

APPENDIX A

Code	Income Description	Received 2015/16	Budgeted Income 2016/17	Received YTD 2016/17	Yet to Receive	Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020		
4500	Allotment Rents	2,782	2,500	2,727	-		2,727	2,500	FIXED INCOME	2,550	2,601		
4510	Public Footpath Grant	1,038	1,000	1,038	-		1,000	1,000	FIXED INCOME	1,020	1,040		
4311	Services Misc Income	193	350	1,157	-		1,157	75	FIXED INCOME - Boats £75.00	77	78		
4511	Xmas Event Income	640	500	1,528	-		1,428	-	To be deleted	-	-		
4521	Waterside Income	-	35,000	-	35,000		-	15,000		15,300	15,606		
	Total Income	4,653	39,350	6,451	35,000		6,312	18,575		18,947	19,325		
Code	Expenditure Description	Spend 2015/16	Budget 2016/17	From/to reserve 2016/17	Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020	
5313	Environment	403	2,620	-	2,620	536	2,084	2,000	8,000	£5000 (Enhanced Cutting) £3000 (Budget)	8,160	8,323	
5565	Highways Weed Control	-	14,000	-	5,585	7,415	4,122	12,000	13,500	3 applications	13,770	14,045	
5511	Civic Christmas Event	6,352	6,150	1,125	6,345	1,321	1,528	6,150	500	See Income above	510	520	
5512	Allotments	859	1,570	-	805	765	765	1,570	1,605		1,637	1,670	
5513	Street Furniture (Maintenance)	21	2,050	-	1,319	731	731	2,050	3,000		3,060	3,121	
5515	Street Lighting	458	450	-	536	86	86	536	550	FIXED COST	561	572	
5523	Grounds Maintenance & Watering	17,177	20,500	-	19,475	1,025	1,025	22,000	23,000	FIXED COST	23,460	23,925	
5542	Community Toilet Scheme	922	1,600	-	800	800	800	800	1,600	FIXED COST	1,632	1,655	
5544	Public Toilets (Operational Costs)	8,546	40,000	-	17,300	22,700	19,365	20,000	30,000	£10,000 (Belle Vue) £10,000 (Waterside) £10,000 (Alexandra) £10,000 (Longstone)	30,600	31,212	
5552	Miscellaneous	-	110	-	10	100	100	110	115		117	120	
5561	Trailer (Repair & Maintenance)	1,006	1,000	-	-	1,000	875	1,000	1,020		1,040	1,061	
5311	Tourism and Signage	300	2,050	-	310	1,740	1,740	2,050	2,095	£1,000 (Budget) £1000 (Toilet Signage)	2,137	2,180	
5523	Bus Shelters (Maintenance)	677	600	-	-	600	600	600	600	£600 (Window Cleaning)	612	624	
5363	Twinning	14	110	-	31	79	79	31	110		112	114	
5319	Town Leaflets/Printing	-	1,050	-	20	1,030	1,030	20	1,075		1,097	1,118	
5322	Garage (Regatta Store)	160	160	-	-	160	160	-	-	To be deleted	-	-	
5318	Festive Lights Maintenance and Electricity	395	1,530	-	273	1,257	1,257	1,000	1,565	£500 (Electricity - FIXED COST)	1,596	1,628	
5338	Road Safety Grant	-	200	-	200	-	-	200	200	FIXED COST	204	208	
5331	Cross & Ewell Woods (Maintenance)	723	1,570	-	291	1,279	1,129	1,570	1,570	£250 (Electricity - FIXED COST)	1,601	1,633	
5537	Highways Training & Equipment	-	2,000	-	-	2,000	2,000	-	2,000		2,040	2,081	
5538	Flags and Bunting	420	1,500	-	1,186	314	314	1,500	1,530		1,561	1,592	
5538	Community Feedback Scheme	2,240	5,000	-	2,987	2,013	2,013	4,480	5,000	FIXED COST	5,100	5,202	
5562	Pillmere Estate (Maintenance)	480	2,000	-	-	2,000	1,620	-	6,000		6,120	6,242	
5567	Waterfront (Maintenance Costs)	-	35,000	32,350	2,650	-	-	2,650	5,000	Check Business Report	5,100	5,202	
	Public Footpaths & Bridleways	-	-	-	61,124	-	61,124	-	2,000		2,040	2,081	
	Total Expenditure	41,153	142,820	33,475	122,249	12,904	22,478	81,717	111,635		113,888	116,145	
Code	Carmarked Reserve (EMF)	Spend 2015/16	Balance B/F	Budget 2016/17	From/to reserve 2016/17	Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5514	EMF Notice Boards (Repair & Replace)	80	2,930	1,500	722	822	4,330	4,330	4,330	£722 (Income from Insurance Payment)	4,330	-	-
5317	EMF Saltash Recreation Areas	3,260	26,740	-	-	26,740	26,740	26,740	-	26,740	-	-	-
5324	EMF Festive Lights	-	27,813	4,000	566	2,507	29,872	29,872	29,872	6,000	£6566 (Waterside Lights) £29166 (Town Lights)	-	-
5327	EMF Public Art and Maintenance	-	7,675	2,325	-	1,768	8,232	6,192	6,192	5,000	£5000 (Saltash etc.) £5000 (Capetown)	-	-
5335	EMF Salt Bins	165	19,422	-	-	19,422	19,422	19,422	-	-		-	-
5535	EMF Street Furniture (New and Replace)	-	5,000	2,000	-	-	7,000	7,000	7,000	3,000		-	-
5563	EMF Disused Toilets Repair/H&S	-	5,000	-	-	-	5,000	5,000	5,000	-		-	-
5568	EMF Pillmere Estate (Capital Works)	-	-	13,000	-	5,950	7,050	7,050	7,050	8,000	£12000 (Allotment & Capital Works)	-	-
5570	EMF Waterfront (Capital Works)	-	-	5,000	32,800	-	37,800	37,800	37,800	12,650	£20350 underspend transferred from Waterside Maintenance (5572)	-	-
5571	EMF Bus Shelter Installation	-	-	10,000	-	-	10,000	10,000	10,000	-		-	-
5572	EMF Public Toilets	-	160	37,000	-	-	36,840	19,262	19,262	-	£5500 (5 year Repair Programme Figures - Waterside) £30000 (Alexandra Square Toilets) £1500 (Longstone Park - Child Friendly)	-	-
5573	EMF Memorial Peace Garden	-	2,101	5,000	786	7,261	626	-	-	-	To be a revenue budget	-	-
	EMF Christmas Festival Support Fund	-	-	-	1,125	-	1,125	-	1,125	-		-	-
	EMF Town War Memorial	-	-	-	-	-	-	-	2,000	-	Surplus from 5511	-	-
	Total EMF	3,505	96,521	76,825	35,999	18,308	194,037	173,793	173,793	36,650		-	-
	Grand Total	44,658	96,521	222,645	2,524	140,557	181,133	151,315	255,510	148,285		113,888	116,145

