



# ***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)

16 August 2023

Dear Councillor

I write to summon you to the meeting of the **Library Sub Committee** to be held at the Library Building on **Tuesday 22nd August 2023 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,

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 13th June 2023 as a true and correct record. (Pages 4 - 10)
6. To consider Risk Management reports as may be received.
7. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Page 11)
8. To receive an update on the Library Tender process and consider any actions and associated expenditure.
9. To receive quotes for the curtain walling works and consider any actions and associated expenditure.
10. To set the Library Sub Committee Fees and Charges for the year 2024/25 recommending to the Services Committee. (Page 12)
11. To set the Library Sub Committee budget for the year 2024/25 recommending to the Services Committee. (Page 13)
12. To receive and consider the following Committees recommendations;
  - a. Personnel Committee held on 29th June 2023; (Page 14)
  - b. Policy and Finance held on 11th July 2023. (Page 15)
13. To receive a report from the Community Hub Team Leader and consider any actions and associated expenditure. (Page 16)

14. To receive a report on the temporary Library move and consider any actions and associated expenditure. (Pages 17 - 18)
15. To receive a report on the main entrance doors and consider any actions and associated expenditure. (Pages 19 - 35)
16. 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.
17. To consider any items referred from the main part of the agenda.
18. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
19. To consider urgent non-financial items at the discretion of the Chairman.
20. 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 Guildhall on Tuesday 13th June 2023 at 6.30 pm

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

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

**APOLOGIES:** J Peggs.

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#### **1/23/24 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor Yates to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

#### **2/23/24 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor P Samuels to nominate Councillor Yates.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Yates as Vice Chairman.

#### **3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**4/23/24**      **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.

**5/23/24**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**6/23/24**      **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**7/23/24**      **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON THURSDAY 19TH JANUARY 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 Yates, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Library Sub Committee held on Thursday 19<sup>th</sup> January 2023 were confirmed as a true and correct record.

**8/23/24**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

9/23/24

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

The Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Members queried the current overspend under budget code 6923 LI PWLB Loan Repayment & Interest.

The Town Clerk advised that the first loan repayment for the year 2023/2024 was higher than expected due to a variable interest rate.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to note the budget statement and delegate to the Town Clerk to further investigate the Public Works Loan Board interest rate reporting back at a future Library Sub Committee meeting.

The Chairman announced the next item to be received is Agenda Item 14 – To receive an update on the Library Planning Application and consider any actions and associated expenditure.

**10/23/24**      **TO RECEIVE AN UPDATE ON THE LIBRARY PLANNING APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman welcomed and thanked Ian Newcombe representative of Bailey Partnership for attending this evening's Library meeting.

Ian provided Members an up to date 'moving' planning indicative programme.

Ian confirmed the planning and listed building consent had been approved including the requirement to replace the curtain walling with the exact same colour as the existing units.

It was **RESOLVED** to note.

The Chairman announced the next item to be received is Agenda Item 15 – To receive the Library Tender Pack and consider any actions and associated expenditure.

**11/23/24**      **TO RECEIVE THE LIBRARY TENDER PACK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Ian provided a detailed review on the draft tender drawings including further updates to the original designs with a separate staff WC, inclusive of an accessible WC as previously requested, all contained within the circulated reports pack.

Members discussed the designs proposed and the works required including timescales and the potential impact to the Service provided throughout the Summer holidays.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve the tender designs and provide delegated authority to the Town Clerk working with Bailey Partnership to produce, review and issue the tender pack in line with Financial Regulations.

Councillor Yates left the meeting.

Ian left the meeting.

Councillor Yates returned to the meeting.

The Chairman announced the next item to be received is Agenda Item 11 – To ratify the submission of the Neighbourhood Funding Application and consider any actions and associated expenditure.

**12/23/24**      **TO RATIFY THE SUBMISSION OF THE NEIGHBOURHOOD FUNDING APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader provided a brief overview of the funding awarded (£500) and how the funding was used to support environmental activities.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to ratify the submission of the Neighbourhood Funding Application.

**13/23/24**      **TO RECEIVE QUOTES TO UNDERTAKE WORK TO THE MAIN ENTRANCE DOORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader spoke of the issues being experienced by the main entrance door and the possible Health and Safety risks posed.

Members considered the three quotes received and contained within the circulated reports pack.

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

1. To appoint Company B to carry out the replacement battery backup works ensuring compliance tests have been completed;
2. Works approved are inclusive of labour, parts and roller finger protection guards at a total cost of £1,258.61+vat;
3. To be allocated to budget code 6910 LI General Repairs & Maintenance – Library.

**14/23/24**      **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader provided a brief verbal overview of the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.



**15/23/24 TO RECEIVE A REPORT ON THE LIBRARY MOVE AND REDUCED SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader spoke on the report received and contained within the circulated reports pack and provided further clarification to Members on the operational impact on the library move and reduced Service.

It was **RESOLVED** to note.

