

JOINT PARISHES YOUTH COMMITTEE

TERMS OF REFERENCE

1. This is a committee comprising two councillors from each of the participating Parish Councils set up to monitor the Youth Service provided by these councils. The quorum of a meeting will be four members **and at least one representative in attendance from each Parish council.**
2. These councillors will be appointed on an annual basis at the respective Annual General Meetings.
3. The committee may elect a Chairman and Deputy and appoint a clerk as it wishes.
4. The committee is expected to determine its own terms and/or priorities to include:
 - a) Provide an oversight and review of the activities of **Sussex Clubs for Young people** in respect of the service provided.
 - b) Report back to the Parish Councils quarterly on all operational and financial matters.
 - c) Provide direction, as necessary, to the service provider.
 - d) Receive reports to include activities, progress against performance measures and financial matters from the service provider and action as necessary.
5. All committee meetings will be open to the public and there will be an open forum section on every agenda. Meetings will conform to the Standing Orders of **Steyping** Parish Council and the draft minutes will be sent to all the clerks and published on all the participating council's websites.
6. The committee reserves the right to operate a closed section in exceptional circumstances when it is deemed necessary to discuss personal client information.
7. The committee has the authority to invite non-voting members to support the Youth Service on an as required basis.
8. **These Terms of reference to be sanctioned by each of the three associated Parish Council's**

NB – This Terms of reference has been agreed by JPYC committee on the 5th October and requires approval at each Parishes Full Council meeting. – The amendments to previous Terms of reference are noted in red