



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
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

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.

SALTASH TOWN COUNCIL

Minutes of the Library Sub-Committee held on the virtual Zoom platform on Wednesday 13th January 2021 at 6:00 p.m.

PRESENT: Councillors: J Dent – Chairman, M Fox, S Lennox-Boyd, S Martin, W Phillips – Vice Chairman, B Samuels, P Samuels, D Yates.

ALSO PRESENT: Councillor R Bickford, 1 Member of the Public, G Peggs – Building Consultant, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, N Symons – Receptionist/Mayors Secretary, D Orton – Community Hub Team Leader.

APOLOGIES: None.

ANNOUNCEMENTS

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

Councillor Fox joined the meeting.

20/20/21 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

21/20/21 **DECLARATIONS OF INTEREST**

a. 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.

None.

c. Dispensations required.

None.

22/20/21 **QUESTIONS FROM THE PUBLIC**

None.

23/20/21 **HEALTH & SAFETY**

No Report.

24/20/21 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

25/20/21 **FINANCE AND BUDGET.**

It was **RESOLVED** to note.

26/20/21 **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

27/20/21 **TO RECEIVE AN UPDATE ON THE PUBLIC WORKS LOAD BOARD APPLICATION**

It was **RESOLVED** to note that a response had been received from the parish borrowing team to confirm they are in receipt of the council's loan application and that an officer has been assigned to the case and will endeavour to return an initial assessment to the council this week.

28/20/21 **TO RECEIVE A REPORT FROM THE BUILDING CONSULTANT ON PROJECT WORKS AND COSTINGS**

It was **RESOLVED** to note.

29/20/21 **TO CONSIDER A RECOMMENDATION TO FULL COUNCIL TO PROCEED WITH THE REPLACEMENT OF WINDOW WORKS**

It was proposed by Councillor Dent, seconded by Councillor Phillips and **RESOLVED** to note that the proposed recommendation has been withdrawn.

30/20/21 **TO APPROVE THE SHOWCASE PRESENTATION AND CONSIDER OPTIONS TO DELIVER BY ZOOM**

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** that the Community Hub Team Leader and Assistant Town Clerk continue with the preparation of the library showcase to present by Zoom reporting back to the Library Sub-Committee Members.

It was proposed by Councillor Dent, seconded by Councillor Fox and **RESOLVED** to approve:

1. The voice over and recording at a cost of £236.00 + VAT
2. Allocation of cost to budget code 6910 General Repairs and Maintenance
3. An advert be placed in the local paper at a cost of £180.00
4. Allocation of cost to budget code 6918 Professional Fees.

It was proposed by Councillor Dent, seconded by Councillor Phillips and **RESOLVED** to delegate the final details and setup of the library showcase presentation and website presence to the Chairman and Vice Chairman of Library Sub-Committee, Assistant Town Clerk and Community Hub Team Leader, reporting back to the Library Sub Committee Members by way of regular email updates.

31/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions 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.

32/20/21 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

33/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

34/20/21 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

35/20/21 **PRESS AND SOCIAL MEDIA RELEASES**

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve ongoing Press and Media Releases relating to the library showcase presentation to be approved by the Chairman and the Mayor.

36/20/21 **DATE OF NEXT MEETING**

To be confirmed.

Rising at: 18:38pm.