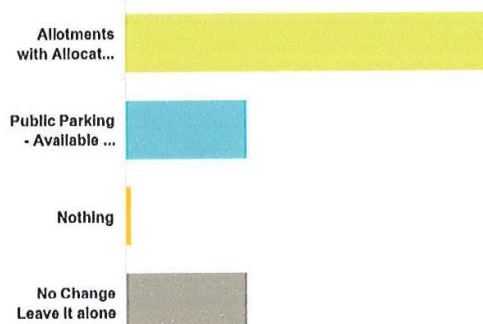
APPENDIX B

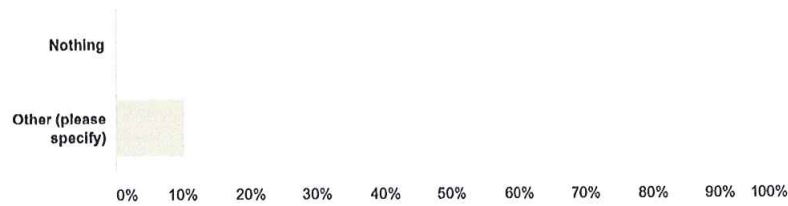
Pillmere Survey

SurveyMonkey

Q1 Saltash Town Council has a duty to provide allotments, and would like to provide 10-12 on the spare/waste ground in Dartmoor View. These allotments will have allocated compulsory parking within the plot for each allotment with secure access.

