

## SALTASH TOWN COUNCIL

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

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

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

**APOLOGIES:** D Yates.

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#### **1/24/25 TO ELECT A CHAIRMAN.**

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

There were no other nominations.

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

Councillor Dent in the Chair.

#### **2/24/25 TO ELECT A VICE CHAIRMAN.**

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

There were no other nominations.

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

#### **3/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**4/24/25      DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

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

None.

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

None received.

**6/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 2ND OCTOBER 2023 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Library Sub Committee held on 2 October 2023 were confirmed as a true and correct record.

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

It was **RESOLVED** to note.

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

Nothing to report.

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

Nothing to report.

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

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

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

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

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

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

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

12/24/25

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

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

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

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

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

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

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

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

13/24/25

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

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

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

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

Members received the report contained within the circulated reports pack.

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

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

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

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

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

Members reviewed each aim, deliverable, action and score.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Operational Income:**

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

**Operational Expenditure**

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

**18/24/25**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was resolved that the public and press leave the meeting because of the confidential nature of the business to be transacted.

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

None.

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

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

21/24/25

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

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

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

**DATE OF NEXT MEETING**

Date: TBC

Rising at: 8.00 pm

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

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