**16/23/24 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.

**17/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**18/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**19/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**20/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 25 July 2023 at 6.30 pm

Rising at: 7.38 pm

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

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

# Agenda Item 7

## Services Committee - Library Budget 2023-24

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/24	Budget 2026/27	Budget 2027/28
<b>Library Operating Income</b>										
<b>Library Income</b>										
4517 LI Library - Replacement Membership Cards	656	0	0	48	300	(252)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	320	280	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	138	182	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	275	303	334	367
4527 LI Library Vending Machines Income	0	0	0	50	0	50	55	61	67	73
4529 LI Library Activities Sponsorship	350	0	0	600	0	600	661	727	801	882
<b>Total Library Income</b>	<b>2,485</b>	<b>0</b>	<b>0</b>	<b>1,868</b>	<b>757</b>	<b>1,111</b>	<b>2,057</b>	<b>2,264</b>	<b>2,494</b>	<b>2,745</b>
<b>Total Library Operating Income</b>	<b>2,485</b>	<b>0</b>	<b>0</b>	<b>1,868</b>	<b>757</b>	<b>1,111</b>	<b>2,057</b>	<b>2,264</b>	<b>2,494</b>	<b>2,745</b>
<b>Library Operating Expenditure</b>										
<b>Library Expenditure</b>										
6900 LI Rates - Library	13,473	0	0	15,804	13,099	2,705	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	91	273	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	327	706	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	991	0	0	2,270	151	2,119	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	0	0	0	428	0	428	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	313	344	379	417
6914 LI Equipment - Library	155	0	0	750	0	750	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	385	0	0	495	140	355	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	806	846	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	1,025	1,595	2,609	2,873	3,163	3,483
6923 LI PWLB Loan Repayment & Interest	12,420	0	0	23,000	12,299	10,701	23,000	23,000	23,000	23,000
<b>Total Library Expenditure</b>	<b>42,216</b>	<b>0</b>	<b>250</b>	<b>82,062</b>	<b>28,935</b>	<b>53,377</b>	<b>88,026</b>	<b>94,596</b>	<b>101,825</b>	<b>109,789</b>
<b>Library Staffing Expenditure</b>										
Library Staff Expenses	103	0	0	2,144	16	2,128	1,996	2,198	2,420	2,144
6682 ST LI Staff Training (Library)	0	0	0	1,101	168	933	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	44,275	92,789	128,105	141,044	155,289	170,973
<b>Total Library Staffing Expenditure</b>	<b>131,778</b>	<b>0</b>	<b>875</b>	<b>139,434</b>	<b>44,459</b>	<b>95,850</b>	<b>131,126</b>	<b>144,371</b>	<b>158,952</b>	<b>174,485</b>
<b>Total Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>1,125</b>	<b>221,496</b>	<b>73,394</b>	<b>149,227</b>	<b>219,152</b>	<b>238,967</b>	<b>260,777</b>	<b>284,274</b>
<b>Total Library Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>1,125</b>	<b>221,496</b>	<b>73,394</b>	<b>149,227</b>	<b>219,152</b>	<b>238,967</b>	<b>260,777</b>	<b>284,274</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(171,508)</b>	<b>0</b>	<b>(1,125)</b>	<b>(219,628)</b>	<b>(72,637)</b>	<b>(148,116)</b>	<b>(217,095)</b>	<b>(236,703)</b>	<b>(258,283)</b>	<b>(281,529)</b>
<b>Library EMF Expenditure</b>										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223,363	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	0	0	0	11,522	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
6975 LI EMF Home Library Service	0	0	82	0	152	(70)	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>12,911</b>	<b>264,065</b>	<b>(168)</b>	<b>10,000</b>	<b>152</b>	<b>273,745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>186,905</b>	<b>264,065</b>	<b>957</b>	<b>231,496</b>	<b>73,546</b>	<b>422,972</b>	<b>219,152</b>	<b>238,967</b>	<b>260,777</b>	<b>284,274</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(184,420)</b>	<b>(264,065)</b>	<b>(957)</b>	<b>(229,628)</b>	<b>(72,789)</b>	<b>(421,861)</b>	<b>(217,095)</b>	<b>(236,703)</b>	<b>(258,283)</b>	<b>(281,529)</b>

