



# Congleton Town Council

Historic market town

Chief Officer: David McGifford

25<sup>th</sup> November 2016

Dear Councillor,

## Town Council Meeting – Thursday 19<sup>th</sup> January 2017

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 19<sup>th</sup> January 2017** commencing at **7.00pm**.

**The Public and Press are welcome to attend the meeting.** There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

D McGifford  
Chief Officer

## AGENDA

1. Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance).

2. Minutes (enclosed)

To approve the Minutes of the meeting held on 1<sup>st</sup> December 2016.

3. Declarations of Disclosable Pecuniary Interest

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.

4. Outstanding Actions

None.



Congleton  
**beartown**  
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: 01260 270350 Fax: 01260 280357

Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)

5. Questions from Members of the Public

To receive any questions from Members of the Public at the meeting and, notified in advance in writing.

6 Mayor's Announcements (enclosed)

To receive any announcements by the Town Mayor and to receive a list of the Mayor's Engagements.

7. Planning Committee (enclosed)

To receive the minutes of the meeting held on 17th November 2016.

8. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 24<sup>th</sup> November 2016.

9 Personnel

To receive the minutes of the meeting held on the 29<sup>th</sup> September 2016

10 Urgent Items

Members may raise urgent items but no discussion or decisions may be taken at the meeting.

11. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on relevant issues and to receive questions from members.

12. Youth Committee (enclosed)

- a) To receive the minutes of the Youth Committee meeting held 20<sup>th</sup> December 2016.
- b) To approve the amendments to the Youth Committee Constitution.
- c) To deal with Questions from Members of the Youth Committee present at the meeting.

13. Household Waste Recycling Centre provision Consultation response (enclosed)

To agree on the Council response to the Household waste Recycling provision

14. Complaint raised against Councillor Larry Barker CEC/15-16/M031 (to follow)

To receive the findings of the Cheshire East Council Monitoring Officer regarding the complaint against Councillor Larry Barker ref CEC/15-16/M031

To: All Members of the Town Council,

CC: Press 2, Burgesses (5), Mayor's Chaplain,  
Members of the Youth Committee  
MP, Cheshire East Councillors (1), Library, Congleton Tourist Information Centre.

## Congleton Town Council

Minutes of the Meeting of the Council held on Thursday 1<sup>st</sup> December 2016  
in the Town Hall Congleton.

**PRESENT:** Councillors:

Mrs S Akers Smith  
Mrs A L Armit  
J G Baggott  
P Bates  
R Boston  
P Broom  
D T Brown (Town Mayor)  
G R Edwards  
G P Hayes  
Mrs S A Holland  
Mrs A M Martin  
Mrs J D Parry  
Mrs E Wardlaw  
G S Williams

**1. APOLOGIES**

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apologies in advance and to give a reason for non-attendance).

Apologies were received from Cllrs Mrs D S Allen C Booth Mrs A E Morrison.

**2. MINUTES**

To approve the Minutes of the Council meeting held on 27<sup>th</sup> October 2016.

**CTC/34/1617 RESOLVED** that the Minutes of the meeting held on 27<sup>th</sup> October 2016 be approved and signed by the Mayor.

**3. DECLARATIONS OF DISCLOSIBLE PECUNIARY INTERESTS**

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.

Cllrs J G Baggott, P Bates, D T Brown, G Hayes, Mrs E Wardlaw and GS Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council. GP Hayes declared a "non-pecuniary" interest in item 15.

**4. OUTSTANDING ITEMS**

There were no outstanding actions.

**5. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**6 MAYORS ANNOUNCEMENTS**

The Town Mayor drew attention to the various engagements that he and the Deputy Town Mayor had fulfilled since the last Council meeting.

**7. PLANNING COMMITTEE**

**CTC/35/1617 RESOLVED** that the minutes of the meetings held 13<sup>th</sup> October and 3<sup>rd</sup> November 2016 be received and the recommendations therein be adopted.

**8. COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE**

**CTC/36/1617 RESOLVED** that the minutes of the meeting held on 6<sup>th</sup> October 2016 be received and the recommendations therein be adopted.

**9. FINANCE & POLICY COMMITTEE**

**CTC/37/1617 RESOLVED** that the minutes of the meeting held on 20<sup>th</sup> October 2016 be received and the recommendations therein be adopted.

**10. URGENT ITEMS**

There were no urgent items.

