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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Thursday 29th August 2024 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), D Orton (Community Hub Team Leader), D Joyce (Administration Officer) and L Mansfield (Mayor's Secretary/Receptionist).

APOLOGIES: D Yates.

1/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor P Samuels 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.

2/24/25 TO ELECT A VICE CHAIRMAN.

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

There were no other nominations.

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

3/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/24/25 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.

5/24/25 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

6/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 2ND OCTOBER 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 Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Library Sub Committee held on 2 October 2023 were confirmed as a true and correct record.

7/24/25 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

8/24/25 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

9/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

10/24/25 **TO RECEIVE THE TOWN CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to ratify the Town Clerk's delegated authority to spend of £3,450+vat allocated to budget code 6971 EMF Saltash Library Property Refurbishment for the appointment of Bailey Partnership as the Principal Designer.

11/24/25 **TO RECEIVE AN UPDATE ON THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The CHTL informed Members of a further delay to the curtain walling works with a proposed commencement date of 7 October 2024.

Members were advised of the additional Joint Named Insurance requiring to be obtained prior to the refurbishment of the curtain walling.

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

1. To note the report and the proposed date for the commencement of works of the 7 October 2024;
2. To provide delegated authority to the Town Clerk to obtain Joint Named Insurance to ensure the window refurbishment is sufficiently insured during the project works, working within budget, allocated to budget code 6971 EMF Saltash Library Property Refurbishment.

12/24/25

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

The CHTL briefed Members on the report received and contained within the circulated reports pack and spoke of a successful year to date with Library Hub events and activities being well attended.

The CHTL reported that the Home Library service had not seen an uptake in users since being led by the Town Council, despite promotion.

Members discussed Cornwall Council's Mobile Library service and if it was possible for the mobile service to visit remote areas of the town and attend town events.

Members enquired about the possibility of reintroducing the pop-up library to further engage with the community. Members also requested the CHTL explore the option of extended opening hours.

The CHTL expressed confidence that Saturday operating hours could be extended.

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

3. To note the report and the CHTL to investigate Cornwall Council's mobile library availability to visit remote areas in the town and attend town events;
4. That the CHTL investigate reintroducing the pop-up library and extension of opening hours on Saturday afternoons;
5. That the CHTL is to report back to a future Library Sub Committee meeting on the outcome of points one and two above.

13/24/25

TO RECEIVE CORNWALL COUNCIL'S LIBRARY CUSTOMER SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The CHTL briefed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note the survey and delegate to the CHTL to work through the Saltash survey responses and ascertain any areas of improvements to the services provided reporting back at a future Library Sub Committee meeting.

14/24/25 **TO REVIEW A REPORT ON THE LIBRARY HUB FURNITURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to purchase the Nucleus Book Display shelving system at a cost of £1,227+vat allocated to budget code 6972 EMF Library Equipment and Furniture.

15/24/25 **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Town Vision Sub Committee to review and develop their Strategic Priorities against their 'Actions'.

The Administration Officer provided an overview of the overarching Strategic Priorities set by the Town Council as the corporate body.

The Administration Officer reminded members of the agreed aims of the Library Sub Committee, drawing Members attention to the deliverables and actions presented for review at this evening's meeting.

Members reviewed each aim, deliverable, action and score.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to approve the Library Sub Committee Business Plan Deliverables, as attached with the following amendments;

- a. Strategic Priority 1 – Boosting Jobs and Economic Prosperity - to include a new 'Aim' - to continue to expand the opportunities to increase people's education, knowledge and associated IT skills.

'What does success look like' – offering more signposting services, expanding opening hours, continuing to work with other partners.

- b. Strategic Priority 2 - Health and Wellbeing – Members felt the score of 2 for quarter 1 was low and agreed to increase to 3 for the 'Aim' – To provide a local venue for a range of free events and activities and for the 'Aim' – To continue to sign post residents and users of the library to the relevant key stakeholders.

- c. Strategic Priority 4 – Travel and Transport to include the aim to continue to promote and support sustainable travel and transport.

'What does success look like' – transport leaflets to be available at the library.

- d. Strategic Priority 5 - Climate Change - to move the 'Action' - To ensure the library building is energy efficient - from the 'Aim' - To continue to focus on Climate Emergency and support free events at the library - to the 'Aim' - To ensure the Saltash Library building is well insulated when refurbished to reduce energy costs.

Members felt the score of 1 for quarter 1 was low and agreed to increase to 2 for the 'Aim' – To continue to focus on Climate Emergency and support free events at the Library.

'What does success look like' – provide a good level of books.

