

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 3rd September 2024 at **7.00** pm in the Council Offices.

A G E N D A

	Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council.	
1	Apologies for absences	
2	Declarations of Interest	A
3	To resolve that the minutes of the Council meeting held on 6 th August 2024 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 6 th August 2024 / previous meetings.	
5	To note the minutes of the Finance & General Purposes Committee meeting held on 20 th August 2024.	C
6	To confirm payment of monthly creditors – August 2024.	D
7	Public Participation- members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes unless directed by the Chairman of the meeting.	
8	Bleed Kits - proposal to purchase Cllr. Nixon	E
9	Youth Council _-proposal to support Cllr Nuri-Nixon	F
10	Request to use Market Place	G
11	Reports from County / District Councillors	
12	Reports from representatives on outside committees	
13	Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	
14	To note the notes of the Council Buildings, Health & Safety and Personnel Working group held on 5 th August 2024 and 19 th August 2024 and to ratify the recommendations therein.	H



28th August 2024

Trevor Gurney (Town Clerk)

Council Offices Ketts Park

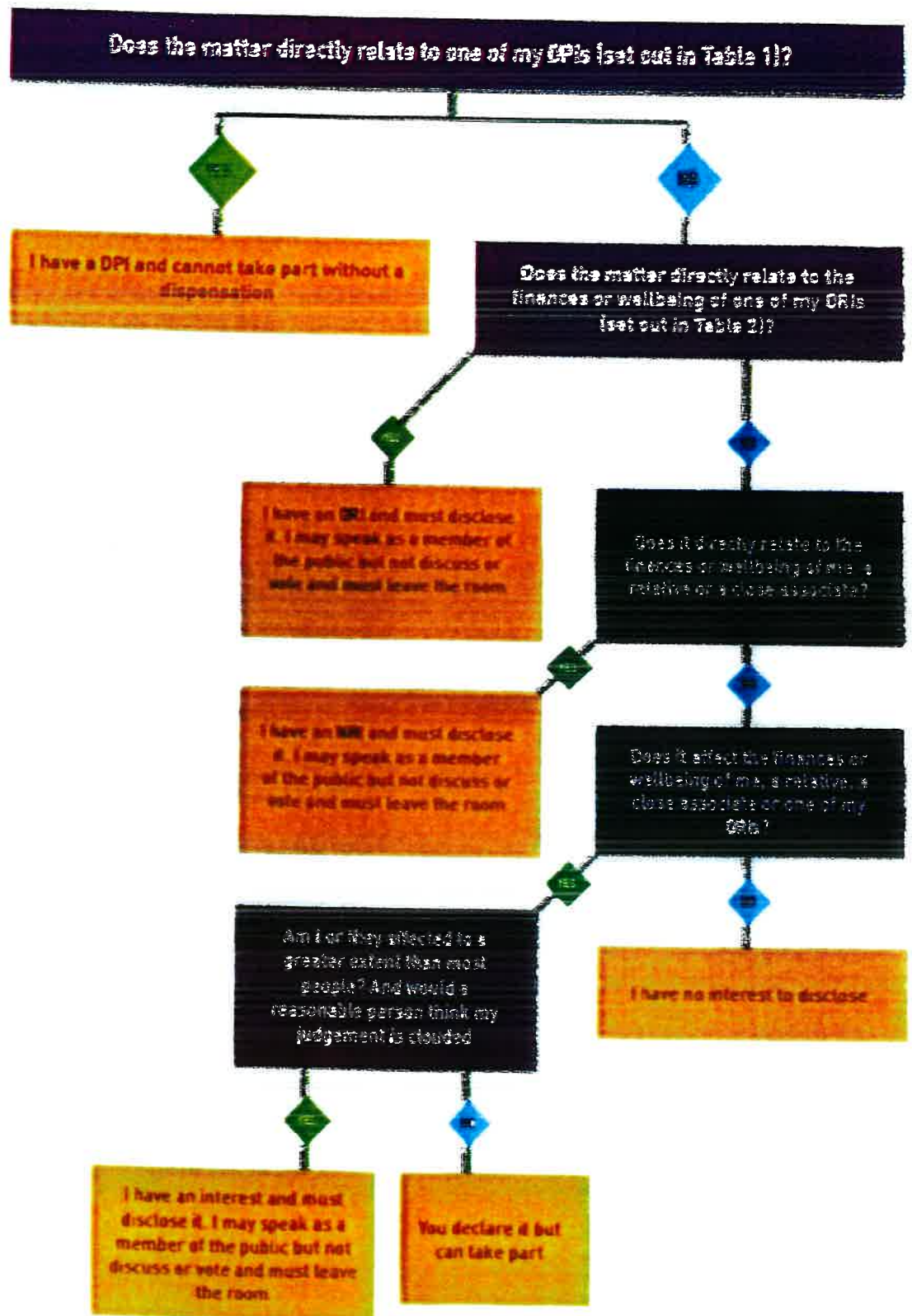
Harts Farm Road

Wymondham

NR18 0UT

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

WYMONDHAM TOWN COUNCIL

MINUTES OF A TOWN COUNCIL

MEETING HELD ON TUESDAY 6th August 2024
in the Council Offices at 7.00 pm.

Councillors Present

S Nuri-Nixon	J Fulcher	A James
A Perry	Nixon	P Barret
