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UTTOXETER TOWN COUNCIL

Uttoxeter Youth Council / Uttoxeter Town Council – Statement of Aims

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These Guidelines set out the rules and regulations within which the Youth Council operates.

1. Name

The name of the group shall be: Uttoxeter Youth Council (UYC).

2. Aims

UYC has the following main aims:

- To inform and influence the Uttoxeter Town Council (UTC) in decision making regarding UTC policies.
- To encourage young people to become involved within the Uttoxeter community.
- To promote a positive image of young people resident in Uttoxeter.
- To represent the voice of young people in Uttoxeter.
- To improve the relationship and develop the community of residents within Uttoxeter.
- To improve the positive outcomes of young people within the community.
- Regularly meet with and facilitate as a forum for UTC (meet a minimum of twice per year).

Develop and work within a UYC operation framework to include:

- Decide on which issues to cover.
- Develop a UYC Induction Pack.
- Take meeting minutes.
- Implement UYC democratic representation process (Elections)

Additionally UYC intend to:

- Raise and responsibly use funds to pursue the group's goals above.
- Abide by regulations relating set out by external organisations regarding funding without compromising our own values.
- Produce a regular written report and newsletter, to be included for consideration by UTC half yearly.
- Encourage the regular attendance of a member of the UTC at formal meetings.
- Invite other panels to sit in or discuss, at meetings with UYC, information that may be of use to young people.
- Update SCVYS on a regular basis/meet to seek guidance when required.

3. Membership

All members will:

- Need to respect the Constitution and the role of the Youth Council.
- No more than 16 Members.
- Co-opted and or elected to the position
- Attend at least 50% of the UYC meetings.
- Given an Induction Pack, which include the ground rules for UYC.
- Must have a genuine interest in, and support the aims of, the UYC
- They must also be prepared to take part in activities, as required
- Encouraged to look for and support new members to join UYC

4. Meetings

- UYC will meet once per month.
- Chair, Vice Chairs (x2), Secretary and Treasurer will be appointed by co-option/election at the AGM.

- The nominated Secretary will produce minutes of meetings. The minutes will be produced and circulated through UYC.
- The sub-committee shall produce a half yearly Newsletter.
- At the next meeting the Chair or Vice-Chair must agree the minutes in order that they are deemed as a true record and be signed accordingly.
- A quorum of 5 for all meetings.

5. Equal Opportunities Statement

UYC recognises the benefits of diversity and is committed to pursuing equality of opportunity for all. UYC will ensure that it builds fairness into all it does, and will not tolerate any forms of prejudicial discrimination. Every person involved in the work of UYC will be expected to do all that he or she can do to promote equality and justice and to ensure that no one is discriminated against or treated unfavourably.

UYC also recognises that equal opportunities does not mean treating everybody the same – it means recognising people’s differences and adapting the way we work to ensure that everyone is provided with a fair and equal chance.

6. Specific Roles

UYC shall nominate/volunteer for the following roles until the next AGM:

- Chair
- Vice Chairs (x2)
- Secretary
- Treasurer
- Safeguarding Officer
- Members
- In the absence of the Chair, a Vice-Chair will be nominated to Chair the meeting. In the absence of both Vice-Chairs, Members must nominate someone from UYC to Chair the meeting.

7. Changes

These guidelines may only be amended by a majority decision of the UTYC members.

Signature of Uttoxeter Youth Council Member: _____

Date: _____

PRINT NAME: _____

Adopted UTC 12 February 2019
 Reviewed/Adopted by UTC – AGM held on 5 May 2021
 To be reviewed by UTC at its meeting on 10 May 2022