



Saltash Town Council

Konsel An Dre Essa



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

27 February 2026

Dear Councillor

I write to summon you to the meeting of **Library Sub Committee** to be held at the Guildhall on **Thursday 5th March 2026 at 6.00 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 (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 February 2026 as a true and correct record. (Pages 4 - 9)
6. To receive the Library Sub Committee budget statement and consider any actions and associated expenditure. (Pages 10 - 12)
7. 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.
8. To receive a report on the appointment of a contractor for the library works and to consider any actions and associated expenditure.
9. To consider any items referred from the main part of the agenda.
10. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
11. To receive a report and timeline for the relocating of the library to an alternative site and consider any actions and associated expenditure. (Pages 13 - 19)
12. 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 Monday 16th February 2026 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies, S Martin, J Peggs, B Samuels (Chairman) and P Samuels.

ALSO PRESENT: J Barron (Barron Surveying), S Burrows (Town Clerk / RFO), C Courts (Community Hub Team Leader) and J Hughes (Administration Officer).

APOLOGIES: J Brady (Vice-Chairman).

46/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

47/25/26 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.

48/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

49/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 16 OCTOBER 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.

Following a vote (5 for, 0 against, 1 abstained), it was proposed by Councillor B Samuel, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Library Sub Committee held on 16 October 2026 were confirmed as a true and correct record.

50/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

51/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

52/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

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

The Chair thanked the CHTL for producing a well-prepared report, particularly as it was her first time doing so.

The Chair referred Members to the report included within the reports pack and invited any comments or questions.

Members discussed the Feedback Forms (Appendix C), considering whether a single form could be used instead of separate adult and child versions, with the combined form incorporating a fun design similar to the current children's version.

Members also discussed the Calendar of Events in (Appendix A) and the possibility of introducing charges for certain premium activities, such as the wreath-making workshop.

The importance of replacing the footfall counter was highlighted, as this would enable more accurate data collection on visitor numbers and visit times, supporting the ongoing development of the library hub.

The Town Clerk invited Members to provide any further suggestions for future events or activities to the CHTL. Councillor Peggs proposed a health and wellbeing session and will provide the relevant contact details to the CHTL.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B. Samuel, seconded by Councillor Peggs, and **RESOLVED** that:

1. The CHTL will investigate full details of a replacement footfall counter, including associated costs within budget, and report back to a future meeting of the Library Sub-Committee;
2. The CHTL will develop a single fun-design feedback form to gather data on library events and activities, to assist with the ongoing development of the library;
3. The CHTL will add an additional column to the events calendar to reflect staff time required and will consider whether higher-cost events should be chargeable, including potential pricing, reporting back to a future library Sub-Committee;
4. The CHTL will continue expanding the successful outreach work now that sufficient resources are in place.

54/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samules, seconded by Councillor Bullock and **RESOLVED** that 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.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

55/25/26 **TO RECEIVE BAILEY PARTNERSHIP TENDER REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve:

1. Bailey Partnership, on behalf of Saltash Town Council, to invite Tenders 2 and 3 to interview in order to further explore their submitted tenders, prior to seeking the Library Sub Committee's formal approval for the contract award;
2. Bailey Partnership, on behalf of Saltash Town Council, appoint Swellrock to undertake Building Control Services at a cost of £1,218.75 to be allocated to budget code 6918 EMF Legal Fees, subject to the project proceeding.

56/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None received.

57/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samules, seconded by Councillor Gillies and **RESOLVED** that the public and press be re-admitted to the meeting.

TO RECEIVE REPORTS ON THE LIBRARY REFURBISHMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Refreshment facilities and baby-changing provision;

The CHTL provided a brief overview of the report on refreshment facilities and baby-changing provision, as circulated within the reports pack. The Chair opened the item for discussion.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samules, seconded by Councillor Bullock and **RESOLVED** to:

1. To approve the inclusion of baby-changing facilities within the refurbishment works, with installation to be carried out by the Service Delivery Team at the end of the project, and not included within the Bailey Partnership scope of works;
2. To approve the removal of the vending machine works from the Bailey Partnership scope of works, with options for Bean-to-Cup machines to be reviewed at a later date;
3. To delegate to the CHTL the task of researching cold-drink provision options, reporting findings to a future meeting of the Library Sub Committee.

b. Relocation of library services

The CHTL provided a brief overview of the report on the temporary relocation of library services, as circulated within the reports pack. The Chair then opened the item for discussion.

Members expressed the view that, from the list of potential temporary accommodation options, the Wesley Church appeared to be the most suitable solution, offering adequate space and a well-situated location within the town.

However, Members raised concerns regarding the Wesley Church's availability and departure date in relation to the project programme. As a result, they felt unable to commit to this option at the current time.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor B. Samuels, and **RESOLVED** to defer the item until such time as a contract award has been made and the commencement of the library works is confirmed.

59/25/26

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

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.07 pm

Signed: _____
Chairman

Dated: _____

To receive the Library Sub Committee budget statement and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 25 February 2026

Officer Writing the Report: Finance Officer

Purpose of the report: To provide an update of a potential budget overspend and recommend a virement.

