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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Tuesday 2nd September 2025 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Public, D Joyce (Office Manager / Assistant to the Town Clerk) and W Peters (Finance Officer)

APOLOGIES: None.

20/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

21/25/26 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.

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

None.

22/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

23/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 8 JULY 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 8 July 2025 were confirmed as a true and correct record.

24/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

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

Nothing to report.

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

Nothing to report.

27/25/26 TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report included in the circulated pack.

Members welcomed the recommendation to extend opening hours and emphasised the importance of supporting promotional efforts to help increase footfall.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to:

1. Thank the library staff for their continued commitment to the library service especially during the absence of a CHTL;
2. To approve the change to the Library Hub's operational hours, with the opening time adjusted from 10:00 AM to 9:30 AM on Monday, Tuesday, Thursday, and Friday, effective 8 September 2025, with no additional cost to the Council or consultation with staff required.

Members proceeded to discuss additional points raised in the circulated report, with particular attention given to the use of the library building by commercial businesses.

It was proposed by Councillor Gillies, seconded by Councillor Brady and **RESOLVED** to delegate to the Finance Officer to ascertain the commercial hire charges for the Library building taking into account any variable charges reporting to a future Library meeting for Members

28/25/26 TO REVIEW THE LIBRARY SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND EXPENDITURE.

Members received and reviewed the Library Sub Committee Business Plan Deliverables for Quarter Two 2025/26.

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

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To delegate to the Town Clerk to score Quarter Two 2025/26.

29/25/26 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the fees and charges set by Cornwall Council for the year 2026/27.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the Library Sub Committee Fees and Charges for the year 2026/27, as attached.

30/25/26 TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

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

Operating Income:

1. Budget codes 4526 LI Library Activity Income and 4527 LI Library Vending Machines Income are not required at this stage;

Operating Expenditure:

2. To vire unspent funds from budget code 6910 LI General Repairs and Maintenance – Library to 6971 LI EMF Saltash Library Property Refurbishment, subject to there being an unspent balance available;
3. To vire unspent funds from budget code 6914 LI Equipment - Library to budget code 6972 EMF Library Equipment and Furniture, subject to there being an unspent balance available;
4. To delete budget code 6680 ST LI Staff Clothing (Library) as it is no longer required;

EMF Expenditure

5. To create a new budget code - 6976 LI EMF General repairs and maintenance for planned repairs and maintenance;
6. To vire £930 from budget code 6974 LI EMF Library Funding to 6922 LI Library Activities for the year 2026/27;
7. To delete budget code LI EMF Library Funding as it is no longer required.

8. To **RECOMMEND** to the Services Committee to be held on 23 October 2025 to approve the budget statement for the year 2026/27, as attached.

31/25/26 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.

32/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

33/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

34/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media Releases:

1. Library Hub Opening Hours;
2. Promotion of Library Hub Services

DATE OF NEXT MEETING

Thursday 16 October 2025 at 6.30 pm

Rising at: 7.30 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Minute Item 29/25/

Description	2025/26 Charge	2026/27 Proposed Charge Deletions Additions / Amendments
Library Charges	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVDs :		
Access-Member limited to 2-at-a-time	Free	Free
Non-fiction	Free	Free
Access-Member	Free	Free
Audiobook-CDs per 3-week loan:		
Adults	Free	Free
Children	Free	Free
Access-members, housebound member and looked after children	Free	Free
DVD's & Audio CD's		
All Members		Free
Reservations:		
Adults and Concessionary users All Members	Free	Free
Online reservations	Free with a limit of 6 at any one time	Free with a limit of 10 at any one time
Access and Housebound members	Free	Free
Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
Books on Prescription	Free	Free
Performing Arts collection:		
Vocal and Orchestral sets	No charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	£1.50 per score per 6 months
Orchestral sets	£10 per set per 3 months	£15 per set per 3 months
Postage charge (please note this charge may vary, ask staff for details)	£7 per 20 copies	£12 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£9.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£17.50
Renewals will be charged at the rates and time periods as listed above		
Late returns charge		£15.00
Missing part charged at cost plus £15.00 administration fee, unless a new copy is supplied by customer		
Loans not returned in condition received		£50.00
Out of County Inter Library Loan Requests:		
Adults All Members	£11.20	£11.87
Concessions, Young Adults	£10.05	
Children	£4.50	
British library book loan request	£21.00	£22.26
British Library periodical request	£14.70	not listed by CC anymore
British Library Loan Renewal	£5.65 per 3 week renewal period	not listed by CC anymore
Use of public computers (subject to availability):		
Cornwall library members & visitors	Free for two hours	Free for one hour
<i>Note: Extension of time after free period is dependent on availability and discretion of the Library supervisor</i>		
Other library members (English and Welsh Library Authorities on production of a library-card)	Free for one hour	
Non-members-		
Access to Wi-Fi	Free for half an hour - no extension	Free
	Free	
Printing from any source:		Including VAT
1-29 sheets (price per sheet)		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
30 plus sheets (price per sheet)		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
	£1.25 per sheet	£1.25 per sheet
High gloss colour printing on library paper		High gloss paper not available
Commission rates:		
Requires signed agreement in place between artist and relevant Council	30%	30%
** Minimum Card Transaction £1.50 - This minimum charge is applied to cover the processing fees incurred by the Council for card payments.**		This option is no longer available
Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council
Activities	Ticket price to be given on application	Ticket price to be given on application

Services Committee - Library Budget 2025-26
Saltash Town Council
For the year ended 31 March 2026

Black text - budget assumptions
Red text - Further Actions (TBA)
Purple text - new codes
Blue text - recommend virements
Green text - recommendation from Property Maintenance

