



# ***Saltash Town Council***

***Konsel An Dre Essa***



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10 February 2026

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Guildhall on **Monday 16th February 2026 at 6.30 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or 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 (Vice-Chairman) R Bullock S Gillies S Martin J Peggs B Samuels (Chairman) P Samuels	All other Councillors for information
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## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. 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.
5. To receive and approve the minutes of the Library Sub Committee held on 16 October 2025 as a true and correct record. (Pages 4 - 7)
6. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Page 8)
7. To consider Risk Management reports as may be received.
8. To consider Health and Safety reports as may be received.
9. To receive a report from the Community Hub Team Leader and consider any actions and associated expenditure. (Pages 9 - 34)
10. 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.
11. To receive Bailey Partnership Tender Report and consider any actions and associated expenditure.
12. To consider any items referred from the main part of the agenda.
13. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.

14. To receive reports on the library refurbishment project and consider any actions and associated expenditure:
  - a. Refreshment facilities and baby-changing provision; (Pages 35 - 48)
  - b. Relocation of library services. (Pages 49 - 59)
15. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      To be confirmed.

## SALTASH TOWN COUNCIL

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

**PRESENT:** Councillors: R Bickford, J Brady (Vice-Chairman), R Bullock, S Gillies, B Samuels (Chairman) and P Samuels.

**ALSO PRESENT:** Councillor Miller, J Barron (Bailey Partnership), S Burrows (Town Clerk / RFO).

**APOLOGIES:** S Martin and J Peggs.

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#### **35/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **36/25/26 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 received.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

#### **37/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 2 SEPTEMBER 2025 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 B Samuels, seconded by Councillor Brady and **RESOLVED** that the minutes of the Library Sub Committee held on 2 September 2025 were confirmed as a true and correct record.

#### **38/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**39/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**40/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**41/25/26 TO RECEIVE BAILEY PARTNERSHIP INTERNAL REFURBISHMENT DESIGNS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed the documentation provided in the circulated reports pack.

James from Bailey Partnership guided Members through the proposed refurbishment works during a walk-through of the library building. This provided an opportunity for detailed discussion, helping to ensure that the proposals are appropriate and represent the most effective approach to delivering the project.

Members reflected on the necessity of the refurbishment, highlighting the importance of investing in the library building to create a vibrant and flexible community hub. Key priorities discussed included the reconfiguration of internal spaces to improve functionality, the provision of accessible public toilet and baby changing facilities, and the potential to introduce a vending area to enhance the visitor experience.

Members acknowledged that this stage of the project is focused on enabling a tender analysis to be undertaken. This will help determine whether sufficient budget is available for the proposed works to progress and inform the next steps in the project's development.

Overall, Members recognised the need for restoration to ensure the library service remains fit for purpose. They viewed the proposals as a valuable opportunity to invest in the future of the town by creating a sustainable, multi-use facility capable of hosting a wide range of events, activities, and study spaces, while continuing to deliver a high-quality library service and more.

It was proposed by Councillor Brady, seconded by Councillor B



because of the confidential nature of the business to be transacted.

**43/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**44/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**45/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor B Samuels, seconded by Councillor Brady and **RESOLVED** that a press and social media release regarding the internal refurbishment of the library be issued, subject to approval by the Full Town Council, and that the release include opportunities for public engagement and feedback.

**DATE OF NEXT MEETING**

Thursday 18 December 2025 at 6.30 pm

Rising at: 7.45 pm

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

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

## Services Committee - Library Budget 2025-26

Saltash Town Council

For the 9 Months ended 31 December 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Library Operating Income</b>					
4517 LI Library - Replacement Membership Cards	13	50	25	25	50
4518 LI Library - Photocopying Fees	941	600	822	(222)	600
4524 LI Library Book Sales	131	300	181	119	130
4526 LI Library Activity Income	0	180	0	180	0
<b>Total Library Operating Income</b>	<b>1,085</b>	<b>1,130</b>	<b>1,028</b>	<b>102</b>	<b>780</b>
<b>Library Operating Expenditure</b>					
6900 LI Rates - Library	13,099	13,492	13,099	393	13,597
6901 LI Water Rates - Library	327	403	238	165	418
6902 LI Gas - Library	3,196	6,216	687	5,529	4,500
6903 LI Electricity - Library	3,414	4,946	1,938	3,008	4,000
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	1,243	(100)	1,186
6908 LI Cleaning Materials & Equipment - Library	739	983	745	238	1,700
6909 LI Boiler Service & Maintenance - Library	292	905	794	111	939
6910 LI General Repairs & Maintenance - Library	2,326	2,510	1,813	697	2,605
6911 LI TV License & PRS - Library	291	474	42	432	0
6913 LI Refreshment Costs - Library	49	315	54	261	150
6914 LI Equipment - Library	734	830	371	459	500
6921 LI IT & Office Costs - Library	1,558	1,827	920	907	1,869
6922 LI Library Activities	2,465	3,000	2,345	655	1,070
6975 LI Home Library Service	20	550	0	550	200
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	23,509	0	23,025
6680 ST LI Staff Clothing (Library)	0	250	0	250	0
6681 ST LI Staff Travelling Expenses (Library)	53	250	33	217	250
<b>Total Operating Expenditure</b>	<b>53,343</b>	<b>61,603</b>	<b>47,832</b>	<b>13,771</b>	<b>56,009</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(52,258)</b>	<b>(60,473)</b>	<b>(46,804)</b>	<b>(13,669)</b>	<b>(55,229)</b>
<b>Library EMF Expenditure</b>					
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	0	13,105	0
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909	20,226	135,683	0
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575	0
6974 LI EMF Library Funding	0	1,430	0	1,430	0
6976 LI EMF Library General Maintenance	0	5,100	300	4,800	3,200
<b>Total Library EMF Expenditure</b>	<b>68,104</b>	<b>181,119</b>	<b>20,526</b>	<b>160,593</b>	<b>3,200</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>121,447</b>	<b>242,722</b>	<b>68,358</b>	<b>174,364</b>	<b>59,209</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(120,362)</b>	<b>(241,592)</b>	<b>(67,331)</b>	<b>(174,261)</b>	<b>(58,429)</b>

### To/From Reserves & Budget Virements

1. New code created to separate Internal Refurbishment costs (6971 LI EMF Saltash Library Property Refurbishment) from Property & Maintenance General Maintenance costs (6976 LI EMF Library General Maintenance).

2. 6974 LI EMF Library Funding includes Income Received from Seed Bed Funding - £500

3. 6904 LI Fire, Security Alarm & CCTV - Library overspent by £100 due to including annual costs of £275 relating to 2026/27. These costs will be adjusted at Year End

### 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

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

**Report to:** Library Sub Committee

**Date of Report:** 02.12.2025

**Officer Writing the Report:** Community Hub Team Leader

**Purpose of the report:**

To provide the Library Sub Committee an update on the work of the Library Hub since the last meeting.

