

APPENDIX A**SALTASH TOWN COUNCIL****Notes of the Property Maintenance and Marketing Subcommittee held on Friday 24th November 2017 at 10.00am**

PRESENT: Councillors: J Dent (Chairman), S Miller (Vice-Chairman), W Phillips, J Rance, D Yates

ALSO PRESENT: Geoff Peggs- Buildings Consultant, R Lane -Town Clerk, J Diamond Town and Waterfront Warden, J Virgo Grounds and Premises Warden, L Elliott - Administration Support

APOLOGIES: Councillors: J Rance,

HEALTH AND SAFETY ANNOUNCEMENTS

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

06/17/18 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

07/17/18 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.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.
- d. To approve a dispensation to Subcommittee members to allow setting of budgets and the precept. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business
- e. To Note ongoing dispensations:

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

- i to note an on-going dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.

It was **RESOLVED** to note

- ii to note an on-going dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

It was **RESOLVED** to note.

08/17/18 QUESTIONS FROM THE PUBLIC

None.

09/17/18 TO CONSIDER THE FIVE-YEAR MAINTENANCE PLAN (Appendix A)

Councillors discussed the 5-year repair and maintenance programme making the following resolutions and recommendations.

It was **RESOLVED** to note that the Building Consultant will update the five-year plan.

Guildhall – Statutory

Budget as per 2017/18 apart from increase to P.A.T's (please see attached budget sheet).

Guildhall – Minor maintenance

It was **RESOLVED** carry forward the £1,000 from **2017/18** to **2018/19** for the replacement of the carpet in Reception and the Town Clerks Office.

Guildhall Major works

It was **RESOLVED** to approve the installation of automatic lights on the 1st floor lobby toilets from the internal and external repairs and decorations budget carried forward to **2018/19**.

It was **RESOLVED** under Health and Safety to approve the Building Consultant to price up an instant hot water tap for Guildhall kitchen to replace with immediate effect within the delegated authority of the Chairman and Vice-Chairman of the Sub Committee.

Geoff Peggs to source costings for hand driers in the toilets in the Guildhall an increase from £600 2017/18 budget to £1000 2018/19.

It was **RESOLVED** that the Building Consultant fees be reviewed at the next Policy and Resources Committee meeting.

Bus Shelter

It was **RESOLVED** to remove from the Sub Committee budget.

Cemetery Buildings

It was **RESOLVED** to remove from the Sub Committee budget.

Public Toilets

It was **RESOLVED** to the refurbishment and repairs and decorations of Longstone once Full Town Council has signed the leases.

Pontoon

It was **RESOLVED** to agree no budget required as the lighting on the walkway has been completed.

Outdoor land and fences

It was **RESOLVED** to **AGREE** that the Grounds and Premises Warden check that within the contract for the Cornish Cross that it is an annual safety check and then report to Services

Heritage Building

It was **RESOLVED** to agree Phase II works will be completed when the current outdoor display is removed.

10/17/18 MAURICE HUGGINS ROOM WORKS

It was **RESOLVED** to note STC awaiting agreement/lease form from CC.

11/17/18 LONGSTONE PARK GARAGE WORKS

Covered in minute no: 09/17/18

- 12/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.
- 13/17/18 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**
To resolve that the public and press be re-admitted to the meeting.
- 14/17/18 **AS REQUIRED OR IF NECESSARY**
None
- 15/17/18 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR.**
None.
- 16/17/18 **PRESS RELEASES**
None.
- 17/17/18 **DATE OF NEXT MEETING To be confirmed**
Rising at:11.50am

Signed: _____
Chairman

Dated: _____

APPENDIX B

Saltash Town Council

Precept 2018-2019

**SALTASH TOWN COUNCIL
SUMMARY OF EXPENDITURE PLANNED FOR 2018/2019**

	2017/2018	2018/2019	Percentage increase/ decrease
	£	£	%
Burial Board : St Stephen's	56,715	41,602	-28.6
Burial Authority : Churchtown	27,355	24,807	-9.3
Services	148,285	74,460	-49.8
Policy & Resources: Office	19,480	28,157	44.5
Policy & Resources: General	127,057	143,842	13.2
Policy & Resources: Property	63,565	89,285	40.5
Staffing	241,682	496,438	105.4
TOTAL EXPENDITURE	684,139	898,591	31.3
Less Income, Refunds, Grants	46,875	53,920	15.0
Planned Budget	637,264	844,671	32.5
Less Central Government Council Tax Support Funding	28,591	22,867	
Less funding available from the Capital Works arising (General Reserves)	-	-	
Precept	608,673	821,804	35.02
Amount per Band D Dwelling:	115.99	153.79	32.59
Tax Base : 5343.51			
<u>Capital & Reserves (Est 2018/19)</u>			
Capital Works arising from Assets and Services Required (General Reserves)	154,331	150,000	
Earmarked Reserve	368,385	282,458	
S106 (LIDL)	149,009	86,032	
S106 (Waitrose)	18,917	-	
Statutory Contingency	90,000	90,000	
Station Fund	15,000	-	
Estimated Reserves at 31st March 2018:	795,642	608,490	
Employees at 31st March 2018:	8 FTE	13.6 FTE	