Account	Prior YTD 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 20230/31
Library Operating Income											
4517 LI Library - Replacement Membership Cards	13	0	50	9	41	50	Same as 2025/26	52	54	56	58
4518 LI Library - Photocopying Fees	941	0	600	275	325	600	Same as 2025/26	623	647	672	698
4524 LI Library Book Sales	131	0	300	48	252	130	Based on Prior Year Income 2024/25	135	140	145	151
4526 LI Library Activity Income	0	0	180	0	180	0	Members agreed this budget code was not required at this stage	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	0	0	0	Members agreed this budget code was not required at this stage	0	0	0	0
Total Library Operating Income	1,085	0	1,130	332	798	780		810	841	873	907
Library Operating Expenditure											
6900 LI Rates - Library	13,099	0	13,492	13,099	393	13,597	Based on Actual 2025/26 + CPI (subject to Autumn budget statement)	14,114	14,650	15,207	15,785
6901 LI Water Rates - Library	327	0	403	94	309	418	Current Budget + CPI	434	450	467	485
6902 LI Gas - Library	3,196	0	6,216	18	6,198	4,500	Utilities Current Budget + CPI New windows should reduce heating costs (Note 2024/25 lower costs due to building being closed for part of the year due to external building works)	4,671	4,848	5,032	5,223
6903 LI Electricity - Library	3,414	0	4,946	560	4,386	4,000		4,152	4,310	4,474	4,644
6904 LI Fire, Security Alarm & CCTV - Library	788	0	1,143	1,243	(100)	1,186	Current Budget + CPI 2025/26 Contract £826	1,231	1,278	1,327	1,377
6908 LI Cleaning Materials & Equipment - Library	739	0	983	306	677	1,700	Current Budget + CPI to include new window cleaning	1,765	1,832	1,902	1,974
6909 LI Boiler Service & Maintenance - Library	292	0	905	288	618	939	Current Budget + CPI	975	1,012	1,050	1,090
6910 LI General Repairs & Maintenance - Library	2,326	0	2,510	1,463	1,047	2,605	Current Budget + CPI Recommend virement to 6971 LI EMF Saltash Library Property Refurbishment for any surplus budget at YE 2025/26	2,704	2,807	2,914	3,025
6911 LI TV License & PRS - Library	291	0	474	42	432	0	No requirement for 2026/27	0	0	0	0
6913 LI Refreshment Costs - Library	49	0	315	44	271	150	Prior year 2024/25 + £100 (Reduction of £166 based on current budget)	156	162	168	174
6914 LI Equipment - Library	734	0	830	160	670	500	Reduce 2026/27 budget to £500 (saving £330 compared to 2025/26) (Note 6972 LI EMF Library Equipment & Furniture current budget available £5,575) Recommend virement to 6972 EMF Library Equipment & Furniture for any surplus budget at YE 2025/26	519	539	559	580
6921 LI IT & Office Costs - Library	1,558	0	1,827	476	1,351	1,869	Current Budget + CPI	1,940	2,014	2,091	2,170
6922 LI Library Activities	2,465	0	3,000	2,008	992	1,070	Based on Planned Spend £2,000 and reduced by virement from 6974 LI EMF Library Funding -£930	1,111	1,153	1,197	1,242
6975 LI Home Library Service	20	0	550	0	550	200	Based on Planned Spend	208	216	224	233
6923 LI PWLB Loan Repayment & Interest	23,993	0	23,509	11,815	11,694	23,025	Based on Loan Repayment Schedule	22,541	22,057	21,573	21,089
6680 ST LI Staff Clothing (Library) (To be deleted)	0	0	250	0	250		Budget no longer required, to be deleted	0	0	0	0
6681 ST LI Staff Travelling Expenses (Library)	53	0	250	14	236	250	Current budget sufficient (no requirement for CPI increase)	260	270	280	291
Total Operating Expenditure	53,343	0	61,603	31,630	29,973	56,009		56,781	57,598	58,465	59,382
Total Library Operating Surplus/ Deficit	(52,258)	0	(60,473)	(31,298)	(29,175)	(55,229)		(55,971)	(56,757)	(57,592)	(58,475)
Library EMF Expenditure											
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	0	13,105	(300)	13,405	0	Agreed no increase required	0	0	0	0

Account	Prior YTD 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 20230/31
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909		16,226	139,683	0	Agreed no increase required Recommend virement from 6910 LI General Repairs & Maintenance - Library any surplus budget at YE 2025/26	0	0	0	0
6976 LI EMF Genrerall repairs and maintenance (New Code)	0	0	5,100	0	0	3,200	New code to split Refurbishment work from P&M planned repairs & maintenance P&M recommendation spend £3,200	1,350	2,600	5,350	4,350
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	0	5,575	0	Agreed no increase required Recommend virement from 6914 LI Equipment - Library any surplus budget at YE 2025/26	0	0	0	0
6974 LI EMF Library Funding (To be deleted)	0	930	0	500	930		External funding received in prior years and planned spend in 6922 LI Library Activities Recommend virement to 6922 LI Library Activities £930 2026/27	0	0	0	0
Total Library EMF Expenditure	68,104	162,414	18,205	16,426	164,693	3,200		1,350	2,600	5,350	4,350
Total Library Expenditure (Operational & EMF)	121,447	162,414	79,808	48,056	194,666	59,209		58,131	60,198	63,815	63,732
Total Library Budget Surplus/ (Deficit)	(120,362)	(162,414)	(78,678)	(47,724)	(193,868)	(58,429)		(57,321)	(59,357)	(62,942)	(62,825)
Estimated CPI 3.8% based on July 25 as reported by Office of National Statistics 20-08-25				Precept 2025/26	(78,678)						
				Precept 2026/26	(58,429)						
				Increase / (Decrease)	(20,249)						
				Difference as %	-25.7%						