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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Monday 2nd October 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman) and J Peggs.

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

APOLOGIES: S Martin, B Samuels, P Samuels and D Yates (Vice-Chairman).

40/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

41/23/24 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.

42/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

43/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 22ND AUGUST 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 Bullock, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Library Sub Committee held on 22nd August 2023 were confirmed as a true and correct record.

44/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

45/23/24 **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 Bickford and **RESOLVED**;

1. To note the budget statement;
2. To vire £500 from 6900 Rates to 6904 Fire & Security Alarm to cover the over spend due to additional works to the CCTV system;
3. To move budget code 6975 EMF Home Library Service under the Operating Expenditure now that the Home Library Service is an established and operational Town Council Service.

46/23/24

TO CONSIDER THE LIBRARY SUB COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Library strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to approve the Library Sub Committee priorities as follows:

Health and Wellbeing

- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

Climate Emergency

- To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;
- To continue to focus on Climate Emergency and support free events at the Library.

Recreation and Leisure

- To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.

47/23/24

TO RECEIVE A QUOTE FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Ian of Bailey Partnership informed Members on the quote received and contained within the circulated reports pack.

Bailey Partnership confirmed the quote is inclusive of the updated design features and structural elements for the main curtain walling, white vertical blinds, curtain walling on the sides of the library building and replacement windows above the main entrance and plant room. All works are inclusive of the original scope of works advertised for tender.

Bailey Partnership advised that the curtain walling refurbishments can be done in segments, resulting in minimal impact to the operations of the Library Service.

Works are proposed to commence in January subject to manufacturing lead times, design calculations, and building control regulations being approved.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council:

1. To appoint Horizon Architectural Glazing to supply and install a Reynaers curtain walled system to the library building to commence in the New Year 2024;
2. At a total cost of £149,718.00+vat in line with their payments terms, as detailed in the submitted quote;
3. To allocate against budget code 6971 EMF Saltash Library Property Refurbishment;
4. The Library Service continue to operate at the library building during the works, subject to risk assessments and method statements being in place to ensure everyone's safety.

48/23/24

TO RECEIVE AN UPDATE FROM BAILEY PARTNERSHIP ON THE REMAINING REFURBISHMENT WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Ian of Bailey Partnership summarised the detailed report and estimated robust costings provided and contained within the circulated reports pack.

Bailey Partnership spoke of the costs relating to the curtain walling requiring removal from the report as discussed and agreed under minute number 47/23/24.

Bailey Partnership propose the internal works detailed within the tender specification are indicative of a total amount of approx. £300,000 to £350,000.

Members discussed the shortfall and debated the priorities of works detailed within the tender specification.

Members agreed without individual costings for the reception, staff toilet, and fully accessible toilet they were unable to ascertain cost to be budgeted for the year 2024/2025.

Bailey Partnership advised Members to be mindful when appointing contractors independently due to the recent amendment to the Building Safety Act.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED:**

1. To appoint Bailey Partnership to carry out an individual cost exercise for the internal works at no additional cost to the Town Council;
2. For Members to further consider the individual cost by way of email reporting at the next Services Committee and if appropriate to budget accordingly.

Members noted that the priority list for internal works are:

1. Staff Toilet;
2. Fully Accessible Toilet;
3. Reception Area.

49/23/24 **TO RECEIVE THE INTERIM BUDGET AND TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.**

The Finance Officer informed Members of the interim budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** the Library Sub Committee Budget Statement for the year 2024/25 including additional amendments to the Services Committee to be held on 12th October 2023 as attached, subject to additional costs being received by Bailey Partnership for the internal works.

50/23/24 **TO RECEIVE A REPORT ON THE MAIN LIBRARY ENTRANCE DOORS AND CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** to ratify the spend of £411 and to vire £1,075 from budget code 6972 EMF Library Equipment and Furniture to 6910 General Repairs and Maintenance to cover the associated cost approved under health and safety.

51/23/24 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader informed Members on the report received and contained within the circulated reports pack.

The Community Hub Team Leader spoke of a recent application for a DHSC Community Automated External Defibrillator (AED). 100 applications across the country will be selected for fully funded AEDs and 1,900 applications will receive partial funding.

Therefore, Members were asked to consider approving additional expenditure should the Town Council be successful in a bid for partial funding.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve expenditure up to a maximum of £1,000 allocated to budget code 6972 EMF Library Equipment and Furniture, subject to a successful bid for partial funding of a DHSC Community Automated External Defibrillator (AED) to be located externally at the Library.

52/23/24 **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.

53/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

54/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

55/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

56/23/24 **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: 7.23 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Library Budget 2023-24
Saltash Town Council
For the 4 months ended 31 August 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 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	305	(257)	50	Based on YTD Income	54	58	63	68
4518 LI Library - Photocopying Fees	999	0	0	600	473	128	600	Based on YTD Income	644	692	743	798
4524 LI Library Book Sales	481	0	0	320	162	159	300	Based on YTD Income	322	346	372	400
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	350	0	0	600	0	600	600	Based on YTD Income	644	692	743	798
Total Library Income	2,485	0	0	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Total Library Operating Income	2,485	0	0	1,868	939	929	1,550		1,664	1,788	1,921	2,064
Library Operating Expenditure												
Library Expenditure												
6900 LI Rates - Library	13,473	0	(220)	15,804	13,099	2,485	16,958	Current Budget + 7.3% CPI	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	0	0	364	148	216	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	1,043	(10)	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	1,000	2,270	1,409	1,861	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	210	285	532	Current Budget + 7.3% CPI	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	881	771	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	1,360	1,260	2,544	Current Budget + 7.3% CPI	2,730	2,930	3,144	3,374
6975 LI Home Library Service	0	0	302	0	152	150	550	Based on 1 current user outside area £300 + £250	591	635	682	732
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	12,299	12,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
Total Library Expenditure	42,216	0	3,332	82,062	31,599	53,795	88,609		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	55,342	81,722	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	55,526	84,783	143,758		154,254	165,516	177,600	190,566
Total Operating Expenditure	173,994	0	4,207	221,496	87,125	138,578	232,367		#REF!	#REF!	#REF!	#REF!
Total Library Operating Expenditure	173,994	0	4,207	221,496	87,125	138,578	232,367		249,338	267,549	287,089	308,056
Total Library Operating Surplus/ Deficit	(171,508)	0	(4,207)	(219,628)	(86,185)	(137,650)	(230,817)		(247,674)	(265,761)	(285,168)	(305,992)
Library EMF Expenditure												
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	0	244,363	244,363	Includes £21k vired from 6973. Reconsider budget after new quotes received for internal alterations. TBA prior to Service budget setting meeting	0	0	0	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(1,000)	0	0	10,522	10,522	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0	0 Vire £21k to 6971 and then delete	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	930	No increase/decrease	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	12,911	264,065	(3,250)	10,000	0	270,815	270,815		0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	87,125	409,393	503,182		249,338	267,549	287,089	308,056
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(86,185)	(408,465)	(501,632)		(247,674)	(265,761)	(285,168)	(305,992)

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 - £824. Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24
- Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24
- Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24
- 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23