Budget Report as at 31st October 2017										
	Received 2016/2017	Budgeted Income 2017/2018	From/to reserve	Received YTD 2017/18	Yet to Receive		Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Forecast 2018/2019	Forecast 2019/2020
Income										
Burial Board : St. Stephen's	£ 8,850	£ 6,180	£ -	£ 9,301	£ -		£ 9,301	£ 12,000	£ 12,240	£ 12,485
Burial Authority : Churchtown	£ 8,595	£ 10,000	£ -	£ 7,819	£ 2,181		£ 10,000	£ 10,000	£ 10,200	£ 10,404
Services Committee	£ 4,566	£ 18,575	£ -	£ 9,114	£ 9,461		£ 18,575	£ 18,575	£ 18,947	£ 19,325
P&R Property	£ 7,632	£ 9,220	£ -	£ 6,175	£ 3,045		£ 9,220	£ 9,320	£ 9,506	£ 9,697
P&R General	£ 4,124	£ 2,900	£ -	£ 1,316	£ 1,584		£ 2,900	£ 3,000	£ 3,060	£ 3,121
P&R Office	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Staffing	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Total	£ 34,156	£ 46,875	£ -	£ 33,726	£ 16,270		£ 49,996	£ 52,895	£ 53,953	£ 55,032
Expenditure										
	Spend 2016/2017	Budget 2017/2018	From/to reserve	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Forecast 2018/2019	Forecast 2019/2020
Burial Board : St. Stephen's	£ 1,144	£ 6,340	£ -	£ 1,250	£ 5,090	£ 5,090	£ 6,340	£ 6,340	£ 6,467	£ 6,596
Burial Authority : Churchtown	£ 23,480	£ 24,730	£ -	£ 11,219	£ 13,511	£ 13,511	£ 24,774	£ 24,730	£ 25,225	£ 25,729
Services Committee	£ 73,249	£ 111,635	£ 10,000	£ 40,621	£ 81,014	£ 81,014	£ 93,380	£ 74,460	£ 75,949	£ 77,468
P&R Property	£ 18,609	£ 29,275	£ 4,000	£ 18,467	£ 14,808	£ 14,808	£ 33,162	£ 33,575	£ 34,247	£ 34,931
P&R General	£ 83,382	£ 106,057	£ -	£ 44,303	£ 61,754	£ 61,754	£ 106,651	£ 109,337	£ 111,524	£ 113,754
P&R Office	£ 15,141	£ 16,980	£ -	£ 10,575	£ 6,405	£ 6,405	£ 18,380	£ 20,480	£ 20,890	£ 21,307
Staffing	£ 202,866	£ 241,932	£ 49,831	£ 174,719	£ 117,044	£ 117,044	£ 286,618	£ 431,665	£ 440,318	£ 449,125
Total	£ 417,871	£ 536,949	£ 63,831	£ 301,154	£ 299,626	£ 299,626	£ 569,305	£ 700,607	£ 714,619	£ 728,911
EMF expenditure										
	EMF b/f 2016/17	Budget 2017/2018	From/to reserve	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Forecast 2018/2019	Forecast 2019/2020
Burial Board : St. Stephen's	£ 10,300	£ 50,250	£ 34,680	£ 230	£ 25,640	£ 25,640	£ 25,640	£ 35,110	£ -	£ -
Burial Authority : Churchtown	£ 16,064	£ 2,500	£ 3,000	£ 226	£ 15,338	£ 15,338	£ 15,338	£ -	£ -	£ -
Services Committee	£ 178,237	£ 36,650	£ 42,354	£ 24,542	£ 147,991	£ 147,991	£ 147,991	£ -	£ -	£ -
P&R Property	£ 56,065	£ 34,290	£ 125,530	£ 207,473	£ 8,412	£ 8,412	£ 8,412	£ -	£ -	£ -
P&R General	£ 50,344	£ 21,000	£ -	£ 11,143	£ 60,201	£ 60,201	£ 60,201	£ -	£ -	£ -
P&R Office	£ 1,761	£ 2,500	£ -	£ 675	£ 3,586	£ 3,586	£ 3,586	£ 7,500	£ -	£ -
Staffing	£ 14,961	£ -	£ 7,250	£ 1,421	£ 6,290	£ 6,290	£ 6,290	£ 64,753	£ -	£ -
Total EMF expenditure	£ 327,732	£ 147,190	£ 38,246	£ 245,710	£ 267,458	£ 267,458	£ 267,458	£ 107,363	£ -	£ -
Grand total	£ 745,603	£ 684,139	£ 102,077	£ 546,864	£ 567,084	£ 567,084	£ 836,763	£ 807,970	£ 714,619	£ 728,911
STC Funds @ 31st October 2017										
Barclays Current Account							£ 150,611			
Barclays Active Saver							£ 400,000			
Lloyds Current Account							£ 90			
Lloyds Investment - 6 months - 0.36%							£ 100,000	£ 181		31/01/2018
Lloyds Investment - 12 months - 0.65%							£ 100,000	£ 1,070		01/08/2018
Public Sector Deposit Fund - CCLA							£ 200,000	£ -		
Total							£ 950,701	£ 1,251		

