



Saltash Town Council

Konsel An Dre Essa



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

17 February 2022

Dear Councillor

I write to summon you to the **Meeting of the Library Sub Committee** to be held at the Library Building on **Wednesday 23rd February 2022 at 6.00 pm.**

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering.

Prior to attending Town Council meetings please review the Library Covid-19 Risk Assessment here: <https://modern.saltash.gov.uk/documents/s3357/2022-01-27%20Library%20RA.pdf>

We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

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:

R Bickford R Bullock J Dent (Chairman) S Martin J Peggs B Samuels P Samuels D Yates (Vice-Chairman)		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 Thursday 9th December 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 note a report from the Library Hub and consider any actions and associated expenditure. (Page 11)
9. To receive a report to purchase an advertising TV and consider any actions and associated expenditure. (Page 12)
10. To receive and consider approving the movable time line six week plan to hold a temporary Library Service at Isambard House. (Page 13)
11. To receive and consider approving the temporary Library layout at Isambard House. (Page 14)
12. To receive a verbal report from the initial meeting with Bailey Partnership and consider any actions and associated expenditure.
13. To receive a priority list of Library refurbishment works and consider any actions and associated expenditure.
14. 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.

15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
17. To consider urgent non-financial items at the discretion of the Chairman.
18. 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 Meeting of the Library Sub Committee held at the Guildhall on Thursday 9th December 2021 at 6.30 pm

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

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

APOLOGIES: Councillors: R Bullock, S Martin and B Samuels.

22/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

23/21/22 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.

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Left the Meeting	Remained in the room but did not vote
Bickford	Item 9	Non-Pecuniary	No	Yes

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

None.

24/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

25/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 10TH NOVEMBER 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 P Samuels and **RESOLVED** that the minutes of the Library Sub Committee held on Wednesday 10th November 2021 were confirmed as a true and correct record.

26/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

27/21/22 **FINANCE AND BUDGET.**

It was **RESOLVED** to note the current Committee budget statement.

The Acting Town Clerk informed Members of the Public Work Loans Board (PWLB) application having been submitted following approval from Full Town Council held on Thursday 2nd December 2021 minute nr. 229/21/22.

The PWLB has carried out checks and all has been cleared. The Acting Town Clerk informed Members that another form is required to be submitted prior to drawing down the agreed borrowing amount. This form has been completed and is ready for submission on 25th March 2022 in order to receive the payment on the 1st April 2022 as requested by the Town Council.

The Finance Officer will submit the form in March and in the absence of the Finance Officer the Acting Town Clerk will proceed.

28/21/22 **TO RECEIVE A REPORT AND CONSIDER A VIREMENT BETWEEN LIBRARY BUDGETS.**

Members considered a request to vire £252.00 from the Budget 6913 Library Refreshments Costs to Budget 6922 Library Activities.

The Community Hub Team Leader informed Members that the refreshment budget is not required for the foreseeable future due to Covid-19 restrictions and therefore could be utilised for various library activities in the New Year to the end of the current financial year 2021-2022.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** to vire £252.00 from Budget 6913 Library Refreshments Costs to Budget 6922 Library Activities.

29/21/22 **TO RECEIVE A FURTHER QUOTE 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.**

Cllr Bickford declared an interest in the next item, remained in the room to avoid the meeting being inquorate, but did not vote.

The Chairman informed Members of an additional quote received from Company D.

Members discussed the Building Condition Survey and whether these works are required due to Cornwall Council providing a Building Condition Survey to the Town Council prior to the library being devolved in late 2018 early 2019.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to appoint Company D to:

1. Undertake a Building Condition Survey at a cost of £2,900.00 + VAT subject to Company D advising this is necessary due to a recent Condition Survey having been completed in late 2018 early 2019.
2. Project manage and undertake the CDM regulations based on a percentage fee of 11.5% against an estimated budget of £200k.

The above costs (1&2) include reasonable expenses and disbursements but exclusive of VAT to be allocated to budget code - professional fees.

3. Instruct the appointed Building Surveyor (if required) on behalf of the Town Council to submit a 'heritage matters only' pre-application to Cornwall Council at a cost of £275 + VAT allocated to budget 6971 EMF Property Maintenance to further clarify the conditions in the listed building consent.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve:

- a. Delegated authority to the Chairman, Vice Chairman and the Acting Town Clerk to progress the tender specification and issue of the tender with the Building Surveyor in accordance with the Town Council's procurement regulations reporting back to a future Library Sub Committee meeting or as required by email.