**Officers Recommendations**

Members are invited to read the following report and ask any questions that may arise from the report.

**Report Summary**

Established groups and activities continue to run and show good attendance, with some members of clubs coming to additional activities that have been held such as the Wreath Making Workshop. There is a loyal and supportive group of patrons who value the library and the staff. Our beloved Dave the Music Man continues to bring joy to the lives of the local children with his weekly singalongs. Weekly Knit and Natter sessions are still running; the participants have become a valued group of the library.

Adult colouring for mindfulness also takes place once a week, with a calm and thoughtful space for library members to connect and find a creative outlet.

The team continue to provide an excellent, professional service, ensuring borrowers are met with a warm welcome whenever they visit. Daily library tasks are completed effectively, and the library team communicate well with each other and the CHTL.

The events and activities calendar for 2026 is filling with some exciting events, and some outreach initiatives are being held from within the library space – **to view the calendar please refer to Appendix A**. Additional monthly Story Time sessions are

also being held at the neighbouring Family Hub to further outreach efforts and capture new borrower interest.

Efforts to offer more community hub services are well underway, with positive engagement from external organisations. Saltash Library Hub truly is a valued and integral part of the community. The library is now a registered Warm Space, advertised on the Warm Welcome website, offering refuge to all from the cold and wet. To ensure that the library is as accessible as possible, an audit has been arranged with Paul Cadger (NHS), we now await for the results of the audit to be collated and shared with us.

Rose from Memory Box will also be in attendance with the possibility of a person living with Dementia or a carer also joining them. This will offer insight into how we can make the library a supportive environment for those living with Dementia.

### **Connections**

- Devon and Cornwall Refugee Support (DCRS)

DCRS will be holding two women's craft groups in the library to support Afghan families living in Saltash. This will provide a much-needed connection for those who may be feeling isolated or socially excluded in a safe, welcoming space. We will be working with Maia to help facilitate the space needed for these activities and will provide an opportunity for new library signups. Our other free resources are also available to library members, LOTE4Kids being one of particular interest for those where English is not their first language. It is an online book resources for children and there are also world sign language resources included in this.

- Cornwall Council Resettlement Team

Efforts have been made to build a good working relationship with the Cornwall Resettlement Team who support predominantly Afghan families in Cornwall. Having met with Sidonia who supports numerous families in the Saltash area, it has become clear that building on our inclusive space is more important than ever. With the help of Maia from DCRS and Sidonia from the Resettlement team, we are encouraging families to come into the library to sign up and explore the welcoming and comfortable space we have to offer. Conversations with Sidonia has highlighted their need for spaces like ours to provide a sense of community and acceptance. We are looking forward to working with Sidonia to provide a safe space for people of all ages and backgrounds.

Working with Nastassia Player at Cornwall Libraries is allowing us to create a bespoke offering, by seeking recommendations and requests from Afghan families we can ensure that books in the Pashto language are sourced with sensitivity and respect towards culture and tradition. The adult and children's books will help the families feel connected and form an inclusive offer at Saltash Library.

- Saltash Family Hub and Together for Families

We are forming a mutually beneficial relationship with the Saltash Family Hub to promote our services and support the local community. Monthly Storytime is going to be held at the Family Hub to connect with families that may not use the library. Staff member to take a device and library cards to sign up new members to the library. Luisa from the Family Hub is eager to help support the library and vice versa to make positive impact for the local families. A notice board solely for advertising the library services is to be displayed in the Family Hub and we will be working together to signpost to relevant service. Team member from the Parenting initiative to run some drop-in sessions at the library, which have been very popular in Torpoint library and well received.

- Healthy Cornwall

Healthy Cornwall (HC) are offering their services to share wellbeing and lifestyle advice. One of the team members from HC visited the library to have a conversation about how they can support the library and our service. It will undoubtedly be a positive working relationship that will bring many opportunities in the future. We look forward to having HC in the library and working in partnership with them.

- Volunteer Cornwall

Following a positive meeting with Jayne Roycroft from Volunteer Cornwall, Saltash Town Council Library Hub will be included in the Hub Network which will highlight available funding and opportunities. The network will also connect the library with other organisations in the area to collaborate on projects and signpost members of the community. Saltash Together is a networking event that the CHTL will attend to maximise the library's outreach and work with local enterprises and businesses.

## **Past activities and events**

Community events and activities are still proving to be popular within the library.

Over the festive period we held many crafting activities which were well attended. The ornament making workshop was particularly fun and children and parents both enjoyed the event. New feedback forms have been created to provide children the opportunity to voice their opinions in a fun way. The adults feedback form has been created to capture information and present opportunity for any recommendations or things that could be improved.

- Saltash Rotary Santa Visit

The Saltash Rotary Club very kindly supplied the Library Hub with a Santa over the Christmas period. The children who did visit, enjoyed meeting Santa and were offered some free library gifts. The event unfortunately was not particularly well attended, the local area that day was unusually quiet. Next time, the event will be advertised earlier to capture a larger audience. Nonetheless, it was a lovely experience for the children and families that attended.

- Teddys Indoor Picnic

The Indoor Picnic was a huge success with 42 attendees consisting of over 13 families. The children put names into the draw to name the library giant Teddy with the winning name being Patch. Children enjoyed playing with giant games, reading books, bubbles and playing with each other. Feedback was positive and varying ages attended. Families brought their own food to enjoy together and socialise. Interest for similar events in the future was raised. The event brought in families and young people while promoting the library and services.

- Make It Better (MIB) - Collage workshops for adults and children

12 students from Brunel Primary School attended one of the workshops hosted by Joanna White from MIB CIC. The children engaged incredibly well with the creative collage workshop and produced some fantastic pieces. The children were enthusiastic and responded positively.

The adult's workshop was a calmer affair, with 4 participants who created some thoughtful responses to Joanna's theme. The feedback from the ladies was very positive and have said that similar workshops in the future would be well received.

The workshops were free and we would like to work with MIB again in the future.

- Clarks Auctioneers Valuation Day

The Valuation Day run by Clarks was very well attended, with the public bringing in a variety of items for valuation. Ceramics, medals, paintings and jewellery to name a few. The event has increased footfall on a wet and blustery day and would be beneficial to host again. Over nineteen groups were seen by Clarks Valuers and they were back-to-back for the duration.

- Health Information Week

Healthy Cornwall offered support and advice for the Health Information Week.

