



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

2 July 2025

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the **Library** on **Tuesday 8th July 2025 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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows
Town Clerk/ RFO

To Councillors:

R Bickford J Brady R Bullock S Gillies S Martin J Peggs B Samuels P Samuels	All other Councillors for information
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.

6. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

7. To receive and approve the minutes of the Library Sub Committee held on 16 January 2025 as a true and correct record. (Pages 4 - 10)
8. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Page 11)
9. To consider Risk Management reports as may be received.
10. To consider Health and Safety reports as may be received.
11. To review the Library Sub Committee's Business Plan Deliverables and consider any actions and expenditure.
 - a. Quarter Four for the year 2024/25; (Pages 12 - 22)
 - b. Quarter One for the year 2025/26;
12. To receive a report from the Community Hub Team Leader and consider any actions and associated expenditure. (Pages 23 - 25)

13. To receive a report on the library public network PC's and consider any actions and associated expenditure.
14. To receive a report and draft library hub survey and consider any actions and associated expenditure.
(Pursuant to Library Sub Committee held on 29.08.24 minute nr. 13/24/25 and held on 16.01.25 minute nr. 31/24/25)
15. To receive a final report on the curtain walling work and consider any actions and associated expenditure.
(Pursuant to Library Sub Committee held on 16.01.25 minute nr. 32/24/25)
16. 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 2.10.23 minute ne 48/23/24 and 16.01.25 minute nr. 33/24/25)
17. 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.
18. To consider any items referred from the main part of the agenda.
19. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
20. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 2 September 2025 at 6.30pm.

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: _____


Services Committee - Library Budget 2025-26
Saltash Town Council
For the 2 Month ended 31 May 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Library Operating Income				
4517 LI Library - Replacement Membership Cards	13	50	5	45
4518 LI Library - Photocopying Fees	941	600	138	462
4524 LI Library Book Sales	131	300	0	300
4526 LI Library Activity Income	0	180	0	180
Total Library Operating Income	1,085	1,130	143	987
Library Operating Expenditure				
6900 LI Rates - Library	13,099	13,492	13,099	393
6901 LI Water Rates - Library	327	403	29	374
6902 LI Gas - Library	3,196	6,216	(243)	6,459
6903 LI Electricity - Library	3,414	4,946	(134)	5,080
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	660	483
6908 LI Cleaning Materials & Equipment - Library	739	983	118	865
6909 LI Boiler Service & Maintenance - Library	292	905	288	618
6910 LI General Repairs & Maintenance - Library	2,326	2,510	17	2,493
6911 LI TV License & PRS - Library	291	474	42	432
6913 LI Refreshment Costs - Library	49	315	37	278
6914 LI Equipment - Library	734	830	0	830
6921 LI IT & Office Costs - Library	1,558	1,827	101	1,726
6922 LI Library Activities	2,465	3,000	1,395	1,605
6975 LI Home Library Service	20	550	0	550
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	11,815	11,694
6680 ST LI Staff Clothing (Library)	0	250	0	250
6681 ST LI Staff Travelling Expenses (Library)	53	250	0	250
Total Operating Expenditure	53,343	61,603	27,223	34,380
Total Library Operating Surplus/ Deficit	(52,258)	(60,473)	(27,080)	(33,393)
Library EMF Expenditure				
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	(300)	13,405
6971 LI EMF Saltash Library Property Refurbishment	64,455	161,009	1,255	159,754
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575
6974 LI EMF Library Funding	0	1,430	0	1,430
Total Library EMF Expenditure	68,104	181,119	955	180,164
Total Library Expenditure (Operational & EMF)	121,447	242,722	28,178	214,544
Total Library Budget Surplus/ (Deficit)	(120,362)	(241,592)	(28,035)	(213,557)

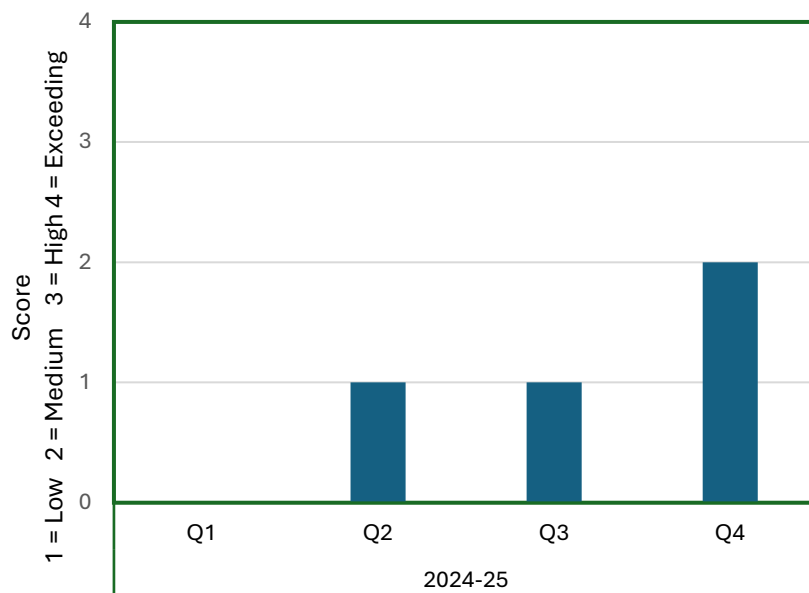
To/From Reserves & Budget Virements

1. 6974 LI EMF Library Funding includes Income Received from Seed Bed Funding - £500


- Key**
- Spending is on target as predicted at this point in the financial year
 - Spending is higher than anticipated and needs to be monitored closely
 - Budget is overspent - requires investigation and recommend virement

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 12</div> <div></div>	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 with key stakeholders	Partnership working with Adult Education to offer training courses to assist with employment needs and building people's confidence (not an achievable action due to the closure of Saltash Ad Ed)	2	N/A	1	1	2
				To support the Services Committee (with accommodation at the library) who are to consider other potential learning opportunities due to the closure of Adult Ed. Additional opening hours to reach the needs of the community Cormac - Making Space for Nature 16.01.25, 'Read Easy' the session is to help adult residents to read					

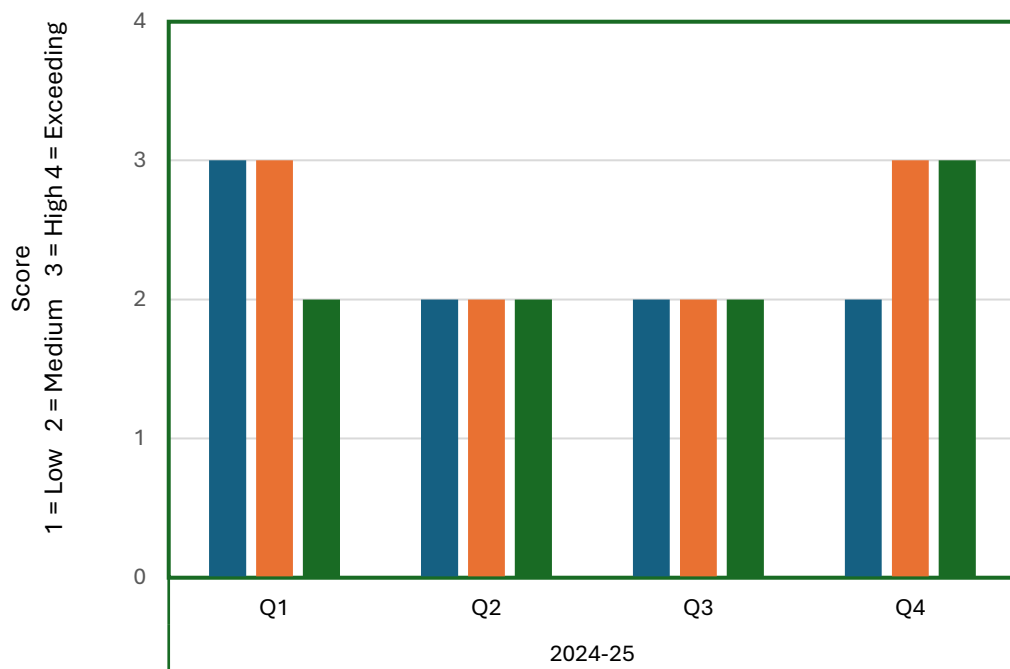
Business Plan
Strategic Priority 1 - Boosting Jobs and Economic Prosperity
Aims of the Library Sub Committee




■ To continue to expand the opportunities to increase people's education, knowledge and associated IT skills

Strategic Priority 2 - Health and Wellbeing		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
<div>Page 14</div> 	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To provide a local venue for a range of free events and activities;	<p>Increased free events and activities throughout the year</p> <p>Accessible and inclusive activities and events</p> <p>Increased community engagement and footfall</p>	<p>Support and promote local organisations, businesses and groups / clubs relevant to the Library Hub and for the benefit of the community</p> <p>Refer to the Town Council Policy - Hire of Town Council Premises and Events</p> <p>Autumn Biowatch September 2024 - partnered activities to promote nature</p> <p>Summer Reading Challenge July to Aug</p> <p>Meet the author, book club and writers forum (October), Fake of Fortune, games</p> <p>for the month of January there were 18 free events, engagement with keystakeholders such as St Luke's, Community Pharmacy Cornwall, Stop Loan Sharks, Cornwall Council Fostering Roadshow, Dyslexia advice Day, Meet the Police</p>	2	3	2	2	2
		To continue to sign post residents and users of the Library to the relevant key stakeholders;	<p>Continue to build partnerships</p> <p>Identify and promote easy access services</p> <p>Promote awareness of services available</p>	<p>Utilise the library's website and social media platforms to provide links and information about key stakeholders</p> <p>Welcome desk with staff trained to assist in signposting to digital services available</p> <p>Display posters and notices in prominent areas of the library with information signposting where to find assistance</p> <p>Host informational workshops or events at the library</p> <p>Tamar Valley Consultation - available at the Library</p> <p>Confirmed attendance at May Fair and Regatta</p> <p>Tamar Valley Bees, WC Rivers Authority, National Marine Aquarium, Beach Guardian, WC Butterfly Trust, have all participated in public presentations at the library hub</p> <p>March Spring Biowatch launch with Cormac presentation 'Making Space for Nature'.</p>	3	3	2	2	3
		To continue to provide a safe and warm space to residents and users of the Library.	<p>Continued availability and accessibility for any user to a safe and warm space</p> <p>Internal and external refurbishment to be complete offering an improved comfortable space</p>	<p>Provide a safe and warm space for all users of the library hub</p> <p>Provide refreshments supported by key stakeholders (where possible)</p> <p>Partnership working during the warm space period to ensure best cover is provided across various sites</p> <p>Install of curtain walling and blinds complete creating a warm pleasant environment for residents and visitors</p> <p>Warm space provided in January 2025</p> <p>Further window refurbishment works undertaken to side elevation of the building completing phase 1 work</p> <p>Further conversations to progress and provide improved internal facilities - Library Sub Committee held on 16.01.25 minute nr. 33/24/25</p>	3	2	2	2	3