Answered: 118 Skipped: 1

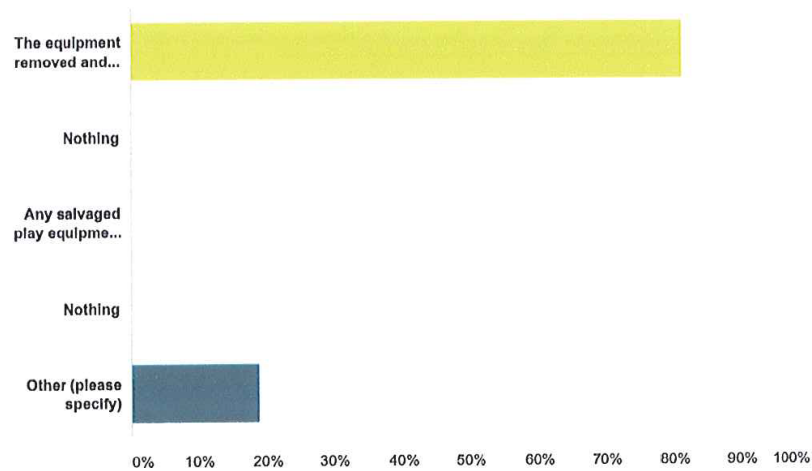




Answer Choices	Responses	
Allotments with Allocated Parking	53.39%	63
Public Parking - Available to all on a first come first served basis	17.80%	21
Nothing	0.85%	1
No Change Leave It alone	17.80%	21
Nothing	0.00%	0
Other (please specify)	10.17%	12
Total		118

Q2 Saltash Town Council would also like to address the problem of the derelict central adventure play area rear of Greenfinch Crescent. There is no funding to bring it back into use. What would you prefer?

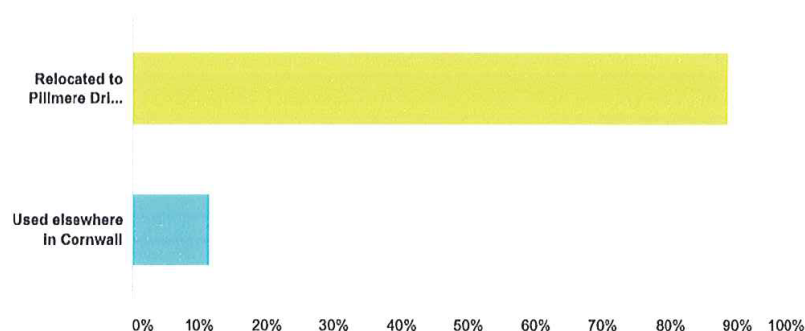
Answered: 117 Skipped: 2



Answer Choices	Responses	
The equipment removed and re-landscaped	81.20%	95
Nothing	0.00%	0
Any salvaged play equipment relocated to Pillmere Drive Play Park?	0.00%	0
Nothing	0.00%	0
Other (please specify)	18.80%	22
Total		117

Q3 If there is any salvageable play equipment from the park, what would you like to happen to it?

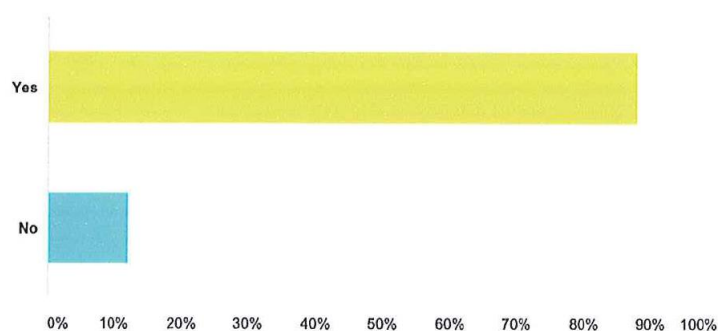
Answered: 114 Skipped: 5



Answer Choices	Responses	
Relocated to Pillmere Drive Play Park	88.60%	101
Used elsewhere in Cornwall	11.40%	13
Total		114

Q4 Saltash Town Council have suggested that the spare/waste ground on Grassmere Way (opposite Greenfinch Crescent) is made into a wild meadow edged with boulders. Do you agree with this suggestion?

Answered: 116 Skipped: 3



Answer Choices	Responses	
Yes	87.93%	102

APPENDIX C

Pillmere Works:

1. Area 1 flail cut once - £660.00
2. Plus boulders - £2,392.14
3. Area 3 cut once - £960.00

Total - £4,012.14

Cllr Phillips

APPENDIX D

The BMX track in Saltmill Park is in a sad state of neglect and has not been usable for many years.