Healthy eating support, exercise and lifestyle advice, smoking cessation, advice around cholesterol, blood pressure readings and carbon monoxide readings were delivered very kindly by Sharon and we hope to have them at the library in the future. Engagement was positive and Sharon had many conversations with library users over the week.

**Please refer to Appendix B to view the images of events and activities.**

## **Upcoming Events**

- Lorna Marlow Author Talk

An exciting event, not to be missed by crime fiction fans. Lorna is doing a talk on her new book 'Finding Home' which is set in Cornwall. The talk will be followed by a Q&A and should bring people in over the weekend at the end of January.

The event was well received with 17 attendees.

- Kernow Maternity and Neonatal Voices Partnership (KMNVP)

KMNVP will be visiting us in February to provide support for families and listen to feedback to improve services. This is scheduled to cross over with the Story Time at the library, where new and young parents often come.

- Children's Hospice Coffee Morning (CHSW)

CHSW are coming in Feb and offering a coffee morning drop-in session in line with the Music Man. They will be providing information and promoting the charity. Beth is excited to visit us and meet the team and public.

- Memory Box Choir- St Piran's Day Celebration

Working in Partnership with Rose at Memory Box, we will be hosting a St Piran's Day themed choir session at the Library with the focus on Sea Shanties and Cornish songs. The fun event will be taking place the day after St Piran's Day on 6<sup>th</sup> March due to World Book Day being held on St Piran's Day.

- Author Talk by Ellie Jackson

Established children's author Ellie Jackson will be holding a talk and Q&A in March to coincide with Science Week. Ellie focuses on environmental issues and encourages young people to think conscientiously about the environment. Her books are meaningful and her talk should inspire the future generations. This talk has been scheduled to coincide with science week, where we will be holding environmental focuses craft activities and workshops.

- Adult Mindful Movement class and Children's Dance Yoga Class

These sessions will be run by facilitator Gee and are being offered to the general public to enhance wellbeing and promote active lifestyles.

- A life in Writing- Audrey Miller Exhibition

The library will be showcasing the work of Saltash resident Audrey Miller who has had over 70 years writing for the Cornish Times. Audrey is also a Freeman of Saltash and wrote for several publications in and around the local area. Her contribution to the community is huge and has also given her time to many charitable organisations over the years. The opening will be attended by the Mayor and hopefully some of the residents at St Annes where Audrey currently lives.

### **School Outreach**

Conversations with Brunel have begun, with the hopes of running some craft workshops for the children of Brunel, promoting our services and encouraging young children to use the library. We will also be conducting tours of the library, welcoming each class in to show them around and read some stories. We will be working with Brunel to offer more support for young people and to encourage reading.

Brunel is a starting point with our engagement with the local schools, our intention is to roll out the same offer to other schools. We will learn from Brunel in the first instance and grow from there. The Town Clerk recently attended a tour of Fountain Head School where they are working hard to engage with the community, and in doing so recently visited with some students. We hope to work with them in regards to work experience.

### **Event/Activities Feedback Forms**

A new set of feedback forms has been created to capture feedback from both adults and children's activities. This data will help staff and members understand the wants and needs of the people using the service, and any areas that have been successful or need improving – please let me know if Members wish to see alternative questions or for the data to be displayed in a different manner. The children's form is colourful and interactive, with age-appropriate language to encourage engagement and make them feel heard.

The adult form is a little more detailed and has some useful information which can be used to see trends, in turn helping us tailor our offer as a library service. **Please refer to the Appendix C to view the feedback forms and data collected to date.**

### **Survey**

Following the approval of the survey by the Library Sub Committee, CHTL and DEM have produced a timeline for distribution and collection of data to be analysed.

The survey has been distributed to the public via social media, notice boards, online using Survey Monkey and paper copies available at the library. The survey will run from 12<sup>th</sup> January to Tuesday 9<sup>th</sup> March. This should give the public ample time to complete the survey and submit responses. Social media is being utilised heavily to promote and share the survey to receive as much feedback as possible. Public notice boards and library notice boards are also being used to increase engagement with the survey. A QR code has been created so that people can easily scan the QR code to bring the survey up on their device, whilst paper copies will also be available for those who prefer a physical survey to complete.

The survey has also gone to The Bookshelf, Red Bus, Leisure Centre, Dr Surgeries, dentist, and available at the February Meet Your Cllr stand. We've contacted schools to find out if it is possible to send it out with the school newsletter, awaiting a response.

Results will be collated and analysed to highlight areas that may need improvement and to also recognise what is working for the local community – a report will be produced for a future Library Sub Committee meeting. We may need to extend the survey should little response be received.

The winner of the prize draw will receive a gift card for The Bookshelf in Saltash. Names of entrants will be submitted once the survey has closed and the winner announced on social media.

The survey has been made as accessible as possible.

### **Loyalty Card Scheme**

The Loyalty Card Scheme run by Cornwall Libraries is an initiative to keep borrowers using the services throughout the year by rewarding library users for reading books, engaging with library activities and using e-resources. Each time the user completes an activity or finishes reading a book, they get a stamp at the library. Once the borrower has collected 6 stamps, they are entered into a prize draw. This is aimed to increase user engagement and keep bringing people back into the library.

Numbers drop slightly in the winter months so the hope is that this will encourage members to use the services regularly. Cornwall Libraries has been working with organisations to pool together prizes for the winners.

### **Page Turner**

Saltash Town Council Library Hub was asked to pilot a new software for Cornwall Libraries to record data and capture information regarding enquires and services.

The new app Page Turner will replace the existing software called Lagan. This is a fantastic opportunity to test the app and shape how it is built and used for other libraries. Staff are compiling feedback and noting areas that need improvement so that it can be updated before being launched to the wider library community.

### **Improved Social Media Presence**

The CHTL is developing the social media accounts for the library to engage with a wider community and increase footfall. Feedback forms have already highlighted the use of Facebook and eye-catching marketing to promote events. A new Instagram account has been created and has already picked up 40 followers in the short time that it has been active. Facebook and Instagram are used daily to promote services and activities to draw existing and new members into the library. The online engagement will continue to grow and support the library to connect with not only the local community but the wider community as the library hub expands its offer.

Overall, the Library Hub is successfully building partnerships, enhancing its service offer, delivering high-quality community events, and increasing accessibility and inclusivity.

These developments underpin the library's crucial role in supporting local families, fostering community belonging, and evolving its services in line with community needs.

### **Outreach work**

It is recognised that limited outreach work has taken place in recent years for a variety of reasons. Now that the service is fully supported, there is an opportunity to consider how meaningful and sustainable outreach activity can be developed. I will be reviewing this area in conjunction with the 2026 library events and activities calendar.

I would welcome any suggestions or areas of focus that Members would like considered as part of this review. The intention is to broaden awareness of the valuable work delivered by the library and to increase use of the building through greater membership uptake and participation in events and activities.

