

# ANDOVER YOUTH COUNCIL

## 1<sup>ST</sup> MEETING

21 NOVEMBER 2013 @ 6.00PM

MEETING @ THE UPPER GUILDHALL, ANDOVER

### Agenda

**1. Declaration of Acceptance of Office of All Youth Councillors**

Each Youth Councillor will make the Declaration of Acceptance of Office in turn.

**2. Election of Chairman**

To elect a Chairman for the Youth Council for 2013/2014. A proposer and seconder required.

**3. Declaration of Acceptance of Office of Chairman of the Youth Council**

The elected Chairman will make the Declaration of Acceptance of Office for the role of Chairman of the Youth Council.

**4. Election of Vice Chairman**

To elect a Vice-Chairman for the Youth Council for 2013/2014. A proposer and seconder required.

**5. Declaration of Acceptance of Office of Vice-Chairman of the Youth Council**

The elected Vice-Chairman will make the Declaration of Acceptance of Office for the role of Vice-Chairman of the Youth Council.

**6. Apologies for Absence**

To receive and accept apologies for absence.

**7. Procedures & Essential Documents for Adoption**

*7.1 Role of Youth Councillor*

To accept the Role of Youth Councillor

*7.2 Terms of Reference of Youth Council*

To consider the Terms of Reference for the Youth Council at the next meeting of the Council.

**8. Date of Next Meeting of Andover Youth Council**

To confirm that the next meeting of the Youth Council will take place on Tuesday 3 December 2013 in the Town Council Offices.

The Chairman will close the meeting.



# ANDOVER YOUTH COUNCIL

## RESPONSIBILITIES OF A YOUTH COUNCILLOR

### Responsibilities of a Youth Councillor

1. Attend meetings: You will be expected to attend weekly evening Youth Council meetings; occasional Andover Town Council meetings; school council meetings and a variety of other community meetings and events.
2. Collect information about young people in Andover, from:
  - Young people themselves
  - Test Valley Borough Council and Hampshire County Council
  - Local youth organisations
  - Conduct surveys and questionnaires
3. Listen to young people from Andover: You must be prepared to listen to what other young people are saying about issues that affect them. You must be prepared to feed this information to the Youth Council meetings who will then pass the information onto the adult Councillors for their consideration and action if appropriate. You will not be expected to solve problems or issues but you can report them.
4. Represent young people's views: Your views are important but you will also have to put across the views of other young people in the town –even if you don't agree with them!
5. Ensure the representation of excluded young people: Not all young people are able to put their views across very well. They could have a disability, they could have problems with the English Language, or they may simply find talking to groups of people very difficult. It's your job to speak for them.
6. Take part in training: Accredited training is available if a Youth Councillor wishes to register and complete the course work and attend the training sessions. The course is free to all elected Youth Councillors.

If elected, the Youth Councillor's role will be:

1. To give young people in Andover a representative voice with people who provide services in the town.
2. To encourage the involvement of, and discover the issues affecting, young people who are socially excluded.
3. To liaise with established local youth groups and develop networks with groups outside the town, such as other Youth Councils.
4. To attend Youth Council meetings and designated Andover Town Council meetings regularly.
5. To be aware of current issues affecting young people in Andover, and nationally, and be prepared to listen to young peoples' views on these issues.
6. To listen and respect the views of other young people.
7. To act responsibly when representing the Youth Council and adhere to the Youth Council Code of Conduct at all times
8. Not to be afraid to ask for help, support and advice if needed.
9. To have a sense of humour!

The Youth Councillor's role will not be party political

1. Adult Councillors will be aware of the Youth Councillor's role and should not involve Youth Councillors in party political work such as party meetings and public events.
2. If a Youth Councillor is related to an elected adult Councillor they should not take part in party political work as a Youth Councillor. They may do so in their own time but they must make it clear at the party meetings they are not representing the Youth Council.
3. If a Youth Councillor chooses to stand as a candidate in the adult elections, they must stand down as a Youth Councillor if elected.