Martyn Taming, of Junkyard Skatepark, has brought forward a quote to bring the BMX track in to use as a pump track. Examples of a pump track are shown below, but it is a circuit of banked turns and features designed to be ridden completely by riders "pumping" - creating momentum via up and down body moments.





The quote is for £2,650 plus VAT, and includes moving onsite earth to tidy up and reshape the track, and rolling over the earth to harden ready for re-use.



**BLING
CONSTRUCTION
LTD**

COMPANY NUMBER
9599934

**QUOTE
CLIENT REF:
062**

CUSTOMER: SALTASH TOWN COUNCIL
SALTASH GUILDHALL PL12

DESCRIPTION:

PRICE IS FOR: Using earth onsite to move around and re-shape and tidy up the track, roller over new track to harden ready for re-use again

PRICE COVERS:

Digger hire .Roller hire .Dumper Hire .Labor for driving machinery

FULL AMOUNT PAYABLE	£2,650 +vat
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Please sign below to except our quote:

Print name:

-Work starting (to be confirmed)
 -All waste, rubbish to be remove by Bling Construction ltd
 -30% deposit paid with final payment on completion
 .Please note the following quote is base on the dates above- to be confirmed
 .please note the following quote is for the works listed above and attached page(s)
 .please note extra items/materials/man hours may need purchasing/adding on to complete job in unforeseeable circumstances , this will be discussed with the client beforehand.

APPENDIX E

Public Toilet Cleaning and Operations Quote 2017/18

CORMAC

Cleaning and operation of public toilets 2017/18 costs:

Cormac rates:

Facility	Summer	Winter	Total Charge for year
Waterside	£2,725.18	£2,710.28	£5,435.46
Belle Vue (Automatic Locking System)	£2,452.66	£2,439.26	£4,891.91
Longstone Park	£3,270.21	£3,252.34	£6,522.55
Alexandra Square (Automatic Locking System)	£2,452.66	£2,439.26	£4,891.91
		TOTAL	£21,741.83

Cormac are not part of the Living Wage Foundation

Revised quote based on the Living Wage Foundation rate of £8.45ph:

Facility	Summer	Winter	Total Charge for year
Waterside	£2,950.88	£2,934.75	£5,885.63
Belle Vue (Automatic Locking System)	£2,655.79	£2,641.28	£5,297.06
Longstone Park	£3,541.05	£3,521.70	£7,062.75
Alexandra Square (Automatic Locking System)	£2,655.79	£2,641.28	£5,297.07
		TOTAL	£23,542.51

The reason there is only a very small difference between summer and winter charges for your facilities is that there is only one day's difference in our calculation for Summer and Winter. We provide the same cleaning frequency of one clean per day across the whole year for you hence the figures are very similar.

ORANGEMAN CLEANING SERVICES

No response.

CCS PROFESSIONAL

No response.

TARGET SERVICES

Cleaning and operation of public toilets 2017/18 costs:

Facility	Sub Total	Management Fee @ 11%	Total Charge for Year
Waterside	£7,438.11	£818.19	£8,256.30
Belle Vue (Automatic Locking System)	£7,743.70	£851.81	£8,595.51
Longstone Park	£7,743.70	£851.81	£8,595.51

Alexandra Square (Automatic Locking System)	£7,743.70	£851.81	£8,595.51
		TOTAL	£34,042.83

