



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

1 September 2022

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Library on **Wednesday 7th September 2022 at 6.30 pm.**

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 by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows  
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. The 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 by 12 noon the day before the meeting by writing or email.

5. Health and Safety.
6. To receive and approve the minutes of the Library Sub Committee held on Monday 16th May 2022 as a true and correct record. (Pages 4 - 8)
7. To consider Risk Management reports as may be received.
8. To receive a report from Bailey Partnership on the Library Refurbishment Programme and consider any actions and associated expenditure. (Pages 9 - 10)
9. To receive the Services Library Budget statement and consider any actions and associated expenditure. (Page 11)
10. To set the Services Committee - Library budget for the year 2023/24 recommending to the Services Committee.
11. To receive the Town Clerk report on delegated authority to spend. (Page 12)
12. To receive a report on the Tresorys Kernow Funding and consider any actions and associated expenditure. (Page 13)
13. To receive a report on the Warm Banks/Spaces Initiative and consider any actions and associated expenditure. (Pages 14 - 17)
14. To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure (Pages 18 - 20)

15. To receive a report on the Temporary Library Premises and consider any actions and associated expenditure. (Pages 21 - 22)
16. To receive a report on rebranding the Library name and consider any actions and associated expenditure. (Pages 23 - 26)
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. To consider urgent non-financial items at the discretion of the Chairman.
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 Meeting of the Library Sub Committee held at the Library on Monday 16th May 2022 at 6.30 pm**

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

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

**APOLOGIES:** Councillor R Bickford.

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#### **1/22/23      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.

Councillor Martin arrived and joined the meeting.

#### **2/22/23      TO ELECT A CHAIRMAN**

It was proposed by Councillor Yates, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor Dent as Chairman of the Library Sub Committee.

Councillor Dent in the Chair.

#### **3/22/23      TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Yates as Vice Chairman of the Library Sub Committee.

#### **4/22/23      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.

**5/22/23      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 23RD FEBRUARY 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 Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on Wednesday 23<sup>rd</sup> February 2022 were confirmed as a true and correct record.

**7/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**8/22/23      TO RECEIVE THE SERVICES LIBRARY BUDGET STATEMENT.**

The Town Clerk brought Members attention to the following budget activity:

1. EMF Balances brought forward for the year 2021/2022 are currently unaudited due to the year end and may alter.
2. £21,500 has been vired from budget code 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment.
3. The Town Council received £199,930 from the Public Works Loan Board on 1st April 2022 for the Library Refurbishment Works.

It was **RESOLVED** to note.

**9/22/23      TO RECEIVE AND NOTE AN UPDATE TO THE PUBLIC WORK  
LOAN BOARD (PWLB) BORROWING APPROVAL.**

Members received a copy of the PWLB Fixed Equal Instalments of Principal relating to the PWLB loan Conditional Confirmation.

The Town Clerk confirmed the loan principle £200,000 minus administration fee of £70, maturity date of 1<sup>st</sup> April 2032, the annual interest rate of 2.420%, over a period of 10 years. EMF budget code has been setup to allocate the loan value – 6971 Saltash Library Property Refurbishment.

It was **RESOLVED** to note.

**10/22/23      TO RECEIVE A LIBRARY REPORT FROM THE COMMUNITY HUB  
TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

The CHTL briefed Members on the Library report received.

The CHTL further spoke of Hi9 Limited chatbot called – Ask Debbie. The application would enable users of the Library Service to use the online chatbot to help identify public information such as waste collection services in their area, housing benefit information and much more.

Hi9 Limited are part of a fully funded partnership in Cornwall working with People Hub and Cornwall Council and funded by the European Social Fund.

The CHTL confirmed no cost has been identified as of yet and wished for Members approval to investigate the service further.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to note the report and delegated authority to the CHTL to further investigate the ask Debbie application keeping Members informed by email.

**11/22/23      TO RECEIVE BAILEY PARTNERSHIP CONCEPT DRAWINGS FOR THE REFURBISHED WORKS TO SALTASH LIBRARY AND CONSIDER ANY ASSOCIATED ACTIONS AND EXPENDITURE.**

The Chairman advised Members that Bailey Partnership are continuing with the preparation works to the tender packs.

Cllr Yates explained to Members the concept drawings for the Saltash Library Refurbishment works.

Members discussed in length the minimal revised changes to the design from the initial proposal, toilet facilities, timeframe and listed building restrictions.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note and approve Bailey Partnership negotiated minor changes to take account of previously identified error and omissions.

**12/22/23      TO RECEIVE AN UPDATE ON THE HERITAGE MATTERS ONLY PRE-APPLICATION AND CONSIDER AN ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve Bailey Partnership to submit a pre-application advice on behalf of Saltash Town Council at a cost of £277.50 + vat to be allocated to budget code 6971 EMF Property Maintenance.

**13/22/23      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.

**14/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**15/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

16/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

17/22/23 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: 7.21 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



**To receive a report on the Library refurbishment programme and consider any actions and associated expenditure.**

During our internal meeting and following a review of the Pre-App Advice provided, we agreed the following approach:

**Condition Survey of curtain walling, windows and doors**

Unfortunately the previous Building Surveyor report does not provide adequate commentary on the curtain walling, windows and doors to be able to use this as supporting evidence. It also pre-dates the listing of the building so would not be accepted as evidence for the Listed Building Consent application.