R Frosdick	D Roberts	M Batley
S Witt		

Member(s) of the Public: 3

SNC Councillor K Hurn

SNC Town Co-ordinator C Pharoah

Councillor Nuri-Nixon in the Chair

107/24	<u>APOLOGIES FOR ABSENCE:</u> Cllrs. Rosen, Broome, J Barrett & Doheny
108/24	<u>DECLARATIONS OF INTEREST:</u> None.
109/24	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Frosdick the minutes of the meeting held on 2 nd July 2024 were unanimously approved as a correct record.
110/24	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • <u>New Cemetery</u> Upon the proposal of Cllr. Barrett and seconded by Cllr. Perry it was resolved to note the minutes of the meeting held on 25th July 2024 and to ratify the decisions therein. • <u>PUBLIC REALM</u> Cllr. Fulcher asked for an update and in response Cllr. Roberts advised: <ul style="list-style-type: none"> ○ Regular meetings of the SNC working group had taken place. ○ A tour of the Town Centre had taken place. ○ Highways issues had been discussed. ○ Consultation document had been agreed (with free text boxes) and consultation will now start through August and September (paper, online and library). List had been compiled of local organisations.
111/24	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> The minutes of meeting held on 21 st May 2024 were noted.
112/24	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. P Barrett it was resolved to pay accounts for July 2024, as per the submitted list in the sum of £32,113.03 In compliance with financial regulations the Clerk tabled a list of salaries paid from the account to the sum of £13,977.00