Client: Saltash Town Council
Report Date: 29/11/2017

Burial Authority - Churchtown - Budget Report - October 2017 - Precept

Code	Income Description	Received 2018/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
	Income													
4612	Cemetery Fees	8,595		10,000		7,819	- 2,181			10,000	10,000		10,200	10,404
4614	Memorial Bench Income	-		-		-	-			-	-		-	-
	Total Income	8,595		10,000		7,819	- 2,181			10,000	10,000		10,200	10,404
Code	Expenditure Description	Spend 2018/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
6000	Petrol	200		300		-	300	300		300	307		315	321
6001	Machinery Maintenance Costs	261		300		196	104	104		300	307		315	321
6002	Refuse Disposal Sacks	37		50		94	- 44	- 44		94	51		52	53
6003	Health & Safety	60		100		-	100	100		100	102		105	107
6004	General Site Maintenance	1,223		1,000		54	946	946		1,000	1,024		1,049	1,070
6005	Fire Extinguishers	-		50		-	50	50		50	51		52	53
6006	Miscellaneous Costs	-		100		-	100	100		100	102		105	107
6007	Hand Tools Costs	25		100		17	83	83		100	102		105	107
6008	Tree Survey & Tree Maintenance	-		650		70	580	580		650	666		682	695
6009	Electricity Costs	145		250		96	154	154		250	256		262	267
6010	PWLB Loan Repayment & Interest	21,385		21,385		10,692	10,693	10,693		21,385	21,385	FIXED COST	21,385	21,385
6011	Water	-		300		-	300	300		300	307		315	321
6012	Memorial Bench (Expenditure)	-		-		-	-	-		-	-		-	-
6013	Security Alarm Maintenance	145		145		-	145	145		145	145	FIXED COST	148	151
	Total Expenditure	23,480		24,730		11,219	13,511	13,511		24,774	24,807		24,888	24,958
Code	Ear Marked Reserves (EMF)	Spend 2018/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend		Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
6070	EMF Churchtown Cemetery Capital Works	4,782	9,485	-	- 3,000		6,485	6,485	Including Churchtown Water Pipe Brackets Work (£1500)	6,485	-	Including Churchtown Water Pipe Brackets Work (£1500) Compound Gates (£5000)	-	-
6071	EMF Replace Machinery & Equipment	8,694	4,469	2,500	-	46	6,913	6,913		6,913	-		-	-
6072	EMF Burial Administration	495	2,110	-	-	180	1,930	1,930		1,930	-		-	-
	Total EMFs	13,971	16,064	2,500	- 3,000	226	15,338	15,338		15,338	-		-	-
	Grand Totals	37,451	16,064	27,230	- 3,000	11,444	28,850	28,850		40,112	24,807		24,888	24,958

Client: Saltash Town Council
Report Date: 26/11/2017

Burial Board - St. Stephens - Budget Report - October 2017 - Precept

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
	Income														
4600	Cemetery Fees	8,850		6,180		9,301	-			9,301	12,000			12,240	12,485
4613	Memorial Bench Income	-		-		-	-			-				-	-
	Total Income	8,850		6,180		9,301	-	-		9,301	12,000			12,240	12,485
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
6100	Petrol	422		700		392	308	308		700	700			714	728
6101	Machinery Maintenance Costs	234		1,000		-	1,000	1,000		1,000	1,000			1,020	1,040
6102	Refuse Disposal Sacks	37		170		-	170	170		170	170			173	177
6103	Health & Safety	-		250		-	250	250		250	250			255	260
6104	General Site Maintenance	323		900		458	442	442		900	900			918	936
6105	Fire Extinguishers	-		100		-	100	100		100	100			102	104
6106	Miscellaneous Costs	15		170		-	170	170		170	170			173	177
6107	Hand Tool Costs	-		50		-	50	50		50	50			51	52
6108	Tree Survey & Tree Maintenance	113		3,000		400	2,600	2,600		3,000	3,000			3,060	3,121
6109	Memorial Bench (Expenditure)	-		-		-	-	-		-	-			-	-
	Total Expenditure	1,144		6,340		1,250	5,090	5,090		6,340	6,340			6,467	6,596
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
6170	EMF Repairs to Cemetery Wall	4,445	5,120	50,000	- 30,000	230	24,890	24,890	£20,000 (Cemetery Wall)	24,890	35,110			-	-
6171	EMF Grave Restoration	320	4,680	-	- 4,680	-	-	-		-	-		To be deleted	-	-
6172	EMF War Memorial (St. Stephens)	-	500	250	-	-	750	750		750	-			-	-
	Total EMFs	4,765	10,300	50,250	- 34,680	230	25,640	25,640		25,640	35,110			-	-
	Grand Total	5,909	10,300	56,590	- 34,680	1,480	30,730	30,730		31,980	41,450			6,467	6,596

