# SALTASH TOWN COUNCIL

**Minutes of the Meeting of the Library Sub Committee held at the Library on Thursday 8th October 2026 at 6.30 pm**

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

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

**APOLOGIES:** R Bickford and S Gillies.

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## 71/26/27 CIVILITY AND RESPECT REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

## 72/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

## 73/26/27 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 recieved.

## 74/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

**75/26/27** **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 5 MARCH 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.

Following a unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Library Sub Committee held on 5 March 2026 were confirmed as a true and correct record.

**76/26/27** **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the report circulated in the reports pack and directed Members to the Officer's recommendation to approve a virement of £6,482 from budget code 6971 LI EMF Saltash Library Refurbishment, to budget code 6976 LI EMF Library General Repairs & Maintenance, for urgent repairs that were required to the library roof to resolve ongoing water ingress issues.

The repairs to the roof were undertaken during the library refurbishment works, whilst the scaffolding was in place, and ensured that the existing warranty on the roof was protected.

Following a unanimous vote, it was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to approve a virement of £6,482 from budget code 6971 LI EMF Saltash Library Refurbishment to Budget Code LI EMF Library general Repairs & Maintenance.

**77/26/27** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**78/26/27** **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**79/26/27** **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked the Community Hub Team Leader for a comprehensive report and welcomed Members feedback.

Members provided positive feedback on the array of events that had taken place to date and thanked the Community Hub Team Leader and her team for their efforts and commitment to improving the Library offer.

It was **RESOLVED** to note the report.

**80/26/27** **TO RECEIVE A REPORT ON THE LIBRARY SURVEY 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman thanked the Community Hub Team Leader for the report, which had been received and circulated within the reports pack, and invited comments on the officers recommendations.

The Town Clerk advised that the survey had generated a significant amount of valuable feedback. She noted that, following the recent refurbishment of the Library, many of the facilities requested by residents are now available, including an accessible public toilet and baby changing facilities. The Community Hub Team Leader will continue to develop and promote the events programme as part of the Town Council's ongoing operations.

The Chairman commented on the excellent feedback being received from Library visitors and thanked the Community Hub Team Leader and her team for their hard work and dedication. She highlighted the positive impact of the refurbishment and commended the team for working together so effectively to deliver an improved service for residents and visitors alike.

Members also considered and discussed the suggestion of introducing a meeting/study pod to provide a private, bookable space for library users. The Community Hub Team Leader advised that the mezzanine floor could potentially accommodate such a facility, but wouldn’t be accessible to everyone. However, she noted that use of the mezzanine floor as an informal study space has increased significantly, with visitors regularly utilising the area for quiet study and independent working.

The Chairman noted that the library already provides a number of quieter areas for those seeking spaces for study, reading or informal meetings. Members felt that the introduction of meeting pods or additional enclosed spaces could detract from the open and welcoming nature of the library and potentially create unnecessary clutter within the building. It was therefore considered that the existing layout currently provides an appropriate balance between open community space and quieter areas for individual use.

Members considered and discussed the suggestion of introducing 'closed days' for group activities. Members discussed whether this was a viable option at the present time due to the requirement for a caretaker to be in attendance and the additional cleaning resources that would be necessary.

Members also expressed concerns regarding the potential risk of damage to the library should groups be granted access without staff supervision. Given the significant investment made in refurbishing the library to its current high standard, Members agreed that it was important to ensure the building and its facilities were appropriately protected.

Following a unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED**:

1. To thank all those who took the time to complete the Library Survey;

2. To note the results of the Library Survey and acknowledge that several of the identified improvements have already been delivered through the recent refurbishment. Members further noted that a number of operational matters were raised, which the Community Hub Team Leader will seek to progress where practicable;

3. To note that, regrettably, there is insufficient space within the library to accommodate a dedicated meeting or study pod;

4. To maintain the current library opening hours and not to extend the hire of library facilities on days when the library is closed to the public.

**81/26/27** **TO RECEIVE A REPORT ON REFRESHMENT PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Members to provide feedback on the report circulated within the reports pack.

The Town Clerk asked the Community Hub Team Leader whether existing library resources were sufficient to support the provision of refreshments without adversely impacting current or future library services. The Community Hub Team Leader confirmed that the provision of refreshments could be accommodated within existing resources and would not have a detrimental effect on service delivery.