To/From Reserves & Budget Virements 2023/24

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

## Saltash Town Council Fees and Charges

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

# Agenda Item 11

## 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
<b>Library Operating Income</b>												
<b>Library Income</b>												
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 Activity Income	0	0	0	250	0	250	250	Based on YTD Income	269	289	311	334
4527 LI Library Vending Machines Income	0	0	0	50	0	50	50	Based on YTD Income	54	58	63	68
4529 LI Library Activities Funding Income	1,690	1,180	0	600	0	1,780	600	Based on YTD Income	644	692	743	798
<b>Total Library Income</b>	<b>3,825</b>	<b>1,180</b>	<b>0</b>	<b>1,868</b>	<b>758</b>	<b>2,290</b>	<b>3,240</b>		<b>3,479</b>	<b>3,737</b>	<b>4,013</b>	<b>4,309</b>
<b>Total Library Operating Income</b>	<b>3,825</b>	<b>1,180</b>	<b>0</b>	<b>1,868</b>	<b>758</b>	<b>2,290</b>	<b>3,240</b>		<b>3,479</b>	<b>3,737</b>	<b>4,013</b>	<b>4,309</b>
<b>Library Operating Expenditure</b>												
<b>Library Expenditure</b>												
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)	700	Needs a Budget?	0	0	0	0
<b>Total Library Expenditure</b>	<b>42,216</b>	<b>0</b>	<b>332</b>	<b>82,062</b>	<b>29,087</b>	<b>53,307</b>	<b>88,059</b>		<b>94,493</b>	<b>101,398</b>	<b>108,807</b>	<b>116,758</b>
<b>Library Staffing Expenditure</b>												
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
<b>Total Library Staffing Expenditure</b>	<b>131,778</b>	<b>0</b>	<b>875</b>	<b>139,434</b>	<b>44,459</b>	<b>95,850</b>	<b>143,758</b>		<b>154,254</b>	<b>165,516</b>	<b>177,600</b>	<b>190,566</b>
<b>Total Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>1,207</b>	<b>221,496</b>	<b>73,546</b>	<b>149,157</b>	<b>231,817</b>		<b>248,747</b>	<b>266,914</b>	<b>286,407</b>	<b>307,324</b>
<b>Total Library Operating Expenditure</b>	<b>173,994</b>	<b>0</b>	<b>1,207</b>	<b>221,496</b>	<b>73,546</b>	<b>149,157</b>	<b>231,817</b>		<b>248,747</b>	<b>266,914</b>	<b>286,407</b>	<b>307,324</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(170,168)</b>	<b>1,180</b>	<b>(1,207)</b>	<b>(219,628)</b>	<b>(72,788)</b>	<b>(146,867)</b>	<b>(228,577)</b>		<b>(245,268)</b>	<b>(263,177)</b>	<b>(282,394)</b>	<b>(303,015)</b>
<b>Library EMF Expenditure</b>												
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223,363	0		0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	0	0	0	11,522	0		0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	0		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	0	0	0	15,000	0		0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>11,571</b>	<b>262,885</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>272,885</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>185,565</b>	<b>262,885</b>	<b>1,207</b>	<b>231,496</b>	<b>73,546</b>	<b>422,042</b>	<b>231,817</b>		<b>248,747</b>	<b>266,914</b>	<b>286,407</b>	<b>307,324</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(181,740)</b>	<b>(261,705)</b>	<b>(1,207)</b>	<b>(229,628)</b>	<b>(72,788)</b>	<b>(419,752)</b>	<b>(228,577)</b>		<b>(245,268)</b>	<b>(263,177)</b>	<b>(282,394)</b>	<b>(303,015)</b>

### 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

**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;

Policy and Finance held on 11<sup>th</sup> 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.

# Agenda Item 13

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

The Library Hub service is now preparing to implement long awaited plans to move to its temporary home to the Guildhall. It has been somewhat difficult to plan activities and events throughout 2023 due to the stop/start nature of the listed planning and tender progress, however we have had a full July programme of events and activities led by The Summer Reading Challenge 'Ready, Set, Read'..

Currently over 270 have signed on with the help of eight young SRC volunteers. Cornwall Council's target was 199 so we are well past that. The Library Hub has organised events around the challenge:- childrens movement and yoga classes, kite making craft and a popular treasure hunt. Prizes have been donated by The Core (Climbing sessions) and The Leisure Centre (Swimming sessions). We are also promoting the Lionesses football team with wall charts supplied by C.C. The Summer Reading Challenge finishes on 16<sup>th</sup> September.

The June environment month had very successful activities, presentations and events culminating in the final SWW grant funded Animal Encounters 'Habitats of the World'.

We were also able to plan a Home Library Service Information morning event for July 28<sup>th</sup> which we will build the service from (To date we have a new volunteer serving a new local HLS resident) as well as having a fantastic Toy Swap on Saturday 22<sup>nd</sup> July and hope to have regular swaps over the coming months.

The monthly Saturday Book Club launch with author Teresa Driscoll on 15<sup>th</sup> July was another success working alongside the monthly Saturday Writers Group.

It has been tricky planning activities and events for August/September without knowing details of refurbishment timings. Currently we are jumping a month or two ahead each time in our scheduling until a firm date is confirmed. (September is Autumn Environment Month and October will include the Libraries week Literary Festival). We will be able to schedule 12 months ahead again when we know the confirmed schedule of works dates.

Cornwall Council Library Survey was previously circulated to Councilor's with the CHTL update report and Saltash Library Survey was generally excellent. C.C. were very pleased with the results. Key on the public wish list was public and availability of drinks. PDF result sheets attached.

**End of report**

**Community Hub Team Leader**



# Agenda Item 14

## To receive a report on the temporary Library move and consider any actions and associated expenditure

Currently, in partnership with Cornwall Council, we are continuing to 'thin' or 'weed' unwanted old and damaged stock on the shelves to reduce the quantity of books we will store in the Hub during the refurbishment. 250 flat pack boxes have been delivered from Truro for the storing and moving of the stock for the two-week moving period and the refurbishment period.

