

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library Building on Wednesday 23rd February 2022 at 6.00 pm

PRESENT: Councillors: J Dent (Chairman), S Martin, J Peggs, P Samuels and D Yates (Vice-Chairman).

ALSO PRESENT: Councillor S Miller, S Burrows (Acting Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillors: R Bickford, R Bullock and B Samuels.

37/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

38/21/22 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.

None.

b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

39/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

40/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON THURSDAY 9TH DECEMBER 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on Thursday 9th December 2021 were confirmed as a true and correct record.

41/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

42/21/22 **FINANCE AND BUDGET.**

The Acting Town Clerk informed Members the Town Council will not receive around £4,000 of expected income due to the loss of fees and charges and café rental.

The current total figures to date display an overall underspend of around £9,000 therefore the income not received is expected to be absorbed by this.

It was **RESOLVED** to note.

43/21/22 **TO RECEIVE AND NOTE A REPORT FROM THE LIBRARY HUB AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

44/21/22 **TO RECEIVE A REPORT TO PURCHASE AN ADVERTISING TV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the purchase of an advertising TV and stand for the Library Hub.

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to delegate authority to the CHTL to further progress the procurement of a large TV and stand with Richer Sounds up to a value of £1,300 allocated to budget code 6972 Library Equipment and Furniture.

45/21/22 **TO RECEIVE AND CONSIDER APPROVING THE MOVABLE TIME LINE SIX WEEK PLAN TO HOLD A TEMPORARY LIBRARY SERVICE AT ISAMBARD HOUSE.**

Members received and considered the proposed six week plan to hold a temporary library service at Isambard House.

It was proposed by Councillor Dent seconded by Councillor Yates and **RESOLVED:**

1. To delegate the movable timeline six week plan to the CHTL to further progress, subject to liaising with the Receptionist/ Mayors Secretary and the Chairman of the Station Sub Committee to ensure existing bookings at Isambard House are not affected.
2. That the CHTL informs Members as the timeline is progressed for their input.

46/21/22 **TO RECEIVE AND CONSIDER APPROVING THE TEMPORARY LIBRARY LAYOUT AT ISAMBARD HOUSE.**

The CHTL updated members on the proposed temporary library layout.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED:**

1. To approve in principle to accommodate the library service within the main space at Isambard House, allowing the café and waiting room to continue in operation.
2. To give delegated authority to the CHTL to further progress the plan providing regular updates to Members for their input.
3. That Members be invited to view the setup prior to opening the library service to the public.

47/21/22 **TO RECEIVE A VERBAL REPORT FROM THE INITIAL MEETING WITH BAILEY PARTNERSHIP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman updated Members on the recent meeting held with Bailey Partnership and the potential project cost savings.

The Chairman further confirmed once all necessary surveyance works are complete a pre-application is to be submitted to Cornwall Council to further understand the listing requirements.

It was **RESOLVED** to note and that the CHTL will ascertain if Bailey Partnership require additional information liaising with the Chairman and Vice Chairman.

48/21/22 **TO RECEIVE A PRIORITY LIST OF LIBRARY REFURBISHMENT WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of a potential priority list of works contained within the proposed refurbishment plan as a consequence of the increase in material cost due to the pandemic.

Members agreed to revisit the priority list of works upon the results of the tender process.

It was **RESOLVED** to note.

49/21/22 **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.

50/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

51/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

52/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

For information only:

The Chairman requested Members to further consider the idea and suitable promotions following the refurbishment to assist in changing the perception of the library to a Hub for Community Activities and Information.

The Chairman expressed wishes to assist in changing the view of many generations that a library isn't just a place to access books and instead encourage the idea of an exciting Community Hub full of activity and inclusive of a library service contained within.

53/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 6.52 pm

Signed: _____
Chairman

Dated: _____