Busines Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Library Sub Com

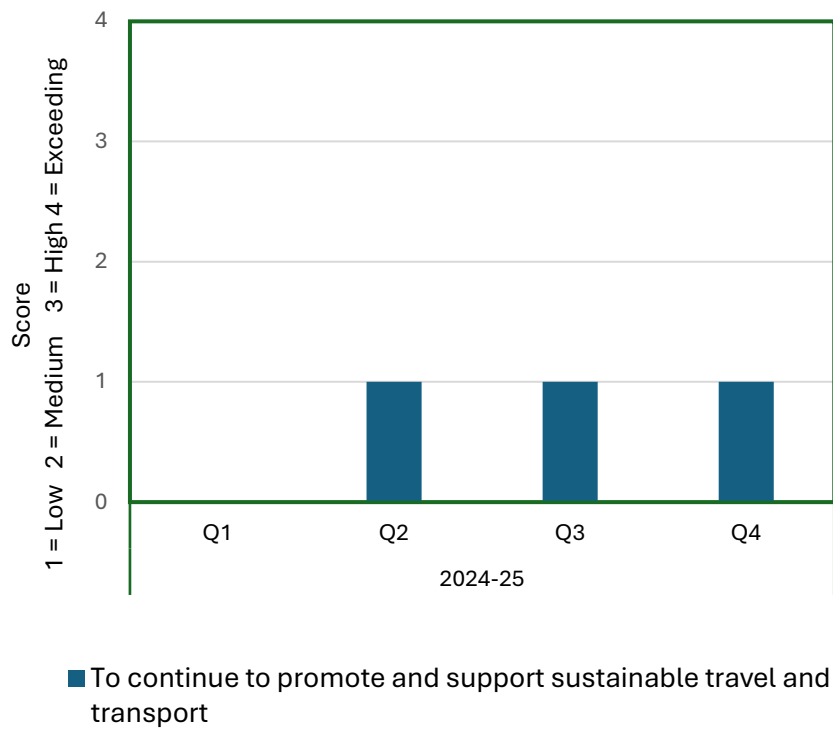


- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

Strategic Priority 3 - Housing		Aims of the Library Sub Committee
	<p>To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council</p>	<p>The Library Sub Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the sub committee</p>

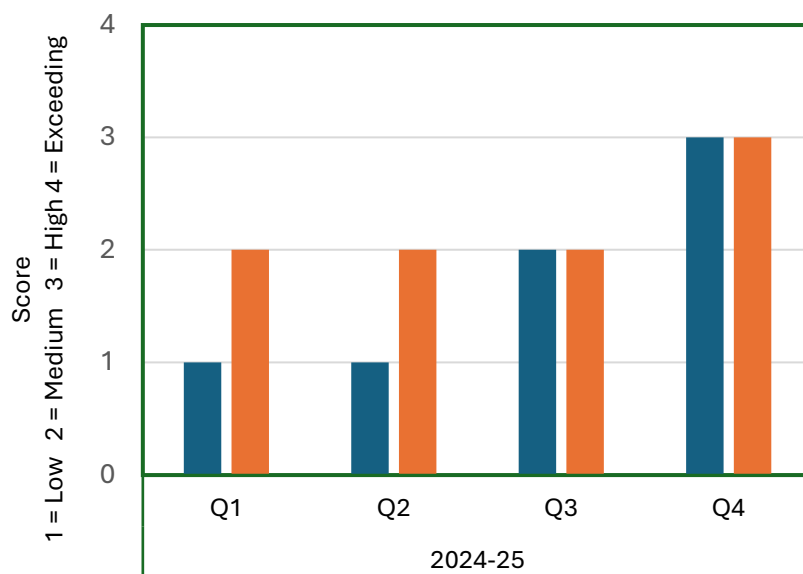
Strategic Priority 4 - Travel and Transport		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
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Business Plan
Strategic Priority 4 - Travel and Transport
Aims of the Library Sub Committee



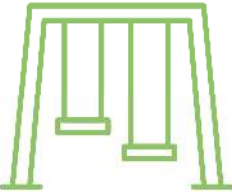
Strategic Priority 5 - Climate Emergency		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
Page 19	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	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 Complete install of efficient curtain walling generating a radiant heat source back into the building whilst letting in the light from outside. Windows to the side relevant to be complete (March 2025) Ensure the library building is energy efficient Further window refurbishment works undertaken to side elevation of the building completing phase 1 work	3	1	1	2	3
		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 Biowatch, X4 Seasonal ‘Citizen Scientist’ environmental campaigns Partnered with Plymouth University Biology and Marine Sciences to create a year round flora and fauna Saltash database, mapping the changes to the local environment through climate change Partnered with St.Stephens School - Eco Warriors involved assisting with the database March Spring Biowatch launch with Cormac presentation ‘Making Space for Nature’ Free urban seed packs to those who visit the library to encourage nature into gardens	3	2	2	2	3

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

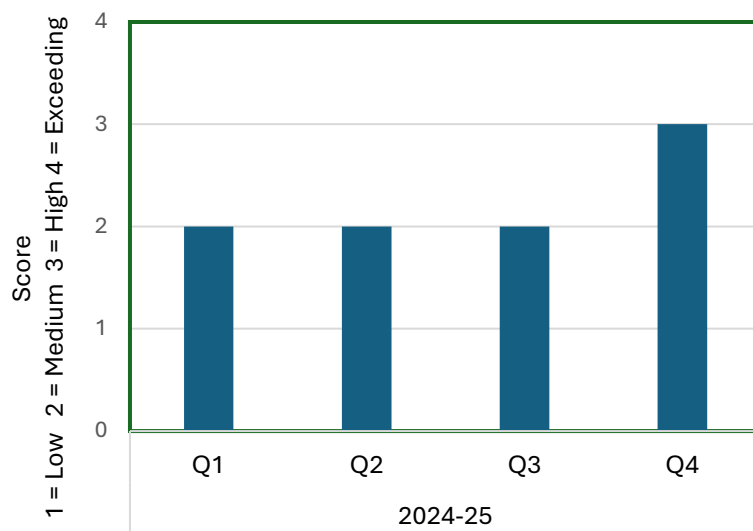


■ "To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;"

■ To continue to focus on Climate Emergency and support free events at the Library.

Strategic Priority 6 - Recreation and Leisure		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.	Community engagement, programs and events	Partner with local schools, organisations, and businesses to host events and activities	3	2	2	2	3
			Provide inclusive and accessible services	Organised workshops, reading clubs, and educational programs that cater to various age groups and interests during this quarter					
			Develop the Home Library Service	Organised and promote community surveys to understand the needs and wants of the community					
				Recruit and train volunteers to service the Home Library Service					
				Ensure the library service contiues to be accessible to all					
				Utllising social media and the Town Council website to further promote the Library Hub services, groups, clubs and events					
				Early stages investigating extension of opening hours on Saturday afternoons					
				Organise and promote community surveys to understand the needs and wants of the community - Investigations to be actioned to hold a Saltash Library survey to ascertain current and future customer experience - Library held on 15.01.25 minute nr. 31/24/25					
				Home Library Service - all volunteers have DBS checks					
				Marketing Saltash for Biowatch – Well-being for families (citizen scientists) to					

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



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

**To review the Library Sub Committee's Business Plan Deliverables and
consider any actions and associated expenditure**

Report to: Library Sub Committee

Date of Report: 08.07.25

Officer Writing the Report: Town Clerk

Pursuant to: N/A

Officers Recommendations

Members are asked to consider the Town Vision recommendations for quarter 1 of the 2 year business plan deliverables for the library.


