

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Thursday 19th January 2023 at 6.30 pm

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

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

APOLOGIES: Councillor S Martin.

55/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

56/22/23 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.

57/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

58/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 23RD NOVEMBER 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 23rd November 2022 were confirmed as a true and correct record.

59/22/23 **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

60/22/23 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

61/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

62/22/23

TO RECEIVE THE SCHEDULE OF CONDITION, HERITAGE IMPACT ASSESSMENT AND LISTED BUILDING CONSENT APPLICATION RELATING TO THE LIBRARY REFURBISHMENT 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 gave a verbal overview of the Condition Survey and Impact Assessment Document received by Members and contained within the reports pack.

Bailey Partnership presented the prepared application with supporting architectural drawings explaining what condition the existing units are in and what is proposed within the application submission.

Members discussed the proposal and asked questions regarding the application.

Bailey Partnership confirmed the anticipated submission of the planning application is the week commencing 30th January 2023.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve the final documents to form part of the listed planning application and for Bailey Partnership to submit on behalf of the Town Council at the earliest opportunity.

63/22/23

TO CONSIDER THE OPERATIONS OF THE HOME LIBRARY SERVICE AND ANY ASSOCIATED EXPENDITURE.

Members discussed the requirements of the Home Library Service with the view to expand the service once adopted from Cornwall Council.

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

1. To continue with the existing Service and to note that Cornwall Council are to cover any associated costs until 31st March 2023;
2. The CHTL to draft a policy outlining the Service reporting back at a future Library Sub Committee meeting;
3. To explore options for developing the Service for the Saltash Community, reporting back at a future Library Sub Committee meeting;
4. To create a budget code within the Library budget for the year 2023/24 and set available funds to cover associated costs.

64/22/23

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

Members received the report submitted by the CHTL.

The CHTL added that the Warm Space was working well and that donations received from the local Co-Op were lasting with additional tea and coffee supplies being offered if required. Therefore, the CHTL requested the budget for refreshments be utilised for the future Library Science Fair Activity.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to approve the virement of £250.00 from budget code 6913 LI Refreshment Costs to 6922 Library Activities.

Members wished to thank the Co-Op for their continued support to the Community of Saltash and agreed to write a letter of thanks in early Spring 2023.

65/22/23

TO RECEIVE AN UPDATED WI-FI REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided further clarification on the issues experienced when accessing Wi-Fi connections at Saltash Library.

Members wished to further understand the internal IT structure with Cornwall Council and Saltash Town Council to ascertain a suitable option for staff to access the Town Councils server when working within the Library building.

It was proposed by Councillor B Samuels, seconded by Councillor Yates and **RESOLVED** to delegate to the CHTL working with Councillor Bickford to further investigate the Library IT setup with Cornwall Council reporting back at a future Library meeting.

66/22/23

TO RECEIVE REPORT ON SOLAR PANELS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report received and the technicalities of installing Solar Panels at Saltash Library.

It was **RESOLVED** to note the report and further explore solar power possibilities following the completion of the refurbishment works.

67/22/23 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.

68/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

69/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

70/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

71/22/23 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 Bullock and **RESOLVED** to issue the following Press and Social Media release:

1. The operations of the Home Library Service.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.43 pm

Signed: _____
Chairman

Dated: _____