Officer's Recommendations

To recommend to members to approve a virement of £10,000 from 6971 LI EMF Saltash Library Property Refurbishment to 6918 LI EMF Legal & Professional Fees (Private Contractors) to keep the budget within the spend limit.

Report Summary

There is a projected overspend for budget code 6918 LI EMF Legal & Professional Fees due to the committed costs for the Library refurbishment plans. These costs include Baily Partnership fees for project management, regional building control and local building control fees.

Budget Code: 6918 LI EMF Legal & Professional Fees

Budget Available: £5,055

Committed Spend: £13,977

Budget Overspend: -£8,921

It is recommended that a virement be made from 6971 LI EMF Saltash Library Property Refurbishment which has an available spend of £54,716 after committed spend.

Signature of Officer:

Finance Officer

Services Committee - Library Budget 2025-26

Saltash Town Council

For the 10 Months ended 30 January 2026

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Library Operating Income					
4517 LI Library - Replacement Membership Cards	13	50	25	25	50
4518 LI Library - Photocopying Fees	941	600	941	(341)	600
4524 LI Library Book Sales	131	300	207	93	130
4526 LI Library Activity Income	0	180	0	180	0
Total Library Operating Income	1,085	1,130	1,173	(43)	780
Library Operating Expenditure					
6900 LI Rates - Library	13,099	13,492	13,099	393	13,597
6901 LI Water Rates - Library	327	403	254	149	418
6902 LI Gas - Library	3,196	6,216	1,025	5,191	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	869	114	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	58	257	150
6914 LI Equipment - Library	734	830	492	338	500
6921 LI IT & Office Costs - Library	1,558	1,827	920	907	1,869
6922 LI Library Activities	2,465	3,000	2,370	630	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
Total Operating Expenditure	53,343	61,603	48,459	13,144	56,009
Total Library Operating Surplus/ Deficit	(52,258)	(60,473)	(47,286)	(13,187)	(55,229)
Library EMF Expenditure					
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	224	12,881	0
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909	24,476	131,433	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
Total Library EMF Expenditure	68,104	181,119	25,001	156,118	3,200
Total Library Expenditure (Operational & EMF)	121,447	242,722	73,460	169,262	59,209
Total Library Budget Surplus/ (Deficit)	(120,362)	(241,592)	(72,286)	(169,306)	(58,429)

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

Planned Virements for 2025/26

1. 6910 LI General Repairs & Maintenance - Library to 6971 LI EMF Saltash Library Property Refurbishment - Vire unspent balance at year end 25/26
2. 6914 LI Equipment - Library to 6972 LI EMF Library Equipment & Furniture - Vire unspent balance at year end 25/26
3. 6974 LI EMF Library Funding to 6922 LI Library Activities- Vire unspent balance at year end 25/26

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 and timeline for the relocating of the library to an alternative site and consider any actions and associated expenditure

Report to: Library Sub Committee

Date of Report: 26.02.2026

Officer Writing the Report: Community Hub Team Leader

Pursuant to: Library Sub Committee, 16th February 2026, minute number 58/25/26
(b)

Purpose of the report: To update the Library Sub Committee of the relocation options for the library service during the refurbishment works. To outline any associated costs with proposed venue hire.

Officers Recommendations

Members are invited to consider the recommendation of CHTL to approve the Wesley Church hire request for the temporary relocation of the library service while refurbishment works are conducted at the library, upon appointment of a contractor.

Members are asked to:

- Review the information provided and ask any questions that may arise.
- Consider time constraints around the commencement of refurbishment works and approval of hire for a temporary venue.
- Review the proposed timeline **please refer to appendix A** for the relocation of the library and the inherent closure and reopening of the library service.
- Consider the operational logistics of the move, with the recommendation that the venue hire starts 1st April allowing construction work to commence at the library on Tuesday 7th April.

Report Summary

Temporary relocation of the library during the refurbishment work is necessary to continue to deliver the service. Following the last Library Sub Committee meeting held on 16th February, members discussed the possibility of exploring alternative venues for the temporary relocation.

Research into the proposed alternative venue, Fire Power on Fore Street, has shown that this site is not suitable due to the inaccessibility of the property for wheelchair users. It is important to consider the needs of everyone and continue to offer an inclusive and accessible space for all where possible. The lack of accessibility in many sites available for rent in Saltash highlights the importance of the Wesley Church as the most suitable venue option.

Upon further consideration, it remains that the most viable option for the relocation site for the library service is the Wesley Church for the reasons as follows;

- Accessible.
- Good Location.
- Wi-Fi internet connection (vital for the library software to run off).
- Parking.
- Good footfall.
- Opening hours would facilitate the existing opening hours of the library, ensuring service delivery is not impacted.
- Good transport links.
- Welfare facilities for staff including WC's, space suitable for breaks, kitchen facilities and drinking water.
- Multiple rooms that can be hired to hold established library groups and activities (subject to availability). The Wesley have confirmed that they will be able to accommodate these, however, many groups are already using the rooms so will need to have some notice to schedule in the activities.
- Most competitive price for facilities offered.