113/24	<u>MAYORS ENGAGEMENTS</u> – Noted.
114/24	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> • Resident (s) supports Christmas 2024 proposals and advised that publicity was key and should start immediately. Wymondham Business Group has had a revival. It was noted that organising entertainment cost money. • Cllr. Hurn – congratulated Mayor & Deputy Mayor on engagements attended. • Cllr. Hurn commented on Christmas 2024 and need to bring community together and return to core values. There will be more Christmas lights this year.
115/24	<p><u>CHRISTMAS 2024</u> Cllr. Nuri-Nixon introduced a proposal for a Christmas Lights switch on event on Sunday 1st December 2024. The Wymondham Business Group and last year's organisers – Clear Company - are unable to organise an event this year. Local group Rebel Arts have offered to arrange a small number of events and it is intended to host a much more community led event featuring choirs, music and the lights switch on. It was made clear this was a one off and would not set a precedence for the future. Cllr. Perry introduced a proposal that the Town Co-ordinator contacts local organisation to ascertain their plans and supports the events with publicity etc. Councillors considered this was covered in the original proposals and no seconder was forthcoming. Therefore upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. Nixon it was unanimously resolved that</p> <ol style="list-style-type: none"> a) The Town Council funds a maximum of £1,000 towards costs to stage the event. b) That the Town Council provides some admin support in terms of applying for road closures for example to help the organisers progress with their plans. c) Request the services of the Town Co-ordinator to help promote and assist with publicity for the event. <p>Cllr. Witt offered to help with marketing and Cllr. Roberts with Health & Safety.</p>
116/24	<p><u>GOLD STANDARD BUS STOP</u> Cllr. Frosdick outlined his paper in respect of Norfolk County Council installing bus shelters in the Market Place (Co-op) and on Market Street (Big Fry). After discussion during which it was agreed that no advertising would be allowed without the consent of the Council upon the proposition of Cllr. Frosdick and seconded by Cllr. Roberts it was unanimously resolved to approve the installation of the shelter on Market Street.</p> <p>A proposal in respect of Market Place (Co-op) will be forthcoming in due course.</p>
117/24	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council:</u> None.</p> <p><u>South Norfolk Council:</u></p> <ul style="list-style-type: none"> • Cllr. Hurn <ul style="list-style-type: none"> ○ Bleed Control kits being installed.

	<ul style="list-style-type: none"> ○ Attended Community Awards <ul style="list-style-type: none"> ▪ 5 winners from Wymondham. ○ £25,000 from Community Action Fund secured for Wymondham organisations. ○ Ward Member grant funds still available. ● Cllr. Roberts <ul style="list-style-type: none"> ○ Police had sent email re posting on social media in light of unrest in other parts of the country.
118/24	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> ● Cllr. Barrett – Green Wymondham <ul style="list-style-type: none"> ○ won environmental award (SNC). ○ local resident won volunteer of the year. ● Cllr. Perry – North Wymondham Community Centre <ul style="list-style-type: none"> ○ Garage Sale 26th August. ○ 1974 Themed night 19th October. ○ Building being painted by Youth Offenders. ● Cllr. Nixon <ul style="list-style-type: none"> ○ SNC organised funday 31st August <ul style="list-style-type: none"> ▪ Tennis Club courts available for free taster sessions.


[The meeting closed at 19.44 pm]

DATED thisday of2024

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
4	Bardclays Payflow	Salaries - July	Admin Salaries	9,056.88				
			Estab Salaries	2,121.89				
			Cemetery Salaries	2,000.13				
			TIC Salaries	798.16			13,977.06	D/D
							13,977.06	


.....Chairman


.....Deputy Chairman

31st July 2024

WYMONDHAM TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Thursday 20th AUGUST 2024
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Fulcher (Chair)
	Roberts
	Frosdick
	Perry

Also Present 0 member of the public

F34/24	<u>APOLOGIES FOR ABSENCE</u> – Cllr. P Barrett.
F35/24	<u>DECLARATIONS OF INTERESTS</u> – None.
F36/24	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Roberts and seconded by Cllr. Frosdick it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 23 rd May 2024 as a correct record.
F37/24	<u>PROGRESS UPDATES</u> – None.
F38/24	<u>PUBLIC PARTICIPATION</u> – None.
F39/24	<u>COUNCIL VEHICLE</u> Cllr. Fulcher introduced the report on the condition of a Council vehicle and various options for a replacement. After discussion upon the proposition of Cllr. Roberts and seconded by Cllr. Perry it was unanimously resolved to authorise the Town Clerk to purchase a Nissan Townstar L1 Acenta electric van from Desira Nissan Norwich in accordance with their quote of £16,990 + VAT and for the installation of a tow bar and to install an electric charging point.
F40/24	<u>GRANT APPLICATION WYMONDHAM ACADEMY</u> Upon the proposition of Cllr. Frosdick and seconded by Cllr. Perry it was unanimously agreed to offer a grant of £1,000 towards the organisation of an interactive medieval experience in the grounds of Wymondham Abbey which the school are organising for July 2025.
F41/24	<u>GRANT APPLICATION SOUTH WYMONDHAM YOUTH BASKETBALL</u> After discussion it was resolved to decline a request for a £300 grant towards the cost of