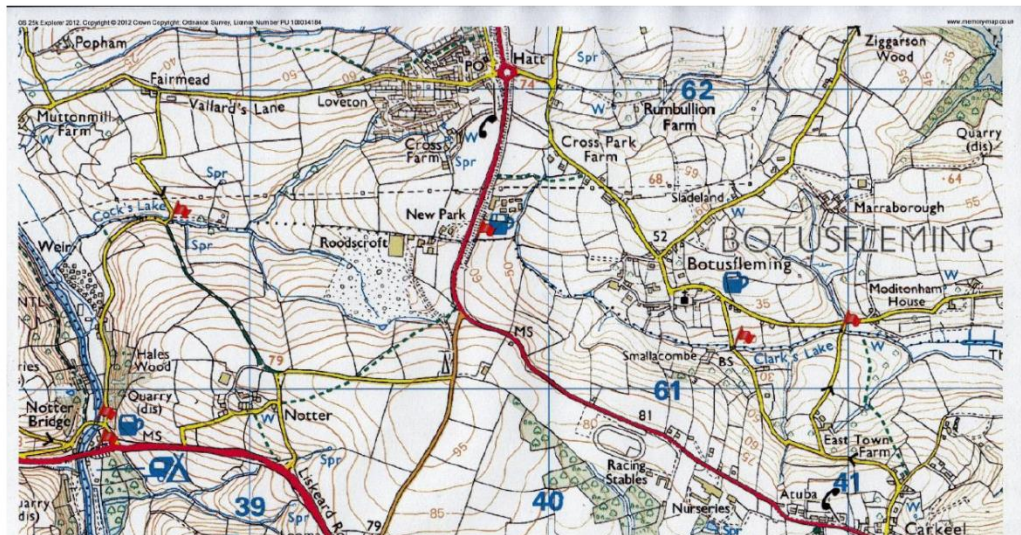
Target Services are not part of the Living Wage Foundation they pay their operatives hourly rates equivalent to or above the statutory 'living wage' requirements and in line with the equal rights regulations

APPENDIX F

Dear Saltash Town Councillors and Clerk

Condition of the Borough of Saltash (Saltash Town) Boundary Stones.

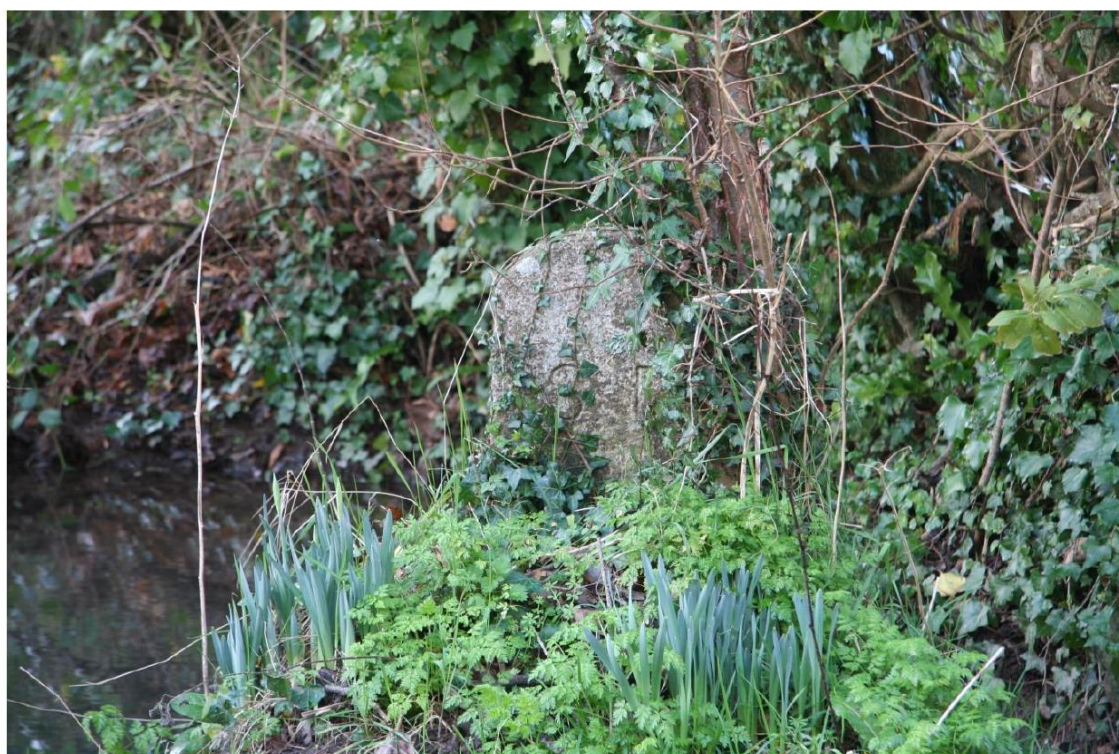
The following map and the photographs (all taken during a walk today) show the position and current condition of Saltash Town Council's Six Boundary Stones.



The positions of the six Boundary Stones are indicated by small red flags



On the unclassified road bridge over Clark's Lake (a stream that's Saltash Town Boundary) to the North of East Town Farm, Carkeel.



