

MARKET LAVINGTON YOUTH COUNCIL

TERMS OF REFERENCE

Approved at Parish Council meeting 20/2/24

Background

Back in 2021 several Councillors recognised the importance of involving the young people in the village, to give them a voice and keep them engaged in matters of local interest. Information was provided at the Parish Council meeting held on 19th October 2021, and recognising the importance of engaging with young people, to ensure their views and opinions were heard, councillors offered their support for setting-up a Youth Council. Visits were then made to local schools and youth activity groups to gauge the level of interest from the young people in forming a Youth Council, and research was undertaken regarding their formation and operation. Interested young people were then invited to an initial meeting held on 2nd February 2023 to discuss aims and objectives, what issues mattered to them, and consider whether there was enough support for creating a Youth Council. At this meeting there was an overwhelming support for creating a Youth Council, and it was suggested that those present who might be interested in being the Chair of the Youth Council should write a short statement, for consideration at the next meeting. A Chairman of the Youth Council was appointed at the Youth Council meeting held on 20th April 2023.

Aims

The young people identified the following Aims and objectives for the Youth Council:

- To give the young people a voice in what they would like for the village e.g. facilities, activities etc. and would be represented at Parish Council meetings
- To give young people an opportunity to discuss ideas, opinions and views about their village, and where necessary research and fundraise for resources

Financing for projects

Funding for projects will be obtained from grant applications wherever possible, alongside fundraising activities, donations, and if considered appropriate, with support from the Parish Council. The Parish Council will consider allocating a small amount each year within its budget for use by the Youth Council.

The Parish Council will hold within its bank account any money raised on behalf of the Youth Council, to be kept within a separate designated fund.

Any adult volunteer shall be permitted to obtain quotes for project proposals. In the event that the Parish Council is directly funding the expenditure for any proposed projects or items, quotes should be obtained in accordance with the requirements of the Parish Council's Financial Regulations. Evidence of any such quotations obtained will be provided at Youth Council meetings for discussion, before being presented to the full Parish Council (with evidence of the quotations obtained) for consideration of approval.

In the event that the Youth Council should dissolve, any funds raised which have not yet been spent, will be administered by the Parish Council, and used to complete any outstanding projects initiated by the Group.

Frequency and format of meetings

The Youth Council will normally meet monthly on a Thursday during term time, in the

Old School from 4.30pm. Light refreshments will be provided by the Parish Council for the meetings (payable from the Chairman's expenses). There will be no need to formally advertise the meetings or agenda. The agenda for the next meeting will be agreed by the Youth Councillors, with support from the adult volunteers. The Youth Councillors will be encouraged to run the meetings themselves, with minimal intervention and input in discussions from the adult volunteers. An adult volunteer will take notes for the meeting, and an update from the meetings will be provided at the next scheduled Full Parish Council meeting along with a copy of the meeting notes. Youth Councillors will be encouraged to attend Parish Council meetings, particularly the Annual Parish Meeting to provide a report on their activities over the previous year.

Outside of meetings the Parish Council adult volunteers will communicate with the young people and parents/carers via WhatsApp (a method of quick communication e.g. confirming arrangements for any activities etc.) and by email (for sending out more formal information e.g. agendas and minutes etc.).

Supervision / safeguarding

A minimum of two adult volunteer helpers who have been DBS checked must be present at each Youth Council meeting. A copy of volunteers DBS certificate to be provided to the Parish Council for their records. All adult volunteer helpers to be provided with a copy of the Parish Council's 'Safeguarding Children and Adults at Risk Policy and Procedures' when they start helping at the Youth Council and each year as a reminder. Any volunteers acting on behalf of the Youth Council will be covered under the Parish Council's insurance.

Membership

Membership of the Youth Council is open to any young person who lives or attends education within the parish of Market Lavington, and is aged between 10 and 16 years. The Youth Council shall have at least five members, and a minimum number (quorum) of three Youth Councillors must be present at each meeting. Written consent to be obtained via email from parents/carers for Youth Council members, a copy of which to be provided to the Parish Council for their records.

Youth Councillors as at 16/1/24:

TMG (Chair), AO (Vice Chair), IS, DK, OM, RK, GS.

Adult volunteer helpers as at 16/1/24:

Cllr Jane Taylor, Cllr Chloe Stevens, John Clark.

Appointment of Members

Members of the Youth Council can be appointed at any time. Members of the Youth Council will appoint a Chairman each year at the May meeting. A copy of this document will be provided to all the Youth Council members and the volunteer adult helpers when they join the Youth Council and each year in May as a reminder.

Date of Parish Council meeting at which document reviewed and any amendment approved	Details of amendment

Date of next review: May 2024