We are in the process of obtaining quotes from 3nr Heritage/Conservation Specialist Surveyors in order for them to provide us with an independent, unbiased Condition Survey Report that we can include with our LBC application to explain why the units are beyond economic repair and require replacement.

To date, 2nr companies (Scott & Co and PWH Associates) have advised that they are currently unable to quote for this work. 1nr of these companies provided an alternative Surveyor (Atlantic Building Consultants) who we have contacted regarding a quote. They have advised that they can provide a quote, but would not be able to undertake the survey until late September with the report issued to us in early October. We await a response from 1nr company (SMT Associates).

Once we have comparable quotes available, we will set these out for you (as per the previous asbestos and drainage surveys).

**Heritage Impact Assessment**

Obtain quotes from the same 3nr Surveyors for the Condition Survey for them to provide a HIA. Current status as set out above under Condition Survey.

We have also requested that they provide an opinion on a glazing system that provides a slim-profile aluminium framed system that is like for like, or at least very closely reflects the profile of the existing units.

**Replacement of glazed units**

The pre-app advice suggests that only single glazed units would be approved (if the condition survey and options appraisal provided adequate justification for why replacement was required over repair of the existing curtain walling, window and doors to the listed section of the building).

This will not provide any improvement to the thermal efficiency of the space, which was a large factor for undertaking the replacement in the first place. Other factors which can be considered are: fire safety/means of escape, ventilation/overheating and the requirement for safety glazing to areas below 800mm.

There is the option of providing secondary glazing to the elevations of the listed section of the building, as is discussed below, to assist with improving the thermal efficiency of the premises.

#### Secondary glazing

We have contacted 3nr companies (Selectaglaze, Comar/Parkside Group, Senior Architectural Systems) regarding provision of secondary glazing to the curtain walling, window and door openings and obtain quotes.

To date, we have had 1nr company (Selectaglaze) respond and advise that they would be unable to provide secondary glazing to the curtain walling, due to the proximity of the existing heating system. Their secondary glazing system requires a void of 75mm between the existing curtain walling and the new secondary glazing system.

We have since had discussions with our Building Services Engineering team, to ascertain a budget cost for alterations and relocation of the existing radiators along the curtain walling, in order to facilitate secondary glazing being installed along this elevation. They have provided us with a budget of approx £80,000.00, for this item alone.

Saltash Town Council may wish to discuss the project internally, to decide if the costs and disruption of works to the curtain walling, windows and doors potentially outweigh the benefits to the premises, on the basis that costs are likely to escalate and exceed any available budget.

We would be happy to meet with yourself and the Library Sub-Committee however, we will need to have obtained the Condition Survey report and HIA to be in a position to confirm the proposals and be able to present all options. At present this does not look possible until at least October.

**End of Report**  
**Bailey Partnership**

# Agenda Item 9

## Services Committee - Library Budget 2022-23

Saltash Town Council

For the 5 months ended 31 August 2022

Account	Actual Received/Spent d 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spent YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Library Operating Income</b>											
<b>Library Income</b>											
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	589	61		325	0	0	0
4518 LI Library - Photocopying Fees	372	0	0	800	258	543		820	841	862	883
4524 LI Library Book Sales	339	0	0	300	227	74		308	315	323	331
4526 LI Library Activity Income	0	0	0	250	0	250		256	263	269	276
4527 LI Library Cafe Rental Income	0	0	0	750	0	750		769	788	808	828
4528 Library Merchandise Income	0	0	0	750	0	750		769	788	808	828
4529 Library Activities Sponsorship	0	0	0	600	0	600		0	0	0	0
<b>Total Library Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,073</b>	<b>3,027</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Total Library Operating Income</b>	<b>970</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>1,073</b>	<b>3,027</b>		<b>3,247</b>	<b>2,995</b>	<b>3,070</b>	<b>3,146</b>
<b>Library Operating Expenditure</b>											
<b>Library Expenditure</b>											
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881		14,713	15,081	15,458	15,844
6901 LI Water Rates - Library	0	0	0	331	0	331		339	348	357	365
6902 LI Gas - Library	1,864	0	0	2,249	329	1,920		2,305	2,363	2,422	2,482
6903 LI Electricity - Library	2,055	0	0	2,000	357	1,643		2,050	2,101	2,154	2,208
6904 LI Fire & Security Alarm - Library	550	0	0	938	490	448		961	985	1,010	1,035
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	183	1,501		1,726	1,769	1,814	1,859
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	119	912		1,057	1,083	1,110	1,138
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	716	1,346		2,114	2,167	2,221	2,276
6911 LI TV License & PRS - Library	57	0	0	0	0	0		0	0	0	0
6913 LI Refreshment Costs - Library	0	0	0	258	0	258		265	271	271	278
6914 LI Equipment - Library	186	0	0	750	49	701		769	788	788	808
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031		1,057	1,083	1,110	1,138
6920 LI Legionella Risk Assessment - Library	455	0	0	450	140	310		461	473	485	497
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	811	689		1,538	1,576	1,615	1,656
6922 LI Library Activities	1,617	0	0	3,000	606	2,394		3,075	3,152	3,231	3,311
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000		23,000	23,000	23,000	23,000
<b>Total Library Expenditure</b>	<b>27,343</b>	<b>0</b>	<b>21,500</b>	<b>33,138</b>	<b>17,274</b>	<b>37,364</b>		<b>55,430</b>	<b>56,240</b>	<b>57,046</b>	<b>57,895</b>
<b>Library Staffing Expenditure</b>											
Library Staff Expenses	411	0	0	1,947	50	1,898		1,996	2,046	2,097	2,149
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000		1,025	1,051	1,077	1,104
Library Staffing Costs	111,702	0	0	124,372	30,119	94,253		128,105	131,947	135,907	139,983
<b>Total Library Staffing Expenditure</b>	<b>112,705</b>	<b>0</b>	<b>0</b>	<b>127,319</b>	<b>30,169</b>	<b>97,150</b>		<b>131,126</b>	<b>135,044</b>	<b>139,081</b>	<b>143,236</b>
<b>Total Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Expenditure</b>	<b>140,048</b>	<b>0</b>	<b>21,500</b>	<b>160,457</b>	<b>47,442</b>	<b>134,515</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(139,077)</b>	<b>0</b>	<b>(21,500)</b>	<b>(156,357)</b>	<b>(46,369)</b>	<b>(131,488)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>
<b>Library EMF Expenditure</b>											
6971 LI EMF Saltash Library Property Refurbishmen	4,114	24,174	199,930	0	9,283	214,821		0	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	0	0	830	12,316		0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000		0	0	0	0
6974 LI EMF Tresors Kernow Funding	0	0	1,215	0	965	250		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000		0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>22,885</b>	<b>85,664</b>	<b>179,645</b>	<b>11,156</b>	<b>11,078</b>	<b>265,387</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>162,933</b>	<b>85,664</b>	<b>201,145</b>	<b>171,613</b>	<b>58,521</b>	<b>399,901</b>		<b>186,556</b>	<b>191,284</b>	<b>196,127</b>	<b>201,131</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(161,963)</b>	<b>(85,664)</b>	<b>(201,145)</b>	<b>(167,513)</b>	<b>(57,448)</b>	<b>(396,874)</b>		<b>(183,309)</b>	<b>(188,289)</b>	<b>(193,057)</b>	<b>(197,985)</b>

