

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Monday 16th May 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillor R Bickford.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman asked the Community Hub Team Leader to inform those present of the actions required in the event of a fire or emergency.

Councillor Martin arrived and joined the meeting.

2/22/23 TO ELECT A CHAIRMAN

It was proposed by Councillor Yates, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor Dent as Chairman of the Library Sub Committee.

Councillor Dent in the Chair.

3/22/23 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Yates as Vice Chairman of the Library Sub Committee.

4/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

5/22/23 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

6/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 23RD FEBRUARY 2022 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 23rd February 2022 were confirmed as a true and correct record.

7/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

8/22/23 **TO RECEIVE THE SERVICES LIBRARY BUDGET STATEMENT.**

The Town Clerk brought Members attention to the following budget activity:

1. EMF Balances brought forward for the year 2021/2022 are currently unaudited due to the year end and may alter.
2. £21,500 has been vired from budget code 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment.
3. The Town Council received £199,930 from the Public Works Loan Board on 1st April 2022 for the Library Refurbishment Works.

It was **RESOLVED** to note.

9/22/23

TO RECEIVE AND NOTE AN UPDATE TO THE PUBLIC WORK LOAN BOARD (PWLB) BORROWING APPROVAL.

Members received a copy of the PWLB Fixed Equal Instalments of Principal relating to the PWLB loan Conditional Confirmation.

The Town Clerk confirmed the loan principle £200,000 minus administration fee of £70, maturity date of 1st April 2032, the annual interest rate of 2.420%, over a period of 10 years. EMF budget code has been setup to allocate the loan value – 6971 Saltash Library Property Refurbishment.

It was **RESOLVED** to note.

10/22/23

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

The CHTL briefed Members on the Library report received.

The CHTL further spoke of Hi9 Limited chatbot called – Ask Debbie. The application would enable users of the Library Service to use the online chatbot to help identify public information such as waste collection services in their area, housing benefit information and much more.

Hi9 Limited are part of a fully funded partnership in Cornwall working with People Hub and Cornwall Council and funded by the European Social Fund.

The CHTL confirmed no cost has been identified as of yet and wished for Members approval to investigate the service further.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to note the report and delegated authority to the CHTL to further investigate the ask Debbie application keeping Members informed by email.

11/22/23 **TO RECEIVE BAILEY PARTNERSHIP CONCEPT DRAWINGS FOR THE REFURBISHED WORKS TO SALTASH LIBRARY AND CONSIDER ANY ASSOCIATED ACTIONS AND EXPENDITURE.**

The Chairman advised Members that Bailey Partnership are continuing with the preparation works to the tender packs.

Cllr Yates explained to Members the concept drawings for the Saltash Library Refurbishment works.

Members discussed in length the minimal revised changes to the design from the initial proposal, toilet facilities, timeframe and listed building restrictions.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note and approve Bailey Partnership negotiated minor changes to take account of previously identified error and omissions.

12/22/23 **TO RECEIVE AN UPDATE ON THE HERITAGE MATTERS ONLY PRE-APPLICATION AND CONSIDER AN ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve Bailey Partnership to submit a pre-application advice on behalf of Saltash Town Council at a cost of £277.50 + vat to be allocated to budget code 6971 EMF Property Maintenance.

13/22/23 **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.

14/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

15/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

16/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

17/22/23 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: 7.21 pm

Signed: _____
Chairman

Dated: _____