

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Tuesday 13th June 2023 at 6.30 pm

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

ALSO PRESENT: S Miller (Councillor) and I Newcombe (Bailey Partnership), S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: J Peggs.

1/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Yates to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor P Samuels to nominate Councillor Yates.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Yates as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 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.

5/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

6/23/24 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON THURSDAY 19TH JANUARY 2023 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 Yates, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Library Sub Committee held on Thursday 19th January 2023 were confirmed as a true and correct record.

8/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

9/23/24

TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Members queried the current overspend under budget code 6923 LI PWLB Loan Repayment & Interest.

The Town Clerk advised that the first loan repayment for the year 2023/2024 was higher than expected due to a variable interest rate.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to note the budget statement and delegate to the Town Clerk to further investigate the Public Works Loan Board interest rate reporting back at a future Library Sub Committee meeting.

The Chairman announced the next item to be received is Agenda Item 14 – To receive an update on the Library Planning Application and consider any actions and associated expenditure.

10/23/24 **TO RECEIVE AN UPDATE ON THE LIBRARY PLANNING APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman welcomed and thanked Ian Newcombe representative of Bailey Partnership for attending this evening's Library meeting.

Ian provided Members an up to date 'moving' planning indicative programme.

Ian confirmed the planning and listed building consent had been approved including the requirement to replace the curtain walling with the exact same colour as the existing units.

It was **RESOLVED** to note.

The Chairman announced the next item to be received is Agenda Item 15 – To receive the Library Tender Pack and consider any actions and associated expenditure.

11/23/24 **TO RECEIVE THE LIBRARY TENDER PACK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Ian provided a detailed review on the draft tender drawings including further updates to the original designs with a separate staff WC, inclusive of an accessible WC as previously requested, all contained within the circulated reports pack.

Members discussed the designs proposed and the works required including timescales and the potential impact to the Service provided throughout the Summer holidays.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve the tender designs and provide delegated authority to the Town Clerk working with Bailey Partnership to produce, review and issue the tender pack in line with Financial Regulations.

Councillor Yates left the meeting.

Ian left the meeting.

Councillor Yates returned to the meeting.

The Chairman announced the next item to be received is Agenda Item 11 – To ratify the submission of the Neighbourhood Funding Application and consider any actions and associated expenditure.

12/23/24 **TO RATIFY THE SUBMISSION OF THE NEIGHBOURHOOD FUNDING APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader provided a brief overview of the funding awarded (£500) and how the funding was used to support environmental activities.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to ratify the submission of the Neighbourhood Funding Application.

13/23/24 **TO RECEIVE QUOTES TO UNDERTAKE WORK TO THE MAIN ENTRANCE DOORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader spoke of the issues being experienced by the main entrance door and the possible Health and Safety risks posed.

Members considered the three quotes received and contained within the circulated reports pack.

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

1. To appoint Company B to carry out the replacement battery backup works ensuring compliance tests have been completed;
2. Works approved are inclusive of labour, parts and roller finger protection guards at a total cost of £1,258.61+vat;
3. To be allocated to budget code 6910 LI General Repairs & Maintenance – Library.

14/23/24 **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader provided a brief verbal overview of the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

15/23/24 **TO RECEIVE A REPORT ON THE LIBRARY MOVE AND REDUCED SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Community Hub Team Leader spoke on the report received and contained within the circulated reports pack and provided further clarification to Members on the operational impact on the library move and reduced Service.

It was **RESOLVED** to note.

16/23/24 **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.

17/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

18/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

19/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

20/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 25 July 2023 at 6.30 pm

Rising at: 7.38 pm

Signed: _____
Chairman

Dated: _____