

SALTASH TOWN COUNCIL

Minutes of the Library Sub-Committee held at The Guildhall on Thursday 30th January 2020 at 6:00 p.m.

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

ALSO PRESENT: 2 Members of the Public, G Peggs – Building Consultant, S Burrows – Head of Administration and Library Services, D Joyce – Administration Officer, S Clark – Library and Information Assistant.

APOLOGIES: Councillor: J Dent – Chairman.

Vice Chairman in the Chair

HEALTH AND SAFETY ANNOUNCEMENTS

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

49/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

50/19/20 **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.

None.

51/19/20 **QUESTIONS FROM THE PUBLIC**

None.

52/19/20 **HEALTH & SAFETY**

No Report.

53/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

54/19/20 **TO CONSIDER A DEED OF VARIATION TO THE SERVICE AGREEMENT WITH CORNWALL COUNCIL.**

The Vice Chairman informed Members that Cornwall Council had provided a Deed of Variation.

This is due to an amendment to the Deed of Variation, which now contains an additional liability clause as Cornwall Council recently noticed that those included in the Service Agreement are incomplete. In short, my understanding of this is that, while the Service Agreement contains specific indemnities, the umbrella indemnity is missing. My understanding is that the intention of the general indemnity now included in the Deed of Variation is to provide clarification that the provider is liable for any loss, damage, death or personal injury that has been caused due to the actions or omissions of the provider.

It was **RECOMMENDED** to Full Town Council to approve the Deed of Variation.

55/19/20 **TO CONSIDER THE FOLLOWING LIBRARY WORKS:**

- a. Tender specification and approve invitations to tender

Members discussed the tender specification and asked the Building Consultant questions regarding timescales.

The Building Consultant confirmed that timescales cannot yet be provided but estimate the works to take 10-12 week. The Building Consultant informed Members that until a contractor is appointed specific timescales cannot be defined.

Members confirmed that they are happy with the plans and designs that were presented.

It was **RECOMMENDED** to Full Town Council to approve the tender specification and drawings and to appoint the Town Council's Building Consultant to progress the planning application and tender.

b. Public consultation quotes and appointment of marketing company.

Members considered four Marketing Companies quotes for the public consultation.

Members agreed that 3D images and models are essential as these will engage members of the public and offer concepts of the works proposed in a visual format.

It was **RECOMMENDED** to Full Town Council to appoint Company A at a cost of £3,722.00 and that costs be allocated to budgets - Library Transition Fund and Professional Fees.

It was **RECOMMENDED** to Full Town Council to virement the shortfall of costs from General Reserves to Professional Fees.

c. Consultation strategy

Members discussed the consultation strategy and agreed to assist with the consultation process by meeting with the public at the library with a schedule to be established.

It was **RESOLVED** to approve delegated authority to the Chairman, Vice Chairman and the Head of Administration and Library Services to progress the public consultation.

d. Public works loan board application

It was **RESOLVED** to approve that the Finance Officer completes and submits the application to the Public Works Loan Board when the cost is known and upon the outcome of the public consultation.

e. Library closure, relocation and staffing

Members discussed the option of a micro library and considered possible locations that may be suitable.

The Building Surveyor advised there was a clause in the tender applications stating accommodation of stock and storage be provided but reminded Members if contractors were instructed to move the stock this could accrue additional costs.

Members felt it was too early to consider the relocation and staffing of a micro library without knowing specific timescales and period in which the works are to be completed.

It was **RESOLVED** to defer until the public consultation had been completed and a determined timeframe of works is established.

f. Shelving quote and appointment

It was **RESOLVED** to defer until further quotes had been received in order to offer a fair comparison of costs.

g. Library Performance Report

Members were provided a detailed performance report for the final quarter of 2019.

It was **RESOLVED** to note.

56/19/20 **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.

57/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

58/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

59/19/20 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

60/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

61/19/20 **DATE OF NEXT MEETING**

To be confirmed.

Rising at: 6:43 p.m.

Signed: _____
Chairman

Dated: _____