

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Wednesday 10th November 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), S Martin, P Samuels, G Taylor and D Yates (Vice-Chairman).

ALSO PRESENT: Councillor R Bickford, S Burrows (Acting Town Clerk), S Emmett (Finance Officer), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillor B Samuels.

4/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

5/21/22 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.

b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

6/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

7/21/22 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON TUESDAY 13TH JANUARY 2021 AND THURSDAY 2ND SEPTEMBER 2021 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 Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on Wednesday 13th January 2021 were confirmed as a true and correct record.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Library Sub Committee held on Thursday 2nd September 2021 were confirmed as a true and correct record.

8/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

9/21/22 **FINANCE AND BUDGET.**

It was **RESOLVED** to note.

10/21/22 **TO RECEIVE AND APPROVE THE LIBRARY SUB COMMITTEE TERMS OF REFERENCE.**

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to approve and adopt the Library Sub Committee Terms of Reference.

11/21/22 **TO RECEIVE A REPORT TO ABOLISH OVERDUE FINES AT SALTASH LIBRARY HUB AND CONSIDER RECOMMENDING TO FULL COUNCIL TO COMMENCE AS AT 1ST JANUARY 2022.**

The Acting Town Clerk informed Members that consideration of abolishing overdue fines for Library books at Saltash Library Hub had been considered and recommended for approval at the Extraordinary Services Committee meeting held on Wednesday 3rd November 2021 minute nr. 63/21/22.

Members received the report provided by the Community Hub Team Leader and considered the date in which to implement the abolishment of fines.

It was proposed by Councillor Taylor, seconded by Councillor Dent and **RESOLVED:**

1. To note the report and recompensed amount of £975.00 from Cornwall Council based on income fee of approximately £1,300 for the year 2019/2020.
2. To note the recommendation from the Extraordinary Services Committee meeting to the Extraordinary Policy and Finance Precept Committee meeting to be held on Wednesday 24th November 2021.

It was proposed by Councillor Taylor, seconded by Councillor Dent and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee meeting to be held on Wednesday 24th November 2021 to commence the abolishment of overdue fines for Library books at Saltash Library Hub as of 1st January 2022.

12/21/22 **TO RECEIVE AND NOTE A LETTER FROM THE MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT RELATING TO THE PUBLIC WORKS LOAN BOARD BORROWING APPROVAL.**

The Chairman reminded Members of the letter received from the Ministry of Housing, Communities and Local Government (MHCLG) and the deadline date of the 14th May 2022 to drawdown the borrowing loan amount of £200k.

The Chairman informed Members that the deadline date of 14th May 2022 did not relate to a date of the commencement of works and was solely relating to the borrowing approval conditions as stated in the letter (points 5a – f).

It was **RESOLVED** to note MHCLG borrowing approval letter together with the conditions of the loan.

13/21/22

TO RECEIVE QUOTES TO APPOINT A BUILDING SURVEYOR TO ACT ON BEHALF OF SALTASH TOWN COUNCIL TO CARRY OUT THE LIBRARY REFURBISHMENT WORKS AND CONSIDER ANY ASSOCIATED EXPENDITURE RECOMMENDING TO FULL COUNCIL.

The Chairman informed Members of the difficulty in obtaining three quotes to undertake specialist Building Surveyor works.

The Acting Town Clerk informed Members the professional fee for the appointed Building Surveyor is to be allocated to the borrowing loan amount.

Cllr Bickford asked the Chairman if the companies approached for a quotation were any of those used for the Station Building.

Cllr Yates confirmed one company was approached but due to their current workload they are unable to provide sufficient resources to provide a comprehensive fee quotation and that their company deals mainly with structural design and detailing and do not usually produce tender documents, specifications nor carry out tender analysis work.

Members further debated and reviewed the quotes received.

It was proposed by Councillor Dent, seconded by Councillor Taylor and **RESOLVED** to defer the appointment of a Building Surveyor to a future Library meeting until a further quotation is received from the Station Building Surveyor.

Members further confirmed that should the Station Building Surveyor not be available further consideration would be given to Company C.

14/21/22

TO RECEIVE A STATUS REPORT ON THE LIBRARY HUB REFURBISHMENT WORKS AND CONSIDER ANY ASSOCIATED EXPENDITURE RECOMMENDING TO FULL COUNCIL.

Members debated in length the Library floor plan and refurbishment works running through the existing specification identifying all areas including the Grade II listing and the impact the pandemic has had on the project.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to note:

1. The proposed draft floor plan of the Library building.
2. That the £15k remains in Cornwall Council's budget for the Town Council to allocate against the replacement of the curtain walling works.

It was proposed by Councillor Dent, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2nd December 2021 to approve:

1. To continue with the replacement work of the curtain walling and doors.
2. To continue with the refurbishment reducing the mezzanine construction and sound proofing work/cost in the short term to stay within what is expected to be an effectively reduced budget as a result of the increase in material cost due to the pandemic.
3. To make the mezzanine floor a work station area for everyone to use including Town Council Officers (desk/IT and electric connection points) within the weight restricted guidance.
4. To replace the 'conversion to form a coffee bar' to a two vending machine station including the pipe work and electrical supply.
5. To no longer carry out extensive work to the interview room (office adjacent to the stairs to the first floor).
6. To instruct the appointed Building Surveyor on behalf of the Town Council to submit a 'heritage matters only' pre-application at a cost of £275+VAT allocated to budget 6971 EMF Property Maintenance to further clarify the conditions in the listed building consent.
7. To go back out to tender in accordance with the Town Council procurement regulations
8. To drawdown the approved borrowing amount of £200k to commence as of 1st April 2022 for the purpose of the Library project only.

15/21/22 **TO RECEIVE A REPORT AND CONSIDER THE LIBRARY BUILDING AS A TOWN COUNCIL FACILITY FOR HIRE AND ANY ASSOCIATED CHARGES RECOMMENDING TO FULL COUNCIL.**

It was proposed by Councillor Martin, seconded by Councillor Taylor and **RESOLVED** to note the report and defer to a future Library Sub Committee meeting upon the completion of the refurbishment works.

16/21/22 **TO RECEIVE A REPORT TO APPOINT A COMPANY TO CLEAN THE LIBRARY BUILDING FASCIA AND CONSIDER ANY ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to:

1. Appoint Company B to remove all fungicide staining with soft environmentally friendly chemical wash subject to a fixed cost being confirmed of £650.00 to be allocated to budget 6908 Cleaning Materials and Equipment.
2. Await for the refurbishment works to be complete prior to the cleaning of the fascia's taking place.

17/21/22 **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.

18/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

19/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

20/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

21/21/22 **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: 8.08 pm

Signed: _____
Chairman

Dated: _____