

SALTASH TOWN COUNCIL

Minutes of the Library Sub-Committee held at The Guildhall on Tuesday 27th August 2019 at 6:00 p.m.

PRESENT: Councillors: J Dent - Chairman, M Fox, S Lennox-Boyd, W Phillips – Vice Chairman, B Samuels, P Samuels, D Yates.

ALSO PRESENT: 1 Member of the Public, G Peggs – Building Consultant, R Lane – Town Clerk, S Burrows – Head of Administration and Library Services, S Emmett – Finance Officer, D Joyce – Administration Officer.

APOLOGIES: Councillor: S Martin.

HEALTH AND SAFETY ANNOUNCEMENTS

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

35/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

36/19/20 **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			

37/19/20 **QUESTIONS FROM THE PUBLIC**

None.

38/19/20 **HEALTH & SAFETY**

No Report.

39/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

TO RECEIVE AN UPDATE FROM THE HEAD OF ADMINISTRATION AND LIBRARY SERVICES

- a. Cornwall Council performance report and general update:

Head of Administration and Library Services (HALS) provided Members with the performance, waived and paid figures from February to July and reported there have been 433 summer activities including the successful summer reading challenge which has increased the footfall considerably for the month of July.

It was **RESOLVED** to note.

- b. Café expression of interest:

HALS updated members regarding expressions of interest shown for managing the café. The advertisement has a closing date of 31st October and to date four parties have shown interest. HALS has requested from interested parties a business proposal, experience of a similar enterprise and if investments are included in plans.

It was **RESOLVED** to note.

- c. Draft business plan:

Management of Library

The Chair stated to members that the ownership of the Library is halfway through the twelve-month settling in period and all is progressing well.

It was **RESOLVED** to note.

Goals and Objectives

Members discussed the goals and objectives.

It was **RESOLVED** to note and include:

- i. increase promotional activity and information on all activities and events to be held.
- ii. increase revenue stream at the library.

Descriptions of Products and Services

HALS updated Members regarding the sales of Seagull Proof Bags and informed them Cornwall Council cannot produce the bags quickly enough to satisfy demand at the library.

Members considered the provision of magazines and periodicals.

It was **RESOLVED** that HALS is to inform Library staff with regards to magazine use and consider the option of the public donating good condition magazines within a sufficient time period.

Council Payments

HALS informed members Cornwall Council payments taken at the library included council tax, rent etc which is an assisted service if the member of the public is unable to use Cornwall Council's online services.

It was **RESOLVED** that HALS provides Members the figures of the impact of these users relating to the general library footfall.

Outreach Community Program

HALS informed Members of the activities and events put together by the Senior Library and Information Assistant.

It was **RESOLVED** to note the regular events and activities listed in the program and that preparation is to commence in order to deliver the events and activities for the community of Saltash.

It was **RESOLVED** that the outreach community program be promoted at Meet Your Councillor, local schools, groups, organisations and in all noticeboards to allow everyone the opportunity to take part.

HALS informed Members that Saltash Town Council website is currently being updated to include information regarding the Library services and signposts members of the public who wish to use the services provided.

41/19/20

**TO RECEIVE A BUILDING REPORT FOR REPAIRS, FUTURE
OPTIONS AND COSTS FOR THE LIBRARY**

The Building Consultant presented his report and Members discussed the various costs, recommendations and options.

It was **RESOLVED** to note that a structural survey had determined the mezzanine floor is not suitable for alternative uses such as book storage, a gallery or public loading without further strengthening works.

Members agreed the balance of the transitional fund from Cornwall Council will be placed aside for professional fees. With the following phases to be carried out in the priority order below:

- i. Replacement of curtain walling and windows
- ii. Accessible toilets
- iii. Offices and staff toilet
- iv. Café area, patio area, mechanical extract to kitchen and toilets, upgrade AFD and upgrade of electric systems as required
- v. Internal and external decorations.

The Finance Officer advised members budget allocations were already in place for the upgrading of the AFD and work to intruder alarms as well as the internal and external decorations.

Members agreed the preferred option to finance the full list of works as detailed in the report is by a Public Works Loan Board the loan is subject to Services and Full Council approval and the necessary consultations and application with CALC regarding the process and public consultation.

It was **RECOMMENDED** the works be proposed to the Services Committee for consideration to be funded by application for a Public Works Loan of up to £200,000 repayable over 10 years to finance the full list of options as detailed in the Building Consultants report.

Registration Services

It was **RESOLVED** to terminate and give due notice to the Registration Service due to the requirement of the occupied office for STC use.

Opening Hours

It was **RESOLVED** to extend opening hours by one day a week agreed to be Friday with a start date to be determined following consultation with staff and that the roster includes three members of staff on Saturdays.

Mobile Cinema

A member of the public has asked if they can run a mobile cinema once a month.

It was **RESOLVED** that HALS will liaise with the member of the public for requirements needed to hold the mobile cinema and look at this as a possible regular booking for Library events.

42/19/20 **TO CONSIDER DISPLAYING THE FESTIVE FISH AT THE LIBRARY**

It was **RESOLVED** to decline the offer due to enough space being available to accommodate the artwork.

43/19/20 **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.

44/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

45/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

46/19/20 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

47/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

48/19/20 **DATE OF NEXT MEETING**

To be confirmed.

Rising at: 19:49 p.m.

Signed: _____
Chairman

Dated: _____