Signed: _____
Chairman

Dated: _____

Services Committee - Library Budget
Saltash Town Council
As at 21st July 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Library Operating Income											
Library Income											
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	0	568		1,137	1,144	1,150	1,157
4518 LI Library - Photocopying Fees	0	0	0	566	0	566		1,133	1,140	1,146	1,153
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	0	0	0	110	0	110		219	221	222	223
4524 LI Library Book Sales	307	0	0	151	147	4		152	153	154	155
4525 Library - Miscellaneous Income	353	0	0	0	0	0		0	0	0	0
4526 LI Library Activity Income	0	0	0	100	0	100		101	101	102	102
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000		6,000	6,036	6,072	6,109
4528 Library Merchandise Income	0	0	0	425	0	425		850	855	860	865
Total Library Income	664	0	0	4,920	147	4,773		9,592	9,650	9,706	9,764
Total Library Operating Income	664	0	0	4,920	147	4,773		9,592	9,650	9,706	9,764
Library Operating Expenditure											
Library Expenditure											
6900 LI Rates - Library	13,473	0	0	14,004	13,473	531		14,088	14,172	14,257	14,343
6901 LI Water Rates - Library	0	0	0	323	0	323		325	327	329	331
6902 LI Gas - Library	1,251	0	0	1,730	232	1,498		1,741	1,751	1,762	1,772
6903 LI Electricity - Library	1,742	0	0	1,412	286	1,126		1,421	1,429	1,438	1,447
6904 LI Fire & Security Alarm - Library	504	0	0	915	262	653		920	926	931	937
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0		0	0	0	0
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	0	1,643		1,653	1,663	1,673	1,683
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942		1,012	1,018	1,024	1,030
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	504	1,508		2,024	2,036	2,048	2,061
6911 LI TV License & PRS - Library	283	0	0	1,258	57	1,201		1,265	1,273	1,280	1,288
6913 LI Refreshment Costs - Library	0	0	0	252	0	252		253	255	256	258
6914 LI Replace Equipment - Library	979	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006		1,012	1,018	1,024	1,030
6920 LI Legionella Risk Assessment - Library	280	0	0	516	105	411		519	522	525	529
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	1,447	3,684		5,161	5,192	5,224	5,255
6922 LI Library Activities	575	0	0	1,400	794	606		1,408	1,417	1,425	1,434
6923 LI PWLB Loan Repayment & Interest	0	0	0	21,500	0	21,500		21,500	21,500	21,500	21,500
Total Library Expenditure	25,613	0	0	55,134	17,223	37,911		55,334	55,537	55,741	55,949
Library Staffing Expenditure											
Library Staff Expenses	264	0	0	1,900	0	1,900		1,912	1,923	1,934	1,946
6682 ST LI Staff Training (Library)	340	0	0	1,509	0	1,509		1,518	1,527	1,536	1,546
Library Staffing Costs	84,234	0	20,691	94,903	25,164	90,430		97,750	100,682	103,703	106,815
Total Library Staffing Expenditure	84,837	0	20,691	98,312	25,164	93,839		101,180	104,132	107,173	110,307
Total Operating & EMF Expenditure	110,450	0	20,691	153,446	42,387	131,750		156,514	159,669	162,914	166,256
Total Library Operating Expenditure	110,450	0	20,691	153,446	42,387	131,750		156,514	159,669	162,914	166,256
Total Library Operating Surplus/ Deficit	(109,786)	0	(20,691)	(148,526)	(42,241)	(126,976)		(146,922)	(150,019)	(153,208)	(156,492)
Library EMF Expenditure											
6971 LI EMF Saltash Library Property Maintenance (from CC)	11,298	11,788	0	16,500	0	28,288		0	0	0	0
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	14,282	17,635		0	0	0	0
6973 LI EMF Loan Repayment for 2020-21	0	23,000	0	0	0	23,000		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(12,097)	0	0	3,844		0	0	0	0
Total Library EMF Expenditure	11,881	65,146	(12,097)	34,000	14,282	72,767		0	0	0	0
Total Library Expenditure (Operational & EMF)	122,331	65,146	8,594	187,446	56,670	204,516		156,514	159,669	162,914	166,256
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	(8,594)	(182,526)	(56,523)	(199,743)		(146,922)	(150,019)	(153,208)	(156,492)

Notes

To/From Reserves & Budget Virements 2021/22

- £10,000 vired from 6698 EMF Library Staff Contingency to Library Staffing Costs
- £5,105 plus £10,886 = Total = £15,991 from 6971 EMF allocated to the Library Refurbishment Project

Library Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Five
Meetings:	As required
Timing:	TBA
Venue:	Guildhall or by a virtual platform under Covid 19 legislation
Reports to:	Services Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:
Expenditure up to £20,000 on any separate occasion within the budget

1. To oversee management and maintenance of the library premises
2. To oversee the transformation programme of the library premises and services
3. To act as liaison with Cornwall Council library service
4. To monitor performance of the library service provided by STC
5. To undertake public consultations where required
6. To receive and consider tenders for works to the library premises
7. To approve applications to the PWLB for works to the library premises

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

SALTASH LIBRARY HUB



JULY 2021 PROGRESS REPORT

1. **Post Covid opening** – The Library was deemed by our customers and residents a fantastic physical and mental support service during lockdown. Click and collect grew to huge numbers as indeed did Borrowbox (online reading and talking books service).

