

Library Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Five
Meetings:	As required
Timing:	6:30 p.m.
Venue:	Guildhall or by a virtual platform under Covid 19 legislation
Reports to:	Services Committee and Full Council.
Remit:	To provide a successful library service (working in partnership with Cornwall Council) and community hub for Saltash.

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget.

1. To oversee the management and maintenance of the library premises working within budget.
2. To oversee the transformation programme of the library premises and services.
3. To act as liaison with Cornwall Council library service.
4. To monitor performance of the library service provided by the Town Council.
5. To undertake public consultations where required making appropriate recommendations to services.
6. To receive and consider tenders for works to the library premises making appropriate recommendations to Full Council.
7. To work with the appointed Building Surveyor to Project Manage and carry out Construction (Design and Management) Regulations (CDM) works on behalf of the Town Council making appropriate recommendations to Full Council.
8. To approve applications to the Public Works Loan Board (PWLb) for works to the library premises making appropriate recommendations to Full Council.

Matters not delegated to the Sub Committee:

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.