

## SALTASH TOWN COUNCIL

### Minutes of the Library Sub-Committee held at The Guildhall on Monday 3<sup>rd</sup> June 2019 at 1:30 p.m.

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

**ALSO, PRESENT:** 1 Member of the Public. R Lane – Town Clerk, S Burrows – Head of Administration and Library Services, J Burge – Administration Officer.

**APOLOGIES:** None.

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The Chairman invited Councillor J Peggs to join the table as a member of the public.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **01/19/20 TO APPOINT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Dent be appointed Chairman.

#### **02/19/20 TO APPOINT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed Vice Chairman.

#### **03/19/20 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.

**04/19/20**      **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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non Pecuniary</b>	<b>Reason</b>
None			

**05/19/20**      **QUESTIONS FROM THE PUBLIC**

None.

**06/19/20**      **HEALTH & SAFETY**

No Report.

**07/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**08/19/20**      **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT**

Members reviewed the current committee budget statement.

It was **RESOLVED** that:

- a. A footnote is to be added against the 2019/20 budget figures stating, "Costs are based on the working figures provided by Cornwall Council (CC)".
- b. All budget figures were taken as a benchmark from CC and will be actual figures after 12 months of STC operating the library.
- c. The Gross Profit/Operating Profit heading is to be changed to expenditure.

It was **RECOMMENDED** that:

- a. A 'Refreshments' budget code be introduced to the Guildhall budget.

09/19/20

**TO RECEIVE A REPORT FROM THE HEAD OF ADMINISTRATION AND LIBRARY SERVICES**

The Head of Administration and Library Services (HALS) updated members on the current position at the library.

**1. Cornwall Council performance report**

Members raised concerns regarding the number of fines and charges waived.

It was **RESOLVED** that:

- a. The HALS introduces a book to record waived fees for individual staff to complete and be monitored by HALS.
- b. HALS liaises with CC to discuss their waiver policy and feedback to members at the next meeting.

**2. Cornwall Council funds:**

Funding from CC has been offered for the following areas:

- a. Mezzanine Floor at £500  
A purchase order has been received from CC.

It was **RESOLVED** to note, and that the HALS investigates if unused funds are to be returned to CC.

- b. Replacement Windows.  
A funding agreement was currently in the process of being raised. However, for this to be progressed a date of when the works would be started is required to proceed with the application.

It was **RESOLVED** to advise CC that the works are intended to be completed in the next financial year 2020/21.

- c. Roofing works.  
Scaffolding erected and roofing works to commence 10<sup>th</sup> June.

It was **RESOLVED** to note.

The Chairman thanked HALS and the Senior Library & Information Assistant (SLIA) for their hard work and production of the report/PowerPoint presentation.

### 3. Questionnaires

Members reviewed the questionnaire.

It was **RESOLVED** that:

- a. A poster be produced highlighting the facilities that the library provides and publicise via the noticeboards and social media.
- b. To introduce an area dedicated to puzzle/board games.
- c. To issue a revised questionnaire before the setting of next year's precept.

It was **RESOLVED** to defer the following items after a site visit has been held:

- a. Disabled toilet/baby changing table facilities.
- b. Storage, ordering and collection of the seagull/recycling bags.
- c. The use of the interview room located behind the information desk.

It was **RECOMMENDED** that:

- a. The provision of a Café be determined by advertising for expression of interests and proposals from operators.

### 4. Mezzanine Floor

The Building Contractor is to update members of the loadings on the mezzanine floor following a report from the appointed structural engineer.

Members are investigating renting the space out for an income stream.

It was **RESOLVED** that:

- a. The HALS/SLIA investigates costs with Ashtorre and the local Café reporting back at the next meeting.
- b. Bookings to be managed directly with the library.
- c. The Neighbourhood Plan and the World War Committee are to liaise with the Library regarding booking the mezzanine floor.
- d. The HALS to inform the SLIA of the agreed charges once implemented.

## 5. Library walk through

It was **RESOLVED** that up to £2,000 be approved for the items listed costing to budgets General Repairs and Maintenance and Replacement Equipment.

## 6. Heating System

It was **RESOLVED** that the Building Contractor is to oversee the works during 2019/20 as agreed via the Property Maintenance Sub-Committee (**Minute No 09/19/20**).

## 7. Staff Uniform

It was **RESOLVED** that the Library staff be provided with the same uniform as the Guildhall staff and volunteers to wear STC polo shirts and embroidered with "volunteer" on the back.

## 10/19/20 TO CONSIDER THE SALTASH CHRONICLES TAPESTRY

The Chairman advised members the representative from Saltash Chronicles is requesting that the Saltash Chronicles Tapestry be displayed permanently on the mezzanine floor or around the main part of the library. The tapestry comes in one piece, measuring 100' x 3' and requires mounting at a cost, which would not be funded by Saltash Chronicles.

It was **RESOLVED** to consider the request following the site meeting.

Councillor Martin left the meeting.

## 11/19/20 BUILDING

It was **RESOLVED** that:

- a. The Chairman advised that the building maintenance programme had been incorporated within the Building Maintenance Sub-Committee.
- b. Councillor Yates is to replace the battery on the hearing loop.
- c. The Chairman to liaise with The Manager at St Anne's Nursing Home to discuss the display of the following signs in the car park "Disabled Parking for Library Users".

**12/19/20**      **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.

**13/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**14/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**15/19/20**      **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**16/19/20**      **PRESS AND SOCIAL MEDIA RELEASES**

None.

**17/19/20**      **DATE OF NEXT MEETING**

Monday 17<sup>th</sup> June at 1.30 p.m.

**18/19/20**      **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: 15:03 p.m.

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

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