

## SALTASH TOWN COUNCIL

### Minutes of the Library Sub-Committee held at The Guildhall on Wednesday 6<sup>th</sup> March 2019 at 3:15 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, G Peggs – Building Consultant, S Marsh – Cornwall Council.

**APOLOGIES:** Councillor: S 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.

**271/18/19** **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.

**272/18/19** **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			

**273/18/19** **QUESTIONS FROM THE PUBLIC**

None.

**274/18/19** **REGISTRATION OFFICE**

This matter was **RESOLVED** pursuant to the Library Sub-Committee minute no. 225/18/19.

**275/18/19**     **DRAFT BUSINESS PLAN FOR THE FUTURE OF THE LIBRARY**

This matter was **DEFERRED** to Part II.

**276/18/19**     **POLICIES**

This matter was **RESOLVED** pursuant to the Library Sub-Committee minute no. 225/18/19.

**277/18/19**     **FINANCE**

The Town Clerk advised the Committee that all finances were in place subject to Cornwall Council confirming the funding was in place regarding the glass wall.

CC advised the Committee that this matter was currently being considered.

It was **RESOLVED** to note.

**278/18/19**     **LEGAL**

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

The Chairman advised the Committee that papers were signed, sealed and posted to CC on Monday, 25 February.

It was **RESOLVED** to note.

- b. Service Agreement.

The Chairman advised the Committee that papers were signed and sealed on Monday, 25 February. The papers were posted to CC on Tuesday, 26 February.

It was **RESOLVED** to note.

- c. Car Parking Spaces.

No report.

S Martin, Cornwall Council, joined the meeting.

**279/18/19**    **BUILDING**

The Building Consultant was requested to carry out the necessary Health and Safety works on the internal foyer door.

It was **RESOLVED** that subject to and agreed quotation being received the works be undertaken.

The Building Consultant is obtaining a quote for a Structural Surveyors report for the safe floor loading of the mezzanine. The Chairman will investigate whether a free loading report is available for in-house advertising.

It was **RESOLVED** that the Building Consultant and the Chairman will report back to the Committee.

**280/18/19**    **SECURITY**

The Building Consultant had been instructed to carry out the necessary works on the alarm system and internal access.

It was **RESOLVED** to note.

**281/18/19**    **I.T.**

- a. Cornwall Council to retain a node on site at Saltash Library.

It was **RESOLVED** to note a separate license was agreed to allow the node to remain at Saltash library.

**282/18/19**    **TRAINING**

The Town Clerk proposed ASG to train all STC staff as highlighted through the risk assessments completed by the Grounds & Premises Warden. The training would be put in place when all new library appointments had been finalised.

It was **RESOLVED** to agree.

**283/18/19**    **INSURANCE**

The Town Clerk advised the Committee that the insurance was in place.

It was **RESOLVED** to note.

**284/18/19**     **RISK ASSESSMENTS**

This matter was **RESOLVED** pursuant to the Library Sub-Committee minute no. 260/18/19.

**285/18/19**     **GDPR**

This matter was **RESOLVED** pursuant to the Library Sub-Committee minute no. 261/18/19.

**286/18/19**     **STAFFING**

The recruitment and selection process is near completion for the Senior/Library and Information Assistant roles.

It was **RESOLVED** to note.

The library cleaner had resigned from post and the cleaning arrangements are currently being undertaken by STC staff.

It was **RESOLVED** that a permanent arrangement would need to be considered by the Staffing and Services Committees.

**287/18/19**     **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.

**288/18/19**     **DRAFT BUSINESS PLAN**

The Building Consultant was 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.

The Building Consultant left the meeting.

**289/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**291/18/19 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Snagging issues were being raised and CC were assisting with remedies.

It was **RESOLVED** to note.

STC formally thanked CC for their commitment and efforts made for a seamless transfer. CC reciprocated these comments.

It was **RESOLVED** to note.

**292/18/19 PRESS AND SOCIAL MEDIA RELEASES**

None.

**293/18/19 DATE OF NEXT MEETING**

To be confirmed.

**294/18/19 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: 4:31 p.m.

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

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