		following alterations	
	£ 430	£ 190	£ 200	£ 205	£ 220			
<b>Other</b>								
refurbishment	£ 14,105						on site	
minor repairs		£ 750	£ 790	£ 825	£ 875			
	£ 14,105	£ 750	£ 790	£ 825	£ 875			

Saltash Town Council - Policy and Resources	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Actual Cost	comments	✓
<b>Item</b>							revised 06/06/18	page 4/6
<b>Library</b>								
recover and insulate roof	30,000							
renew housings to extraction units	2,000							
repairs to rainwater goods	250							
monitor wall on west elevation	150							
concrete repairs	500							
replace curtain walling		75000						
replace crittal windows		25000						
planting areas to west elevation		2500						
internal decorations to mezzanine areas		5000						
internal decorations to ground floor areas		5000						
obtain gas certificate	200							
overhaul existing heating system		2500						
provide mechanical ventilation to kitchen and toilets		750						
review FRA	100							
intruder alarm	?						price awaited for update	
	£ 32,950	£ 115,750	£ -	£ -	£ -			
minor ongoing repairs		£ 750.00	£ 790.00	£ 825.00				
intruder alarm							price awaited	
	£ -	£ 750.00	£ 790.00	£ 825.00	£ -			

Saltash Town Council - Policy and Resources	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Actual Cost	comments	V
<b>Saltash Town Council - Services</b>								
<b>Item</b>							revised 06/06/18	page 5/6
<b>Public Toilets - all blocks</b>								
Legionella checks	£ -	£ -	£ -	£ -	£ -		?? In house Jim Virgo	
general minor repairs to all toilet blocks	£ 1,500	£1,575	£ 1,650	£ 1,750	£ 1,800			
locking systems							price awaited	
electrical checks	£ 100	£ 100	£ 125	£ 125	£ 125			
<b>Waterside</b>								
upgrade as sketch plans							£15,000	
<b>Alexander Square</b>								
external and internal repairs and decs					£ 5,000			
<b>Longstone</b>								
refurb / repairs and decorations	£14,297.00						tenders in	
<b>Belle Vue</b>								
repairs and decorations	£4,000						as survey	
<b>TOTAL</b>	<b>£ 19,897</b>	<b>£ 1,675</b>	<b>£ 1,775</b>	<b>£ 1,875</b>	<b>£ 6,925</b>			

Date: 14.06.18.

Saltash Town Council - Policy and Resources	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Actual Cost	comments	✓
<b>Item</b>							revised 06/06/18	page 6/6
<b>Outdoor Land and Fences</b>								
waterside development							on hold	
cornish cross								
beacon re-site and repairs							omit ??	
fencing around Brunel Statue								
general repairs and decorations to benches / fences etc							?? In house	
Pilmere - clear site								✓
Huntley Gardens								
Ellwood Woods								
Grassmere Way Park								
Oakapple Close								
Kernow Gate								
Honeysuckle Close								
Churchtown Allotments								
Victoria Gardens								
<b>Pontoon</b>								
lighting	£1,000						on hold	
water supply to pontoon	£10,000						on hold	
new toilet toilet/shower block							await brief	
	£ 10,000	£ -	£ -	£ -	£ -			

Saltash Town Council - Policy and Resources	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	Actual Cost	comments	✓
<b>Burial Board Authority</b>								
<b>Cemetery</b>								
works to boundary wall	£ 63,500						on site July	
buildings - E & I RD				£ 2,500				
minor repairs	£ 500	£ 525	£ 550	£ 600	£ 625			
<b>TOTAL</b>	£ 64,000	£ 525	£ 550	£ 3,100	£ 625			

**Agenda No. 19**

**Report For Property Maintenance Sub Committee**

Each year the Christmas garlands for the Guildhall and Heritage Centre (approx £300.00 + vat) are paid for from the Christmas light fund.

I would like to ask if this cost could be transferred from the EMF Guildhall Maintenance budget which would then allow the £300.00 to be spent on Christmas lights for Fore street.

Councillor M. Parker