Town Clerk's Department
Municipal Buildings
Boscawen Street
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23 October 2026

To: The Mayor (Honorary Freeman Councillor Wells), Deputy Mayor (Councillor Rich), Chairman of Finance & General Purposes Committee (Councillor Webb) members of the **FACILITIES & PROPERTIES ADVISORY SUB-COMMITTEE**: Councillors Biscoe, Claxton, Douglas-Martin, Swain, One Vacancy, and all other Members of **TRURO CITY COUNCIL** *for information.*

Dear, Councillor.
NOTICE IS HEREBY GIVEN that the meeting of the **FACILITIES & PROPERTIES ADVISORY SUB-COMMITTEE** will be held at **THE LARGE ROOM, TRURO COMMUNITY LIBRARY (SECOND FLOOR), UNION PLACE** on **THURSDAY 29 OCTOBER 2026** at **19:00** for the transaction of the under mentioned business: -

AGENDA

1 **MEMBERS IN ATTENDANCE AND APOLOGIES**
To **note** apologies.

2 **DECLARATIONS OF INTEREST**
To **receive** and **resolve** on any dispensation requests.

3 **CORRESPONDENCE**
None.

4 **AGENDA ITEMS**

a. To **agree** the minutes of the meeting of the Facilities & Properties Advisory Sub-Committee held 10 September 2026. (Appendix 1 pgX)

b. **Service Plan** (Appendix 2 pgX)
To **consider** the draft Facilities, Estates & Compliance Service Plan 2027/2028.
To **recommend** its approval to the Finance and General Purposes Committee as part of the Council's 2027/28 budget setting process.

c. **Budget 2027-28** (Appendix 3 pgX)
To **consider** the proposed Facilities, Estates & Compliance revenue budget and capital programme for 2027/28.
To **provide** comments and recommendations for consideration through the Council's Budget Working Groups in November and December 2026.
To **note** that individual capital projects will remain subject to the relevant approvals, procurement requirements and confirmation of available funding before works are commissioned.

5 **DATE OF NEXT MEETING**
26 01 2027

David Rodda MBE
TOWN CLERK

1

TRURO CITY COUNCIL

CITY OF TRURO

Town Clerks Department
Municipal Buildings
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MEETING OF THE FACILITIES AND PROPERTIES ADVISORY SUB-COMMITTEE HELD 10 SEPTEMBER 2026 AT 18:00 IN THE LARGE COMMUNITY ROOM, TRURO COMMUNITY LIBRARY (SECOND FLOOR), UNION PLACE, TRURO

PRESENT:	Councillors Swain (Chairman), Claxton, Douglas-Martin, Tann (Vice-Chairman), and Honorary Freeman Wells (Mayor).
APOLOGIES:	Biscoe and Rich (Deputy Mayor).
ABSENT:	Webb (Chairperson Finance and General Purposes Committee).
ALSO PRESENT:	Councillor Carlyon
ALSO IN ATTENDANCE:	Mark Wright (Facilities, Estates, & Compliance Manager) and Cheryl Simpson (Committee Clerk).

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

Noted. FP/26/642

2 DECLARATIONS OF INTEREST

There were no declarations of interest. FP/26/643

3 CORRESPONDENCE

Restore Hope South West anti-slavery campaign stickers for Public Conveniences FP/26/644

The Sub-Committee considered an email from Mr John Dickinson requesting that stickers be placed on the rear of City Council managed public convenience doors in support of an anti-slavery campaign. The sticker would provide details of the national helpline for victims.

It was proposed by Councillor Tann, seconded by Councillor Douglas-Martin, and

RECOMMENDED TO COUNCIL that:

1. To **note** that this was a recommendation to Council, not Finance and General Purposes Committee (the parent committee) due to timescale.
2. To support the anti-slavery campaign conducted by the charity Restore Hope South West, stickers be affixed to the rear of public convenience doors.
3. The City Council contact Mr Dickinson to advise of the Council's actions as necessary.

[The Mayor arrived at the meeting at 18:05.]

4 AGENDA ITEMS

a. Minutes of the Accommodation Working Group Meeting held 18 June 2026

It was proposed by the Chairman, seconded by Councillor Tann and

RESOLVED to agree the Minutes as a correct record and sign. **FP/26/645**

DRAFT

b. Public Conveniences Footfall Counters FP/26/646

The Facilities, Estates, & Compliance Manager reported that since the last meeting the footfall counters had been re-located to the outlier locations of public conveniences. Little data had been provided to date but already there appeared to be a trend of the public conveniences usage whereby the volume of visitors to Boscawen Park (by the Depot) was approximately half that of Tennis Pavilion and the trend at the Tennis Pavilion was similar to public conveniences in the City Centre. It was acknowledged that the data being produced reflected the end of the summer period. It was anticipated that about four months' worth of data could be reported to the next meeting.

In response to a query the Facilities, Estates & Compliance Manager agreed to check the operation of the Leats Radar key operated facility.

c. FIRE Risk Assessments

The Facilities, Estates, & Compliance Manager reported that fire risk assessments had been completed and there were no issues to be reported back to the Sub-Committee at this stage. A number of 'easy fixes' had been identified and a full report, including actions taken and actions to be done would be presented to the next meeting. He noted that the H2O fire extinguisher located by the Boscawen Park Pavilion door had been switched to a CO2extinguisher as part of on-going snagging works. FP/26/647

5 EXCLUSION OF THE PRESS AND PUBLIC FP/26/648

It was proposed by the Chairman, seconded by Councillor Douglas-Martin, and

RESOLVED that in accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following item by reason of its confidential or special nature: contracts.

a. RIBA 1-5 Public Conveniences Improvements

The Facilities, Estates and Compliance Manager presented the Sub-Committee with the results of a tender exercise for the Victoria Gardens and Hendra Road stage of the Public Conveniences Strategic Investment Framework. Four tender submissions had been received by the closing date. He further advised that the recommended company, although not offering the cheapest price scored highly in terms of best value. This company also had a greater number of employees offering a greater range of skillsets. The Sub-Committee was content with the explanation of the reasons for the scoring of the tenders. The Sub-Committee changed "RIBA Stages 0-2" to "0-2 or 3". Conceptual information would be reported to the next meeting.