### **Footfall counter**

Cornwall Council installed a footfall counter several years ago. Although it is still operational, the display screen has deteriorated and is now increasingly difficult to read. My predecessor arranged for a replacement unit to be fitted at the library entrance; however, the new device is of poor quality and is providing inaccurate daily readings. A request has been submitted for its removal.

I have begun researching alternative options, and there are several advanced systems available at a cost that offer far more accurate and meaningful data than the current setup. Before progressing further, I would like to understand whether Members wish to continue collecting footfall data, potentially at a significantly improved level, so that it can be used to enhance service planning and inform future decision-making.

## **How Does This Meet the Business Plan?**

### **Strategic Priorities Met**

Boosting jobs and economic prosperity by supporting local businesses, employing library staff and supporting charitable organisations.

**Promote Saltash as a vibrant and welcoming visitor destination** by offering inclusive, creative and fun workshops, we are encouraging people to visit from the wider community. Offering unique workshops and activities will attract people to Saltash whilst continuing to provide an excellent library service to existing members.

Regular activities and groups support **health and wellbeing**, reducing social isolation and digital exclusion.

**Educational wellbeing of children and young people** is supported by the collaboration with local schools and services provided to young people.

**Signature of Officer:**

Community Hub Team Leader

## Appendix A - Events and Activities Calendar

### January

19th - 25th Jan health information week

19th - 25th Warm welcome week

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
Saturday 17th Jan	Teddys' Indoor Picnic	11:00-13:00	In the kids section. Picnic blankets, toys, giant games, music		40 Free	Fee	34 attendees. Busy! Lots of little ones and families.
Thursday 22nd Jan	Photography workshop	10:00-12:00	MIB to bring all equipment	8 to 12	Free	Free	Run by Make It Better, children. 12 from Brunel
Thursday 22nd Jan	Photography workshop	13:00-15:00	MIB to bring all equipment	8 to 12	Free	Free	Adults, 4 attendees
Friday 23rd Jan	Clarks Auctioneers antiques and collectibles valuation day	11:00-15:00	Main space. Table and chairs. Chairs for people to wait in.		Free	Free	20 attendees throughout the day.
Saturday 24th Jan	Bird craft, make your own (Garden Bird Watch)	10:30-12:30	Main space		Free	Free	Sam to run workshop
Friday 30th Jan	Story Time at the Family Hub	14:00-15:30	Take books and a few toys.		15 Free	Free	Take a laptop and cards to do sign up at the family hub.
Saturday Jan 31st	Author talk by Lorna Marlow	11:30-12:30	Main space downstairs by windows		30 1x book for catalogue	Free	16 attendees, great event. Good engagement from the public.

## February

1st Feb National story telling week

3rd Childrens mental health

16th Feb-20th Feb Half term

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Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
Monday 2nd Feb	National Story Telling Week- story time and craft Gruffalo themed	10:30-12:00	Set up craft table by two seater near kids section				
Tuesday 3rd Feb	Childrens hospice coffee morning	Beth setting up at 9:15	Main space	Drop in- NA	Free	Free	Beth will be coming in early before we open to set up.
Tuesday 3rd Feb	Childrens Mental Health Day						
Thursday 5th Feb	Adult Mindful Movement with Gee		10:30 Main space?	10 ?		£25 free or donation? TBC	Participants to bring own mat or towel
Monday 9th Feb	Cosmic Explorers with Andy Varker	13:30-14:30	TBC, probably in the main space				Andy Varker to deliver. He is contacting Brunel.
Monday 9th Feb	Kernow Maternity and Neonatal Voices Partnership drop in	11 ish to catch story time crew	Kids area?		Free	Free	
Friday 13th Feb	Maia DCRS womens group		13:30 Mezzanine area				
Saturday 14th Feb	Kids dance yoga class with Gee		10:30 Kids area	TBC		£25 Free	Participants to bring own mat
Monday 23rd Feb	Audrey Miller Exhibition		14:00 Main space. Tables along window for sketch books. Chairs in rows		40 NA	Free	Mayor to attend, tea, coffee and bisuits to be provided.
Friday 27th Feb	Maia DCRS womens group		13:30 Mezzanine area				

March

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
TBC	Childrens bird feeder workshop	TBC					
6th -15th March	Science week						
6th March	Sea shanties- Rose		11:00 Main space	40	Free	Free	St Piran theme, day after St Pirans
5th March	World Book day, book binding with Brunel School.	TBC	TBC	15			Awaiting confirmation from Brunel. Split into groups of 10 depending on class size. Older year.
5th March	World Book Day - After School Craft Bookworms Bookmarks (Sammy)	15:30- 16:00	Main Table		Free	Free	
Saturday 14th March	Ellie Jackson author talk	11:00		40	£80 plus VAT	TBC	
Saturday 28h March	Sam Horton Author Talk	TBC	Main Space	40	Free	Free	

April

\*Easter holidays 2nd-20th April

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
4th April	Easter Craft (Sammy)	10.30-12.30	Big Table				

May

Elmer Day Craft Saturday 26th May - Sammy

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
Saturday 2nd May	May Fair stall		Laptop, cards, books, toys				
21st May	Dementia Awareness Week Making Memories Craft - Sammy						

June

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
Monday 1st June	Tom Palmer Childrens Author Talk	13.00-13:45	Main space or childrens area				
Thursday 11th June	Betty Walker Author talk	11:00-12:00	MainSpace		30	£10 Free	

July

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
Saturday 25th July	Regatta Stall						

October

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
31.10.26	Halloween Craft (Sammy)						

December

Date	Event	Time	Setup (Where? What?)	Capacity	Cost	Ticket price	Additional notes
	Christmas Childrens Craft (Sammy)						

## Appendix B

### Images of Events and Activities

#### Salt Dough Christmas Ornament Workshop



## Christmas Card Making



## Rotary Santa Visit



## Wreath Making Workshop



### Teddy's Indoor Picnic





APPENDIX C

Activity/event	Date	Childrens or Adult?						Would you recommnd this activity?	Library Member?	Learned something new?	Expectations met?	Additional Comments
Wreath Making	27.11.25	Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Thanks to the staff for the supplying and activity and for clearing up afterwards Social and creative event. Staff helpful and friendly. Thank you. Fun, staff very helpful, thank you. Enjoyable afternoon.
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	
Card Making		Childrens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Yes	Fun, inspiring, creative.
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Yes	Yes	Fun.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Yes			Liked all the colours. Creative, friendly and entertaining. Happy because I had fun.
Salt Dough Ornament making workshop	4.12.25	Childrens (with adults)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	Yes	Yes	Really enjoyed it.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Really great fun, fab Facebook find. Lovely to find activities I can do with my baby!
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	Yes	Yes	Great fun.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	We had a fab time! Thank you!
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	No	Yes	Fun activity after school. We cant always do the weekend so nice to have something in the week.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Friendly staff, free, good time of day. Lovely event and very welcoming.
Macular Degeneration group visit	5.2.2026	Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	yes	Yes	yes	yes	Staff have been helpful, Sam exceptional
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Excellent service for visually impaired people, new library members!
Mindful Movement Class	5.2.2026	Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Background noise unable to totally focus and enjoy
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Just difficult to hear at times as library quite noisy
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Happy with venue and other library users. Loved it!
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	Yes	Yes/No	More mindfulness with slight movement, bit distracted by library users but improved.
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes	Yes	So lovely, a very passionate lady. I will be back, thank you.