It has been confirmed that Cornwall Council I.T. need to assist in unplugging and preparing storage for C.C. public computers, staff computers, large printer and the two kiosks. The cost for the CC engineer daily rate is £300 per day to unplug and pack for storage. Kiosks need to be moved to storage position by a specialist company (OFR) as per recommended by C.C. IT at £495 per day. This will also apply to re-positioning post refurbishment.

It will also be determined by budget whether they will be involved during the refurbishment to move staff computers to the intended new reception area and move two public computers to the mezzanine landing as set out in the proposed plans.

We are in dialogue with CEPL12/Red Bus to plan and provide a bus service to take customers from the Library Hub car park to the Guildhall and back during the refurbishment period. Again, this will be organised precisely when dates for schedule of works are known.

During the moving two-week period, we will keep a click and collect service in operation from the front door only for customers enabling staff to safely work boxing up books and dismantling furniture and shelves as well as moving items to the Guildhall on the Thursdays and Fridays of each of the week.

### **TWO-WEEK LIBRARY MOVING SCHEDULE**

#### **WEEK 1**

MONDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL)
TUESDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL)
WEDS AM	LIBRARY CLOSED - STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL)
THURSDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL) SERVICES MOVING GONDOLAS, SCREENS AND BOXES TO GUILDHALL (CHTL AT GUILDHALL WITH LAYOUT PLAN – MEMBER OF STAFF UNPACKING BOXES)
FRIDAY	RETURN EMPTY BOXES TO LIBRARY LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL) SERVICES MOVING GONDOLAS AND BOXES TO GUILDHALL (CHTL AT GUILDHALL WITH LAYOUT PLAN – MEMBER OF STAFF UNPACKING BOXES) RETURN EMPTY BOXES TO LIBRARY
SATURDAY	LIBRARY CLOSED

**WEEK 2**

MONDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PREPPING GUILDHALL LIBRARY SHELVES
TUESDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PREPPING GUILDHALL LIBRARY SHELVES
WEDS AM	LIBRARY CLOSED - STAFF PACKING BOXES TO STAY (APPROX 240 BOXES)
THURSDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO STAY AT LIBRARY SERVICES MOVING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL CHTL/STAFF GETTING FURNITURE READY AT GUILDHALL
FRIDAY	LIBRARY CLOSED STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO STAY AT LIBRARY SERVICES MOVING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL SERVICES MOVING ALL REMAINING FURNITURE AND STUFF TO BACK OF LIBRARY CHTL/STAFF GETTING FURNITURE READY AT GUILDHALL
SATURDAY	BUILDING VACATED/LIBRARY CLOSED

- *Yet to be confirmed that during this period C.C. IT will be involved in unplugging and boxing staff computers, public computers, printer and kiosks.*

The approved Guildhall set-up requires 17 of our mobile wheeled book 'gondolas' to be moved as well as over 200+ boxes and associated furniture. These empty boxes are to be returned to the Library Hub from the Guildhall to store the books that will stay stored at the Hub over the refurbishment period.

Whilst at the Guildhall, C.C. four Library laptops will be used with mobile library software 'Soprano' through the Guildhall Wifi. Delivery of Click and Collect orders will continue on a Tuesday and Thursday from C.C. as normal for processing. These will be delivered to the library by use of the Guildhall elevator. No books will be returned to C.C. during this period so there will be an organic growth of stock in the interim Library as books are returned to us from local customers and held as stock.

In line with Guildhall opening hours and building security it is recommended that the interim Library will open full-days on Mondays, Tuesdays, Thursdays and Fridays and Half day on Wednesday (10am – 1pm) instead of opening Saturday mornings.

In our temporary Library space we will be able to promote the new Home Library Service and continue to welcome our current community groups. Music Man will continue on Tuesdays and we will endeavor to have other appropriate activities and events.

**End of report**

**Community Hub Team Leader**

**Page 18**

# Agenda Item 15

## To receive a report on the Library main entrance doors and consider any actions and associated expenditure.

1. As per quote (**Attached PDF**), A&M Security will install new CCTV Server on Wednesday 23<sup>rd</sup> August. The Library has been without a CCTV recording unit for three weeks due to unit failure. The approved cost requires ratification.
2. Library Hub Front Doors – Sub Committee 13.06.23 (Min. No:- 13/23/24)
  - a) As per approved Entry Group attended site to carry out maintenance work on Friday 28.07.23. (**Attached PDF – First maintenance job report**).

On Saturday 29.07.23 at 12,45pm doors stuck open. Staff had to force to close. No power to doors.

Currently outer doors have to be left wide open for customers to get through to Library Hub. Inner doors are still working correctly.

- b) Entry engineers called out and visited for fault finding on Monday 31.07.23. (**Attached PDF – Door job report after first maintenance visit**).

It was explained that the work they carried out first had to be completed first, it may or may not have solved the problems. This maintenance highlighted the issues across the electrical system and caused the power failure.

The previous maintenance company installed a 'closed' system not allowing other companies to attend for maintenance therefore Entry have recommended installing an 'open' system.

- c) Received additional quotation and description of proposed works on Monday 31.07.23 (**Attached PDF – Update quotation**).