Report Summary

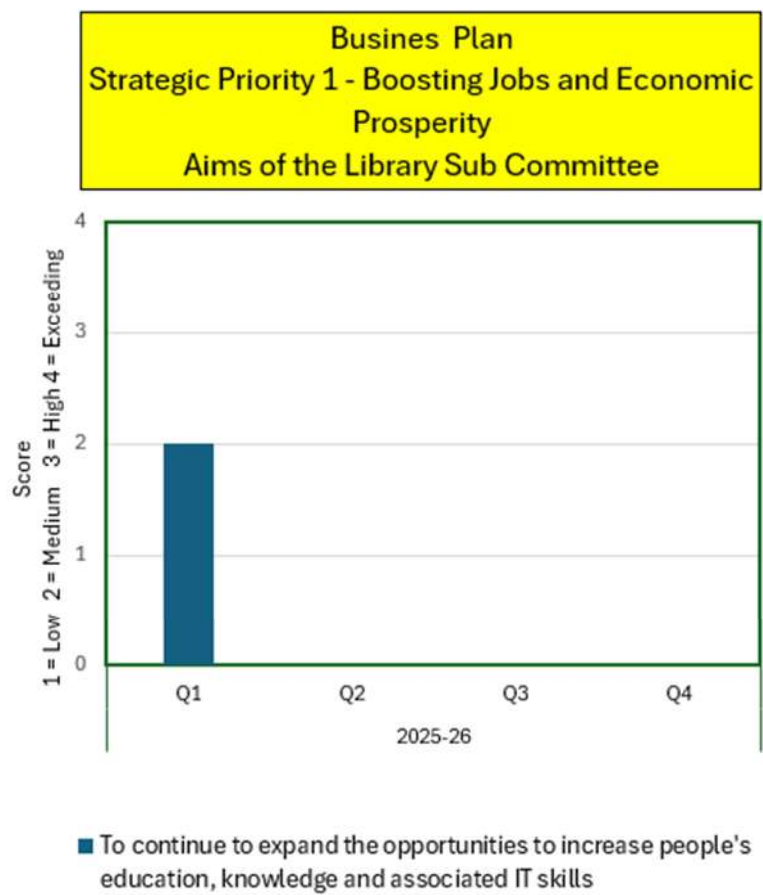
Town Vision Sub Committee held on Monday 7 July reviewed the Town Council deliverables and recommended to the Library Sub Committee as follows:


- a. To enhance the promotion of the online library services such as free book borrowing and newspapers via social media and notice board poster;
- b. Revisit Strategic Priority 4 - To continue to promote and support sustainable travel and transport to ensure it fits within the remit of the Sub Committee and how they see the 'Aim' being met or readjust if necessary.

Signature of Officer:

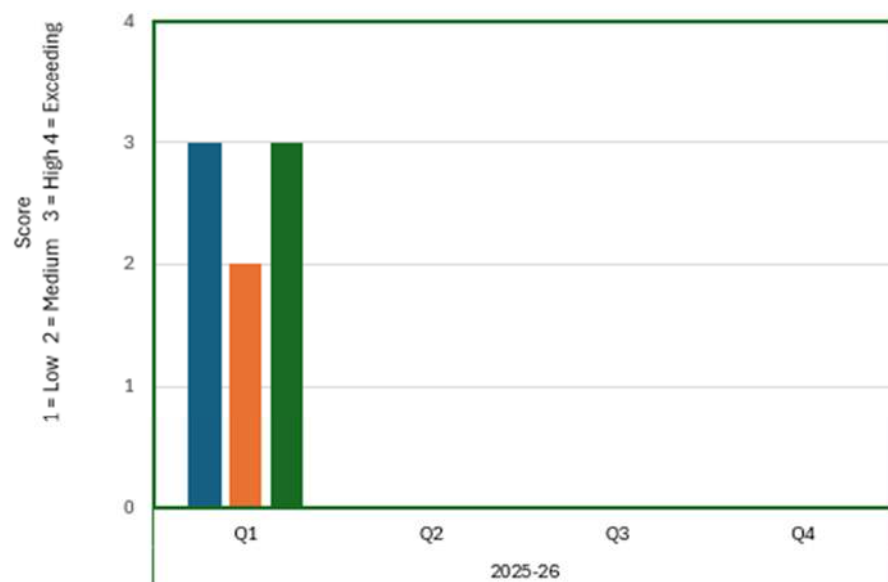
Town Clerk

Strategic Priority 1 - Boosting Jobs and Econmic Prosperity		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
<div> <div>Page 24</div>  </div>	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 with key stakeholders	Library Hub Regatta stall on 7 June 2025 to connect with the local community and promote the services. Liaising with the Cyber Crime Police Department to organise and host a workshop at the Library focused on the impact and prevention of cyber crime.	2	2			

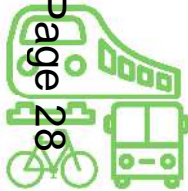


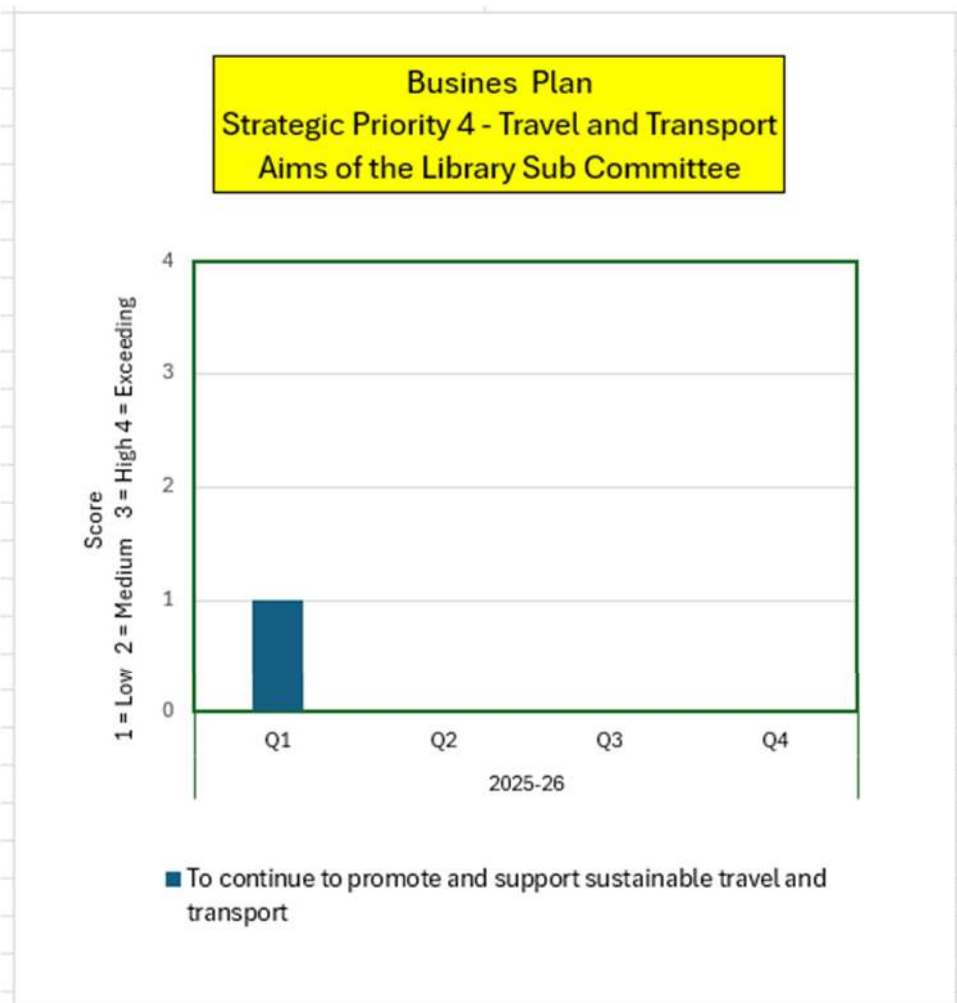
Strategic Priority 2 - Health and Wellbeing		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
<div>Page 26</div> <div>  </div>	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To provide a local venue for a range of free events and activities;	Increased free events and activities throughout the year Accessible and inclusive activities and events Increased community engagement and footfall	Lit-Fest held 12-26 April with author visits and talks. Group writer workshops and meetings. Science week held 10-17 May 2025 - 10 children's talks and craft sessions End of WW2 in Europe presentation held 1 May 2025 Presentation on Ann Glanville held on 6 June 2025 Regatta stall Animal Encounters MP Surgery - Anna Geldred MP caseworker drop in session on 16 June 2025 Beach Guardians - workshops Creative Writing Workshops Weekly regular events continue as follows: Storytime, Music Man, Lego , Adults Colouring, Knit & Natter, book club Monthly events - 2 x Writers Councillors departmental tour	3	3			
		To continue to sign post residents and users of the Library to the relevant key stakeholders;	Continue to build partnerships Identify and promote easy access services Promote awareness of services available	Cyber crime awareness sessions arranged for customer users following a successful training session held at the Guildhall. Tablet gifted from CC enabled strengthened engagement with the public and promotion of the services the library provides at Regatta Promotion of online book borrowing and newspapers via social media and notice board poster	2	2			
		To continue to provide a safe and warm space to residents and users of the Library.	Continued availability and accessibility for any user to a safe and warm space Internal and external refurbishment to be complete offering an improved comfortable space	Improved safe warm and comfortable space - the newly installed windows have significantly improved the building's thermal efficiency	3	3			


