



BRINGTONS

Parish Council

www.bringtons-pc.gov.uk email:clerk@bringtons-pc.gov.uk

To: All Members of the Brington Parish Council Reading Room Sub Committee

You are hereby summoned to attend the Brington Parish Council Sub Committee Meeting to be held on Wednesday 27 August 2025 starting at 7.30 pm. All Members of the Public and Press are welcome

Signed: *Shelagh Muir*

**Shelagh Muir
(Parish Clerk)**

Dated: 20 August 2025

1.		Welcome
2.		To Receive Nominations for the role of Chair of the Sub Committee and elect a Chair of the Sub-Committee To Receive Nominations from the Parish Councillors present for the role of Chair of the Sub Committee and for Parish Councillor Sub Committee members to elect a Chair of the Sub-Committee.
3.		To Invite 3 members of the public to join the Sub-Committee To invite 3 members of the public to join the Reading Room Sub-Committee.
4.		Apologies To receive and approve apologies for absence.
5.		Disclosures of prejudicial or personal interests To receive Councillor Disclosures of prejudicial or personal interests for items on the agenda.
6.		Public participation: For any resident of the parish to raise any issue, petition, question or concern (maximum 10 minutes or by consent of the Chair). Guidance-for-the-Public-at-Parish-Council-Meetings
7.		To agree the Sub Committee Terms of Reference
		To receive reports from:
8.	a.	The Chair (For information only, to follow)
	b.	The Reading Room Trustees (For information only, to follow)
9.		To Clarify the Areas of Responsibilities of the Reading Room Trustees and the Parish Council as outlined in the 2025 Lease.
10.		Reading Room Trustees Future Plans
11.		Maintenance Issues
	a.	To discuss and note annual budget available for ongoing maintenance works for the Reading rooms.
	b.	To note current maintenance issues.

The next scheduled ordinary meeting of the Reading Room Sub Committee is XX October 2025, date to be confirmed.

Please note the [2024/12/Guidance-for-the-Public-at-Parish-Council-Meetings.pdf](#) on our website.

Bringtons Parish Council



Guidance Note 23 May 2025

Setting up a committee or steering group

Section 102 of the Local Government Act 1972 empowers parish and town councils to establish committees or subcommittees to facilitate their functions and responsibilities. Here's how setting up a committee or steering group typically works for parish and town councils:

- **Decision to establish** — The parish or town council typically establishes a committee or steering group during a council meeting. The council may identify a specific need or project that requires focused attention and expertise, prompting the creation of a dedicated group to address it.
- **Terms of reference** — Once the decision to establish a committee or steering group is made, the council will define its terms of reference. This document outlines the group's purpose, objectives, scope, membership, and responsibilities and clarifies the group's role and authority within the parish or town council's overall governance structure.
- **Membership** — The parish or town council appoints members to the committee or steering group, typically drawn from among the councillors and sometimes including external stakeholders or experts with relevant skills or experience. The size and composition of the group may vary depending on the nature and scope of the project or task it is assigned.
- **Chairperson**—The committee or steering group selects a chairperson from among its members to lead meetings, facilitate discussions, and coordinate activities. The chairperson is responsible for ensuring that the group operates effectively and achieves its objectives in accordance with the terms of reference.
- **Meetings and work** — The committee or steering group holds regular meetings to discuss progress, make decisions, and take action in pursuit of its objectives. Members collaborate on tasks, share information and expertise, and work towards achieving the goals in the terms of reference.
- **Reporting and accountability** — The committee or steering group regularly reports to the parish or town council, providing updates on its activities, progress towards objectives, and any recommendations or decisions. This ensures transparency and accountability in the governance process.
- **Disbandment or continuation**: Once the committee or steering group has fulfilled its purpose or achieved its objectives, the parish or town council may disband it. Alternatively, if ongoing support or oversight is required, the group may be continued or reconstituted to address new challenges or priorities.

Sub Committee Terms of Reference Guidance

A Parish Council sub-committee's Terms of Reference (ToR) should outline the sub-committee's purpose, membership, responsibilities, decision-making processes, and reporting requirements. This document ensures clear guidelines for the sub-committee's operations and aligns with the council's overall objectives.



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DRAFT TERMS OF REFERENCE FOR THE READING ROOM SUB- COMMITTEE GROUPS

1, OBJECTIVES

The Reading Room Sub Committee is constituted to consider and co-ordinate the Parish Council, The Reading Room Trustees, Community Groups and Residents aims and plans for The Reading Rooms Main Street Great Brington (*Delete not required)

2. MEMBERSHIP

- Membership shall consist of 3 Councillor members of the full council and one substitute Councillor who were elected to serve on the Sub Committee at a Parish Council meeting of Bringtons Parish Council.
- The quorum shall be 3 members, where less than 3 members attend, any other Councillor may substitute.
- 3 Members of the public may be invited to join the Sub-Committee.

3 AREAS OF RESPONSIBILITY .

- The Committee / Working Group has no delegated authority. The Sub-Committee may meet with Community Groups and Residents to consider matters relating to its objectives at 1 above.

4. MEETINGS

- Meetings will be held in public time and assigned for the public to make representations. The Sub Committee shall determine the number of meetings and the dates and times.
- The time set aside for representations from Members of the Public shall be up to 10 minutes in order that all can be heard.

5.REPORTING

- The Sub Committee will report its activities, progress on a regular basis (3 monthly on Council Agenda with Notes of meetings available to Full Council).
- The reporting timetable to comply with that of the last date for submission of items for inclusion on the Agenda for the current Council Year.

7. REVIEW

- At the last Council Meeting in the Council year (typically March) or on conclusion of an Event, an update of the outcomes shall be reported.
- The election of committees and their terms of reference are to be reviewed annually at the Annual Parish Council meeting of Bringtons Parish Council.