

# Stoke St Michael Parish Council

Terms of Reference  
Youth Services Working Party

Adopted: - 5<sup>th</sup> September 2024

## 1. **Purpose**

The Youth Services Working Party is established by the Parish Council to identify, develop, and implement programs and services that address the needs and interests of young people within the parish. The working party will engage with the youth, community stakeholders, and relevant organizations to foster a supportive and vibrant environment for the parish's younger population. The Parish Council have an amount within an earmarked reserve for youth services which will from the budget allocated.

## 2. **Objectives**

- **Assessment of Needs:** To assess the current needs, preferences, and concerns of the parish's youth.
- **Program Development:** To propose, design, and implement youth-oriented activities, events, and services.
- **Engagement and Inclusion:** To actively engage with young people in the parish, ensuring their voices are heard and they are included in decision-making processes.
- **Collaboration:** To collaborate when appropriate and relevant with local schools, youth organisations, community groups, and other stakeholders to enhance the provision of youth services.
- **Resource Allocation:** To advise the Parish Council on budgetary requirements and resource allocation for youth services.
- **Monitoring and Evaluation:** To regularly monitor the effectiveness of youth services and programs, making recommendations for improvements.

## 3. **Membership**

- **Composition:** The YSWP will consist of at least four members, including Parish Council members, local youth representatives, community members with an interest in youth services, and other stakeholders.
- **Chairperson:** A Chairperson will be appointed by the Working Party to lead the Youth Services Working Party.
- **Quorum:** A quorum for meetings will be three members.

## 4. **Meetings**

- **Frequency:** The Youth Services Working Party will meet as required to fulfil its objectives.
- **Agenda:** The agenda will be prepared by the Chairperson
- **Minutes:** Minutes of each meeting will be recorded and circulated to all members and the Parish Council.
- **Reporting:** The Youth Services Working Party will report its activities, progress, and recommendations to the Parish Council.

## 5 **Authority**

- **Decision-Making:** The Youth Services Working Party has the authority to make recommendations to the Parish Council but does not have decision-making powers.
- **Budget:** The Youth Services Working Party will have an allocated budget as determined by the Parish Council, within which it can operate.
- **Implementation:** The Youth Services Working Party may implement activities and programs approved by the Parish Council and within the allocated budget.

## 6. **Engagement with the Community**

- Consultation: The Youth Services Working Party will ~~regularly~~ consult with young people in the parish through surveys, focus groups, and other engagement methods.
- Publicity: The Youth Services Working Party will ensure that information about youth services and activities is effectively communicated to the community through various channels.

## 7. **Review**

- Evaluation: The Youth Services Working Party's effectiveness will be reviewed annually by the Parish Council, and the Terms of Reference may be amended as necessary.
- Reporting: A report will be submitted to the Parish Council annually, outlining the YSWP's achievements, challenges, and future.

## 8. **Dissolution**

- The Youth Services Working Party will be dissolved upon the successful expenditure of the ear marked reserves by the Parish Council unless further tasks are assigned by the Council.
- The Parish Council reserves the right to dissolve the Youth Services Working Party at any time if it deems the Working Party is no longer required.

## 9. **Amendments**

- Any amendments to these Terms of Reference must be approved by the Parish Council.