It was noted that a programme of works to the Lower Lemon Street public conveniences were already a budgeted for priority.

RECOMMENDED TO COUNCIL that: **FP/26/649**

It **notes** that, following completion of the tender evaluation, the Public Convenience Design Consultancy contract has been evaluated.

1.The eligible members of the Sub-Committee, sitting as the Council's Procurement Panel in accordance with paragraph 12.4.2 of the Procurement Policy, considered the tender evaluation **and recommend to Council** not Finance and General Purposes Committee (the parent committee) due to timescale that the company named in the report's recommendations be appointed to the Public Convenience Design Consultancy contract.

(Proposed by Councillor Douglas-Martin, seconded by Councillor Tann.)

2. It **recommends to the Council** that, subject to the contract being awarded, the first call-off be approved for RIBA Stages 0–2 or 3 at Victoria Gardens and Hendra Road at the tendered fixed fee of referred to in the report's recommendation excluding VAT.
(Proposed by the Chairman, seconded by Councillor Tann.)

b. Municipal Building Condition Survey FP/26/650

The findings of the Municipal Buildings Condition Survey and the overall condition rating of Grade D – Poor were noted.

It was proposed by Councillor Tann, seconded by Councillor Douglas-Martin, and **recommended to the finance and general purposes committee** that:

a. The immediate structural, building-safety and electrical matters be investigated and addressed.

b. A prioritised and costed programme of works be developed, beginning with structural repairs and measures to prevent further water ingress.

The Sub-Committee commended the due diligence undertaken by the Facilities, Estates and Compliance Manager.

READMITTANCE OF THE PRESS AND PUBLIC FP/26/651
It was proposed by the Chairman, seconded by the Mayor, and

RESOLVED that the press and public be permitted to re-join the meeting.

6 DATE OF NEXT MEETING

FP/26/652

It was proposed by the Mayor, seconded by the Chairman, and
RESOLVED that the date of the next meeting be brought forward from 12 November to 29 October 2026, to enable the Sub-Committee to feed into the November Finance and General Purposes Committee.

The date of the following meeting, 11 February 2027 would also have to be changed accordingly.

The meeting closed at 18:43.

Chairman

DRAFT

Report to:	**Facilities & Properties Advisory Sub-Committee**
Date:	**29 October 2026**
Title:	**Facilities, Estates & Compliance Service Plan 2027/28**
Authors, Roles and Contact Details:	**Mark Wright** **Facilities, Estates & Compliance Manager**
Approval and clearance obtained from the chair of the committee:	**Y**
Urgency Procedure(s) used? If yes, include rationale.	**N**

The Sub-Committee is recommended to:

1. **Consider** the draft Facilities, Estates & Compliance Service Plan 2027/2028

2. **Recommend** its approval to the Finance and General Purposes Committee as part of the Council's 2027/28 budget setting process.

1 Context

1.1 The draft Service Plan sets out the proposed direction and priorities for the Facilities, Estates & Compliance Service during 2027/28.

1.2 The Plan builds on work undertaken during 2026/27 to improve asset information, compliance controls and longer-term planning. It also reflects the increased operational responsibilities associated with Boscawen Park Pavilion.

2 Current Position

2.1 The Plan proposes a continued move towards a more planned and evidence-based approach to managing the Council's estate, with particular emphasis on:

- Asset information and condition.
- Long-term capital planning.
- Compliance and health and safety assurance.
- Property governance and records.

2.2 Delivery will be dependent on available resources and service capacity. The proposed financial provision supporting the Plan, including the revenue budget and capital programme, will be considered separately.

3 Risk & Compliance

3.1 The Plan seeks to strengthen the Council's approach to property-related compliance, health and safety, asset information and auditable records.

3.2 Capacity remains a key delivery risk, particularly as the service moves from developing its asset and compliance information towards delivering the resulting programmes of work.

4 Financial Implications

4.1 The financial requirements arising from the Service Plan are reflected in the proposed Facilities, Estates & Compliance budget for 2027/28.

4.2 A separate report will present the detailed revenue budget and capital programme for consideration as part of the budget setting process for 2027/28.

5 Member Considerations

5.1 Members are asked to consider whether the proposed Service Plan provides an appropriate basis for delivery of the Facilities, Estates & Compliance Service during 2027/28 and to recommend its approval to the Finance and General Purposes Committee.

6 Supporting Information (Appendices)

6.1 **Appendix A** – Facilities, Estates & Compliance **Service** Plan 2027/28.

7 Approval and clearance

7.1 All necessary approvals for this report to be presented to the Facilities & Properties Advisory Sub-Committee have been obtained.

All reports:

Final report sign-offs	**This report has been cleared by (or mark not required if appropriate)**	**Date**
Town Clerk	David Rodda	14/10/26
Deputy Town Clerk (Finance and HR)	Esther Greig	15.10.26

TRURO CITY COUNCIL

Internal Service Plan

1. Service/Department name:

Facilities, Estates & Compliance

2. Proposed service offer for 2027/28

The Facilities, Estates & Compliance Service manages the Council's buildings, public facilities and property assets. This includes building maintenance, statutory compliance, health and safety, asset management, contractor management, leases and licences, capital projects, utility supply contracts and facilities management.

The service is responsible for ensuring that Council buildings and facilities remain safe, compliant, accessible and operational. The estate includes the Municipal Buildings, Truro Library, public conveniences, community buildings, Boscawen Park Pavilion, Café in the Park and leased properties.

Over the last year, the service has focused on improving asset information, compliance controls and long-term planning. Significant progress has been made through condition surveys, development of the Council's capital programme, implementation of facilities management systems, establishment of the Facilities & Properties Working Group, and successful mobilisation of Boscawen Park Pavilion.