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

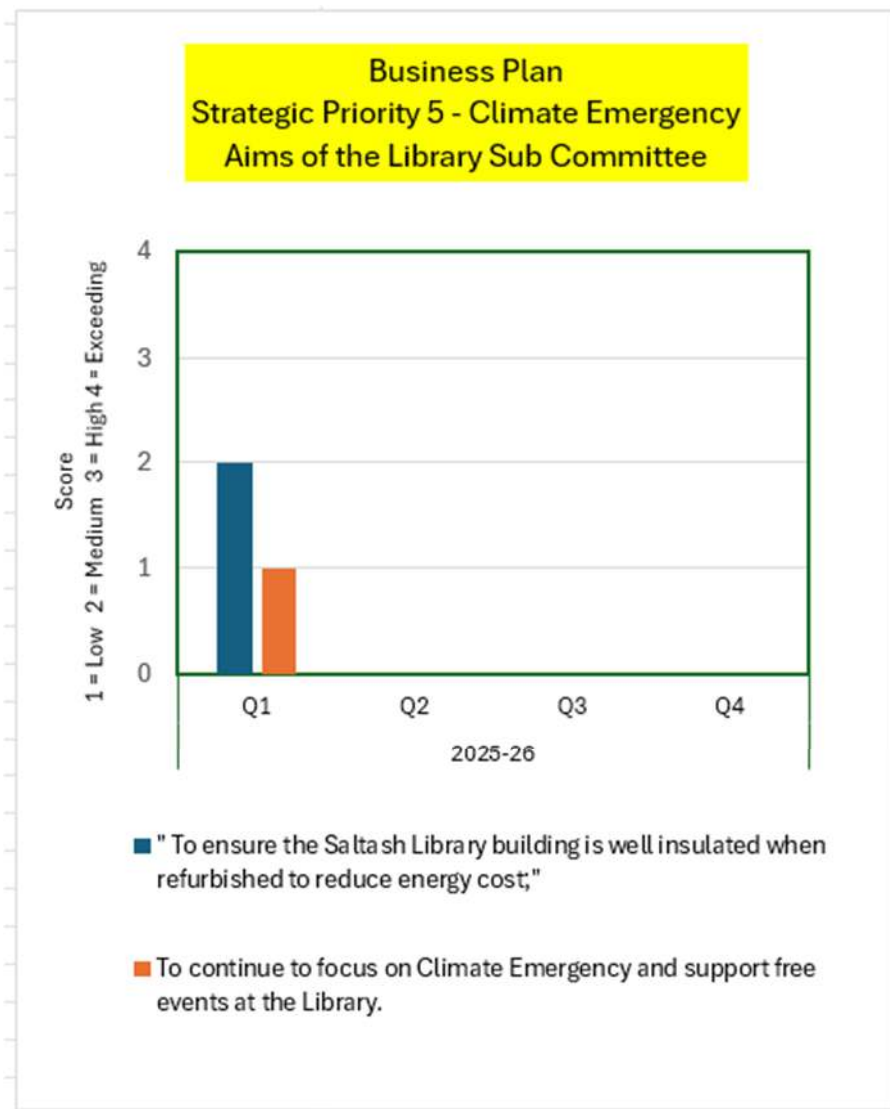


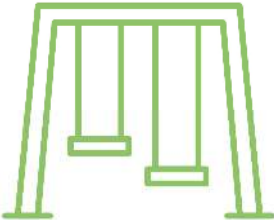
- To provide a local venue for a range of free events and activities;
- To continue to sign post residents and users of the Library to the relevant key stakeholders;
- To continue to provide a safe and warm space to residents and users of the Library.

Strategic Priority 4 - Travel and Transport		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
<div>Page 28</div> <div></div>	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	To continue to promote and support sustainable travel and transport	Transport leaflets to be available at the library		1	1			

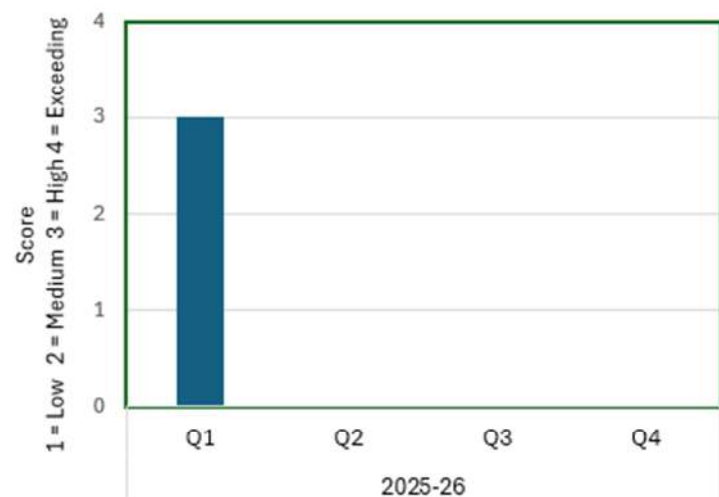


Strategic Priority 5 - Climate Emergency		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
<div>Page 30</div> <div>  </div>	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost;	Refurbishment complete Saltash Neighbourhood Development Plan	Completion curtain walling including snags	2	2			
		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		1	1			



Strategic Priority 6 - Recreation and Leisure		Aims of the Library Sub Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	To continue to provide a Library and Community Hub Service for the community inclusive of the Home Library Service.	Community engagement, programs and events Provide inclusive and accessible services Develop the Home Library Service	Lit-Fest held 12-26 April with author visits and talks. Group writer workshops and meetings. Science week held 10-17 May 2025 End of WW2 in Europe presentation held 1 May 2025 Presentation on Ann Glanville held on 6 June 2025 Volunteers aged 12 and over invited to apply to support Summer Reading Challenge Duke of Edinburgh promotions	3

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



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

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

Report to: Library Hub Sub Committee

Date of Report: 22.04.25

Officer Writing the Report: Community Hub Team Leader

Officers Recommendations

To note the update report received.

Report Summary

The following report update was provided by the previous Community Hub Team Leader:

On returning to the Library Hub in the New Year we were able to quickly get back into our stride. Community Groups were very happy to return to the space and we were able to put on a mix of events and activities for the well-being months of January and February.

For the two week side windows refurbishment period from March 3-14 we were able to take a light library to the Guildhall to keep the click and collect service continuing while enabling customers to return books.

From Monday 17 March we were once again up and running in the Library Hub. Again clubs were very patient and are using the space. These include Story Time, Music Man, Knit and Natter, Colouring Group, Lego Club and our Saturday Book Club.

We had a fantastic evening event in partnership with Cornwall Council for Shakespeare Week showing a recording of the stage play 'As You Like It'. Once again we were full and this helps support plans to have more evening events when the internal refurbishment is finished.

From April 1st we were able to implement the new staffing hours and create the new staff rota. One new member of the team will add to the existing staffing number. Role

titles have been changed from Information Library Assistants to Community Hub Assistants to align with the goals of the Town Council.

We were able to plan and produce our two week LIT FEST either side of the easter holiday featuring author visits, children's author visits, creative writing groups, Cornish Writers Forum and a local Saltash Authors group.

Once again we are promoting the South West Reading Challenge (Feb - June) which supports reading abilities of all ages with prize incentives. This runs alongside our Biowatch Creative Writing Competition, made possible by winning a small grant from 'Seed Bed', which enables us to promote three writers workshops (2 adult and 1 children), all run by professional authors.

All this is supported by our dyslexic and dementia book stock. Appreciated by the Memory Box Choir who 'rocked' the Library Hub at the beginning of April.

In May we are hosting the 'better late than never' UK Science Week (postponed and re-scheduled from March). The UK theme is 'Change and Adapt' and we have sub-sectioned the week into three categories. A. Environment B. Space C. Technology. We will have our usual popular front of house experiments and activities and for our presentations we have visits from Spaceport Cornwall, NASA, Space Detectives, Plymouth University Biology & Marine Sciences, Robotics & A.I. and Nanotechnology.

This is to encourage, educate and understand the world of science, how it appertains to us and also highlight the opportunities in employment in this burgeoning work sector in Cornwall.

June is being set up for the launch of Biowatch Summer quarter incorporating 'The Great Big Green week'. Plans are also underway to ready the Library Hub for the Summer Reading Challenge (July onward) with the theme of 'The Story Garden'. This will fit in well with crafts and activities across the Biowatch themes.

May to present day:

Since the departure of the CHTL the Town Clerk has taken on responsibility for overseeing library operations in a line management capacity.

All scheduled events have continued as planned, including highlights such as Lit Fest and Science Week. Regular community favourites such as Knit and Natter, Lego Club, Music Man and Writers Sessions have also been running as usual.

The Community Hub Assistants have welcomed a new team member and are actively preparing for the Summer Reading Challenge. Young volunteers have begun applying to support the event throughout the summer holidays.

The Library Hub has hosted a variety of presentations, covering topics such as World War II, the life of historic Saltash resident Ann Glanville and a Councillor Welcome Session that showcased the full range of services Saltash Library offers to the Town Council, residents and the wider community.

Recruitment for the CHTL role is ongoing with a positive response following the advertisement of this exciting opportunity within Saltash Town Council.

End of report.

Signature of Officer:

Previous Community Hub Team leader / Office Manager / Assistant to the Town Clerk

To receive a report on the library public network PC's and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 02.07.25

Officer Writing the Report: Town Clerk (in the absence of a CHTL)

Pursuant to: N/A

Officers Recommendations

Members are invited to consider the removal of one Public Network PC and its associated desk (located on the end of the cluster of PC's), with a view to reconfiguring the area to create a more accessible and user-friendly space.

There would be no cost to Saltash Town Council to remove a PC. The PC remains the ownership of Cornwall Council not Saltash Town Council.

It is likely that Saltash Town Council would be left with the desk.

Report Summary

Cornwall Libraries have asked devolved sites to review their need for all current Public Network PCs. Since the introduction of direct printing from customer devices in February 2025, usage of the PCs has declined, and they are now rarely all in use simultaneously.

At the recent Library Training Day (attended by staff), several branches reported plans to reduce their PC numbers. In consultation with library staff, we believe that removing one PC would not impact the Town Council's service delivery. This would reduce the total number of PCs to four, free up a computer desk, and potentially allow for a more efficient layout—improving access to the Large Print book section.

Usage data supports this proposal:

- **May 2025:** 114 users (down from 123 in May 2024 – a 10.24% decrease)
- **April 2025:** 112 users (down from 152 in April 2024)

Please refer to **Appendix A** for detailed usage figures. Earlier data is less reliable due to the temporary relocation of the library to The Guildhall.

The library hub's booking system via Netloan remains in place to manage demand if all PCs are in use.

Cornwall Council now provide a 'print direct' offer to our customers – this allows customers to send their printing directly to salt.print@liscornwall.org.uk therefore not requiring a PC – this is fairly popular at Saltash.

Cornwall Libraries have been informed of the date of the next Library Sub-Committee meeting and are awaiting confirmation of the Town Council's decision.

APPENDIX A

Public Computer Usage, May 2024 and May 2025 comparison

%Growth - May 25 on May 24. Plus 2019 figures for comparison.

