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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Wednesday 7th September 2022 at 6.30 pm

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

ALSO PRESENT: 2 Representatives of Bailey Partnership, S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillors: R Bickford and P Samuels.

18/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman asked the Community Hub Team Leader to inform those present of the actions required in the event of a fire or emergency.

19/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

20/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

21/22/23 HEALTH AND SAFETY.

No report.

22/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON MONDAY 16TH MAY 2022 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 Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Library Sub Committee held on Monday 16th May 2022 were confirmed as a true and correct record.

23/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

24/22/23 **TO RECEIVE A REPORT FROM BAILEY PARTNERSHIP ON THE LIBRARY REFURBISHMENT PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman welcomed and thanked the representatives of Bailey Partnership for attending this evenings Library meeting.

Bailey Partnership updated Members on the Library Refurbishment Program which included clarification on the response following the pre application made to Heritage England.

Bailey Partnership informed Members that an up to date Condition Report is required due to the recent listing. Members asked for estimated costs and timescales in relation to the condition survey being completed.

Bailey Partnership estimated approximately £1,200 and would expect the appointment of a Surveyor and final survey report to be completed by mid to end of October 2022.

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

1. To approve Bailey Partnership to proceed with a Condition Report due to the previous report being outdated;
2. To approve delegated authority to the Town Clerk in conjunction with the Chairman and Vice Chairman, subject to sufficient quotations being obtained, to appoint a contractor to carry out a Condition Report at a maximum cost of £2,000;
3. To allocate the cost to budget code 6971 EMF Saltash Library Property Refurbishment.

The Chairman thanked Bailey Partnership for their attendance at this evenings meeting.

Bailey Partnership representatives left the meeting.

25/22/23 **TO RECEIVE THE SERVICES LIBRARY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided an overview of the current budget statement for the year 2022/23.

It was **RESOLVED** to note.

26/22/23 **TO SET THE SERVICES COMMITTEE - LIBRARY BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO THE SERVICES COMMITTEE.**

Members discussed the budget setting for the year 2023/24.

Due to the unknown increase in utility cost and fluctuation in CPI, where possible to avoid over budgeting, Members agreed the Finance Officer continues to review the cost.

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

1. Increase budget code 6918 LI Professional Fees to £20,000 for the year 2023/24;
2. Give delegated authority to the Town Clerk and the Finance Officer to continue to monitor the inflation rate and update the budget statement for the Services Committee meeting to be held on 13th October 2022.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to the Services Committee – Library Budget Statement for the year 2023-24 to the Services Committee meeting to be held on 13th October 2022.

27/22/23 **TO RECEIVE THE TOWN CLERK REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

28/22/23 **TO RECEIVE A REPORT ON THE TRESORYS KERNOW FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that written confirmation had been received from FEAST that the Town Council are permitted to keep the underspend of £30.00.

The £30.00 will be added to budget code 6922 LI Library Activities.

It was **RESOLVED** to note.

29/22/23 TO RECEIVE A REPORT ON THE WARM BANKS/SPACES INITIATIVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received a report regarding the Warm Banks / Spaces Initiative and considered ways to support those struggling to keep warm due to increased living cost.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED:**

1. To continue with the existing Library operating hours;
2. To vire £242.00 from budget code 6922 Library Activities to budget code 6913 Refreshment Costs for the provision of hot drinks for those visiting the library to keep warm this winter;
3. To provide a Warm Space by offering a 'bring your own mug' service during Library opening hours for those wishing to access the Library to keep warm with use of the mezzanine floor as a place to relax;
4. The CHTL together with the staff to manage the Warm Space Initiative with a report to be received at a future Library Sub Committee meeting.

30/22/23

TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE

Film License

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

1. To vire £119.27+ VAT from budget code 6927 EMF Library equipment & furniture to budget code 6911 TV License and PRS to cover the provision of a Public Video Screening License to allow for screenings up to 249 people at one time.

Green Library Manifesto

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that the Library Hub signs the pledge with CILIP to adopt and maintain their Green Library Manifesto at no cost to the Town Council.

Library Tree Planting

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED:**

1. To support a proposal to plant a tree within Saltash Town Council boundary, working in partnership with SEA to ascertain the type of tree to be planted;
2. At a cost of £100 to be allocated to budget code 6922 Library Activities.

It was **RESOLVED** to note the CHTL's report.

31/22/23

TO RECEIVE A REPORT ON THE TEMPORARY LIBRARY PREMISES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the pros and cons of both Isambard House and the Guildhall Long Room for relocation of the library services when renovation works commence.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to provide delegated authority to the CHTL to further explore the requirements for set up and proposed relocation of the Library Service to the Guildhall Long Room when renovations works to the library building commence.

32/22/23 TO RECEIVE A REPORT ON REBRANDING THE LIBRARY NAME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered the proposal for the rebranding of the Library upon completion of refurbishment renovations.