Client: Saltash Town Council
Report Date: 28/11/2017

P&R General - Budget Report - October 2017 - Precept

Code	Income Description	Received 2016/17	Budgeted Income 2017/18	Received YTD 2017/18	Yet to Receive	Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021			
4901	Bank Interest Received	4,124	2,900	1,316	- 1,584		2,900	3,000		3,060	3,121			
4908	P & R Miscellaneous Income	-	-	-	-					-	-			
	Total Income	4,124	2,900	1,316	- 1,584		2,900	3,000		3,060	3,121			
Code	Expenditure Description	Spend 2016/17	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021	
6200	Bank Charges	381	620		500	120	120		620	1,000	FIXED COST	1,020	1,040	
6201	Audit	3,420	2,500		591	1,909	1,909	Accruals 2016-2017	2,500	3,200	FIXED COST	3,264	3,329	
6202	Civic Occasions (Including Road Closures)	1,332	4,500		1,333	3,167	3,167		4,500	4,500		4,590	4,662	
6203	Mayors Allowance	4,600	4,600		2,760	1,840	1,840		4,600	4,600		4,692	4,796	
6204	Councillors Allowance	2,200	3,265		-	3,265	3,265	£204 per Councillor	3,265	3,265		3,330	3,397	
6205	Insurance	9,425	13,600		18,316	- 4,716	- 4,716	Prepayment to be done	13,600	15,000		15,300	15,606	
6206	Youth Council	3,000	3,000		3,000	-	-		3,000	3,000		3,060	3,121	
6207	Citizens Advice Bureau	-	-		-	-	-		-	-		-	-	
6208	Subscriptions	2,898	3,250		2,958	292	292		3,250	3,500		3,570	3,641	
6209	Oyster Beds	1	1		-	1	1		1	1	FIXED COST	1	1	
6210	Community Chest	6,693	7,500		2,485	5,015	5,015		7,500	7,500		7,650	7,803	
6211	Website Maintenance	599	530		120	410	410		530	530		541	551	
6212	Councillor Expenses	49	530		-	530	530		530	530		541	551	
6213	Councillor Training	-	2,000		180	1,820	1,820		2,000	2,000		2,040	2,081	
6214	Health & Safety	2,793	3,700		4,058	- 358	- 358	£2250 (Ellis Wiltam) Prepayment to be done	4,058	4,250	£2250 (Ellis Wiltam)	4,335	4,422	
6215	Annual Report	-	420		-	420	420		420	420		428	437	
6216	Miscellaneous	72	100		160	- 60	- 60		160	100		102	104	
6217	Data Protection	35	45		35	10	10		45	45	FIXED COST	46	47	
6218	Mayors Badges	-	46		222	- 176	- 176		222	46		47	48	
6219	Local Council Award Scheme	-	200		-	200	200		200	200	FIXED COST	204	208	
6220	Festival Fund & Event Expenditure	3,784	10,650		5,485	5,165	5,165		10,650	10,650		10,863	11,080	
6221	Town Messenger	2,100	4,000		2,100	1,900	1,900		4,000	4,000	FIXED COST	4,080	4,162	
6222	Commissioning Youth Work	40,000	40,000		-	40,000	40,000		40,000	40,000		40,800	41,516	
6223	Inclusion Cornwall	-	1,000		-	1,000	1,000		1,000	1,000	FIXED COST	1,020	1,040	
	Total Expenditure	83,382	108,067	-	44,303	81,764	81,764		108,861	108,337		111,624	113,764	
Code	Emarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6270	EMF Crime Reduction	5,050	6,950	-	-	-	6,950	6,950		6,950	-		-	-
6271	EMF Election	200	8,163	20,000	-	8,530	19,633	19,633		19,633	-		-	-
6272	EMF Robes & Civic Regalia	343	5,657	-	-	771	4,886	4,886		4,886	-		-	-
6273	EMF Legal Fees	1,691	5,001	1,000	-	130	5,871	5,871		5,871	-		-	-
6274	EMF Internet Redevelopment	-	2,025	-	-	-	2,025	2,025		2,025	-		-	-
6275	EMF Neighbourhood Plan	3,735	14,927	-	-	1,066	13,861	13,861		13,861	-		-	-
6276	EMF Support/Promote Public Transport	-	7,621	-	-	646	6,975	6,975		6,975	-		-	-
	Total EMF	11,019	60,344	21,000	-	11,143	80,201	80,201		80,201	-		-	-
	Grand Total	94,401	60,344	127,067	-	66,447	121,964	121,964		188,862	109,337		111,624	113,764