Site	2019	2024	2025	% Growth
St Columb Library	44	9	21	133.33%
Lostwithiel Library	41	6	7	16.67%
Penryn Library and Information Service	148	110	126	14.55%
St Austell Library	804	302	326	7.95%
Callington Library and Information Service	153	37	39	5.41%
Helston Library and Information Service	252	82	85	3.66%
Newquay Library and Information Service	847	606	621	2.48%
Truro Library	1402	829	831	0.24%
Penzance Library and Information Service	1469	464	456	-1.72%
Perranporth Library	91	30	29	-3.33%
Redruth Library and Information Service	372	323	300	-7.12%
Bodmin Library and Information Service	467	140	130	-7.14%
Bude Library and Information Service	259	136	126	-7.35%
Saltash Library and Information Service	242	127	114	-10.24%
Wadebridge Library and Information Service	323	147	129	-12.24%
Torpoint Library and Information Service	253	148	128	-13.51%

Signature of Officer:

Town Clerk (in the absence of a CHTL)

To receive a report and draft library hub survey and consider any actions and associated expenditure

Report to: Library Sub-Committee

Date of Report: 16/06/2025

Officer Writing the Report: Development and Engagement Manager

Pursuant to: Library Sub Committee - Thursday 16 January 2025 6.30 pm / Minute Number: 31/24/25

Officers Recommendations

Members are asked to consider the following:

- 1) Approve the Library Hub Survey;
- 2) Approve a prize draw with a gift card of £25 as an incentive to complete the survey allocated to budget code 6922 Library Activities;
Please refer to the budget section of this report for more information.
- 3) To note the channels for distributing the survey and delegate to the Community Hub Team Leader (upon appointment) to publish, co-ordinate the responses, manage feedback appropriately reporting back to a future meeting of the Library Sub Committee.
- 4) To note the feedback received from the results of the Cornwall Council's Library Customer Survey and how Saltash Town Council have monitored the feedback.

Report Summary

At the Library Sub Committee meeting held on Thursday 16 January 2025, responsibility was delegated to the Community Hub Team Leader to work with the Development and Engagement Manager to create a Town Council Library Survey to ascertain current customer experience and how the service can be better improved.

Please refer to Appendix 1 to review the Draft Town Council Library Survey.

The survey was developed through a collaborative effort, with the D&EM working closely with the Town Clerk and Library staff to ensure its content aligns with the Town Council's goals for gathering meaningful data to enhance the Library Hub.

Additionally, the D&EM and CHTL collaboratively shared the results of the Cornwall Council's Library Customer Survey through STC communication channels. Please note, there was no engagement on social media regarding these results.

Distribution

The survey will be distributed free using the following channels:

1. Library and Saltash Town Council Website/Facebook/Instagram pages (an online survey would be produced using Survey Monkey).
2. Online Community Groups: Post in local Facebook groups, community forums.
3. Display physical copies at Library entrance, front desk, noticeboards, and reading areas (include QR codes on posters to link to the online survey).
4. Community Outreach (place posters with QR codes at local community organisations). For example, we have a collaboration with Saltash Red Bus where they promote posters for us on a monthly basis, this could be included in the next round of promotions within their office/busses.

Please refer to Appendix 2 to review the draft poster.

The survey's, posters, and promotion of these materials can be printed and distributed internally.

How Does This Meet the Business Plan?

This survey supports the Business Plan by helping shape the Library Hub around the needs and interests of the community, supporting the priority of boosting jobs and economic prosperity to improve facilities and make Saltash a welcoming visitor destination.

Additionally, the survey supports the Recreation and Leisure priority by providing residents a meaningful opportunity to contribute to the future of this valued asset, and continue to provide, improve, and support Saltash library service's and cultural activities.

The survey also plays a key role in promoting health and wellbeing by informing the development of inclusive programs and spaces that encourage connection and help reduce social isolation.

Overall, the survey ensures that the library remains a responsive, dynamic, and community-focused resource for Saltash.

Budget Overview

Gift card: £25

Budget Code: 6922 Library Activities;

Budget Availability: £1,605.

Signature of Officer:

A handwritten signature in black ink, appearing to be 'R. B. 2024', written over a horizontal line.

Appendix 1

Help Shape the Future of Saltash Library Hub and Enter Our Prize Draw

Saltash Town Council envisions the Library Hub as a vibrant, multi-purpose community space that is open and welcoming to all residents and visitors.

To ensure the Library Hub continues to meet community needs, we're seeking your input. Your feedback is essential and will help shape the future development of our services.

Please take a few minutes to complete our short survey, we truly value your views. *Your feedback helps us improve, and by completing the survey, you can enter our prize draw to win a £25 local gift card!*

1. Did you know that Saltash has a Library Hub and Community Space?

☐ Yes ☐ No

2. If yes, how often do you visit?

☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely ☐ I don't currently visit

3. Which of the following services did you know we offer? (Tick all that apply)

☐ Book and other media

☐ Free Wi-Fi and computer use

☐ Children's activities and Storytime

☐ Events, talks, and workshops

☐ Study and quiet spaces

☐ Photocopying

☐ Cornwall Council signposting services

☐ Meeting / community space hire

☐ Other: _____

4. How have you personally used the Library Hub? (Tick all that apply)

- ☐ Borrowing books/media
- ☐ Attending events
- ☐ Using computers or Wi-Fi
- ☐ Studying or working
- ☐ Photocopying
- ☐ Relaxing/social use
- ☐ Never visited
- ☐ Other: _____

5. What would make you more likely to visit or use the Library Hub?

6. How important is it to have a vibrant Library and Community Hub in Saltash?

- ☐ Very important ☐ Somewhat important ☐ Not important

and the reason(s) why:

.....

.....

.....

7. What new services, events, or facilities would you like to see?

.....

.....

.....

and the reason(s) why:

.....

.....

.....

Prize Draw & Updates (Optional)

Would you like to enter the £25 gift card prize draw and receive occasional updates about the Library Hub?

Please provide your details below.

Name: _____


Email or Phone Number: _____

Postcode (optional): _____

To see how we use your data please see the privacy notice on the Town Council website www.saltash.gov.uk


Thank you for taking part!

Appendix 2



**PLEASE SHARE YOUR
THOUGHTS**

SCAN ME



PLEASE FILL IN THIS SHORT SURVEY AND SHARE
YOUR THOUGHTS ON OUR LIBRARY HUB SERVICE

**WE VALUE YOUR FEEDBACK ON HOW THINGS HAVE BEEN
PROGRESSING AND WELCOME YOUR SUGGESTIONS FOR
IMPROVEMENT.**

YOUR DATA WILL BE HANDLED IN
ACCORDANCE WITH GDPR GUIDELINES.

@saltashtowncouncilofficial

To receive a final report on the curtain walling work and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 30.06.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: Library Sub Committee held on 16.01.25 minute nr. 32/24/25

Officers Recommendations

To note that the front curtain walling and side elevation works have been completed, with all identified snagging issues addressed.

Summary

The Library Hub front 'West' elevation curtain walling was completed and snagging addressed following delays at the end of 2024. (Ref 1 / Ref 2 / Ref 3)

From March 3-14th staff vacated the Library Hub to allow Horizon Windows to install and finish the two side elevations (North and South) vertical windows and side door. (Ref 4 / Ref 5)

Snagging has yet to be completed and it was noted the first floor kitchen window had not been fitted with an opening and closing window as per drawings. (Ref 6)

Horizon have agreed, in consultation with Bailey Partnership, to fit the replacement window when snagging commences.

Images



Ref 1. Front 'West' elevation
curtain walling



Ref 2. Front 'West' elevation windows above main entrance



Ref 3. Front 'West' elevation vertical windows to the right of front entrance of library hub.



Ref 4. Side elevation 'South' exterior.

Ground floor windows and side door
and first floor kitchen windows



Ref 5. Side elevation 'North' exterior.



Ref 6. First floor 'interior' kitchen window.

Top kitchen window (non-opening) is to be replaced with an opening window as previously in place.

How Does This Meet the Business Plan?

Strategic Priority 2 – Health and Wellbeing - To continue to provide a safe and warm space to residents and users of the Library - Internal and external refurbishment to be complete offering an improved comfortable space;

Strategic Priority 5 – Climate Emergency - To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost - Refurbishment complete.

Budget Overview

Budget Code: 6971 LI EMF Saltash Library Property Refurbishment

Budget Availability: £139,683.17

Lessons Learned

Despite initial intentions to complete internal and external works simultaneously, unforeseen constraints such as the building's Grade II listing required a complete reassessment of the plan.

This highlights the importance of building flexibility into project timelines and expectations from the outset.

The Grade II listing introduced additional planning and design requirements, which delayed the project.

The advice from Bailey Partnership to split the project into two phases due to health and safety and logistical concerns proved necessary. This underlines the value of expert guidance and the importance of adjusting plans when necessary.

The need to relocate the Library service to the Guildhall on two separate occasions demonstrates the importance of having robust contingency plans to maintain service delivery during major works.

The initial five week estimate for window replacement proved optimistic. This reinforces the need to build buffer time into project schedules and to communicate potential delays clearly.

Signature of Officer:

Office Manager / Assistant to the Town Clerk

To receive a report on the Library Refurbishment Work and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 17.04.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: Library Sub Committee held on 16.01.25 minute nr. 33/24/25

Officers Recommendations

- During the previous Town Council term, Members of the Library Sub Committee agreed that the three priorities for internal refurbishment work is as follows:
 - a. Create a fully accessible toilet for 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.

Members are asked to reaffirm the priorities a-c.