Public convenience reviews and investment planning have also provided a stronger evidence base for future decisions.

This improved evidence base is also providing a clearer understanding of the true cost of operating and maintaining the Council's estate. The 2027/28 budget has therefore been developed using more detailed information on utilities, contracts, servicing, compliance and other recurring operational costs. The service's operational responsibilities have also increased through the addition of Boscawen Park Pavilion. These changes mean that year-on-year movements in the revenue budget reflect both improved cost information and an expanded operational estate, rather than simply an increase in the underlying cost of the existing service.

In 2027/28, the service will focus on four priorities :

- Improving understanding of the Council's assets through condition surveys, asset records and property information.
- Supporting evidence-based investment through long-term capital planning.
- Strengthening compliance assurance and health and safety management.

- Improving property governance, including leases, licences and asset records.

The service will continue to support the Council's objectives by maintaining community buildings and public conveniences, supporting heritage assets, improving operational efficiency, and ensuring investment decisions are informed by condition, risk, cost, and usage data.

3. How will this contribute to Truro City Council's Objectives?

Objective	Priority	How We're Addressing This
Our Communities	Promote Public Safety	• Maintain safe and compliant public buildings and facilities. • Investigate accidents, near misses and hazards. • Improve safety standards across public conveniences, community buildings and operational assets. • Monitor contractor compliance and site safety arrangements.
Our Environment	Deliver sustainable planting and reduce environmental impact	• Improve energy performance across Council buildings. • Manage solar PV assets and maximise generation benefits. • Support carbon reduction projects and environmental improvements. • Incorporate sustainability into asset management and capital investment decisions.
Our Connectivity	Support active and accessible travel routes	• Complete accessibility assessments across the estate. • Incorporate accessibility improvements into refurbishment projects. • Improve access to Council buildings and public facilities, subject to feasibility, statutory constraints and approved funding.
Our Economy	Deliver improved city centre footfall and events support	• Maintain public conveniences, civic buildings and community facilities. • Support operation of the Pavilion and Café in the Park. • Ensure Council facilities remain available for events, visitors and residents.
Our Council	Improve council efficiency and asset productivity	• Complete condition surveys across priority assets. • Improve asset records, review and renew leases and licences. • Develop long-term capital investment plans. • Improve asset management through MaintainX and evidence-based decision-making.

		• Maintain asset-level operational cost information to support budget monitoring, lifecycle planning and investment decisions.
Our Council	Reduce direct energy use and waste	• Improve monitoring of utility consumption. • Develop carbon reporting and energy-performance data. • Support renewable energy generation and efficiency improvements across the estate.
Our Buildings, Culture and Heritage	Deliver Town Deal projects on time and on budget	• Support the ongoing operation of the Pavilion. • Provide facilities management, compliance oversight and asset support for Council projects.
Our Buildings, Culture and Heritage	Modernise and rationalise public conveniences	• Deliver the public convenience investment programme. • Prioritise investment using condition, compliance risk, cost and usage information. • Improve accessibility, reliability and user experience.
Our Buildings, Culture and Heritage	Maintain and modernise community buildings	• Complete condition surveys for priority buildings. • Develop lifecycle and capital investment plans. • Progress improvements to the Municipal Buildings and other key assets. • Maintain buildings in a safe, compliant and operational condition.

4. How will success be measured?

Objective	Priority	Performance Indicator
Our Communities	**Promote Public Safety**	• Implement an auditable health and safety management framework by 31 March 2028. • Investigate 100% of reported accidents, near misses and hazards proportionately, with

Objective	Priority	Performance Indicator
		actions assigned and monitored. • Review high-risk corrective actions monthly and escalate overdue actions.
Our Environment	**Deliver sustainable planting and reduce environmental impact**	• Complete the 2026/27 organisational carbon footprint and establish the 2027/28 reporting cycle. • Monitor electricity, gas and water consumption monthly at operational sites. • Report solar PV generation, self-consumption and export performance annually.
Our Connectivity	**Support active and accessible travel routes**	• Complete planned accessibility assessments for priority buildings by 31 March 2028. • Record accessibility actions within condition surveys and capital project scopes. • Deliver at least five prioritised accessibility or signage improvements during 2027/28.
Our Economy	**Deliver improved city centre footfall and events support**	• Maintain operational availability of public conveniences and priority civic facilities during planned major events, subject to emergency closures. • Complete pre-event checks for identified Council venues and facilities. • Review the operation of the Pavilion and Café in the Park quarterly.
Our Council	**Improve council efficiency and asset productivity**	• Complete planned condition surveys for the remaining priority operational buildings by 31

Objective	Priority	Performance Indicator
		March 2028. • Produce a costed 10-year capital investment plan using condition, compliance risk, cost and usage data. • Review and update the asset register quarterly. • Complete a prioritised review of leases and licences, identifying outdated or inaccurate records and assigning corrective actions. • Maintain asset-level operational cost information and use this to inform budget monitoring, lifecycle planning and future investment decisions.
Our Council	**Reduce direct energy use and waste**	• Complete annual carbon reporting and compare performance with the established baseline. • Maintain monthly utility monitoring and investigate material variances. • Identify and cost at least three practical energy or waste reduction measures for future delivery.
Our Buildings, Culture and Heritage	**Deliver Town Deal projects on time and on budget**	• Complete outstanding Pavilion building snags through the agreed defects process. • Maintain operational and compliance records for the Pavilion. • Report significant cost, programme or compliance risks through the agreed governance route.

Objective	Priority	Performance Indicator
Our Buildings, Culture and Heritage	**Modernise and rationalise public conveniences**	• Complete the first phase of the public convenience investment programme by 31 March 2028. • Progress Lower Lemon Street and Council-prioritised work at Hendra Road and Victoria Gardens, subject to approved budgets and procurement. • Maintain a costed, prioritised programme using condition, compliance risk, cost and usage data.
Our Buildings, Culture and Heritage	**Maintain and modernise community buildings**	• Complete the Hendra Hall condition survey by 31 March 2028. • Progress plans for the Municipal Buildings external refurbishment programme, subject to approval, funding and statutory consents. • Include priority building works within the 10-year capital investment plan and review progress quarterly.