Members discussed the proposed location of the coffee machine and refrigerator and agreed that the area to the left of the reception desk would be the most suitable location. Members considered that this position would ensure refreshments were easily accessible to staff while also being clearly visible to visitors wishing to purchase drinks.

It was noted that the installation of a small additional unit adjacent to the reception desk to accommodate the coffee machine, and protective matting for potential spillages, resulting in an additional cost. Members confirmed their approval for this expenditure.

The Town Clerk advised that the existing risk assessment would need to be reviewed, updated, and signed off by the Town Clerk, prior to the purchase and installation of the equipment.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED**;

1. To approve purchase of the Jura W8 bean to cup coffee machine from company A at a cost of £1,650.47 + VAT allocated to budget code 6971 LI EMF Saltash Library Property Refurbishment, with the provision that the Community Hub Team leader sources a suitable unit to house the coffee machine ensuring it is stable and protective matting for potential spillages;

2. To purchase the fridge Polar G-Series Upright Display Fridge 218Ltr Black GH426 for the cold drinks provision at a cost of £444.99 + VAT allocated to budget code 6971 LI EMF Saltash Library Property Refurbishment;

3. To **RECOMMEND** to the Services Committee the refreshment pricing structure, as attached, for inclusion within the 2027/28 Fees and Charges schedule, to be considered as part of the budget-setting process.

4. To note there will be training costs of £20 plus VAT for each library staff member to complete necessary food safety training allocated to the personnel training budget 6656 ST PE Staff Training;

5. To note the additional food hygiene and safety requirements associated with providing refreshments, including food business registration, ongoing compliance with food safety regulations, and the increased operational responsibilities for the Community Hub Team Leader and Community Hub Assistants in managing stock, cleaning, monitoring, and record-keeping requirements;

6. To delegate authority to the Community Hub Team Leader to ensure that all requirements relating to the provision of refreshments are implemented, enabling the service to be delivered safely, and in accordance with all relevant procedures and regulations.

**82/26/27** **TO RECEIVE A REPORT ON FOOTFALL COUNTERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited the Community Hub Team Leader to provide an overview of the report circulated within the reports pack.

The Community Hub Team Leader advised that a range of footfall counter systems are utilised by libraries and community facilities, including the device recommended within the report.

The Chairman noted the importance of introducing a footfall counter, highlighting that reliable visitor data would assist the Town Council in demonstrating the Library's usage and value to the community. She further commented that the information gathered would support performance reporting and provide valuable evidence for the Town Council's business planning and future development of the service.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED**:

1. To adopt Company A's system at a cost of £518.00 + VAT, allocating to budget code 6921 LI IT & Office Costs, to support strategic planning, enhance understanding of library usage, and improve the ability to target programming and resources effectively;

2. To approve the reoccurring annual fee of £79.20 + VAT to budget code 6921 LI IT & Office Costs for the Footfall Cam software license required for use of the footfall camera;

3. To include provision for the ongoing annual software licence fee for the footfall camera within future budget setting processes;

4. To approve the additional cost of £210 + VAT to budget code 6921 LI IT & Office Costs, for the installation and set-up of the footfall camera by SOS Consultancy.

**83/26/27** **TO RECEIVE A REPORT ON THE LIBRARY HUB FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the report circulated in the reports pack and invited Members to discuss the officers recommendations.

Members discussed the recommendations, and it was noted that there are currently no individuals providing a service from the library that they charge for.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** that no changes be made to the Library Fees and Charges at this time. The matter will instead be referred to the Services Committee for consideration as part of the review of Fees and Charges for 2027/28 during the budget-setting process.

**84/26/27** **TO RECEIVE A FINAL REPORT ON THE REFURBISHMENT OF THE LIBRARY HUB AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the report circulated within the report pack and extended her thanks to James at Bailey Partnership and to members of the Library Sub Committee for their support throughout the project. The Chairman also commended the Community Hub Team Leader and her team for their dedication and commitment.

Members also wanted to recognise the impact of the former members of the Library Sub Committee, who began the refurbishment project some years ago and also recognised the hard work and dedication of the library volunteers for giving their time up so generously to support the refurbishment project. In recognition of the hard work and dedication of all involved from the outset, Members agreed to invite everyone to an afternoon tea, on a day when all can attend.

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Bullock, and **RESOLVED** to;

1. Note the report;

2. To extend the Library Sub Committee's thanks and appreciation to James of Bailey Partnership for his support, professional advice and guidance throughout the project;

3. To invite former members of the Library Sub Committee and library volunteers to an afternoon tea in recognition of their valuable contribution and support during the project;

4. Ratify the following additional expenditure allocated to budget codes 6971 EMF Saltash Library Property Refurbishment and 6972 LI EMF Library Equipment & Furniture;

- Security railings to the rear of the library building (project variation, GK Construction) - £6,800.00

- Roof works by Stormforce, including the installation of new large hoppers, replacement outlet grates, and a new overflow weir - £6,842.00

- Blinds for office windows – £365.50

- Supply and installation of new smoke detectors throughout the building - £851.88

- Supply, installation, and commissioning of external CCTV cameras – £1,303.45

- Various furniture items and kitchenware purchased to support the new library layout and operational requirements – £5,195.00

- Cornwall Council networking works – £475.46.

**85/26/27** **TO RECEIVE A REPORT ON BAILEY PARTNERSHIP FINAL ACCOUNT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred Members to the report contained within the circulated reports pack and explained that the cost related to a previous curtain walling project, rather than the current refurbishment project. The Chairman advised that, due to a discrepancy, the invoice had remained outstanding for some time. As the work had been satisfactorily completed by Bailey Partnership, she recommended that Members approve payment of the invoice.

Following a unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to approve Bailey Partnership final invoice for the curtain walling project as a cost of £6,026.15 allocated to budget code 6918 LI EMF Legal & Professional Fees (Private Contractors).

**86/26/27** **TO RECEIVE A REPORT ON THE CONDITION OF OFFICE WINDOWS AT SALTASH LIBRARY HUB AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the report circulated in the reports pack and drew members attention to the images of the two windows in the top floor office that need replacement. She advised there would be a requirement to obtain Listed Building Consent to replace the windows that are in a very poor condition. The Chairman also noted that there is only one small opening window in the office making it uncomfortable to work in during the summer, she suggested purchasing a small air-conditioning unit to make it more comfortable.

Cllr P Samuels also noted that there is also a small window on the ground floor that is in very poor condition and suggested it would be advisable to also have that one replaced at the same time. The Chairman agreed that this would be a sensible solution to avoid a further listed building application.

Following a unanimous vote it was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to delegate authority to the Town Clerk to appoint Bailey Partnership to oversee the listed building consent process and manage the replacement of the two windows in the Library top office, and the window on the ground floor, with expenditure to be within the available budget codes;

- 6918 LI EMF legal & Professional Fees (Private Contractors); and
- 6971 EMF Saltash Library Property Refurbishment.

**87/26/27** **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.

**88/26/27** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**89/26/27** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**90/26/27** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. Library Survey results;

2. Refurbishment of the Library completed within budget;

3. Services provided including future refreshments;

4. Footfall counter;

5. Conclusion of the Library Sub-Committee.

**91/26/27** **TO NOTE THAT THE LIBRARY SUB COMMITTEE WILL BE DISSOLVED FOLLOWING THIS MEETING IN ACCORDANCE WITH THE TOWN COUNCIL'S APPROVED COMMITTEE STRUCTURE AND GOVERNANCE ARRANGEMENTS.**

The Chairman confirmed that the Library Sub-Committee would now be dissolved in accordance with the Town Council's approved committee structure and governance arrangements. She thanked both past and present Members for their commitment and support throughout the project, noting that the Town Council now has a library of which the community can be truly proud. The Chairman also extended her sincere thanks to the Community Hub Team Leader and her team, together with the Town Clerk, for their dedication and contribution to the successful delivery of the project.

It was **RESOVLED** to note.

Rising at:19:11

Signed: _____
Chairman

Dated: _____

| Product | Price per cup |
|---|---|
| Latte | £2.50 |
| Cappuccino | £2.50 |
| Americano | £2.00 |
| Espresso (single or double) | £1.75 |
| Tea (including herbal) | £1.00 |
| Hot Chocolate | £1.00 |