- To appoint Bailey Partnership as the Principle Designer throughout the project at a cost of £2,500 and to complete a design review at an additional cost of £1,000;
- To appoint Bailey Partnership to submit a Building Regulations application at a cost of £1,000 on behalf of STC;
- Bailey Partnership to provide a detailed design (upon the Library Sub Committee confirming the internal refurb work) at a cost of £3,000, inclusive of an indicative pretender estimate to be received at a future Library Sub Committee meeting;

- Bailey Partnership to prepare and deliver tender documents including specifications, drawings and pre construction health and safety information, carrying out a full tender process including opening tenders and appointment of contractor on behalf of STC in line with Financial regulations at a total cost of £1,150;
- To allocate the total cost of £8,650+VAT to budget code 6971 LI EMF Saltash Library Property Refurbishment for the appointment of Bailey Partnership;
- Members are advised that the refurbishment works completed to date align with the scope and objectives outlined in the approved Public Works Loan Board application, which aims to deliver a modernised, multi-use hub and enhanced library service;
- To note the available budget of £139,683.17 to undertake internal library refurbishment work, budget code 6971 LI EMF Saltash Library Property Refurbishment – **See Appendix A**

Report Summary

During the previous Town Council term, the Library Sub Committee confirmed three priorities for the internal refurbishment work at a meeting held on 02.10.23.

Following the Library Sub Committee held on 16.01.25, Bailey Partnership was appointed to review the current plans and advise the sub committee on the proposed works in the following order:

- a. Create a fully accessible toilet for 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.

A site visit was held with Bailey Partnership, Community Hub Team Leader, Town Clerk and the Chairman and Vice Chairman of the Library Sub Committee (for the year 2024/25).

The fee proposal has since been received from Bailey Partnership. Please refer to **Appendix B.**

Please note since the site visit, confirmation has been received that the application for Community Levelling Up Funding (Year 4) was unsuccessful.

Further funding has yet to be identified at this stage.

The Town Clerk posed the following questions on the fee proposal received:

Is it possible, at this stage, to confirm approximately what the project value looks like without incurring a cost to STC?

Response BP: There will be some work in preparing an initial draft budget. Whilst we have a broad understanding of the scope of work, I think this budget is best done once we have updated the site survey and commenced the detailed design. We are happy to commit to do this as early as possible, but we would need to be instructed and underway with the work before we can supply a meaningful pre tender estimate.

The project will be tendered through your own tender portal - *does the fee proposal include BP having access to STC tender portal to upload the tender on STC behalf? If not, can that service be included and how does it impact the allocated cost of £750?*

Response BP: I see no issue with having access to upload the tender documents onto your portal as long as that is a simple process. Otherwise, we will supply you with a concise pack of documents for uploading yourselves.

We would assist with your tender appraisal process and arrival at a tender recommendation for contractor appointment - *does the fee proposal include BP to attend the Guildhall tender opening and assist with scoring bids received? In attendance would be the Town Clerk / RFO and two Town Councillors? In terms of scoring bids, does the fee proposal include a scoring matrix for those scoring the bids to adhere to? If both services can be offered, how does it impact the allocated cost of £750?*

Response BP: Our fee includes a desktop review and tender report. If we are to attend a tender opening and prepare a scoring matrix to be completed in a review meeting with your councillors and team, then we would need a fee uplift to cover the time spent. We can do that service at an hourly rate and suggest you budget for an additional

£400 plus VAT over the £750 plus VAT quoted in the fee proposal for tender related services.

How Does This Meet the Business Plan?

Strategic Priority 2 – Health and Wellbeing - To continue to provide a safe and warm space to residents and users of the Library - Internal and external refurbishment to be complete offering an improved comfortable space;

Strategic Priority 5 – Climate Emergency - To ensure the Saltash Library building is well insulated when refurbished to reduce energy cost - Refurbishment complete.

Budget Overview

<u>Item Description</u>	<u>Total Cost</u>
Principle Designer	£2,500
Asbestos Refurbishment and Demolition Survey	Included Costs for asbestos consultancy to be paid by STC
Design Review	£1,000
Detailed Design	£3,000
Building Regulations Application	£1,000
Tender	£1,150
Contact Administration	10% of project value
Total	£8,650 + 10% of project value and asbestos consultancy costs

Financial Regulations/ Procurement Threshold

It is expected that this project will meet the procurement threshold and will need to go through the tender process.

Budgets

Budget Availability: £159,754.00

Budget Codes: 6971 Saltash Library Property Refurbishment

Committed Spend: £20,071.80

Remaining Balance: £139,683.17

Signature of Officer:

Office Manager / Assistant to the Town Clerk

APPENDIX A

6971 LI EMF Saltash Library Property Refurbishment

Income		
Date	Description	Amount
	EMF Balance (includes £200k Library Loan - Public Works Loan Board)	£233,752.00
01/04/2023	Precept Budget 2023/24	£10,000.00
01/04/2023	Precept Budget 2024/25	£15,000.00
12/08/2023	Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - 30/23/24	£21,000.00
09/12/2024	Funding from Cornwall Council	£15,000.00
31/03/2025	Virement from 6918 LI Professiosnal Fees (Private Contractors)	£20,860.00
01/04/2025	Precept Budget 2025/26	£5,100.00

TOTAL INCOME		£320,712.00
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Expenses						Expenditure Analysis		
						Professional Fees	Contractor	Other
Date	Supplier	Invoice No.	PO No.	PL No.	Description	Actual Expenses		
01/05/2020	Cornwall Council	-	-	-	Cornwall council- Planning Application for library building works – PA20/03062	£231.00		£231.00
31/07/2020	Hand Drawn Home		-	-	Additional Work - Leaflets x 15,000	£466.50		£466.50
09/10/2020	Geoff Peggs	20/01/2	-	748	Professional Fees – Library Refurb and Curtain Walling Replacement Works – Building Consultant – first interim payment for Library Project (based on tender figure of (£205 705.80) FTC meeting - Minute number 152/20/21	£4,114.12	£4,114.12	
20/10/2020	Print Minor	2228		784	Printing and folding of 11,000 leafets for Library	£375.00		£375.00
07/01/2021	Royal Mail Group	9062220671	-	785-B	leaflets for Library	£96.00		£96.00
20/01/2021	Western Webb	22212	-	829	Banner for Library Public Consultation Page	£15.00		£15.00
03/02/2021	Tony Smith	3022021	4229	1144	Producing 2 x V/Os for Library zoom presentation videos	£236.00		£236.00
31/01/2022	Geoff Peggs	20/01/3	4938	2385	Professional fees: second interim payment for library Project	£4,114.12	£4,114.12	
29/04/2022	Bailey Partnership	SD107559	5182	2778	In accordance with our fee proposal dated 1st December 2021, we set out below our interim fee account. Estimated value of works: £200,000.00. Agreed Professional fees: 11.5%. Progress to date: Production of initial proposals (15%). Fee now due: £200,000.00 x 11.5% x 15%. The minute no is 336/21/22	£3,450.00	£3,450.00	
22/06/2022	Cornwall Council	22062022	5180	2874	Pre-Application for Library Refurbishment Works	£473.33		£473.33
27/06/2022	Bailey Partnership	SD107810	5218	2892	Progress to date 25% - proposals and pre app submission for refurbishment works. This invoice 10%	£2,300.00	£2,300.00	
14/07/2022	TDH Asbestos Surveying	584	5237	2931	Asbestos Refurbishment Survey - Library Refurbishment	£395.00		£395.00
29/07/2022	Drain Care (South West) Ltd	DC871	5281	2950	CCTV survey of drainage system	£365.00		£365.00
29/07/2022	Bailey Partnership	SD108097	5292	2993	Progress to date 35%. Interim Fee account Job No 33358 - Library Refurb. This invoice 10%	£2,300.00	£2,300.00	
14/12/2022	Atlantic Building Consultants	1670	5515	3447	Heritage Impact Assessment and Condition Survey (Refurbishment)	£1,200.00	£1,200.00	
21/03/2023	Cornwall Council	11832677v1ZCZ	5733	3764	Planning Application for Library Refurbishment Works - Saltash Library, Callington Road, Saltash, PL12 6DX	£257.83		£257.83
23/10/2023	Horizon Home Improvements	209317	6128	4410	Deposit 20% - Supply and install a Reynaers CW50-SL curtain walled system to the front elevation along with CS77 stacked system to the sides with SL68 windows to the rear to Saltash Library	£29,943.60	£29,943.60	
01/11/2023	Horizon Home Improvements	209553	6128	4410-B	Progress Claim No 2 30% - Supply and install curtain walled system	£44,915.40	£44,915.40	
03/04/2024	Cornwall Council	PPND-RSX2-RDTD	6747	5361	Building Control - Full Plans and Building Notice application	£437.50		£437.50
28/05/2024	Horizon Home Improvements 211215 (4410-C) C		6128	4410-C	Progress Claim No 3 50% - Supply and install curtain walled system	£59,887.20	£59,887.20	
05/10/2024	Zurich Minicial Insurance	537849764	n/a	5794	Policy YLL-2720862183 10/10/2024-09/10/2025	£1,434.43		£1,434.43
11/11/2024	Cornwall Council	TBC	5967	TBC	Building Control - Inspections Fee	£500.00		£500.00
31/03/2025	Bailey Partnership	SD113890	6273	6537	For the appointment of principle designer for building regs approval for Library Hub Windows refurbishment	£3,450.00	£3,450.00	
Total ACTUAL Expenses						£160,957.03		
Committed Expenses								
Date	Supplier	Invoice No.	PO No.	PL No.	Description	Amount		
	Horizon Home Improvements		6128		Quote £149,718 less invoiced - see above	£14,971.80	£14,971.80	
	5 Year Property Maintenance Plan				Budgeted external & internal works (Not Library Refurbishment)	£5,100.00		
Total COMMITTED Expenses						£20,071.80		
Budget Balance 6971 LI EMF Saltash Library Property Refurbishment						£139,683.17		