5. Budget estimate

The 2027/28 budget will support:

- Statutory inspections, servicing and associated remedial works.
- Planned and reactive maintenance across the estate.
- Operation and maintenance of public conveniences, community buildings, Café in the Park and Boscawen Pavilion.
- Utilities, cleaning, equipment, training, systems and contractor support.
- Condition surveys, measured surveys and professional advice.
- Lease, licence and property-record reviews.
- Carbon reporting, energy monitoring and renewable energy systems.
- Priority capital works, including public convenience improvements and emerging building-condition requirements.

The 2027/28 revenue budget reflects a more developed understanding of the cost of operating and maintaining the Council's estate. Improved information on utilities,

contracts, statutory servicing, maintenance and other operational requirements has enabled known costs to be identified and allocated more accurately.

The budget also reflects the addition of Boscawen Park Pavilion to the service's operational responsibilities. The resulting year-on-year increase in revenue provision should therefore not be interpreted solely as an increase in the underlying cost of the existing service. It reflects both an improved evidence base and an increase in the assets and facilities being supported.

The capital programme is considered separately from these recurring operational requirements. It provides for planned investment in the estate, informed by condition information, compliance risk, service requirements and identified asset priorities.

The principal financial pressures remain the cost of operating and maintaining an ageing, varied estate; statutory compliance requirements; utilities and contracted services; and the resources needed to manage an increasing programme of planned investment.

Capacity remains a key constraint. Additional compliance support should be considered to strengthen safety and compliance assurance, maintain auditable records and reduce reliance on management capacity for routine administration. Specialist project management should continue to be included within individual capital projects where required.

Report to:	**Facilities & Properties Advisory Sub-Committee**
Date:	**29/10/2026**
Title:	**Facilities, Estates & Compliance Budget 2027/28**
Authors, Roles and Contact Details:	**Mark Wright** **Facilities, Estates & Compliance Manager**
Approval and clearance obtained from the chair of the committee:	**Y**
Urgency Procedure(s) used? If yes, include rationale.	**N**

The Sub-Committee is recommended to:

1. **Consider** the proposed Facilities, Estates & Compliance revenue budget and capital programme for 2027/28.

2. **Provide comments and recommendations** for consideration through the Council's Budget Working Groups in November and December 2026.

3. **Note** that individual capital projects will remain subject to the relevant approvals, procurement requirements and confirmation of available funding before works are commissioned.

1 Context

1.1 The proposed 2027/28 Facilities, Estates & Compliance budget has been developed alongside the 2027/28 Business Plan and is presented to the Sub-Committee for consideration before progressing to the Council's Budget Working Groups in November and December 2026.

1.2 During 2026/27, work has continued to improve the information available to support management of the Council's property estate. This includes condition surveys, improved asset and compliance information, development of the capital programme and more detailed analysis of operational costs.

1.3 The proposed budget also reflects increased operational responsibilities associated with Boscawen Park Pavilion and the transfer of responsibility for certain estate works previously held within other service budgets, including roller doors, roof replacements and polytunnel covers. Consequently, movements against the previous budget should be considered in the context of both an improved understanding of the existing cost base and the wider scope of the Facilities, Estates & Compliance budget.

1.4 The Sub-Committee has an established role in providing Member oversight and strategic scrutiny of property, estate risk and capital investment, including development and prioritisation of the capital programme and supporting evidence-based investment decisions.

1.5 The proposed budget distinguishes between the recurring revenue resources required to operate, maintain and manage the estate and the longer-term capital provision required to address identified investment priorities.

2 Current Position

2.1 Headline Budget Position

The proposed 2027/28 budget represents a more detailed assessment of the resources required to operate, maintain and manage the Council's estate. It also introduces a longer-term capital planning approach based on identified asset requirements.

The headline revenue position is:

	2025/2026	2027/2028	Change	
Statutory - Compliance	£ 54,155	£ 59,835	£ 5,680	10%
Reactive Maintenance	£ 19,321	£ 20,870	£ 1,550	8%
Operational Support	£ 422,886	£ 466,090	£ 43,204	10%
Maintenance & Support Total:	**£ 496,362**	**£ 546,795**	**£ 50,433**	**10%**

The increase in revenue provision should not be interpreted solely as an increase in the underlying cost of the existing service. The principal factors are improved operational information, which has enabled known costs to be identified and allocated more accurately, the transfer of existing estate responsibilities from other service budgets, and the addition of Boscawen Park Pavilion to the service's operational responsibilities.

2.2 Statutory Compliance and Reactive Maintenance

The proposed statutory compliance budget is **£59,835**, an increase of **£5,680 (10%)**. This covers identified inspection, testing, servicing and monitoring requirements across the Council's estate.

Reactive maintenance provision is **£20,870**, an increase of **£1,550 (8%)**.

Improved compliance and condition data is helping separate recurring maintenance costs from works that require capital investment.

2.3 Operational Support

Operational Support is **£466,090**, an increase of **£43,204 (10%)**.

The increase reflects several pressures across the service. Utilities, rates, cleaning and other property operating costs have increased, alongside the additional operating requirements of Boscawen Park Pavilion.

The budget also includes a more developed provision for IT, cyber security and connectivity. This includes managed IT support, Microsoft licensing, Cyber Essentials support and connectivity across the Council's estate.

Connectivity and telephony provision is **£16,196**, including a new leased line at Truro Library. The existing 3CX telephone provision reduces from **£5,420 to £3,096**.

The increased IT provision supports managed technical support, stronger cyber security, improved connectivity and more active management of the Council's Microsoft licensing. This is partly offset by lower provision for computer hardware.

2.4 Capital Programme

The five-year capital programme was developed during 2026/27 and has been refined for 2027/28 as asset and condition information has improved.

