

SALTASH TOWN COUNCIL

Minutes of the Library Sub-Committee held at The Guildhall on Wednesday 13th February 2019 at 1:30 p.m.

PRESENT: Councillors: J Dent - Chairman, S Lennox-Boyd, S Martin, 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: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

222/18/19 **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.

223/18/19 **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			

224/18/19 **QUESTIONS FROM THE PUBLIC**

None.

225/18/19 **REGISTRATION OFFICE**

Cornwall Council (CC) advised the Committee that the letter had been received by the Registration Office in respect of terms offered by STC from transfer for the next 12 months.

It was **RESOLVED** to note.

226/18/19 **TRANSFORMATION PROGRAMME**

The Office Manager was to have a day at the library to observe working practices.

It was **RESOLVED** to note.

CC advised the Committee that the Client Relationship Officer would be the main point of contact, from transfer, regarding the day to day function. The Client Relationship Manager would be the point of contact for other matters.

It was **RESOLVED** to note.

227/18/19 **DRAFT BUSINESS PLAN FOR THE FUTURE OF THE LIBRARY**

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

228/18/19 **POLICIES**

The Office Manager advised that the Senior Policy and Data Compliance Monitoring Officer had planned to attend the library and complete an assessment.

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

229/18/19 **FINANCE**

The Finance Officer advised the Committee the following:

- a. Waiting on additional information for insurance purposes.

It was **RESOLVED** that CC would pursue and advise the Finance Officer.

- b. CC were to investigate that the credit card machine can be transferred over.

It was **RESOLVED** to note.

- c. The VAT billing agreement had been sent.

It was **RESOLVED** to note.

- d. The petty cash held by CC would transfer to STC would require a cheque payment on completion.

It was **RESOLVED** to note.

- e. TV licence

CC advised that a TV licence was not required as this was held by CC.

It was **RESOLVED** to note.

- f. In the process of setting up a utility's management contract, with Cornwall Council, and will transfer library utilities.

It was **RESOLVED** to note.

CC advised the Committee that the Transition Funding had been successfully approved. For the release of funds, the Finance Officer will need to submit invoices.

It was **RESOLVED** to note.

230/18/19 **LEGAL**

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

The Chairman advised the Committee that the FTC have agreed to sign the Transfer Documents.

It was **RESOLVED** to note.

CC advised that the Library Services Agreement and Transfer Documents (TP1) were to be received by CC no later than Friday, 15th February to allow for the engrossment to be actioned for the 1st March.

It was **RESOLVED** that the Town Clerk would liaise with STC solicitors.

b. Service Agreement.

The Chairman advised the Committee that the FTC have agreed to sign the Service Agreement.

It was **RESOLVED** to note.

CC advised that the Service Agreement were to be received by CC no later than Friday, 15th February to allow for the engrossment to be actioned for the 1st March.

It was **RESOLVED** that the Town Clerk would liaise with STC solicitors.

c. Car Parking Spaces.

No report.

231/18/19 **BUILDING**

CC provided a proof of the signs that were to be produced and advised that they would be positioned in the exact position as they were currently.

It was **RESOLVED** that the signs would have a few amendments and a revised proof would be sent for approval.

CC advised the Committee on the following points:

a. The window with the CC transfer would be removed.

It was **RESOLVED** to note.

b. The heating was not controlled centrally but within the building with sensors.

It was **RESOLVED** that the Building Contractor would arrange for a heating engineer to assess the current heating and provide a report for the Committee.

The Town Clerk advised the Committee that the car park would have individually painted spaces and signage to highlight the allocated spaces.

It was **RESOLVED** to note.

232/18/19 **SECURITY**

During a site visit made by the Grounds & Premises Warden, the Building Contractor and the Security Contractor it was highlighted that the removal of the security system would cause damage to the fabric of

the building and the costs of repair, unless to be absorbed by CC, would not be equitable.

It was **RESOLVED** that the Grounds & Premises Warden, with the Building Contractor, were to liaise with CC and request that the working system remains in place and was purchased off Cornwall Council

233/18/19 **I.T.**

The Office Manager updated the Committee advising that services will be in place from transfer.

It was **RESOLVED** to note.

234/18/19 **TRAINING**

All training adopted by STC will be undertaken and absorbed within the training programme of the library staff.

It was **RESOLVED** to note.

The Chairman requested that Mental Health Training be undertaken within the training programme for all customer facing staff.

It was **RESOLVED** to note.

The new library staff training will be actioned through the Office Manager with the support of CC.

It was **RESOLVED** to note.

235/18/19 **INSURANCE**

As noted under 229/18/19

236/18/19 **RISK ASSESSMENTS**

The Grounds and Premises Warden was to implement all risk assessments.

It was **RESOLVED** to note.

237/18/19 **GDPR**

As noted under 228/18/19.

238/18/19 **STAFFING**

A Fire Warden payment was currently paid by CC on a contractual basis.

It was **RESOLVED** that advice would be sought by the Office Manager and she would feed back to the Committee.

CC advised that the library has a first aid appointed person.

It was **RESOLVED** to note.

The Office manager advised the Committee that applications were being received for the post of Senior Library/Library Information Assistant. The interview date has been set for 5th March.

It was **RESOLVED** to note.

The Office Manager will arrange a meet and greet with the Committee and library staff.

It was **RESOLVED** to note.

The Town Clerk advised that Cormac Cleaning had not responded to any contact from STC.

It was **RESOLVED** that Cornwall Council would ensure a meeting was secured.

239/18/19 **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.

240/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

241/18/19 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

242/18/19 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

243/18/19 **PRESS AND SOCIAL MEDIA RELEASES**

CC advised that they supply a draft press release for STC regarding the transfer of the library.

It was **RESOLVED** to note.

The Chairman would like to honour the transfer with an event launch costing no more than £150 on 2 March.

It was **RECOMMENDED** that the event and finance be put forward to FTC.

It was **RESOLVED** that a press release was issued, in conjunction with the promotion of the transfer with CC, on the STC website and social media.

244/18/19 **DATE OF NEXT MEETING**

Wednesday 20th February 2019 at 1.30 p.m.

245/18/19 **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: 2.43 p.m.

Signed: _____
Chairman

Dated: _____