# Appendix C

## Adult and Children's Feedback Forms

**Saltash Town Council Library Hub**  
Feedback Form

-----

What was the reason for your visit today?

Please circle how you feel about today's activity

Please circle any words you feel describes your visit today

**FUN**  
INSPIRING  
Creative Entertaining  
Interesting Exciting  
**FRIENDLY**

What was good?

Did you learn anything new today? Do you have anything you'd like to tell us?

Date:

**Saltash Town Council Library Hub**  
Feedback Form

-----

What was the reason for your visit today?

Please circle how you feel about today's activity

Please tick YES or NO for the following questions

	YES	NO
Would you recommend this activity to a friend?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a library member?	<input type="checkbox"/>	<input type="checkbox"/>
Have you learnt something new from today's visit?	<input type="checkbox"/>	<input type="checkbox"/>
Have your expectations been met?	<input type="checkbox"/>	<input type="checkbox"/>

**HAVE YOU GOT ANY OTHER COMMENTS OR SUGGESTIONS?**

*Thank you!*

Date:

**To receive a reports on the library refurbishment project and consider any actions and associated expenditure – refreshment facilities and baby-changing provision**

**Report to:** Library Sub Committee

**Date of Report:** 12/12/2025

**Officer Writing the Report:** Community Hub Team Leader

**Purpose of the Report:** To provide Members with all necessary information relating to the library refurbishment project, enabling an informed decision to be made.

**Officers Recommendations**

Members are advised to:

1. Reconsider the refreshment provision, replacing the proposed vending machine with a coffee machine and revising its location, for the reasons set out in the main body of the report.
2. Note that the vending machine option is unlikely to comply with the Town Council's Environmental Wheel.
3. Ensure that baby-changing facilities are included within the project scope, as outlined in the main body of the report.

**Report Summary**

Upon consultation with the library staff, the CHTL agrees with the team regarding the stud wall and vending machines being inconsistent with the vision and aesthetic of the newly refurbished library. The following points outline the main concerns around the stud wall and vending machines, taking into consideration the needs of the public and the limitations of the building.

- Placement of the vending machines in the proposed plan would block significant light and obscure the windows that were installed recently, diminishing the natural light and aesthetic of the open space. The demolition of the central reception desk is intended to create an open plan, the addition of a wall making the entranceway feel narrow and closed in is not conducive to this vision.

- Access would be hindered by the proposed stud wall, where users would need to walk around the corner, behind the wall to access the vending machine.
- Safety of children could be hindered by the wall as staff monitor the entrance constantly. Young children will often try to escape when parents/carers back are turned, staff are able to monitor the door from the reception desk to raise the alert if a child leaves the premises. A wall reducing the visibility of the entrance would make it easier for children to go unnoticed. Children are always supervised by adults, however sometimes they are too quick!
- Plumbing and electricity would need to be rerouted to supply vending machines, at a cost to provide the necessary water and electricity.
- Alternative coffee machines would not require mains water and electricity, eradicating the need for a wall to be built. Positioning of the tank-fed machine is much more flexible and can be moved if needed to facilitate events and cleaning/maintenance.
- The cost of commercial vending machines is expensive, and they require regular servicing and maintenance by an external company.
- Vending machines in general do not provide high quality or ethically/responsibly sourced products. Care should be taken to supply the community with quality products that will meet the expectations of our users and support local suppliers who have quality and sustainability as their core values.

### **Alternative to Commercial Vending Machines**

Consideration should be given to an alternative to the commercial vending machine, the most appropriate machine for the services that we would like to offer is the Bean to Cup machine. There are multiple advantages of the Bean to Cup machine as listed below.

- Cheaper to lease or buy.
- Cheaper to run.
- Less maintenance required.
- The ability to choose what coffee beans are supplied, with the option to sell and promote local, ethical companies and support small businesses.
- Coffee beans are easily interchangeable, meaning 'guest roasts' could be promoted and provide unique selling point (USP).
- Better quality products.
- Aesthetically more pleasing than a commercial vending machine.
- Self-service.
- Far smaller in size and footprint compared to a vending machine but still suitable for commercial use.
- No requirement for mains plumbing making it a more flexible option. The Bean to Cup machine has its own water tank which can be easily refilled.
- User friendly with a clear display screen. Easy to use and low waste.

- Two types of machine, one offering black coffee, hot water for hot chocolate and tea. Milk can be offered on the side, next to the machine and be topped up by staff when needed to reduce the amount of wasted milk.  
The other type of Bean to Cup machine has a fresh milk tank, should members wish to have a machine that offers milky drinks, however this does increase the likelihood of wastage. With the milk tank on this specific machine, it is easily topped up to monitor milk usage and wastage.
- Fully automatic machine, staff would be required to top up the water tank at the beginning of the day.
- Bean to cup machines are more suitable for the needs of the library in comparison with a commercial vending machine.

Please see **Appendix A** for product specifications.

### **Location of Coffee Machine**

- A bean to cup machine could be located next to the new reception desk which would catch the eye of library users when they approach the reception area. This is an area that will be the main point of contact within the library as most library users approach the reception area with queries. Having the machine situated next to the reception desk would encourage more users and subsequent uptake on profit, provide members with support if needed and allow for monitoring of the machine to avoid misuse or damage.
- The staff would have compostable takeaway cups behind the reception desk and take the payment at the desk for beverages. This would allow reporting of how many drinks were sold and streamline the money handling process as the takings would go directly into the till rather than into a separate vending machine.
- Hot chocolate and tea bags would also be kept behind the desk and given to customers once they have paid for the beverage. Providing compostable cups would also decrease the use of single-use plastic and reduce our negative impact on the environment.
- A discount initiative can also be applied when using a Bean to Cup machine, whereby customers could receive a small discount for bringing in their own cup or travel mug. Not only would this reduce waste, it would also reduce expenditure on takeaway cups.
- A loyalty card scheme could also be introduced to encourage regular purchasing of beverages. This is an incentive to increase profit and can be used as marketing to draw customers in.