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 Tresors Kernow Funding - Big Green Environment Show

# Agenda Item 10

## Services Committee - Library Budget 2022-23

Saltash Town Council

For the 5 months ended 31 August 2022

									CPI 10.1%	CPI Forecast 18%	CPI 10.1%	CPI 10.1%	CPI 10.1%
Account	Actual Received/ Spend 2021/22	B/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 U Library - Fines (Collected on behalf of CC)	260	0	0	650	589	61	48	Based on this years figures	53	57	62	69	76
4518 U Library - Photocopying Fees	372	0	0	800	258	543	400		440	472	520	572	630
4524 U Library Book Sales	339	0	0	300	227	74	320	£120 each year need recording	352	378	416	458	504
4526 U Library Activity Income	0	0	0	250	0	250	250		275	295	325	358	394
4527 U Library Cafe Rental Income	0	0	0	750	0	750	50		55	59	65	72	79
4528 Library Merchandise Income	0	0	0	750	0	750	0	Propose to delete code	0	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	0	600	600		661	708	780	858	945
Total Library Income	970	0	0	4,100	1,073	3,027	1,668		1,836	1,968	2,167	2,386	2,627
Total Library Operating Income	970	0	0	4,100	1,073	3,027	1,668		1,836	1,968	2,167	2,386	2,627
Library Operating Expenditure													
Library Expenditure													
6900 U Rates - Library	13,473	0	0	14,354	13,473	881	15,804	Cannot confirm until Budget Set in October (We normally + CPI to last years budget - 10.1% added)	17,400	18,648	20,532	22,606	24,889
6901 U Water Rates - Library	0	0	0	331	0	331	364	FO (We normally + CPI to last years budget - 10.1% added)	401	430	473	521	574
6902 U Gas - Library	1,864	0	0	2,249	329	1,920	2,476	FO (We normally + CPI to last years budget - 10.1% added)	2,726	2,922	3,217	3,542	3,900
6903 U Electricity - Library	2,055	0	0	2,000	357	1,643	2,202	FO (We normally + CPI to last years budget - 10.1% added)	2,424	2,598	2,861	3,150	3,468
6904 U Fire & Security Alarm - Library	550	0	0	938	490	448	1,033	Further price investigation needed - contact AGS and get price (We normally + CPI to last years budget - 10.1% added)	1,137	1,219	1,342	1,477	1,626
6908 U Cleaning Materials & Equipment - Library	965	0	0	1,684	183	1,501	1,854	Push more competitive prices	2,041	2,188	2,409	2,652	2,920
6909 U Boiler Service & Maintenance - Library	86	0	0	1,031	119	912	1,135	Contact Jackman & Peckover (We normally + CPI to last years budget - 10.1% added)	1,250	1,339	1,475	1,624	1,788
6910 U General Repairs & Maintenance - Library	908	0	0	2,062	716	1,346	2,270	(We normally + CPI to last years budget - 10.1% added)	2,500	2,679	2,949	3,247	3,575
6911 U TV License & PRS - Library	57	0	0	0	0	0	428		471	505	556	612	674
6913 U Refreshment Costs - Library	0	0	0	258	0	258	284		313	335	369	406	447
6914 U Equipment - Library	186	0	0	750	49	701	750		826	885	974	1,073	1,181
6918 U Professional Fees (Private Contractors)	0	0	0	1,031	0	1,031	1,135	Members Input Required	1,250	1,339	1,475	1,624	1,788
6920 U Legionella Risk Assessment - Library	455	0	0	450	140	310	495	(We normally + CPI to last years budget - 10.1% added)	545	585	644	709	780
6921 U IT & Office Costs - Library	5,127	0	0	1,500	811	689	1,652	(We normally + CPI to last years budget - 10.1% added)	1,818	1,949	2,146	2,362	2,601
6922 U Library Activities	1,617	0	0	3,000	606	2,394	2,370		2,609	2,797	3,079	3,390	3,732
6923 U PWLB Loan Repayment & Interest	0	0	21,500	1,500	0	23,000	23,000	Needs to be £23,000 every year	23,000	23,000	23,000	23,000	23,000
Total Library Expenditure	27,343	0	21,500	33,138	17,274	37,364	57,253		60,712	63,418	67,500	71,995	76,943
Library Staffing Expenditure													
Library Staff Expenses	411	0	0	1,947	50	1,898	2,144	(We normally + CPI to last years budget - 10.1% added)	1,996	2,530	2,785	3,066	3,376
6682 ST U Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	(We normally + CPI to last years budget - 10.1% added)	1,025	1,299	1,430	1,575	1,734
Library Staffing Costs	111,702	0	0	124,372	30,119	94,253	124,372	Abbie to provide figures	128,105	146,759	161,582	177,901	195,869
