

1. Name

The body shall be known as the Amersham Youth Council (“the Youth Council”), operating as an advisory and consultative body to Amersham Town Council.

2. Purpose

The Youth Council exists to:

1. Represent the views of young people aged 14-19 in the parish.
 2. Provide a structured voice for young people in local democratic processes.
 3. Advise the Town Council on issues affecting young people and the wider community.
 4. Identify and deliver on priority issues and propose solutions, projects, or initiatives.
 5. Promote active citizenship, leadership, and engagement among young people.
 6. Strengthen links between schools, youth organisations, community groups, and the Town Council.
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3. Powers & Status

1. The Youth Council is a formally recognised advisory committee of the Town Council.
 2. It has no independent spending or decision-making powers, except where the Town Council delegates specific authority by resolution.
 3. It may:
 - Submit recommendations to committees or Full Council
 - Run youth consultations
 - Lead or support youth-focused community projects
 4. The Youth Council will report to the Youth Council Panel which will be made up of two Councillors, one Amersham Town Council staff member, and a person external to the Council.
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4. Membership

4.1 Eligibility

Young people who:

- Live within the parish, or
- Attend a school or college in the parish, or
- Are members of youth groups active in the parish.

4.2 Membership Numbers

The Youth Council shall consist of 10-15 members, aiming for balanced representation across:

- Age groups
- Schools and youth groups
- Social, cultural, and community backgrounds

4.3 Term of Office

- Members serve for 2 years, renewable once.
- Terms may be staggered to maintain continuity.

4.4 Recruitment & Selection

Membership shall be recruited using:

- Open applications
- Nominations from schools and youth groups
- Outreach to under-represented groups
- All applications shall be supported with a signature of a parent/carer

Membership is determined by Amersham Town Council. Selection shall be fair, inclusive, and non-political.

4.5 Leaving Membership

A member may step down or be removed if they:

- Miss three consecutive meetings without reasonable cause
 - Breach of Code of Conduct, as determined by the Youth Council Panel
 - Submit a written resignation
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5. Roles

5.1 Chair

- Elected annually by Youth Council members
- Chairs meetings, represents the Youth Council, and leads discussions

5.2 Vice Chair

- Supports the Chair and acts in their absence

5.3 Secretary (revolving role)

- Maintains attendance, minutes, communications, and records

5.4 Adult Support Officer

Provided by the Town Council to:

- Oversee safeguarding
 - Provide procedural advice
 - Support with administration
 - Facilitate—not direct—youth decision-making
 - Coach chair/vice chair
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6. Meetings

1. Meetings to be scheduled to align with the full council meeting (at least every six weeks), where possible
 2. Quorum is one third of the membership (or a minimum of 4 attendees, whichever is lower)
 3. Agenda circulated at least 3 days prior
 4. Decisions by simple majority, with the Chair holding a casting vote
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7. Safeguarding

1. All meetings shall be supervised by at least two DBS-checked adults.
2. The Youth Council shall follow the Town Council's Safeguarding Policy.
3. Youth members' personal information shall be handled in accordance with GDPR.

8. Code of Conduct

Members shall:

- Treat others respectfully
- Uphold inclusive and constructive debate
- Represent peers fairly
- Avoid bringing the Youth Council into disrepute

Breaches may result in removal.

9. Work Programme

The Youth Council will create an annual Youth Action Plan outlining:

- Priority issues for young people
 - Projects and campaigns
 - Consultation plans
 - Events and outreach
 - Quarterly progress reports to the Town Council
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10. Finance

1. Funding may be provided by the Town Council.
 2. All expenditure shall be approved by the Town Council unless delegated.
 3. A nominated Youth Council budget representative may work with the Youth Clerk.
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11. Relationship with the Town Council

1. The Youth Council is strictly non-party-political.
2. Representatives (e.g., Chair and one member) may attend Town Council meetings to present recommendations.
3. The Town Council shall formally respond to Youth Council proposals where appropriate.

12. Amendments to the Constitution

Amendments require:

- A two-thirds majority of Youth Council members, and
- Formal approval by the Town Council

13. Dissolution

The Youth Council may be dissolved by either:

- A Town Council resolution, or
- A two-thirds Youth Council vote followed by Town Council approval