Item Description	Length of lease	Unit Price	Total Net Cost
Jura W8 Bean to Cup Machine (CG)	2 years	£19.86 +VAT per week	£1,549
Jura W4 (CG)	2 years	£15.13 per week	£1,180.37
Jura W4 Bean to Cup (A)	3 years	£16 per week,	

Item Description	Purchase of machine	Unit Price	Total Net Cost
Jura W8 Bean to Cup Machine (CG)	TBC		
Jura W4 (CG)	TBC		
Jura W4 Bean to Cup (A)	TBC		

### **Baby Change Facility**

In the original plans, there is no mention of a baby changing facility. It is recommended that one is included in the plans as this would offer a service required by many parents and carers that use the library and make the toilets inclusive to everyone.

This is a standard offer in public toilets to make them accessible to families. Currently, parents and carers must change young children on the floor or tables at the library, which poses risks to the child. Baby changing facilities would make the public toilet accessible to not only those with mobility issues but also to the parents and carers.

Depending on regulations, the fold-down changing table would best be situated in the accessible toilet.

The proposed amendments to the refurbishment plan present a more practical, cost-effective, and user-focused approach to enhancing the library space. Removing the stud wall and replacing commercial vending machines with a flexible Bean to Cup alternative preserves the open, welcoming aesthetic of the entrance, reduces unnecessary expenditure, and avoids operational complications such as plumbing alterations and external servicing demands.

The recommended placement of the coffee station beside the new reception desk further supports staff oversight, efficient service delivery, and improved customer experience. Additionally, the inclusion of a baby changing facility strengthens the library's commitment to accessibility and family-friendly provision.

### **How Does This Meet the Business Plan?**

These proposed changes have been considered extensively, with in depth research and hospitality experience forming the basis for the recommendations.

Collectively, these proposals align with the Strategic Priorities by improving the library's functionality, supporting sustainability, and promoting collaboration with ethical and local suppliers. The changes outlined aim to ensure the refurbished library is an inclusive, attractive, and efficient community space that meets the needs of its users now and in the future

**Budgets**

**Budget Availability:**

TBC

**Signature of Officer:**

Community Hub Team Leader

## Appendix A

### Product Specifications

[Home](#) Jura W4 Bean to Cup Coffee Machine - Up to 40 Cups Per Day





## **Jura W4 Bean to Cup Coffee Machine - Up to 40 Cups Per Day**

From **£7.82** per week. (Price excludes VAT).  
Please contact us for outright purchase pricing.

We offer both outright purchase and zero deposit monthly lease packages, as well as free nationwide installation, free training and flexible service plans.

### **About the Product**

The W4 is the most affordable commercial system in Jura's range. Boasting a fantastic build quality and the ability to produce up to 40 drinks per day, the WE6 makes the perfect addition to any busy office.

### **Specifications**

### **Jura W4 Technical Specifications:**

- Height-adjustable coffee spout: 65 – 111 mm
- Water tank capacity: 3 l
- Coffee grounds container (servings): 25
- Bean container with aroma preservation cover: 500 g
- Cable length: Approx. 1.1 m
- Voltage: 230 V AC
- Current: 10 A
- Power: 1450 W
- Stand-by power: 0 W
- Weight: 10 kg
- Dimensions (W × H × D): 29.5 × 41.9 × 44.4 cm
- Colour: Piano Black

W4

### **Key Features**

- Variable brewing chamber
- Intelligent preheating
- Thermoblock heating technology
- Integrated rinsing, cleaning and descaling program
- Adjustable water hardness
- One or two cups of espresso in one brewing operation
- 8 Different drinks available
- Hot water function - for tea and hot chocolate
- Pulse Extraction Process (P.E.P.®)
- 3L Tank Capacity
- Make Up to 40 Drinks Per Day
- Ground coffee chute for decaffeinated drinks
- 25 Portion Ground Waste Container
- Coffee Strength, Water Volume & Water Temperature Adjustment



## Jura W8 Bean to Cup Machine

### **Jura W8 – Technical Specifications**

#### **Performance:**

- Recommended Maximum Daily Output: 50 cups
- Number of Specialities: 17
- Grinder: P.A.G.2
- Pump Pressure: 15 bar
- Brewing Unit Capacity: 5 – 16 g
- Thermoblock Heating System: Yes
- Lungo Function: Yes
- Pulse Extraction Process (P.E.P.®): Yes

#### **Beverage Options:**

- Espresso
- 2 × Espresso
- Coffee
- 2 × Coffee
- Americano
- Lungo
- Special coffee
- Cortado
- Espresso macchiato
- Cappuccino
- Cappuccino Extra Shot
- Flat white
- Flat white Extra Shot
- Latte macchiato
- Latte macchiato Extra Shot
- Portion of milk foam
- Hot water

#### **Programmability & Operation:**

- Display: 3.5" colour display with buttons
- Coffee Strength Levels: 10
- Brewing Temperature Levels: 3
- Hot Water Temperature Levels: 3
- Resettable Day Counter: Yes
- Product Usage Counter: Yes
- Coffee Eye: Yes

### **Connectivity:**

- Smart Connect: Yes
- Wi-Fi Connect: Yes
- MDB Connect: Yes
- Payment Connect: Yes
- Pocket Pilot 2.0: Yes
- Data Communicator: Yes

### **Cleaning & Hygiene:**

- One-Touch Milk System Cleaning (automatic): Yes
- CLARIS Pro Smart+ Filter Compatible: Yes
- TÜV-Certified Hygiene Standards: Yes
- Lockable Bean Container and Water Tank: Yes

### **Capacities & Measurements:**

- Water Tank Capacity: 3 l
- Bean Container: 500 g
- Coffee Grounds Container: 25 servings
- Cable Length: Approx. 1.1 m
- Stand-by Power: 2 W
- Power: 1450 W
- Voltage / Current: 230 V ~ / 10 A
- Net Weight: 12.7 kg
- Gross Weight: 15.4 kg
- Dimensions (W × H × D): 29.5 × 44.3 × 44.6 cm
- Height-adjustable Coffee Spout with Hot-Water Spout: 65 – 111 mm
- Height-adjustable Cappuccino Spout: 107 – 153 mm

W8

### **Key Features**

- Variable brewing chamber
- Intelligent preheating

- Thermoblock heating technology
- Integrated rinsing, cleaning and descaling program
- Adjustable water hardness
- One or two cups of espresso in one brewing operation
- 17 Different drinks available
- Hot water function - for tea and hot chocolate
- Pulse Extraction Process (P.E.P.®)
- 3L Tank Capacity
- Make Up to 50 Drinks Per Day
- Ground coffee chute for decaffeinated drinks
- 25 Portion Ground Waste Container
- Coffee Strength, Water Volume & Water Temperature Adjustment
- Supports most major payment systems





**To receive a report on library refurbishment project and consider any actions and associated expenditure – relocation of services**

**Report to:** Library Sub Committee

**Date of Report:** 23.01.2026

**Officer Writing the Report:** Community Hub Team Leader

**Purpose of the report:** To provide the Library Sub-Committee with information on suitable local venues for the temporary relocation of the library during refurbishment works, ensuring the service can continue without disruption, should the Library Sub Committee agree to proceed with the works.