Total Library Staffing Expenditure	112,705	0	0	127,319	30,169	97,150	127,617		131,126	150,588	165,797	182,542	200,979
Total Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	184,869		191,838	214,006	233,297	254,537	277,923
Total Library Operating Expenditure													
Total Library Operating Expenditure													
Total Library Operating Expenditure	140,048	0	21,500	160,457	47,442	134,515	184,869		191,838	214,006	233,297	254,537	277,923
Total Library Operating Surplus/ Deficit													
Total Library Operating Surplus/ Deficit													
Total Library Operating Surplus/ Deficit	(139,077)	0	(21,500)	(156,357)	(46,369)	(131,488)	(183,201)		(190,002)	(212,038)	(231,130)	(252,152)	(275,296)
Library EMF Expenditure													
6971 U EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	9,283	214,821	0		0	0	0	0	0
6972 U EMF Library Equipment & Furniture	18,771	13,146	0	0	830	12,316	0		0	0	0	0	0
6973 U EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0	Why expenditure code and EMF code?	0	0	0	0	0
6974 U EMF Tresorys Kernow Funding	0	0	1,215	0	965	250	0		0	0	0	0	0
6698 ST U EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0		0	0	0	0	0
Total Library EMF Expenditure	22,885	85,664	179,645	11,156	11,078	265,387	0		0	0	0	0	0
Total Library Expenditure (Operational & EMF)													
Total Library Expenditure (Operational & EMF)													
Total Library Expenditure (Operational & EMF)	162,933	85,664	201,145	171,613	58,521	399,901	183,201		191,838	214,006	233,297	254,537	277,923
Total Library Budget Surplus/ (Deficit)													
Total Library Budget Surplus/ (Deficit)													
Total Library Budget Surplus/ (Deficit)	(161,963)	(85,664)	(201,145)	(167,513)	(57,448)	(396,874)	(183,201)		(190,002)	(212,038)	(231,130)	(252,152)	(275,296)

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 Tresorys Kernow Funding - Big Green Environment Show

Supplier	Description	Net	VAT	Gross	Budget Code	Available Budget
Bailey Partnership	Historic Environment Officer Advice	£130.00	£26.00	£156.00	6971 LI EMF Saltash Library Property Refurbishment	£220,654
	Historic Environment Officer Site Visit	£65.83	£13.17	£79.00		
TDH Asbestos Surveying	Asbestos Refurbishment & Demolition Survey	£395.00	Non-VAT Registered	£395.00	6971 LI EMF Saltash Library Property Refurbishment	£220,654

## **To receive a report on the Tresorys Kernow Funding and consider any actions and associated expenditure.**

A funding grant of £1,350 was obtained by Saltash Library Hub from Tresorys Kernow funding pot for the 'Big Green Environment Show' June event. Part of the terms and conditions was to complete the event before the end of June 2022 we were able to upgrade and add more events to our scheduling for that month.

Rather than a 'doom and gloom' set of events we tried to have interesting 'light touch' events to educate and explore issues we now face.

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A 'Stop Plastic Pollution' poster competition was instigated for the month as well as a commission for a music and video art installation from Livewire Youth Music Project entitled 'Our Waterfront' which ran on our TV screen.

Both ecologist, theatrical storyteller and author, Lisa Schneideidau and children's environmental author Ellie Jackson visited on Saturday mornings for children and family workshops and readings.

Seadream Education visited for a series of environmental workshops for local schools about the importance of our 'deep oceans' and their effects on our air pollution. This ranged from working underwater toy submarines to sitting in a ultraviolet tent to see how animals 'see' in the dark.

Animal Encounters (Live animals) 'Understanding Habitats' - re-visited the Library for all ages messaging the need for all habitats to be nurtured and saved for the future of animal species around the world.

