

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Thursday 9th December 2021 at 6.30 pm

**PRESENT:** Councillors: R Bickford, J Dent (Chairman), J Peggs, P Samuels and D Yates (Vice-Chairman).

**ALSO PRESENT:** Councillor S Miller and G Peggs (Surveyor), D Orton (Community Hub Team Leader), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bullock, S Martin and B Samuels.

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#### **22/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **23/21/22 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary / Non-Pecuniary</b>	<b>Left the Meeting</b>	<b>Remained in the room but did not vote</b>
Bickford	Item 9	Non-Pecuniary	No	Yes

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

None.

#### **24/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**25/21/22**      **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 10TH NOVEMBER 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 P Samuels and **RESOLVED** that the minutes of the Library Sub Committee held on Wednesday 10<sup>th</sup> November 2021 were confirmed as a true and correct record.

**26/21/22**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**27/21/22**      **FINANCE AND BUDGET.**

It was **RESOLVED** to note the current Committee budget statement.

The Acting Town Clerk informed Members of the Public Work Loans Board (PWLB) application having been submitted following approval from Full Town Council held on Thursday 2<sup>nd</sup> December 2021 minute nr. 229/21/22.

The PWLB has carried out checks and all has been cleared. The Acting Town Clerk informed Members that another form is required to be submitted prior to drawing down the agreed borrowing amount. This form has been completed and is ready for submission on 25<sup>th</sup> March 2022 in order to receive the payment on the 1<sup>st</sup> April 2022 as requested by the Town Council.

The Finance Officer will submit the form in March and in the absence of the Finance Officer the Acting Town Clerk will proceed.

**28/21/22**      **TO RECEIVE A REPORT AND CONSIDER A VIREMENT BETWEEN LIBRARY BUDGETS.**

Members considered a request to vire £252.00 from the Budget 6913 Library Refreshments Costs to Budget 6922 Library Activities.

The Community Hub Team Leader informed Members that the refreshment budget is not required for the foreseeable future due to Covid-19 restrictions and therefore could be utilised for various library activities in the New Year to the end of the current financial year 2021-2022.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** to vire £252.00 from Budget 6913 Library Refreshments Costs to Budget 6922 Library Activities.

**29/21/22**      **TO RECEIVE A FURTHER QUOTE 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.**

Cllr Bickford declared an interest in the next item, remained in the room to avoid the meeting being inquorate, but did not vote.

The Chairman informed Members of an additional quote received from Company D.

Members discussed the Building Condition Survey and whether these works are required due to Cornwall Council providing a Building Condition Survey to the Town Council prior to the library being devolved in late 2018 early 2019.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to appoint Company D to:

1. Undertake a Building Condition Survey at a cost of £2,900.00 + VAT subject to Company D advising this is necessary due to a recent Condition Survey having been completed in late 2018 early 2019.
2. Project manage and undertake the CDM regulations based on a percentage fee of 11.5% against an estimated budget of £200k.

The above costs (1&2) include reasonable expenses and disbursements but exclusive of VAT to be allocated to budget code - professional fees.

3. Instruct the appointed Building Surveyor (if required) on behalf of the Town Council to submit a 'heritage matters only' pre-application to Cornwall Council at a cost of £275 + VAT allocated to budget 6971 EMF Property Maintenance to further clarify the conditions in the listed building consent.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve:

- a. Delegated authority to the Chairman, Vice Chairman and the Acting Town Clerk to progress the tender specification and issue of the tender with the Building Surveyor in accordance with the Town Council's procurement regulations reporting back to a future Library Sub Committee meeting or as required by email.

30/21/22

**TO REVISIT THE LIBRARY FLOOR PLAN AND CONSIDER THE USE OF THE LIBRARY BUILDING TO ACCOMMODATE THE YOUTH OF SALTASH.**

Members discussed the current interior floor plan and the proposed use of the areas with the view to offering a suitable space to accommodate the youth of Saltash.

The Chairman reminded Members that the floor plan remains in draft stages and all furniture is moveable.

The Community Hub Team Leader informed Members of a questionnaire issued to the Duke of Edinburgh Library Volunteers referring to what their age group would want from a Library.

Members put questions to the former Building Surveyor relating to the proposed refurbishment plans.

It was **RESOLVED** to note and revisit the interior floor plan and layout upon completion of the structural refurbishment works.

Members thanked the former Building Surveyor for attending this evening's meeting.

**31/21/22**     **TO INVESTIGATE THE PRACTICABILITY OF ESTABLISHING A CLIMATE EMERGENCY HUB IN THE LIBRARY BUILDING.**

Councillor Yates asked about the possibility of a physical centre for a Climate Emergency Hub and the idea of a permanent Hub was feasible to be hosted at the Library and what constraints would be placed on the use.

The Community Hub Team Leader spoke of the programmed events for 2022 and of the hope to include an environmental thread throughout the events and the seasons.

Members agreed the Climate Change and Environment Working Party are at the early stages of establishing requirements for a permanent Hub. Therefore, until further information is provided it would be difficult to approve any area within the library for the working party's use.

Members asked the Community Hub Team Leader to liaise with the Climate Change and Environment Working Party to further progress ideas and suggestions of a Climate Emergency Hub to be situated within the Library Building and to report back to a future Library Sub Committee meeting upon further requirements being established.

It was **RESOLVED** to note.

**32/21/22**     **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.

**33/21/22**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**34/21/22**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**35/21/22**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

36/21/22 **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: 7.57 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_