**Officers Recommendations:**

It is considered important to present this report to Members in advance of any decision to proceed with the internal refurbishment works. This will ensure that Members have a full understanding of the implications of the project and the associated costs.

Members are asked to:

- Review the information provided on potential venues within Saltash and consider a suitable location for the temporary relocation of the library, taking into account factors such as cost, accessibility, available services, welfare facilities, opening hours, and overall suitability of location.
- Note the provisional request to the Wesley Church Committee for the hire of two rooms at Wesley Church for the duration of the refurbishment, subject to the Library Sub Committee proceeding with the work.
- Propose any alternative venues that they wish the CHTL to review and report back.

## Report Summary:

The Community Hub Team Leader has undergone research and site visits to several venues in Saltash to gather information to ascertain where would best suit the needs of the library while refurbishment works are carried out in the library building. The associated costs are detailed in the venue information where there is availability at the venue.

### Venues visited:

The Wesley Church	Private Rentals in Fore Street
Our Lady of the Angels Catholic Church	Oaklands Community Centre
Saltash Social Club	The Core
Saltash United Football Club	
St Barnabas Hospital	

### **The Wesley Church:**

The Wesley Church has many positive attributes to consider and is, upon comparison with the other prospective venues, the best choice for the temporary relocation of the library.

The Wesley is a hive of activity, with a huge number of existing clubs and organisations using the space every day. Several varying sized rooms are used for a wide range of activities.

- The room that would be available to Saltash Town Council is the lounge situated at the rear of the building. The lounge has its own access door leading out to the car park. This would enable library users to enter without having to walk through the main building and come straight to the temporary library.
- The lounge is small; however, activities and groups could be held in other rooms at the Wesley Church ensuring services are still on offer. Bob Austin and Anita have confirmed that they would be able to accommodate our groups and activities after reviewing our schedule and understanding our needs. During the last refurbishment, the library was relocated to the Guildhall, where groups and activities could not run. Many library users stopped using the service because of this and we lost valued borrowers. Operating outside of the Guildhall would also allow the normal library operating hours to continue (Mon, Tues, Thurs, Fri, Sat).
- Café customers and established groups at Wesley Church could increase borrower numbers as footfall is large. Eg U3A meetings of over 100 members, choirs, sports clubs and the church congregation.

- The location of the Wesley Church is also a benefit, being close to the main high street and good transport links continues to make it accessible to the residents of Saltash.
- Sufficient welfare facilities for staff.

Estimated cost would be - Lounge £250/week plus various rooms for activities £180/week Total £430/week. These rates are highly competitive and would allow for the delivery of all library services.

CAD drawings are included in the **Appendix A** to visualise what the space would look like with library shelves and desks in situ. This is solely for the library book service and not for the groups as these would take place in another room.

The Wesley Church have plans to refurbish the Lounge room, however they do not have a set timeline for this. They plan to do the work this year.

The next Church Committee meeting is to be held on 12<sup>th</sup> February, they meet every quarter - requests for room hire must be submitted to the Committee for them to review and accept or reject. This date falls before the Library Sub Committee meeting.

The Church Committee have now met, and their feedback is that they approve the hire in principle, with the caveat that it must end by 1 September 2026 to align with their programme. In addition, on 2 May they may require access to the lounge in the evening for approximately 10 participants taking part in the church concert that night.

### **Our Lady of the Angels Catholic Church:**

Our Lady of the Angels Church has excellent facilities; however, the church is not available for continual use. There is one room for hire, which is already booked for a couple of days a week, with the groups requiring a large amount of room. There also needs to be a key holder available to open the premises, it is not open throughout the day.

- Location is in a housing estate, with no public transport access. There is a large private car park, with disabled parking.
- The hireable hall is large, with enough room for a good selection of books. Space for groups and activities dependent on numbers.
- There is a lovely outside area which can be used for activities in the warmer period.
- Nice kitchen area which could be utilised for events.

The challenges with accessing the building for staff and unavailability of the venue for continual hire make this space unsuitable for the relocation of the library. However, it would be a potential site for holding activities and groups, should we need a site for this purpose. Footfall would be reduced due to the location; pedestrians would struggle to walk to the church as it is up a steep and winding hill.

### **Saltash Social Club:**

Not available due to rooms already being hired out.

### **Saltash United Football Club:**

The Football Club has two rooms, the function room being the main room for hire. The adjoining bar is used in the evenings by patrons of the Football Club.

The function room is accessed through the bar and up two steps. This makes it unsuitable for wheelchair users and prams/buggies. The function room is a reasonable size, however, would not give a comfortable amount of room for the library stock and the delivery of workshops and groups.

The Football Club has toilets and baby changing facilities at the entrance. There is no obvious mains heating in the function room, and several small electric radiators were in use during the site visit.

The location is good, with ample free parking and close to the Library however access into the building is not suitable for all library users due to the steps going in and out of the function room. Refer to **Appendix B** for images of the available space.

Gavin, from Saltash United FC has provided the fees for hire of the function room at SUFC.

Day rate: £150

Community block booking (5 days): £650 per week

Community licence for exclusive weekday use: £2,500 per calendar month, plus utilities

### **St Barnabas Hospital:**

Unfortunately the rooms at St Barnabas are booked out for clinics.

### **Private Rentals in Fore Street:**

Several properties in Saltash are on the market for rent. This is an ever changing landscape and will be monitored carefully. At present, the two smaller properties available are significantly too small for our needs.

One commercial property to let is at the bottom of Fore Street at a competitive price of £1,333 per month. This property would suit the needs of the library as it consists of a main shop area, a back room which would be suitable for groups, activities and storage and an upstairs which could be used as office space for staff. The advertisement of this property is shown in the appendix.

Unfortunately, these premises are already under agreement but after speaking with the estate agent it seems the third party is not moving forward with the completion

quickly. CHTL has requested to stay informed of the progress of this application as it may not be completed, giving STC the opportunity to view and consider the premises as a viable option for the library.

Refer to **Appendix C** for further details.

The other property is the old Factory Stores; rent is over £3,000 per month which is too expensive to be considered as a viable option.

