

BRADWELL PARISH COUNCIL



TERMS OF REFERENCE	YOUTH ACTIVITIES
VERSION	2.2
LAST REVIEWED	16 May 2023

- 1.1 The Youth Activities committee is a parish council committee established to provide high level coordination / management of the provision of Youth Activities for Bradwell young people.
- 1.2 The scope of responsibility of this committee is to
 - 1.2.1 Propose and monitor operating budgets.
 - 1.2.2 Provide and manage the staff & volunteers.
 - 1.2.3 Facilitate DBS checks and carry out Risk Assessments.
 - 1.2.4 Arrange for all staff, council members and volunteers to have suitable training to undertake the roles required of them.
 - 1.2.5 Organise and manage activities and events for Bradwell young people.
- 1.3 Membership of the committee is determined at the Annual Meeting of the Parish Council, and is usually three members, with the parish council chairman and vice-chairman being automatic ex-officio members. The committee chairman is appointed by the full Parish Council and the vice-chairman, who must be a councillor, is elected annually by the committee at the first meeting after the Annual Meeting of the Parish Council. The chairman and vice-chairman shall hold office until the next Annual Meeting of the Parish Council, as per Standing Orders.

In addition to parish council members, a number of residents are normally co-opted as members of the committee. These co-options must be approved by the full parish council. If the numbers of members present at the meeting (not including those debarred by reason of a declared interest) falls below 3 members, one of whom must be a councillor, then the meeting shall be adjourned and any business not transacted shall be transacted at the next planned meeting or on any such other meeting as the chairman may fix. In the event of an equality of votes, the chairman of the committee shall have a second or casting vote.
- 1.4 The Youth Activities committee has delegated authority from Bradwell Parish Council in the following areas and is expected to:-
 - 1.4.1 propose an annual budget to the Finance committee in a timely fashion
 - 1.4.2 set and agree an operating budget for the running of Youth Activities
 - 1.4.3 manage staffing issues, including provision and management of a volunteer list
 - 1.4.4 manage the provision of activities / events for Bradwell young people.
- 1.5 Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated to full meetings of Parish Council.
- 1.6 This committee should endeavour to assure that no liability falls on the council as a result of injury to members of the public during the events organised by this committee. Any actual or potential safety issues should be reported to the chairman of the Youth Activities committee as soon as practicable for action.

- 1.7 A member may not consider any matter in which they (or their spouse/partner) have a pecuniary interest.
- 1.8 This committee will be responsible for managing expenditure within the agreed budget for all aspects of the provision of Youth Activities.
- 1.9 In the event of Bradwell Youth Activities ceasing to exist any funds/grants received will continue to be used for a charitable purpose similar to our objectives
- 1.10 It is the duty of the council to review the Terms of Reference of the committee each year at the Parish Council meeting following the Annual Meeting of the Parish Council.