Cornwall Climate Care productions visited with films and Q&A's explaining the effects and impacts already locally happening and the need for change in our local environments. (Coming back in September for a 'Think local sustainable event').

West Country Rivers Trust visited for a business plastics awareness seminar. (Saltash Health Centre have adopted much of the advice given and built into their green ordering policy). Coming back in September for an event day.

A plastic pollution 'Dreamcatcher Workshop' and Plastic Pollution exhibition was also held with environmental artist Judy Harrington.

There is an underspend of £30 which the TK Funders have approved Saltash Town Council can keep.

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April (Spring) Environment month started things off for 2022 while Junes (Summer) TK 'Big Green Environment Month' carried on the important messaging. Septembers (Autumn) month is well into its planning stages.

**End of Report**  
**Community Hub Team Leader**

**To receive a report on the Warm Banks/Spaces Initiative and consider any actions and associated expenditure.**

Cornwall Council have suggested a coordinated Library response to utilize venues as 'Warm banks/spaces' for members of our community in need of warmth, shelter and companionship if required. There is a fear that there will be many people choosing food over heat in our county.

This will support and add to a 'community hub' system of 32 venues around the county that will be funded by Government. These will be used for shelter as well as health checks/inoculations and clinical visits etc. They are treating the impending winter situation as an emergency of the scale of Covid.

To that end, an online meeting was held this week to discuss practical ways of using Library spaces. It was agreed that each venue could be able to offer its own unique package, which would feed into a coordinated strategy through Cornwall Council. Each building have their own opening hours and facilities etc. Staff are not expected to be social workers.

To that end I would like to recommend to not only make space available downstairs for people to sit throughout the day as we always have done but also maximise two thirds of the mezzanine landing. By creating space on the landing, we could accommodate a number of seats and tables available for people to sit. We already have the safety report for the mezzanine landing.

The Leisure Centre would be a practical solution for toilet facilities and I am currently talking to Waitrose and Co-op (Who have confirmed their help if needed) to supply teas and biscuits etc for people that come in.

The initiative is likely to start towards the end of October.

**End of Report**

**Community Hub Team Leader**

## Warm Banks – The Guardian Newspaper Article

Libraries and museums to be 'warm havens' for people struggling with energy bills  
Ministers asked for funding to cope with a rise in the number of visitors seeking shelter this winter

Britain's libraries and museums are preparing to act as warm havens for people unable to afford to heat their homes in the winter months.

Ministers are being called on to provide urgent new funding so public buildings can cope with a surge in visitors during the coldest months.

The buildings will be part of a network across the country which will provide warm shelter to help reduce excess winter deaths linked to freezing conditions.

The call for support to ensure key public buildings can keep their doors open comes as organisations across the country are being confronted with vast increases in energy bills. One care homes group told the *Observer* that its annual energy bills are rising from £1.5m a year to £7.7m.

Alistair Brown, policy manager at the Museums Association, representing the museum sector, said: "Museums will be relied upon to respond to this crisis, but many will be struggling to heat their own spaces.

"People are beginning to understand the scale of the crisis and we don't want to reduce the hours that museums are open."

Catalyst Science Discovery Centre and Museum in Widnes, Cheshire, said last week that the quote for renewing its annual gas contract had risen from £9,700 to £54,362.

Isobel Hunter, chief executive of Libraries Connected, which represents the public library sector, said: "Central government should provide councils with additional funding this winter to meet rising energy costs, which would help ensure libraries stay open as vital warm refuges for their communities."

Paul Drumm, of GLL, a charitable social enterprise that operates libraries in Greenwich in south-east London, said the borough's libraries had already spent £28,000 on new seats and other furniture to prepare for the increase in visitors during the winter months.

He said: "We are acutely aware of the huge impact that the energy crisis will have on many living within the local community. We will be promoting our libraries as designated 'warm spaces' for those who can't afford to heat their homes."

The libraries and museums will be part of a national network of warm hubs provided by local councils, community groups and charities. South Cambridgeshire district council issued a tender earlier this month for a contract to deliver "a series of warm hubs from community buildings" to support those at risk from the cold.



Meanwhile Care England, which represents 4,500 care services, said operators were facing up to 500% increases in energy costs, with some considering reducing the number of elderly people they take from hospital wards or shutting their care homes in order to survive.

“Care services across the country will have to close this winter unless the government takes immediate action. Some providers just won’t be able to go on – they will collapse,” said Professor Martin Green, chief executive of Care England. “There is no cap on energy costs for care homes and elderly care home residents do not get any rebate from the government.”

Analysis by the consultancy BoxPower shows that care homes were paying energy costs equivalent to £700 per bed every year. But this month homes are being quoted the equivalent of £4,027 per bed for those wishing to purchase energy from October. This is an increase of around 437% in energy cost per bed in a 12-month period.

Brunelcare, which provides sheltered housing to 1,400 people and runs seven care homes in Bristol and Somerset, was forced this month to sign a new annual energy contract worth £7.7m because prices were rising by £100,000 a day. The charity was paying around £1.5m a year until last year.

“We’re in an absolutely impossible situation,” said Oona Goldsworthy, the chief executive of Brunelcare. “I’ve had one of the worst weeks ever and I’ve been through Covid so I know what hard times are like. We are being completely abandoned again.”