	installing basketball hoops in the Saffron Housing play area in Silfield Avenue as the application wasn't from a properly constitute group but from an individual. It was recommended that they may wish to approach Saffron and/or South Norfolk Council who operate a variety of grant schemes including a 'go for it grant'.
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(The meeting closed at 19.15 pm)

DATED this day of 2024

SIGNED (Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT
108	Trevor Foster	Vinyl flooring - Cemetery welfare room	Cemetery Maintenance	4440		39.00		39.00	BACS 7.8.24
109	Biffa Waste Services Limited	Wheeled Bin Account - June	Council Refuse	4520	157.55		31.51		
		Wheeled Bin Account - June	Cemetery Refuse	4420	156.35		31.27		
110	Wymondham Heritage Society	3 No. Wymondham in Words and water colours books	TIC Purchases	8050		10.41		376.68	BACS 8.8.24
111	A D Ward Site Carpentry	Repairs to Oak Staircase at Wymondham Market Cross	Est - Miscellaneous	4090		400.00		10.41	BACS 8.8.24
112	EDF Energy	Electricity 1.7.24-31.7.24	TIC - Electricity	8040		154.30		480.00	BACS 8.8.24
113	Monarch Signs Limited	A4 ACM signs Keep Dogs on a Lead - Cemetery	Cemetery Maintenance	4440		60.00		162.01	BACS 8.8.24
114	Ernest Doe & Sons Ltd	Thermogloves, mesh visor & ear muff	Est - Health & Safety	4195	32.48		6.50	72.00	BACS 8.8.84
		Cable ties, trimmer head, eyelet trimmer head, oil filter, flat fan nozzle	L & E Maintenance	6130	92.35		18.47		
		18 blade, black deck sential, 330W charger	L & E Equipment Maintenance	6140	251.86		50.38		
115	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		109.45		452.04	BACS 8.8.24
116	Inform Printed Solutions Limited	100 Visit Wymondham Tote bags	Tourism Development	8200		284.00		131.34	BACS 8.8.24
117	CountyDec Painters & Decorators	Installation of Scaffolding, outer fencing, signs, materials - Market Cross	Est - Miscellaneous	4090		7.06.00		316.80	BACS 14.8.24
118	Ernest Doe & Sons Ltd	New Holland Boomer and loader bucket, minus trade in Boomer	L & E Equipment	6150		22,922.00	4,584.40	7,056.00	BACS
119	Desira Group PLC	Nissan Townstar EV L1 Acenta van				17,705.00		21,506.40	BACS
120	Hays Recruitment	Temporary Ground staff	Salaries and wages	4005	6,062.28		1,212.45	27,246.00	
		Temporary Ground staff	L & E Brighton Wymondham	6160	1,045.20		209.04	8,528.97	BACS
121	Viking	Refill for first aid boxes	Est - Health & Safety	4195		120.76		144.91	BACS
122	Reed Commercial Services Ltd	Daily cleaning of public toilets - August	Public toilets	4300		1,144.58		1,373.50	BACS
123	HMRC	PAYE/NIC		4000		4,803.60		4,803.60	707411
124	Norfolk Pension Fund	Pensions		4000		5,224.39		5,224.39	BACS
125	Stannah Lift Services Limited	Premium contract 10.5.24-9.8.24	Est - Miscellaneous	4090		173.87		208.64	BACS
126	Mrs S Hurn	Cleaning of Council Offices	Est - Cleaning	4050		119.25		119.25	BACS
127	Netmatters Ltd	Annual 2024 Sysflow Hosting (Annual)	Admin Print/Stationery	4310		86.25		103.50	BACS
128	Wymondham Tyre Services Ltd	1 No.Inner tube	L & E Maintenance	6130		18.00		21.60	BACS
129	Jewson	Handsaw triple pack, Yale indicator bolt, earth rammer	L & E Maintenance	6130		105.67		126.80	BACS
130	C C Clements & Sons	4 No. keys cut to pattern	L & E Maintenance	6130		19.50		23.40	BACS
131	BT	Telephone and internet	TIC - Telephone	8100		304.65		365.58	BACS
132	Cash	Kitchen supplies	Est - Miscellaneous	4090	16.82				
		Extension lead and folding table	TIC - Purchases	8050	27.00				
		Replacement key fob for van	Est - Van maintenance	4155	5.99				
		Kettle	Est - Miscellaneous	4090	20.00				
		Refreshments - SNC public realm meeting	Est - Miscellaneous	4090	8.76				
		Lock - allotments	Allotments	4600	21.95				
		Command fixing strips	Admin - print/stationery	4310	17.33				
		2025 Diaries	Admin - print/stationery	4310	3.98			125.30	BACS
					7,919.90	60,840.68	10,257.54	79,018.12	
DIRECT DEBITS									
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		135.02		162.02	5.8.24
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		107.27		128.72	12.8.24
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		126.74		152.08	19.8.24
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		99.00		118.80	16.8.24
	Anglian Internet	Telephone and internet	Admin - telephone	4320		100.35		120.42	6.8.24
	BT	Lift line	Admin/telephone	4320		10.28		12.34	16.8.24
	Valda Energy	Electricity - Browick	L & E Electric - Browick	6040		339.37		407.24	8.8.24
	Valda Energy	Electricity	Est - Electricity	4040		31.66		37.99	3.8.24
	EE	Groundsmans telephone	Admin - telephone	4320					
					7,919.90	61,799.58	10,447.92	80,167.40	