30/21/22

TO REVISIT THE LIBRARY FLOOR PLAN AND CONSIDER THE USE OF THE LIBRARY BUILDING TO ACCOMMODATE THE YOUTH OF SALTASH.

Members discussed the current interior floor plan and the proposed use of the areas with the view to offering a suitable space to accommodate the youth of Saltash.

The Chairman reminded Members that the floor plan remains in draft stages and all furniture is moveable.

The Community Hub Team Leader informed Members of a questionnaire issued to the Duke of Edinburgh Library Volunteers referring to what their age group would want from a Library.

Members put questions to the former Building Surveyor relating to the proposed refurbishment plans.

It was **RESOLVED** to note and revisit the interior floor plan and layout upon completion of the structural refurbishment works.

Members thanked the former Building Surveyor for attending this evening's meeting.

31/21/22 **TO INVESTIGATE THE PRACTICABILITY OF ESTABLISHING A CLIMATE EMERGENCY HUB IN THE LIBRARY BUILDING.**

Councillor Yates asked about the possibility of a physical centre for a Climate Emergency Hub and the idea of a permanent Hub was feasible to be hosted at the Library and what constraints would be placed on the use.

The Community Hub Team Leader spoke of the programmed events for 2022 and of the hope to include an environmental thread throughout the events and the seasons.

Members agreed the Climate Change and Environment Working Party are at the early stages of establishing requirements for a permanent Hub. Therefore, until further information is provided it would be difficult to approve any area within the library for the working party's use.

Members asked the Community Hub Team Leader to liaise with the Climate Change and Environment Working Party to further progress ideas and suggestions of a Climate Emergency Hub to be situated within the Library Building and to report back to a future Library Sub Committee meeting upon further requirements being established.

It was **RESOLVED** to note.

32/21/22 **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.

33/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

34/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

35/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

36/21/22

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: 7.57 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Library Budget
Saltash Town Council
As at 11th February 2022

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
Library Operating Income							
Library Income							
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	184	384	
4518 LI Library - Photocopying Fees	0	0	0	566	216	350	
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	0	0	0	110	0	110	
4524 LI Library Book Sales	307	0	0	151	296	(145)	
4525 Library - Miscellaneous Income	353	0	0	0	0	0	
4526 LI Library Activity Income	0	0	0	100	0	100	
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000	
4528 Library Merchandise Income	0	0	0	425	0	425	
Total Library Income	664	0	0	4,920	695	4,225	
Total Library Operating Income	664	0	0	4,920	695	4,225	
Library Operating Expenditure							
Library Expenditure							
6900 LI Rates - Library	13,473	0	0	14,004	13,473	531	
6901 LI Water Rates - Library	0	0	0	323	0	323	
6902 LI Gas - Library	1,251	0	0	1,730	691	1,039	
6903 LI Electricity - Library	1,742	0	0	1,412	1,267	145	
6904 LI Fire & Security Alarm - Library	504	0	0	915	822	93	
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0	
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	490	1,153	
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942	
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	808	1,204	
6911 LI TV License & PRS - Library	283	0	0	1,258	57	1,201	
6913 LI Refreshment Costs - Library	0	0	(252)	252	0	0	
6914 LI Replace Equipment - Library	979	0	0	1,026	186	841	
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006	
6920 LI Legionella Risk Assessment - Library	280	0	0	516	385	131	
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	4,135	996	
6922 LI Library Activities	575	0	252	1,400	1,415	237	
6923 LI PWLB Loan Repayment & Interest	0	0	(21,500)	21,500	0	0	
Total Library Expenditure	25,613	0	(21,500)	55,134	23,791	9,843	
Library Staffing Expenditure							
Library Staff Expenses	264	0	0	1,900	411	1,489	
6682 ST LI Staff Training (Library)	340	0	0	1,509	592	917	
Library Staffing Costs	84,234	0	20,691	94,903	90,239	25,355	
Total Library Staffing Expenditure	84,837	0	20,691	98,312	91,242	27,761	
Total Operating Expenditure	110,450	0	(809)	153,446	115,033	37,604	
Total Library Operating Expenditure	110,450	0	(809)	153,446	115,033	37,604	
Total Library Operating Surplus/ Deficit	(109,786)	0	809	(148,526)	(114,338)	(33,379)	
Library EMF Expenditure							
6971 LI EMF Saltash Library Property Maintenance (from CC)	11,298	11,788	0	16,500	0	28,288	
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	17,542	14,375	
6973 LI EMF Loan Repayments	0	23,000	21,500	0	0	44,500	
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(12,097)	0	0	3,844	
Total Library EMF Expenditure	11,881	65,146	9,403	34,000	17,542	91,007	
Total Library Expenditure (Operational & EMF)	122,331	65,146	8,594	187,446	132,575	128,611	
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	(8,594)	(182,526)	(131,880)	(124,386)	

