



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

28 July 2021

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Guildhall on **Tuesday 3rd August 2021 at 6.00 pm.**

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, and to consider their own unique circumstances before attending.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

PP R Lane  
Town Clerk

**To Councillors:**

R Bullock G Challen J Dent S Martin B Samuels P Samuels G Taylor D Yates	All other Councillors for information
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## Agenda

1. Health and Safety Announcements
2. To elect a Chairman
3. To elect a Vice Chairman
4. Apologies.
5. 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. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.  
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
7. Health and Safety
8. To receive and approve the minutes of the Library Sub Committee held on 13th January 2021 as a true and correct record. (Pages 4 - 7)
9. To consider Risk Management reports as may be received.
10. Finance and Budget. (Page 8)
11. To receive the Library Sub Committee Terms of Reference (Page 9)
12. To receive a report from the Community Hub Team Leader (Pages 10 - 16)
13. To receive the Library Hub refurbishment status report and consider the next stage
14. To consider the hire of the Library building, marketing and management by the Community Hub Team Leader and hire charges. (Page 17)
15. To consider facia cleaning quotes (Page 18)
16. To consider reinstating Saltash Library fees and charges - end date 1st September 2021. (Page 19)

17. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
18. To consider any items referred from the main part of the agenda.
19. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
20. Urgent non-financial matters brought forward at the discretion of the Chair.
21. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      To be confirmed.