16/24/25 **TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.**

Members discussed the fees and charges set by Cornwall Council for the year 2025/26.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the Library Sub Committee Fees and Charges for the year 2025/26, as attached.

17/24/25 **TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE SERVICES COMMITTEE.**

The Town Clerk / Responsible Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

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

Operational Income:

1. To delete budget code 4527 Library Vending Machines Income;
2. To delete budget code 4529 Library Activities Funding Income;

Operational Expenditure

3. To vire unspent funds from budget code 6914 Equipment – Library to 6972 EMF Library Equipment and Furniture, subject to there being an unspent balance available;
4. To vire unspent funds from budget code 6918 Professional Fees to budget code 6971EMF Saltash Library Property Refurbishment, subject to there being an unspent balance available;
5. To **RECOMMEND** to the Services Committee to be held on 10 October 2024 to approve the budget statement for the year 2025/26, as attached.

18/24/25 **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.

19/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

20/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

21/24/25

TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media releases:

1. Future Library Hub Events and Activities;
2. Home Library Service;
3. Click and Collect Service.


DATE OF NEXT MEETING

Date: TBC

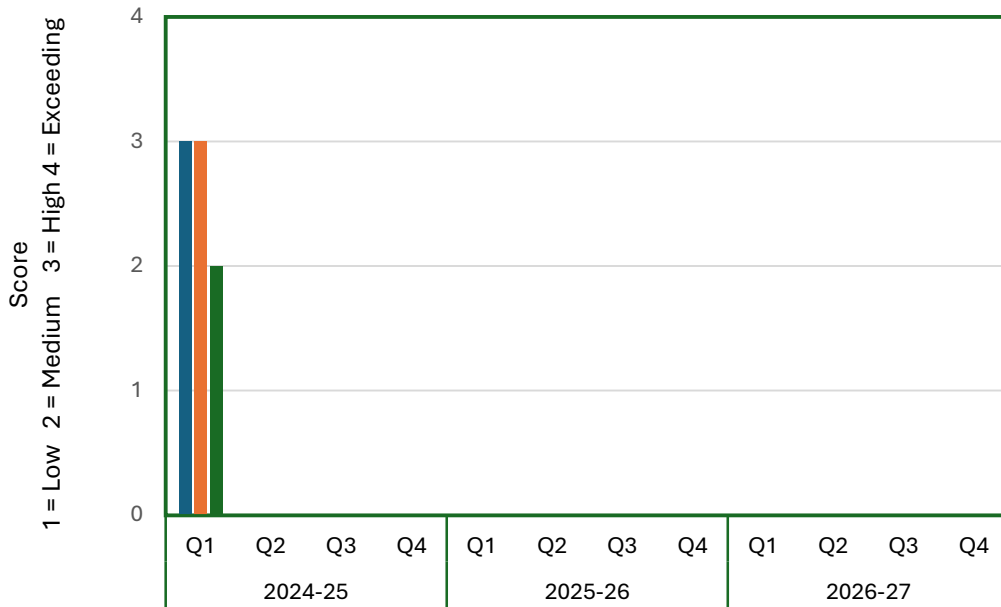
Rising at: 8.00 pm

Signed: _____
Chairman

Dated: _____

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Library Sub Committee		What does success look like?		Actions		Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)		2024-25				2025-26				2026-27			
										Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to expand the opportunities to increase people's education, knowledge and associated IT skills	Offering more signposting services Expanding opening hours Continuing to work in partnership																		


**Business Plan Strategic Priority 2 - Health and Wellbeing
Aims of the Library Sub Committee**



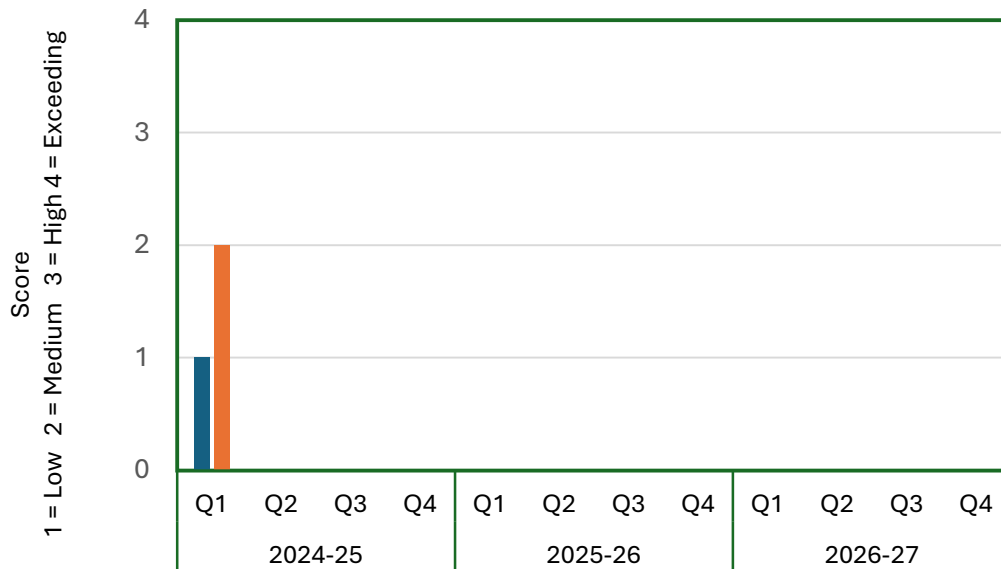
- To provide a local venue for a range of free events and activities;