**11 CHESHIRE EAST COUNCILLOR'S REPORTS**

Cllr P Bates provided verbal updates / announcements on the following

- Nominated Neighbour scheme launch –for packs which are available for residents of Cheshire East, contact the Citizens Advice consumer service on 03454 040506. More information is available from CEC Trading Standards.
- Preparatory Budget award meeting for Congleton to take place in January
- Lifestyle and health advice services in the borough have been brought together under one support system – known as 'One You' Cheshire East.
- Each Town Council awarded four free car parking days to be used at their discretion
- HS2 Crewe to have 2 stops per hour
- Funding approved for additional dual carriageway works on the A500
- Exploratory work being undertaken for the Middlewich Eastern By Pass
- Congleton Link Road, close to completion on the compulsory purchase consultation, hoped that the road will be complete by 2020
- Kingdom have issued 1800 Fixed Penalty Notices across Cheshire East
- Macclesfield A&E will be kept open

**12. YOUTH COMMITTEE**

- a) **CTC/38/ 1617 RESOLVED** that the minutes of the Youth Committee meeting held on 8<sup>th</sup> November be received.
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

There were no questions from members of the Youth Committee.

### **13. CHRISTMAS OFFICE HOURS**

To receive and consider a report on the office opening and closing times for the Christmas period.

**CTC/39/1617 RESOLVED** to approve the opening and closing times for the Christmas Period

### **14. PRECEPT 2017-18**

To consider the recommendation from the Finance & Policy Committee held on 24<sup>th</sup> November 2016 to approve the precept.

**CTC/40/1617 RESOLVED**

- 1. That the revenue and capital budget for 2017-18 as set out in the Budget report, be approved.
- 2. That a precept of £798,212 be approved for 2017-18.

### **15. CONSULTATION ON HOUSEHOLD WASTE RECYCLING PROVISION**

To note the information relating to the above information

**CTC/41/1617 resolved** to encourage Councillors to make individual responses and for the Chief Officer to arrange an Emergency Council meeting to agree a formal Council response

**D T Brown  
(Town Mayor)**

**TOWN MAYOR'S ENGAGEMENTS**

**2016**

2 <sup>nd</sup> December	Astbury Mere Care Home
2 <sup>nd</sup> December	Prism Winter Wonderland – Town Hall
5 <sup>th</sup> December	St. John Presentation Evening
10 <sup>th</sup> December	Attitude Gallery Exhibition
10 <sup>th</sup> December	Cycling Club Presentation Evening
12 <sup>th</sup> December	Tesco Toy Appeal
13 <sup>th</sup> December	St James Church
15 <sup>th</sup> December	Town Carol Service – St. Peter's
17 <sup>th</sup> December	Carol Singing – Town Centre
17 <sup>th</sup> December	Disabled Club Christmas Party – Lion & Swan
17 <sup>th</sup> December	Choral Society Concert
18 <sup>th</sup> December	Nativity Service - New Life Church

**DEPUTY MAYOR**

9 <sup>th</sup> December	Buglawton School Christmas Fair
--------------------------	---------------------------------

**CONGLETON TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE**  
**HELD ON 17<sup>th</sup> NOVEMBER 2016**

**PRESENT**

Councillor L D Barker (Chairman)  
Mrs. A. L. Armitt – attended at 7.15 p.m.  
J G Baggott  
R Boston  
P Bates  
G R Edwards  
Mrs S A Holland  
Mrs A M Martin  
Mrs J D Parry  
E Wardlaw

**1. APOLOGIES**

Apologies for absence were submitted from Councillors Mrs S. Akers Smith, Mrs D. S. Allen, C. Booth, D. T. Brown, G. P. Hayes, Mrs A. Morrison, G. S. Williams

**2. MINUTES**

PLN/16/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 3<sup>rd</sup> November 2016 be approved and signed by the Chairman as a correct record.

**3. DECLARATIONS OF INTEREST**

Members were reminded to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become known.

Councillors Baggott, Bates and Wardlaw declared a "non pecuniary" interest due to their membership of Cheshire East Council.

**4. OUTSTANDING ITEMS**

There were none.

