



TERMS OF REFERENCE

1. Name & Aims

- The group shall be called West Horsley Youth Council and members known as Youth Councillors.
- West Horsley Youth Council will aim to work with the Parish Council in order to engage with children, young people and their families within the village community.
- Membership of West Horsley Youth Council will also provide young people with an opportunity to engage with their local Parish Council and learn more about the processes of local government.

2. Objectives & Activities

- Develop events, initiatives & campaigns to engage with, educate and listen to young people in the community, especially with regard to wellbeing, inclusion and community cohesion.
- Promote and support the Parish Council in its work, particularly that of the Community Events and Wellbeing Task Group.
- Make representations to the Parish Council with regard to matters affecting young people.
- Communicate regularly with the Parish Council & send a representative to meetings of the Full Council and other sub-groups as necessary.

3. Membership

- Membership shall be available to individuals aged between 13 and 18.
- The geographical requirements for membership shall be the same as those for individuals seeking to join the Parish Council
- Membership shall be granted via co-option following the submission of an application form and with parental consent.
- The Youth Council shall elect, at its meeting each September, a Chair and Clerk for the following year; from time to time, other responsibilities (such as Vice-Chair or Social Media Lead), may be appointed as necessary.
- If a member has not attended three consecutive Youth Council meetings, without giving sufficient reason by way of written apology, or if members are otherwise concerned about the conduct of another Youth Councillor, then the Youth Council may vote, in the first instance, for the Chair to contact the person directly expressing concerns, and, if necessary, for the member to be removed.

4. Meetings

- Meetings shall be held each month, on the second Tuesday of the month, at 7.00pm, unless agreed otherwise at least three working days in advance.
- A meeting shall be quorate if a majority of current youth councillors, as well as two representatives of the Parish Council, are present. If a majority of current youth councillors are not present, then meetings may still go ahead, but decisions will not be considered actionable. If two representatives of the Parish Council are not present, the meeting should not go ahead for reasons of safeguarding.

- An agenda should be published by the Clerk at least three working days before the meeting, and minutes made available to the Youth Council and Parish Council as soon as possible afterwards.
- Members should inform the Youth Council Clerk in advance of their intended attendance at each meeting. If members cannot attend a meeting, they should send their apologies, with a sufficient reason, in writing to the Youth Council Clerk at least three working days in advance of the meeting.

5. Relationship with WHPC & Funding

- West Horsley Youth Council will operate at all times under the sole auspices of West Horsley Parish Council.
- West Horsley Youth Council shall propose, and West Horsley Parish Council approve, a budget for its activities for each financial year.
- West Horsley Parish Council shall nominate two Councillors to be its designated representatives to the Youth Council. At least two Parish Councillors (or one Parish Councillor and the Parish Clerk) should be in attendance at every Youth Council meeting.
- West Horsley Youth Council will report all decisions and actions to the designated Parish Councillors and the Clerk, and all decisions of West Horsley Youth Council will remain ultimately subject to approval by the Full Council.

6. Communications

- West Horsley Youth Council may maintain its own social media accounts according to the Youth Council Social Media Policy, documented separately.
- Principle communication between Youth Councillors, designated Parish Councillors and the Clerk regarding Youth Council business should be conducted using the Youth Council email address. A WhatsApp group will be maintained for other communication purposes which should contain only current Youth Councillors, designated Parish Councillors, the Parish Council Chairman and the Parish Clerk.
- No Youth Councillor can make decisions or act individually on behalf of the group. Youth Councillors should not communicate with third parties or external organisations with regard to Youth Council matters without the prior approval of the Youth Council and the Parish Council representatives. On all digital communications, a Parish Councillor and the Clerk should be copied in; Youth Councillors should not meet with any third parties on their own, only accompanied by another Youth Councillor, a member of the Parish Council, or the Parish Clerk.

Draft approved by Youth Council: March 2026

Approved by Full Council: 17 March 2026

Next review due March 2028