

Terms of Reference for the Youth Council Steering Group

Approved at the Annual Parish Council Meeting xxxx



1. Authority

The Youth Council Steering Group is appointed by and is solely responsible to Eynsham Parish Council. The Steering Group's duties are defined and agreed by the Full Council who may vote, at any time, to modify the Steering Group's powers. The Steering Group will meet when required. **The group does not have executive powers.**

2. Membership of Steering Group

The Steering Group will consist of no fewer than **three elected Parish Councillors**. The Steering Group Chair, Vice Chair and membership will be elected at each Annual Parish Council Meeting. A quorum at the Steering Group meetings will consist of no fewer than **three elected members**. Non-members may be co-opted in order to discharge the functions of the Working Group (Local Government Act 1972 s.102(3) refers). In addition to three elected Parish Councillors, the Working Group shall consist of a representative from each of the following:-

- Bartholomew School.
- Eynsham Primary School.
- Eynsham Army Cadets.
- Eynsham Scouts.

3. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published on the Council's website. The Parish Clerk or Deputy Clerk will be responsible for arranging the recording and distribution of the minutes.

4. Objectives of Steering Group

The first step to the creation of a Youth Council will be the meeting of a Steering Group whose members will consider and recommend the Terms of Reference of the Youth Council to Full Council, which will include, for example, its composition, age range, and frequency of meetings. It is expected that two meetings of the Steering Group will be sufficient, but more can be arranged if required.

A basis for discussion on the Youth Council's Terms of Reference (to be drafted) will be those of the Parish Council. One option regarding Youth Council meeting times could be for the meetings to be held during term time the week after each Full Council meeting. This would then allow sufficient time to prepare proposals for the next Full Council meeting. Admin support will be provided by either the Clerk or Deputy Clerk. It is suggested that the term of each Youth Council is for 1 year due to children studying for exams.

5. Objectives of Youth Council (separate Terms of Reference to be drafted)

The younger population of the village has limited representation on Eynsham Parish Council (EPC) partly because a resident has to be over 18 to join the Council. EPC has a strategic objective of working with local schools and youth groups to create a Youth Council with the aim to support and encourage the active engagement of young people in the decision making within the Parish. They will represent the views and opinions of their generation whilst influencing and inspiring change.

The Youth Council will be an advisory committee with all recommendations considered by Full Council. The topics discussed by the Youth Council will be determined by its members, with support and advice from members of the Full Council.

The Youth Council shall draft a list of priorities (perhaps 3 to begin with) that it wants to address. Wherever possible, funding for those priorities should be met from within existing budgets. The Youth Council should submit a budget proposal for projects in the same way as EPC committees, for consideration by the Finance & General Purpose Committee at budget/precept setting time for the following financial year.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.