The programme identifies **£1,822,694** of capital investment requirement over the next five years if all capital projects are approved and completed. After applying the existing CAPEX reserve, the remaining five-year requirement is **£1,692,694**. This equates to an indicative annual provision of **£338,539**. These figures will be reduced if any grant funding can be secured to assist with he costs but as any grant support is unconfirmed at this stage the whole cost has been included for budget purposes.

The largest identified programmes relate to the Public Conveniences (£949,395), Municipal Buildings (£466,115) and Zebs Youth Centre (£202,184). Given uncertainty over the future requirements for Zebs Youth Centre, significant investment in the existing building will require further consideration as those plans develop. The programme also includes smaller investments across other Council properties and systems.

The programme will continue to be refined as condition information improves, and projects develop. Inclusion within the programme does not authorise expenditure. Individual projects remain subject to the relevant approvals, procurement requirements and available funding.

3 Risk & Compliance

3.1 The proposed budget provides for identified statutory inspection, testing and servicing requirements across the Council's estate. It also includes reactive maintenance provision for defects arising during the year.

3.2 The capital programme addresses known investment requirements across the estate. Deferring works may increase future costs or the risk of further deterioration, particularly where building condition is already poor.

3.3 Delivery capacity remains a key risk. The proposed capital programme must be delivered alongside day-to-day estate management, compliance, maintenance and operational responsibilities.

3.4 Utility costs and other externally determined property costs remain subject to change. The budget is based on the best information currently available and actual expenditure will require monitoring during the year.

4 Financial Implications

4.1 The proposed revenue funding requirement for 2027/28 is **£463,470**, after allowing for income, cost of sales and salary costs.

4.2 The proposed annual contribution to the capital programme is £338,539, giving a total proposed budget requirement of **£802,009** for 2027/28.

4.3 The figures presented in this report are draft and may be subject to refinement before consideration by the Council's Budget Working Groups in November and December 2026. Further building condition survey information is also expected during October and November and may result in changes to the scope, priority or value of projects within the five-year capital programme.

5 Member Considerations

5.1 Members are asked to consider whether the proposed revenue budget provides a reasonable level of provision for the operation, maintenance and compliance of the Council's estate during 2027/28.

5.2 Members are also asked to consider the priorities and level of provision within the five-year capital programme, taking account of identified property condition, service requirements and available resources.

5.3 Any comments, amendments or recommendations from the Sub-Committee will be taken forward for consideration through the Council's Budget Working Groups in November and December 2026.

6 Supporting Information (Appendices)

6.1 **Appendix A** – Facilities, Estates & Compliance Budget 2027/28, including the five-year capital programme.

7 Approval and clearance

7.1 All necessary approvals for this report to be presented to the Facilities & Properties Advisory Sub-Committee have been obtained.

All reports:

Final report sign-offs	This report has been cleared by (or mark not required if appropriate)	Date

Town Clerk	David Rodda	15/10/26
Deputy Town Clerk (Finance and HR)		

	2025/2026		2027/2028		Change	
Statutory - Compliance	£	54,155	£	59,835	£ 5,680	10%
Reactive Maintenance	£	19,321	£	20,870	£ 1,550	8%
Operational Support	£	422,886	£	466,090	£ 43,204	10%
Maintenance & Support Total:	**£**	**496,362**	**£**	**546,795**	**£ 50,433**	**10%**

Budget Summary

	Budget Total	General	Municipal Building	Library	Central Technical School	Tennis Pavilion	Café in the Park	Boscawen Pavilion	Public Conveniences	Hendra Hall	Zebs	Moresk Day Centre	Lower Moresk	Malpas Community Centre	15/16 King Street	30 Boscawen Street	Boscawen Parks Depot	Idless Nursery	Victoria Gardens Parks Depot	The Old Chapel	Victoria Gardens Lodge	Cemetery Lodge
Income	£ 415,150						£ 270,250	£ 144,900														
Cost of Sales	£ 81,075						£ 81,075															
Salary Costs	£ 250,750						£ 160,000	£ 90,750														
GM1	**£ 83,325**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 29,175**	**£ 54,150**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
Statutory - Compliance	£ 59,835	£ 7,650	£ 4,700	£ 8,185	£ 4,525	£ 1,895	£ 2,105	£ 6,880	£ 2,470	£ 3,770	£ 5,300	£ 2,770	£ 350	£ 2,420	£ -	£ 1,505	£ 2,510	£ 1,410	£ 240	£ 1,150	£ -	£ -
Reactive Maintenance	£ 20,870	£ 4,675	£ 1,275	£ 3,325	£ 125	£ 900	£ 775	£ 500	£ 375	£ 345	£ 375	£ 75	£ 75	£ -	£ 575	£ 3,825	£ 1,975	£ 1,500	£ 175	£ -	£ -	£ -
Operational Support	£ 466,090	£ 117,008	£ 35,665	£ 59,433	£ 29,500	£ 14,175	£ 21,080	£ 44,925	£ 81,400	£ -	£ 1,800	£ -	£ -	£ 1,700	£ -	£ 30,624	£ 10,220	£ 14,150	£ 2,410	£ 1,100	£ 800	£ 100
Maintenance & Support Total:	**£ 546,795**	**£ 129,333**	**£ 41,640**	**£ 70,943**	**£ 34,150**	**£ 16,970**	**£ 23,960**	**£ 52,305**	**£ 84,245**	**£ 4,115**	**£ 7,475**	**£ 2,845**	**£ 425**	**£ 4,120**	**£ 575**	**£ 35,954**	**£ 14,705**	**£ 17,060**	**£ 2,825**	**£ 2,250**	**£ 800**	**£ 100**
GM2	**-£ 463,470**	**-£ 129,333**	**-£ 41,640**	**-£ 70,943**	**-£ 34,150**	**-£ 16,970**	**£ 5,215**	**£ 1,845**	**-£ 84,245**	**-£ 4,115**	**-£ 7,475**	**-£ 2,845**	**-£ 425**	**-£ 4,120**	**-£ 575**	**-£ 35,954**	**-£ 14,705**	**-£ 17,060**	**-£ 2,825**	**-£ 2,250**	**-£ 800**	**-£ 100**
CAPEX Reserve	£ 338,539																					
Total Budget Requirement 2027/2028	**£ 802,009**																					