At 'Smallacombe' on Clark's Lake (the stream that is Saltash Town Boundary)



Just off the A388, East of 'Roodscroft', South of 'New Park' (the Cardinals Hatt)



On the unclassified road bridge over Cock's Lake (another stream that's Saltash Town Boundary)
West of Roodscroft and North of Notter.



In the wall of the old bridge across the River Lynher at Notter Bridge
(the Western boundary of Saltash Town)



This Saltash Borough Boundary Stone is on the verge of the A38 at the rear of a safety barrier. The Borough Boundary Stone is 200 feet East of the Saltash Town Boundary: the Lynher River.

In 1991 an Act of Parliament altered Saltash Boundary and made Cock's Lake (*a stream*) and the River Lynher the Saltash Town Council's North Western and West Boundary.

The St. Germans or Lynher River is Saltash Town's Southern Boundary and the Tamar the East Boundary. Kingsmill Lake, Clark's Lake and Cock's Lake the Northern Boundary. Saltash Town is almost surrounded by water

All six Boundary Stones are in need of some tender loving care and are worth preservation. Please can some remedial and conservation action be taken?

Thank you

Peter Clements.

APPENDIX G

Waterfront Report

As I have reported to Town Council the devolution of the Waterfront from Cornwall Council is progressing. The work on a map showing the parcels of land that we are either taking on or managing on behalf of Cornwall Council has been finalised.

A Waterfront and Town Warden has been appointed. Mr Jeff Diamond will be starting on 1st March.

A hired mobile portacabin base for the warden has been agreed and work is on-going as to where to put it. Advice the on the necessity for planning permission and agreement from Parking at Cornwall Council is awaited.

The refurbishment of the pontoon is progressing and the Duchy money for the fundus has been obtained from the LDF and will be available when the pontoon has returned. Network Rail has offered a lease hold on the buildings owned by them around the bridges including the waterfront toilets. This offer is being investigated at present.

APPENDIX H

Christmas Decorations Report:

QUOTE 1

- Installation and removal of lit garlands on the Museum, Elliotts and the Guildhall.
- Installation, removal and storage of the town's cross-road Christmas lights.
- Installation, decoration and removal of a fresh tree (min 20ft) in Victoria Gardens plus safety fencing.
- Installation, decoration and removal of a fresh tree (min 20ft) Waterfront plus safety fencing.

Christmas Decorators - £3,500.00

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

- Illuminated lights on the railing of Victoria Gardens (design to be determined).
- LED lights in trees in front of the Coral shop.

Christmas Decorators - £1,750.00

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

- A sign - 'Merry Christmas' or 'Merry Christmas and A Happy New Year from Saltash' perhaps also in Cornish. Design to be determined. Approximately 4m x 3m sign.

Christmas Decorators - £1,500 - £2,000.00.

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

- Replacement of catenary wire and bulbs on Fore Street prior to the install of Christmas lights (November).

Christmas Decorators - £10,000.00 approx.

Lite – Declined to quote.

Festive Lighting – Design work only – Declined to quote.

QUOTE 2

- Purchase of Fore Street cross-road Christmas lights, garlands, Christmas trees for Victoria Gardens and the Waterfront, LED lights for the railings at Victoria Gardens, LED lights in the trees in front of the Coral shop.

Field and Lawn - £15,000.00

- Hire of Fore Street cross-road Christmas lights, garlands, Christmas trees for Victoria Gardens and the Waterfront, LED lights for the railings at Victoria Gardens, LED lights in the trees in front of the Coral shop.

Field and Lawn – Hire price for year 1: £8,000.00

Hire price for year 2: £4,000.00

Hire price for year 3: £4,000.00

- Installation and removal of the above lights which will include all electrical infrastructure and consumables and provision of transport and labour, and access equipment.

Field and Lawn – Yearly price of £7,300.00

- Purchase of a Merry Christmas sign from one of their schemes installed last year. It is approximately 14m x 1.5m.
- Installation.

Field and Lawn - £1,000.00 purchase of sign

Field and Lawn – installation costs TBC

- To provide a team to carry out a soft switch on.

Field and Lawn – Yearly price of £750.00

- To provide new catenary wires and electrical cable / plugs and sockets.

