



Epping Forest
Youth Council

Epping Forest Youth Council
Tuesday, 12th June, 2012

Agenda

Place: Council Chamber, Civic Offices, High Street, Epping
Time: 7.00 pm
Support Officer: R Perrin - Office of the Chief Executive
Email: democraticservices@eppingforestdc.gov.uk Tel:
01992 564532

Members:

Youth Councillors M Albert, V Armitage, C Barry, S Cascarina, S Cockram, J Collins, E Dolan, E Foster, E Gokmen, J McIvor, N Miller, I Padwick, G Perry, H Qadri, C Sander, I Sheikh, O Tinker, B Valera, A Williams and E Yamah

Youth Councillors are reminded of the need to contact either Diane Butler or Lucy Eales if they are unable to attend a meeting

1. CONFIRMATION OF CHAIRMAN AND VICE CHAIRMAN FOR THE MEETING

At the last meeting it was agreed that Jaymey would chair this meeting. Grace would be Vice-Chairman.

2. APOLOGIES FOR ABSENCE

3. MINUTES (Pages 3 - 6)

To confirm the minutes of the last meeting of the Youth Council are correct.

4. WEST ESSEX COMMUNITY SEXUAL HEALTH TEAM

To receive a presentation from the West Essex Community Sexual Health Team.

5. YOUTH PROJECT OF YEAR

Diane to report.

6. CONSTITUTION (Pages 7 - 10)

S Hill to report on the EFYC Constitution.

7. TORCH RELAY VOLUNTEERS

To inform Members about the Torch Relay event.

8. NEW SUBMISSION FORMS RECEIVED

To consider any new submission forms received.

9. JACK PETCHEY AWARD WINNER

Diane to advise the Members of the winner.

10. YOUTH COUNCIL CUP

To award a Member the Youth Council Cup.

11. BUSINESS FOR NEXT MEETING

- (i) To agree Grace as Chairman for the next meeting; and
- (ii) Members to raise items of business for consideration at the next meeting.

12. ANY OTHER BUSINESS

- (a) Notices by Diane;

13. DATE(S) FOR NEXT MEETING(S)

To note that the next meeting will be held on Tuesday 3 July at 19.00 – 21.00 Civic Offices.



Epping Forest
Youth Council

MINUTES

Committee: Epping Forest Youth Council **Date:** Tuesday, 15 May 2012

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 9.00 pm

Members Present: O Tinker (Chairman), M Albert, V Armitage, E Dolan, J McIvor, N Miller, I Padwick, E Gokmen, G Perry, H Qadri, C Sander, I Sheikh, E Foster, A Williams, J Collins, E Yamah, C Barry, S Cockram and S Cascarina

Apologies: B Valera

Officers Present: D Butler (Young Persons Officer), L Eales (Youth Council Administrator), R Perrin (Democratic Services Assistant) and G Wallis (Community Development Officer)

Guest Present

1. CONFIRMATION OF CHAIRMAN AND VICE CHAIRMAN FOR THE MEETING

Noted that Olivia would be Chairman for the meeting and Jaymey was Vice-Chairman.

2. MINUTES

RESOLVED:

That the minutes of the meeting held on 13 March 2012 be taken as read and signed by the Chairman as a correct record.

3. WEST ESSEX COMMUNITY SEXUAL HEALTH TEAM

Unfortunately the West Essex Community Sexual Health Team were unable to attend.

4. YOUTH PROJECT OF THE YEAR

Diane informed Members that the previous Youth Councillors had hosted a 'Youth Project of the Year' awards, which involved Members completing undercover surveys on the Youth services around the District. Members were asked to visit Youth Clubs around the District of their choice and mark them on the services they deliver. This had been completed the two previous years, followed by an awards evening held in October which the best service received a trophy.

Diane had compiled a schedule of names and clubs that she thought would be suitable for Members to visit within a close distance of where they lived. This could be altered to suit, if Members wanted to visit other areas. A survey had been created

by previous Members to assess the clubs but this could be adapted by the new Members.

Diane asked Members to consult the schedule and if they had any problems to contact her by email.

ACTION: Youth Councillors to start researching the clubs and find out what activities were available for Young people in the District.

5. SAFER COMMUNITIES PARTNERSHIP SURVEY

Diane advised that the Safer Communities Partnership had contacted the Youth Council to complete a Crime and Disorder Survey, to help identify local issues causing resident concerns.

6. TORCH RELAY VOLUNTEERS

Diane advised that the Olympic torch would be going through the District in Waltham Abbey on 7 July 2012 at 8:25 a.m. A special festival was being hosted for this occasion after the torch had been passed on to the next Borough in Waltham Abbey Gardens. There would be lots of pitches, games, food; alongside this the museum would be opening a new exhibition in celebration of the previous Olympics in China being handed over to United Kingdom.

Diane asked for volunteers and with the overwhelming response from the Youth Council it was thought that a pitch could be created to promote the new Youth Council.

