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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Tuesday 8th July 2025 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), D Joyce (Office Manager / Assistant to the Town Clerk) and L Wright (Administration Officer).

APOLOGIES: R Bullock and S Martin.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Bickford in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor B Samuels, seconded by Councillor Brady, to nominate Councillor B Samuels.

No further nominations were received.

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

Councillor B Samuels in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

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

No further nominations were received.

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

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26 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.

5/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

6/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 16 JANUARY 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 Peggs and **RESOLVED** that the minutes of the Library Sub Committee held on 16 January 2025 were confirmed as a true and correct record.

7/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

The Office Manager / Assistant to the Town Clerk (OM/AttTC) provided a verbal overview of the budget statement, confirming there were no areas of concern at present.

It was **RESOLVED** to note.

8/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

9/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

10/25/26 TO REVIEW THE LIBRARY SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND EXPENDITURE.

- a. Quarter Four for the year 2024/25;

It was **RESOLVED** to note.

- b. Quarter One for the year 2025/26;

Members considered the Town Vision recommendation as outlined in the circulated reports pack.

In line with the recommendation, Members reviewed Strategic Priority 4. A discussion followed regarding the current transport options available in Saltash and their links to Saltash Library.

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

1. To enhance the promotion of the online library services such as free book borrowing and newspapers via social media and notice board poster;
2. To re-adjust Strategic Priority 4 'Aim' from 'To continue to promote' to 'Encourage' and support sustainable travel and transport;
3. To add under Strategic Priority 4 'Actions' - To encourage Library users to use sustainable travel - cycle, walk and bus, to promote local transport services within the area and to further strengthen relationships with local transport companies.

11/25/26

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

Following the discussions regarding transport links to the Library, Members further discussed the need to increase footfall and use of the community space.

The Town Clerk (reporting in the absence of a Community Hub Team Leader) briefed Members on the current footfall, noting that limitations in resources had restricted the ability to carry out outreach work aimed at increasing footfall. It was highlighted that there may be a general lack of public awareness and visibility of the library and its services within the town.

The importance of recruiting a Community Hub Team Leader (CHTL) was emphasised, as this role is key to driving the department forward.

Members were informed that, following the gifting of a tablet from Cornwall Council, staff were now able to collect data and sign up new members at community events, helping to provide a more accessible service.

It was requested by Members that when in post, the CHTL should be responsible for providing data in their monthly report to Members to help evaluate the success of events and services delivered.

The Town Clerk recommended deferring any decision on extending opening hours until the CHTL has been appointed. At that point, a comprehensive review can be undertaken to ensure any changes to operations align with the needs of the service.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to note the report and delegate to the Community Hub Team Leader, upon appointment, to continue engaging with key stakeholders and community projects, reviewing current activities and events at Saltash Library to increase footfall and gather supporting data, reporting back to a future Library Sub Committee meeting.

12/25/26 TO RECEIVE A REPORT ON THE LIBRARY PUBLIC NETWORK PC'S AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report contained within the circulated reports pack.

It was proposed by Councillor Brady, seconded by Councillor Bickford and **RESOLVED** to approve the removal of one Cornwall Council Public Network PC and its associated desk, at no cost to the Town Council.

13/25/26 TO RECEIVE A REPORT AND DRAFT LIBRARY HUB SURVEY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the Library Hub Survey report contained within the circulated reports pack.

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

1. To approve the Library Hub Survey, as attached;
2. To approve a prize draw with a local to Saltash gift card of £25, as an incentive, to complete the survey allocating to budget code 6922 Library Activities;
3. To distribute the survey via Town Council Noticeboards, social media channels and website;
4. To delegate to the CHTL, upon appointment, to publish and coordinate the responses, managing the feedback appropriately reporting back at a future Library meeting.

14/25/26 TO RECEIVE A FINAL REPORT ON THE CURTAIN WALLING WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the final report on the curtain walling work, contained within the circulated reports pack.

The OM/AttTC confirmed since writing the report, all snagging work had been completed, signed off and the final account settled.

It was **RESOLVED** to note the front curtain walling and side elevation works have been satisfactorily completed and all identified snagging issues addressed.

15/25/26

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

Members received and reviewed the report on the second phase library internal refurbishment works contained within the circulated reports pack.

Members reviewed the current library layout, acknowledging the need for modernised design and enhancements of the reception area and available space provided.

Members noted that the refurbishment works completed to date and proposed, align with the scope and objectives approved in the Public Works Loan Board application, which aims to deliver a modernised, multi-use hub and enhanced library service.

Members requested setting a timeframe with the surveyors as soon as possible and calling a Library Sub Committee meeting to review the designs to ensure timely progress with the project.

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

1. To reaffirm the three priorities for internal refurbishment works:
 - a. Create a fully accessible toilet for public use together with a separate staff toilet;
 - b. Demolish the reception area and make good creating a new reception space;
 - c. Advise on water supplies to accommodate a vending machine.
2. To appoint Bailey Partnership as the Principle Designer throughout the project at a cost of £2,500 and to complete a design review at an additional cost of £1,000;
3. To appoint Bailey Partnership to submit a Building Regulations application at a cost of £1,000 on behalf of STC;
4. To appoint Bailey Partnership to provide a detailed design, reimagining the current layout to explore possibilities for a more efficient and user-friendly design, at a cost of £3,000, inclusive of an indicative pretender estimate to be received at a future Library Sub Committee meeting;

5. To appoint Bailey Partnership to prepare and deliver tender documents including specifications, drawings and preconstruction health and safety information, carrying out a full tender process including opening tenders and appointment of contractor on behalf of STC in line with Financial Regulations at a total cost of £1,150;
6. To allocate the total cost of £8,650+VAT to budget code 6971 LI EMF Saltash Library Property Refurbishment for the appointment of Bailey Partnership;
7. To note the available budget of £139,683.17 to undertake internal library refurbishment work, budget code 6971 LI EMF Saltash Library.

16/25/26 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.

17/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

18/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

19/25/26 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** to issue the following Press and Social Media Releases:

1. Library Survey;
2. Online Library services available.

DATE OF NEXT MEETING

Tuesday 2 September 2025 at 6.30 pm

Rising at: 7:35p.m.

Signed: _____
Chairman

Dated: _____

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

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

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

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

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

☐ Yes ☐ No

2. If yes, how often do you visit?

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

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

- ☐ Book and other media
- ☐ Free Wi-Fi and computer use
- ☐ Children's activities and Storytime
- ☐ Events, talks, and workshops
- ☐ Study and quiet spaces
- ☐ Photocopying
- ☐ Cornwall Council signposting services
- ☐ Meeting / community space hire
- ☐ Other: _____

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

☐ Borrowing books/media

☐ Attending events

☐ Using computers or Wi-Fi

☐ Studying or working

☐ Photocopying

☐ Relaxing/social use

☐ Never visited

☐ Other: _____

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

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

☐ Very important ☐ Somewhat important ☐ Not important

and the reason(s) why:

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

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and the reason(s) why:

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Prize Draw & Updates (Optional)

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

Please provide your details below.

Name: _____

Email or Phone Number: _____

Postcode (optional): _____

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

Thank you for taking part!