



Saltash Town Council

Konsel An Dre Essa



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

17 November 2022

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Library on **Wednesday 23rd November 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 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,

A handwritten signature in black ink, appearing to be 'S Burrows'.

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 Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes of the Library Sub Committee held on 7th September 2022 as a true and correct record. (Pages 4 - 11)
6. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Page 12)
7. To receive a virement report and consider any actions and associated expenditure. (Page 13)
8. To consider Health and Safety reports as may be received.
9. To consider Risk Management reports as may be received.
10. To receive a report on the Home Library Service and consider any actions and associated expenditure. (Pages 14 - 16)
11. To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure. (Page 17)
12. To receive a Wi-Fi report and consider any actions and associated expenditure. (Pages 18 - 19)
13. To receive a report on the Library Refurbishment Programme and Temporary Accommodation and consider any actions and associated expenditure. (Pages 20 - 21)

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 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: _____

Agenda Item 6

Services Committee - Library Budget 2022-23

Saltash Town Council

For the 7 months ended 31 October 2022

Account	Actual Received/Spend 2021/22	EMF Balances 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	Notes	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income											
Library Income											
4517 LI Library - Fines (Collected on behalf of CC)	260	0	0	650	602	48		325	0	0	0
4518 LI Library - Photocopying Fees	372	0	0	800	491	309		820	841	862	883
4524 LI Library Book Sales	339	0	0	300	341	(41)		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
Total Library Income	970	0	0	4,100	1,434	2,666		3,247	2,995	3,070	3,146
Total Library Operating Income	970	0	0	4,100	1,434	2,666		3,247	2,995	3,070	3,146
Library Operating Expenditure											
Library Expenditure											
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	408	1,841		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	692	246		961	985	1,010	1,035
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	423	1,261		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	144	0	0	144		0	0	0	0
6913 LI Refreshment Costs - Library	0	0	242	258	0	500		265	271	271	278
6914 LI Equipment - Library	186	0	(144)	750	49	557		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	245	205		461	473	485	497
6921 LI IT & Office Costs - Library	5,127	0	0	1,500	1,756	(256)		1,538	1,576	1,615	1,656
6922 LI Library Activities	1,667	0	(242)	3,000	1,389	1,369		3,075	3,152	3,231	3,311
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	12,420	10,580		23,000	23,000	23,000	23,000
Total Library Expenditure	27,393	0	21,500	33,138	32,047	22,591		55,430	56,240	57,046	57,895
Library Staffing Expenditure											
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	124,373	70,268	54,105		128,105	131,947	135,907	139,983
Total Library Staffing Expenditure	112,705	0	0	127,320	70,318	57,002		131,126	135,044	139,081	143,236
Total Operating Expenditure	140,098	0	21,500	160,458	102,364	79,594		186,556	191,284	196,127	201,131
Total Library Operating Expenditure	140,098	0	21,500	160,458	102,364	79,594		186,556	191,284	196,127	201,131
Total Library Operating Surplus/ Deficit	(139,127)	0	(21,500)	(156,358)	(100,931)	(76,927)		(183,309)	(188,289)	(193,057)	(197,985)
Library EMF Expenditure											
6971 LI EMF Saltash Library Property Refurbishmer	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 Tresorys Kernow Funding	0	0	1,350	0	1,240	110		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000		0	0	0	0
Total Library EMF Expenditure	22,885	85,664	179,780	11,156	11,353	265,247		0	0	0	0
Total Library Expenditure (Operational & EMF)	162,983	85,664	201,280	171,614	113,718	344,840		186,556	191,284	196,127	201,131
Total Library Budget Surplus/ (Deficit)	(162,013)	(85,664)	(201,280)	(167,514)	(112,284)	(342,174)		(183,309)	(188,289)	(193,057)	(197,985)

To/From Reserves & Budget Virements 2022/23

1. £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment - Minute No 124/21/22
2. £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
3. £1,350 received from Tresorys Kernow Funding - Big Green Environment Show
4. £242 Vired from 6922 LI Library Activities to 6913 LI Refreshment Costs - Library Minute no. 29/22/23
5. £144 Vired from 6972 LI EMF Library Equipment & Furniture to 6911 LI TV License & PRS - Library - Minute no 30/22/23

To receive a virement report and consider any actions and associated expenditure

Budget code 6921 – IT and Office cost is close to utilising the available funds due to additional broadband costs not expected (leased internet line at a cost of £309).