Chairman

Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES						
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT
	5 Barclays Payflow	Salaries - August	Admin Salaries	9,091.47		
			Estab Salaries	2,247.00		
			Cemetery Salaries	1,886.24		
			TIC Salaries	1,009.15		
						14,233.86 D/D
TOTALS					0.00	£14,233.86

..... Chairman

31 August 2024

.....Deputy Chairman

Bleed Kits

The Council notes that in July of this year SNDC passed a proposal to install bleed kits alongside defibrillators across the District, mainly at their leisure centres. Bleed kits are proven to save lives in emergency situations by providing immediate first aid until paramedics arrive.

In Wymondham we have multiple defibrillators across the town including three owned by the Town Council. By purchasing three bleed kits which fit inside the defibrillator cases, we will improve the emergency response infrastructure and can potentially save more lives in the event of injury.

The cost of these kits is £55 each (St Johns Ambulance) and the Council will provide stickers for the defibrillator cases to make people aware there is a bleed kit inside. The total quoted on the website for three kits and three stickers is £165.

We propose that:

1. Wymondham Town Council makes the above purchase and installs three new bleed control kits across the town.
2. Wymondham Town Council engages with local groups who are able to provide first aid demonstrations to the community, by providing a venue in order that people can see how the defibrillators and bleed control kits work.

Proposer: Cllr Lucy Nixon

Seconder: Cllr Suzanne Nuri-Nixon

A Youth Council for Wymondham – Proposal by Cllr Suzanne Nuri-Nixon

Wymondham Town Council has existed in its current form since 1974 and in that time the Town has grown considerably. While as councillors we are elected to represent all residents, we do not necessarily hear the voices from our younger community.

This paper proposes the setting up of a non-partisan Youth Town Council, following guidelines from the National Association of Local Councils (NALC) and working closely with the local Academy school.

