

Minutes of the Caretaker House Committee Meeting of the Council on Monday 20th May 2024 in the Council Chamber at 7.00pm.

Present: Mayor Cllr BS Sehmi, Deputy Mayor Cllr DJ Griffiths, Cllr W Chant, Cllr JT Jeremy, Cllr FD John, Cllr B Lloyd, Cllr RJ Thornton, with S Mann (Clerk).

The meeting was attended by the Library Services of Pembrokeshire County Council, Anita Thomas, the Manager of PCC Libraries, and Tracey Johnson, the PCC Site Coordinator for St Davids Library.

- 1 **Apologies for Absence.** Members were requested to directly inform the Clerk of any absences, in order to formally register their apologies and keep an accurate record of attendance.
 - a. Apologies received for approval: Cllr ES Evans, & Cllr S Williams.
 - b. Absent without apology: Cllr BT Price, Cllr R Price, & Cllr N Walsh.
- 2 **Declarations of Interest:** Members were requested to declare both pecuniary interests (financial interests) and non-pecuniary interests (personal or prejudicial interests) that could influence their decision-making in relation to items on the agenda. This declaration ensures that other councillors and the public are aware of potential conflicts. None were declared.
- 3 **Confirmation of Minutes for:**
 - a. Caretaker House Committee Meeting of the Council on Monday 25th September 2023 were RESOLVED to be approved.
- 4 **Public Representations from members of the public in attendance about any business to be discussed:** None.
- 5 **Matters Arising**
 - a. Pembrokeshire County Council Library Services. Transformation Capital Grant Programme 2024-2025. Library Services visited to assess the project's progress and determine its readiness for Capital Grant Funding. The project could receive up to £250,000 in Capital Grant funding, with SDCC providing 10% match funding. This funding can cover construction costs. Capital Funding would equip the library with furniture, shelving, and new technology to potentially free up staff for additional services.

The renovated library would be larger with extended hours. A potential Open+ library (users can access the library at specific times outside of usual staffed hours) has a revenue cost, with details to be confirmed.

Library Services prefers the St Davids Library to stay on the ground floor. A first-floor library would preclude an unstaffed option.

The 2015 Library Needs Assessment resulted in SDCC agreeing to fund library staff. Library volunteers can cover up to 50% of working hours, reducing staffing costs.

Bids necessitate extensive public consultation and analysis. If an Expression of Interest (EOI) is to proceed, it must include quotes and a brief project description by August 2024. Stage 2, due by March 2025, requires more detailed information. If SDCC isn't ready, they can apply the following year.

Given the tight deadline for this year's funding, the meeting RESOLVED that it was not feasible to proceed this year and agreed to start a community engagement program, including a library needs assessment, a public engagement at City Hall, and an online survey.

- b. Project Brief. Redevelopment of St Davids City Council Property – November 2023. The meeting RESOLVED to direct the Clerk to contact architects from last year's preliminary stages to update any original quotes, as the project needs at least three quotes.
- c. Financial Observations and Considerations. *See below*
- d. Development Costs Alternatives. *See below*
- e. Build Cost. *See below*
- f. Funding – Requirements. *See below*
- g. Annual Income & Expenditure. *See below*
- h. Business Plan Five Year Overview. *See below*

The meeting took note and RESOLVED to schedule the next meeting on Wednesday 5th June 2024.

There being no further business the meeting closed at 8.15pm

Signed

Date

Chair