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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Monday 16th February 2026 at 6.30 pm

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

ALSO PRESENT: J Barron (Barron Surveying), S Burrows (Town Clerk / RFO), C Courts (Community Hub Team Leader) and J Hughes (Administration Officer).

APOLOGIES: J Brady (Vice-Chairman).

46/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

47/25/26 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.

48/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

49/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 16 OCTOBER 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.

Following a vote (5 for, 0 against, 1 abstained), it was proposed by Councillor B Samuel, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Library Sub Committee held on 16 October 2026 were confirmed as a true and correct record.

50/25/26 TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

51/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

52/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

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

The Chair thanked the CHTL for producing a well-prepared report, particularly as it was her first time doing so.

The Chair referred Members to the report included within the reports pack and invited any comments or questions.

Members discussed the Feedback Forms (Appendix C), considering whether a single form could be used instead of separate adult and child versions, with the combined form incorporating a fun design similar to the current children's version.

Members also discussed the Calendar of Events in (Appendix A) and the possibility of introducing charges for certain premium activities, such as the wreath-making workshop.

The importance of replacing the footfall counter was highlighted, as this would enable more accurate data collection on visitor numbers and visit times, supporting the ongoing development of the library hub.

The Town Clerk invited Members to provide any further suggestions for future events or activities to the CHTL. Councillor Peggs proposed a health and wellbeing session and will provide the relevant contact details to the CHTL.

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

1. The CHTL will investigate full details of a replacement footfall counter, including associated costs within budget, and report back to a future meeting of the Library Sub-Committee;
2. The CHTL will develop a single fun-design feedback form to gather data on library events and activities, to assist with the ongoing development of the library;
3. The CHTL will add an additional column to the events calendar to reflect staff time required and will consider whether higher-cost events should be chargeable, including potential pricing, reporting back to a future library Sub-Committee;
4. The CHTL will continue expanding the successful outreach work now that sufficient resources are in place.

54/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor B Samules, seconded by Councillor Bullock and **RESOLVED** that 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.

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.

55/25/26 **TO RECEIVE BAILEY PARTNERSHIP TENDER REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve:

1. Bailey Partnership, on behalf of Saltash Town Council, to invite Tenders 2 and 3 to interview in order to further explore their submitted tenders, prior to seeking the Library Sub Committee's formal approval for the contract award;
2. Bailey Partnership, on behalf of Saltash Town Council, appoint Swellrock to undertake Building Control Services at a cost of £1,218.75 to be allocated to budget code 6918 EMF Legal Fees, subject to the project proceeding.

56/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None received.

57/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

TO RECEIVE REPORTS ON THE LIBRARY REFURBISHMENT PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Refreshment facilities and baby-changing provision;

The CHTL provided a brief overview of the report on refreshment facilities and baby-changing provision, as circulated within the reports pack. The Chair opened the item for discussion.

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

1. To approve the inclusion of baby-changing facilities within the refurbishment works, with installation to be carried out by the Service Delivery Team at the end of the project, and not included within the Bailey Partnership scope of works;
2. To approve the removal of the vending machine works from the Bailey Partnership scope of works, with options for Bean-to-Cup machines to be reviewed at a later date;
3. To delegate to the CHTL the task of researching cold-drink provision options, reporting findings to a future meeting of the Library Sub Committee.

b. Relocation of library services

The CHTL provided a brief overview of the report on the temporary relocation of library services, as circulated within the reports pack. The Chair then opened the item for discussion.

Members expressed the view that, from the list of potential temporary accommodation options, the Wesley Church appeared to be the most suitable solution, offering adequate space and a well-situated location within the town.

However, Members raised concerns regarding the Wesley Church's availability and departure date in relation to the project programme. As a result, they felt unable to commit to this option at the current time.

Following a unanimous vote (6 for, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor B. Samuels, and **RESOLVED** to defer the item until such time as a contract award has been made and the commencement of the library works is confirmed.

59/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.07 pm

Signed: _____
Chairman

Dated: _____