

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Library on Wednesday 7th September 2022 at 6.30 pm**

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

**ALSO PRESENT:** 2 Representatives of Bailey Partnership, S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bickford and P Samuels.

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#### **18/22/23 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.

#### **19/22/23 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.

#### **20/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

#### **21/22/23 HEALTH AND SAFETY.**

No report.

**22/22/23** **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON MONDAY 16TH MAY 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 Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Library Sub Committee held on Monday 16<sup>th</sup> May 2022 were confirmed as a true and correct record.

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

None.

**24/22/23** **TO RECEIVE A REPORT FROM BAILEY PARTNERSHIP ON THE LIBRARY REFURBISHMENT PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman welcomed and thanked the representatives of Bailey Partnership for attending this evenings Library meeting.

Bailey Partnership updated Members on the Library Refurbishment Program which included clarification on the response following the pre application made to Heritage England.

Bailey Partnership informed Members that an up to date Condition Report is required due to the recent listing. Members asked for estimated costs and timescales in relation to the condition survey being completed.

Bailey Partnership estimated approximately £1,200 and would expect the appointment of a Surveyor and final survey report to be completed by mid to end of October 2022.

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

1. To approve Bailey Partnership to proceed with a Condition Report due to the previous report being outdated;
2. To approve delegated authority to the Town Clerk in conjunction with the Chairman and Vice Chairman, subject to sufficient quotations being obtained, to appoint a contractor to carry out a Condition Report at a maximum cost of £2,000;

3. To allocate the cost to budget code 6971 EMF Saltash Library Property Refurbishment.

The Chairman thanked Bailey Partnership for their attendance at this evenings meeting.

Bailey Partnership representatives left the meeting.

**25/22/23**      **TO RECEIVE THE SERVICES LIBRARY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided an overview of the current budget statement for the year 2022/23.

It was **RESOLVED** to note.

**26/22/23**      **TO SET THE SERVICES COMMITTEE - LIBRARY BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO THE SERVICES COMMITTEE.**

Members discussed the budget setting for the year 2023/24.

Due to the unknown increase in utility cost and fluctuation in CPI, where possible to avoid over budgeting, Members agreed the Finance Officer continues to review the cost.

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

1. Increase budget code 6918 LI Professional Fees to £20,000 for the year 2023/24;
2. Give delegated authority to the Town Clerk and the Finance Officer to continue to monitor the inflation rate and update the budget statement for the Services Committee meeting to be held on 13th October 2022.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** to the Services Committee – Library Budget Statement for the year 2023-24 to the Services Committee meeting to be held on 13th October 2022.

**27/22/23**      **TO RECEIVE THE TOWN CLERK REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

**28/22/23**      **TO RECEIVE A REPORT ON THE TRESORYS KERNOW FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that written confirmation had been received from FEAST that the Town Council are permitted to keep the underspend of £30.00.

The £30.00 will be added to budget code 6922 LI Library Activities.

It was **RESOLVED** to note.

**29/22/23**      **TO RECEIVE A REPORT ON THE WARM BANKS/SPACES INITIATIVE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received a report regarding the Warm Banks / Spaces Initiative and considered ways to support those struggling to keep warm due to increased living cost.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED**:

1. To continue with the existing Library operating hours;
2. To vire £242.00 from budget code 6922 Library Activities to budget code 6913 Refreshment Costs for the provision of hot drinks for those visiting the library to keep warm this winter;
3. To provide a Warm Space by offering a 'bring your own mug' service during Library opening hours for those wishing to access the Library to keep warm with use of the mezzanine floor as a place to relax;
4. The CHTL together with the staff to manage the Warm Space Initiative with a report to be received at a future Library Sub Committee meeting.

30/22/23

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

Film License

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

1. To vire £119.27+ VAT from budget code 6927 EMF Library equipment & furniture to budget code 6911 TV License and PRS to cover the provision of a Public Video Screening License to allow for screenings up to 249 people at one time.

Green Library Manifesto

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that the Library Hub signs the pledge with CILIP to adopt and maintain their Green Library Manifesto at no cost to the Town Council.

Library Tree Planting

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

1. To support a proposal to plant a tree within Saltash Town Council boundary, working in partnership with SEA to ascertain the type of tree to be planted;
2. At a cost of £100 to be allocated to budget code 6922 Library Activities.

It was **RESOLVED** to note the CHTL's report.

31/22/23

**TO RECEIVE A REPORT ON THE TEMPORARY LIBRARY PREMISES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the pros and cons of both Isambard House and the Guildhall Long Room for relocation of the library services when renovation works commence.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to provide delegated authority to the CHTL to further explore the requirements for set up and proposed relocation of the Library Service to the Guildhall Long Room when renovations works to the library building commence.

**32/22/23** **TO RECEIVE A REPORT ON REBRANDING THE LIBRARY NAME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered the proposal for the rebranding of the Library upon completion of refurbishment renovations.

Members agreed rebranding would require additional forethought and investigations at a later date.

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

**33/22/23** **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.

**34/22/23** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**35/22/23** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**36/22/23** **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**37/22/23** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to issue the following Press and Social Media Releases:

1. Warm Space Initiative;
2. Tree Planting;
3. Green Library Manifesto Pledge;
4. Film Days.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 8.01 pm

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

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