

Public Document Pack

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.

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

Samuels and unanimously **RESOLVED**

1. To note the report and the ongoing actions being undertaken by Bailey Partnership, including:
 - a) Sourcing a cabinet maker for the bespoke desking;
 - b) Engaging a radon specialist;
 - c) Liaising with Cornwall Council's IT department;
 - d) Compiling the project preliminaries in preparation for the tendering process.
2. To approve the Schedule of Works, including the associated drawings, detailed description of works, and the proposed project timeline, confirming that these documents align with the expectations of the Library Sub-Committee for successful project delivery.
3. To **RECOMMEND** to Full Council at its meeting on 6 November 2025, approval of the proposed design and concept for the internal library refurbishment and delegation to the Town Clerk to work in collaboration with the Chair and Vice Chair of the Library Sub Committee to oversee the delivery of the project:
 - a) Within the allocated budget Code 6971 – EMF Library Property Refurbishment;
 - b) In full compliance with the Town Council's Financial Regulations and procurement procedures to tender;
 - c) In accordance with professional advice provided by Bailey Partnership, including any necessary adjustments arising during the course of the works;
 - d) With a report on the tender process to be presented to a future meeting of the Library Sub-Committee for consideration, and where appropriate, further reporting to Full Council.

42/25/26 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.

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: _____