

## 1. GENERAL

- 1.1. The Library Committee shall consist of a minimum of three councillors, appointed by Wickham Bishops Parish Council. Committee membership is open to members of the public. **NB.** in accordance with *The Local Government and Housing Act 1989 s.13(1) & (7)*, non-councillor members of the committee do not have voting rights.
- 1.2. If any of the appointed councillors are not available to attend a meeting of the Library Committee, the Chairman of the Parish Council shall nominate another councillor.
- 1.3. The Library Committee shall elect its own Chairman.
- 1.4. The Library Committee will have the following authorities:
  - to create a Plan of action, within a budget agreed by the Full Council, to achieve the agreed position of the Parish Council;
  - to initiate and carry out actions in support of the Plan, in accordance with the current Standing Orders and Financial Regulations;
  - to determine its meetings timetable and hold as many meetings as it sees fit, to support its pursuit of the agreed position of the Parish Council.
- 1.5. The Library Committee will have the following responsibilities:
  - to liaise with the Responsible Finance Officer prior to all expenditure, and to provide to the RFO, all quotations and receipts;
  - at least annually, to consider its effectiveness and make recommendations to the Full Council for the Committee's modification, continuance or disbandment.
- 1.6. Decisions taken by the Library Committee in accordance with these Terms of Reference, shall be as though taken by the Full Council.
- 1.7. Decisions and discussion items for the Library Committee's consideration will be published on the agenda of the next committee meeting and displayed on the Parish Council noticeboard at least three clear days prior to the meeting, by the Clerk.

Approved and Adopted by Wickham Bishops Parish Council.

Signed:

Date: