

SALTASH TOWN COUNCIL

Minutes of the Library Sub-Committee held at The Guildhall on Wednesday 16th January 2019 at 1:30 p.m.

PRESENT: Councillors: J Dent - Chairman, W Phillips, D Yates.

ALSO PRESENT: R Lane – Town Clerk, S Burrows – Office Manager, S Emmett – Finance Officer, J Burge – Administration Officer, J Virgo – Grounds and Premises Warden, S Marsh – Cornwall Council.

APOLOGIES: Councillor: S Lennox-Boyd.

HEALTH AND SAFETY ANNOUNCEMENTS

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

172/18/19 TO APPOINT A VICE CHAIRMAN

It was **RESOLVED** to defer the item to a future meeting.

173/18/19 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.

174/18/19 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.

| Councillor | Agenda Item | Pecuniary/ Non Pecuniary | Reason |
|-------------------|--------------------|-------------------------------------|---------------|
| None | | | |

175/18/19 QUESTIONS FROM THE PUBLIC

None.

176/18/19 **REGISTRATION OFFICE**

CC confirmed that STC agreed that the registration office is to remain located at the Library up to 12 months on transition with a 1% contribution towards utilities calculated on the area used.

It was **RECOMMENDED** that a letter to accommodate the registry office be finalised and signed.

177/18/19 **TRANSFORMATION PROGRAMME**

CC confirmed receipt of STC measures and approval from the Union.

It was **RESOLVED** to note.

The Finance Officer confirmed that the Transition Fund Briefing Application is almost complete.

It was **RESOLVED** that the Finance Officer submits the Transition Fund Briefing Application with immediate effect.

178/18/19 **DRAFT BUSINESS PLAN FOR THE FUTURE OF THE LIBRARY**

The Chairman informed members that the Library draft business plan is to be considered in the future following knowledge of the building, operations and business.

It was **RESOLVED** to note.

179/18/19 **POLICIES**

The Senior Policy and Data Compliance Monitoring Officer is currently reviewing the Library policies for recommendation to P&R.

CC informed members that there is a Library Information Service manual in situ. This is a working guide on how the Library operates and is updated on a regular basis.

It was **RESOLVED** to note and that the policies be adopted at a future P&R meeting.

180/18/19 **FINANCE**

The Chairman informed members that the finances will continue the same at point of transfer but may change in the future.

It was **RESOLVED** to note.

181/18/19 **LEGAL**

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

STC Solicitors are liaising with CC to arrange the signing of the Engrossment Contract.

It was **RECOMMENDED** that the Transfer Documents is signed and sealed.

- b. Service Agreement.

It was **RECOMMENDED** that the Service Agreement is signed and sealed.

- c. Car Parking Spaces

CC updated members on the car parking spaces.

It was **RESOLVED** that CC liaise with STC Solicitor to confirm the allocation of 3 spaces.

182/18/19 **BUILDING**

Members agreed to initiate tenders for the roof works with a view for works to commence after 1st March.

It was **RECOMMENDED** that STC Building Consultant be appointed to go out to tender for the roofing works.

CC are to provide the draft external building sign for members consideration.

It was **RESOLVED** to note.

183/18/19 **SECURITY**

The Grounds and Premises Warden informed members that all documents from CC have been received.

It was **RESOLVED** that the Grounds and Premises Warden liaises with CC to ensure all processes are in place for a smooth transition

CC informed members that the swipe card system for access can remain in situ one month after transfer to allow the changeover of security systems.

It was **RESOLVED** to note that CC swipe card system remains in situ for one month after transition.

184/18/19 **I.T. TO CONSIDER AN OVERALL IT QUOTE**

Members considered an IT quote received from STC IT Consultant.

It was **RESOLVED** that IRQ be appointed to carry out the IT works at the Library at a cost of £2000.00

185/18/19 **TRAINING**

No Report.

186/18/19 **INSURANCE**

The Finance Officer informed members that buildings insurance will be in place from exchange and buildings and contents from completion.

It was **RESOLVED** to note.

187/18/19 **RISK ASSESSMENTS**

The Grounds and Premises Warden noted that CC risk assessments had not been carried out for 2018 and that STC will adopt CC risk assessments.

It was **RESOLVED** to note and that the Grounds and Premises Warden implements all risk assessments.

188/18/19 GDPR

The Office Manager advised the Committee that the Senior Policy and Data Compliance Monitoring Officer was to complete a site visit.

It was **RESOLVED** that the Senior Policy and Data Compliance Monitoring Officer will feedback GDPR practices and any recommendations to the Office Manager.

Cllr Phillips left the meeting. The meeting is now inquorate and minutes will no longer be taken but notes recorded.

189/18/19 STAFFING

CC informed members that lone working during operational hours is not acceptable and that two staff members must always be present.

It was **NOTED** that the Office Manager will consider staffing options.

190/18/19 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.

191/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

192/18/19 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

193/18/19 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

194/18/19 PRESS RELEASES

CC to supply a draft press release for members consideration.

It was **NOTED**.

195/18/19 **DATE OF NEXT MEETING**

Wednesday, 30th January 2019 at 1.00 p.m.

196/18/19 **COMMON SEAL**

It was **NOTED** 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: 3.11 p.m.

Signed: _____

Chairman

Dated: _____

DRAFT