



# EYE TOWN COUNCIL

## Terms of Reference Eye Skate Park Youth Council

The Environment Committee has made the decision as support by Full Council at its meeting on the 17<sup>th</sup> of March 2021 to form a sub-committee to manage 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, Role and Responsibilities.**

The purpose of the Eye Skate Park Youth Council is to provide a forum for the management of the facility located at Town Moors and to consult with on future development of the Skate Park. Its activities will include control of appropriate use, keep area clear of litter etc.

#### **Aims and Role.**

- The aim is to strengthen engagement between Eye Town Council and young people.
- To help build young people's knowledge of Council processes to enable them to participate.
- Build the Council's knowledge of the needs of 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 if they have a direct impact on young people e.g., the Skate Park).

#### **Responsibilities**

Members are required to: -

- Attend and actively participate in formal meetings.
- Attend appropriate training if necessary.
- Work on projects between meetings.
- Provide feedback from peers to the Environment Committee.

### **2. Membership**

- a. The Eye Skate Park Youth Council will comprise of a minimum of X and maximum of X members.
- b. This should comprise of youth members, adult members and at least 1 Councillors as appointed by Eye Town Council.
- c. 1/3 of the membership must be present for the Committee to be quorate.
- d. Youth Members must be: -
  1. Aged between 12-18 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.



## EYE TOWN COUNCIL

5. Committed to attending meetings regularly.
- e. Adult Members must be: -
  1. Work, live, volunteer or study in the boundaries of Eye Town Council.
  2. Agree to undertake a CRB check.
  3. Have demonstrated skills and interests 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 Representative 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. Executive Positions

A Chair, 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.
  - 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 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



## EYE TOWN COUNCIL

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 their committee meetings.

#### **6. Attendance**

Members who miss one Eye Skate Park Youth Council without lodging a formal apology will 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 12 to 18 years old are required to apply for a position on the Eye Skate Park Youth Council through submitting a "Youth Member" application form.

For the first recruitment of Youth Members the Environment Committee will make the first selection. After the first year, a selection committee will be convened made up of the Skate Park Youth Council Chair, Deputy Chair, Minute taker and delegated Councillor.

Selection will be based upon which applicants best meet the criteria in the range of areas



## EYE TOWN COUNCIL

that are described in Section 2 of this document.

The recruitment of Adult Members will be undertaken by the Environment and the delegated Councillor via direct personal invitation. Adult Members may be people that represent a youth service provider, clergy, law enforcement or educational institution in Eye.

The appointment of both Youth members and Adult members to the Youth Council is subject to approval by 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 Environment committee each May to ensure relevancy.