



## **SANDGATE PARISH COUNCIL**

### **TERMS OF REFERENCE OF THE LIBRARY COMMITTEE**

#### **DELEGATION FROM THE COUNCIL**

1. These Terms of Reference were agreed by the Full Council on 19<sup>th</sup> May 2025 and recorded in the minutes.

#### **MEMBERSHIP**

2. The Committee shall consist of a minimum of 3 and a maximum of 5 Councillors who shall be elected each year at the Annual Meeting of the Parish Council.
3. Existing Committee members are eligible for re-election.
4. As is the case with all committees, all councillors are appointed substitutes for this committee and up to two may be selected by the clerks in the event of known absences.

#### **PROCEDURES**

5. The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.
6. The Committee shall, at its first meeting after the Council's Annual Meeting, elect a Chairman. It may, at that or any other time, elect a Vice Chairman.
7. Both the Chairman and Vice Chairman may stand for re-election.
8. The quorum of the Committee will be no less than 3 Councillors.
9. The Council delegates, under section 101 of the Local Government Act 1972, all matters referred to in the section "Committee Functions" for consideration by the Committee and for its recommendations to be submitted to the next meeting of the full Council for decision.
10. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible. The use of e-mail shall be encouraged with appropriate records of communications kept.
11. Minutes of all meetings are to be kept by the Clerk and the drafts will be sent to all councillors by email within two weeks of the meetings.
12. The Committee will submit minutes of its meetings to the next Council meeting for ratification and/or for approval of recommendations.

13. The Committee will review its Terms of Reference twice yearly, at six month intervals.

### **FREQUENCY OF MEETINGS**

14. A schedule of meetings will be agreed as required.

### **COMMITTEE FUNCTIONS**

15. The Committee will **consider and make recommendations** to the Council on the following issues affecting the library:

15.1 Opening/closing times

15.2 Staffing

15.3 Utilities and other service providers

15.4 Health and safety

15.5 Services provided other than the library and use/hire of the room

15.6 The Committee may submit a budget to Council as part of the overall budget process.

16. The Committee will have **delegated powers** on behalf of the Council on the following issues:

16.1 Financial matters – day to day and routine issues affecting the library so long as any expenditure is within the agreed budget, and not exceeding £1000 per item.

- **Library Running Costs Budget**

16.2 Practical matters – day to day and routine issues affecting the library.

16.3 The establishment of sub-committees and working groups and appointment of advisers as and when necessary to assist in its work.

17. The Committee will endeavour to ensure that the Parish Council and its committees make decisions, take actions and carry out projects with full regard to the library and, furthermore, will make suggestions so that the functioning of the Council will improve the library and its service provision.