**BEACHAMWELL PARISH COUNCIL**

**SHINGHAM PHONE BOX BOOK SWAP**

**WORKING GROUP**

**TERMS OF REFERENCE**

1. A minimum of 1 Councillor, maximum 3, will serve on this Working Group.
2. The goal of the Shingham Phone Box Book Swap Working Group is to repaint and repurpose the telephone box at Shingham to a free book library for the benefit of the community.
3. For meetings, 2 members of the Working Group will constitute a quorum and should the number of those present fall below the required quorum, the meeting shall be adjourned and business transacted at its next meeting.
4. Should a Councillor resign, a new council member of the Working Group will need to be approved by Council at its next full council meeting.
5. The objective and responsibilities of the Working Group, are as follows:
   * For volunteers to repaint telephone box (within agreed budget) using the kit provided, following the Council risk assessment. PPE will be provided by the Council where needed
   * For the working group to consider any additional work require and make recommendations to full Council for consideration at the next Council meeting
   * For the group to draft posters/flyers promoting the book swap
   * For the group to choose a lead community volunteer for the book library
   * For the group to agree a list of volunteers who will look after the book library (rota if needed)
   * For the lead volunteer to update the Clerk on community feedback or any issues with the book swap
6. The Working Group cannot make decisions nor commit to any financial expenditure without full consent and approval of the Parish Council. All invoices for supplies must be in the name of the Parish Council.
7. The Working Group cannot issue communications (posters/flyers/leaflets/social media etc) without full consent and approval of the Parish Council
8. The Working Group shall meet when necessary, with meetings being called by a Councillor or the Lead Volunteer on the Working Group, and will report back to Council at the next available full council meeting.
9. These Terms of Reference shall be reviewed annually at the Annual Parish Council Meeting held in May.

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| Sharon Sweet - May 2023 | **Adopted**: May 2023 |
| Clerk & RFO – Beachamwell Parish Council | **Review:** May 2024 |