**5. PLANNING APPLICATIONS**

PLN/17/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:



### Week ended 4<sup>th</sup> November 2016

16/4147C 116 West Road, Congleton, CW12 4EU  
following reasons –

**REFUSE due to the**

- Highway and safety issues
- Driveway has problems with vehicular access – application to drop the kerb has been refused
- Landscaping issues due to the severe excavation of the site
- Increase risk of flooding onto the main road

16/5183C 2 Padgbury Lane, Congleton, CW12 4LP  
following reasons –

**REFUSE due to the**

- Design and visual appearance due to the proposed development being three story in an area predominantly with single story properties
- Layout and density of buildings
- Overshadowing / loss of outlook
- Highway and safety issues – due to the development being close to the junction
- Traffic generation
- Vehicular access

**It was agreed to support Cheshire East Councillor Paul Bates “call in” of the application**

16/5190C 45 Cross Lane, Congleton, CW12 3JX  
16/5302C 88 Waggs Road, Congleton, CW12 4BU  
16/5327C Shakerley Arms, 7 – 9 Willow Street, Congleton, CW12  
Councillor Holland declared a “non pecuniary” interest 16/5327C

NO OBJECTION  
NO OBJECTION  
NO COMMENT

### Week ended 11<sup>th</sup> November 2016

16/4649C 9 High Street, Congleton, CW12 1BN  
16/5383C McDonalds, Clayton By Pass, Congleton, CW12 2HN  
16/5387C 35 Tidnock Avenue, Congleton, CW12 2HN  
16/5315D 3 West Heath Shopping Centre, Holmes Chapel Road,  
Congleton, CW12 4NB  
16/5456D Land West of Goldfinch Close, Congleton

NO OBJECTION  
NO OBJECTION  
NO OBJECTION  
NO OBJECTION  
NO OBJECTION

### Additional Item

16/5514C 9 Mereside, Congleton, CW12 4JZ  
16/5301C Land Off Padgbury Lane, Congleton  
**original conditions imposed by the Planning Inspector should be upheld**

NO OBJECTION  
**REFUSE – the**

### **6. PLANNING APPEALS**

None to report.

L. D. Barker – Chairman



## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 24<sup>th</sup> November 2016

#### PRESENT - Councillors

Mrs S Akers Smith  
J G Baggott  
P Bates  
R Boston  
D T Brown  
Mrs S A Holland  
Mrs J D Parry (Vice Chairman) – In the Chair  
Mrs E Wardlaw

#### 1. Apologies

Apologies for absence were received from committee members Cllrs N Adams, And G R Edwards.

Apologies were also received from ex-officio member Cllr C H Booth and non-committee members Cllrs Mrs A L Armitt and G S Williams.

#### 2. Minutes

**FAP/31/1617 RESOLVED** that the Minutes of the Meeting of the Committee held on 20<sup>th</sup> October 2016 be approved and signed by the chairman.

#### 3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

Cllrs J G Baggott, P Bates, D T Brown and Mrs E Wardlaw declared a non-pecuniary interest in any matters relating to Cheshire East Council. Cllr Robert Boston declared a non-pecuniary interest in item 6(i) St John's Community Centre; Cllr David Brown declared a non-pecuniary interest in item 6(iii) Congleton Park Bowling Club; Cllrs P Bates and R Boston declared a non-pecuniary interest in item 6 (v) Congleton Town Football Club grant application.

#### 4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £9,959.66 was remaining for grants for 2016/17.

**FAP/32/1617 RESOLVED** that the grant summary be received.

6. New Applications for Financial Assistance

**FAP/33/1617 RESOLVED** that the following grants be awarded:-

- i) **GR 16/1617 St John's Community Centre**  
A grant of £1,000 (S137)
- ii) **GR 17/1617 Minerva Arts**  
A grant of £250 towards hiring Congleton Town Hall (S145)
- iii) **GR 18/1617 Congleton Park Bowling Club**  
A grant of £250 (S137)
- iv) **GR 19/New Life Church**  
Deferred to see if they can obtain a defibulator free from British Heart Foundation
- v) **GR 20/1617 Congleton Harriers**  
A grant of £250 (S137)
- vi) **GR 21/1617 Congleton Town Football Club**  
A grant of £250 (S137)

7. Grant Activities Monitoring Forms

It was noted that Grant Activities Monitoring Forms had been received from Congleton Community Credit Union (GR08/1617) and Congleton Musical Theatre (GR 14/1617).

**FAP/34/1617 RESOLVED** that the Grant Activities Monitoring Forms be received.

8. Bank Reconciliation

**FAP/35/1617 RESOLVED** that the bank reconciliation to 31<sup>st</sup> October 2016 be received.

9. List of Payments

**FAP/36/1617 RESOLVED** to receive the Payments List between 1<sup>st</sup> September and 31<sup>st</sup> October 2016.

10. New telephone System for the Town Council

**FAP/37/1617 RESOLVED** to approve the capital spend of £4,755 and accept the recommendation of the Support Manager to upgrade the council's telephone system to a VOIP system provided by the existing IT support supplier.

**11. Tourist Information Centre**

**FAP/38/1617 RESOLVED** to receive the update from the Chief Officer that according to Cheshire East Council's pre-budget report and subsequent meeting there would be no financial implications to Congleton Town Council for 2017/18 regarding Congleton's Tourist Information Centre.

**12. 2017/18 Budget Report**

**FAP/39/1617 RESOLVED** that the budget be recommended for approval at the Town Council meeting which will take place on Thursday 1st December 2016.

**Cllr Mrs J D Parry  
(Vice Chairman) – In The Chair**

A handwritten signature in black ink, appearing to read 'J D Parry', written in a cursive style.

# Congleton Town Council

Minutes of the Personnel Committee meeting held on  
Thursday 29<sup>th</sup> September 2016

**PRESENT:** Councillors:

J Baggott  
L Barker  
D T Brown (Mayor and Chair)  
G Edwards  
Mrs A Martin  
Mrs J Parry

Also in attendance Non Committee members – Cllrs Mrs D S Allen, Mrs S A Holland

## **1.APPOINTMENT OF CHAIRMAN FOR THE MEETING**

Committee members will need to appoint a chair for the meeting due to apologies having been given by the chairman and vice chairman.

No appointment of a Chairman was required as Cllr D T Brown was able to attend the meeting

## **2. APOLOGIES**

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies were received from Committee members Councillors P Bates, C Booth GS Williams

Apologies were also received from Cllr P Broom who is not a member of this particular Committee.

## **3. MINUTES OF PREVIOUS MEETING**

**PERS/04/1617 RESOLVED** that the minutes of the meeting held on the 16<sup>th</sup> June 2016 be approved and signed by the Chairman.

## **4. DECLARATIONS OF INTEREST**

Members are requested to declare both “non-pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

Cllrs DT Brown, J G Baggott, and declared a non-pecuniary interest in any matters related to Cheshire East Council.



## **5. OUTSTANDING ACTIONS**

There were no outstanding actions.

## **6. RESOLUTION TO EXCLUDE THE PUBLIC AND THE PRESS**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters

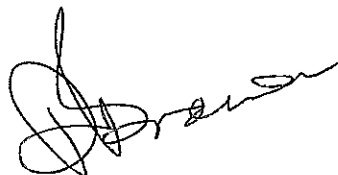
**PERS/05/1617** RESOLVED to exclude members of the public and press from the meeting.

## **7. FELLOWSHIP HOUSE LUNCHEON CLUB**

Report to be presented by the Chief Officer at the meeting regarding the current position at Fellowship House and any potential staffing implications. Appointment of chair

**PERS/06/1617 Resolved** to receive the report from the Chief Officer and the recommendations there in.

**D T Brown**  
(Chairman)

A handwritten signature in black ink, appearing to read 'D T Brown', is located at the bottom right of the page.

## Congleton Town Council

Minutes of the meeting of the Youth Committee held on Tuesday 20<sup>th</sup> December 2016 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Jones - Chairman  
 Jade Allen  
 Jamie Bernardi  
 Arabella Holland  
 Sebastian Nixon  
  
 Tom Heyes  
 Linda Minshull

### 1. APOLOGIES

Apologies were received from Michael Howell and Councillors Larry Barker, George Hayes, Sally Holland and Liz Wardlaw.

### 2. MINUTES OF LAST MEETING

**RESOLVED** – That the Minutes of the Meeting of the Committee held on the 8<sup>th</sup> November 2016 were signed by the Chairman as a correct record.

### 3. CHAIRMAN AND VICE CHAIRMAN

A vote was taken to elect a Chairman and Vice Chairman for the forthcoming year. It was

**RESOLVED:** that Sebastian Nixon be elected as the Chairman and Arabella Holland the Vice Chairman for the forthcoming year.

### 4. MEMBERSHIP

A discussion took place regarding membership of the Youth Committee. It was

**RESOLVED:** to make the following changes to the Youth Committee Constitution

There will be a new category of membership called Alumni. This type of membership will be available for current or past members aged 18 to 24 years old. Alumni members will not have any voting rights but will be able to attend meetings and participate in discussions and be invited to Civic and Town Council events. Existing members will vote to elect Alumni members to the Committee.

Due to the new Alumni membership the age that members must retire will be reduced from 20 to 19.

**RESOLVED:** To make Thomas Minshull an Alumni member.

It was agreed to ask Councillor Larry Barker to assist with the necessary changes to the wording of the Constitution.

**5. PRIORITIES**

A discussion took place regarding priorities of the Committee for the year. It was decided that the Committee would focus on the following items -

Membership and recruitment

The pairing of younger and older people. It was agreed to discuss this topic with Mike Smith as there has been some work within the partnership on this item.

Places for young people to go – it was suggested that a discussion could take place with the Saw Mill.

**6. LEISURE CENTRE/BASKETBALL HOOPS**

Linda updated the meeting on the feedback from Rob Rogers, the Project Manager in charge of the redevelopment of the Leisure Centre, in respect of our request regarding basketball hoops.

**7. YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £548.92.

**8. YOUTH COMMITTEE MEMBERS ITEMS**

Youth Forum

Linda will inform Mike Smith of the names and contact details of Seb and Arabella for our representatives on the Youth Forum.

**9. DATE OF NEXT MEETING**

To be confirmed,

Bella Statham (Vice Chairman)



**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	19 <sup>th</sup> January 2017 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	The Chief Officer		
<b>AGENDA ITEM REPORT TITLE</b>	Consultation on Household Waste Recycling Centre provision		
<b>Background</b>	At the meeting of the Council on the 1.12.2016 it was proposed to receive the information for the Consultation on Household Waste Recycling Centre provision. It was resolved that the Council should send a formal Council response to Cheshire East Council		
<b>Proposal</b>	The Consultation information and questions (24 pages) will be sent electronically to Councillors to enable you to digest the information. Please contact the office if you are unable to open / read the information. In these instances we will forward a hard copy for you.		
<b>Decision Requested</b>	Responses as agreed by Council		

## **Congleton Town Council ("the Town Council")**

### **Youth Committee Constitution (March 2014)**

#### **1. Constitution**

- 1.1. The Congleton Town Council Youth Committee ("the Youth Committee") shall consist of a maximum 12 youth councillors ("the Youth Councillors").
- 1.2. The Youth Committee is not a formal committee of the Town Council, but is designed to mirror as closely as possible the workings of the Town Council's formal committees.
- 1.3. All elected Youth Councillors shall be given a copy of the Town Council's Constitution to help them understand the roles, responsibilities, vision and decision making processes of the Town Council.
- 1.4. The Youth Committee is committed to full inclusion of and full representation of and by its Youth Councillors. Every young person who stands for election but is not elected shall be encouraged to attend meetings in an advisory capacity.

#### **2. Purpose**

- 2.1. The purpose of the Youth Committee is;
- 2.2. To provide access for young people to the Town Council's decision makers and where practicable processes.
- 2.3. To represent the views, issues and opinions of young people living in or around Congleton Town.

#### **3. Membership**

- 3.1. Youth Councillors are not official members of the Town Council but shall be included as much as is practicable in the Town Council's decision making and processes.
- 3.2. Eligibility for election to the Youth Council shall be open to:
  - 3.2.1. Any young person residing in or around Congleton Town and/or who is a pupil of Congleton High School (CHS) or Eaton Bank High School (EBHS);  
Or
  - 3.2.2. Any young person residing in or around Congleton Town and/or who is a pupil or member or employee of Approved Organisation at the date of election.

and who has reached their 11<sup>th</sup> but not yet reached their 18<sup>th</sup> birthday.

- 3.3. Nomination of candidates deemed suitable for election to the Youth Committee and who are:
  - 3.3.1. Attending CHS and EBHS shall be at the discretion of the respective school;
  - 3.3.2. Those from an Approved Organisation shall be subject to approval at the sole discretion of the Town Council.

- 3.4. A candidate shall achieve full membership of the Youth Committee by democratic election.
- 3.5. Where practicable elected membership of the Youth Committee shall consist of but not be limited to:
  - 3.5.1. Four (4) Youth Councillors to be elected from pupils attending Congleton High School (**CHS**); and
  - 3.5.2. Four (4) Youth Councillors to be elected from pupils attending Eaton Bank High School (**EBHS**); and
  - 3.5.3. Two (2) Youth Councillors to be elected from pupils attending other schools or members of other organisations or employees of businesses approved by the Town Council acting reasonably from time to time (**Approved Organisation**).

#### 4. Elections

- 4.1. In all cases the term of office shall run to 31<sup>st</sup> October in each year ("the year").
- 4.2. Election to the Youth Council (**Elections**) shall be held in October or at other times as may be determined from time to time at the sole discretion of the Youth Committee.
- 4.3. Election, except in circumstances referred to in 4.6, shall be by public vote on a date (**Election Date**) to be determined by the Youth Committee.
- 4.4. The Election Date shall be advertised at the school or Approved Organisation and published in the Congleton Chronicle not less than 28 days before the Election Date.
- 4.5. Elections at CHS, EBHS and an Approved Organisation, where deemed appropriate by the Youth Council, shall be organised and scrutinised by the respective school or organisation.
- 4.6. Where a candidate stands un-opposed, such as where the candidate attends a small Approved Organisation, membership of the Youth Council shall be by the number of votes cast by members of the Youth Council attending the first suitable meeting of the Youth Council following the date of nomination of such candidate.

#### 5. Term of office

- 5.1. Elected Youth Councillors serve a maximum of four years before standing for re-election.

#### 6. Re-election

- 6.1. Provided they are under 18 years old at the date of election Youth Councillors are eligible to stand for re-election at the end of their term of office but in all cases they must retire on their 19<sup>th</sup> birthday, if this is before the end of a 4 year term.
- 6.2. Alumni membership will be available to current or past members of the Committee who are aged 18 to 24 years old. Alumni members will not have any voting rights but will be able to participate in discussions and be invited to Civic and Town Council events. Existing members will vote to elect Alumni members. Alumni Members will be in addition to the maximum number of 12 members.

## **7. Vacancies**

- 7.1. If a seat becomes vacant during the year such vacancy may, at the sole discretion of the Youth Committee, be offered to those candidates who previously but unsuccessfully stood for election for the year in the order of the number of votes polled at the time of election.
- 7.2. If a vacancy cannot be filled as set out above then the Youth Committee shall take all reasonable steps to procure suitable candidates.

## **8. Chairmanship**

- 8.1. The Chairperson and the Vice Chairperson of the Youth Committee shall be serving Youth Councillors and shall be elected to office at the first meeting of the year.
- 8.2. As with Town Council committees, the nominees for Chairperson and the Vice Chairperson of the Youth Committee shall be subject to verification by the Town Council sitting at the next full Council meeting following the date of nomination.
- 8.3. In the absence of both the Chairperson and the Vice Chairperson, a temporary chairperson shall be elected by those Youth Councillors who are present at such meeting, this being the first item of business.

## **9. Non-Members**

- 9.1. The Youth Committee may from time to time co-opt young people to act in an advisory capacity so as to enable the Youth Councillors to make informed judgements relating to issues to unrepresented and/or individualist groups.
- 9.2. Co-opted members have no voting rights.

## **10. Town Council Officers (Council Officers) and Town Councillor (Town Councillors)**

- 10.1. Council Officers and Town Councillors have a number of roles and responsibilities towards the Youth Committee these include but are not limited to:-
  - 10.1.1. Providing all reasonable and necessary support to enable the Youth Committee to operate effectively.
  - 10.1.2. Supporting Youth Councillors and co-optees to ensure their full participation in the Youth Committee particularly where they have special needs or issues which may otherwise limit or inhibit their participation in the Youth Committee.
  - 10.1.3. Supporting and encouraging the development of the Youth Committee.
  - 10.1.4. Ensuring that the Youth Committee operates in an inclusive and democratic way,
  - 10.1.5. Ensuring that the Youth Committee encourages diversity and challenges prejudice.

10.2. No Council Officer or Town Councillor shall express their views or opinions unless invited to do so by the Chairperson or Vice Chairperson.

10.3. A Council Officer may only intervene uninvited in debates and discussions where there has been:

- 10.3.1. A violation of Human Rights; or
- 10.3.2. A breach of The Equal Opportunities Policy; or
- 10.3.3. A breach of the Town Council's Code of Conduct; or
- 10.3.4. A breach of the Laws of England and Wales

and a member of the Youth Committee has not challenged this breach. Such intervention must go through the Chair.