Client: Saltash Town Council
Report Date: 25/11/2017

P&R Office - Budget Report - October 2017 - Precept

Code	Expenditure Description	Spend 2018/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
6300	Telephone	564		950		357	593	593		950	950	FIXED COST	969	988
6301	Stationery/Postage/Printing	1,903		2,630		1,549	1,081	1,081		2,630	2,630	FIXED COST	2,683	2,736
6302	Office & IT Equipment	3,477		3,350		275	3,075	3,075		3,350	3,350	FIXED COST	3,417	3,485
6303	Copier Maintenance	4,084		3,500		3,644	- 44	- 44		5,000	5,100	FIXED COST	5,202	5,306
6304	Broadband	432		450		497	- 47	- 47		450	450	FIXED COST	459	468
6305	SAGE Accounts	2,081		2,500		2,316	184	184		2,500	4,000	FIXED COST	4,080	4,162
6306	IT Maintenance	2,601		3,500		1,937	1,563	1,563		3,500	4,000	FIXED COST	4,080	4,162
6307	Miscellaneous	-		-		-	-	-		-	-		-	-
	Total Expenditure	15,141		16,980		10,575	6,405	6,405		18,380	20,480		20,890	21,307
Code	earmarked Reserves (EMF)	Spend 2018/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend		Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
6370	EMF Computer Equipment Renewal	770	1,761	2,500	-	675	3,586	3,586	£2600 (Computer Equipment)	3,586	7,500	New Server (£8600) New Computers (£4600)	-	-
	Total EMF	770	1,761	2,500	-	675	3,586	3,586		3,586	7,500		-	-
	Grand Total	15,911	1,761	19,480		11,250	9,991	9,991		21,966	27,980		20,890	21,307

Client: Saltash Town Council
Report Date: 28/11/2017

P&R Property - Budget Report - October 2017 - Precept

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019		Comments	Forecast 2019/2020	Forecast 2020/2021
4200	Guildhall - Bookings	7,227		8,900		5,965	- 2,935			8,900	9,000			9,180	9,364
4201	Guildhall - Refreshments Income	308		250		138	- 112			250	250			255	260
4202	Guildhall - Piano Bookings	10		20		10	- 10			20	20			20	21
4204	Guildhall - Photocopying Income	29		50		62	- 12			50	50			51	52
4206	Miscellaneous Property Income	58		-		-	-			-	-			-	-
	Total Income	7,632	-	8,220		6,176	- 3,046			8,220	8,320			8,608	8,687
Code	Expenditure Description	Spend 2016/17		Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019		Comments	Forecast 2019/2020	Forecast 2020/2021
6400	Rates - Guildhall	6,897		7,500		7,387	113	113		7,387	7,800		FIXED COST	7,956	8,115
6401	Water Rates - Guildhall	547		950		406	544	544		950	950		FIXED COST	969	988
6402	Gas - Guildhall	2,415		3,100		1,051	2,049	2,049		3,100	3,100		FIXED COST	3,162	3,225
6403	Electricity - Guildhall	2,956		4,600		2,088	2,512	2,512		4,600	4,600		FIXED COST	4,692	4,786
6404	Fire & Security Alarm - Guildhall	674		1,000		711	289	289		1,000	1,000		FIXED COST	1,020	1,040
6405	Fire Extinguishers - Guildhall	351		770		378	392	392		770	770		FIXED COST	785	801
6406	Window Cleaning - Guildhall	495		600		270	330	330		600	600		FIXED COST	612	624
6407	Refuse Collection - Guildhall	765		1,000		366	634	634		1,000	1,000		FIXED COST	1,020	1,040
6408	Cleaning Materials & Equipment - Guildhall	588		650		602	48	48		650	650		FIXED COST	663	676
6409	Boiler Service & Maintenance	-		2,100		-	2,100	2,100		2,100	2,100		FIXED COST	2,142	2,185
6410	General Repairs & Maintenance	267		650		617	33	33		650	650		FIXED COST	663	676
6411	TV License	146		150		-	150	150		150	150		FIXED COST	153	156
6412	Lift Service & Maintenance	1,959		2,200		1,354	846	846		2,200	2,200		FIXED COST	2,244	2,289
6413	Refreshments Costs - Guildhall	266		350		142	208	208		350	350		FIXED COST	357	364
6414	Replace Equipment - Guildhall	-		1,600		29	1,571	1,571		1,600	1,600		FIXED COST	1,632	1,665
6415	Miscellaneous Property Costs - Guildhall	283		555		143	412	412		555	555			566	577
6416	Maurice Huggins Room (Operational Costs)	-		1,500		337	1,163	1,163		1,500	1,500			1,530	1,561
6417	Belle Vue Office Costs	-		-	4,000	2,585	1,415	1,415		4,000	4,000			4,080	4,162
	Total Expenditure	18,809		29,276	4,000	18,487	14,808	14,808		33,182	33,676			34,247	34,831
Code	Emarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019		Comments	Forecast 2019/2020	Forecast 2020/2021
6470	EMF Guildhall maintenance	12,959	25,560	34,290	- 10,000	35,699	14,151	14,151	£28,290 (5 yr Repair Programme Figures)					-	-
6471	EMF Heritage Centre	24,543	29,221	-	- 5,000	420	23,801	23,801	£6000 (Sound Equipment)	14,151				-	-
6472	EMF Maurice Huggins Room	444	1,284	-	-	-	1,284	1,284						-	-
6473	EMF Station Building (Purchase & Capital Works)	-	-	-	140,530	171,354	- 30,824	- 30,824	Awaiting GWR Funds	- 30,824				-	-
	Total EMF	37,946	56,066	34,290	126,530	207,473	8,412	8,412		8,412	-			-	-
	Grand Total	56,755	56,066	63,566	129,630	225,940	23,220	23,220		41,674	33,676			34,247	34,831

