

SWINESHEAD PARISH COUNCIL



Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

Chairman | Councillor Carl Gibbard

Clerk | Victoria Clark

TERMS OF REFERENCE

COMMUNITY HUB & LIBRARY MANAGEMENT COMMITTEE

Revised and adopted by Swineshead Parish Council on December 2021

Reviewed and amended 09 May 2023

Reviewed and amended 19 September 2023

1 Role

- 1.1 The role of the Community Hub & Library Committee is to oversee all aspects of: Financial Administration; human Resource activities (for both Volunteers and Councillors); Audit and Governance.
- 1.2 The committee is NOT empowered to make decisions and acts as an advisory committee only.

2 Aims

The aim of the Committee shall be to:

- 2.1 Provide and host a range of Community Hub activities and services for the benefit of Parishioners utilising local buildings and land to provide a base for these activities.
- 2.2 In conjunction with the County Library Organisation manage and maintain a Library. This to be staffed with trained volunteers and be open for a minimum of 6 hours per week for 50 weeks of the year.

3 Objectives

- 3.1 Raise money through income sources such as grants and donations, and in the library function by charging for photocopying, collection of late fines, selling second-hand books,
- 3.2 Organise Events. Publicise these and any other relevant special events in the year.
- 3.3 Work with other organisations or village-based association, keep in contact with the County Library Organisation and exchange information.
- 3.4 The purpose of the committee is to bring matters relating to Finance, HR, Audit and Governance to the attention of the full council.
- 3.5 To make recommendations to the full council where necessary.
- 3.6 To report to Council any issues or areas of concern for corrective action.

4 Library Membership

- 4.1 The library will be open to everyone in the County, subject to the rules of the Library.
- 4.2 Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.



5 Management

- 5.1** The Management Committee shall consist of 9 representatives, comprising 4 from the Parish Council, 1 from the Methodist Chapel, 1 from the Church Hall, 2 Volunteers and the GLL Library Development Officer. Other Volunteers wishing to or requesting to attend a meeting, to an overall maximum of 10.
- 5.2** The meeting shall be quorate with a minimum number of 4.
- 5.3** The committee meetings are formal and therefore the agenda will be displayed publicly, minutes taken and standing orders will apply.
- 5.4** Meetings will take place at least 4 times per year, with the annual meeting held in April
- 5.5** The Parish Clerk/Responsible Financial Officer shall attend all Committee meetings to record minutes and report on financial activity.
- 5.6** The Chairman of the committee shall Chair all meeting of the committee, unless unable to attend, when another council member of the Management Committee will be nominated by the Committee to chair the meeting
- 5.7** The Library Co-ordinator will feedback on activity at each meeting
- 5.8** Voting at the meetings shall be by a show of hands, If there is a tied vote, the Chairperson at that specific meeting shall have a casting vote.

6 Rules and Regulations

- 6.1** The councillor's code of conduct will apply to all members of the committee.
- 6.2** The conduct of the meeting (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.