

SALTASH TOWN COUNCIL

Minutes of the Library Sub-Committee held on the virtual Zoom platform on Thursday 27th August 2020 at 6:00 p.m.

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

ALSO PRESENT: 1 x Member of the Public, G Peggs – Building Consultant, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer.

APOLOGIES: None.

ANNOUNCEMENTS

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

1/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

2/20/21 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.

None.

c. Dispensations required.

None.

3/20/21 QUESTIONS FROM THE PUBLIC

None.

4/20/21 **HEALTH & SAFETY**

Nothing to report.

5/20/21 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

6/20/21 **FINANCE AND BUDGET.**

It was **RESOLVED** to note.

7/20/21 **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
36	Reopening of the library safety measures	Library Sub Cttee Members	Services	Library Sub Cttee

It was **RESOLVED** to approve the items listed on the COVID-19 Delegated Decision Register.

The Assistant Town Clerk informed Members that Phase 2 is currently being worked up whilst ensuring the safety of staff and the community.

8/20/21 **TO RATIFY SALTASH LIBRARY AND INFORMATION SERVICE RECOVERY PLAN AS APPROVED AT THE INFORMAL LIBRARY SUB COMMITTEE MEETING HELD ON 3RD JUNE 2020.**

It was **RESOLVED** to note.

9/20/21 **TO REVIEW THE SUB COMMITTEE TERMS OF REFERENCE. (PURSUANT TO P&F HELD ON 25.02.20 MINUTE NO. 157/19/20)**

It was **RESOLVED** to delegate the Terms of Reference to the Administration Office to work up and submit to Members for their input and approval at a future Library meeting.

10/20/21 **TO NOTE THAT CORNWALL COUNCIL PAYMENTS SERVICE IS NO LONGER AVAILABLE AT CORNWALL LIBRARIES.**

The Chairman informed Members of the Cornwall Council payment service delivered by STC on behalf of Cornwall Council in which Cornwall Council had provided funding to continue for a period of 3 years.

The Chairman confirmed that the service was always due to come to an end but due to the pandemic these services are to cease being offered at Cornwall libraries earlier than originally anticipated.

It was **RESOLVED** to note.

11/20/21 **TO RECEIVE A TENDER REPORT FROM THE BUILDING CONSULTANT AND TO RECOMMEND APPOINTING A CONTRACTOR.**

The Chairman informed Members 3 tenders were received for the refurbishment works and 1 for the replacement of windows and doors.

It was **RECOMMENDED** that:

1. Harrisons Builders be appointed to carry out the refurbishment works as specified in the tender at a cost of £103,405.80 as represented best value for money subject to approval of funding from the Public Works Loan Board.
2. The Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. A Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

Replacement of windows and doors:

The Building Consultant advised Members that only one tender application had been received for consideration.

Members discussed the options of re-advertising the tender but due to timescales and lead time it was felt this could potentially delay the refurbishment works.

As only one tender had been received members questioned if the cost reflected current market costs and represented value for money the Building Consultant stated that the tender cost was less than the original estimate for the works.

The Building Consultant gave an appraisal of the tender and costs received:

Devon and Cornwall Windows £102,300.00

The Building Consultant recommended Devon and Cornwall Windows and confirmed they were an established, reliable, and reputable company.

It was **RECOMMENDED** that:

1. Devon and Cornwall Windows be appointed to carry out the replacement of windows and doors as specified in the tender at a cost of £102,300. subject to approval of funding from the Public Works Loan Board.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. A Building consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

Members noted that the project budget would need to be further reviewed as the total cost of the refurbishment works to date is £220,105.21 and Members wish to consider the provision of a platform wheelchair lift located in the library building at further cost and that Full Town Council approved the funding application to the PWLB at £200,000.

12/20/21 TO CONSIDER THE INSTALLATION OF A PLATFORM WHEELCHAIR LIFT LOCATED IN THE LIBRARY BUILDING.

Members considered the installation of a fully accessible platform wheelchair lift to enable access to the proposed offices on the mezzanine floor to comply with the Equalities Act 2010.

The Building Consultant advised Members there is office space on the ground floor and with the refurbishment works there will be a fully accessible toilet.

Members discussed costs and location of the lift.

The Building Consultant advised Members he is not a specialist in hoist and elevators and the costs obtained from manufacturers and suppliers were estimated without seeing the site requirements.

It was **RESOLVED** in principle to recommend to Full Council the installation of a platform wheelchair lift subject to final costings and presentations being provided by supply and fit companies.

13/20/21 **TO CONSIDER LIBRARY CLOSURE, RELOCATION AND STAFFING**

The Chair informed Members that dates for the closure and relocation of the library were not currently available and therefore would be considered once a detailed plan of works is secured.

The Vice Chair and Assistant Town Clerk spoke of a recent visit to the Station building relating to the available space and office room, with its own entrance, IT provisions in place and parking / public conveniences, that is believed to be the best option for the relocation of a small and limited library service subject to the final Station building works.

It was **RESOLVED** to approve in principle that a micro library be established in the station building for the period of the library refurbishment and window works.

14/20/21 **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.

15/20/21 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

16/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

17/20/21 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Public Consultation Response:

The Assistant Town Clerk updated Members on the Public Consultation survey responses with the outcome to date being positive and in support of the Town Council proposed works.

18/20/21 **PRESS AND SOCIAL MEDIA RELEASES**

None.

19/20/21 DATE OF NEXT MEETING

To be confirmed.

Rising at: 18:57pm.

Signed: _____
 Chairman

Dated: _____

DRAFT