

## SALTASH TOWN COUNCIL

### Minutes of the Library Sub-Committee held at The Guildhall on Wednesday 30<sup>th</sup> January 2019 at 1:00 p.m.

**PRESENT:** Councillors: J Dent - Chairman, S Martin, W Phillips.

**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, S Saxton – Cornwall Council.

**APOLOGIES:** Councillor: D Yates.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **197/18/19 TO APPOINT A VICE CHAIRMAN**

To appoint a Vice Chairman to the sub-committee.

It was **RESOLVED** that Councillor Phillips be appointed.

#### **198/18/19 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.

#### **199/18/19 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			

**200/18/19**    **QUESTIONS FROM THE PUBLIC**

None.

**201/18/19**    **REGISTRATION OFFICE**

A letter had been drafted confirming 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 **RESOLVED** to forward the letter to the Registration Services Manager subject to a resolution of minute 176/18/19 of the Library Sub Committee Meeting held on 16<sup>th</sup> January 2019.

**202/18/19**    **TRANSFORMATION PROGRAMME**

Correspondence from STC Solicitor confirmed that the transfer is moving forward and will be ready to sign pending finalisation of the TUPE period and transfer documentation.

It was **RESOLVED** to note.

**203/18/19**    **DRAFT BUSINESS PLAN FOR THE FUTURE OF THE LIBRARY**

This matter was **RESOLVED** pursuant to the Library Sub Committee minute number 178/18/19.

**204/18/19**    **POLICIES**

The Senior Policy and Data Compliance Monitoring Officer has completed the review of the Library policies.

It was **RESOLVED** that the policies be adopted at the P & R meeting to be held on 26<sup>th</sup> March 2019.

**205/18/19**    **FINANCE**

The Finance Officer advised that that Transition Fund Briefing Application had been submitted.

CC advised that the Transition Funding is to be repaid via itemised invoices. However, the Service Support payment and Grant Works would be paid on transfer.

It was **RESOLVED** to note.

**206/18/19**    **LEGAL**

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

It is **RECOMMENDED** that the Transfer Documents be signed and sealed according to the recommendation of the Solicitor.

- b. Service Agreement.

It is **RECOMMENDED** that the Service Agreement is signed and sealed according to the recommendation of the Solicitor.

- c. Car Parking Spaces

CC updated members on the car parking spaces.

The Solicitor advised it is considered that on balance whilst the situation is far from ideal the proposals put forward by Cornwall Council are the best that CC can offer and are in all the circumstances ones that the Town Council should accept.

It was **RECOMMENDED** that the STC accept the offer from Cornwall Council as considered by STC Solicitor.

**207/18/19**    **BUILDING**

On transfer STC will have a full working knowledge of the building and services and review the H&S practices.

It was **RESOLVED** to note.

**208/18/19**    **SECURITY**

CC advised members of the security systems in place.

The Ground and Premises Warden confirmed that a meeting has been arranged with STC Building Surveyor and a security company to be held on 31<sup>st</sup> January.

It was **RESOLVED** to note and that the existing security CC systems remain in situ up to one month after transition to allow the installation of STC systems.

**209/18/19**     **I.T. TO CONSIDER AN OVERALL IT QUOTE**

The STC I.T. Consultant has been appointed to arrange the setup of STC I.T. systems to allow remote access working.

It was **RESOLVED** to note.

**210/18/19**     **TRAINING**

No Report.

**211/18/19**     **INSURANCE**

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

It was **RESOLVED** to note.

**212/18/19**     **RISK ASSESSMENTS**

CC confirmed that their risk assessments for the library building were forwarded for consideration.

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

CC advised that lone working was not a common practice or recommended.

It was **RESOLVED** to note and that STC adopt CC Lone Working policy.

**213/18/19**     **GDPR**

CC advised that practices regarding privacy notices to library users and governance training had been given to staff. Checks need to be made that staff comply with data protection policies and practices.

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

**214/18/19 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.

**215/18/19 STAFFING**

Vacancies for a Senior Library and Information Assistant and Library Information Assistant have now been advertised. Closing date 15<sup>th</sup> February.

It was **RESOLVED** to note.

Enhanced DBS checks will be completed for all Library staff by STC.

It was **RESOLVED** to note.

**216/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**217/18/19 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**218/18/19 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**219/18/19 PRESS AND SOCIAL MEDIA RELEASES**

It was noted CC have supplied a draft press release for STC input for the transfer of the library.

It was **RECOMMENDED** that STC input for the press release be approved upon the formal transfer of the library.

**220/18/19 DATE OF NEXT MEETING**

Wednesday 13<sup>th</sup> February 2019 at 1.30 p.m.

221/18/19 **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: 2.15 p.m.

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

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