



St Stephen in Brannel Parish Council

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Youth Council Terms of Reference

St Stephen in Brannel Youth Parish Council has been set up 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. They will work alongside St Stephen in Brannel Parish Council in making the Parish a better place.

Aims and Objectives

- To assist St Stephen in Brannel Council by identifying issues affecting young people and provide advice on possible solutions.
- To encourage and engage the younger generation to get involved in projects and events in the Parish.
- To represent the views of the young residents in the Parish.
- To work as a team and make things happen.
- To create opportunities and learn from them.
- To promote the importance of a youth voice.
- To make local government accessible to everyone.
- To have fun.

Membership

- The Youth Council will mirror the Parish Council with 9 members from which a Chairman and Vice Chairman will be elected.
- The term of office will be 1 year.
- They must be residents within the Parish or be a pupil of Brannel School and be between the ages of 11-17 years old.
- Each Youth Councillor must sign a Declaration of Office and be willing to adhere to the Council Code of Conduct and relevant policies as much as reasonably possible.
- Support will be offered by the Clerk, Administrator and three Parish Councillors.

Meetings

- The Youth Parish Council will meet 6 times a year (twice per school term) as per the meeting calendar.
- It will be the responsibility of the Clerk to produce agendas for meeting.
- It will be the responsibility of the Clerk to arrange external visits i.e Tour of the CERC.
- Agendas will be distributed in line with Local Government legislation.

- Decisions should be made after discussion where possible.
- All decisions must be proposed, seconded and voted on.
- A quorum will be five Youth Parish Councillors.
- In the result of a tie, the Chairman has the casting vote.
- Minutes will be taken by the Clerk.
- Minutes will be distributed before the next meeting and will be approved at that meeting.

YPC Duties

- Attend meetings – Send apologies for absence if unable to attend.
- Resign from position if unable to attend more than 3 meetings consecutively.
- Work co-operatively with other members.
- Assist with the formation of groups to support activities and events arranged by the Youth Parish Council.
- Assist with projects and issues relating to the Parish Council.
- Raise awareness of issues affecting young people.
- Assist Parish Council with community engagement and presentations.