

Appendix 1 - Governance of Barrow Community Library

1.0 The Library and BUSCA

- 1.1 Barrow Community Library ('the Library') is part of BUSCA, which is a Charitable Incorporated Organisation, regulated by the Charity Commission.
- 1.2 The board of trustees of BUSCA is accountable for all of BUSCA's activities and is therefore accountable for the Library.
- 1.3 The board of trustees of BUSCA has delegated operation of the Library to the Library Management Committee ('the Committee').
- 1.4 The Committee, on behalf of the board of trustees of BUSCA, has sole responsibility for all aspects of the Library's operations.

2.0 Membership of the Committee

- 2.1 Membership of the Committee shall not exceed 12. Where a group, including but not limited to the Parish Council, has more than one committee member but the practice is that only one of these individuals will attend any given meeting, this shall count as one member only.
- 2.2 The members of the Committee are recruited according to the Library's recruitment policy as approved by the board of trustees of BUSCA and also by Leicestershire County Council.
- 2.3 The Committee must include at least one member who is a trustee of BUSCA.
- 2.4 Committee members may remain members as long as both the individual and also the Committee are content for them to remain.
- 2.5 Committee members have no powers as individuals. Sole powers reside in the Committee when it meets formally according to the rules for calling meetings or holding an electronic vote, as described in this document.

3.0 The Committee Chair and other roles

- 3.1 The Committee shall elect a Chair from one of its number. The Chair need not be a trustee of BUSCA. The board of trustees of BUSCA must approve the appointment.
- 3.2 The Chair has no individual powers save for any that are stipulated in a library policy eg as a financial signatory etc. The Chair cannot make a decision on any matter normally reserved for the Committee, unless the Committee has explicitly agreed a formal delegation to the Chair to carry out a stated task on its behalf as set out in section 4 of this document, and the fact of the delegation is recorded in the minutes of a committee meeting.

- 3.3 The Committee may also elect or recruit other roles including but not limited to Vice-chair, Treasurer and Secretary. Approval from the board of trustees of BUSCA is not necessary for any roles other than the Chair.

4.0 Delegation by the Committee and terms of reference

- 4.1 The Committee may delegate specific tasks or activities to any named individual or group of individuals. Any such individual(s) need not be members of the Committee.
- 4.2 In all instances of delegation, the Committee shall make the terms of reference of the delegation clear in writing.
- 4.3 The committee's own terms of reference should also be made clear and documented.

5.0 Meetings of the Committee

- 5.1 Any member of the Committee may call a meeting, giving a minimum of seven calendar days' written notice.

6.0 Attendance at meetings of the Committee

- 6.1 Committee meetings may be attended by individuals who are not members of the Committee at the discretion of the Chair.
- 6.2 Any such individuals are not able to vote on a matter and do not count as part of a quorum.

7.0 Chairing meetings of the Committee

- 7.1 All meetings will be chaired by the Chair of the Committee unless the Chair is unable to attend.
- 7.2 If the Chair is not available or is more than 10 minutes late after the advertised start time, the members of the Committee who are present shall appoint the Vice-chair to chair the meeting.
- 7.3 If the Vice-chair is absent or unwilling, the members of the Committee shall appoint one of the remaining number.

8.0 Quorum

- 8.1 No decision shall be taken at a meeting unless a quorum is present and eligible to vote at the time when the decision is taken.
- 8.2 The quorum is five committee members or half of the committee members, whichever is the greater. Where a group, including but not limited to the Parish Council, has more than one committee member but the practice is that only one of these individuals will attend any given meeting, the calculation of quorum shall count each such group as one member only.
- 8.3 A committee member joining via video or audio link may be counted as part of a quorum.
- 8.4 If there is no quorum present, as defined by this section 8, there is no meeting and so no decisions can be taken.
- 8.5 A committee member who is conflicted on a matter cannot be considered part of the quorum for any decision to be taken on that matter.
- 8.6 A committee member who is absent but has arranged with the Chair to give a proxy vote on a matter, cannot be considered part of the quorum for the decision on that matter, since they are not present at the meeting as defined by this section 8.

9.0 Agendas of committee meetings

- 9.1 Any committee member may request an item to go onto the agenda for a future meeting, giving reasonable notice of this.
- 9.2 All such requests shall be made to the individual with responsibility for managing agendas and meetings.
- 9.3 The agenda and papers for meetings will be made available in advance of the meeting and reasonable notice will be given to committee members, to allow them sufficient time to read through all the documentation.
- 9.4 Committee agendas shall have an item for any other business but the expectation is that usage of this will be by exception and for items that meet all of the following criteria:
- they have arisen subsequent to the agenda and papers being distributed, and
 - are straightforward and quick to deal with, and
 - do not require the reading of any documentation, and
 - the Chair is content for them to be dealt with under any other business.
- 9.5 Anything not meeting all the above criteria and which cannot wait until the following meeting, shall be dealt with via electronic voting as outlined in this document.

10.0 Collective responsibility for committee decisions

- 10.1 Since the Committee has sole responsibility for the operation of the Library on behalf of the board of trustees of BUSCA, any minuted decisions that it takes are subject to collective responsibility by the Committee.

11.0 Voting at committee meetings

- 11.1 The committee's normal approach to decision-making at meetings will be for the Chair to take the clear mood of the Committee on a matter, as the agreed decision, and for this to be recorded as such.
- 11.2 On the occasions that the Chair feels that a vote is necessary on a matter, only members of the Committee who are present and eligible to vote on the matter (eg are not conflicted on it) may vote (although see below on proxy voting).
- 11.3 For this to happen, the Chair will request the following:
- that a member of the committee propose a motion
 - that a second member of the committee second the motion
 - a committee discussion will then be held on the motion.
- 11.4 Once the motion is proposed and seconded and any necessary discussion has taken place, the Chair will ask the members of the committee to vote on it. The Chair will not vote unless a casting vote is required, in which case the Chair will give a casting vote.
- 11.5 Should there be no seconder to the motion, then the proposal falls and the committee moves on to the next item.
- 11.6 Should it be the case that a member of the committee would like to amend the motion, then they may do this. A second member of the committee must then second it and if all members of the committee are content, then the Chair will allow discussion on the amended motion, followed by a vote.
- 11.7 In the event of equal numbers of votes, the Chair has the casting vote.
- 11.8 A member of the Committee who is unable to be present at a meeting may use a proxy vote on a matter on the agenda, by notifying the Chair accordingly in advance and if the Chair is content that the motion on which the committee will vote is close enough to the issue on which the absent committee member has signified their view.

12.0 Committee decisions away from meetings

- 12.1 If a matter arises between meetings that cannot wait until the next meeting, the matter may be resolved electronically if two-thirds of the committee members are in favour.

12.2 Should the Chair consider that the matter is sufficiently important to require discussion at a meeting, then they will call a meeting, following the agreed rules for this.

13.0 Minutes of committee meetings

13.1 Minutes will be kept of all meetings, to include:

- the names of those present
- the decisions made
- where appropriate, the reasons for the decisions.

13.2 The final minutes will be made available to all committee members and any other individuals who the committee feel have a legitimate need to see them.

Reviewed by LMC 11 May 2026

Due for review April 2027