							Expenditure Analysis		
							Professional Fees	Contractor	Other
6918 EMF LI Legal & Professional Fees (Private Contractors)									
Income									
Date	Description						Amount		
01/04/2023	Precept Budget 2023/24							£6,900.00	
01/04/2024	Precept Budget 2024/25							£21,460.00	
31/03/2025	Virement to 6971 LI EMF Saltash Library Property Refurbishment							-£20,860.00	
01/04/2025	Precept Budget 2025/26							£13,105.00	
TOTAL INCOME							£20,605.00		
Expenses									
17/10/2023	Bailey Partnership	SD110448	6544	5009	Progress to date: (65%). This invoice 30%		£6,900.00	£6,900.00	
26/02/2025	Barron Surveying Services	INV-7050	7420	6506	Library refurbishment work - phase 2 works - budget cost estimate work.		£300.00	£300.00	
	Barron Surveying Services		7457		Budgeted external & internal works (Not Library Refurbishment)		£300.00		
Total ACTUAL Expenses							£7,500.00		
Committed Expenses									
Date	Supplier	Invoice No.	PO No.	PL No.	Description		Amount		
	Bailey Partnership				Quote 11.5% of £200k = £23,000 less invoiced - see above		£8,050.00	£8,050.00	
Total COMMITTED Expenses							£8,050.00		
							£36,178.24	£149,718.00	£5,282.59
Budget Balance 6918 LI Professional Fees (Private Contractors)							£5,055.00		
							TOTAL		£191,178.83



Lyster Court, 2 Craigie Drive
The Millfields, Plymouth
Devon PL1 3JB
01752 229259

Submissions 36/JB/TB

Ms Sinead Burrows
Town Clerk
Saltash Town Council
The Guildhall, 12 Lower Fore Street
Saltash
PL12 6JX

Issued by email only - sinead.burrows@saltash.gov.uk

4th March 2025

Dear Sinead,

Saltash Library Internal Remodelling Project - Design and Contract Administration Fee Proposal

Thank you for inviting Bailey Partnership to provide a fee proposal for design and contract administration services in relation to your library project and for meeting James Barron on 28th February to discuss.

We are aware, having previously been involved with this project, that you have listed building consent and planning permission for internal remodelling at the library, together with curtain wall replacement. You have recently completed the curtain walling and are now wanting to progress with the internal refurbishment.

We understand that the scope of works includes alterations and improvements to the WC facilities to provide an accessible WC and separate staff WC, along with the creation of a new welcome and reception area and seating with vending machines.

We understand that you are seeking some grant funding for the accessible WC portion of the project. If you are successful with that, the expectation will be that you are 'contract ready' in June this year, with completion of that portion of work by December. Your priority is the WC works, with lesser priority for the reception and vending areas in that order. Your intention is to have the whole scheme designed and tendered in order to make well informed decisions on the potential phasing of the scheme later in the year.

The scope of work is well established by our previous design work for you, under cover of our job reference 33358 undertaken in 2022. We gather that there is no significant change to that design, except for the removal of the partitions around the reception area and the need to include some radon mitigation measures into the WC area. There will also need to be a cold water supply brought to the vending area. That earlier design is not concluded to be a complete package.

We would be delighted to work with you on this project and are pleased to set out our fee proposal as follows.

Principal Designer under CDM 2015

We would take your appointment as Principal designer under the Construction (Design and Management) Regulations 2015 (PD) and carry out the PD role throughout the project. This will include the preparation of pre construction project information, contractor assessment for health and safety, F10 notification as required and assistance with the compilation of a Health and Safety File.

The Construction (Design and Management) Regulations 2015 require us to ensure that you are aware of your duties under these Regulations. Where one is required, the Client should appoint the Principal Designer as early as possible in the design process, if practicable at the concept stage when they will be able to help prepare pre-construction information. The Client's key duties to the project are:

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- o To ensure that other duty holders are appointed, that is, designers (including a principal designer on projects involving more than one contractor), and contractors (including a principal contractor on projects involving more than one contractor).
- o To ensure the roles, functions and responsibilities of the project team are clear.
- o To ensure that people and organisations whom they appoint have the necessary skills, knowledge, experience and (if an organisation) the organisational capability to manage health and safety risks.
- o To ensure sufficient time and resources are allocated.
- o To ensure that effective mechanisms are in place for members of the project team to communicate and co-operate with each other and co-ordinate their activities.
- o To ensure that relevant information is prepared and provided to other duty holders.
- o To ensure the principal designer and principal contractor carry out their duties (this could be done by arranging project progress meetings or via written updates).
- o To ensure that appropriate and adequate welfare facilities are provided.
- o To maintain and review arrangements to ensure they remain relevant.

Asbestos Refurbishment and demolition Survey

Because the project involves some removals, we will organise for you a refurbishment and demolition asbestos survey to cover the areas that are to be disturbed by this project. This is an important part of providing suitable health and safety information to tendering contractors and your existing 'management' survey will not be sufficient.

We would organise the survey from a suitable experienced contractor and you may choose to use the company who already delivers asbestos surveying services to the Council. We would ask that you pay the survey fees directly.

Design Review

We will review the design work already held by ourselves and prepare a fresh 'layout plan' with basic annotation showing the extent of the scheme. We would ask you to review that layout and confirm that it meets your requirements.

Detailed Design

We would prepare a set of drawings and specifications setting out the scope of works. This would be the basis for future tendering. The specification and drawings would include for all aspects of building alteration and M&E provision.

We note that some of the IT equipment in the existing reception area is linked to Cornwall Council. We would need to work with you to understand how that will be affected by the scheme and how to incorporate those alterations into the project.

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Building Regulations Application

The scope of work will require a building regulations application to be made.

We will prepare and submit that application for you to Cornwall Council.

We will carry out this work in conjunction with the detailed design and tendering phases of the project in mindfulness of the tight timeframe for the grant funding application.

Fees payable to the building control authority will be payable by yourselves.

Tender

We would prepare and deliver by electronic transfer a set of tender documents, including specifications and drawings and pre construction health and safety information.

The project will be tendered through your own tender portal.

We would answer any tender queries that arise.

We would assist you with your tender appraisal process and arrival at a tender recommendation for contractor appointment.

Contract Administration

We would act as Contract Administrator under the terms of the building contract, which would likely be a JCT Minor Works or Intermediate contract with contractors design.

At this stage our services will include the following.

- a) Organise and chair a pre-commencement meeting with the Contractor and employer, which will be held on site.
- b) Undertake regular inspections of the works in progress (fortnightly) to check that the specification and drawings are being complied with and that the required standards are being achieved.
- c) Agreement of the amounts due for periodic payment (monthly) to the Contractor under the Contract and provide periodic cost reports.
- d) Organise and chair monthly site progress meetings as required.
- e) Liaisons with yourself or designated representative.
- f) Inspect the works at completion, issue list of defects, re-inspect when complete and issue the Certificate of Practical Completion
- g) Prepare and agree the Final Account with the Contractor.
- h) Inspect the works at the end of the Defects Liability Period and issue a list of defects, re-inspect and, when complete, issue the Certificate of Making Good Defects.

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Essentially the purpose of our role is to represent you and protect your interests and involves a combination of management and construction consultancy.

PROFESSIONAL FEES

Our fee proposal for undertaking the necessary professional duties is as follows based on percentage fee values. Our fee will be applied against the projected final account figure.

SERVICE	
Principal Designer	£2,500
Asbestos Refurbishment and demolition Survey	Included. Costs for asbestos consultancy to be paid by STC
Design Review	£1,000
Detailed Design	£3,000
Building Regulations Application	£1,000 Local authority fees payable by STC
Tender	£750
Contract Administration	10% of project value

All of the above costs are inclusive of all reasonable expenses and disbursements but exclusive of VAT, which will be applied at the statutory rate.

We would seek reimbursement of our pre contract fees on a monthly basis in accordance with the following stages:

	Monthly applications through the construction phase, to final account, 90% fee payable
Construction stage	
Upon expiry of 12 months defects liability period	10%

If you were to instruct Bailey Partnership, our services will be led by our Principal Building Surveyor James Barron MRICS with assistance from our in-house mechanical and electrical engineers and building surveyor colleagues. We understand that James Barron has an established relationship of delivering surveying services to Saltash Town Council.

For the purposes of the fee quote, we have assumed that a single package of work shall be developed and let to a single contractor. If the work is to be phased, then we would negotiate revised contract administration fees with you to take into account the extended time period of our involvement.

We would apply our standard payment terms which require settlement of our invoices within 28 days of the date of the invoice, after which we reserve the right to charge interest at the statutory rate. We would also apply our Terms and Conditions of Engagement which are appended to the fee letter.

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Should the Contractor fail to complete the works in accordance with the agreed contract period, we would seek to recover additional professional fees at a rate of £750.00 per a week until completion of the project. However we would propose to include this cost within the weekly Liquidated Damages figure included in the Contract which would be deducted from the Contractor's final account. In the event that the Client and Contractor agree a settlement of the Liquidated Damages the Client will still be liable for the additional professional fees. In the unlikely event that a dispute arises between the Client and the Contractor, we have not allowed for any input required during the dispute resolution process (Mediation, Adjudication, Arbitration etc).

We trust that this fee proposal covers all matters however should you have any questions or require further clarification, please let me know. Please note that, if we are to undertake the design work in readiness for your procurement timeline and in readiness for your June funding deadline, then we will need an instruction by return and to commence survey work immediately.

