

## SALTASH TOWN COUNCIL

### Minutes of the Library Sub-Committee held at The Guildhall on Wednesday 20<sup>th</sup> February 2019 at 1:30 p.m.

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

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

**APOLOGIES:** Councillor: Lennox-Boyd.

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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.

Cllr Bickford invited to sit with the Committee in a non-voting capacity.

**246/18/19** **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.

**247/18/19** **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			

**248/18/19** **QUESTIONS FROM THE PUBLIC**

None.

**249/18/19**    **REGISTRATION OFFICE**

The Town Clerk advised the Committee that the Registration Office had signed and returned the letter confirming the continued use of the space at Saltash Library building.

It was **RESOLVED** to note.

**250/18/19**    **TRANSFORMATION PROGRAMME**

The Chairman requested the removal of this item as the transfer was imminent.

It was **RESOLVED** to note.

**251/18/19**    **DRAFT BUSINESS PLAN FOR THE FUTURE OF THE LIBRARY**

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

**252/18/19**    **POLICIES**

This matter was **RESOLVED** pursuant to the Library Sub Committee minute number 204/18/19.

**253/18/19**    **FINANCE**

The Town Clerk advised the Committee:

a. Funding applications

That all funding applications had been put in place via the Finance Officer.

It was **RESOLVED** to note.

b. Utility's Management

At the FTC meeting it was agreed to use Cornwall Council as a utility's manager for all sites and any sites adopted within the devolution process.

It was **RESOLVED** to note.

Cornwall Council (CC) advised the Committee:

a. Windows

This item has been waiting for a response from CC to confirm if eligible for funding.

It was **RESOLVED** to note.

b. Waiting on additional information for insurance purposes.

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

c. Mezzanine floor space

CC advised that no information was available regarding the mezzanine floor space. However, an agreement has been obtained that a contribution was available of 50% towards the cost to find the safe loading amount.

It was **RESOLVED** that the Building Consultant quote for a Structural Surveyors report of the safe floor loading and STC to submit an invoice to CC for 50% of the survey cost upon engagement subject to budget delegation.

**254/18/19**    **LEGAL**

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

CC requested that all completed contracts are received by Monday, 25 February. The Standing Orders confirm that papers were to be signed and sealed by the Town Clerk and Mayor once confirmation had been received by STC solicitor.

It was **RESOLVED** to note.

b. Service Agreement.

c. CC requested that all completed contracts are received by Friday, 22 February. The Standing Orders confirm that papers were to be signed and sealed by the Town Clerk and Mayor once confirmation had been received by STC solicitor.

It was **RESOLVED** to note.

d. Car Parking Spaces.

No report.

**255/18/19**    **BUILDING**

CC advised that the signage had been ordered with the adjustments requested by the Committee. The installation will be completed week commencing 25 February.

It was **RESOLVED** to note.

CC provided a floor plan and room area report to the Committee.

It was **RESOLVED** to note.

**256/18/19**    **SECURITY**

The Office Manager advised the Committee that the working system will remain in place.

It was **RESOLVED** to note.

**257/18/19**    **I.T.**

The Office Manager updated the Committee advising that services will be in place from transfer and have been approved by service providers.

It was **RESOLVED** to note.

CC will maintain support to ensure the IT/Network change goes through effectively.

CC to run through a snagging list with the Office Manager.

It was **RESOLVED** to note.

**258/18/19**    **TRAINING**

The Office Manager has completed a shadowing exercise at the library.

It was **RESOLVED** to note.

**259/18/19**    **INSURANCE**

Waiting for additional information from CC.

It was **RESOLVED** to note.

**260/18/19**     **RISK ASSESSMENTS**

The Grounds and Premises Warden was to collect the library risk assessments and complete a review ensuring the fire policy, a fire warden, evacuation procedure and COSH guidelines were in place.

It was **RESOLVED** to note.

**261/18/19**     **GDPR**

This matter was **RESOLVED** pursuant to the Library Sub Committee minute number 204/18/19.

**262/18/19**     **STAFFING**

The Office Manager updated the Committee on the staffing structure and cover from transfer.

It was **RESOLVED** to note.

The recruitment and selection process was well underway for the Senior/Library and Information Assistant roles.

It was **RESOLVED** to note.

A meet and greet with the Council was to be set up with the existing library staff by the Office Manager.

It was **RESOLVED** to note.

**263/18/19**     **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.

**264/18/19**     Cllr Bickford invited to join the Committee in discussion for specialist advice.

Members considered a private and confidential item at the request of Cornwall Council.

It was **RESOLVED** that a further meeting be held to progress matters.

The Chairman would report back to the Committee on progress..

**265/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**266/18/19 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**267/18/19 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**268/18/19 PRESS AND SOCIAL MEDIA RELEASES**

The Chairman has written a press release for CC to release.

It was **RESOLVED** to note.

The opening ceremony was to be arranged at a mutually convenient date and time. The Office Manager and CC were to produce a list of attendees, along with an invitation to the Cornish Times.

It was **RESOLVED** that the Office Manager and CC to liaise

**269/18/19 DATE OF NEXT MEETING**

Wednesday, 6 March at 1.30 p.m.

**270/18/19 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: 2.47 p.m.

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

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