The proposed quotation allows for an open system which means maintenance in the future could be carried out by any company.

**End of Report**

**Community Hub Team Leader**

**From:** sales <[sales@aandmsecurity.co.uk](mailto:sales@aandmsecurity.co.uk)>  
**Sent:** 18 July 2023 11:04  
**To:** Sinead Burrows <[sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)>  
**Cc:** David Orton <[david.orton@saltash.gov.uk](mailto:david.orton@saltash.gov.uk)>  
**Subject:** A&M Security - Proposed Quotation

Good morning

Further to your phone call to our office last week, our quotation to replace your current DVR is £336.71 plus VAT.

This includes 2 hours labour.

Should you wish to go ahead with these works please "reply all" and we will arrange a mutually convenient date.

Many thanks

Kind Regards

Ellie Pound  
A&M Security Ltd  
T: 01752 337 337  
W: [www.aandmfireandsecurity.co.uk](http://www.aandmfireandsecurity.co.uk)



<b>Client Name:</b> Saltash Town Council The Guildhall, Lower Fore Street Saltash PL12 6JX	<b>Site Address:</b> Saltash Library and Information Service Callington Road Saltash PL12 6DX
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<b>Client Order Number</b>		<b>Primary Contact</b>	Rachel Ackland
<b>Reference</b>	ENT/13626	<b>Job Type</b>	Maintenance


<b>Job Detail</b>
-------------------

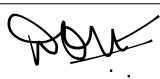
Engineers to attend site to carry out the service inspection of all quoted assets.  
Engineers to complete condition and compliance reports for all assets serviced.

<b>Engineer Comments</b>
--------------------------

Attended site, signed in, carried out maintenance work, doors left in full working order.  
  
Complete.

<b>Parts Used/Required</b>
----------------------------

<b>Date:</b>	28/07/2023
<b>Start Time:</b>	11:46
<b>Finish Time:</b>	12:46
<b>Travel Time</b>	
<b>Total:</b>	
<b>Engineer's Signature:</b>	

<b>Customer Signature:</b>	
<b>Customer Name:</b>	Shaun Webber



## Equipment Condition & Compliance (Summary Report)

Asset Number	Product Location	Product Type	Status
08816	Main entrance inner	Automatic Door	Healthy No Action
08817	Main Entrance outer	Automatic Door	Healthy No Action



## Automatic Door Certification

<b>Client Name:</b> Saltash Town Council The Guildhall, Lower Fore Street Saltash PL12 6JX	<b>Site Address:</b> Saltash Library and Information Service Callington Road Saltash PL12 6DX
--	---

<b>Job Type</b>	Maintenance	<b>Manufacturer</b>	Kone uni drive
<b>Product Type</b>	Automatic Door	<b>Asset Number</b>	08817
<b>Product Location</b>	Main Entrance outer		

Asset Information	
Asset Type	Double Sliding
Electrical Safety	
Are all of the electrical elements of this product Safe & Compliant?	Pass
Functional Tests & Settings	
Are all Radar Distances correct?	Pass
All Safety Box tests carried out?	Pass
Opening, Holding & Closing time correct?	Pass
Door/s operate as designed?	Pass
Hazards	
All Finger, Barrier, Pocket Guards in place?	Pass
All correct signage in place?	Pass
System operates correctly in the event of an emergency?	Pass
Dynamic Forces (Newtons) compliant?	Pass
Structural Integrity	
All Door & Operator fixings secure and intact?	Pass
Engineer Comments	
General Comments	Maintenance work carried out, door in full working order.

<b>Date &amp; Time</b>	28/07/2023 01:09	<b>Engineer's Signature</b>	
------------------------	------------------	-----------------------------	--

<b>Safety Critical</b>	<b>Further Works Required</b>	<b>Healthy No Action</b>	✓
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## Automatic Door Certification

<b>Client Name:</b> Saltash Town Council The Guildhall, Lower Fore Street Saltash PL12 6JX	<b>Site Address:</b> Saltash Library and Information Service Callington Road Saltash PL12 6DX
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<b>Job Type</b>	Maintenance	<b>Manufacturer</b>	Dorma
<b>Product Type</b>	Automatic Door	<b>Asset Number</b>	08816
<b>Product Location</b>	Main entrance inner		

Asset Information	
Asset Type	Single Swing
Electrical Safety	
Are all of the electrical elements of this product Safe & Compliant?	Pass
Functional Tests & Settings	
Are all Radar Distances correct?	Pass
All Safety Box tests carried out?	Pass
Opening, Holding & Closing time correct?	Pass
Door/s operate as designed?	Pass
Hazards	
All Finger, Barrier, Pocket Guards in place?	Pass
All correct signage in place?	Pass
System operates correctly in the event of an emergency?	Pass
Dynamic Forces (Newtons) compliant?	N/A
Structural Integrity	
All Door & Operator fixings secure and intact?	Pass
Engineer Comments	
General Comments	Maintenance work carried out, door in full working order.