- 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.

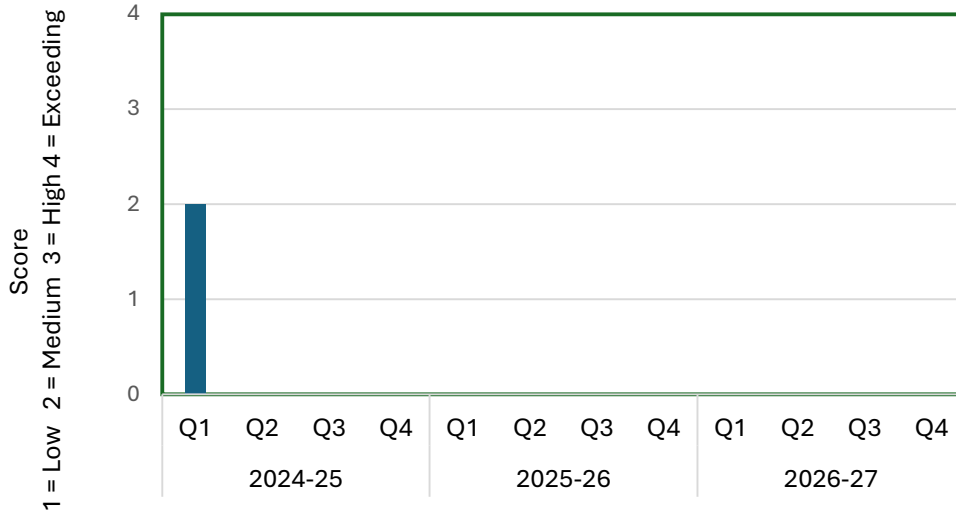
Strategic Priority 5 - Climate Emergency		Aims of the Library Sub Committee	What does success look like?	Actions	Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				2025-26				2026-27				
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;	Refurbishment complete Saltash Neighbourhood Development Plan	Refer to the Saltash Neighbourhood Development Plan for guidance on efficient buildings and low-carbon heating Windows to be replaced and interior refurbished Ensure the library building is energy efficient	1	1												
	To continue to focus on Climate Emergency and support free events at the Library.		Regular climate focused free events Promote sustainable practices at the Library Display educational materials	Partner with local schools, organisations, and businesses to host events and activities on climate change Reduce waste and provide community recycling programmes Display educational materials on the affects of climate change and preventative measures Provide a good level of books	2	2												

**Business Plan Strategic Priority 5 - Climate Emergency
Aims of the Library Sub Committee**



- " 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.

Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Library Sub Committee



Score
 1 = Low 2 = Medium 3 = High 4 = Exceeding

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

Saltash Town Council Fees and Charges

Description	2024/25 Charge	2025/26 Proposed 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	Free	Free
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
Postage charge (please note this charge may vary, ask staff for details)	£7 per 20 copies	£7 per 20 copies
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	£11.20	£11.20
Concessions, Young Adults	£10.05	£10.05
Children	£4.50	£4.50
British library book loan request	£21.00	£21.00
British Library periodical request	£14.70	£14.70
British Library Loan Renewal	£5.65 per 3 week renewal period	£5.65 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
Activities	Ticket price to be given on application	Ticket price to be given on application

