

Brabourne and Smeeth Parish Councils Young Persons' Award Working Group

Terms of Reference

1. Constitution

The Brabourne and Smeeth Parish Councils Young Persons' Award Working Group ("the Working Group") is constituted jointly between Brabourne Parish Council and Smeeth Parish Council ("the Participating Councils") to consider all matters relating to the Brabourne and Smeeth Parish Councils Young Persons' Award ("the Award"). Whilst the Working Group does not have the authority of a Committee, it shall adopt the same principles.

2. Membership

The Working Group shall consist of a maximum of six members, with a maximum of three members from each of the Participating Councils. A quorum shall consist of three members. The Chair of the Working Group shall be one member elected by the membership. Each calendar year, the Working Group shall elect a Chair at its first meeting following the Annual Meetings of the Participating Councils. In the event of the Chair's absence at any of the Working Group's meetings, the members present shall, at the beginning of the meeting, elect a Chair for that meeting. All members of the Working Group shall have one vote each. In the event of a tie in any voting, the Chair of the meeting shall have a casting vote.

3. Meetings

The Working Group shall meet at least once per calendar year, with additional meetings as required. The Working Group shall report at the Annual Meetings of the Participating Councils.

4. Areas of Responsibility

The Working Group shall have responsibility for choosing the recipient of the Award and its decision shall be final. The Working Group shall also have responsibility for ensuring that the Award Procedure is carried out, including approving the nature of the shopping vouchers of the prize, and its decision on such matters shall be final. In all other matters relating to the Award, the Working Group shall make recommendations to the Participating Councils for a final decision.

5. Award Procedure

The recipient of the Award shall be chosen from a list of nominations received by the Clerk. The nomination period must be appropriately advertised and must last a minimum of three weeks. In choosing the recipient of the Award, the Working Group must have regard to the terms of the Award and be satisfied that those terms have been met by the recipient. Upon the Working Group deciding the recipient of the Award, the Clerk shall contact the parents or guardians of the recipient to advise of the award having been made and to identify the nature of the shopping vouchers of the prize.

6. Adoption

Smeeth Parish Council resolved to adopt these Terms of Reference at its meeting on 8 March 2023.

7. Review

These terms of reference shall be reviewed annually at the Annual Meeting of the Council.