

## SALTASH TOWN COUNCIL

### Minutes of the Library Sub-Committee held at The Guildhall on Wednesday 28<sup>th</sup> November 2018 at 1:30 p.m.

**PRESENT:** Councillors: J Dent - Chairman, W Phillips, and G Taylor.

**ALSO PRESENT:** 3 Members of the Public, C Thomson – Cornwall Gateway Community Link Officer, N Budden – Cornwall Council Senior Project Manager Strategic Projects Team, S Marsh – Cornwall Council Project Coordinator, S Emmett – Finance Officer, A Chick – Administration Officer.

**APOLOGIES:** Councillors S Lennox-Boyd, D Yates.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**125/18/19** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Councillor Challen will be recording the meeting.

**126/18/19** **DECLARATIONS OF INTEREST**

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non Pecuniary</b>	<b>Reason</b>
None.			

**127/18/19** **QUESTIONS FROM THE PUBLIC**

The Chairman agreed that Councillor Brady, attending the meeting as a member of the public, could ask questions regarding the library.

1. Heating in the building and the boiler being fit for purpose:

The Chairman informed Councillor Brady that she had spoken to County Councillor Holley who advised that the only heating problem tends to be in the morning when it is a little cooler with the vents being the main contributing factor. These issues are in

the maintenance programme that CC are supporting STC with in the first year. STC's Building Consultant has carried out a survey and has given STC a programme of work for the next 5 years. The Library Sub-committee has applied for a large EMF budget this year and will be building this up to replace the windows and curtain wall the following year. CC had provided a grant of £30,000 to use on the priorities as advised by the Building Consultant. CC will go back to the Property department to ask if there is any other funding available.

2. Parking:

A request for a Letter of Comfort regarding the parking will be sent to CC copying in County Councillor Holley.

3. Use of the Library:

The Chairman informed Councillor Brady that further decisions will be made on the use of the library once devolution has taken place and has been running for the first year.

4. Mezzanine Floor:

The Chairman informed Councillor Brady that the surveyor will be requested to confirm that the floor is suitable for office and other uses.

**128/18/19**     **REGISTRATION OFFICE**

None.

**129/18/19**     **TRANSFORMATION PROGRAMME**

- i. All answers have been provided by CC to STC's solicitor and answers sent to the Town Clerk around the Service Agreement and Property matters.
- ii. STC's Building Consultant will be carrying out a valuation for insurance purposes.
- iii. STC needs to submit a transition application as soon as possible. The Finance Officer is in the process of completing this.
- iv. CC will arrange for someone from their IT department to visit the library when it is closed, perhaps Wednesday 12<sup>th</sup> December and this will be confirmed.
- v. Once the Library budget has been approved by Full Town Council on the 6<sup>th</sup> December and the Legal Agreement in Principle has

been finalised, CC's report will be sent to the Directors, with a target date of the 7<sup>th</sup> December 2018, for approval in the New Year.

- vi. The comprehensive draft Impact Assessment has been approved by CC's Board.
- vii. CC have some templates for signage which includes STC and CC logos and they will send for discussion.
- viii. The name 'One Stop Shop' no longer applies as it is now called 'Information Centre' and this needs to be changed on STC's answerphone message.

It was **RESOLVED** to note.

**130/18/19**     **DRAFT BUSINESS PLAN FOR THE FUTURE OF THE LIBRARY**

None.

**131/18/19**     **POLICIES**

None.

**132/18/19**     **FINANCE**

None.

**133/18/19**     **LEGAL**

None.

**134/18/19**     **BUILDING**

None.

**135/18/19**     **I.T.**

None.

**136/18/19**     **TRAINING**

None.

137/18/19 **INSURANCE**

None.

138/18/19 **RISK ASSESSMENTS**

None.

139/18/19 **GDPR**

None.

It was **RESOLVED** at the request of Cornwall Council that due to the confidentiality of the business to be conducted until further notice all Staffing agenda items will be taken in Part 2.

140/18/19 **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.

141/18/19 **STAFFING**

None.

142/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

143/18/19 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

144/18/19 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

145/18/19 **PRESS RELEASES**

None.

**146/18/19**    **DATE OF NEXT MEETING**

Provisionally Wednesday 12<sup>th</sup> December at the Library. Time TBC by CC.

**147/18/19**    **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 2.10pm.

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

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