The purpose of this group of young people would be:

1. To act as consultees to the wider Council on local issues which may affect our younger residents, and provide a chance to lobby and feedback to full Council on issues.
2. To provide an invaluable experience which highlights the importance/relevance of civic duty, and gain insight and an understanding of how local democracy works. This can assist students' educational development, particularly those studying politics.
3. Allocate a capped sum of £1,000 to ideas/projects from the Youth Budget. This will help young people understand the responsibility of fiscal control and expenditure. Proposals passed at Youth Council would need to be ratified at full Council (to be introduced by a sitting Councillor who would propose and ask for a seconder)

As this is a new and untested idea for Wymondham Town Council, I propose a trial which would engage young people from October 2024 (coinciding with National Local Democracy Week 14-20th October) to July 2025.

The Youth Council would be set up in consultation and close liaison with the Head Teacher and staff at Wymondham High School; at this stage the youth councillors will be drawn from their Academy school and will be made up of two youth councillors each from Years 10,11,12 and 13, making for a total of eight youth councillors in total.

Meetings would be once every half term at the High School and two meetings to take place in the Council Chamber itself. These would be facilitated by a Town Councillor and Academy staff member(s). Other councillors would be free to attend the Town Council offices to observe these meetings.

Proposals:

1. **Wymondham Town Council to support the setting up of a Youth Council to initially run from October 2024 to July 2025 with scope to renew yearly if successful**
2. **To allocate £1000 from the youth budget reserves to this project**