Many activities were managed online such as our monthly 'Wordquiz' in partnership with the Bookshelf in Fore Street.

A preliminary zoom 'Meet the Author' evening proved a great success and is now continuing 'Live' in the Library.

The interim browsing section, when available, again gave residents a sense of normality during difficult times.

This 'closed' period gave the Library an opportunity to plan, execute and 're-vamp' its interior layout while waiting for a fully open deadline from the Government. The upgrading of shelving and other interior furniture has allowed us to offer a spacious clean vibrant interior offer for families, individuals, club members and general public. This is ongoing currently as we move forward.

2. Library interior



The new lower level library shelving (gondolas on wheels) have allowed us to reposition STC stock (10,500 books) and allows vision across the whole Hub floor. New signage is clear and concise. They are flexible to be moved to create space for activities and events.

All old furniture has been replaced. A spacious meeting, reading and activity front of house area has been added with coffee tables and bucket chairs.

Interior notice boards will be re-populated and support columns will be cleaned when SDGAs can be scheduled and available.

The end wall has been painted and cleaned and a clock is to be installed.



The children's reading and activities area has been re-located and expanded with new furniture and storage kinderboxes and new clean safe shelving.

A new 'buggy' parking area has been allocated opposite the entrance welcome desk and the rear courtyard space will be used as an overflow buggy area to avoid floor blocking and clutter for A. safety factor for Covid spacing and emergency exit. B. other customer simultaneous browsing.

The free computer service is fully operational and the whole ambiance is a warmer friendlier environment. The computer area/desks are next in line to upgrade.

Opening hours have been expanded from 10am to 2pm during the July/August period to allow for staff holidays and shortage of hours. This will be re-assessed at the end of August as and when a LIA has been appointed.

Volunteers are casually currently helping with the daily re-stocking of shelves and young volunteers are now helping for the Summer Reading Challenge (SRC).

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3. Library exterior

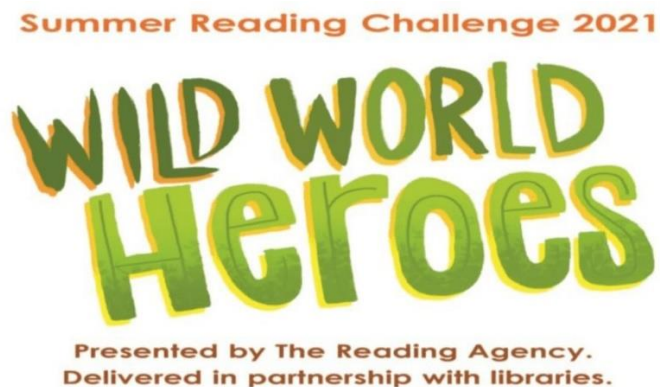
Whilst the interior has seen significant progress, the exterior remains dirty and unloved.

The service department have filled the plant troughs with summer bedding but the windows remain 'fogged' and the fascias are dirty and unappealing to the eye.

Interim Fascia TLC has been recommended to improve the visual experience on entering the building. Window decoration is continuing to help enliven the entrance.



4. Current activities & events



Summer Reading Challenge “Wild World heroes”– This year all Cornwall Libraries are partnering with WWF on taking action for nature and conservation. This will be a combination of online and activity based packs for children, the ultimate aim of certificates and medals for successful participants for children to read six books during the summer holidays.

Lots of additional small challenges for children to do have been planned and designed in the Library with the team ranging from ‘guess the height’ to ‘what part of the world does this animal come from?’ All aimed at educating how important environments and habitats are.

Saltash Library SRC challenge to win family tickets to Porfell Animal Sanctuary and Park. (nr Liskeard).

Answer two sets of questions related to our local environment, habitat and indigenous wildlife.