Statutory Compliance

	Budget Total	General	Municipal Building	Library	Central Technical School	Tennis Pavilion	Café in the Park	Boscawen Pavilion	Public Conveniences	Hendra Hall	Zebs	Moresk Day Centre	Lower Moresk	Malpas Community Centre	15/16 King Street	30 Boscawen Street	Boscawen Parks Depot	Idless Nursery	Victoria Gardens Parks Depot	The Old Chapel	Victoria Gardens Lodge	Cemetery Lodge
Fire Alarm Testing & Servicing	£ 2,590	£ -	£ 350	£ 350	£ 350	£ 110	£ 110	£ 220		£ 220	£ 220	£ 220		£ 220		£ 220						
CCTV Sytems Servicing	£ 840			£ 75	£ 75		£ 90	£ 90	£ 150							£ 90	£ 90	£ 90	£ 90			
Intruder Alarm Servicing	£ 1,380			£ 280		£ 110	£ 110	£ 220								£ 220	£ 220	£ 220				
Door Access Systems Servicing	£ 4,500			£ 1,000	£ 2,000		£ -		£ 1,000								£ 500					
Emergency Lighting Checks	£ 900	£ -					£ -			£ 250	£ 250	£ 250		£ 150								
Fire Extinguisher Site Checks	£ 650	£ -	£ 50	£ 50	£ 50	£ 25	£ 25	£ 50		£ 50	£ 50	£ 50		£ 50		£ 50	£ 50	£ 50	£ 50			
Fire Door Inspections	£ 6,680	£ -	£ 1,500	£ 1,500	£ 1,500	£ 100	£ 100	£ 1,500			£ 480											
Fire Risk Assessments	£ 3,275	£ -	£ 400	£ 250	£ 250	£ 100	£ 100	£ 300		£ 300	£ 300	£ 200	£ 100	£ 100		£ 225	£ 200	£ 200	£ 100	£ 150		
Fire Shutters & Dampers Testing	£ -	£ -					£ -															
Gas Safety (CP12)	£ 3,750	£ -	£ 1,000	£ 1,300			£ -			£ 500	£ 450	£ 500										
Fixed Wiring Test (EICR)	£ 5,450	£ -					£ -			£ 1,500	£ 1,500	£ 600	£ 250	£ 600						£ 1,000		
Portable Appliance Testing (PAT)	£ 1,000	£ 1,000					£ -															
Legionella Monitoring	£ 3,250	£ -	£ 400	£ 800		£ 150	£ 150	£ 400	£ 600	£ 250	£ 250	£ 250										
Pump Set Servicing	£ 900					£ 300	£ 300	£ 300														
Tank Empty & Clean	£ 3,000					£ 300	£ 300	£ 600	£ 600								£ 600	£ 600				
Sampling	£ 250	£ -					£ -											£ 250				
TMV Servicing	£ -	£ -					£ -															
Asbestos Management Surveys	£ 2,000	£ -					£ -			£ 350	£ 250	£ 350		£ 350		£ 350	£ 350					
Radon Monitoring	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		£ -	£ -
LOLER - Lifting Equipment	£ 2,120	£ -		£ 80	£ 300		£ 120	£ 300	£ 120		£ 1,200											
Pressure Vessel Testing (PSSR)	£ -	£ -																				
Lightning Protection Test (LPS)	£ 500	£ 250	£ 250				£ -															
Roof Safety Systems	£ 750	£ -	£ 750				£ -															
Fuel & Oil Storage Compliance	£ 500	£ -					£ -										£ 500					
EPC/DEC	£ 900	£ 900					£ -															
Automatic Doors & Roller Shutters Servicing	£ 5,000	£ -		£ 2,500		£ 250	£ 250	£ 2,000														
ASHP Servicing (Air Source Heat Pumps)	£ 1,200	£ -				£ 300	£ 300							£ 600								
Accessibility & Inclusive Design – (BS 8300) Routine Maintenance	£ 1,750	£ -					£ -			£ 350	£ 350	£ 350		£ 350		£ 350						
Solar Panel Cleaning & Servicing	£ 1,200	£ -				£ 150	£ 150	£ 900														
Carbon Footprint & CRP	£ 5,500	£ 5,500					£ -															
	£ 59,835	£ 7,650	£ 4,700	£ 8,185	£ 4,525	£ 1,895	£ 2,105	£ 6,880	£ 2,470	£ 3,770	£ 5,300	£ 2,770	£ 350	£ 2,420	£ -	£ 1,505	£ 2,510	£ 1,410	£ 240	£ 1,150	£ -	£ -

