

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Library on Thursday 16th January 2025 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), D Orton (Community Hub Team Leader), D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** None received.

---

#### **22/24/25 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.

#### **23/24/25 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.

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

None received.

**25/24/25**      **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 29 AUGUST 2024 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 Miller and **RESOLVED** that the minutes of the Library Sub Committee held on 29 August 2024 were confirmed as a true and correct record.

**26/24/25**      **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the current budget statement contained within the circulated reports pack.

Members discussed the request for a virement to cover the cost of the monthly hiring of a cherry picker for the inspection of the Library roof.

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

1. To note the budget statement;
2. To vire £300 from 6920 Legionella Risk Assessment to 6910 General Repairs and Maintenance subject to inspections being carried out seasonally, particularly in relation to leaf fall and weather conditions.

**27/24/25**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**28/24/25**      **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

29/24/25

**TO RECEIVE AND REVIEW THE LIBRARY SUB COMMITTEE BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received the Library Sub Committee Business Plan Deliverables for quarter three contained within the circulated reports pack.

The Chairman reminded members that the Library Sub Committee Business Plan Deliverables had previously been carefully reviewed and amended by the sub committee at the previous meeting,

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

1. To note the Library Sub Committee Business Plan Deliverables for quarter three with no changes;
2. To approve the Town Clerk to continue to score quarter three reporting back to the Town Vision Sub Committee.

30/24/25

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

The CHTL briefed Members on the report received and contained within the circulated reports pack and spoke of the library move to the Guildhall scheduled for the end of February / beginning of March to allow the contractor to complete the works to the side window elevations week commencing 3 March 2025.

The CHTL confirmed a reduced service comprising of three to four gondolas of books, click and collect and children's area will be available when relocating to the Guildhall.

The CHTL gave an overview of identified funding that were being explored for application to assist with library events. The grants available are up to £500 from organisations such as FEAST Cornwall and Seafest.

Members discussed the report, the move to the Guildhall and enquired about the possibility of a reduction in the number of books held at the library.

Members enquired if the library was scheduled to attend outdoor events such as Mayfair and Saltash Regatta. The CHTL expressed the intention to do so subject to staff availability.

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

1. To note the report;
2. To delegate to the CHTL to manage the temporary closure of the library relocating to the Guildhall, the temporary operating hours and reduced service to be held at the Guildhall, during the replacement of the side window elevation works provisionally booked for the week commencing 3 March for a two-week period;
3. To delegate to the CHTL to work with the Development and Engagement Manager to advertise the temporary service.

31/24/25

**TO RECEIVE A REPORT ON THE IMPROVEMENTS TO SALTASH LIBRARY HUB SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

**(Pursuant to Library Sub Committee held on 29.08.24 minute nr. 13/24/25)**

Members received the report contained within the circulated reports pack.

Members discussed Cornwall Council's county wide Library Customer Survey and the possibility of the Town Council holding a local Saltash survey to ascertain customer experience and considerations for improvement to the service.

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

1. To note the report;
2. To delegate to the CHTL to work with the D&EM to communicate the results of Cornwall Council's Library Customer Survey and how Saltash Town Council are managing the feedback;
3. To delegate to the CHTL to work with the D&EM to create a Town Council draft library survey to ascertain current and future customer experience and how the service can be better improved reporting back at the next Library Sub Committee meeting for Members consideration.

32/24/25

**TO RECEIVE A REPORT ON THE CURTAIN WALLING WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

The Town Clerk advised Members that the majority of the snagging has been addressed. However, there is a small amount requiring attention and this will be attended to in the first week of the upcoming work to the side window elevations.

Following the completion of these works warranties and maintenance documentation will be provided as part of the handover. It is particularly important that maintenance is scheduled via a Service Level Agreement for the window acculates.

It was **RESOLVED** to note.

33/24/25

**TO RECEIVE A REPORT ON THE LIBRARY INTERNAL REFURBISHMENT WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

**(Pursuant to the Library Sub Committee held on 2 October 2024 Minute Number 48/23/24).**

Members received the report contained within the circulated reports pack.

The Chairman reminded members of the three priorities with regard to the internal works; these being a staff toilet, a fully accessible public toilet and the relocation of the reception area.

The Town Clerk advised members to obtain quotes to allow for further consideration as to what could be achieved within the funds available.

Members discussed the three priorities, in particular the need to provide an accessible toilet and whether it could be provided as a fully accessible toilet given the restrictions to the entry way and the listed nature of the library building.

Additionally, it was suggested that the provision of a water supply to possible vending machines be added to the priorities to fulfill the desire for café space.

Members considered the current plan produced by Bailey Partnership and whether these would require updating.

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

1. To note the report;
2. To appoint Barron Surveying to review the current plans and advise the Library Sub Committee on the proposed refurbishment works, obtaining quotes to ensure sufficient funds are available to:
  - a. Create a fully accessible toilet for the public use together with a separate staff toilet;
  - b. Demolish the reception area and make good creating a new reception space;
  - c. Advise on water supplies to accommodate a vending machine

3. Allocating Barron Surveying associated cost to budget code 6918 Professional Fees, working within budget;
4. To note the available budget of £123,923 (inclusive of the 2025/26 budget) for the remaining library refurbishment work, budget code 6971 Saltash Library Property Refurbishment.

**34/24/25 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.

**35/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**36/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**37/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Cornwall Council Customer Survey;
2. Temporary relocation of the Library to the Guildhall.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.20 pm

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

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