Notes

To/From Reserves & Budget Virements 2021/22

1. £10,000 vired from 6698 EMF Library Staff Contingency to Library Staffing Costs
2. £5,105 from 6971 EMF allocated to the Library Refurbishment Project
3. £252 vired from 6913 Refreshment costs to 6922 Library Activities
4. £21,500 vired from 6923 PWLB Loan Repayment to 6973 EMF Loan Repayments for 2022/23 Loan Repayment

Agenda Item 8

Agenda item 8 – To receive and note a report from the Library Hub and consider any actions and associated expenditure.

From the beginning of 2022 the Library Hub has implemented its pre-planned events and activities strategy as well as continuing its popular in-house and on-line library service. Numbers have responded to the added monthly events which have benefitted all ages of the community. Especially through the perceived 'grey' months of January and February. The 'January Challenge' and 'February well-being month' have been very popular and set a good pace. Apart from bad weather days, numbers are high through the door and the intent is obviously to build on these as we move post refurbishment.

Work is well under way to delivering a fantastic Science Fair for the community as a whole as well as to encourage the younger generations into the sciences. This will be achieved through direct school marketing and wider general marketing. Planning is underway to follow Science week with environmental shows, hopefully to join up all aspects of community involvement such as S.E.A.

Our groups and weekly community days continue to be popular, U3A are also keen to be involved as well as many community support groups using the library as a meeting Hub. We are still accommodating senior volunteers as well as D.O.E. work experience teenagers.

End of report.

Community Hub Team Leader

Agenda Item 9

Item 9 – To receive a report to purchase an advertising TV and consider any actions and associated expenditure



With the planned growth of events and activities and information days now at the Hub such as the Science Fair in March and Environment Shows throughout the year it's become important to have a screen for the Hub and its guest speakers.

Via USB sticks or lap-tops the lectures and presentations can be delivered to the audience via this smart technology. This also applies to 'Meet the Author' events and other guest speakers.

For other ideas, we would be able to tap into 3D books via Cornwall Council Wi-Fi for children's shows as well as presentations for general STC public information such as the Library Refurb and Neighbourhood plans etc.

We are already in discussion with Waitrose for event sponsorship so this would be important for other commercial opportunities moving forward. Post refurbishment we could think about film evenings as a social gathering for all ages:- Hollywood Popcorn Nights, Rocky 'Fight' Nights etc

To that end the recommendation is for a TLC 75 inch 4k ultra HD smart android TV with all the necessary connections, Wi-Fi, HDMI, USB etc at £799 inc VAT

The budget is available from budget code 6914 (Replacement equipment). Available budget £841



An associated mobile heavy TV stand is recommended to accommodate the Smart screen. An Onkron TS2771 is available for £284.99

The budget is available from budget code 6972 (Library Equipment and Furniture) Available budget £14,375

MOVING PLAN – MOVABLE TIMELINE 6 WEEK PLAN

PRE-WEEKS 1 & 2

1. PRE-NOTICE TO CUSTOMERS
2. ADVERTISE CLOSING AND MOVING DATE
3. FINISH TATTY BOOK STOCK
4. SIGN OFF RISK ASSESSMENT
5. CONTINUE TO BOX UP SLEEPING BOOK STOCK
6. Inform CC of ARRANGEMENTS AND HOURS

**ADVERTISING
THROUGH
6 WEEKS**

WEEK 3 & 4

1. **CLOSE LIBRARY**
2. BOX UP BOOKS FOR
 - A. TAKING TO STATION
 - B. STORAGE
3. UNPLUG & BOX ELECTRICAL EQUIPMENT FOR MOVING WITH CORNWALL COUNCIL
 - A. PUBLIC COMPUTERS
 - B. STAFF COMPUTERS
4. PREPARE KIOSKS FOR MOVING/STORAGE

WEEK 5

SERVICE TEAM MOVING WEEK

1. START MOVING BOXES, SCREENS & ELECTRICAL EQUIPMENT TO STATION
2. MOVE GONDOLAS, BOOK SHELVES, TABLES & REST OF LIBRARY INVENTORY

