



# **PINCHBECK PARISH COUNCIL**

## **COMMUNITY HUB & LIBRARY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Objectives**

- 1.1 The Committee has oversight of the operations, management, and development of the community hub and library facility.
- 1.2 The Committee will ensure the efficient operation of the hub, maintain the building in good condition, enhance accessibility, and maximise its utilisation for the community's benefit.
- 1.3 The Committee will actively foster community engagement and seek to improve library services.

#### **2. Membership**

- 2.1 Appointed annually by the Parish Council, the Committee shall consist of a minimum of five members of the Parish Council.
- 2.2 The Parish Council may appoint up to one named non-council member onto the committee with voting rights. Any other non-council member co-opted by the Parish Council onto the Committee will not have voting rights..

#### **3. Responsibilities**

##### **3.1 Facility Management.**

- Monitor the maintenance, cleanliness, and safety of the premises.
- Oversee repairs, upgrades, and improvements to the building and its amenities.
- Ensure the facility meets health and safety, financial, legal, and statutory requirements.
- Implement policies and procedures to safeguard employees, volunteers, visitors, contractors, and other stakeholders.

##### **3.2 Library Services.**

- Collaborate with library volunteers to enhance services, programmes, and resources.
- Review and recommend changes to library policies, hours of operation, and user experience.
- Promote literacy, education, and cultural activities within the community.

##### **3.3 Room Hire and Booking.**

- Develop guidelines for room hire, including rates, booking procedures, and usage policies.
- Evaluate requests for room bookings and ensure equitable access for community groups.
- Monitor the utilisation of rooms and assess their impact on community engagement.

### 3.4 Community Engagement.

- Foster partnerships with local organisations, schools, and residents.
- Organise events, workshops, and activities that align with community needs.
- Seek feedback from stakeholders and address any concerns.

### 3.5 Financial Oversight.

- Submit to the Parish Council for its approval, an annual plan and budget for the operation, maintenance, improvement, and management of the facility.
- Monitor and manage the allocated budget, ensuring that funds are used efficiently and effectively, and in accordance with the Parish Council's financial regulations.
- Identify potential funding sources or grants to support the development and enhancement of the Hub and Library to deliver the annual plan.

## 4. Reporting

4.1 The Committee shall present its annual plan to the Parish Council for approval in October of each year.

4.2 The Committee will present recommendations and proposals to the Parish Council for approval of further action as required.

4.3 The Committee shall provide regular reports to the Parish Council on its activities, progress, and challenges.

4.4 The Committee will maintain accurate records and documentation related to the management and maintenance of the community hub and library.

## 5. Meetings

5.1 The Committee shall elect a chairperson at the first meeting held after the Annual Meeting of the Parish Council.

5.2 The Committee shall meet regularly, as determined by the chairperson, to fulfil its responsibilities.

5.3 Proper notices of meetings shall be posted with the correct period of notice given.

5.4 No business may be transacted at a meeting unless at least three Committee Council members are present.

5.5 Meeting agendas, minutes, and relevant documents shall be circulated to committee members and made available to the Parish Council as required.

5.6 A note-taker shall be appointed in the absence of the clerk.

## 6. Review and Amendment

6.1 These Terms of Reference shall be reviewed periodically by the Committee and may be amended with the approval of the Parish Council, as necessary, to ensure their continued effectiveness and relevance.