Reactive Maintenance

		Budget Total	General	Municipal Building	Central Technical School	Library	Tennis Pavilion	Café in the Park	Boscawen Pavilion	Public Conveniences	Hendra Hall	Zebs	Moresk Day Centre	Lower Moresk	Malpas Community Centre	15/16 King Street	30 Boscawen Street	Boscawen Parks Depot	Idless Nursery	The Old Chapel	Victoria Gardens Parks Depot	Victoria Gardens Lodge	Cemetery Lodge
Fire Alarm Testing & Servicing	60%	£ 4,500	£ 1,500															£ 1,500	£ 1,500				
CCTV Sytems Servicing	60%	£ 1,750																£ 1,500	£ 250				
Intruder Alarm Servicing	60%	£ 875		£ 250		£ 250		£ 125									£ 250						
Door Access Systems Servicing	60%	£ 375				£ 250		£ 125															
Emergency Lighting Checks	20%	£ 3,900	£ 1,500	£ 250		£ 500	£ 125	£ 125	£ 250	£ 500							£ 250	£ 150	£ 150		£ 100		
Fire Extinguisher Site Checks	10%	£ 1,050	£ 75	£ 75		£ 75		£ 75	£ 75		£ 75	£ 75	£ 75	£ 75	£ 75		£ 75	£ 75	£ 75		£ 75		
Fire Door Inspections	70%	£ -																					
Fire Risk Assessments	50%	£ 1,500	£ 1,500																				
Fire Shutters & Dampers Testing	30%	£ -																					
Gas Safety (CP12)	60%	£ 2,970	£ -	£ 600		£ 1,500		£ -	£ -	£ -	£ 300	£ 270	£ 300	£ -	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -
Fixed Wiring Test (EICR)	40%	£ 1,500																		£ 1,500			
Portable Appliance Testing (PAT)	10%	£ -																					
Legionella Monitoring	30%	£ -																					
Pump Servicing	150%	£ 900	£ -	£ -		£ -	£ -	£ 450	£ 450	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Tank Empty and Clean		£ -																					
Sampling	0%	£ -																					
TMV Servicing	25%	£ -																					
Asbestos Management Surveys	15%	£ -																					
Radon Monitoring		£ -																					
LOLER - Lifting Equipment	40%	£ 750				£ 750																	
Pressure Vessel Testing (PSSR)	15%	£ -																					
Lightning Protection Test (LPS)	20%	£ 200	£ 100	£ 100																			
Roof Safety Systems	20%	£ -																					
Fuel & Oil Storage Compliance	20%	£ 600																£ 600					
EPC/DEC		£ -																					
Automatic Doors & Roller Shutters Servicing	60%	£ -																					
ASHP Servicing (Air Source Heat Pumps)	20%	£ -																					
Accessibility & Inclusive Design – (BS 8300) Routine Maintenance	200%	£ -																					
Solar Panel Cleaning & Servicing	10%	£ -																					
Carbon Footprint & CRP	10%	£ -																					
Glass and Glazing repairs				£ 750		£ 750																	
		£ 20,870	£ 4,675	£ 1,275	£ -	£ 3,325	£ 125	£ 900	£ 775	£ 500	£ 375	£ 345	£ 375	£ 75	£ 75	£ -	£ 575	£ 3,825	£ 1,975	£ 1,500	£ 175	£ -	£ -

Operational Support

	Budget Total	General	Municipal Building	Library	Central Technical School	Tennis Pavilion	Café in the Park	Boscawen Pavilion	Public Conveniences	Hendra Hall	Zebs	Moresk Day Centre	Lower Moresk	Malpas Community Centre	15/16 King Street	30 Boscawen Street	Boscawen Parks Depot	Idless Nursery	Victoria Gardens Parks Depot	The Old Chapel	Victoria Gardens Lodge	Cemetery Lodge
Manual Handling Training	£ 300							£ 300														
Fire Marshall Training	£ 250							£ 250														
First Aid Renewals	£ 400							£ 400														
ILM L3	£ 725							£ 725														
IPAF Operators Adrian + 1	£ -																					
IWFM L4 Jo Gregory	£ 2,000	£ 2,000																				
Marketing / Events	£ 6,000							£ 6,000														
Training /Conferences	**£ 9,675**	**£ 2,000**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 7,675**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
Clothing	**£ 2,000**	**£ 1,000**					**£ 500**	**£ 500**														
Rates	**£ 76,500**	**£ -**	**£ 22,000**	**£ 20,000**		**£ 8,000**		**£ 8,000**								**£ 18,500**						
Cleaning Supplies	**£ 18,600**		**£ 2,100**	**£ 1,750**	**£ 1,750**	**£ 1,000**	**£ 2,000**	**£ 1,500**	**£ 7,500**							**£ 1,000**						
Furniture & Equipment	**£ 5,000**	**£ 3,000**					**£ 1,500**	**£ 500**														
General Cleaning	£ 50,300		£ 4,000	£ 10,000	£ 10,000		£ 800	£ 5,000	£ 15,000							£ 5,500						
Window Cleaning	£ 5,300		£ 800	£ 2,000			£ 1,100									£ 1,400						
Contract Cleaning	**£ 55,600**	**£ -**	**£ 4,800**	**£ 12,000**	**£ 10,000**	**£ -**	**£ 1,900**	**£ 5,000**	**£ 15,000**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 6,900**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
Fuel	**£ 1,000**								**£ 1,000**													
Vehicle Repairs	**£ 2,500**								**£ 2,500**													
Fleet Vehicle Trackers	£ 4,000	£ 4,000																				
Road Fund Licences	£ 600	£ 300							£ 300													
Vehicle Licenses	**£ 4,600**	**£ 4,300**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 300**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
Gas	**£ 15,000**		**£ 3,000**	**£ 6,000**	**£ 6,000**		**£ -**															
Electricity	**£ 64,465**		**£ 165**	**£ 9,000**	**£ 9,000**		**£ 5,000**	**£ 15,000**	**£ 8,000**					**£ 1,500**		**£ 2,000**	**£ 5,000**	**£ 9,000**			**£ 800**	
Water	**£ 53,260**		**£ 2,500**	**£ 2,000**	**£ 2,000**	**£ 1,200**	**£ 1,200**	**£ 4,000**	**£ 35,000**					**£ 200**		**£ 600**	**£ 2,800**		**£ 1,560**	**£ 100**		**£ 100**
Waste Collections	**£ 16,327**	**£ 1,500**		**£ 2,533**			**£ 2,600**		**£ 7,500**							**£ 24**	**£ 1,570**	**£ 600**				
Sign renewals & replacements	£ 6,750			£ 750	£ 750	£ 3,000			£ 1,000		£ 500						£ 250	£ 250	£ 250			
Tools & Equipment	£ 2,000	£ 2,000																				
Equipment & Materials	**£ 8,750**	**£ 2,000**	**£ -**	**£ 750**	**£ 750**	**£ 3,000**	**£ -**	**£ -**	**£ 1,000**	**£ -**	**£ 500**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 250**	**£ 250**	**£ 250**	**£ -**	**£ -**	**£ -**
Mobile Phones & Tablets (facilities)	£ 1,700	£ 1,200						£ 300	£ 200													
Internet Connections & Leased Lines	£ 11,400		£ 600	£ 5,400		£ 600		£ 600	£ 1,800							£ 600	£ 600	£ 600	£ 600			
3CX Phone System	£ 3,096	£ 3,096																				
Teams phone standard license (30 Users)	£ -																					
Connectivity & Telephones	**£ 16,196**	**£ 4,296**	**£ 600**	**£ 5,400**	**£ -**	**£ 600**	**£ -**	**£ 900**	**£ 2,000**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 600**	**£ 600**	**£ 600**	**£ 600**	**£ -**	**£ -**	**£ -**
MainTainX Software Licences (£600/User)	£ 4,200	£ 2,400					£ 600	£ 600	£ 600													
Microsoft Licensing (Including 10 CoPilot AI)	£ 17,963	£ 17,963																				
IT Support & Managed Services	£ 31,608	£ 31,608																				
Cyber Essentials Ongoing Support	£ 11,601	£ 11,601																				
Contingency for onboarding / licence changes	£ 1,500	£ 1,500																				
AutoCAD LT	£ 500	£ 500																				
Hemmingway AI	£ 150	£ 150																				
Bosch MeasureOn	£ 90	£ 90																				
Computer Software	**£ 67,612**	**£ 65,812**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 600**	**£ 600**	**£ 600**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
PC Replacments	£ 6,000	£ 6,000																				
Printers/Monitors/Sundries	£ 2,000	£ 2,000																				
WiFi Upgrades	£ -																					
Network Support	£ 1,000							£ 1,000														
Network Upgrades	£ 3,000		£ 500			£ 250	£ 250		£ 1,000							£ 1,000						
Car Park Machines - Support	£ 500					£ 125	£ 125	£ 250														
Computer Hardware	**£ 12,500**	**£ 8,000**	**£ 500**	**£ -**	**£ -**	**£ 375**	**£ 375**	**£ 1,250**	**£ 1,000**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 1,000**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
Card Machine Charges	**£ 5,405**						**£ 5,405**															
BSI Membership	£ 300	£ 300																				
Subscriptions	**£ 300.00**	**£ 300**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**
Condition Surveys	£ 1,000																			£ 1,000		
Legal Fees (Leases, Licenses & Land Registry)	£ 15,000	£ 15,000																				
Measured Building Surveys	£ 3,700					£ -												£ 3,700				
Professional Fees (MCIOB & MIET)	£ 1,800	£ 1,800																				
HSE Compliance Assurance	£ 8,000	£ 8,000																				
CCTV Drainage Survey	£ 1,300										£ 1,300											
Legal & professional Fees	**£ 30,800**	**£ 24,800**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 1,300**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 3,700**	**£ -**	**£ 1,000**	**£ -**	**£ -**
Total Operational Support Budget	**£ 466,090**	**£ 117,008**	**£ 35,665**	**£ 59,433**	**£ 29,500**	**£ 14,175**	**£ 21,080**	**£ 44,925**	**£ 81,400**	**£ -**	**£ 1,800**	**£ -**	**£ -**	**£ 1,700**	**£ -**	**£ 30,624**	**£ 10,220**	**£ 14,150**	**£ 2,410**	**£ 1,100**	**£ 800**	**£ 100**