It is recognised that the Wesley Church will not provide everything that the library service requires but presents as the better solution compared to the alternatives in the area.

Please refer to **Appendix A** for a proposed timeline for the relocation of the library service.

The Wesley Church can accommodate the library's move to coincide with the refurbishment works, provisionally starting in the second week of April. Appendix A provides a proposed timeline that factors in contractor appointment, public holidays, operational constraints, time needed to sort, pack and move stock and furniture, and the availability of the Wesley Church. It should be noted that existing library events, external bookings, and staff leave restrict the possibility of advancing the timeline outlined in Appendix A to an earlier date.

Closure of the library to the public is essential for the move to be completed in a safe and efficient way. Following the proposed timeline would mean that the library would be vacated by staff by Tuesday 7th April, whereby construction could commence. There would be no access by staff from that date onwards.

Moving the library service is a mammoth task, requiring collaboration with Cornwall Libraries, Service Delivery and the potential venue site. The provision of adequate planning time is essential to accommodate any unforeseen delays or emerging challenges. The opportunity that the Wesley presents fits around the proposed timeline and would enable staff to work through the stock and for Service Delivery to transport the books and furniture to the site.

Pending approval of the Library Sub Committee, the hire of the Wesley Church from Wednesday 1st April – Wednesday 24th June would be a twelve-week period allowing time for any construction delays based on the recommendation of 10-12 weeks for completion by James Barron at Bailey Partnership. This period of hire would also meet the requirement set by the Wesley Church of vacating the premises by 1st September 2026, as stated by the Church Committee following the last Church Committee meeting. The hire has been approved in principle by the Wesley Church Committee.

Summary

Venue hire will be dependent on the available budget that is left once the contractor has been appointed and contract accepted. Planning and execution of the library relocation is also dependent upon the contractor being appointed to gain a clear timeline for the works to be completed at the library. Due to the nature of the works, the closing of the library building to staff and public is required, venue hire should commence in line with this to ensure that stock can be relocated and organised in a systematic and practical way.

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

Venue	Price Per Week	Total Cost 8 Week Hire	Total Cost 9 Week Hire	Total Cost 10 Week Hire	Total Cost 11 Week Hire	Total Cost 12 Week Hire
Wesley Church (Lounge hire plus additional room for groups)	£430	£3,440	£3,870	£4,300	£4,730	£5,160

Please note, these prices are estimated costs and will need to be confirmed by the Wesley Church pending next steps as decided by the Library Sub Committee.

Budgets

Budget Availability: £131,433

Budget Codes: 6971 LI EMF Saltash Library Property Refurbishment

Committed Spend: Unknown at this time until tender has been accepted.

Signature of Officer:

Community Hub Team Leader

Library Refurbishment Temporary Relocation Timeline – APPENDIX A

Page 17	<p>Monday 30th March Close library to public.</p>	<p>Thursday 9th April Reopening of library service at alternative venue.</p>	<p>Moving back to library building TBC once works have been completed.</p>	<p>24th June 2026 End of 12 week venue hire based on construction works starting week commencing 6th April.</p>
<p align="center">Monday 30th March</p> <p>Close library to public. Start to pack books to take to temporary location. Staff to use a pre-determined 'pick list' for stock to be transferred. Around 720 books to take to new location. Public Network computers to be moved either beforehand or on this day to upstairs office. TBC if this is a CC task or can be completed by STC employees.</p>				
<p align="center">Tuesday 31st March</p> <p>Continue to pack books for relocation. Once completed, box up books staying at the library. Books staying at the library to be scanned and on system changed to 'workroom' status. Approx. 8,000 books in total.</p>				
<p align="center">Wednesday 1st April</p> <p>Staff off, CHTL working that day. Continue to pack books and liaise with Service Delivery moving furniture. Talk through and sort shelving and desks to be taken to the site. Any boxes staying in the library to be moved upstairs to mezzanine level.</p>				
<p align="center">Thursday 2nd April</p> <p>Pack remaining books staying in the library, move to mezzanine level. SD to start taking shelving, stock and desks to relocation site. CHTL to meet them at the relocation site to direct where to put items. Finishing up in the library- taking anything needed for the duration of the relocation. Exit premises.</p>				
<p align="center">Friday 3rd April</p> <p align="center">Good Friday- Bank Holiday</p>				

Library Refurbishment Temporary Relocation Timeline – APPENDIX A

Page 10

Saturday 4th April

Half day as Saturday hours. Staff to set up library space at the temporary relocation. Arrange furniture if needed, start filling shelves with stock.

Monday 6th

Easter Monday- Bank Holiday

Tuesday 7th April

Library vacated- construction work starts

Staff to organise and arrange stock on shelves, set up desks and get room ready for the opening of the library service. Set up and connect staff CC laptops to wi-fi.

Wednesday 8th April

Library closed- staff off.

Thursday 9th April

Open library service to the public at the temporary venue. Normal opening hours commence dependant on relocation site.

Venue hire continues, more details and timeframe for building works as the work starts. This will need an element of flexibility as there are usually challenges and delays that arise during construction works. **Wednesday 24th June 2026** proposed end date for hire based on 12 week hire.