

SALTASH TOWN COUNCIL

Minutes of the Library Sub-Committee held at The Guildhall on Monday 17th June 2019 at 1:30 p.m.

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

ALSO, PRESENT: R Lane – Town Clerk, S Burrows – Head of Administration and Library Services, J Burge – Administration Officer.

APOLOGIES: Councillors: S Lennox-Boyd, D Yates.

HEALTH AND SAFETY ANNOUNCEMENTS

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

19/19/20 **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.

20/19/20 **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			

21/19/20 **QUESTIONS FROM THE PUBLIC**

None.

22/19/20 **HEALTH & SAFETY**

No Report.

23/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

It was **RESOLVED** that the Head of Administration and Library Services (HALS) is to produce a contingency plan in the event of an adverse impact on the library services.

24/19/20 **TO RECEIVE AN UPDATE FROM THE HALS**
(Pursuant to minute no 09/19/20)

a. Cornwall Council waived fines and charges policy:

The HALS informed Members that CC do not have a specific policy relating to Library fines and charges, CC Talis system has a varied list of reasons to waive fines and charges and STC are now working in partnership with CC operating their library systems.

It was **RESOLVED** to note and that a waived fines and charges book has been established and monitored by both the Senior Library and Information Assistant (SLIA) and the HALS.

b. Cornwall Council performance report:

The HALS informed Members of Mays performance report.

It was **RESOLVED** to note.

c. Cornwall Council funds – Mezzanine Floor:

It was **RESOLVED** that the associated costs be invoiced to Cornwall Council to release the funds to STC.

d. Pluss – Community Interest Company:

The HALS informed Members that Pluss are engaging with Libraries across Cornwall to assist in making Libraries Community Hubs:

It was **RESOLVED** to note and that Pluss are:

1. Lottery and European funded until 2020.
2. To engage with the local businesses regarding sponsorship.
3. To assist in making the Library a Community Hub, targeting areas such as, young adults, mental health, and to hold a Community Day at Saltash Library.
4. To provide a report mid-July for Members consideration.

TO CONSIDER THE NOTES OF THE LIBRARY SITE MEETING:

a. Toilet facilities:

It was **RESOLVED** that:

1. The Building Consultant provide a report and costings for a fully disabled toilet and baby changing table.
2. The Building Consultant arrange a Structural Engineer to visit the site and assess the building structure to accommodate a fully disabled toilet.
3. Cornwall Council building plans to be provided to the Building Consultant.
4. Building Consultant to report back to the Library Sub-Committee at the earliest opportunity.

b. Mezzanine Floor:

It was **RESOLVED** that:

1. The Building Consultant provides a report and costings to utilise the mezzanine floor as office space including sound proofing and windows and to report back to the Library Sub Committee at the earliest opportunity.

c. Café:

It was **RESOLVED** to:

1. Advertise and invite an expression of interest advertisement to include the Station Building for the provision of the café facilities.
2. Draft a business plan on the outcome of any interest.

d. Seagull bags:

It was **RESOLVED** that the seagull bags are to remain at the library and stored in the cleaning cupboard.

e. Window cleaning contract:

It was **RESOLVED** that due to the condition of the windows a window cleaning contract would not be reinstated.

f. Saltash Chronicles Tapestry:

It was **RESOLVED**:

1. To Suggest to Saltash Chronicles Tapestry (SCT) to progress an application through the Community Chest Grant Funding Scheme to house the tapestry and to seek permission to display at the Guildhall.
2. That Councillor Martin liaises with SCT in putting forward a recommendation to the next P&F Committee to display the tapestry at the Guildhall.

26/19/20 **TO CONSIDER WORK EXPERIENCE AT THE LIBRARY**

The HALS advised Members that Cornwall Council had arranged a Work Experience Student for July prior to the transition of the Library. All associated checks have been completed and are in place.

It was **RESOLVED** to approve the Work Experience Student and that the SLIA provides a works schedule for the Student to follow.

27/19/20 **BUILDING**

- a. Parking for disabled library users:

The Chairman informed Members that St Anne's Residential Home had been informed of the parking signs to be installed outside the Library building.

28/19/20 **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.

29/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

30/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

31/19/20 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Councillor Martin asked if the art and craft made from single use plastic for the Regatta parade could be displayed at the Library.

It was **RESOLVED** to note and approved to display at the Library subject to available space.

32/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

33/19/20 **DATE OF NEXT MEETING**

To be confirmed.

34/19/20 **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: 2:36 p.m.

Signed: _____
Chairman

Dated: _____