

## SALTASH TOWN COUNCIL

### Minutes of the Library Sub-Committee held at The Guildhall on Tuesday 10<sup>th</sup> March 2020 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:** G Peggs – Building Consultant, S Burrows – Head of Administration and Library Services, D Joyce – Administration Officer, J Hingley – Finance Assistant.

**APOLOGIES:** Councillor: S Martin.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**62/19/20**      **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**63/19/20**      **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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Remained at the Meeting and did not Vote</b>
W Phillips	9	Non-Pecuniary	This item belongs to a member of the rotary club of which I am a Member	Yes
B Samuels	9	Non-Pecuniary	Member of Rotary	Yes
P Samuels	9	Non-Pecuniary	Member of Rotary. Dispensation given otherwise Meeting inquorate.	Yes

c. Dispensations required.

To consider awarding dispensations for Councillors B Samuels, P Samuels and W Phillips to participate in relation to the consideration of the request made by Saltash Rotary Club, for this meeting only, as so many of the decision making body have non disclosable or non-registerable pecuniary interests that it would impede the transaction of the business and the meeting would have been inquorate.

It was **RESOLVED** to award a dispensation for agenda item 9 for Councillors b Samuels, P Samuels and W Phillips to participate at this meeting only as without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

**64/19/20**      **QUESTIONS FROM THE PUBLIC**

None.

**65/19/20**      **HEALTH & SAFETY**

The Head of Administration and Library Services informed Members that she is not aware of any Health and Safety matters.

It was **RESOLVED** to note.

**66/19/20**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

**67/19/20**      **FINANCE AND BUDGET.**

The Head of Administration and Library Services informed Members that the Finance Officer confirmed that Services Library budget is within budget.

It was **RESOLVED** to note.

**68/19/20**      **TO CONSIDER A REQUEST FROM SALTASH ROTARY CLUB**

Members received a request from Saltash Rotary Club to gift their Charity Wishing Well to Saltash Town Council to be housed at the Library.

Members discussed the logistics and placement of the Wishing Well.

It was **RESOLVED** to thank Saltash Rotary Club and to defer the request until after the refurbishment works of the Library had been completed and if viable, a suitable location could then be considered.

**69/19/20**      **REGISTRATION SERVICE UPDATE**

Members were updated with the options that were offered to the Registration Service as possible locations to continue to operate within Saltash free of charge.

These options included the Maurice Huggins Room and an office on the ground floor of the Library.

Both options were declined due to Cornwall Council's lone working policy and sufficient office space. Notice of termination was issued to the Registration Service to discontinue the permitted use of an office at the Library.

Members were informed that due to a contract signed between Saltash Town Council and the Registration Service, Saltash Town Council are required to provide 12 months' notice from the anniversary date of the 1<sup>st</sup> March 2020.

The HA&LS is currently working closely with the Registration Service and informed Members that both parties are keen to work together in trying to find a suitable location that best suits both parties and the residents of Saltash.

The Registration Service is aware that relocation is required whilst the refurbishment works take place and that sufficient notice and accommodation be made available upon Members decision of relocating a micro library.

HA&LS advised Members further discussions are to be held with the Registration Service including the financial implications and sufficient space to house the Registration Service at the Library.

It was **RESOLVED** to note.

**70/19/20**      **TO CONSIDER FURTHER WORKS TO THE LIBRARY BUILDING.**

Members discussed removing the Information Desk and Interview Room from the centre of the library and the visual aspects gained by doing so. Members agreed this would be visually appealing by creating additional light and space when entering the building.

The Building Consultant advised the works would involve removing all surfaces and surroundings and that the pillars would remain as they are structural.

The Building Consultant advised there would be minimal increase in the tender cost to carry out the works.

Members discussed creating pods to locate working PC's and a till for staff to operate from when required.

HA&LS stated a risk assessment would be required prior to the works taking place.

It was **RESOLVED** to approve that:

1. The Information Desk and Interview Room be removed when carrying out the building works.
2. The Building Consultant updates the plans submitting the planning application
3. A risk assessment takes place prior to the works commencing.

**71/19/20**      **TO RECEIVE THE LIBRARY ROOF REPORT FROM THE BUILDING CONSULTANT.**

The Building Consultant produced a report on the recent storm damage which occurred to the south west corner of the Library roof.

The Building Consultant informed Members that all visits took place throughout the replacement of the roof and all works were adhered to in accordance with the manufacturing specifications.

Councillor P Samuels raised concerns on the longevity of the roof covering to which the Building Consultant advised the only place that was damaged on the roof was south westly corner of the building, which he added was the highest and clearest point in Saltash.

The Building Surveyor informed Members that longer fixings have been used in replace of the previous fixings to avoid this happening again in the future.

HA&LS advised Members that the insurance company had been instructed and received the Building Consultants report and photos and is now awaiting a response.

The Building Consultant told Members he had made the decision to go ahead with the repairs as it was imperative, he made the roof safe due to public use of the Library and the neighbouring schools playground directly next to the building.

It was **RESOLVED** to note and that the HA&LS is to obtain a response from the insurers regarding the claim submitted.

**72/19/20**      **LIBRARY PERFORMANCE REPORT.**

HA&LS stated no further updates from the last meeting other than staff are continuing to provide successful events and activities and positive feedback is being received from many customers of the Library.

HA&LS added that the Library is continuing to grow as a Community Hub and interviews for the Community Hub Team Leader are to take place in the upcoming weeks.

**69/19/20**      **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.

**70/19/20**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**71/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**72/19/20**      **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

The Chairman informed Members of what's called Friends of the Library and that the Community Team Hub Leader is to take this forward on their appointment.