#### **Oaklands Community Centre:**

Oaklands is a thriving community Centre, however due to the current activities and groups, availability is not suitable for continual hire. The location would also require visitors to drive if not within walking distance, reducing footfall numbers.

#### **The Core:**

The Core do not have the availability for venue hire due to existing clubs.

#### **Summary:**

There are only a couple of viable options for the temporary relocation of the library, dependent on available budget. Budget for the venue hire will depend upon the tender that is accepted and the remaining budget after the cost of the refurbishment works. The Wesley Church is the most affordable and service-appropriate option for an eight-week hire. Procurement considerations, budget requirements, and next steps are noted for the library sub committee decision-making.

#### **How Does This Meet the Business Plan?**

The hire of a venue with the capacity to deliver the library service and established group meets the strategic priority of Health and Wellbeing by continuing to offer valued activities that support emotional wellbeing and combat social isolation. A local business will be financially supported with the income from the venue hire should it go ahead and the library users will continue to receive the library service, supporting recreation and leisure.

## Budget Overview

[Please provide a detailed breakdown of the items and associated costs, and enter the total cost for the project at the bottom of the table]

Venue	Room Hire Duration	Price per week	Total Cost (based on 8 week hire)
Wesley Church	8 weeks	£430	£3,440
Saltash United Football Club	8 weeks	£650 plus utilities	£5,200 plus utilities

## Budgets

**Budget Availability:** £135,683

**Budget Codes:** 6971 LI EMF Saltash Library Property Refurbishment

**Committed Spend:** Unknown at this stage until Tender has been accepted

**Budget Availability:** £5,055

**Budget Codes:** 6918 EMF LI Legal & Professional Fees (Private Contractors)

**Committed Spend:** Unknown at this stage until Tender has been accepted

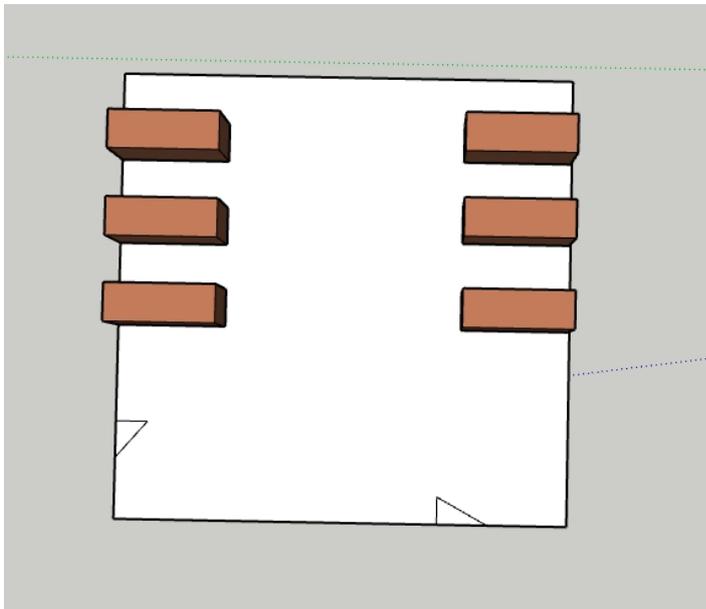
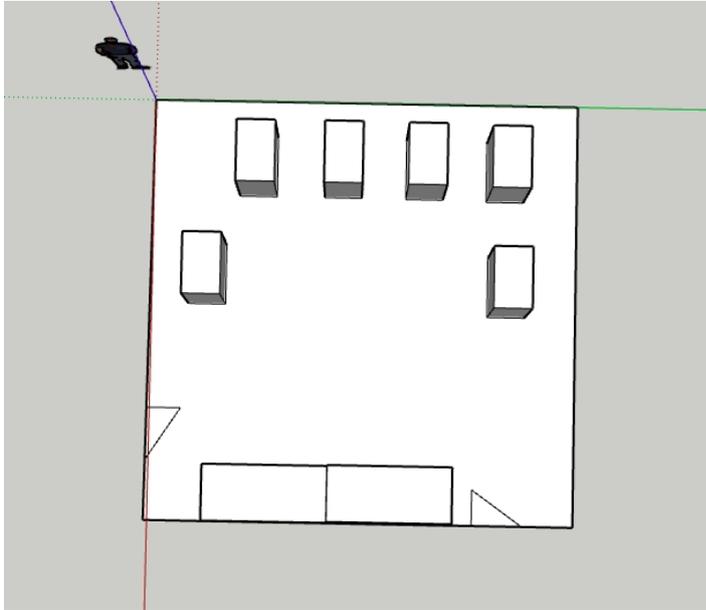
**Signature of Officer:**

Community Hub Team Leader

## Appendix A

### CAD Drawings

CAD drawings of the Wesley lounge room with shelving in situ.



## Appendix B

### Saltash United Football Club Available Space

#### Bar area of Saltash United Football Club



**Below- Function room at Saltash United Football Club**





# Appendix C

## Private rental for commercial use

Listing of private rental for commercial use situated in Forestreet.

← Back to search results

**COMMERCIAL**

Fore Street, Saltash  

**£1,333 pcm** £16,000 pa

**Letting details**

Let available date: **Now**      Deposit: **£1,538** ⓘ      Let type: **Long term**

Furnish type: **Unfurnished**

PROPERTY TYPE SIZE

 Shop  Ask agent

 No floor/site plan    

**Key features**

- Impressive vacant retail/catering/office premises
- Excellent location, main Fore Street of Saltash
- Attractive property with double fronted sales shop and stockroom
- 2 parking spaces to the rear
- high footfall
- viewing strongly recommended

**Description**

**\*\*\*IMPRESSIVE VACANT RETAIL/OFFICE PREMISES\*\*\***

This impressive GROUND FLOOR retail unit enjoys a highly visible and sought-after trading position at the lower end of the main Fore Street in Saltash the town's principal commercial thoroughfare. The surrounding area benefits from a strong retail presence, with national operators such as Co-op, Specsavers, Morrisons Daily, and Betfred located adjacent to the premises.

Saltash, with a population of just under 17,000, is built on a steep hill above the banks of the River Tamar. The town is dominated by the Royal Albert Bridge and the A38 road bridge which provides the gateway between Cornwall and Devon. Its ancient cottages in the old part of the town contrast with the new estates which have been built to house the many hundreds of commuters who travel to Plymouth to work. The outskirts of Saltash have also expanded over recent years with modern light industrial trading estates which appear to be constantly expanding.

There is an enclosed courtyard and private car parking area to the rear, providing space for approx. 2 vehicles

Available from the 1st of September & viewings available from the 1st of September

MARKETED BY

**Clever, Plymouth**

2 Queen Anne Terrace,  
Plymouth, PL4 8EG



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