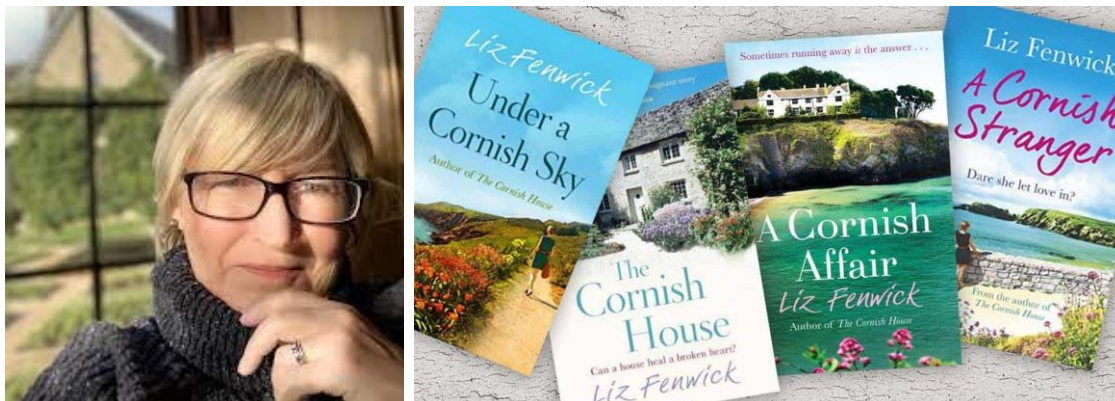
1. A walk in the woods (Coombe Woods)
2. A walk by the river (Saltmill).

A Saturday morning with ‘Animal Encounters’.



Outside of the Library, families will get to meet lots of animals and learn first-hand of their origins and habitat needs. (Relating to Wild World Heroes).

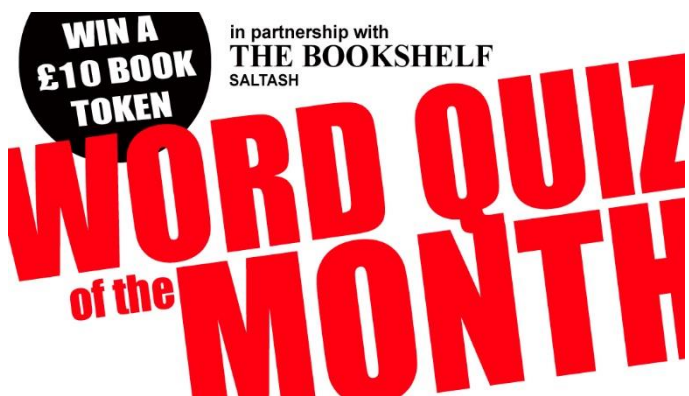
Meet the Author – Liz Fenwick



The prodigious fiction writer is coming to the Library for a 'live' presentation to discuss her passion for Cornwall and the counties inspiration in her writing. Very popular with our readers. Book signings will follow.

Monthly Word Quiz – In partnership with the Bookshelf

The quiz, started in January during lockdown, has remained popular with our customers.



Music Man – weekly



We were able to continue monthly filming with David at home during lockdown to provide a service for Mums, Dads and Children to sing - a - long. Now David has started back in the Library 'live' from July 20th and received popular support already.

We are currently working on GDPR paperwork to allow us to film the live event and upload to social media for residents who cannot make the Tuesday morning event and draw more eyes to the Facebook page.

Future planned activities & events

There are many more ideas in the pipeline for Library events now we are open to the public.

The first is to re-instate the **NHS Tea Party** (penciled for Thursday 26th August) unfortunately postponed due to the extended lockdown.

Other ideas include **Murder Mystery** events, (for our many crime readers), **Comicons** and **Robo-labs** for our junior/young adult readers, (To support our range of Graphic, Sci fi and Fantasy books) and in-house Saltash Brass Band concerts.

We are currently planning with **Saltash Heritage Museum** to have quarterly exhibitions.

Saltash Regatta will have a Library presence where we will promote the Library offer, have story tellers for the children in the morning and Music Man in the afternoons as a signposting to us – Also in conversation with CC to have a mobile Library presence as well.

