

Looe Town Council – Committee Terms of Reference



Committee Name

Library and Community Hub Committee

Type

Full Standing Committee

Purpose

- To scrutinise and oversee all activity designed to improve the social wellbeing of the community and cultural life of Looe
- To scrutinise and oversee all activity in the Library Community Hub designed to benefit the town and its community, except those aspects reserved to other Committees.
- To understand local needs and demands
- To develop partnerships and relationships with other agencies / organisations that facilitate the delivery of the Community Hub goals and objectives
- To deliver a Library and Information Service in accordance with the Service Specification agreed with Cornwall Council
- Develop new or modified services in response to changing community needs
- Help build more cohesive and resilient community
- Build better and more integrated services
- Establish a sustainably funded Community Hub
- Provide a focus for community-led regeneration
- Develop the Looe Library Community Hub
- Promote Looe and the Visitor economy

Scope

- The Looe community
- Users of the Library
- Visitors to Looe

Authority

- The committee shall make recommendation to the Full Council for new and modified services
- Any decision requiring additional financial funding outside of agreed budgets shall be presented to Full Council for consideration
- Any new funding in addition to established income shall be recommended to the Full Council for consideration
- The Committee will be responsible establishing and guiding the day to day running of the Community Hub

Membership

- The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.

- Other member may be co-opted on the day of the meeting.
- Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they want to and may participate in the meeting at the discretion of the Committee Chair.

Meeting arrangements

- The Committee shall meet monthly and on an ad hoc basis when required by the Chair
- Quorum for the Committee shall 50% of the committee membership rounded up.
- An agenda will be provided for all formal committee meetings and minutes will be prepared.

Reporting

- Approved meeting minutes will be made available on the LTC web site for public review
- The Committee Chair will provide a brief summary of activity at the Full Council Meeting
- The Chair shall present an annual report demonstrating progress against agreed goals and objectives

Resources and budget

- A budget of £1000 has been allocated to this Committee