

STOWEY SUTTON PARISH COUNCIL

BISHOP SUTTON COMMUNITY LIBRARY SUB-COMMITTEE TERMS OF REFERENCE

This Sub-Committee Terms of Reference document was adopted by the Council at its Meeting held on 4th November 2020. The policy and its contents will be reviewed in line with the schedule below as a minimum, in the event of a change in legislation or a change in the Community Run Library Agreement held with Bath & North East Somerset Council.

Review

DATE	CHANGES
5 TH SEPTEMBER 2018	Approved and adopted by the Parish Council
4 TH NOVEMBER 2020	Approved and adopted by the Parish Council
NOVEMBER 2023	Review date

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Stowey Sutton Parish Council form the Sub-Committee.

These written terms of reference confirm the nature, extent and limitations of the duties or powers which have been delegated to the Sub-Committee by the Parish Council. This document will be reviewed in line with the schedule detailed above, in the event of any change in legislation or any change to the Community Run Library agreement between Stowey Sutton Parish Council and Bath & North East Somerset Council.

All delegation arrangements shall be reviewed quarterly for the first year, and annually thereafter, to ensure that they meet the needs of the Sub-Committee in changing circumstances.

The scope of any delegation, including any limitation, shall be reviewed to ensure the arrangements are efficient whilst providing transparency and effective financial control.

The sub-committee is created as an effective model to operate the Bishop Sutton Community Library efficiently.

Membership

The Sub-Committee shall consist of 4 members of the Stowey Sutton Parish Council.

Appointment of Sub-Committee

The Parish Council shall at their Annual Meeting of the Parish Council in each year, determine the members of the Sub-Committee until the next following AGM.

Statutory Annual Meeting

The Sub-Committee shall hold an annual meeting prior the Annual Meeting of the Parish Council to determine the officer that will stand at the Parish Council AGM.

The Sub-Committee shall provide their annual report at the Parish Council AGM.

The Chairman of the Sub-Committee, unless resigned or becomes disqualified, shall continue in office until a successor is elected at the next annual meeting of the Parish Council.

The order of business at the statutory Annual Parish Council Meeting regarding the Sub-Committee, as per 4 of the Parish Council Standing Orders, shall be:

1. to appoint and determine the terms of office of members of the sub-committee. (A term of office may not exceed the next Annual Council Meeting)
2. to, after it has appointed the members of a committee, appoint the Chairman of the sub-committee;

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3. to determine the quorum for a meeting of a committee and a sub-committee which shall be no less than three
4. to receive the Sub-Committee Chairman's declaration of acceptance of office
5. to appoint Volunteer Management Team Manager, and to review their terms of reference
6. to review such other policies and procedures as may be necessary
7. may dissolve a committee.

Casual Vacancies

The Parish Council from among their members shall fill casual vacancies occurring in membership of the Sub-Committee.

Clerk

All meetings of the sub-committee are to involve the Clerk to the Parish Council, for good governance and effective running of the sub-committee:

- The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972;
- The Clerk shall monitor and be responsible for all incoming and outgoing council correspondence;
- The Clerk shall arrange to pay expenses and invoices of the sub-committee (subject to the council's financial regulations);
- The Clerk shall, in the first instance, handle and acknowledge all complaints regarding the sub-committee (except where the complaint relates to the clerk);
- The Clerk shall arrange and call meetings of the subcommittee in consultation with the relevant Chair;
- The Clerk shall carry out and implement any sub-committee decision;
- The Clerk shall, in the first instance, handle all requests for information under Freedom of Information Act 2000.

Meetings

The Sub-Committee shall meet not less than 3 times in each year. A quorum at each meeting shall be 3 members. No official business shall be dealt with unless the sub-committee is quorate.

The meetings of the sub-committee shall take place as advertised in the meeting agenda.

Sub-Committee meetings shall be held by a remote means (such as but not limited to virtual conferencing) or at a place, date and time fixed by the sub-committee. Meetings shall not be held in premises being used at the time for the supply of alcohol permitted by the Licensing Act 2003 unless no other suitable room is available free of charge or at a reasonable cost.

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Notice of the time and place of meetings must be fixed in a conspicuous place (Parish Council website and village notice board) in the parish at least 3 clear days before the meeting.

All Members of the sub-committee shall be given (by email, post or left at their residence) at least 3 clear days written notice of a meetings of a sub-committee from the Clerk specifying the business proposed to be transacted (the agenda).

Extraordinary Meetings

- The Chair may at their discretion summon an extraordinary meeting of the Sub-Committee.
- If the Chair of the Sub-Committee does not or refuses to call an extraordinary meeting of the Sub-Committee within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Sub-Committee. The public notice giving the time, place, and agenda for such a meeting must be signed by the two councillors.

Order of business

Business will usually be dealt with in the following order:

- Record of Members present;
- Record apologies and reasons for absence;
- Declarations of interests (existence and nature) with regard to items on the agenda;
- Formal announcements from the Chair;
- Agreeing the minutes of the last meeting and signing them;
- Public participation session with respect to items on the agenda;
- Business placed on the agenda.

Voting

Subject to any legal requirement all questions to be decided by a committee shall be decided by a majority of the Members present and voting.

In the case of an equality of votes the Chair, or other Member presiding the meeting, has to give a casting vote in addition to their first vote.

Agenda & Minutes

The Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Parish Council after each meeting. Each meeting must have its own distinct Agenda that shall be published (on village noticeboard and SSPC Website) 3 days clear of the meeting.

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The minutes must record the names of Members present at the meeting and the existence and nature of any interest declared by Members.

The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting.

The draft minutes of a meeting shall be circulated prior to the next meeting for approval and signing by the Chair (or persons presiding the meeting) at that meeting.

There shall be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes.

Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

Staff Attendance

The Volunteer Team Manager shall be invited to attend all meetings of the Sub-Committee to provide an operational update. Other members of the Voluntary Team Management Committee may, at the Sub-Committee's discretion, attend meetings as required.

Business Continuity

The Clerk together with support from the Volunteer Team manager is responsible for ensuring Risk Assessments are up to date and relevant. In the event of an extended service outage caused by factors beyond our control the Bishop Sutton Community Run Library Business Continuity Plan will be implemented.

Functions of the Sub-Committee

- To receive reports from the Volunteer Team Manager on volunteer team structure, measurement, monitoring, and management of progress towards key objectives.
- To report to Parish Council on all finance and personnel matters generally and ensure that the organisation's Volunteers Policy and Terms of Reference are followed.
- To ensure both Parish Councils policies and procedures and B&NES Stock Management Policy are complied with.
- To receive an annual budget from the Parish Council and manage its funds accordingly, the budget is set annually as part of the precept process.

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- To report on financial management including financial performance, alignment of planning, budgeting, and funding to the Responsible Finance Officer of the Parish Council.
- To authorise expenditure through delegated power at Sub-Committee meetings and voting process (expenditure to be within set budget, detailed within expenditure report, and can include ongoing regular expenditures)
- To authorise volunteers' expenses in line with the Parish Councils Volunteer Policy
- To ensure processes are in place for ensuring current and future service delivery of library services
- To identify, consider and take appropriate action with regard to problems raised by customers and other stakeholders

This list of responsibilities and deliverables is not exhaustive and shall be reviewed regularly, as a minimum in line with each year's AGM.

These Terms of Reference are subservient to Stowey Sutton Parish Council Standing Orders, within point 4, and are specific to the operation of the Bishop Sutton Community Library Sub-Committee. Stowey Sutton Parish Council Standing Orders and Financial Regulations apply unless specific delegated authority is provided by these Terms of Reference.