Client: Saltash Town Council
Report Date: 26/11/2017

Service Committee - Budget Report - October 2017 - Pre-set

Code	Income Description	Received 2016/17	Budgeted Income 2017/18	Received YTD 2017/18	Ytd to Receive	Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021			
4500	Allotment Income	2,760	2,500	20	- 2,480	Allotment Refund	2,500	2,500		2,550	2,601			
4510	Public Footpath Grant	1,038	1,000	1,117	-		1,000	1,000	FIXED INCOME	1,020	1,040			
4311	Miscellaneous Income	1,157	75	790	-		75	75	FIXED INCOME - Boats £75.00	77	78			
4521	Waterfront Income - Annual Mooring Fees	-	14,000	6,457	- 7,543		14,000	14,000		14,280	14,566			
4522	Waterfront Income - Daily Mooring Fees	-	1,000	730	- 270		1,000	1,000		1,020	1,040			
	Total Income	4,955	18,575	8,114	- 10,289		18,575	18,575		18,947	19,325			
Code	Expenditure Description	Spend 2016/17	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021	
6500	Environment	-	8,000	-	-	8,000	8,000	£5,000 (Enhanced Cutting) £3,000 (Budget)	-	3,000		3,060	3,121	
6501	Highways Weed Control	9,823	13,500	-	-	13,500	13,500	3 applications	13,500	3,500		3,570	3,641	
6502	Civic Christmas Event	6,553	500	-	-	500	500		500	500		510	520	
6503	Allotments	786	1,605	-	496	1,109	1,109		1,605	1,600		1,632	1,666	
6504	Street Furniture (Maintenance)	1,319	3,000	-	637	2,363	2,363		3,000	3,000		3,060	3,121	
6505	Street Lighting	696	550	-	95	645	645	Accruals 2016-2017	550	550	FIXED COST	561	572	
6506	Grounds Maintenance & Watering	20,879	23,000	-	14,437	8,563	8,563		23,000	23,000		23,460	23,929	
6507	Community Toilet Scheme	800	1,600	-	-	1,600	1,600		-	800		816	832	
6508	Public Toilets (Operational Costs)	22,100	30,000	-	8,587	21,413	21,413	£10,000 (Bala Vau) £10,000 (Watercote) £10,000 (Longstone)	20,000	15,000		15,300	15,606	
6509	Miscellaneous	10	115	-	-	115	115		115	100		102	104	
6510	Trailer (Repair & Maintenance)	516	1,020	-	-	1,020	1,020		500	500		510	520	
6511	Tourism & Signage	310	2,095	-	170	1,925	1,925		170	1,000		1,020	1,040	
6512	Bus Shelters (Maintenance)	110	500	-	-	500	500	£800 (Window Cleaning)	-	500		512	524	
6513	Training	31	110	-	-	110	110		110	110		112	114	
6514	Town Leaflets/Reprinting	20	1,075	-	-	1,075	1,075		-	500		510	520	
6515	Festive Lights Maintenance & Electricity	419	1,565	-	84	1,481	1,481		1,565	1,500	£50 (Electricity - FIXED COST)	1,530	1,561	
6516	Road Safety Grant	200	200	-	-	200	200		200	200	FIXED COST	204	208	
6517	Cross & Elwell Woods (Maintenance)	634	1,570	-	714	856	856		1,570	1,000	£560 (Electricity - FIXED COST)	1,020	1,040	
6518	Highways Training & Equipment	-	2,000	-	-	2,000	2,000		-	1,000		1,020	1,040	
6519	Fags & Bunting	1,196	1,530	-	280	1,250	1,250		280	1,000		1,020	1,040	
6520	Community Payback Scheme	4,107	5,000	-	2,613	2,387	2,387		5,000	-	FIXED COST	-	-	
6521	Pilmer Estate (Maintenance)	-	6,000	-	1,380	4,620	4,620		6,000	6,000		6,120	6,242	
6522	Waterfront (Maintenance Costs)	2,650	5,000	-	604	4,396	4,396		5,000	5,000		5,100	5,202	
6523	Public Footpaths & Bridleways	-	2,000	-	-	2,000	2,000		-	1,000		1,020	1,040	
6524	Vehicle Maintenance and Repair Costs	-	-	10,000	10,715	- 715	- 715	Over-spend	10,715	4,000		4,080	4,162	
	Total Expenditure	78,248	111,836	10,000	40,821	81,014	81,014		80,380	74,480		75,848	77,488	
Code	Expenditure Reserve (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6570	EMF Notice Boards (Repair & Replace)	832	4,330	-	- 1,943	443	1,944	1,944		1,944	-		-	-
6571	EMF Saltash Recreation Areas	-	26,740	-	- 16,740	-	10,000	10,000		10,000	-		-	-
6572	EMF Festive Lights	2,507	29,872	6,000	-	3,700	32,172	32,172	£500 (Watercote Lights) £2916 (Town Lights)	32,172	-		-	-
6573	EMF Public Art and Maintenance	2,770	7,230	5,000	- 5,000	5,362	1,868	1,868	£5000 (Sculpture etc.) £5000 (Caravan)	1,868	-		-	-
6574	EMF Salt Bins	-	19,422	-	- 10,000	-	9,422	9,422		9,422	-		-	-
6575	EMF Street Furniture (New and Replace)	-	7,000	3,000	- 5,000	-	5,000	5,000		5,000	-		-	-
6576	EMF Disused Toilets Repair/4.5	-	5,000	-	- 4,000	-	1,000	1,000		1,000	-		-	-
6577	EMF Pilmer Estate (Capital Works)	5,950	7,050	9,000	-	3,839	11,211	11,211	£10000 (Allotment & Capital Works) £480 (Consultancy ONLY) £20000 (5100 Person Application)	11,211	-		-	-
6578	EMF Waterfront Capital Works, Equipment & Machinery	175	37,625	12,650	20,000	6,900	63,375	63,375		63,375	-		-	-
6579	EMF Bus Shelter Installation	-	10,000	-	- 10,000	-	-	-	£10,000 (1 new bus shelter)	-	-		-	-
6580	EMF Public Toilets	16,707	20,133	-	- 9,671	462	10,000	10,000	£5000 (5 year Repair Programme Figure - Watercote)	10,000	-		-	-
6581	EMF Christmas Support Fund	-	1,125	-	-	1,125	-	-		-	-	To be deleted	-	-
6582	EMF Town War Memorial	-	-	2,000	-	-	2,000	2,000		2,000	-		-	-
6583	EMF Funds for Works Approved in 2016/17	-	2,710	-	-	2,710	-	-		-	-	To be deleted	-	-
	Total EMF	28,951	178,237	38,650	- 42,364	24,642	147,891	147,891		147,891	-		-	-
	Grand Total	107,199	178,237	148,286	- 32,364	85,163	228,905	228,905		241,371	74,480		75,848	77,488

