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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library Building on Tuesday 22nd August 2023 at 6.30 pm

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

ALSO PRESENT: I Newcombe (Bailey Partnership), S Burrows (Town Clerk), W Peters (Finance Officer), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer).

APOLOGIES: B Samuels and P Samuels.

21/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

The Community Hub Team Leader informed those present of the actions required in the event of a fire or emergency.

22/23/24 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.

23/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

24/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 13TH JUNE 2023 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 13th June 2023 were confirmed as a true and correct record.

25/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

26/23/24 **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To note the budget statement;
2. To vire £2,000 from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayment & Interest to cover the loan repayments;
3. To vire £220 from 6900 Rates – Library to 6975 EMF Home Library Service to cover mileage costs.

27/23/24 **TO RECEIVE AN UPDATE ON THE LIBRARY TENDER PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided an overview of the Tender process followed diligently under all Town Council procurement regulations.

Further to this, Ian of Bailey Partnership spoke of an initial expression of interest but unfortunately no tender applications were received prior to the tender closing date.

Bailey Partnership approached three approved window installers, located in Devon and Cornwall, to obtain three full quotes for the works to the curtain walling system.

Out of the three companies only one company wished to quote. To date that quote has not been received. Ian confirmed this is due to the company awaiting confirmation of costs from external profilers, inclusive of window suppliers and scaffolding organisations. The company has confirmed they will submit a full quote upon confirmation of external costs.

Bailey Partnership requested a programme of works detailing an indicative start date.

Ian advised Members that lead times and procurement of materials could impact the schedule of works with delays of up to 12 weeks being experienced.

It was **RESOLVED** to note.

28/23/24 **TO RECEIVE QUOTES FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the update provided by Bailey Partnership under Agenda Item 8 minute number 27/23/24.

29/23/24 **TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

30/23/24

TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to approve the interim budget statement for the year 2024-25 including the following amendments to date, due to awaiting costs for the Library refurbishment project:

Operational Income:

1. Budget code 4526 Library Activity Income to be amended to 4526 Library Income, to set the budget at zero;
2. Budget code 4527 Library Vending Machines Income, to set the budget at zero;
3. Budget code 4529 Library Activities Sponsorship to be amended to 4529 Library Activities Funding Income, to set the budget at £600;
4. The remaining income codes to be set as attached;

Operational Expenditure:

5. Budget code 6975 EMF Home Library Service, to set the budget at £550;
6. The remaining operational codes to be set as attached;

EMF Expenditure:

7. To vire £21,000 from 6973 EMF Loan Repayments to 6971 EMF Saltash Library Property Refurbishment;
8. The remaining EMF expenditure codes to be set as attached;
9. To set the final budget statement for the year 2024-25 at the next Library Sub Committee meeting.

31/23/24

TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS;

a. Personnel Committee held on 29th June 2023;

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the above recommendation.

b. Policy and Finance held on 11th July 2023

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

It was **RESOLVED** to note the recommendation for the Library budget was actioned under agenda item 7 minute number 26/23/24.

32/23/24

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

It was **RESOLVED** to note the report and to thank the Library staff for their hard work during the Summer Reading Challenge.

33/23/24

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

Members discussed the Library moving schedule and associated costs contained within the circulated reports pack.

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

1. Retain the current operating hours of the Library during the refurbishment work - Monday, Tuesday, Thursday, Friday 10am to 5pm and Saturday 10am to 1pm;
2. Assign the Casual Caretaker to work Saturday 10am to 1pm to man the Guildhall reception area during the Library refurbishment work;
3. Approve the associated cost for a Cornwall Council engineer to undertake IT works at a total cost of £600+vat (2 days work) allocated to budget code 6971 EMF Saltash Library Property Refurbishment;
4. Approve the associated cost for a specialist company OFR to undertake the storage of two units at a cost of £990+vat (2 days work) allocated to budget code 6971 LI EMF Saltash Library Property Refurbishment.

34/23/24 **TO RECEIVE A REPORT ON THE MAIN ENTRANCE DOORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to ratify the work on the CCTV Server at a cost of £336.71 allocated to budget code 6694 Fire and Security Alarm.

Members discussed the works required to the Library external entrance doors following maintenance works undertaken. The Community Hub Team Leader informed Members of the installation unit being a closed unit preventing any further works being undertaken by alternative suppliers.

Members discussed subsequent quote received and contained within the circulated reports pack.

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

1. To appoint Entry Group to replace the existing door equipment including two action and presence sensors and full operational testing of the door upon completion of the work at a cost of £2,524.59+vat;
2. To vire £1,000 from budget code 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance to cover the associated cost;
3. To allocate the cost to budget code 6910 General Repairs & Maintenance.

35/23/24 **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.

36/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

37/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

38/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members wished their thanks to be noted to the Library staff for their continued hard work and support.