The leased line has now been transferred to a better package at a much lower monthly cost of £45.

To accommodate future IT and Office cost I sought the Chairman and Vice Chairman approval to vire £650 from budget code 6972 EMF Library Equipment and Furniture (available balance £12,316) to 6921 IT and Office cost to cover the remaining 5 months (at the time) of this financial year.

The Chairman and Vice Chairman approved the request. The virement is to be ratified at the next Library Sub meeting.

List of transactions to date:

DATE	DESCRIPTION	COST	CUMULATIVE TOTAL
01/04/22	Prepayment reversal from previous year	£80.22	
06/04/22	Printer Ink	28.32	108.54
09/05/22	USB memory stick	£7.47	116.01
09/05/22	Postage	£2.48	118.49
18/05/22	Printer Ink	£28.32	146.81
31/05/22	Reams Paper	£112.00	258.81
31/05/22	66m Parcel tape	£25.00	283.81
31/05/22	Metal Stapler	£11.78	£295.59
31/05/22	Staples	£1.15	£296.74
31/05/22	Image Presentation paper	£13.98	£310.72
31/05/22	White card	£6.99	£317.71
09/06/22	Pack blue pin maps	£8.37	£326.08
29/06/22	50Mbps Leased internet line	£309.00	£635.08
29/06/22	Antivirus Services	£38.00	£673.08
07/07/22	Printer Ink	£30.82	£703.90
29/07/22	Antivirus Services	£38.00	£741.90
30/07/22	Newspapers for Library (Feb-August)	£497.30	£1,239.20
08/08/22	5000 Staples	£5.80	£1,245.00
08/08/22	Pens	£7.98	£1,252.98
08/08/22	Magic tape	£11.97	£1,264.95
08/08/22	Sellotape	£7.20	£1,272.15
08/08/22	DS Tape	£11.96	£1,284.11
14/08/22	Printer Ink	£24.13	£1,308.24
06/09/22	Antivirus Services	£38.00	£1,346.24

**End of Report
Town Clerk**

Briefing note

Cornwall's Home Library Service / SALTASH

The contract with the current service provider of Cornwall's Home Library Service, The Royal Voluntary Society (RVS), will be terminated from 1st January 2023.

To assist with the transition and subsequent handover, Cornwall Council will:

- Review the Saltash client/borrower list, to ensure that service delivery falls within the boundary.
- Cover all DBS costs of transferring volunteers.
- Support Saltash Town Council during the transfer period January-March 2023, including covering volunteer mileage claims.
- Offer long term support to deliver and develop the local offer, such as reviewing digital support for housebound borrowers, regular workshops with volunteers etc.

The core service is to deliver books to housebound clients. There is no obligation to deliver an enhanced offer such as befriending. It will be up to the partner how they deliver the service.

CC view the change in the delivery of the home library service as a positive move to support our vulnerable residents.

Prepared by:
Elly Hammersley
Project Manager
Culture, Leisure & Libraries
23 November 2022

To receive a report on the Home Library Service and consider any actions and associated expenditure

History

The contract with the current service provider of Cornwall's Home Library Service, The Royal Voluntary Society (RVS), will be terminated from 1st January 2023. The primary reason for Cornwall Council taking this decision is due to budget pressures. We also recognise that the service will be more efficiently managed locally where partners and our retained libraries understand and work with their communities. Some of our library partners have already been delivering the service successfully and the majority of partners are positive about the local delivery.