Client: Saltash Town Council
Report Date: 26/11/2017

Staffing - Summary Budget Report - October 2017 - Precept

Code	Expenditure Description	Spend 2016/17		Budget 2017/18	From/to reserve 2017/18	Budget YTD 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
	Guildhall Admin Costs	133,185	-	148,486	7,250	90,846	97,811	57,925	57,925		155,903	202,556	-	206,607	210,739
	Guildhall Caretaking Costs	19,632	-	34,039	-	19,856	13,033	21,006	21,006		22,312	50,251	-	51,256	52,281
	Grounds & Cemetery Staff Costs	42,077	-	49,063	41,081	52,584	54,926	35,218	35,218		88,641	157,988	-	161,147	164,370
6650	Staff Parking Space	284		325		190	284	41	41		284	325	FIXED COST	332	338
6651	Staff Insurance	532		600		360	177	423	423		600	700	FIXED COST	714	728
6652	Employers Pension - Monthly Fee	2,400		3,900		2,275	2,600	1,300	1,300		3,900	4,600	FIXED COST	5,300	6,000
6653	Grounds & Premises Staff - Clothing	190		529		309	479	50	50		529	540	FIXED COST	551	562
6654	Grounds & Premises Staff - Mobile Phones	89		250		146	473	- 223 -	223		600	750	FIXED COST	765	780
6655	Staff Traveling Expenses	772		1,065		621	693	372	372		1,065	1,090		1,112	1,134
6656	Staff Training	2,207		2,125		1,240	2,047	78	78		3,000	2,170		2,213	2,258
6657	Staff Recruitment Advertising	798		615	1,500	1,234	1,754	361	361		6,000	4,000	One post costs £1000	4,080	4,162
6658	Miscellaneous Staffing Expenditure	-		-		-	40	- 40 -	40		548	-		-	-
6659	Town Sergeant & Mace Bearer Fees	700		735		429	181	554	554		735	735	FIXED COST	750	765
6660	Town Crier Competition Fund	-		200		117	-	200	200		-	200		204	208
6661	Finance Consultancy Fees	-		-		-	220	- 220 -	220		2,500	5,780	5 weeks cover + 2 hours a week support	5,896	6,014
	Revenue Expenditure	202,868		241,862	48,881	170,186	174,719	117,044	117,044		288,618	431,886		440,928	460,338
Code	Exarmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021	
6690	EMF Staff contingency reserve	3,023	14,961	-	- 7,250	-	1,421	6,290	6,290		6,290	64,753	15% of Budget Figure	-	-
	Total EMF's	3,023	14,961	-	- 7,250	-	1,421	6,290	6,290		6,290	64,753		-	-
	Grand Totals	205,891	14,961	241,862	42,681	170,186	176,140	123,334	123,334		292,808	498,438		440,928	460,338