ACTION: Diane would distribute details of the event to all Members.

7. CONSULTATION ON DOG CONTROL ORDER

Becky informed Members that Youth Councillors would be looking at the decisions that the adult Councillors were making for the District, and if they felt strongly about any of the decisions that they should be making their feelings and thoughts of Young people known.

The Cabinet had made a decision in April 2012 to consult the public on dog control order in respect of;

- (a) the fouling of land by dogs and removal of dog faeces;
- (b) the putting, and keeping a dog on the lead when directed to do so by an authorised officer; and
- (c) limiting the number of dogs which a person may take onto any land to four.

Members were asked whether they had any opinions that they felt should be taken into consideration as these orders could affect the fields they use and as dog owners themselves what they thought.

Members discussed the merits of the allowing some type of control over dog owners and the mixed feelings of some dog owners not controlling their dogs in open public space, which were for everyone and that most dog owners were responsible.

AGREED that details of the cabinet report would be sent to members and that they would like to comment on the consultation.

ACTION: Becky would contact the relevant officers, so that Youth Councillors could voice their opinions.

8. BUSINESS FOR NEXT MEETING

(i) Chairman for the next meeting would be Jaymey and Grace would be Vice Chairman.

(ii) Business for consideration at the next meeting;

- Hamzah – Would like to discuss the skate park facilities at Stonards Hill.

ACTION: Hamzah to find out more details about the problems with the skate park at Stonards Hill, Epping.

- Aaron – Would like to contact the local bus companies about the condition of the buses.

AGREED that this would be a future consideration.

- Iffah – Car Security

ACTION: Diane would contact the Safer Communities Team to attend a future meeting to give Members advise.

- Edward Yamah – Problems with road safety for pupils on Turpins' Lane.
- Jaymey – Buses running from St John's school and what the procedures for banning unruly pupils.

AGREED that this would be a future consideration.

9. ANY OTHER BUSINESS

(a) Notices by Gill/Lucy/Diane;

- Gill advised Members that District Elections had recently taken place on 3 May 2012, resulting in an increase of 2 Loughton Resident Association Members and 2 Conservatives Members who now have the overall majority. This makes Epping Forest Council a Conservative run Council, although Epping Forest Youth Councillors are A-political.

- Gill was also attending a Youth Strategy board within the next couple of weeks who would be deciding on the funding for locally run Youth Services and what would be closing due to the financial cuts. She would like a Youth Councillor to become a board Member and would advise whether this was possible.

- Gill wanted to remind Youth Councillors that the Community Development team produce a brochure of activities for young people each summer and that there were opportunities to be involved or attend these events.

- Lucy advised that each school had been supplied with EYFC leaflets to be distributed around the school informing pupils of the new Youth Councillors.

- Lucy was compiling the summer edition of Youth Council newsletter and she needs a volunteer to write about themselves. She would also like 3 to 4 volunteers to

write articles for the autumn edition and start gathering photographs and stories for September.

AGREED that Stacey would produce a piece on herself for the summer edition.

AGREED that Katie, Ella, Edward Gokmen and Hamzah would compile and collect items for the autumn edition of the news letter.

- Lucy asked Members if they could not make any training or meetings to advise either herself or Diane by text message.
- Lucy informed Members that after each training session she would be asking Members to complete evaluation forms to assess the quality of training.
- Diane advised Members that Jaymey had produced a poster promoting the new Youth Councillors for St John's School and that this was a good way of letting other young people know about the Youth Council.
- Youth Council Award – Diane advised Members that every 4 months the officers decide on a Youth Councillor that has gone above and beyond their normal duties, to be awarded the Youth Council Award. A small trophy is presented to the winner along with an invitation to the Annual Civic Awards and dinner.
- Jack Petchy 'Speak Out' event – Diane advised that 2 Youth Councillors were invited to sit on the judging panel for the 'Speak Out' event being held at Davenant School on Wednesday 16 May 2012. Also there were 10 seats available for other Members.

AGREED that Sam and Victoria would attend as judges.

- Fyfield Parish Council had invited Youth Councillors to their annual meeting.

AGREED that Max would attend with Diane.

- Way 2000 had invited Members to attend a meeting.

AGREED that Tash and Josh would attend as representatives as they also lived in Waltham Abbey.

- Vicky Young – Head of Youth Services in Essex

AGREED that Vicky Young would attend a future meeting.

- David Bishop – St Clare's Hospice

AGREED that a small group of Youth Councillors would visit the hospice. Diane would arrange.

10. DATE(S) FOR NEXT MEETING(S)

The next meeting would be held 12 June 2012 at 19.00 – 21.00, Civic Offices.

CHAIRMAN

Epping Forest Youth Council

Constitution

Agreed Mission statement and Purpose of the Epping Forest Youth Council

“To represent the views of young people and see they are put into action.”

Setting Aims and Objectives

The Youth Council must agree its aims and objectives for their term of office by end of the calendar year in which they are elected

Term of Office

Youth Councillor Terms of office shall run from the Spring annual meeting following election for two years.

