

# COLWICH PARISH YOUTH COUNCIL



## CONSTITUTION

©This document is the property of Colwich Parish Youth Council  
Parish Centre, St. Mary's Road, Little Haywood, Staffordshire, ST18 0TX  
Telephone/Fax; 01889-882665.  
It must not be copied, or the contents otherwise used, without the consent of the owner.

PD201 CONSTITUTION



# CONSTITUTION – PD201

## Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	August 2018

**This document version was reviewed by:**

Youth Council

**This document version was approved by:**

Youth Council		
Chairman of Youth Council	G Browning	September 2018

**Document Review Schedule:**

Next Mandatory Review by: September 2019

## Revision History

<b>Version</b>	<b>Issue Date</b>	<b>Document ID</b>	<b>Reason for Change</b>	<b>Section(s) Changed</b>



**Colwich Parish Youth Council  
CONSTITUTION**

Doc. Code

PD201

Version

1

## CONTENTS

1	Purpose	4
2	Youth Councillors	4
3	Officers	4



## Colwich Parish Youth Council CONSTITUTION

Doc. Code

PD201

Version

1

### 1 PURPOSE

- 1.1 To investigate and represent the needs of young people within the parish of Colwich.
- 1.2 To provide Colwich Parish Council and other appropriate authorities and bodies with the views of young people, both in relation to Council/Authorities/Bodies initiatives and on matters it raises itself.
- 1.3 To express young people's ideas on the running of the community and to discuss and report to Colwich Parish Council and other appropriate Authorities and Bodies.
- 1.4 To carry out specific reviews of local facilities and to prepare reports as appropriate.
- 1.5 To report bi-monthly to Colwich Parish Council on the activities of Colwich Parish Youth Council and on any other matters concerning young people in the parish.

### 2 YOUTH COUNCILLORS

- 2.1 The Colwich Parish Youth Council shall consist of a maximum of 14 Youth Councillors ideally equally split between Great Haywood and Little Haywood/Colwich.
- 2.2 Youth Councillors will serve for a period of four years being elected/co-opted on the first Thursday of September commencing in 2019.
- 2.3 Any person meeting the following criteria may be nominated as a Youth Councillor:
  - 2.3.1 Is within the school years 6-13;
  - 2.3.2 Lives in the parish of Colwich.
- 2.4 A person will cease to be a Youth Councillor:
  - 2.4.1 On 31<sup>st</sup> August at the end of Year 13;
  - 2.4.2 When they move out of the parish of Colwich;
  - 2.4.3 If they have been absent from meetings for 6 consecutive months without first seeking a dispensation from Colwich Parish Youth Council.

### 3 OFFICERS

- 3.1 Colwich Parish Youth Council will be made up of the following elected positions:
  - 3.1.1 Chairman
  - 3.1.2 Vice Chairman
- 3.2 The Proper Officer to Colwich Parish Youth Council shall be Colwich Parish Council's Proper Officer whose duties shall include:
  - 3.2.1 Receiving Declarations of Acceptance of Office from Youth Councillors
  - 3.2.2 Receiving the Declaration of Acceptance of Office from the Chairman of the Youth Council upon election;
  - 3.2.3 To receive Parental/Guardian Consent forms;



**Colwich Parish Youth Council  
CONSTITUTION**

Doc. Code

PD201

Version

1

- 3.2.4** To receive and retain correspondence , plans and documents on behalf of Colwich Parish Youth Council; and
  - 3.2.5** To sign notices and correspondence on behalf of Colwich Parish Youth Council;
  - 3.2.6** To issue the agenda notices; and
  - 3.2.7** To provide impartial advice and guidance on issues raised in Colwich Parish Youth Council meetings.
- 3.3** Colwich Parish Council shall, at its Annual Meeting, elect one member to attend meetings of Colwich Parish Youth Council as a mentor and advocate.

**SIGNED**

YOUTH COUNCILLOR GEORGINA BROWNING  
COLWICH PARISH YOUTH COUNCIL CHAIRMAN