10.4. Council Officers and Town Councillors have no voting rights and may not override a decision of the Youth Committee, except where such decision contravenes:

- 10.4.1. Human Rights; or
- 10.4.2. The Equal Opportunities Policy; or
- 10.4.3. The Town Council's Code of Conduct; or
- 10.4.4. The Laws of England and Wales

in which case a Council Officer or Town Councillor may advise the Youth Committee of the breach and/or where known the consequences of its decision.

## **11. Meetings**

11.1. The Youth Committee shall sit in formal session nine (9) times during the year in the Congleton Town Hall to coincide with each Town Council meeting. There shall be at least one training day in the year.

11.2. Youth Committee meetings shall normally be held in public. The press may also attend. The Youth Committee may resolve to exclude the press and public if a confidential matter is to be discussed.

11.3. Where the Youth Committee considers at its sole discretion that adult presence might inhibit debate the Chairperson or Vice Chairperson may request that adults, excluding Council Officers and Town Councillors leave the meeting for short periods. On their return such adults may be fully advised of the decisions and/or actions which the Youth Committee has made in their absence.

11.4. From time to time sub and other ad-hoc groups may be established the Youth Committee to address specific issues and tasks.

11.5. Otherwise than in exceptional circumstances, determined at the sole discretion of the Town Clerk, Youth Councillors are expected to attend a minimum of six (6) meetings throughout the year unless the Town Clerk has been given notice of absence.

11.6. Youth Councillors shall be expected to send apologies and reason for non-attendance prior to all meetings which they are unable to attend.

11.7. At the sole discretion of the Chairperson and Vice Chairperson acting in cooperation a Youth Councillor who fails to attend three successive Youth Council

meetings without good reason may be evicted from the Youth Committee and informed of their eviction without prior notice and their seat offered to another candidate selected as set out herein.

11.8. A Youth Councillor shall be asked to leave a meeting if that Youth Councillor continually ignores requests from the Chairperson or Vice Chairperson to allow others to contribute to a debate or discussion.

11.9. The procedures, rules of debate and order of business shall follow the principles of the Town Council's Standing Orders.

**12. Quorum**

12.1. The quorum required for decision making purposes shall at all times be 4 people.

**13. Plan of Action**

13.1. At the beginning of the year the Youth Committee shall create a Plan of Action for the year based on the current issues expressed by their electorate.

**14. Political Views**

14.1. The Youth Committee is non-party political and issue based. It shall work on behalf of young people of Congleton Town and in partnership with Council Officers and Town Councillors.

14.2. A Member of the Youth Councillors may hold allegiance or membership of a political party but shall not express party political views when acting in the capacity of Youth Councillor or representing the Congleton Town Council.

**15. Voting**

15.1. The Youth Committee shall make decisions by simple majority voting, being either a show of hands or secret ballot, where deemed appropriate by the majority of its members present.

15.2. In the event of an equal vote, the Chairperson or, if appropriate, Vice Chairperson has casting vote.

15.3. Except where proposed by the Chairperson or Vice Chairperson all motions and proposals must be "seconded" by another Youth Committee member.

**16. Equal Opportunity**

16.1. Members of the Youth Committee are equal in status regardless of sexuality, race, culture, age, gender, religion, academic ability, disability or any other issue, which might affect a person's life such as parental separation or financial status.

16.2. Members of the Youth Committee are expected to respect themselves and each other equally and to uphold the Equal Opportunities Policy and follow the principles of the Councillors' Code of Conduct.

**17. Principal Council-Area Forums**

- 17.1. Congleton Town Council is committed to establishing effective communication channels with the principal council(s) and shall seek ways to work in partnership with them in order to promote local issues at all levels and to support each other in promoting active youth participation.

**18. Delegated Authority**

- 18.1. The Youth Committee shall have delegated authority given to it by the Town Council. All decisions not delegated to it shall be submitted to the full Town Council for approval.
- 18.2. All requests for funding shall be submitted to the Town Council or its Finance and Policy Committee for consideration.

**19. Attendance at Full Council**

- 19.1. All Youth Councillors shall be invited to attend full Town Council meetings but will have to leave such meetings for any confidential items following resolution by the Town Council to exclude press and public.

**20. Honorary Burgess**

- 20.1 The Youth Committee may award a title "Honorary Burgess" in recognition of service to the Youth Committee. There is no legal significance to this title nor does it confer any rights or privileges. Burgesses are however, invited to Youth Committee meetings and events.

March 2014