39/23/24 **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: 7.49 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description	2023/2024 Charge	Proposed 2024/2025 Charge
Library Charges	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVDs :	from £0.50 to £3 per week	from £0.50 to £3 per week
Access Member limited to 2 at a time	free	free
Non-fiction	free	free
Access Member	Free	Free
Audiobook CDs per 3 week loan		
Adults	Free	Free
Children	Free	Free
Access members, housebound member and looked after children	Free	Free
Reservations:		
Adults and Concessionary users	£1 per item if placed by staff member	£1 per item if placed by staff member
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
Performing Arts collection:		
Vocal and Orchestral sets	No charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10 per set per 3 months	£10 per set per 3 months
	£7 per 20 copies	£7 per 20 copies
Postage charge (please note this charge may vary, ask staff for details)		
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
Out of County Inter Library Loan Requests:		
Adults	£10.10	£10.10
Concessions, Young Adults	£9.10	£9.10
Children	£4.10	£4.10
British library book loan request	£19.00	£19.00
British Library periodical request	£13.25	£13.25
British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
Use of public computers (subject to availability):		
Cornwall library members	Free for two hours Free for one hour	Free for two hours Free for one hour
Other library members (English and Welsh Library Authorities on production of a library card)		
Non-members	Free for half an hour - no extension	Free for half an hour - no extension
Access to Wi-Fi	Free	Free
Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.		
Printing from any source:		
1-29 sheets (price per sheet)		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
30 plus sheets (price per sheet)		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
Commission rates:		
Requires signed agreement in place between artist and relevant Council	30%	30%
Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council
Seagull Bags	£4.00	£4.00
Activities	Ticket price to be given on application	Ticket price to be given on application

Services Committee - Library Budget 2023-24
Saltash Town Council
For the 3 months ended 31 July 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Library Operating Income												
Library Income												
4517 LI Library - Replacement Membership Cards	656	0	0	48	300	(252)	600	Based on YTD Income	644	692	743	798
4518 LI Library - Photocopying Fees	999	0	0	600	320	280	1,200	Based on YTD Income	1,288	1,383	1,484	1,593
4524 LI Library Book Sales	481	0	0	320	138	182	540	Based on YTD Income	580	623	669	718
4526 LI Library Income	0	0	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	1,690	1,180	0	600	0	1,780	600	Based on YTD Income	644	692	743	798
Total Library Income	3,825	1,180	0	1,868	758	2,290	2,940		3,156	3,390	3,639	3,907
Total Library Operating Income	3,825	1,180	0	1,868	758	2,290	2,940		3,156	3,390	3,639	3,907
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	0	15,804	13,099	2,705	16,958	Current Budget + 7.3% CPI	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	0	0	364	91	273	391	Current Budget + 7.3% CPI	420	451	484	520
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,034	Current Budget + 7.3% CPI	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,365	Current Budget + 7.3% CPI	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	327	706	1,109	Current Budget + 7.3% CPI	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	1,990	Current Budget + 7.3% CPI	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,218	Current Budget + 7.3% CPI	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	0	0	2,270	151	2,119	2,436	Current Budget + 7.3% CPI	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	0	0	428	0	428	460	Current Budget + 7.3% CPI	494	531	570	612
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	305	Current Budget + 7.3% CPI	328	352	378	406
6914 LI Equipment - Library	155	0	0	750	0	750	805	Current Budget + 7.3% CPI	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	21,460	Current Budget + 7.3% CPI	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	0	0	495	140	355	532	Current Budget + 7.3% CPI	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	806	846	1,773	Current Budget + 7.3% CPI	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	0	250	2,370	1,025	1,595	2,544	Current Budget + 7.3% CPI	2,730	2,930	3,144	3,374
6923 LI PWLB Loan Repayment & Interest	12,420	0	0	23,000	12,299	10,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
6975 LI Home Library Service	0	0	82	0	152	(70)	550	Based on 1 current user outside area E300 + E250	591	635	682	732
Total Library Expenditure	42,216	0	332	82,062	29,087	53,307	88,059		95,084	102,033	109,489	117,490
Library Staffing Expenditure												
Library Staff Expenses	103	0	0	2,144	16	2,128	2,301	Current Budget + 7.3% CPI	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,182	Current Budget + 7.3% CPI	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	0	875	136,189	44,275	92,789	140,275	PROVISIONAL FIGURE - Based on 2023/2024 Budget + 3%	150,516	161,504	173,294	185,945
Total Library Staffing Expenditure	131,778	0	875	139,434	44,459	95,850	143,758		154,254	165,516	177,600	190,566
Total Operating Expenditure	173,994	0	1,207	221,496	73,546	149,157	231,817		249,929	268,184	287,771	308,788
Total Library Operating Expenditure	173,994	0	1,207	221,496	73,546	149,157	231,817		249,338	267,549	287,089	308,056
Total Library Operating Surplus/ Deficit	(170,168)	1,180	(1,207)	(219,628)	(72,788)	(146,867)	(228,877)		(246,182)	(264,159)	(283,450)	(304,149)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223,363	244,363	Includes E21k wired from 6973. Reconsider budget after new quotes received to be submitted prior to Service budget setting meeting	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	0	0	0	11,522	11,522	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	0	Vire E21k to 6971 and then delete code	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	15,000	No increase/decrease	0	0	0	0
Total Library EMF Expenditure	11,571	262,885	0	10,000	0	272,885	270,885		0	0	0	0
Total Library Expenditure (Operational & EMF)	185,565	262,885	1,207	231,496	73,546	422,042	502,702		249,338	267,549	287,089	308,056
Total Library Budget Surplus/ (Deficit)	(181,740)	(261,705)	(1,207)	(229,628)	(72,788)	(419,752)	(499,762)		(246,182)	(264,159)	(283,450)	(304,149)

To/From Reserves & Budget Virements 2023/24

- Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
- Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
- Income from Cornwall Council - 6975 EMF Home Library Service - £82