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Library Operating Income										
4517 LI Library - Replacement Membership Cards	320	50	3	47	50	Same as 2024-25	52	54	56	58
4518 LI Library - Photocopying Fees	964	600	274	326	600	Same as 2024-25	618	637	657	677
4524 LI Library Book Sales	261	300	70	230	300	Same as 2024-25	309	319	329	339
4526 LI Library Activity Income	180	0	0	0	180	Based on Prior Year Income	186	192	198	204
4527 LI Library Vending Machines Income	0	0	0	0	0	To be agreed- Dependent on Refurbishment plans	0	0	0	0
4529 LI Library Activities Funding Income	0	600	0	600	0	Funding income difficult to secure, suggest Nil	0	0	0	0
Total Library Operating Income	1,725	1,550	347	1,203	1,130		1,165	1,202	1,240	1,278
Library Operating Expenditure										
6900 LI Rates - Library	13,099	16,958	13,099	3,859	13,492	Actual + CPI 3%	13,897	14,314	14,744	15,187
6901 LI Water Rates - Library	312	391	115	276	403	Current Budget + CPI 3%	416	429	442	456
6902 LI Gas - Library	5,196	6,034	646	5,388	6,216	Current Budget + CPI 3%	6,403	6,596	6,794	6,998
6903 LI Electricity - Library	3,946	5,365	638	4,727	4,946	Prior Year + £1,000 (reduction 24/25 £419)	5,095	5,248	5,406	5,569
6904 LI Fire, Security Alarm & CCTV - Library	1,016	1,109	199	910	1,143	Current Budget + CPI 3% (Annual fee £826 + £317 for unforeseen maintenance)	1,178	1,214	1,251	1,289
6908 LI Cleaning Materials & Equipment - Library	483	1,990	254	1,736	983	Prior Year + £500 (reduction 24/25 £1,007)	1,013	1,044	1,076	1,109
6909 LI Boiler Service & Maintenance - Library	405	1,218	0	1,218	905	Prior Year + £500 (reduction 24/25 £313)	933	961	990	1,020
6910 LI General Repairs & Maintenance - Library	4,324	2,436	574	1,862	2,510	Current Budget + CPI 3%	2,586	2,664	2,744	2,827
6911 LI TV License & PRS - Library	132	460	333	127	474	Current Budget + CPI 3%	489	504	520	536
6913 LI Refreshment Costs - Library	187	305	3	302	315	Current Budget + CPI 3%	325	335	346	357
6914 LI Equipment - Library	383	805	487	318	830	Current Budget + CPI 3% (recommend unused balance at year end to vire to 6972 EMF Library Equipment & Furniture)	855	881	908	936
6918 LI Professional Fees (Private Contractors)	6,900	21,460	0	21,460	13,105	Estimate fee 12% of balance of 6971 LI EMF Saltash Library Property Refurbishment £109,208 (recommend unused balance vire to 6971 EMF Library Property Refurbishment)	13,499	13,904	14,322	14,752
6921 LI IT & Office Costs - Library	1,778	1,773	486	1,287	1,827	Current Budget + CPI 3%	1,882	1,939	1,998	2,058
6922 LI Library Activities	2,597	2,544	1,848	622	3,000	£250 per mth incl Summer Reading Challenge (CC reduced prize budget 24/25)	3,090	3,183	3,279	3,378
6975 LI Home Library Service	304	550	12	538	550	Current Budget	567	585	603	622
6923 LI PWLB Loan Repayment & Interest	24,477	24,679	12,057	12,622	23,509	Based on Repayment Schedule	23,025	22,541	22,057	21,573
Total Library Expenditure	65,541	88,077	30,750	57,327	74,208		75,253	76,342	77,480	78,667
Library Staffing Expenditure										
Library Staff Expenses	24	2,301	0	2,301	500	Based on 4 year average (Reduction 24/25 £1,801)	515	531	547	564
Total Library Staffing Expenditure	24	2,301	0	2,301	500		515	531	547	564
Total Library Operating Expenditure	65,565	90,378	30,750	59,628	74,708		75,768	76,873	78,027	79,231
Total Library Operating Surplus/ Deficit	(63,839)	(88,828)	(30,403)	(58,425)	(73,578)		(74,603)	(75,671)	(76,787)	(77,953)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	74,859	184,504	75,297	109,208		To be agreed (Actual YTD includes final balance from Horizon)	0	0	0	0
6972 LI EMF Library Equipment & Furniture	893	8,554	1,145	7,409		Community Hub Leader estimated new items within budget therefore no requirement for increase	0	0	0	0
6974 LI EMF Library Funding	0	0	0	0		To be agreed	0	0	0	0
Total Library EMF Expenditure	75,752	193,058	76,441	116,617	0		0	0	0	0
Total Library Expenditure (Operational & EMF)	141,317	283,436	107,191	176,245	74,708		75,768	76,873	78,027	79,231
Total Library Budget Surplus/ (Deficit)	(139,591)	(281,886)	(106,844)	(175,042)	(73,578)		(74,603)	(75,671)	(76,787)	(77,953)

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25 Excluding Salaries (105,542)
Precept 2025/26 (73,578)
Increase / (Decrease) (31,964)
Difference as % -30.3%