

## **HADLEIGH YOUTH COUNCIL TERMS OF REFERENCE**

### **A committee of Hadleigh Town Council**

The Youth Council is committee of Hadleigh Town Council and will report to Full Council.

The committee will be made up of at least 3 councillors and 8 young people as appointed by the High School.

The young people who attend the youth council agree their own agenda, supported by their associates and council representatives. The Town Clerk will attend all meetings providing support and administrative tasks and the location of meetings will be agreed as and when by the Town Clerk and High School.

Roles:

- a. To organise an annual event (or multiple smaller events) each year supported by the Assistant Clerk.
- b. Receive and consider applications for financial aid from local charitable group and make a recommendation to Full Council.
- c. To attend on occasion, and where acceptable and appropriate, meetings of local groups.
- d. To make recommendations to Full Council on improvements to the town's infrastructure or larger projects that affect young people in Hadleigh.
- e. To make raise issues brought to them by other young people, in the form of reports or attendance, to Full Council.
- f. To encourage and support local non-political environmental groups taking action to improve the environment and combat climate change.
- g. To organise relevant events or items under £500 (see delegation).

The Youth Council committee has delegated authority:

- a. To arrange its own meetings
- b. To appoint its own Chair
- c. To make recommendations to Full Council on the use of any funding available in the Hadleigh Youth Strategy budget for projects and activities for young people in Hadleigh.
- d. To spend up to £500 on individual events or items relevant to the remit, with an annual limit of the budgeted amount for Hadleigh Youth Strategy before seeking further extraordinary funding from Full Council.

*Approved at Full Council on 19<sup>th</sup> January 2023*