

STALBRIDGE TOWN COUNCIL

Clerk: T Watson
TheHub@Stalbridge,
Station Rd, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.
Tel 01963 364276.
Email: clerk@stalbridgetowncouncil.gov.uk

Terms of Reference – Stalbridge Library Management Group

Name

The Name of the organisation will be the “**Stalbridge Library Management Group**” hereafter referred to as The Group.

Purpose

1) To provide a Community Managed Library service in Stalbridge.

Delegated Powers

The group will have delegated powers to authorise expenditure within the remit of the account named **Stalbridge Community Library** (subject to adherence to the Town Council's Financial Regulations)

Membership

The Group will consist of a minimum of seven members, as set out in the Stalbridge Community Managed Library Operating Policy, comprising Chairman, Vice Chairman, Library Manager, Deputy Library Manager, Treasurer, Volunteer Co-ordinator, Secretary and Town Council representative. The role of Vice Chairman may be combined with that of another.

Cheque signatories (requirement is two signatures): three members shall have the authority to sign cheques. These shall **not** include the Town Council representative. If two signatories are related, they shall not jointly sign any cheques.

The Group will review the Operating Policy annually.

Membership can be modified by The Group and report of changes made to the Town Council. It is a requirement that one Town Councillor is a member of the group at all times.

The Town Council group member is responsible for reporting and delivering any recommendations made by The Group to the Town Council via agenda items.

Roles & responsibilities

To facilitate the running and overall management of the Stalbridge Community Managed Library in accordance with:

1. An agreement between Dorset County Council and Stalbridge Town Council "Agreement relating to the provision of Community Managed Library Services", dated 12.02.2013 and any subsequent amendments thereto.
2. The relevant clauses in the Standing Orders of Stalbridge Town Council (STC)(adopted 04.06.14)¹
3. STC Financial Regulations (including addendum to 6.5 as detailed.)

Notes

¹ See Appendix A
TOR Stalbridge Library Management Group
Approved TCM 25.07.18

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The Town Council will be the “legal” entity for the facility with any associated monies, bank accounts (if required) and supplier contracts. The Town Clerk will cover the administration associated with any of these matters as part of normal duties.

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APPENDIX A

The following Clauses of the Stalbridge Town Council Standing Orders (adopted 04.06.14) shall be adhered to, with the exception of Clause 9 as detailed separately:

1. Rules of Debate
2. Disorderly Conduct at Meetings
3. Meetings generally
4. Committees and sub-committees
6. Extraordinary meetings
7. Previous resolutions
8. Voting on appointments
9. Motions*
10. Motions not requiring written notice
11. Handling confidential or sensitive information #
12. Draft minutes
13. Code of conduct and dispensations
17. Accounts and accounting statements
18. Financial controls and procurement
20. Requests for information

*

9. *Wording to read "Motions for a meeting that require written notice to the Chairman"*

To be reviewed following Data Protection Act 2018

Financial Regulations 6.5

TC sub-committee petty cash procedures (*extract*)

b) Library Management Group

- i. Cash is received from casual donations such as 'keep the change' (LMG) and for printing, photocopying, fines and charges (DCC)
- ii. A cash float of £15.00 maximum is held to service the DCC library charges
- iii. All cash received will be recorded weekly and summarised weekly. DCC library charges will be separated from LMG receipts.
- iv. Cash collected on behalf of DCC will be reconciled and banked on a 2 weekly basis by the DCC Community Liaison Library Officer.
- v. Cash donations received by the Community Library (casual donations) will be banked by the LMG Treasurer when the figure reaches a maximum of £15.00. Cash receipts are recorded in the cash book for the sub-committee.
- vi. The cheque signatories for each payment will be agreed and minuted.