A government spokesperson said it had made £3.7bn of additional funding available to local authorities, which they can spend on adult social care. “No national government can control the global factors pushing up the price of energy, but we will continue to support businesses, including care homes, in navigating the months ahead,” a spokesperson said.

Headteachers say they are faced with a “double whammy” of spiralling energy bills and an increased 5% pay rise for teachers. An executive headteacher in a multi-academy trust, who oversees a number of inner city secondary schools and asked not to be named, said: “I’m already at the bare bones of support staff. We won’t replace any staff as they leave.” His schools are already rolling two classes of children together to cover temporary staff gaps.

Dan Morrow, chief executive of the Dartmoor multi-academy trust in Devon, said it was now a “race to the bottom” for schools, and the effects on children “will be profound for generations”. His trust needs to find an extra £800,000 for utility bills this year, and £900,000 for pay increases.

This article was amended on 23 August 2022 to replace the main image. An earlier version was accompanied by a picture of Kingsthorpe Library in Northampton, which is closed pending the outcome of discussions about its future.

...we have a small favour to ask. Millions of us around the world are facing an acute cost of living squeeze. And millions of readers, like you, continue to turn to the

Guardian every day for trustworthy journalism that helps us all better understand times like this, and all the events shaping our world.

But rising food and energy costs mean that many readers cannot afford to pay for news. We believe they should still have access to quality, independent journalism, so we keep the Guardian free of a paywall. To fund this mission for open journalism, we rely on readers who are in a position to pay for news. Those who can pay, do, so that everyone can read.

## **To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure**

### 1. Film License

To be able to show films on the Library Hubs 75 inch TV screen for events and activities the Town Council must have an annual 'Public Video Screening License', this allows for screenings up to 249 people at any one time.

The annual fee is £119.17 + VAT. Currently there is no available budget for this.

Should Members wish to proceed there would need to be a virement of £119.17 + VAT from budget line:

6927 EMF Library equipment & furniture (available balance £12,868)

to budget line:

6911 TV License and PRS (available balance 0).

### 2. Green Library Manifesto

CILIP – The library and information association

About the green libraries partnership.

List of sponsors for the Green Library Manifesto:

- Arts Council England
- British Library
- Libraries Connected
- Julie's Bicycle

In the next five years, we want to develop a UK-wide, cross-sector programme focused on the contribution of librarians, information and knowledge professionals to the sustainability agenda. We aim to encourage libraries to actively reduce their carbon footprint and increase awareness of environmental issues for the wider public by providing accessible resources.'

As members of CILIP Members are asked to consider the signing of 'The Green Libraries Manifesto' which, as a principle, would underpin the future development of Saltash Library Hub.

As a Town Council (Climate Change and Environmental Working Party), and the Saltash Library Hub has already committed to being pro-active in producing events and activities promoting environmental sustainability, innovation and learning:- (Big Green

Environment Shows – Spring, Summer and Autumn.) working with partners (SEA), community groups and education through local schools.

To that end a lot of the Green libraries manifesto has already been implemented in the libraries development to date without being 'official'.

### 3. Library Tree Planting

Having worked closely with Adrian White from TREE SALTASH and SEA on the Library Hub Environment months (April/September) the possibility in planting a suitable tree in the small triangular garden space to the side and rear of the Library Hub building has been discussed.

It is an opportunity for the Town Council to support the TREE SALTASH strategy as well as enhancing the garden area which currently is in seed from the wild garden flowers planted in Spring.

The TREE SALTASH philosophy is 'Right tree, Right place', which will fit the space and enhance the pathway for children walking into school.

Such a sized tree wouldn't infringe on the buildings walls or roof when mature.

#### **Proposal to plant a tree beside the Public Library**

Urban trees are increasingly recognised for the benefits of shelter from wind and rain, shade, preventing water run-off, reducing air pollution and amenity value. Drawbacks to be avoided include shade, blocking of views, problems with leaf fall, and damage to underground structures from roots.

The community, at the suggestion of the Tree Wardens, have a proposal called Tree Saltash which involves responsible planting and aftercare of trees in public places in Saltash. As part of Tree Saltash, it is proposed to plant a tree in the approx 2m square unpaved area on the South West corner of the Library. Initial suggested species include: decorative crab apple (Malus) such as 'John Downie', depending on availability; or Sorbus 'Autumn Spire' which is columnar in form. Approximate cost £70 (Burncoose nursery) plus support and cage. More research is required on the soil type, as it might not suit these species that need moderately fertile soil.

Planting in or after November 2022 to be undertaken by Library Staff volunteers with aid of Tree Wardens. Aftercare to be provided by library staff: checking growth, support and ground clearance (Spring and Summer), and considering watering during dry spells during leaf-burst and in June-September.

#### **Cost:**

£70 for the tree  
£30 for protection post and wire  
Total £100

#### **Budget allocation:**

6922 library activities balance £2,464

#### 4. The physical move:

Following a meeting with Cornwall Libraries at Truro (Unit 17) three main points were discussed with Sarah Marsh and Paul Evered (C.C. Acting Library and Information Service Delivery Manager).