Capital Projects

	Budget Total	General	Municipal Building	Library	Central Technical School	Tennis Pavilion	Café in the Park	Boscawen Pavilion	Public Conveniences	Hendra Hall	Zebs	Moresk Day Centre	Lower Moresk	Malpas Community Centre	15/16 King Street	30 Boscawen Street	Boscawen Parks Depot	Idless Nursery	Victoria Gardens Parks Depot	The Old Chapel	Victoria Gardens Lodge	Cemetery Lodge
Municipal Building Refurbishment	£ 466,115		£ 466,115																			
Zebs Youth Centre	£ 202,184										£ 202,184											
Public Conveniences Investment Program	£ 949,395								£ 949,395													
Boscawen Park Depot - Roof Replacement	£ 55,000																£ 55,000					
Café in the Park - Comfort Upgrades	£ 30,000						£ 30,000															
Idless Nursery Welfare Improvemems	£ 30,000																	£ 30,000				
Tennis Pavilion - Office Conversion	£ 10,000					£ 10,000																
Door Access System Upgrades	£ 43,000				£ 25,000	£ 12,000			£ 6,000													
Library Decorations & Refurbishments	£ 37,000			£ 37,000																		
	£ 1,822,694	**£ -**	**£ 466,115**	**£ 37,000**	**£ 25,000**	**£ 22,000**	**£ 30,000**	**£ -**	**£ 955,395**	**£ -**	**£ 202,184**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ 55,000**	**£ 30,000**	**£ -**	**£ -**	**£ -**	**£ -**

Sub Total	**£ 1,822,694**
CAPEX reserve B/F	£ 130,000
Five-Year Capital Requirement	**£ 1,692,694**
CAPEX Reserve 2027/2028	£ 338,539

Income

	Budget Total	General	Municipal Building	Library	Central Technical School	Tennis Pavilion	Café in the Park	Boscawen Pavilion	Public Conveniences	Hendra Hall	Zebs	Moresk Day Centre	Lower Moresk	Malpas Community Centre	15/16 King Street	30 Boscawen Street	Boscawen Parks Depot	Idless Nursery	Victoria Gardens Parks Depot	The Old Chapel	Victoria Gardens Lodge	Cemetery Lodge
Rental Income																						
Statotory Chargeback																						
Smart Export Guarantee (Solar PV)							£ 250	£ 900														
Service Income							£ 270,000	£ 142,500														
Ticketed Events								£ 1,500														
Total	**0**	**£ -**	**£ -**	**£ -**	**£ -**		**£ 270,250**	**£ 144,900**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**		**£ -**	**£ -**