WEEK 6

PREP TO OPEN WEEK

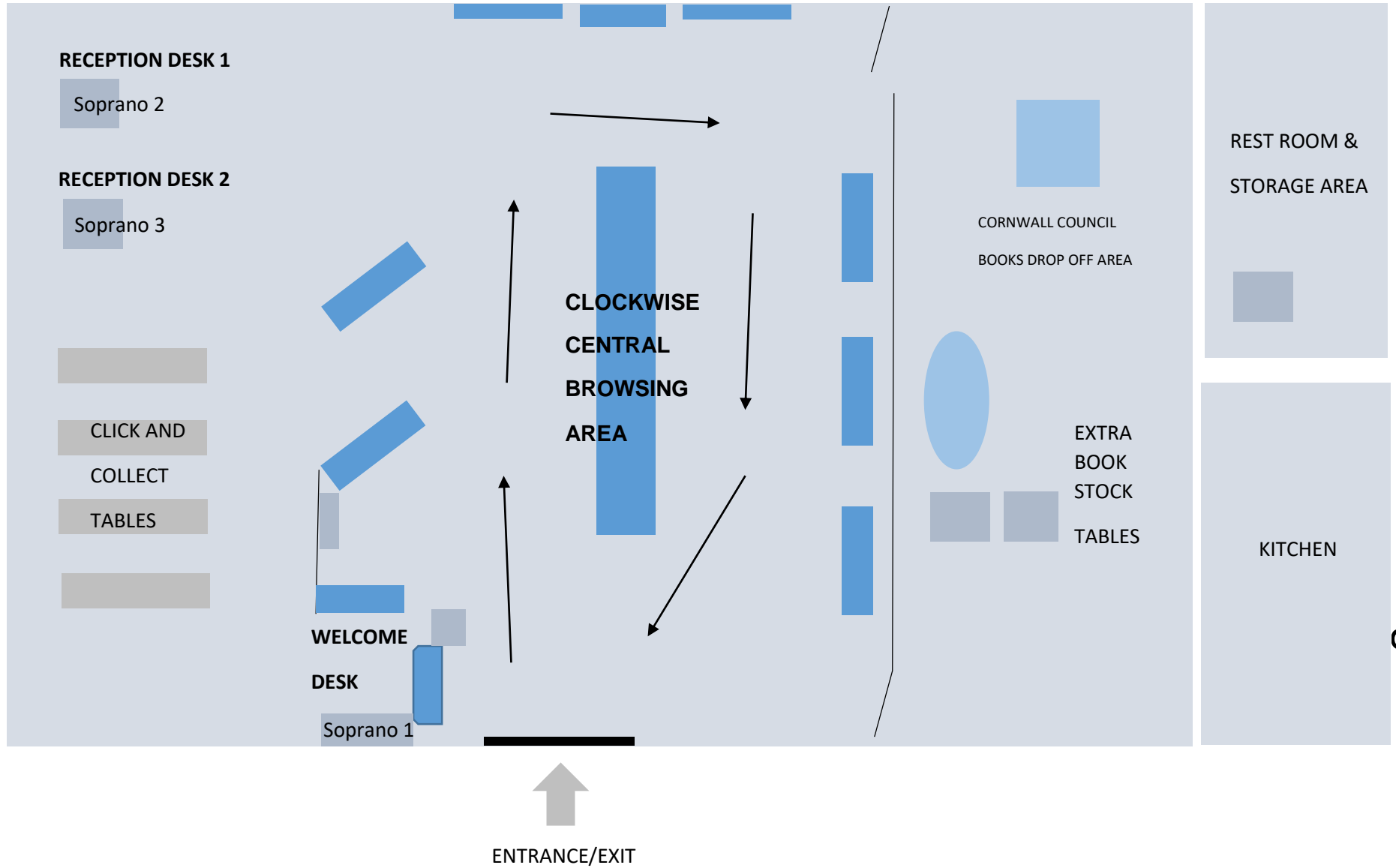
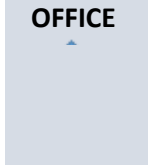
1. PREPARE BROWSING AREAS
2. PREPARE CLICK & COLLECT AREA
3. PREPARE STOCK TABLES (USE OUR TABLES FOR 2 & 3)
4. TEST SAPRANO SOFTWARES ON COMPUTERS
5. TEST IPAD
6. POSS' SET UP PUBIC OFFLINE COMPUTER & PRINTER

SALTASH STATION TEMPORARY LIBRARY LAYOUT - (SOPRANO IS THE INTERIM LIBRARY SOFTWARE ON TABLETS VIA WI-FI)

Page 14

Laptop –

Remote server



Agenda Item 11