Field and Lawn – £1,200.00

- To store and create yearly condition reports on the festive lights.

Field and Lawn – Yearly price of £1,000.00

Please note after year 1 there would be a small cost to cover consumables in following years.

Total Cost:

Christmas Decorators - £17,250.00.

Field and Lawn Purchase - £25,250.00

Field and Lawn Hire - £18,250.00 (Year 1)
£14,250.00 (Year 2 & 3)

Budget: EMF Festive Lights = £29,166.00

2016 Costs: Christmas Decorators - lights, garlands, Victoria Gardens Christmas tree: £2,400.00.

Hine Brothers - Waterfront Christmas tree: £100.00.

All of the above to include – installation, maintenance, removal, subsequent storage, health and safety and subject to a site survey

Bunting Report:

- 400m of heavy duty black and gold vinyl bunting to dress all existing light runs and cross street catenary wires with double levels at each end of Fore Street.
- To supply, install, maintain and take down at the end of the year, cherry picker and out of hour's work where necessary.

Christmas Decorators - £1,400.00

SSE – do not supply or install bunting

Cormac – Declined to quote.

Online bunting suppliers unable to install or maintain the bunting if damaged.

- 255m of existing heavy duty red, white and blue vinyl bunting to dress existing light runs on Jubilee and Brunel Green as last year.
- To supply, install, maintain and take down at the end of the year, and out of hour's work where necessary.

Christmas Decorators - £400.00

SSE – don't provide or install bunting

Cormac – Declined to quote.

Online bunting suppliers unable to install or maintain the bunting if damaged.

Total Cost:

Christmas Decorators - £1,800.00

2016 Costs: Christmas Decorators - Jubilee Green and Brunel Green, purchase and install 255m of bunting: £950.00.

Christmas Decorators - Fore Street, purchase and install 360m of bunting: £1,032.50.

The reason for the increase in cost is due to the extra length of bunting to cover the two cross street wires at the lower end of Fore Street, last year the Christmas Decorators covered these from stock, plus customised colours as opposed to last year's special offers on red, white and blue!

Budget: Flags and Bunting - £1,530.00

All of the above to include – installation, maintenance, removal, health and safety and subject to a site survey

Waterfront Supporting Columns Report:

Brief insight, Cornwall Council will not approve the festive light application without supporting columns provided by SSE however, the Christmas Decorators also provided a quote. This application is to support installation of festive lights across the Union Pub and Livewire area.

- Replace existing columns A108 and A109 with new heavy duty galvanised columns. Re use existing embellishment kits, lanterns and control gear. Finished unit to be painted black including excavation for column, backfilling and reinstatement.

SSE - £1,751.60

- Install one heavy duty galvanised column and paint the unit black. Including excavation for column, backfilling and reinstatement.

SSE - £506.45

- To disconnect and reconnect the DNO supply cable feeding columns A108 and A109.

SSE - £437.76

-
- Following a survey, two additional supports will be required, positioned at the top of the beach next to the parking area. In similar black finish as the existing lampposts and topped with ex Plymouth lamps (supplied by Stax).

Christmas Decorators - £1,100.00

- Replacement of the existing temporary post in the playground to match existing columns.

Christmas Decorators - £550.00

- DNO supply cable. The Christmas Decorators don't believe disconnection is required.

Total Costs:

SSE - £2,695.81

Christmas Decorators - £1,650.00

Budget: Waterfront (Maintenance Costs) - £5,000.00

EMF Waterfront (Capital Works) - £37,350.00

All of the above to include – installation, maintenance and health and safety and subject to a site survey

Waterfront Festoon Lighting Report

- Install catenary wire and lighting in similar style to existing.
- No further supply being necessary as connecting to existing product.

Christmas Decorators - £1,300.00

- Install catenary wire and MaxiLED ultra bright festoon lighting and control box containing a timer. There will be a slight difference compared to the existing lighting style and brightness.

SSE - £2,155.06

Ashtorre Rock kindly sent a donation of £565.56 for the install of Waterfront lights.

Budget: Waterfront (Maintenance Costs) - £5,000.00

EMF Waterfront (Capital Works) - £37,350.00

2016 Costs: Christmas Decorators – Supply and install lighting and catenary wires to the Waterfront area: £1,350.00.

All of the above to include – installation, maintenance and health and safety and subject to a site survey
