

## SALTASH TOWN COUNCIL

### Minutes of the Library Sub-Committee held at The Guildhall on Wednesday 19<sup>th</sup> December 2018 at 3:30 p.m.

**PRESENT:** Councillors: J Dent - Chairman, S Martin, W Phillips, G Taylor – Vice Chairman, D Yates.

**ALSO PRESENT:** S Burrows – Office Manager, S Emmett – Finance Officer, J Burge – Administration Officer.

**APOLOGIES:** Councillors: S Lennox-Boyd.

---

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**148/18/19** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Administration Officer notified the Chairman she would be recording the meeting.

**149/18/19** **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			

**150/18/19** **QUESTIONS FROM THE PUBLIC**

None.

The Chairman asked members if they objected to Councillor Martin sitting at the table.

It was unanimously **RESOLVED** that Councillor Martin joined the Committee and that no voting rights were given.

**151/18/19**    **REGISTRATION OFFICE**

None.

**152/18/19**    **TRANSFORMATION PROGRAMME**

STC IT Consultant to provide costings for the Finance Officer to include in the transition application to be submitted in the New Year.

It was **RESOLVED** to note.

**153/18/19**    **DRAFT BUSINESS PLAN FOR THE FUTURE OF THE LIBRARY**

The Chairman asked members to submit their business plan ideas including revenue for the Library, to allow a draft business plan to be conducted.

It was **RESOLVED** to note and that the draft business plan be considered at the next Library Sub Committee meeting.

**154/18/19**    **POLICIES**

None.

**155/18/19**    **FINANCE**

A transition grant is to be received by Cornwall Council to cover professional fees.

It was **RESOLVED** to note.

**156/18/19**    **LEGAL**

- a. Library Services Agreement and Transfer Documents (TP1).

STC's solicitor has confirmed in principle agreement to the Library Services Agreement and associated property documents subject to satisfying any outstanding matters.

It was **RESOLVED** to note.

- b. Service Agreement.

STC's solicitor has confirmed in principle agreement to the Library Services Agreement and associated property documents subject to satisfying any outstanding matters.

It was **RESOLVED** to note.

**157/18/19**    **BUILDING**

The Chairman informed members that funding has been budgeted to carry out initial building works.

It was **RESOLVED** to note and to obtain additional funding from CC to assist with future maintenance of the building.

**158/18/19**    **SECURITY**

The Chairman informed members that CC have security systems in place at the Library.

It was **RESOLVED** that the existing alarm and door systems be replaced prior to completion.

**159/18/19**    **I.T.**

CC have scheduled for a security wrap for the transfer of IT from CC to STC within the last week of February. STC IT Consultants are to review, investigate the costs of internet connection and submit overall costings for the library.

**160/18/19**    **TRAINING**

None.

**161/18/19**    **INSURANCE**

The Chairman informed members that STC Building Consultant carried out a valuation of the Library for insurance purposes.

It was **RESOLVED** to note.

**162/18/19**    **RISK ASSESSMENTS**

It was **RESOLVED** that CC risk assessments are to be adopted and carried out, by the Grounds & Premises Warden, and that this includes the footpath around the building.

**163/18/19**    **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.

**164/18/19**    **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.

**165/18/19**    **STAFFING**

None.

**166/18/19**    **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**167/18/19**    **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**168/18/19**    **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**169/18/19 PRESS RELEASES**

None.

**170/18/19 DATE OF NEXT MEETING**

To be confirmed.

**171/18/19 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: 4.26pm.

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

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