West Monkton Parish Council

Youth and Community Committee Terms of Reference

Constitution and Authority

- The Youth and Community Committee is constituted as a Committee of West Monkton Parish Council and is subject to the mandatory requirements of the Parish Council's adopted Standing Orders for Committees.
- The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- The Committee's Terms of Reference will be reviewed at the first meeting after the Annual Meeting of the Council or when necessary and make appropriate recommendations to Full Council. The Council may also amend the Committee's Terms of Reference at any time.
- The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk.
- The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, and considered for approval at the next meeting of the Committee.
- The Chairman of the Youth and Community Committee shall report to the Parish Council as its regular meetings.
- Any dispute which cannot be resolved by the Committee shall be referred to the Parish Council for resolution.

Meetings

- Meetings of the Committee to be scheduled to take place on a monthly basis.
- Meetings will be open to the public.

Membership and Voting

- The Committee shall be appointed at the Annual Council Meeting, or at a full Council meeting during the year if necessary.
- The Committee will meet after the Annual Council Meeting to appoint a Chair and Vice Chair.

- The Committee will consist of not less than three and not more than five Councillors. The Committee may co-opt volunteers / non-members onto the Committee.
- Three members of the Committee shall constitute a quorum.
- All members of the Committee including co-opted non-members may vote.
- Voting shall be by a show of hands, or, if at least two members so request, by ballot. The Chair of the Committee shall have a second or casting vote in the case of an equality of votes.
- Other Council members shall have the right to attend the Committee meetings, and with the right to speak. There is no right to vote.

Responsibilities:

The Youth and Community Committee is responsible for:

- Overseeing the Youth and Community work of the Parish Council including:
    - Community events and activities
    - Youth provision

Financial Management:

- The Youth and Community Committee is delegated to spend the Youth and Community Cost Centre budget. The budget for the year will be determined by the Parish Council.
- The Youth and Community Committee will receive a finance report at each of its meeting.
- All expenditure by the Committee is subject to the mandatory requirements of the Parish Council's adopted Standing Orders and Financial Regulations.

Review

- These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council.