


Congresbury Parish Council

Library Management Group Terms of Reference

Date of adoption by Parish Council	14 th October 2024	Next review date	October 2025
Signature of Chairman of Parish Council		Policy reference	006-TOR-LMC

General

The Group shall consist of **six** members with at least one of which being a Parish Councillor. The quorum of the Group shall be three.

Any two members may convene an extraordinary meeting of the Group at any time.

The Group must at all times consider its duty to best value, equal opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), crime and disorder, health and safety and human rights.

Group responsibilities

- Ensure that the library service can be adequately delivered
- Ensure that all volunteers are appropriately trained
- Maintain a rota of volunteers
- Keep an up-to-date record of volunteer's details and ensure compliance with the Data Protection legislation (to be held in locked cabinet)
- Promote the library via the press and village and council websites
- Involve all volunteers in the delivery of services
- Effective liaison with the librarian support provided from North Somerset Council
- Ensure that maintenance and relevant health and safety checks are carried out and formally recorded
- Report any issues with regard to the building, and furnishings to the Clerk of the Parish Council
- Report any problems with the internet provision and computers, printing and copying facilities
- Ensure that the library is an attractive, welcoming and clean environment

- Provide a venue for display of local activities and develop a focal hub for information
- Respond to suggestions from residents and library users
- Hold half yearly meetings with CPC and with volunteers
- Ensure that a high level of service and customer satisfaction is achieved
- Report on an annual basis to the Parish Council (including financial reports)
- The Financial Regulations of Congresbury Parish Council shall apply to the Management Group.
- Congresbury Parish Council will authorise expenditure and manage the annual budget allocated. The Management Committee may keep a working float of £100. Money above this amount will be banked under the EMR library CPC account. No expenditure above this £100 shall be authorised unless it has been approved by Congresbury Parish Council. Any ordering of items above £100 will be completed by the Parish Clerk/Council.
- To submit an annual action plan to Congresbury Parish Council (no later than November) prior to the Council's setting the budget.

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