<b>Date &amp; Time</b>	28/07/2023 01:06	<b>Engineer's Signature</b>	
------------------------	------------------	-----------------------------	--

<b>Safety Critical</b>	<b>Further Works Required</b>	<b>Healthy No Action</b>	✓
------------------------	-------------------------------	--------------------------	---





<b>Client Name:</b> Saltash Town Council The Guildhall, Lower Fore Street Saltash PL12 6JX	<b>Site Address:</b> Saltash Library and Information Service Callington Road Saltash PL12 6DX
--	---

<b>Client Order Number</b>		<b>Primary Contact</b>	Rachel Ackland
<b>Reference</b>	ENT/14434	<b>Job Type</b>	Automatic Door - Call Out


<b>Job Detail</b>
-------------------

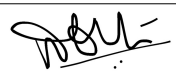
Engineers to attend site for the automatic front doors not stuck open AT 12.45pm just before they were closing at 1pm. They had been working fine up till then. Staff had to manually shut them on Saturday.

<b>Engineer Comments</b>
--------------------------

Attended site signed in went to faulty door set carried out fault finding and found the control unit has failed and putting out 0v. Quotation needed to have the door fully repaired.

<b>Parts Used/Required</b>
----------------------------

<b>Date:</b>	31/07/2023
<b>Start Time:</b>	12:00
<b>Finish Time:</b>	13:00
<b>Travel Time</b>	
<b>Total:</b>	
<b>Engineer's Signature:</b>	

<b>Customer Signature:</b>	
<b>Customer Name:</b>	Shaun Webber

Please take a photo



Photo



Photo



HQ
Unit 4, 12 Galileo Close, Plympton, PL7 4JW
Telephone: 0800 061 4742



Raising Standards  
Safety Assured





## Quotation QUO/4452

Saltash Library and Information Service

**Entry Group UK Ltd**  
Unit 4,  
12 Galileo Close  
Plympton  
PL7 4JW

0800 061 4742  
plymouth@entrygroup.co.uk  
www.entrygroup.co.uk

**Representative:** Martin Salter



Entry Group UK Ltd  
Company Reg: 12517031 VAT Reg No: 344995946

## Entry Group

Unit 4, 12 Galileo Close, Plympton,  
Plymouth, PL7 4JW



## QUOTATION

Invoice to:  Saltash Town Council The Guildhall, Lower Fore Street Saltash PL12 6JX  rachel.ackland@saltash.gov.uk	Site Address:  Saltash Library and Information Service Callington Road Saltash PL12 6DX	Quote Reference	<b>PLY-QUO/4452</b>
		Job Reference	Automatic Door Repair
		Order Number	
		Quotation Date	31/07/2023
		Quotation Expiry	30/08/2023 13:35

Please note the below process may have been shortened for quoting purposes only

### Description of proposed works:

Following on from our recent site call out to the outer automatic sliding doors, it was found that the current drive and sensors have failed. Entry Group have the pleasure in providing you with our quotation as below.

Engineers to attend site, sign in and complete any site inductions as required. Gain safe access to the work area and create a safe working area. The existing automatic door equipment will be removed and replaced for new including the two activation/presence sensors. Upon completion full operational testing of the door will be completed.

The above works will be completed on a Wednesday when the Library is closed all day.

Waste Removal: Entry Group will remove all waste

Warranty: 12 Months

Lead Time:

Full Risk Assessments and Method Statements will be provided before any work commences on site.

Please specify if you require this product urgently. Entry Group would like to thank you for this opportunity in quoting for this works, we hope it meets your expectations and we look forward to your response in due course.

This work maybe subject to a deposit if so, the accounts team will be in touch upon order. Please feel free to get in touch regarding this matter.

Entry Group UK Ltd  
Company Reg: 12517031 VAT Reg No: 344995946

Please feel free to offer us feedback for our services:  
[plymouth@entrygroup.co.uk](mailto:plymouth@entrygroup.co.uk)

Qty	Description	Cost	VAT %	VAT	Gross amount
1	Labour And Parts; - 1 No Processor - 1 No Motor - 1 No 5 Position Switch - 1 No Battery - 1 No Return Pulley - 1 No Drive Belt - 2 No Activation/Presence Sensor	£2,384.59	20	£476.92	£2,861.51
1	Call Out 31/07/2023	£140.00	20	£28.00	£168.00

<b>Total ex Vat</b>	£2,524.59
<b>Total Tax</b>	£504.92
<b>Total</b>	£3,029.51

## Entry Group - Terms and Conditions

### DEFINITIONS

In these conditions of business, the following apply: -

"Company" means Entry Group.

"Customer" means the company, partnership, firm or individual from whom the company receives an order for the supply of goods.

"Goods" means any products, materials, equipment, or services to be supplied by the company.

"Conduct" means any agreement, whether verbal, written or implied which exists between the company and the customer.

"Conditions" means the conditions of business.

The titles to the several clauses of these conditions of business are imported for convenience only and shall not be deemed to be part of them.

Failure by the company to enforce a term of contract shall not prevent the subsequent enforcement of the or any other term of the contract.

