

# **Haxey Parish Council**

## **Library Working Group Terms of Reference**

<b>Name of Committee/Working Group:</b>	Library Working Group
<b>Membership:</b>	At least 3 Members of the Parish Council. The Parish Council Chair and Vice-Chair are also Full Members.
<b>Need:</b>	<ul style="list-style-type: none"><li>• To monitor the performance of the Parish Library facilities from a Parish Council perspective.</li><li>• Identify potential improvements to Parish Library facilities.</li><li>• Work with the Principal Authority Cabinet Members and Library Services with the aim of improving Haxey Parish Library Facilities.</li><li>• Work with the Principal Authority Cabinet Members and Library Services with the aim of implementing improvements/enhancements to Parish Library Facilities.</li><li>• Report back to the full Parish Council on the functioning and performance of Haxey Parish Library facilities as required.</li></ul>
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 Membership of the Working Group to be decided upon its creation and the continued membership of the Group to be re-appointed at the Annual Council Meeting</li><li>2 Meetings to be convened as required – ideally once per quarter.</li><li>3 Meetings will normally exclude the press and public.</li><li>4 Minutes are not normally produced. Notes of Action to be completed if required and presented to the next meeting of the Parish Council.</li><li>5 The Working Group may co-opt as required.</li><li>6 The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.</li><li>7 The Clerk of the Council will not normally support the Working Party but guidance, if required, should be taken from ERNLLCA as to appropriateness.</li></ol>
<b>Restrictions:</b>	<ol style="list-style-type: none"><li>8 Only Members of the Parish Council may be members of the Working Group.</li><li>9 Only members of the Working Group may speak at meetings other than by the resolution of the Working Group or if specifically, summoned.</li></ol>

- 10 The quorum shall be three (3).
- 11 The Working Group may make recommendations to the full Council and take on actions in conjunction with the Principal Authority, which will subsequently need to be approved by the full Council.

**Members: Cllrs Knowles, Lindley and Smedley.**

**Reviewed by Haxey Parish Council – June 2020.**