

# Youth Council Steering Group

1 October, 2020

5:00pm

Notes

Present:

Cllr Gill Cleeve (GC)  
Lisa Cowley (LC)  
Cllr Philip How (PH)  
Cllr Tony Jackson (TJ) - Mayor  
Sarah Summers (SS)

Youth Members:

Kerry Alcock (KA)  
Amelia Betts (AB)  
Danielle Cleeve (DC)  
Aiden Drinkwater (AD)  
Oliver Hughes (OH)  
Eva Key (EK)  
Bianka Pawlowska (BP)  
Alfie Walker (AW)

All members attended the meeting via Zoom

## 1. Apologies

Cllrs Victoria Alcock (VA) and Kate Rolfe (KR) gave their apologies.

Apologies were also received from Youth Member Hope French (HF), Oliver Lines (OL) and William Winter (WW).

## 2. Stratford-upon-Avon Youth Council Constitution

Members discussed the 'Meetings' section of the constitution item by item:

- *The first meeting of the Youth Council will be the Annual Meeting to be held in \*\*\*Month\*\*.*

It was agreed to come back to this item once other elements had been discussed.

- *The first order of business of the Annual Meeting shall be to appoint a Chairman, Vice Chairman and a Treasurer and any other officers the Youth Council decides. In addition, the Youth Council may appoint Committees to look at specific projects and give responsibility to a committee.*

AW suggested that for inclusivity the roles should be named 'Chair' and 'Deputy Chair'. This will be amended throughout the constitution.

AD questioned the necessity of having a Deputy Chair. AW responded that at Warwickshire Youth Forum there are co-chairs as it splits the heavy workload.

TJ explained that in the Town Council the Deputy Mayor does not have any specific roles unless the Mayor is unavailable. They do however chair one of the committee meetings in order to prepare them for their Mayoral year when they will be leading many meetings.

GC and PH gave a brief overview of what the Chair of the Youth Council would be expected to do. Some of these include:

- Being a spokesperson for the Youth Council;
- Attending events and Town Council meetings as a representative of the Youth Council;
- Keeping to the agenda of the meeting and ensure that the meeting flows in a structured fashion.

SS advised that it would be a safety net to have a Chair, Deputy Chair and Treasurer. This was agreed with the understanding that this could be reviewed and changed if it was not working.

- *Meetings will be held every six weeks and will be open to the public. Town Councillors and other outside bodies may be present but will not be able to vote.*

AB believed that meetings every six weeks would not be frequent enough.

GC advised that we have 6 Town Council meetings a year, but from these, task and finish/steering groups can be instigated. SS explained that the Youth Forum meeting would need to come towards the end of a committee cycle in order for decisions to be ratified by the full Town Council.

AW explained that the Youth Forum usually hold one meeting a month for two hours but due to current circumstances they are currently doing 40-minute fortnightly meetings. They are hoping to continue doing this as well as holding four in-person meetings a year which would last two hours.

AB commented that she would prefer a meeting every four weeks rather than six. AD agreed with this.

It was agreed to start with having meetings every four weeks, and this could be reviewed as we go.

- *Any Youth Councillor can suggest items for inclusion on the agenda which must be accompanied by a brief explanation of why the item should be discussed and the expected outcome of the discussion.*

SS advised that the Town Council starts its budgeting exercise in October, so it should be included on the Youth Council agenda early on.

- *Agenda will be drawn up by the Clerk to the Youth Council in conjunction with the Chairman and will be published on the Town Council's website at least five days prior to the meeting.*

If wanting to put an item on the agenda, members should liaise with the Clerk and Chair.

There were suggestions of both LGBTQ+ and Black History could be discussion points for one of the first meetings.

- *Minutes of the meeting will be taken and signed at the next meeting and will be held as public record.*

As the Clerk of the Youth Council, LC will complete the minutes and send to the Chair for agreement before distributing wider.

All members should read these minutes to ensure they are an accurate record of the meeting.

- *Meetings will take place at Stratford Upon Avon Town Council during the late afternoon.*

It was agreed that a Thursday evening at 5:00pm is currently a suitable time for all.

PH recommended we set a finish time for these meetings. There were varying preferences to how long these meetings should last, with an hour, and hour and a half and two hours all being suggested.

It was ultimately agreed that an hour and half would be set as an upper time limit for these meetings, but we would aim to finish within an hour.

- *The meeting will not take place unless a quorum is present. A quorum will consist of one third of the membership.*

At the previous meeting members agreed that the membership should be 12, therefore the quorum would be four.

- *Voting on items under discussion will be by a show of hands of those present and eligible to vote.*

Only the 12 members of the Youth Council will be eligible to vote. Adult Council members and officers will not be allowed a vote.

- *In the event of a vote being equal, the Chair will have the casting vote.*

GC noted that it is a rare occurrence that there is a 50/50 split in votes, but the Chair gives the casting vote in this eventuality.

Members then discussed the 'General' section of the constitution:

- *The constitution will be reviewed at the Annual Meeting.*

This may be reviewed a couple of time in the first year as we learn what does and does not work.

- *Changes to the Constitution will be agreed at a meeting of the Youth Town Council following consultation with the Town Council. A majority of those present and eligible to vote must agree any changes to the constitution.*

This was agreed.

- *Representatives of the Youth Council will attend Town Council meetings regularly to update Town Councillors on the activities and decisions of the Youth Council.*

GC asked for opinions on whether it should always be the Chair of the Youth Council that attends the Town Council meetings, or whether members should take it in turns.

AD suggested that it should be the Chair that should present to the Town Council. This was unanimously agreed. The Deputy Chair would attend in the Chair's absence.

PH clarified that if no one were available to present at the meeting, a written report could be submitted.

- *The Town Council may provide a start-up budget, but the Youth Council will be expected to explore the possibility of grant funding from other organisations.*

GC recommended that the Youth Council members should think about funding opportunities, such as:

- Tesco 'Bags of Help' – shoppers vote in store with a blue plastic coin for a local initiative/organisation they would like to support;
- Stratford-upon-Avon Town Trust – small grants.

AW asked whether there would be a specific bank account for the Youth Council. SS responded that there would be a will have a ring-fenced 'pot of money' for the Youth Council but it would sit within the Town Council budget/bank account.

### 3. Planning for the Future

It was agreed that we would hold one more steering group meeting to finalise the constitution, to discuss the budget and to discuss ideas for agenda items.

After a short discussion it was agreed that we would hold the first official Youth Council meeting at 5:00pm on Thursday 12 November.s

4. Date of the Next Meeting

The next meeting will take place at 5:00pm on 7 October.

*This meeting closed at 6:13pm.*