



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

4 November 2021

Dear Councillor

I write to summon you to the **Meeting of the Library Sub Committee** to be held at the Guildhall on **Wednesday 10th November 2021 at 6.30 pm.**

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

The meeting is open to the public and press. 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,

S Burrows
Acting Town Clerk

To Councillors:

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|--|---------------------------------------|
| R Bullock J Dent (Chairman) S Martin B Samuels P Samuels G Taylor D Yates (Vice-Chairman) Vacancy | All other Councillors for information |
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Agenda

1. Health and Safety Announcements
2. Apologies.
3. 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. 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.

5. To receive and approve the minutes of the Library Sub Committee held on Tuesday 13th January 2021 and Thursday 2nd September 2021 as a true and correct record. (Pages 4 - 9)
6. To consider Risk Management reports as may be received.
7. Finance and Budget. (Page 10)
8. To receive and approve the Library Sub Committee Terms of Reference. (Pages 11 - 12)
9. To receive a report to abolish overdue fines at Saltash Library Hub and consider recommending to Full Council to commence as at 1st January 2022. (Pages 13 - 14)
10. To receive and note a letter from the Ministry of Housing, Communities and Local Government relating to the Public Works Loan Board Borrowing Approval. (Pages 15 - 16)
11. To receive quotes to appoint a Building Surveyor to act on behalf of Saltash Town Council to carry out the library refurbishment works and consider any associated expenditure recommending to Full Council. (Pages 17 - 41)
12. To receive a status report on the Library Hub refurbishment works and consider any associated expenditure recommending to Full Council. (Pages 42 - 263)
13. To receive a report and consider the library building as a Town Council facility for hire and any associated charges recommending to Full Council. (Page 264)

14. To receive a report to appoint a company to clean the library building fascia and consider any associated expenditure. (Page 265)
15. 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.
16. To consider any items referred from the main part of the agenda.
17. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
18. To consider urgent non-financial items at the discretion of the Chairman.
19. 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.