### CONTRACTS

Entry Group UK Ltd  
Company Reg: 12517031 VAT Reg No: 344995946

Contracts are made only upon and subject to the conditions. Nothing in these conditions shall affect the statutory right of the Customer. No variation of these conditions shall be valid or binding on the Company unless expressly agreed by the Company in writing. These conditions shall override any inconsistent terms or conditions referred to or contained in any order of correspondence of the Customer or elsewhere unless such variation is made and accepted in writing by the Company. No description, illustration or information contained in any catalogue, brochure or other document not prepared by the Company shall form and be incorporated in any term of contract between the Company and the Customer. Any such material is offered to the Customer for general guidance only and not so as constitute a description by reference to which the contract is made. The Company contracts on the basis that all consents, permissions and approvals necessary to enable the Company to perform the contract have been or will be obtained and the Company have no responsibility whatsoever to obtain the same. The Company shall not be liable for any consequential loss suffered by the customer as a result of non-performance by the Company of all or any part of the contract as a result of any event or non-event outside the reasonable control of the Company. All contracts made with the Company shall be governed and constructed according to the laws of England.

## **PRICES, QUOTATIONS AND ESTIMATES**

Only written quotations and estimates for the supply of goods shall be valid. All prices are strictly net of VAT and any other tax or duty, which shall be added to the price payable by the Customer. The Company reserves the right, by giving notice to the Customer at any time before delivery, to increase the price of the goods to reflect any in the cost to the Company for, but not limited to, labour, materials or transport, or any increase caused by any other factor beyond its reasonable control. Any quotation made by the Company remains open for acceptance for 30-days from the date of quotation. The Company shall not be bound by any quotation accepted after this time and shall at its absolute discretion accept or reject any order placed by the Customer after this time. All quotation prices are based on normal working hours 8:00am - 5:00pm, Monday - Friday (excluding public holidays and Christmas shut down period) unless otherwise stated on the Customers quotations. All quotations are subject to a final site survey. The Company are not liable for any non-surveyed doors or products by the Company.

## **PASSING OF THE TITLE**

The absolute legal and beneficial ownership of the goods shall remain with the Company and shall not pass to the customer until the Company has received full payment for the goods. When the price of the goods remains unpaid after the due date for payment, the Company shall have the right to enter the premises where the goods may be found for the purpose of recovering possession of the goods and the cost of recovering the goods shall be payable by the customer to the Company demand.

## **PASSING OF RISK**

The risk of goods shall pass to the Customer upon delivery. The Customer shall be liable for the safe custody of the Company's materials and equipment on site and protect the Company's work in progress.

## **CASH AND CREDIT ACCOUNT CUSTOMERS**

1. All new Customers will be set on a cash account. Cash account customers will be required to pay 75% of call out invoices prior to our attendance with the remaining 25% being invoiced to our standard terms. All first orders for cash account customers will be required to pay 50% of accepted

quoted works (orders) prior to materials being ordered / works being carried out. The remaining 50% will be due on completion of work.

2. Customers will be required to complete an account application form to gain a credit account. Credit accounts are subject to credit checks and references. Please refer to "Payments" for payment terms for credit account holders.

3. A business credit check will be made which will leave no footprint.

## **PAYMENT**

Accounts are payable strictly 30 days from the date of the invoice date unless otherwise stated in the contract between the Company and the Customer. No claim by the Customer under warranty or otherwise shall entitle the Customer to any deduction, retention or withholding of any part or any sums due.

The Company accepts payment via BAC's only. The Company does not store Customer banking details. The Customer is required to provide the correct invoicing address, contact number and email to the Company. The Company will not be held responsible for any accounts (invoices, statements, credit notes etc) which are sent to the incorrect location (email and address), where the client has not enclosed the correct information. The Company retain the right to not order any parts for works until receipt of funds cleared in our account.

## **DEPOSITS**

The Company reserve the right to request deposit payments on all orders exceeding **£4000 + VAT**.

## **LATE PAYMENT**

Failure of full payment by the due date from the customer, unless formally agreed between the Company and the Customer, gives the Company the rights to withhold all services to the customer until full payment has been made to the Company. The Company will apply an 8.25% late payment charge on top of the invoice value if payment is 7 days overdue. The Company reserves the right to commence legal proceedings without further notice after the 8th overdue invoice day at which the Company reserves the right to seek recovery of legal costs and interest on the outstanding amount. Customers with history of late payments with the Company, will result in the Customer's account being closed after the second contact from the Company to the Customer in relation to the outstanding amount due to the Company. The terms "NEW & CLOSED ACCOUNT CUSTOMERS" applies to all closed account Customers.

## **CALL OUTS**

Call outs will be charged at our standard rate depending on location. A minimum charge of 1 hour will be charged if we attend an aborted visit.

## **ASBESTOS**

Customers are required to inform the Company of any Asbestos within the Company's working area on the Customer's site before works commence.

## **SERVICE CONTRACT, ORDERS AND CANCELLATION**

Customers are required to provide a signed service agreement to commence with the quoted service contract provided by the Company. Terms for service contracts are strictly fixed for 12



months unless otherwise agreed. Unless cancelled by the customer, the service contract will roll until the contract expiry. The Company has the rights to raise the price of the service contract after the 12 fixed months due to inflation which notification will be provided in writing if this is to occur. The months of servicing will be confirmed via email / verbally between the Customer and the Company.

