



EYE TOWN COUNCIL

Terms of Reference Eye Skate Park Youth Council

The Environment Committee has made the decision as supported by Full Council at its meeting on the 17th of March 2021 to form a sub-committee to assist ETC in the management of the activities at the Skate Park on Town Moors. The Eye Skate Park Youth Council will report into the Environment Committee for decisions.

1. Purpose, Aims, Roles and Responsibilities

The aim of Eye Skate Park Youth Council is to provide a sustainable forum to enable local young people and interested local adults to work in partnership with Eye Town Council in the management and potential development of Eye Skate Park.

The purpose of the Eye Skate Park Youth Council is both to assist in the practical management of the Skate Park facility located at Town Moors and to consult with on future potential development of the Skate Park. Its activities will include monitoring and managing the appropriate use of the skate park; keeping the area clear of litter; developing publicity information and events and enhancing the use of social media and local media to; exploring the potential for an Eye Skateboarding Club.

ETC Role

- The aim is to strengthen engagement between Eye Town Council and local young people.
- To help build local young people's knowledge of Council processes to enable them to participate.
- Build the Council's knowledge of the needs of local young people and how these needs may be met.
- To enhance the leadership skills of youth and develop a strong positive image and profile of young people within Eye and surrounding areas.
- To encourage and promote youth involvement in the planning and development of Council services and infrastructure especially where they have a direct impact on young people. This includes the Skate Park, as well as other potential facilities for young people such as a youth club.

Responsibilities

Youth Council Members are required to: -

- Attend and actively participate in formal meetings.
- Attend appropriate training where required.
- Agree an annual set of measurable outcomes for the Youth Council.
- Work on agreed projects between meetings.
- Provide regular verbal and written feedback from peers to the ETC Environment Committee.



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2. Membership

- a. The Eye Skate Park Youth Council will initially comprise a minimum of 6 and maximum of 12 members.
- b. This should comprise of 7 youth members; 2 Eye Town Councillors as appointed by Eye Town Council; 1 trustee of the Eye Play Association; 2 adult members.
- c. One third of the membership must be present for the Committee to be quorate with at least one member of the Eye Town Council present at each meeting.
- d. Youth Members must be: -
 1. Aged between 11-18 years.
 2. Live within the boundaries of Eye Town Council.
 3. Have the ability to work with other people and work in a team.
 4. Should be proactive.
 5. Committed to attending meetings regularly.
 6. Agree to undertake a DBS check if over the age of 16 years.
- e. Adult Members must be: -
 1. Work, live, volunteer or study in the boundaries of Eye Town Council.
 2. All adults over the age of 18 must agree to undertake a DBS check.
 3. Have demonstrated appropriate skills, experience and interest in working with young people.
 4. Have a strong commitment to youth participation.
 5. Provide leadership and guidance where required, about issues that come before the Eye Skate Park Youth Council.
- f. Councillor Representatives must: -
 1. Must be a current elected member of Eye Town Council.
 2. Provide leadership and guidance where required, about issues that come before the Eye Skate Park Youth Council.
 3. Executive support to the Committee will be provided through Eye Town Council's Environment Committee.
 4. Have demonstrated appropriate skills, experience and interest in working with young people.
 5. Undertake a DBS check

4. Executive Positions

The Chair will be an Eye Town Councillor as appointed by ETC. A Deputy Chair and Minute Taker will be elected at the Eye Skate Park Youth Council's first meeting and subsequently annually at the April meeting.

- a. Role of Chair is
 - To chair the Eye Skate Park Youth Council meetings in accordance with the Council's Standing Orders on code of meeting practice.
 - To attend the monthly Environment Committee meeting to report issues and present resolutions for decision.



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- To pass agendas to the Clerk for publication at least one week before the meeting.
 - To call regular meetings and ensure that notes are taken and given to the Town Clerk for circulation within 8 days of the meeting.
 - The term of office of Chairperson is one year.
- b. Role of Deputy Chair is to support the chair and stand in at meetings if the chair isn't available. The term of office of Deputy Chair is one year.
- c. Role of minute taker is to take notes of the Eye Skate Park Youth Council meetings. These minutes are not intended to be verbatim but should give enough detail to show the process which led to any recommendations or proposals to the Environment Committee.

5. Role of the Environment Committee

- a. To receive reports from the Eye Skate Park Youth Council and make decisions on proposals to then be forwarded to Full Council if not under delegated powers.
- b. To have the overall responsibility for management, maintenance and improvement to a suitable standard within available resources of the skate park.
- c. To review and propose an annual budget for the skate parks expenditure for consideration by Finance and Governance and recommendation to Eye Town Council.
- d. To monitor and report on the implementation of the budget through the year.
- e. To assist the Town Clerk in the annual review of the risk assessments for the management and maintenance of the Skate Park.
- f. To monitor and review utilities contracts, licences, agreements and management plans for the Skate Park.
- g. Any other business delegated by Eye Town Council.

4. Role of the Town Clerk

- a. To work closely with the Chairperson ensuring that all necessary support is provided for the Eye Skate Park Youth Council including circulation of Notes of Meetings to all Town Councillors on Eye Town Council
- b. To provide reports, correspondence and other necessary information to the Eye Skate Park Youth Council to enable them to undertake their work and make informed decisions.
- c. To prepare and obtain Tenders and Quotations to carry out work on Environment Committee facilities as decided upon by the Environment Committee.

5. Voting

All Eye Skate Park Youth Council members will have voting rights at the Youth Council committee meetings.

6. Attendance

Members who miss one Eye Skate Park Youth Council without lodging a formal apology will



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be contacted by the Chair to clarify their obligations to the Youth Council.

Members who miss two consecutive meetings without an apology will be contacted by the Chair at which time they will be advised that their membership status is under review.

A report will be submitted to the Youth Council to discuss the member's ongoing membership of the Youth Council and decide if their membership is revoked. A letter will be forwarded to the Youth Council member whose membership has been revoked outlining the reason for the decision. If this is the case a suitable candidate can be recruited to fill the vacancy.

7. Recruitment and Selection

Young people aged between 11 to 18 years old, and all adults are required to apply for a position on the Eye Skate Park Youth Council through submitting a written application form.

ETC Environment Committee members will undertake the initial selection and appointment of Youth Council Members. Thereafter, a selection committee will be convened made up of the Skate Park Youth Council Chair, Deputy Chair, Minute taker and delegated Councillors.

Selection will be based upon which applicants best meet the criteria in the range of areas that are described in Section 2 of this document.

The appointment of both Youth members and Adult members to the Youth Council is subject to approval by Eye Town Council.

8. Review of Terms of Reference

The Eye Skate Park Youth Council terms of reference and the operations of the Youth Council will be reviewed by members of the Youth Council for submission to the ETC Environment Committee each May to ensure continuing relevancy.

9. Conduct at Meetings

The Council's Standing orders apply for rules of debate and conduct at meetings. These can be found on the Council's website at <https://www.eyesuffolk.org>. Should these not be respected the procedure for revocation of membership as in section 6 will be followed.

10. Equal Opportunities

Eye Town Council is strongly committed to the elimination of discrimination and the promotion of equality in its service delivery. The principles of Council's Equal Opportunities Policy apply at all times to the Eye Skate Park Youth Council. The policy can be found at <https://www.eyesuffolk.org/wp-content/uploads/2018/09/Equal-Opps-2020.pdf> Should this policy not be respected the procedure for revocation of membership as in section 6 will be followed.