The core service is to deliver books to housebound clients. There is no obligation to deliver an enhanced offer such as befriending. It will be up to the partner how they deliver the service.

Following a meeting with our library partners on 5th October 2022, LIS agree to:

- Meet with sites and present a map which plots clients.
- Look at current RVS site specific fuel claim costs, if available.
- Support partner sites during the transition. This will include working up a delivery model that suits the partner. Various options were presented at the meeting, only as a guidance, and we are open to work through any delivery models with partners.
- Support partner sites from January 2023, establishing working groups for volunteers and establishing a more supported service across the county.
- Contact RVS volunteers to ensure they are happy to transfer to partners.
- Cover all DBS costs for the transferring volunteers (if necessary).
- Share client and volunteer data as soon as it is made available from RVS.

CC view the change in the delivery of the home library service as a positive move to support our vulnerable residents. RVS have been delivering an adequate service for many years, but there is room for improvement and development.

There is no legal obligation for Saltash Town Council to take on this service as it is not featured in the Library Service Specification document during the process of the devolution.

Cornwall Council

To save money Cornwall Council have made the late decision to force individual Library's to once again manage and grow the Home Library Service from 1st January 2023 (no statutory obligation).

This unilateral decision has given Library's and authorities no time to discuss consequences and budgets.

We have found out that there will be some cost support from CC up until 31st March 2023. This covers DBS checks on volunteers and limited mileage costs.

Library Hub consequences

Cornwall Council are selling this as an opportunity to offer a better local service and an ability to grow it for our residents from the library base. The implications for Saltash Town Council are:

- A. Extra budget costs to cover DBS checks and potential mileage claims;
- B. Extra internal management responsibilities and library service team to run the service;
- C. New contracts/policies in place to stipulate the service we are stipulating to volunteers.

In conversation with the Town Council insurance company, the Town Council are currently covered for up to 20 volunteers to carry books from the library to their car and from their car to the front door of the customers home. The insurance does not cover the actual journey and would not cover a volunteer entering a house. ('Befriending').

Currently there are 6/7 volunteers delivering to approx. 8 residents. Cornwall Council are trying to attain as much of this detailing as possible to share with Town and Parish Councils.

Current Service Statistics – From Cornwall Council

7 Customers in total – 5 in the Saltash area

1 in St. Germans

1 In St. Anne's Chapel

5 volunteers operating the service

Budget

As explained above, Cornwall Council will cover the cost up to and including 31st March 2023, however, from the 1st April there is no available budget code for the year 2023-24 to allocate potential cost – future DBS checks/renewals and mileage claims.

Should Members wish to take on the HLS, the Library Sub Committee may wish to consider creating a new operational expenditure budget code to allocate potential cost at the point of receiving it's new budget sheets.

Promotion

If the Library Sub Committee wish to take on the HLS it might be worth being tactful in any promotion and not market the Service in the short term, so really maintaining the service for the existing clients and finding our way before further promoting the Service.

End of Report

Community Hub Team Leader

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

The Library Hub continues to grow as a centre for the community. The Warm Space is ready to help local residents throughout the cold winter months. It has already helped a couple of residents who have found themselves homeless.

Film Fridays is growing in popularity as part of the Warm Space offer and will again create an afternoon of entertainment and friendship through the Winter months.

Social Prescribers, such as Age UK Cornwall and Care for Cornwall, are using the Hub as a centre to offer helpful information to residents and our events and activities are continuing to be popular. (Treasure Island, Halloween Saturday etc). We are currently arranging further events through November to December 23rd where we are planning to have a Christmas party.

Our garden Crab Apple tree will be planted on 30th November and our Christmas decorations and Tree will be installed. Community group 'Knit and Natter' have made a 3 foot tree for the reception area.

Plans for the 'Well-being' months of January and February are underway and the March Science Fair. Weapons of Sound are to confirm a date for February to come to the Library after the event was postponed due to the Queens mourning period.

