

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Thursday 5th March 2026 at 6.00 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: J Brady (Vice-Chairman) and S Martin.

60/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

61/25/26 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.

62/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

63/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 16 FEBRUARY 2026 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.

The Chairman informed Members of two amendments required to the minutes.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED:**

1. To amend the 'Present at Meeting' section of the minutes by moving Councillor S Martin to the 'Apologies' section.
2. That minute 58/25/26 be amended to reflect the correct spelling of Councillor B. Samuels' name.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Library Sub Committee held on 16 February 2026 were confirmed as a true and correct record.

64/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the Finance Officers recommendations contained within the circulated reports pack.

Following a unanimous vote (6 in favour, 0 against, 0 abstained), it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to vire £10,000 from budget code 6971 EMF Saltash Library Property Refurbishment to budget code 6918 EMF Legal and Professional Fees to keep the budget within the spend limit.

65/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** 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.

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.

66/25/26 TO RECEIVE A REPORT ON THE APPOINTMENT OF A CONTRACTOR FOR THE LIBRARY WORKS AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report contained and circulated in the reports pack.

Members discussed the report in full.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED:**

1. That GK Construction be awarded the contract for the Library Hub refurbishment works under a JCT Minor Works contract, commencing 7 April 2026, at a tendered cost of £73,277, to be allocated to budget code 6971 EMF Saltash Library Property Refurbishment.
2. That authority be delegated to the Town Clerk, in consultation with Bailey Partnership, to approve any project variations arising within the approved budget code 6971 EMF Saltash Library Property Refurbishment subject to approval from the Chair and Vice Chair.
3. That Bailey Partnership be requested to undertake weekly site inspections and report project progress to the Town Clerk.
4. That payments to GK Construction be approved in accordance with Bailey Partnership's fortnightly valuation certificates.

5. That authority be delegated to the Town Clerk working with the Chair and Vice Chair for any additional legal fees required, provided these remain within the approved budget 6918 EMF Legal and Professional Fees.
6. To note that the Town Clerk will keep the Chair and Vice Chair updated throughout the refurbishment project.

67/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

68/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

69/25/26 TO RECEIVE A REPORT AND TIMELINE FOR THE RELOCATING OF THE LIBRARY TO AN ALTERNATIVE SITE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report contained and circulated in the reports pack.

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

1. That Wesley Church be approved as the temporary location for the library during the refurbishment works, for a maximum period of 12 weeks commencing 30 March, at a cost of £430 per week, to be allocated to budget code 6971 EMF Saltash Library Property Refurbishment.
2. That the proposed refurbishment timeline be approved for implementation by the Community Hub Team Leader.

70/25/26

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

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to issue the following Press and Social Media Release on the library refurbishment work and temporary accommodation.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 6.21 pm

Signed: _____
Chairman

Dated: _____