Yours faithfully



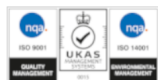
Tim Brown MRICS CMaPS
Director
For and on behalf of Bailey Partnership

Enc: QA 20 Bailey Partnership Terms and Conditions of Appointment Rev 6 28-10-24

Saltash Town Council confirm acceptance of this proposal and instruct you to proceed immediately with the duties set out in the fee proposal

Signed:

Print Name: **Date:**



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Definitions and Application

1. Bailey Partnership is the trading name of Bailey Partnership (Group) Ltd, Company Number 15873896 - Incorporated on 3 August 2024, Private Limited Company registered in England and Wales. Registered office: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, PL1 3JB. A list of Directors names is available at the above address. Regulated by RICS..
2. "The Client" is the legal entity (person, organization or company) requiring the Services to be performed and undertaking to pay the agreed Fees.
3. By commissioning Bailey Partnership to carry out the commission, the Client agrees to accept and abide by all of these Terms and Conditions, unless specifically agreed otherwise by both parties.
4. The "Agreement" shall mean these Terms and Conditions, together with the Scope of Services, Form of Appointment (if any) and Fee Proposal.
5. "Services" to be performed by Bailey Partnership are set out in the "Scope of Services" defined in the "the Agreement".
6. No action or proceedings for any breach of the Agreement whether in contract or in tort or in negligence or for breach of statutory duty or otherwise shall be commenced against Bailey Partnership after the expiry of 6 years from the date that Bailey Partnership last performs the Services under the Agreement.
7. Save in respect of personal injury or death, the Client shall look only to Bailey Partnership (and not to any of Bailey Partnership's personnel) for redress if the Client considers that there has been any breach of the Agreement. The Client agrees not to pursue any claims in contract, tort or statute (including negligence) against any of Bailey Partnership's personnel as a result of carrying out its obligations under or in connection with the Agreement at any time and whether named expressly in the Agreement or not. For avoidance of doubt, "personnel" shall include, but not be limited to, Partners, Directors, staff and officers of Bailey Partnership.
8. If any part of the Agreement is held to be invalid or unenforceable, the remaining terms will continue in full force and effect.
9. The Client may not assign all or part of the benefit of, or its rights and benefits under the Agreement of which these Terms and Conditions form part, without the explicit agreement of Bailey Partnership.

Execution of the Service

10. Bailey Partnership will use reasonable skill and care in the performance of the Services. Notwithstanding anything to the contrary contained in the Agreement, Bailey Partnership shall not be construed as owing any greater duty or obligation than the use of reasonable skill and care in accordance with the normal standards of its profession.
11. Our Fee proposal excludes provision of services relating to dispute resolution should a dispute arise between the Client and Contractor; additional fees would be payable for any such services.

Insurance

12. Bailey Partnership undertakes to maintain Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance PII for any one claim up to the value in the Agreement or £5,000,000 whichever is the lower sum, so long as that insurance remains commercially available.

Fees

13. Unless otherwise agreed, our Fee proposal is only valid for 3 months from issue.
14. Percentage Fees are based upon the final account for the construction works unless otherwise stipulated in the Fee Proposal or Form of Appointment.
15. In the event that the Contractor fails to meet the contracted completion date we reserve the right to claim additional Fees to reflect the increased construction period regardless of whether the Client decides to seek recovery of these costs through the Construction Contract.
16. Hourly rate Fees in the Fee Proposal are subject to annual uplift at the CPI rate published by the ONS.
17. Payment of all or any Third Party costs not explicitly included in the Fee Proposal are excluded from our Fee Proposal.
18. Should Bailey Partnership agree to make arrangements to pay any client costs directly, a 15% handling charge shall be applied with payment terms of 14 days from invoice issue.
19. VAT at the prevailing rate is payable on all fees.
20. Set off of fees due is not permitted under the Agreement. In the event of any dispute, claim or complaint against Bailey Partnership by the Client, fees must be paid unless set off against loss is specifically agreed by Bailey Partnership as appropriate to resolve the matter.

21. Should the client operate a Purchase Order system, a PO must be provided at instruction, Bailey Partnership takes no liability for costs and payment delays should instruction and related PO not be provided.

Payment Terms

22. Unless otherwise stated, payment terms are 28 days from invoice issue. Bailey Partnership reserves the right to raise daily interest charges at 4% above Bank of England Base Rate (but 4% should the Bank of England Base Rate fall below zero), should payment not be made within the agreed terms.
23. All rights are revoked and works would be suspended should payment not be made by the payment date, including suspension of any copyright licence and/or intellectual property rights under Clause 26.

Collateral Warranties / Third Party Right

24. Unless specifically agreed otherwise, we have not allowed within the Fee nor agree to provide Collateral Warranties. The provision of such warranties will be subject to agreement of the wording of the warranty being to our and our insurer's satisfaction and payment of Additional Fees along with payment of all Fees due prior to Bailey Partnership signing any such warranty.
25. Nothing in these Terms and Conditions or the Agreement shall confer or purport to confer on any Third Party any benefit or right to enforce any of the Terms & Conditions or the Agreement pursuant to the Contracts (Rights of Third Parties) Act 1999.
26. Where Bailey Partnership is requested to provide Warranties or enter into other Third Party Agreements and the terms of these documents have not already been agreed, Bailey Partnership is prepared to negotiate the terms of such documents and the additional fee, if any, that should be paid to Bailey Partnership for entering into them. The Client shall not withhold payment of fees, pending agreement to such documents.

Net Contribution

27. Without prejudice to any other exclusion or limitation of liability, damages, loss, expenses or costs the liability of Bailey Partnership for any claim or claims under the Agreement shall be further limited to such sum as it would be just and equitable to require from Bailey Partnership having regard to the extent of Bailey Partnership's responsibility for such loss or losses and on

the basis that the other consultants, contractors and suppliers appointed on the Project shall be deemed to have provided contractual undertakings on terms no less onerous than this Agreement in respect of the performance of their services in connection with the Project and shall be deemed to have paid to the Client such proportion which it would be just and equitable for them to pay having regard to the extent of their responsibility.

Force Majeure

28. Bailey Partnership shall not be liable to the Client as a result of any delay or failure to perform the Services and/or our obligations under the Agreement as a result of a Force majeure event. For the purposes of the Agreement, a Force Majeure event is an event beyond Bailey Partnership's reasonable control including but not limited to strikes, lock-outs or other industrial disputes, government actions, failure of a utility service, a public or private telecommunications network or a transport network, act of God, war, riot, civil commotion, epidemic or pandemic, malicious damage, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.
29. If the Force Majeure event prevents Bailey Partnership from providing the Services and/or obligations under the Agreement for more than 8 weeks, Bailey Partnership shall, without limiting our other rights or remedies, have the right to terminate the Agreement immediately by giving written notice to the Client.

Dispute Resolution

30. In the event that the Client has a complaint in respect of the Services then, without prejudice to any other remedy the Client shall have access to Bailey Partnership's Complaints Handling Procedure, written copies of which are available on request. If a dispute arises in connection with the Agreement, the Client and Bailey Partnership shall attempt to reach a settlement to resolve the dispute directly in good faith.
31. If a settlement cannot be reached, either party may refer the matter to Arbitration, with an Arbitrator appointed by the relevant Regulatory Board; namely Arbitrators drawn from the RIBA, RICS or CI Arb. for business to business transactions or the Centre for Effective Dispute Resolution (CEDR) for business to consumers' transactions.

Pollution, Contamination, Toxic Mold and Asbestos

32. Unless agreed in writing Bailey Partnership's liability for any claim or claims which may arise out of or in connection with, pollution, contamination or toxic mold is excluded. If otherwise agreed in writing such agreement will be accompanied by a Limitation of Liability to be agreed as appropriate at the time of appointment. Bailey Partnership are neither equipped for nor experienced in identifying asbestos and such surveys should be carried out by specialists.
33. Any reports issued by Bailey Partnership are confidential to the Client and its professional advisors and under no circumstances may they be passed on or reproduced in whole or in part, nor may it be relied upon by third parties for any use whatsoever. Bailey Partnership shall have no liability for any use by any third party of reports for any purpose, unless expressly agreed by Bailey Partnership with specific reference to this clause.

Intellectual Property

34. Bailey Partnership reserves all copyright and all intellectual property rights which may subsist with any service and reserve the right to take appropriate action to restrain or prevent infringement.
35. Subject to settlement of all fees due, the Client shall have a license to copy and use drawings and documents issued to them by Bailey Partnership for purposes related to construction, maintenance or sale of the Project. They may not be used for any extension of the Project or any other project without specific agreement of Bailey Partnership.
36. Bailey Partnership shall not be liable for any use any party may make of the drawings and documents issued for any purpose other than that for which the same was originally prepared.

Confidentiality

37. Where information relevant to the Client is obtained from other sources (ie other clients) Bailey Partnership is under no duty of disclosure.
38. The following are permitted:
- a. Random inspection of files for audit / accreditation purposes
 - b. Disclosure to professional advisors
 - c. General reference to project etc within advertising or promotional or tender material.

Governing Law

39. The Client and Bailey Partnership agree that the construction, validity and performance of the Agreement including these Terms and Conditions shall be governed by and construed under English Law and the parties hereby submit to the exclusive jurisdiction of the English Courts. Both parties shall see that they, their employees, agents and sub-contractors shall observe the requirements of the General Data Protection Regulations 2018 and the UK Bribery Act 2010 in the provision and use of the subject matter of the Agreement. Bailey Partnership is an Equal Opportunities Employer and meets the requirements of the Equality Act 2010 and the Modern Slavery Act 2015.

Termination

40. If either party is in breach of its obligations and fails to remedy such breach (if capable of remedy) within 14 days of receiving written notice to remedy the breach or the Agreement has been affected by Force Majeure for at least 60 days, then the Agreement may be terminated forthwith by the party not in default without prejudice to the accrued rights of the parties.
41. If either party shall become insolvent or bankrupt or having a receiving or administration order made against it or compound with its creditors or commence winding up (save for solvent amalgamation or reconstruction) the other party shall be at liberty by written notice to terminate the Agreement forthwith.
42. Bailey Partnership and the Client have the right to terminate the Agreement for convenience without cause, fault or liability, subject to completion of the Services to an appropriate stage.
43. In the event of termination of this Agreement, the Client shall pay to the Consultant such payment as is due for the performance of the Services up to and including the first day of the month in which notice of termination was given.

Retention of Documents

44. Bailey Partnership will retain in electronic format only, all information provided to or issued by Bailey Partnership relating to this project for a period of no less than 6 years from completion of the project or longer if included in the Agreement and/or required by Statute.