Plougastel Forum

After a little research about the Plougastel Forum I am initiating the idea to see if there is a possibility to re-establish the local group. The belief is to share information and help each other for the community across these difficult times.

It has come to my attention that a 'meeting' group called the 'Plougastel Forum' used to come together to share information and ideas about our local area. This unfortunately seemed to have dissipated before Covid 19 hit us.

I believe now more than ever we need to work together and share local information so I am writing to everyone to see if there's a shared will to resurrect the informal 'get to know you' forum on a quarterly basis.

If you would like to email me to confirm your intentions and thoughts I will endeavor to schedule some meetings for 2023. The Library Hub has plenty of space for meetings of this sort.

End of Report
Community Hub Team Leader

To receive a report to install Town Council Wi Fi connections and consider any actions and associated expenditure

Information:

The Town Council's IT Consultant and Telecommunications provider were requested to quote for the provisions and installation of a sufficient Town Council Wi-Fi internet connection at the library to allow staff and Councillors to connect when visiting, working or meetings are held within the library building. To date, Cornwall Councils connection is either insufficient for use or turned off after the libraries' operating hours.

Cost:

A site visit was undertaken and the following advice, accompanied with a quote, was received for the relevant identified works:

IT Consultant response: *We may need to run in a network cable to achieve this, we also thought we could go with a single aerial to start with, and add another if it's really required, but as the building is open plan, a single one should be fine.*

Item	Number required	Cost (+vat)
Unifi Commercial Access Point	1	£185.00
Unifi Wifi Controller	1	£190.00
Installation & Configuration	1	£250.00
Total Capital Cost: £625.00+vat		

If an additional aerial is identified to be required following installation further costs will be accrued as follows:

Item	Number required	Cost (+vat)
Unifi Commercial Access Point	1	£185.00
Installation & Configuration	1	£100.00
Total Capital Cost: £285.00+vat		

Budget Information:

Budget Code: 6972 LI EMF Library Equipment & Furniture
Budget Availability: £13,146.00

Overview

1. Cornwall Council do not allow 3rd parties on their network due to security;
2. The Community Hub Team Leader utilises the Saltash TC broadband. The connection is made by cable, there are no wi-fi facilities at present.
3. There are options to purchase cheaper equipment, but SOS need equipment they can fully manage remotely, which is why they need a controller;
4. SOS are not aware of any 3rd party connections to Saltash TC broadband – I think this may have been a Cornwall Council thing many years ago.

SOS appreciate it seems a lot, and it may be for one room, but SOS need to be able to manage the system 100% remotely, and provide secure access, so they need to go with a business solution rather than domestic.

The Town Council cyber insurance also requires a business solution.

End of Report
Administration Officer

To receive a report on the Library Refurbishment Programme and Temporary Accommodation and consider any actions and associated expenditure.

Summary:

1. The Heritage Impact and Condition Survey on-site has been completed and we are currently awaiting the report from Atlantic Building Consultants. This will form part of the Listed Planning Application by Bailey Partnership.
2. A floor plan for the Guildhall has been completed (see attached). This determines how many books we can take to the Guildhall (3,700) as well as providing a children's area and table/chairs for our community groups and desks to accommodate staff.
3. All Library staff are having initial Soprano software training with Sarah Marsh (Cornwall Council Officer) in December. This is the software to be used on laptops at the Guildhall and will transition across all libraries at a later date replacing the current 'Tallis' system.

Sarah will return in the New Year to carry out follow up training. This will allow staff to be ready for the eventual change over.