The Customer will be liable for the agreed price of the service during the agreed servicing months. The Customer will be liable for 50% of the servicing fee if the service is not able to be carried out due to Customer fault. Customers with a service contract may cancel or suspend their contract between the Company and the Customer, by giving one full calendar month's advance written notice on headed paper, effective from the 1st of the following month. The customer is liable for 50% of the amount payable for the service contract if the service is due within the cancellation / suspended period. Service contracts will still be in place until cancellation on letter headed paper has been received by the Company. Should the Customer have a change of ownership or change of name, the Customer must notify the Company in writing on letter headed paper with the details of changes of the customer, stating the existing and new changes. Any agreed quotation orders that are cancelled or placed on hold by the Customer within 10 working days of the works taking place will be subject to further costs including but not limited to; cost of the materials purchased, hire equipment charges, labour charge, travel charge, fuel costs. This will also be subject to an administration charge.

## **SERVICE CONTRACT, GENERAL CONDITIONS**

Standard working hours are defined as 08:00 to 17.00 Monday to Friday, excluding public holidays.

The Company will require reasonable means of access to the equipment requiring maintenance. The Company shall be permitted to start and stop all equipment necessary to perform thus maintenance services.

The Company shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including but not restricted to acts of God, war, terrorism, civil commotion, acts of government, fire, theft, corrosion, floods, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, shortage of vehicles, fuel, labour or materials, or malicious mischief. In no event shall the Company be liable for business interruptions losses or consequential or speculative damages, but this sentence shall not relieve the Company of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of the Company in the performance of its obligation under this agreement.

The Company shall not be required to install new devices or make modifications to any equipment at the time of service or directives of insurance companies, governmental bodies, or for other reasons. Any such modifications or upgrades are subject to a quotation.

The Company shall not be required to make replacements or repairs to products under this agreement unless otherwise agreed and quoted for. During the inspection of the maintained equipment if the products reveal any defect/s, prior authorisation will be required before we carry out any works on the defective product.

Emergency services can be provided at your request.

Repairs are carried out exclusive of this agreement; any repairs that have been found upon inspection will be reported to you and you will be quoted accordingly.

All parts and labour repairs are non-inclusive.

The Company only are to maintain the product(s) mentioned in the service contract/agreement for the full term of the agreement, failure to comply with this agreement will void this contract and any compliance or product certification in place, the Company will not be liable for damages to products or persons in direct result of the failure of above-mentioned equipment.

### **MADE TO MEASURE ORDERS**

Any cancellation of made to measure products will result in the product being charged in full plus an administration charge of £40 plus vat.

### **HOLDING OF STOCK**

The Company reserve the right to make a charge for any holding of stock if orders are placed on hold by the customer. This will be calculated at a daily rate depending on the size of product stored.

### **CHANGE OF OWNERSHIP**

In an event of the Customer changing ownership and / or name, the existing customer, of whom agreed to the service contract, will be liable for the amount payable. In the case of the Customer changing ownership, the new customer will be sent a new quotation with amended customer details. In the case of the Customer changing name, the customers will be sent an amended quotation with updated customer details.

### **WARRANTY**

The Company will provide a 24-month warranty on all new fully installed products including but not limited to; Industrial Doors, Traffic Barriers, Access Control, Automatic Gates, Loading Bay equipment and Automatic Doors with a valid maintenance contract for this asset with the Company. A 12-month warranty as standard will be offered without a valid maintenance agreement in place for this asset with the Company.

The Company will offer a 12-month warranty for all new component parts installed and a 3-month warranty for all mechanical repairs. This is exclusive of batteries in wireless equipment. All repair defects must be reported within 30 days, this includes any repairs at fault of the manufacture or fault by the Company. Warranty will become invalid if new product and/or parts provided by the Company are tampered with by any other business/ persons other than direct employees of the Company. Entry Group reserve the right to terminate the warranty if the equipment or product/s have not been maintained by Entry Group within the specified 24 Month period for new products. We recommend this to be carried out every 6 months. A quotation will be provided to you on completion of works for a maintenance agreement.

The Company work diligently to ensure your project is constructed with our time proven installation methods. We are confident in our workmanship but if you feel that your finished product fails to perform properly then you must inform us within 48 hours of the installation or repair date. The Company will complete the necessary repairs to correct any problems resulting from an error in our workmanship, we will not cover any damage as a result of; Acts of God (weather conditions) vandalism, abuse, equipment left to operate unattended, vehicle damage or general wear and tear. Due to the properties of certain materials, the Company cannot be held responsible to any changes to appearance, shape or dimension due to normal ageing and exposure to the elements.

Warranty issues and defects are decided by the Company. Any visit attended and not deemed as warranty will be charged accordingly.

#### **CHANGE OF TERMS AND CONDITIONS**

The Company reserves the right to change these terms and conditions at any time without prior notice. The customer can ask for a copy from the company at any given time although these are available on our website.