*Due to the length of time (2 to 3 months) the Library Hub will be located in the train station, we suggest the following:*

- *Not to take the self-service kiosks because it could be costly to both move and connect the kiosks (potentially £1500+) which is not worth it for the time you will be in the temporary location*
- *Recommend to take your staff laptops/PCs and for staff to interact with customers and process the books (if we use the web based equivalent system of Talis (Soprano), we can give some practice sessions, although the staff have used it on occasion before and it is an intuitive system.*
- *I will give Anita from IS the heads up about your timeline*
- *May not need to close the library whilst you move to temp location*

The ramifications of this is that the Library Hub won't have free public computers, photocopying or self-service Kiosks for the duration. The new software (Soprano) will be slightly slower to use but will be sufficient for the few weeks in situ for scanning books.

There may be a need to increase the Wifi strength to accommodate the software at the new location.

In conversation with Jo Baskett at Plymouth Community PL12 a suggestion was for some of our customers being 'ferried' by the community bus from the Leisure Centre car park to the new location twice a week to help with distances.

Myself and Paul Evered will discuss what books we move once decided on the quantity, which in turn will be decided on available space in the new location for the bookshelves.

With regard to staying open. We may be able to keep a click and collect service in operation dependent on staff availability and health and safety protocols as we would want staff at the current library boxing and readying books etc while simultaneously having staff at the new location unpacking and setting up. This would help reduce a long moving period in co-ordination with the Services department.

**End of Report**  
**Community Hub Team Leader**

**To receive a report on the temporary Library premises and consider any actions and associated expenditure**

Library Sub Committee Meeting held on 23<sup>rd</sup> February 2022:

**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.

Further to the above 'in principle' decision, Isambard House have since been successful with room hire bookings and are now working at a rapid speed to find a café operator who will work in partnership with various hirers.

With this in mind, it felt prudent to be sure, Isambard House is the right premises for the Library on a temporary basis.

Here is a list of the pros and cons:

**Isambard House Cons:**

1. Weak broadband connection – connection issues;
2. Isambard House bookings on hold for a length of time;
3. Pavement and steep hill for access;
4. No easy bus connection;
5. Poor parking facilities.

**Isambard House Pros:**

1. Minute number 46/21/22 confirmed an 'in principle' resolution;
2. At the time, it was considered a way to promote/use the building.

Guildhall Cons:

1. Long room will not be rentable for a long period (approx..12 weeks);
2. No availability for STC to use the room for meetings should it be required;
3. Different cleaning regime.

Guildhall Pros:

1. Good broadband connection;
2. Staff integration/working relationships;
3. Good parking;
4. Bus route;
5. Close to the Town Centre (extra footfall);
6. No impact on the movement plan;
7. Bigger room to be able to hold more of a library service;
8. Lift to accommodate everyone;
9. Assist with promoting the Guildhall building for hire;
10. Option to hire the Council Chamber without impacting the Library Service in the Long Room;
11. Utilise staff hours in other areas of the Town Council business (admin and finance);
12. Less pressure on Service Delivery Team re cleaning;
13. Avoids lone working.

**Members are asked to consider the best location on the above information provided and discussions held at the meeting.**

**End of Report  
Town Clerk**

To receive a report on rebranding the Library name and consider any actions and associated expenditure

# SALTASH LIBRARY HUB



## **POST REFURBISHMENT RE-NAMING REPORT**



## **RECENT HISTORY**

In 2019, as part of Cornwall Council Libraries devolution programme, Saltash Library was safeguarded by transferring to Saltash Town Council.

The vision of the Town council at the time and still remains is to widen the buildings use as a centre for the community with a successful Library operating within.

Despite associated travelling problems caused by the Covid pandemic, the Library remained open throughout supplying a vital service to the community. During this period, we were able to upgrade the interior furniture and layout in preparation for re-opening post lockdown.

Since re-opening there has been a successful jump in the numbers of people using the building for events, activities and library services. In parallel to this the building has been Grade 2 listed, in so doing giving the Council time to re-evaluate its pre-Covid vision and its requirements for the interior use of the building to what is required now post-Covid.

In short, the requirement for a multi-purpose use for the community is still the required option and has been the aim in discussions for the impending Library refurbishment plans.

We now have a timeline, marked in ink, for this refurbishment. All listed planning applications and reports will be achieved by the end of 2022. Tenders of work will go out to contractors at the beginning of 2023 and work will commence on the building in mid-March 2023. The Library will move to Isambard House to continue its vital service to the Community before moving back to the new re-refurbished building in early June 2023.

## **OPPORTUNITY**

Post refurbishment Saltash Town Councils vision for the multi-use facility will be achievable with the addition of full upgraded public toilet facilities, re-development of the interior space by relocating the reception area needed and an ability to plumb in drink and for vending machines and small bistro tables. The mezzanine landing will also be brought back into use and the buildings windows will also be replaced under Grade 2 listing guidelines.

In tandem Cornwall Council have themselves aligned to this multi-use ethos and are happy to work with us moving forward in the development of the library strategy as part of the full aim of Saltash Town Council for the building.

To this end, I propose we look at what would be described in the design world as an opportunity to re-brand or re-name the building offer in readiness for post refurbishment opening in June 2023.

The main achievements of a re-brand or re-name are A) Be unique to the area. B) Fit in to the Council requirements for use for the building. C) Work alongside and not conflict with other community names and groups such as The Core, Livewire, Ashtorre, Community Enterprise PL12 etc. and D) Work for all ages of the community.