Saltash Town Council Fees and Charges			
All prices inclusive of VAT where applicable			
Description		2017/2018 charge	2018/2019 charge
Room Hire (min of 2 hour booking from 01/04/2014)			
Guildhall	Casual ph - weekdays	£16.00	
	Casual ph - weekends	£21.00	
	Regular ph - weekdays	£15.00	
	Regular ph weekends	£18.00	
Council Chamber	Casual ph weekdays	£11.00	
	Casual ph - weekends	£15.00	
	Regular ph - weekdays	£10.00	
	Regular ph - weekends	£14.00	
Mayor's Parlour	Casual ph weekdays	£11.00	
	Casual ph - weekends	£15.00	
	Regular ph - weekdays	£10.00	
	Regular ph - weekends	£14.00	
Room Hire Extras	Piano	£10.00 per session	
	Tea/Coffee per cup	£0.30	
	Tea/coffee per cup with biscuits	£0.50	
	Photocopying	10p - black 20p - colour	
Allotments	Grenfell Avenue pa	£25.00	£25.00
2018/19 Charges	Fairmead Road pa	£35.00	£35.00
Effective For	Churchtown pa	£35.00	£35.00
1st January 2019	Grenfell Avenue New Site pa	£25.00	£25.00
	Water pa	£5.00	£5.00
Trailer Hire (per day + VATable)			
	Saltash Community Groups	Donation (min £50)	£25.00
	Other Councils and Non-Profit Organisations	£240.00	£100.00
	Outside of Saltash		
	Commercial Organisations or Hirers	£360.00	£150.00
Other Charges (VATable)			
	Freedom of Information Charge (charged in 15 minute units)	£20.00 per hour	
Mooring Fees (VATable)			
	Pontoon (Berth) - permanent users, charge per annum, minimum £700	£120.00	£158.40
	Visiting boats - (2 hours free);charge for 24 h	£15.00	£24.00
	Trusted boated scheme - (casual users); charge per annum	£65.00	£78.00

Churchtown Cemetery Fees and Charges

Description	2017/2018 (As of 1st April 2017)	2018/2019 (As of 1st April 2017)
<u>Interment Fees</u>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot inc 10 years ERB)	£958.00	£958.00
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£649.00	£649.00
1st Interment of ashes in a casket - (double depth plot inc 10 years ERB)	£412.00	£412.00
2nd Interment of ashes in a casket - (ERB determined)	£309.00	£309.00
1st Interment of loose ashes - (double depth plot inc 10 years ERB)	£258.00	£258.00
2nd Interment of loose ashes - (ERB determined)	£155.00	£155.00
Interment of ashes in Garden of Remembrance	£309.00	£309.00
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions</u>		
Grant of Right to Erect a Memorial	10 years	10 years
Permission to erect headstone including first inscription	£103.00	£103.00
Additional inscriptions	£52.00	£52.00
Permission to place cremated remains tablet	£52.00	£52.00
Renewal of Grant of Right to Erect a Memorial	£26.00	£26.00
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<u>Renewal of Exclusive Rights of Burial</u>		
Length of Exclusive Rights of Burial	10 years	10 years
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Second and third interment admin fee (ERB must be determined)	£26.00	£26.00
Renewal of Exclusive Rights of Burial	£26.00	£26.00
Renewal of Exclusive Rights of Cremated Remains	£26.00	£26.00
Issue & registration of duplicate deed of grant of grave space	£26.00	£26.00
Inspection of Burial Register	£26.00	£26.00
Transfer of ERB certificate by assignment	£26.00	£26.00
Transfer of ERB certificate by Statutory Declaration	£78.00	£78.00
Permission of right to CWG Commission or MOD	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£26.00	£26.00
Search of Registers by our staff (non resident)	£52.00	£52.00
<u>Benches</u>		
Low maintenance benches per 5 year renewable license	£103.00	£103.00
Plus the cost of the bench and installation	Price on Application	Price on Application
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death.	All Fees Double	All Fees Double

St. Stephens Cemetery Fees and Charges

Description	2017/2018 (As of 1st April 2017)	2018/2019 (As of 1st April 2017)
<u>Interment Fees</u>		
Re-opening / Interment of a body (Saltash residents)	£649.00	£649.00
Re-opening / Burial of cremated remains (Saltash residents)	£309.00	£309.00
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death.	All Fees Double	All Fees Double
<u>Benches</u>		
Low maintenance benches per 5 year renewable license Plus the cost of the bench and installation	£103.00 Price on Application	£103.00 Price on Application