



Lowestoft Town Council

Youth Council Terms of Reference

Lowestoft Youth Council has been set up to support and encourage the active engagement of young people in the decision making with the Town. They will represent the views and opinions of their generation whilst influencing and inspiring change. They will work alongside Lowestoft Town Council in making the town a better place. They will work with East Suffolk Youth Council on projects which are Lowestoft based.

Aims and Objectives

- To assist Lowestoft Town Council by identifying issues affecting young people and providing advice on possible solutions.
- To respond to enquiries from the Town Council on specific youth issues.
- To encourage and engage the younger generation to get involved in projects and events in Lowestoft.
- To advise on youth grants.
- To represent the views of the young residents in Lowestoft.
- To work as a team and accomplish their objectives.
- To create and learn from opportunities.
- To promote the importance of a youth voice.
- To make local government accessible to everyone.

Membership

- There will be a maximum of ten Youth Councillors.
- Youth Councillors are all volunteers.
- A Chair and Deputy Chair will be elected by the Youth Councillors annually in May.
- The term of office for all Youth Councillors will be one year.
- Membership is open to young people who live, study or socialise in Lowestoft.
- Members must be aged between 10 and 18 years.
- One member will represent Lowestoft Town Council on the East Suffolk Youth Council (to be considered with East Suffolk Council).
- Each Youth Councillor must be willing to adhere to an appropriate Code of Conduct.

Meetings

- The Youth Council will meet (frequency?)
- The Chair will prepare the agendas for meetings, with support from the Town Council office.
- Agendas will be distributed at least five days before the meeting.
- Decisions should be made after discussion where possible.
- All decisions must be proposed, seconded and voted on.
- A quorum will be five Youth Councillors.
- Voting will be by a show of hands.
- In the result of a tie, the Chair has the casting vote.
- If invited by the Youth Council, Town Councillors can attend Youth Council meetings or observers or can participate in meetings.
- Town Councillors and Town Council officers will not have voting rights.
- Minutes will be taken by a Town Council officer.
- Minutes will be distributed before the next meeting and will be approved at that meeting.

Youth Councillor Duties

- Attend meetings and send apologies for absence if unable to attend.
- Work co-operatively with other members.
- Assist with the formation of groups to support activities and events arranged by the Youth Council.
- Assist with projects and issues relating to the Town Council.
- Raise awareness of issues affecting young people.
- Assist the Town Council with community engagement and presentations.
- The Youth Council will present its public image under the guidance of the Town Council.

Lowestoft Town Council Support

- Provide meeting facilities.
- Provide administrative support.
- A budget may be provided to support Youth Council activities.
- A nominated Town Councillor to regularly liaise with the Youth Council.
- Recommendations from the Youth Council will be considered by the Full Council and/or the appropriate Committee.