Members agreed rebranding would require additional forethought and investigations at a later date.

It was **RESOLVED** to note the report.

33/22/23 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.

34/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

35/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

36/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

37/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to issue the following Press and Social Media Releases:

1. Warm Space Initiative;
2. Tree Planting;
3. Green Library Manifesto Pledge;
4. Film Days.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.01 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Library Budget 2022-23
Saltash Town Council
For the 5 months ended 31 August 2022

Account	Actual Received/ Spend 2021/22	Y/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/2024	Notes	Budget 2024/25	Budget 2025/26	Budget 2027/28	Budget 2028/29
Library Operating Income												
Library Income												
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	589	61	48	Based on this years figures	53	58	64	71
4518 LI Library - Photocopying Fees	372	0	0	800	258	543	400		440	485	534	588
4524 LI Library Book Sales	339	0	0	300	227	74	320	£120 (Bookshelf Gift Vouchers)	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	250		275	303	334	367
4527 LI Library Café Rental Income	0	0	0	750	0	750	50	Change to Library Vending Machines Income	55	61	67	73
4528 Library Merchandise Income	0	0	0	750	0	750	0	Propose to delete code	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	0	600	600		661	727	801	882
Total Library Income	970	0	0	4,100	1,073	3,027	1,668		1,836	2,022	2,226	2,451
Total Library Operating Income	970	0	0	4,100	1,073	3,027	1,668		1,836	2,022	2,226	2,451
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	Last years Budget + 10.1% CPI	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	0	0	0	331	0	331	364	Last years Budget + 10.1% CPI	401	442	486	536
6902 LI Gas - Library	1,864	0	0	2,249	329	1,920	5,623	Current Budget + 150% based on current expenditure and current economic factors	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643	5,000	Current Budget + 150% based on current expenditure and current economic factors	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	550	0	0	938	490	448	1,033	Last years Budget + 10.1% CPI	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	183	1,501	1,854	Last years Budget + 10.1% CPI	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912	1,135	Last years Budget + 10.1% CPI	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	716	1,346	2,270	Last years Budget + 10.1% CPI	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	57	0	0	0	0	0	428	Last years Budget + 10.1% CPI	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	258	0	258	284	Last years Budget + 10.1% CPI	313	344	379	417
6914 LI Equipment - Library	186	0	0	750	49	701	750	Last years Budget + 10.1% CPI	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031	20,000	minute 26/22/23 or Library sub-committee meeting 07/09/22 increase to £20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	455	0	0	450	140	310	495	Last years Budget + 10.1% CPI	545	601	661	728
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	811	689	1,652	Last years Budget + 10.1% CPI	1,818	2,002	2,204	2,427
6922 LI Library Activities	1,617	0	0	3,000	606	2,394	2,370	Library Sub Committee reduced budget on 07/09/2022	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000	23,000	£23,000 annually	23,000	23,000	23,000	23,000
Total Library Expenditure	27,343	0	21,500	33,138	17,274	37,364	82,062		88,027	94,595	101,826	109,787
Library Staffing Expenditure												
Library Staff Expenses	411	0	0	1,947	50	1,898	2,144	6681 Travelling Expenses £869 6680 Staff Clothing £1,275	1,996	2,198	2,420	2,664
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	Last years Budget + 10.1% CPI	1,025	1,129	1,243	1,368
Library Staffing Costs	111,702	0	0	124,372	30,119	94,253	130,888	NJC Scale 2021-2022 + 10%	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	112,705	0	0	127,319	30,169	97,150	134,133		131,126	144,370	158,951	175,005
Total Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	216,195		219,153	238,965	260,777	284,793
Total Library Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	216,195		219,153	238,965	260,777	284,793
Total Library Operating Surplus/ Deficit	(139,077)	0	(21,500)	(156,357)	(46,369)	(131,488)	(214,527)		(217,317)	(236,943)	(258,551)	(282,342)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishmen	4,114	24,174	199,930	0	9,283	214,821	10,000		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	830	12,316	0		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0		0	0	0	0
6974 LI EMF Treasorys Kernow Funding	0	0	1,215	0	965	250	0		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0		0	0	0	0
Total Library EMF Expenditure	22,885	85,664	179,645	11,156	11,078	265,387	10,000		0	0	0	0
Total Library Expenditure (Operational & EMF)	162,933	85,664	201,145	171,613	58,521	399,901	226,195		219,153	238,965	260,777	284,793
Total Library Budget Surplus/ (Deficit)	(161,963)	(85,664)	(201,145)	(167,513)	(57,448)	(396,874)	(224,527)		(217,317)	(236,943)	(258,551)	(282,342)

To/From Reserves & Budget Virements 2022/23

- £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment - Minute No 124/21/22
- £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
- £1,215 received from Treasorys Kernow Funding - Big Green Environment Show