



## **Youth and Leisure Committee Terms of Reference**

**Approved: 16<sup>th</sup> May 2024**

**Minute Reference: 007/FC/2425g**

**Review date: May 2025**

***M Eyre***

**Signed by: Chairman, Councillor Martin Eyre**

### **Membership**

Twelve Councillors.

Members will be appointed annually by the council at the Annual Meeting of the Parish Council in May.

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Youth and Leisure Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is four voting members

### **Role**

The Youth and Leisure Committee has certain delegated powers to make decisions and spend, within its allocated budget, for all activities related to the delegated powers. The committee is also responsible for considering youth and leisure provisions, organisations and events in the community to refer recommendations to council for consideration.

### **Meetings**

Meetings of the Youth and Leisure Committee will take place on the first Tuesday of each month. Extraordinary meetings of the Youth and Leisure Committee can be convened by the Chairman of the committee as and when necessary, or if the Chairman of the committee does not call an extraordinary meeting within 2 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

Members will be summoned to attend meetings which will be held in a venue in Kippax and Public Notice of the Meeting shall be given in accordance with Schedule 12, Para 10(2) or the

Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Kippax Parish Council.

The committee Chairman will preside at meeting, or in their absence a Vice-Chairman. If neither the Chairman or Vice-Chairman are present, the first item should be to appoint a member councillor to preside at the meeting as Chairman.

### **Documentation**

Agendas will be prepared by the Clerk and published in accordance with Kippax Parish Council's Standing Orders and Administration of Agendas and Minutes policy. The meeting will include a public forum that will last for 10 minutes.

Minutes of the meetings will be recorded by the Clerk and ratified by the Youth and Leisure Committee. The minutes will be circulated to full council for information and published on the website.

The committee will present all relevant financial documents to the Finance and Corporate Governance committee at its monthly meeting.

### **Accountability**

The Youth and Leisure Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only; any matters outside the remit of Youth and Leisure Committee's terms of reference shall be referred to the full council as recommendations for consideration.

### **Scope**

#### **Community Gala**

- The committee has delegated powers to organise the annual Community Gala and Scarecrow Festival and spend, within the allocated budget for all activities related to the Community Gala and Scarecrow Festival.
- The committee will be responsible for ensuring all relevant Health and Safety procedures documents are completed for all activities and events and, where necessary, will engage professionals within the scope of the budget allocation for this purpose.
- The committee will be responsible for ensuring the relevant legal requirements, permissions and licenses regarding the event and live music is obtained
- The committee has delegated powers to determine the location, date and timings of the annual Community Gala and scarecrow festival. If the committee considers that the event cannot go ahead for any reason the committee will refer this recommendation to the full council for consideration.
- The committee will be responsible for communicating, by mail drop, to residents and businesses who may be immediately affected by the event and road closures and keep them informed.
- The committee will be responsible for advertising the event to the community through the notice board, banners, social media and the council website.
- The committee has delegated power to arrange a stage and sound system for the event.

- The committee has delegated power to determine any entertainment for the Community Gala including live performances, mascots, fun fair, inflatables, and any other entertainment it deems appropriate for the event
- The committee has delegated power to organise stalls, including food vendors, for the event, including hiring the tables and will determine any cost to stallholders and the location of the stalls.
- The committee has delegated power to arrange a photographer to capture the Community Gala and will share any images on the website and social media.
- The committee has delegated power to work with Leeds City Council to organise any relevant road closures and signage for the event and ensure the required barriers and cones are organised and in place.
- The committee has delegated power to appoint an external security company for the event where appropriate.
- The committee has delegated power to appoint an external first-aid provision for the event.
- The committee will undertake a post-event meeting to record the successes and challenges from the event and if necessary has the power to create a survey for members of the public and local businesses to complete.

### **Kippax Common Project**

- The committee has delegated power to approve expenditure on consultancy and project management for the Kippax Common Project, within the allocated budget
- The committee will consider the results of the public consultation work with the consultants and Leeds City Council Parks Department to produce proposals for the development of the site for approval by full council.
- The committee has delegated powers to apply for external grant funding, with the support of the Clerk, for elements of the project that have been approved by full council.

### **Christmas Card Competition**

- Power to run an annual Christmas Card competition and determine judges and prizes within the allocated budget

### **General**

- The committee has delegated powers to apply for external grant funding, with the support of the Clerk, for projects which have been approved by full council
- The committee will consider new and existing recreational facilities for the community and develop plans for recreational sites and refer recommendations to full council for consideration. Examples include:
  - Benches and Picnic Benches
  - Playground and Parks
  - Table Tennis Tables
  - Walking/Running Tracks
  - Outdoor Gyms
  - Pitches and MUGAs

- Tennis Courts
  - Youth Shelters
  - Skate Parks
  - Sports Tables
- Where necessary, the committee will organise public consultations and showcases for any large approved projects with the support of Leeds City Council where appropriate and will refer any necessary expenditure to full council for consideration
  - The committee has delegated power to engage with the community to gather ideas and feedback in the form of surveys, presentations and focus groups
  - The committee will consider ways to support existing youth and leisure organisations in the community including sports clubs, social groups, leisure centres and other clubs and refer recommendations to full council for consideration
  - The committee has delegated power to consider, plan and deliver community events and activities within the allocated budgets. Example events include:
    - Sporting and Coaching Events
    - Festivals and Galas
    - Concerts and Parties
    - Youth Clubs
    - Coffee Mornings and Social Events
    - Car Boot Sales
  - The committee will liaise with relevant organisations including local youth services, local policing teams and Leeds City Council to develop initiatives and will refer recommendations and decisions to full council for consideration.
  - The committee will consider art and visual projects for the community, such as murals, and refer recommendations and decisions to full council to consider
  - The committee will consider ways to promote youth and leisure facilities within the community, including signage, newsletters and adverts and will refer recommendations and decisions to full council for consideration
  - Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.

## **Review**

The Committee will review the Youth and Leisure Committee terms of reference annually and make recommendation to Full Council at the Annual meeting of the Council.