Watch out for the **Saltash library Scrabble All-comers competition!**

We continue to run with Cornwall Council universal offers/events throughout the year such as the Summer Reading Challenge, Fun Palace, Pyjamara and Bookstart. These are being re-instated after the lockdown.

5. Recent activities through lockdown

We have had many recent popular activities and quizzes during the lockdown period ranging from **The Harry Potter children's writing quiz** to **'May the 4th' be with you Star Wars drawing competition**.

We partnered with **'Pollenise'**, raising awareness of the importance of bees to us all. We were able to give out 80 packets of bee loving plant seed packets for residents in Spring to grow and learn about the importance of pollinators in the urban environment. We are sowing seeds behind the Library in September.

Local schools partnered with us to plant seeds and promote wildflower importance.

We were able to support families that needed help with photocopying with children's term work that otherwise couldn't afford it and would have had it free from schools.

6. Online activity

Website development

We have developed a strong online Library presence on the STC website. Pages include a monthly events page, calendar of events, photo gallery and information page about the refurbishment project and plans.

Facebook

From a standing start our Facebook page has grown and developed over the last 18 months. We now have a daily messaging mechanism to support the Library offer (books, events etc), local charities and Council support for residents.

Library Hub Facebook followers continue to grow and stand at 644 followers. We are able to market to thousands of residents, groups and businesses through the Saltash Community Group as the Library is now a group member.

We will continue to provide in-house produced videos online promoting events and offers.

In-house clubs and groups

We are now accommodating again groups like 'The Writing Group', Knit & Natter', Scrabble, Lego and others back onto the premises.

7. Footfall figures – Week beginning July 19th

Monday	72
Tuesday	84
Wednesday	(closed)
Thursday	94
Friday	51
Saturday	60

A wonderful start to re-opening and a positive response from our residents in being allowed back into the Library, albeit tentative and watchful.

END OF REPORT

Agenda Item 14

Agenda Item 14: To consider the hire of the Library building, marketing and management by the Community Hub Team Leader and hire charges.

The Library space has potential to become a building STC can hire to groups, private events etc within the new layout.

However, I would expect a facility to be able to offer public toilets and kitchens not unlike the Guildhall, station and MHR. To this end I'm not sure if we could actually provide the space prior to refurbishment.

Currently the tired 1960s toilet and kitchen facilities are used for staff only and no members of the public can use them. This is built into the Library risk assessment moving forward.

The hire cost would have to be comparable to that of the Guildhall and Isambard House which offers a high standard of amenities.

Obviously when the Refurbishment has been completed the offer to hire the Library as a facility provides a quality practical space for all sorts of external events and activities working alongside other STC buildings.

END OF REPORT

Agenda Item 15: To consider fascia cleaning quotes

After the planning and expenditure on the interior furniture and layout the Library exterior is looking tired and dirty.

As an interim TLC opportunity we could clean the stained fascias and uprights as illustrated below. This would freshen up the exterior welcome to customers and residents.

The welcome into the building is extremely important and would give STC the opportunity to show the community we are serious moving forward. This does not include any window replacement or cleaning quotations as the windows are in need of refurbishment.

Fascia cleaning quotations



Two recommended (Service Dept.) Saltash companies returned my call for fascia cleaning.

- A. Company A – Soft Wash of concrete facades front and side: 450
- B. Company B – Fungicide staining removal via soft environmentally friendly chemical wash: 650 (V Professional) 100% money back guarantee

END OF REPORT

Agenda Item 16

Agenda Item 16: To consider reinstating Saltash Library fees and charges - end date 1st September 2021.

To date all charges have been waved and lockdown fines have been waved. This will continue through to September.

There will be a two-week book amnesty and waving of pre-covid fines starting early August to a) retrieve books not returned and b) encourage those people back into the library without a fine hanging over them.

All photocopying costs accrued during Click and Collect and limited browsing have been put on our customer's library card accounts and will be paid from charge re-instatement and handling of cash. (There could be a case of having a credit card payment system in the library not unlike the one planned for the pontoon cabin).

If the services continue to carry on as we hope post lockdown, without any further Government restrictions there is no reason not to re-install Library charges post September. (Cash handling to be considered).

END OF REPORT