

Terms of Reference of the Library Working Group & Warlingham Parish Council (the "Council")

1. Purpose

To support all aspects of the adopted Warlingham Community Library Vision Statement (Appendix 1) by:

- a) achieving a trajectory of increasing use as a library and a community hub by local people and once achieved, revert to monitoring by the Warlingham Community Library Management Committee (WCLMC)
- b) working with the appropriate authorities and agencies to deliver a refurbished and improved local community hub and modern library, valued, used and a source of pride for local people
- c) agree and deliver, with maximum community involvement, the objectives and deliverables which will achieve a) and b) above.

2. Authority

This Working Group is established by and takes its authority from the Council. The Council must approve the Group's Terms of Reference and the Group is accountable to and shall report to the Council.

The Working Group is not authorised to let, take or make any contract, license or lease. Nor to make or approve any expenditure that is or shall at any time be a liability of the Council.

3. Membership of the Working Group

The membership of the Working Group must include at least two Parish Councillors. There is no restriction on the numbers of other members which, for example, can include representatives of other Councils, residents, representatives of local groups etc. A note of the people making up the membership must be kept current at all times.

4. Meetings

The Working Group will meet as often as required. Notes of every meeting should be submitted to and retained by the Council's Clerk.

There must be at least three members present for a meeting to proceed and one must be a Parish Councillor.

The Chair of the Working Group must be a Parish Councillor and elected by the Group's membership at its first meeting and thereafter annually. In the absence of the Chairman from a meeting, the Group must appoint another Parish Councillor to be Chair from those present, as its first action.

5. Conduct

The Working Group must act in a professional manner and maintain high standards in all its meetings, communication and business. The Council's Code of Conduct applies to all members who must agree, in writing, to abide by this Code.

6. Appointment of Council representatives to the Working Group

The Council will appoint Parish Councillors to the Working Group before its first meeting and thereafter annually at the Councils Annual Meeting. Additional or replacement Parish Councillors may also be appointed by the Council during the year. The Working Group may be dissolved by the Council.

7. All Principles and Policies of the Council to apply, including:
 - The Council's Code of Conduct
 - Policies relating to data protection legislation
 - Notes of the meetings to be publicly available

Appendix 1:

Warlingham Community Library Vision Statement

Warlingham Community Library will be at the heart of the community of Warlingham, Chelsham and Farleigh providing a range of books, information and facilities to access information which meet the needs of all parts of the local community.

A place where local residents want to go, and feel comfortable and welcome.

Representatives of the library, both paid and voluntary, will provide an efficient and friendly service which is highly regarded by users and meets the particular needs of those with disabilities, the elderly and children.

The library will be Warlingham's favourite place for meetings, with regular activities occurring in the building outside normal opening hours.