Chairman and Vice Chairman:

The Chairman of Youth Council meetings shall be elected on a meeting by meeting rolling basis with the Chairman for the following meeting being appointed at each Youth Council meeting. The Chairman will then assume the position of vice chairman for the full Council meeting following the one that they have chaired.

At the annual meeting the Youth Council shall appoint a Chairman as the first item of business.

The position of Chairman shall be open to all voting youth councillors up to a recommended maximum of twice in any one council term of office.

General Principles

The following general principles of operation are agreed:

- (a) The Youth Council is non-party political and does not affiliate itself to any Political group or party;
- (b) Youth Council members will not miss school to undertake any duties in connection with the Youth Council unless in exceptional circumstances and this is agreed in advance with their Parent or Carer and Head Teacher of the School concerned.
- (c) Support will be supplied to the Youth Council by officers of Epping Forest District Council, who will ensure resources are available to the Youth Council to operate;
- (d) The frequency, venue, dates and times of Full Youth Council meetings, training and working groups will be agreed by the Youth Council at their annual meeting.
- (e) Agenda for full Youth Council meetings will be sent to members' home addresses five clear days before each meeting. Minutes of all Youth Council meetings will be taken to record the decision made at each meeting and confirmed as a correct record at the next meeting.

(f) Voting on issues at Youth Council shall be by majority by show of hands. The chairman has the right to vote but no second or casting vote. The Youth Council members will be bound by such decisions.

(g) Youth Council meetings shall be open to attendance by the public by prior arrangement and stakeholder/officers/District Councillors can be asked to attend if requested;

(h) Youth Council meetings shall be webcast with agreement of Youth Council members;

(i) Youth Council members shall keep senior district council members and officers informed of their work including regular liaison as necessary;

(j) The Youth Council may, at any Youth Council meeting, determine individual member responsibilities to be reviewed at the annual meeting. Such responsibilities shall be recorded in the minutes of the meeting.

Youth Council Membership

There shall be two types of voting member:

(a) Two nominated representatives from each secondary school in the district and two from Epping Forest College elected in a manner determined by their own school/college; and

(b) Up to four co-opted independent members from young people not attending a school/college in the district, with their membership being determined using appointment criteria agreed by the Youth Council and appointed by the Youth Council or by a Panel of members appointed by the Youth Council at the annual meeting.

The following shall be co-opted non-voting members:

Those Epping Forest members of the Young Essex Assembly not already members of the Epping Forest Youth Council.

Other eligibility criteria

In addition to the requirements for voting members, Youth Councillors must:

(a) Be aged between 13 and 17 on 1 September in the year of their appointment; and

(b) Be living in the district.

Ceasing to be a youth councillor:

Members will automatically cease to be a Youth Councillor:

(a) On the date of the annual meeting if not re-elected;

(b) From the date of a written letter of resignation – resignations will not cause a re-election to be held unless the Youth Council determine otherwise; or

(c) By failing to attend at least 50% of scheduled meetings, training, or working group meetings in any rolling six month period unless their absence for a longer term has been agreed in advance by the Youth Council. Reasons for absence must be advised to the Council Officers in advance

(d) There shall be a warning limit of 60% . If a Youth Councillors attendance drops below 60% within three month period then the appropriate officer will advise the Councillor accordingly.

Conduct:

All Youth Councillors must abide by the following conduct rules:

- Every member of the Youth Council should attend meetings and training and must send apologies to the designated officer if unable to attend.
- Be on time to meeting they are expected to attend.
- Mobile phones should be set to silent or vibrate during meetings or training and members should leave the meeting to answer a call.
- Only one person should talk at a time and always through the Chairman at Youth Council meetings. There should not be any background chat.
- Respect each other and each others views, and must not be discriminatory, judgemental, racist, sexist or offensive regardless of gender, religion, political opinion, racial group, age, marital status, medical conditions, social behaviour or sexual orientation.
- Work together with each other and not exclude any other Youth Councillor from any task.
- Freely offer views, thoughts and suggestions and give and receive feedback in a constructive way.
- To treat information given to them with sensitivity and appropriate confidentiality.
- Not to do anything that would bring the Youth Council or Epping Forest District Council into disrepute.
- When attending any Council meetings or other events, always conduct themselves in a way that meets the conduct criteria above, wearing ID and uniform and appropriate dress.

Constitutional Review

Reviews of this Constitution will be undertaken annually as necessary at the annual meeting. All changes proposed shall be made at the Youth Council meetings with the agreement by majority vote of those present.

Financial matters

Epping Forest District Council to meet transport costs for agreed events.

Dissolution clause

In the event of the Youth Council being dissolved, any received Grant Funded money that remains unspent after such dissolution and the satisfaction of all debts and liabilities of the Youth Council shall be transferred to any organisation with similar purposes which is not carried on for the profit or gain of its individual members.

This page is intentionally left blank