Timings:

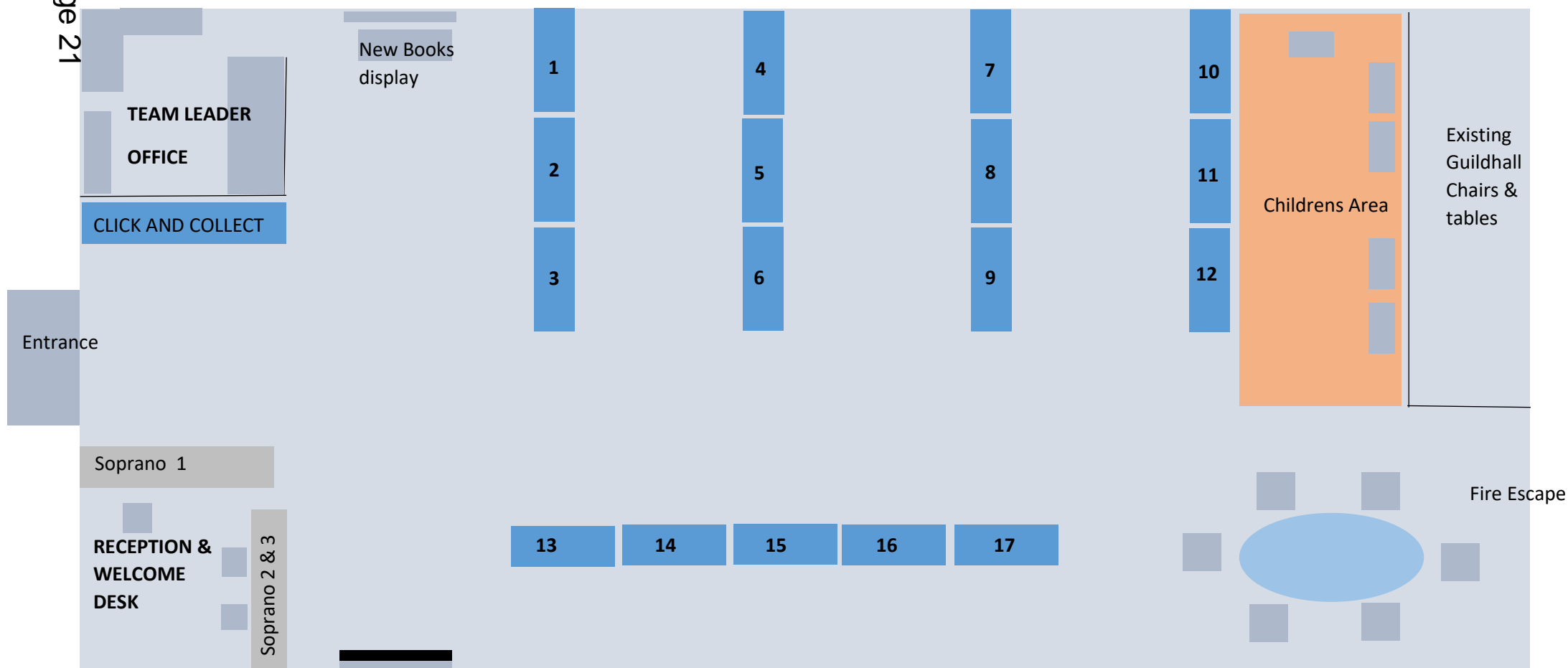
1. Condition/Heritage report from Atlantic will take 2-3 weeks from date undertaken (09.11.22);
2. Bailey Partnership will send the report to direct to Saltash TC;
3. Bailey Partnership will write up and submit the application before Christmas with new condition report.
4. Cornwall Council planning takes 8 weeks although could be a little longer. (they work over Christmas period).
5. Bailey Partnership will respond to Saltash TC when a decision has been made.

End of Report
Community Hub Team Leader

SALTASH GUILDHALL TEMPORARY LIBRARY LAYOUT

(SOPRANO IS THE INTERIM LIBRARY SOFTWARE ON TABLETS VIA WI-FI)

Page 21



Gondola average amount of books – 26 per shelf x 8 = 208 books

17 Gondolas x 208 = 3,536 books approx.