

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Library Sub Committee held at the Library Building on Tuesday 22nd August 2023 at 6.30 pm**

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

**ALSO PRESENT:** I Newcombe (Bailey Partnership), S Burrows (Town Clerk), W Peters (Finance Officer), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer).

**APOLOGIES:** B Samuels and P Samuels.

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#### **21/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Community Hub Team Leader informed those present of the actions required in the event of a fire or emergency.

#### **22/23/24 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.

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

None received.

**24/23/24**     **TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON 13TH JUNE 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 Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on 13<sup>th</sup> June 2023 were confirmed as a true and correct record.

**25/23/24**     **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**26/23/24**     **TO RECEIVE THE LIBRARY SUB COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To note the budget statement;
2. To vire £2,000 from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayment & Interest to cover the loan repayments;
3. To vire £220 from 6900 Rates – Library to 6975 EMF Home Library Service to cover mileage costs.

**27/23/24**      **TO RECEIVE AN UPDATE ON THE LIBRARY TENDER PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided an overview of the Tender process followed diligently under all Town Council procurement regulations.

Further to this, Ian of Bailey Partnership spoke of an initial expression of interest but unfortunately no tender applications were received prior to the tender closing date.

Bailey Partnership approached three approved window installers, located in Devon and Cornwall, to obtain three full quotes for the works to the curtain walling system.

Out of the three companies only one company wished to quote. To date that quote has not been received. Ian confirmed this is due to the company awaiting confirmation of costs from external profilers, inclusive of window suppliers and scaffolding organisations. The company has confirmed they will submit a full quote upon confirmation of external costs.

Bailey Partnership requested a programme of works detailing an indicative start date.

Ian advised Members that lead times and procurement of materials could impact the schedule of works with delays of up to 12 weeks being experienced.

It was **RESOLVED** to note.

**28/23/24**      **TO RECEIVE QUOTES FOR THE CURTAIN WALLING WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the update provided by Bailey Partnership under Agenda Item 8 minute number 27/23/24.

**29/23/24**      **TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12<sup>th</sup> October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

30/23/24

**TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.**

The Finance Officer worked through the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to approve the interim budget statement for the year 2024-25 including the following amendments to date, due to awaiting costs for the Library refurbishment project:

Operational Income:

1. Budget code 4526 Library Activity Income to be amended to 4526 Library Income, to set the budget at zero;
2. Budget code 4527 Library Vending Machines Income, to set the budget at zero;
3. Budget code 4529 Library Activities Sponsorship to be amended to 4529 Library Activities Funding Income, to set the budget at £600;
4. The remaining income codes to be set as attached;

Operational Expenditure:

5. Budget code 6975 EMF Home Library Service, to set the budget at £550;
6. The remaining operational codes to be set as attached;

EMF Expenditure:

7. To vire £21,000 from 6973 EMF Loan Repayments to 6971 EMF Saltash Library Property Refurbishment;
8. The remaining EMF expenditure codes to be set as attached;
9. To set the final budget statement for the year 2024-25 at the next Library Sub Committee meeting.

**31/23/24** **TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS;**

a. Personnel Committee held on 29<sup>th</sup> June 2023;

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to approve the above recommendation.

b. Policy and Finance held on 11<sup>th</sup> July 2023

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

It was **RESOLVED** to note the recommendation for the Library budget was actioned under agenda item 7 minute number 26/23/24.

**32/23/24** **TO RECEIVE A REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the report and to thank the Library staff for their hard work during the Summer Reading Challenge.

33/23/24

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

Members discussed the Library moving schedule and associated costs contained within the circulated reports pack.

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

1. Retain the current operating hours of the Library during the refurbishment work - Monday, Tuesday, Thursday, Friday 10am to 5pm and Saturday 10am to 1pm;
2. Assign the Casual Caretaker to work Saturday 10am to 1pm to man the Guildhall reception area during the Library refurbishment work;
3. Approve the associated cost for a Cornwall Council engineer to undertake IT works at a total cost of £600+vat (2 days work) allocated to budget code 6971 EMF Saltash Library Property Refurbishment;
4. Approve the associated cost for a specialist company OFR to undertake the storage of two units at a cost of £990+vat (2 days work) allocated to budget code 6971 LI EMF Saltash Library Property Refurbishment.

**34/23/24**      **TO RECEIVE A REPORT ON THE MAIN ENTRANCE DOORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to ratify the work on the CCTV Server at a cost of £336.71 allocated to budget code 6694 Fire and Security Alarm.

Members discussed the works required to the Library external entrance doors following maintenance works undertaken. The Community Hub Team Leader informed Members of the installation unit being a closed unit preventing any further works being undertaken by alternative suppliers.

Members discussed subsequent quote received and contained within the circulated reports pack.

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

1. To appoint Entry Group to replace the existing door equipment including two action and presence sensors and full operational testing of the door upon completion of the work at a cost of £2,524.59+vat;
2. To vire £1,000 from budget code 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance to cover the associated cost;
3. To allocate the cost to budget code 6910 General Repairs & Maintenance.

**35/23/24**      **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.

**36/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**37/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**38/23/24** **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Members wished their thanks to be noted to the Library staff for their continued hard work and support.

**39/23/24** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.49 pm

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

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