



SEA PALLING AND WAXHAM PARISH COUNCIL

Parish Clerk: Becky Furr

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Youth Council Terms of Reference

Sea Palling & Waxham Youth Council has been set up to support and encourage the active engagement of young people in the decision making within the villages. They will represent the views and opinions of their generation whilst influencing and inspiring change. They will work alongside Sea Palling & Waxham Parish Council in making our villages a better place.

Aims and Objectives

- To assist Sea Palling & Waxham Parish Council by identifying issues affecting young people and providing advice on possible solutions.
- To respond to enquiries from the Parish Council on specific youth issues.
- To encourage and engage the younger generation to get involved in projects and events in Sea Palling & Waxham.
- To advise on youth grants
- To represent the views of the young residents in Sea Palling & Waxham.
- To work as a team and make things happen.
- To create opportunities and learn from them.
- To promote the importance of a youth voice.
- To make local government accessible to everyone.
- To have fun.

Membership

- There will be no fixed number of Youth Councillors
- Youth Councillors are all volunteers
- A Chair, Deputy Chair and Secretary will be elected by the Youth Councillors annually in May.
- The term of office for all Youth Councillors will be 1 year.
- Membership is open to young people who live in Sea Palling & Waxham
- Members must be aged between 10 and 18 years
- Each Youth Councillor must be willing to adhere to the What is Expected of a Youth Councillor code.

Meetings

- The Youth Council will meet approximately every eight weeks.
- The Chair will prepare the agendas for meetings, with support from the Secretary.
- Agendas will be distributed at least 5 days before the meeting.

Website: www.seapallingpc.norfolkparishes.gov.uk

Youth Council – Our Code of Conduct

What we stand for

Being part of the Youth Council is a big responsibility, and we all agree to:

- Be honest and do the right thing
- Treat everyone kindly and fairly
- Set a good example so others can trust us
- Speak up for young people in SK and share their views with decision-makers
- Take every chance to listen to what other young people think

How we act in our role

- We don't try to unfairly help or harm anyone
- We avoid situations where our personal interests could affect our decisions
- We do our best and take our role seriously

1. Respect

- Be polite and respectful to everyone
- It's okay to disagree—healthy debate is important!
- Share your opinions in a calm and respectful way
- Don't make things personal or attack others

2. Bullying, Harassment & Discrimination

We want this to be a safe and welcoming space for everyone.

- No bullying—whether in person, at school, or online
- No harassment or making others feel uncomfortable or unsafe
- Treat everyone equally, no matter who they are
- Respect people of all backgrounds, identities, and beliefs

3. Meetings & Working Together

To make meetings work well for everyone:

- Stay on topic and follow the agenda
- Give everyone a chance to speak and be heard
- Listen properly and don't talk over others
- Take part in discussions and support your group
- Try not to use your phone too much during meetings

Confidentiality matters:

If someone shares something personal, keep it private.

If something worries you, talk to a trusted adult or Youth Council team member.

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 And finally...

Let's have fun, make a difference, work as a team, and make sure our young people's voices are heard.

Name _____

Signature _____

Date _____

- Decisions should be made after discussion where possible.
- All decisions must be voted on.
- A quorum will be three Youth Councillors.
- Voting will be by a show of hands.
- In the result of a tie, the Chair has the casting vote.
- If invited by the Youth Council, Parish Councillors and the Parish Clerk can attend Youth Council meetings as observers or can participate in meetings
- Parish Councillors and the Parish Clerk will not have voting right
- Minutes will be taken by the Secretary.
- Minutes will be distributed before the next meeting and will be approved at that meeting.

Youth Councillor Duties

- Attend meetings – Send apologies for absence if unable to attend.
- Resign from position if unable to attend more than 3 meetings consecutively.
- Work co-operatively with other members.
- Assist with the formation of groups to support activities and events arranged by the Youth Council.
- Assist with projects and issues relating to the Parish Council.
- Raise awareness of issues affecting young people.
- Assist the Parish Council with community engagement and presentations.
- The Youth Council will present its public image under the guidance of the Parish Council

Sea Palling & Waxham Parish Council Support

- Provide meeting facilities
- Provide administrative support
- A budget may be provided to support Youth Council activities
- A nominated Parish Councillor to regularly liaise with the Youth Council
- Recommendations from the Youth Council will be considered by the full Council