

GRETTON PARISH COUNCIL

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Gretton Parish Youth Council – Constitution

The name of the group will be: **Gretton Parish Youth Council**

Gretton Parish Youth Council, to be known as the Youth Council, is a Sub-Committee affiliated to Gretton Parish Council.

The Youth Council is a non-party political organisation. Therefore young people must not promote or seek to represent any party political views or opinions.

The members may put forward ideas to other council committees or other bodies for further consideration. The full Parish Council will consider all relevant reports of the Youth Council.

Aim

The aim of Gretton Parish Youth Council will be to provide opportunities for young people in Gretton to have a voice in the community, to identify matters and issues that are important to them and to take action to address these.

In order to achieve the aim members of the Youth Parish Council will:

- Inform Gretton Parish Council and the many other organizations who work with young people in the area, about young people's views, opinions and ideas.
- Identify issues that concern young people, work on projects and take action to address these.
- Take part in any appropriate consultations to ensure that young people's views are included.
- Organise appropriate events, activities and campaigns.
- Record the activities of the youth council through minutes of meetings and appropriate reports.
- Attend meetings of other organizations in order to promote young people's views
- Raise the profile and promote a positive image of young people in the Parish of Gretton.
- Help everyone, regardless of background, age or income, to enjoy the benefits of living in the area and in seeking to promote and protect parish of Gretton.
- Develop their personal, social and political skills in order to make a difference on behalf of young people.
- Become responsible adult members of their community.

Youth Council Membership

The Youth Council will consist of up to 12 elected young people.

Recruitment is through local schools, youth clubs, community associations, local media and events/projects that are also run locally. Youth Council members must be associated with the Parish of Gretton.

The qualifying age range of a Youth Councillor is from school age entry of year 6 (i.e. age 10 by 1 September) to the 18th birthday of the Member (with the possibility to continue Parish Council contribution with the main Gretton Parish Council).

Members are expected to commit time to Monthly meetings of the Youth Council, in addition to becoming involved in projects and representing the Youth Council as and when required

Youth Council Structure

The Youth Council is made up as follows:

- Chairperson
- Vice-Chairperson
- Secretary
- Members

The Chairperson and Vice-Chairperson are elected by majority vote during the annual elections and may be re-elected if within the qualifying age.

The secretary will be appointed by the Chairperson and Vice-Chairperson following the elections.

Duties of the Chairperson

The Chairperson or (in their absence) the Vice-Chairperson must preside over the meeting and have control over its procedure for the purpose of keeping good order. They must ensure that the agenda is followed and that the constitution and previous decisions are recognised.

Meetings

The Youth Parish Council will hold a full meeting every month at Gretton Sports Pavillion. Meetings shall begin at 6pm and last no longer than 1 hour.

- In between these meetings young people may meet in working groups to progress campaigns, events and activities.
- The Youth Parish Council will hold an Annual General Meeting every year and invite representatives from other organizations to attend.
- Quorum – three members shall constitute a quorum. If a quorum is not present when the Youth Council meets, a waiting period of fifteen minutes shall be allowed. If a quorum is not then present, the business not transacted at that meeting shall be transacted at the next meeting.
- The agenda for each meeting will be agreed in advance. There may short items of 'any other business'. Items requiring longer discussion should be deferred to the next meeting.
- All members may vote on a particular issue. Voting will be by a show of hands and the outcome will be recorded. In the event of an equal vote the chairperson's vote will decide.

- Up to 2 Gretton Parish Councillors will attend each meeting. Their role will be to advise and support members of the youth parish council. They should not attempt to influence the decisions or actions taken by members.
- Members may invite other adults to attend meetings in order to provide information or advise the Youth Parish Council on particular issues.

Apologies for Absence If you are unable to attend a meeting, or think you may arrive late, you must let the secretary know. 'Phone calls, WhatsApp or txt messages are more reliable than messages sent with other Councillors.

Minutes of Youth Council meetings are sent out after each meeting. They should be checked for accuracy of information, then at the next meeting will be 'agreed' by Councillors and signed by the Chairperson as a 'correct record'. The Minutes of Youth Council meetings will be presented to the next meeting of the Parish Council, when all 'recommendations' of the Youth Council can be discussed and acted upon as the Council decided.

Working Agreement and Ground Rules

Members to decide on these but it is suggested these include...

- *Start on time*
- *Apologies in advance*
- *Respect each other's views and opinions*
- *One person to speak at a time*
- *No aggressive or abusive language*
- *Mobile phones switched off or on silent. Only to be used if urgent*

Council Policies & Procedures

Where applicable, the Council's agreed policies and procedures will be applicable to the Youth Council. The following policies will always be applicable:

- Data Protection (Youth Councillors will be asked to sign the policy document).
- Health and Safety Policy Statement
- Safeguarding Policy
- Equality and Diversity Policy
- Social Media Policy

Gretton Parish Youth Council will make sure it acts fairly in all that it does and will not allow any form of prejudice or discrimination. Everyone involved in the Youth Parish Council will be expected to do all they can to promote fairness and equality and ensure that no one is treated unfairly or discriminated against.

Signed

Chair of Gretton Parish Council

Adopted 8th November 2021

Date Constitution Reviewed: November 2022

Review Body: *Full Council*