



Kessingland Parish Council

Terms of Reference for the Youth Sub-Committee

Governance

The Youth Sub-Committee is appointed by and reports to the Events & Communications Committee. The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Events and Communications Committee and Parish Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

Meetings

There will be a minimum of three meetings a year which will be held during each of the academic terms. Other meetings will be held as and when required. The first meeting of each year will generally be held within one month of the AGM.

Membership

The Sub-Committee will consist of no fewer than five members, of which a minimum of three must be councillors, a representative(s) of the Youth Culture Board as well as elected member of the Youth Club from each two sections of the Youth Club. The Sub-Committee will also be attended by the Senior Youth Leader or Deputy Youth Leader.

The Chair of the Youth Sub-Committee will be appointed by the Events and Communications Committee at its first meeting of the year, but the Deputy Chair will be elected by the Youth Sub-Committee. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum will be a minimum of three councillor committee members. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

The sub-committee will have the authority to co-opt additional members in order to provide a wider perspective of youth engagement however these will be non-voting members unless their position on the committee is ratified by the Events & Communications team and Parish Council.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

Kessingland Parish Council Events & Communications Committee Terms of Reference.

Adopted

Next Review May 2024.

1

Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities

The committee has delegated authority from the Council to fulfil the following responsibilities:

- To liaise with young people within the Kessingland Community as well as those organisations which are involved with youth activities within the community such as education providers, local clubs & societies, service providers and parents/other carers/guardians.
- To develop the Council's Youth Strategy, which will encompass the Youth Culture Strategy, for consideration of Parish Council and to thereafter review the policy as required.
- To provide an input for those young people of the community, who are above the age of Primary school attendance but are below the age of compulsory education provision, into the Council's Youth Culture Strategy alongside the input from the Youth Culture Board.
- To act as a voice on Parish Council for those members of Kessingland who are under the age of 18.
- Provide input to the Events and Communications committee regarding both events and communications.
- Allocate and manage budgets for events within the Youth Club section of the budget up to £250 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Events & Communications committee for amounts up to £500, Finance & Governance committee for amounts up to and including £5,000 or Parish Council itself for amounts over £5,000.
- Provide input to the Events and Communications committee and the Clerk with regard to the council's communication strategy and any surveys aimed at the young people within Kessingland.

- The sub-committee will be responsible in liaison with the Clerk for reviewing the council's youth provision, verifying any legal obligations as well funding opportunities. Any funding applications will be developed with the Clerk/RFO and notified to the Finance and Governance Committee to ensure that adherence to the Council's financial regulations is ensured.

To consider the environmental and climate change implications of sub-committee decisions in regard to the Council's declaration of a Climate Emergency.