It must be something that still retains the buildings current uses as well as future aims and ambitions and is easy to work into the local vocabulary.

## THE NAME

Currently we are using the name Library Hub which centres the importance of Library first and foremost. The term 'community' is also used widely in our town and beyond and would bring no uniqueness to a re-name. 'The Core' is community but doesn't have it in its title.

I believe we need a name that is a common denominator to everything that we do and propose to do in the building, that doesn't use 'library' or 'community' or 'hub' in its name.

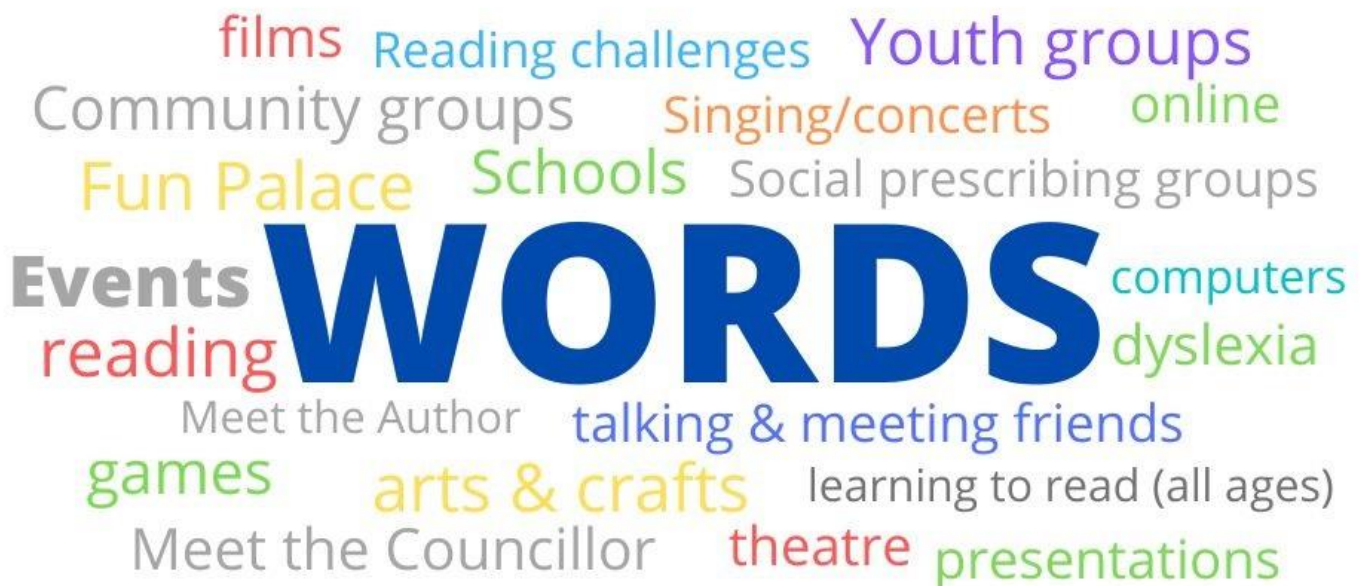
I also believe it needs to be modern and forward thinking as to how it will be used in local conversation and language and very importantly adopted by all ages, including the youth market we are looking to develop spaces for.

What are the common denominators of intended use for the building?

First look at uses for the space.

1. Reading
2. Talking and meeting people and friends/socialising (Bistro and sitting)
3. Social prescriber groups
4. Community groups such as 'Knit and natter'. Writing Group.
5. Meet the Authors
6. Youth gaming and meeting areas
7. Learning to read (all ages) – dyslexia Summer & Winter Reading Challenges.
8. Singing – Music man and future concerts in the new space
9. Events and activities with attendance, Science Fairs, Wellness groups etc
10. Centre for environment activity (Spring, Summer, Autumn shows)
11. Meet the Councillor
12. Arts and Crafts/Fun Palace
13. Presentations
14. Computers
15. Possible films
16. Theatre activity

What do all these things have in common, both written and verbal?



# The common denominator and name proposal is **WORDS**

How could it be used?

'Let's nip into WORDS for a cuppa'.

'I'm off to WORDS to get my library books'

'There's a great event at WORDS this afternoon'

'We had such a great time at WORDS'

'Meet you to play games at WORDS'

It will trip off the tongue easily for most generations and become mainstream in its use. It shouldn't alienate traditional library users but still be modern enough to move forward and be 'cool' enough for younger targeted age groups.

It works with other community groups as previously mentioned while having its own unique branding and it describes the space of the building.

The Core, Community Enterprise PL12, Livewire, Words, U3A, Junkyard Skatepark.

It will be strong to market with and build sustainability and won't age.

It will have an 'independent' mind and spirit while run by Saltash Town Council.

*"If a thing can be said in ten words, I may be relied upon to take a hundred to say it. I ought to apologize for that. I ought to prune, pare and extirpate excess growth, but I will not. I like words—strike that, I love words—and while I am fond of the condensed and economical use of them in poetry, in song lyrics, in Twitter, in good journalism and smart advertising, I love the luxuriant profusion and mad scatter of them too."*

Stephen Fry

*"No matter what anybody tells you, words and ideas can change the world."*

John Keating

*"All I need is a sheet of paper and something to write with, and then I can turn the world upside down."*

Friedrich Nietzsche



**End of Report**  
**Community Hub Team Leader**