



LIBRARY COMMITTEE – TERMS OF REFERENCE

1. Objective

The Library Committee will have delegated powers through The General Power of Competence (Localism Act 2011.s.1) to make decisions without reference to Full Council on issues relating to the policy and management of Burley Library. The Committee will have authority to act within the agreed budget except for staffing issues which will be determined by the Staffing Committee.

2. Membership

Membership of the Library Committee will be decided at the Annual Meeting of the Parish Council in May each year.

The Library Committee will comprise no fewer than six members, with three voting members as a quorum. Non-members of the Parish Council may be co-opted on to the Library Committee (in a non-voting capacity) as required.

3. Areas of Responsibility

- a) The Library Committee will recommend annual fees and charges to the Parish Council.
- b) Provide a range of books (including electronic books) CD's, DVD's, newspapers and magazines which will be reviewed on a regular basis.
- c) Support health and wellbeing by providing access to health information; promote a home library service, providing work experience and volunteering opportunities; improving learning, literacy and skills; encouraging creativity and enterprise;
- d) Provide a safe, accessible venue to support and create stronger communities by providing access to services, learning and skills development opportunities; sources of information and public consultations; enabling and encouraging children to become enthusiastic readers and learners; and promoting a sense of place through local and family history;

- e) Support economic growth and employment opportunities for communities and individuals by providing access to fast connections, including free Wi-Fi and acting as business hubs offering venues for meetings and training;
- f) Support communities and individuals to combat social exclusion by providing access to computers and events and activities for communities to come together; providing a safe, neutral space for study and projects;
- g) Encourage digital learning and inclusion by helping people to get online and self-serve, matching volunteer IT buddies with those who need support;
- h) Provide face-to-face access to council information as well as information on our partners' services.
- i) Provide a home for Burley Archives
- j) Ensure Burley Library is open to the public for the public access hours agreed by the Parish Council
- k) Any other items as decided by the Parish Council.

4. Meetings

The Library Committee will meet as required but no fewer than four times per year.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings.

5. Admission of the Public and Press

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

6. Review

These terms of reference are to be reviewed annually.