

Appendix 2

WARLINGHAM LIBRARY MANAGEMENT COMMITTEE (“WLMC”)

Terms of Reference

Background

Warlingham Library is run jointly by Surrey County Council (SCC) and Warlingham Parish Council (WPC) under a Memorandum of Understanding. This requires the setting up of a joint management committee made up of the Warlingham Parish Council Library Committee (“WPCLC”) and a Surrey County Council Library Services Officer. In addition, SCC has granted WPC a licence to use the building outside library service opening hours for appropriate community activities.

In sitting on this committee, the members of the WPCLC are subject to that committee’s terms of reference. This means, inter alia that this committee cannot commit WPC to any expenditure or contractual obligations but must obtain written approval for such from the full Council.

Purpose

- i) To enable Surrey CC Library Services and Warlingham PC representatives to meet to oversee the operation of Warlingham Community Library, ensuring it provides an efficient and effective library service to the residents of Warlingham and district, including at a minimum all standard Surrey Libraries services appropriate for a community library. The service to be operated in accordance with the Memorandum of Understanding.
- ii) To promote the usage of the library in the local community, including for such non library purposes as the Committee deems appropriate and as are agreed within the terms of the licence from SCC for the premises.

Specific Duties

- To set a Vision for the role and operation of the library and put in place measures to achieve it. This vision as defined by the Community Partner can be found in Appendix 4.
- To periodically review the Memorandum of Understanding and licence and recommend any desired changes to Surrey County Council and Warlingham Parish Council

- To ensure the efficient operation of the library and all associated management arrangements in accordance with the Memorandum of Understanding and licence
- To address issues which may arise relating to the operation or use of the library which have not been resolved by SCC's responsible management and/or the Volunteer Coordinator
- To oversee the work of the Volunteer Coordinator, providing assistance and guidance as necessary to ensure there are always sufficient trained volunteers to support the SCC member of staff who manages day to day operations
- To monitor the performance of the library, in particular by agreeing Performance Indicators and reviewing outcomes against these on a regular basis, taking appropriate corrective action where necessary
- To promote the use of the library in the local community
- To approve events, eg. meetings and classes, held in the library outside normal opening hours in accordance with the terms of the licence

Membership of WLMC

- Members of the Warlingham Parish Council Library Committee, including non-councillors
- An appropriate SCC Officer
- Warlingham Library Volunteer Coordinator

The committee will be chaired by the chair of the Warlingham Parish Council Library Committee, in whose absence another councillor will chair. Members of the WPC Library Committee who are not councillors do not have voting rights.

Four members will constitute a Quorum, two of whom must be councillors.

Any action or requirement for WPC must be agreed by a majority of councillors present. Any action or requirement for SCC must be agreed by an appropriate SCC Officer following the meeting if they are not present.

Meeting Frequency and Location

Quarterly and as required.

Meetings will be held in Warlingham at times to be agreed by the Committee.

Extracted from Memo of Understanding 2021-2025