Proposer: Cllr Suzanne Nuri-Nixon

Seconder: Cllr Lucy Nixon

Setting up a parish, town or community youth council



**A guide for councillors, staff and volunteers
supporting youth councils in parish, town and
community councils**



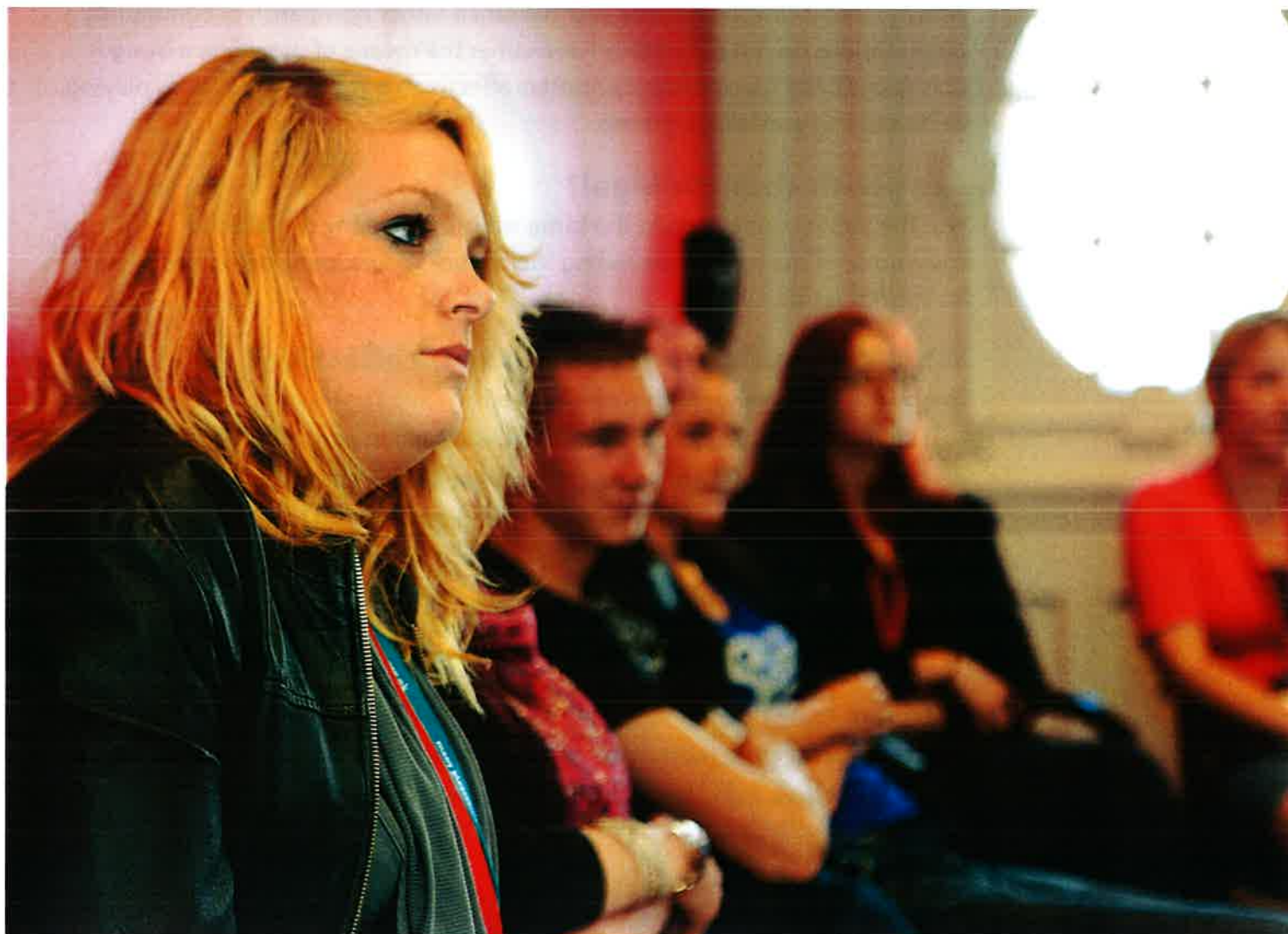
Contents

	Page
 1 Introduction	3
 2 Getting Started	4
 3 Top Tips for Setting Up a Parish, Town or Community Youth Council	7
 4 Acknowledgements	9
 5 About BYC and How We Can Help	10

Introduction

Over the past decade there has been a vast increase in the number of youth councils, cabinets, parliaments and forums funded and supported by local authorities. Increasingly local councils have recognised the need and importance of working with young people through parish, town and community youth councils.

The challenges to actively involve young people in local democracy and decision-making (from youth projects, school councils to local youth councils) are many and varied. Despite this, there is a clear appetite to effectively support the participation of young people in local democracy and decision-making.



2

Getting Started

What is an ideal parish, town or community youth council?

A youth council is a democratic organisation created, run and developed by young people for young people. They exist to represent the views of young people at a local level, giving young people the opportunity to have a voice, discuss relevant issues, engage with decision-makers and contribute to improving the lives of other young people within their communities.

Why should my local council bother?

Nobody knows about the issues affecting young people better than young people themselves. Youth councils can act as a positive way of integrating the views of young people into the local community.

Why should the local council coordinate it?

As statutory bodies, local councils have (and exercise) the right to set a precept. It is part of this precept (i.e. the responsibility for a particular sphere of activity) that is devolved to the youth council. Other non-parish or community organisations do not necessarily have either the means of providing a budget or responsibility for community matters affecting young people such as playing fields, seating and village greens.

Are youth councils legal?

Yes! The youth council acts in the same way as a properly constituted committee of the council, providing the council has properly delegated powers for specific items.

What do youth councils need to be effective?

To operate effectively, youth councils need:

- Full support and 'buy in' of the adult council is a must
- Commitment to let the youth council have budgetary responsibility
- A clear idea of what young people can and can't do and thereby establishing boundaries for what impact they can have in decision-making processes
- A formalised structure in which to operate within
- A nominated adult champion to help lead and support the youth council
- A mechanism to measure the success of young people's involvement
- Projects to help raise the profile and influence of the youth council
- Access to meeting rooms/premises/equipment etc.
- And of course, a group of enthusiastic young people that look and sound like the parish that they represent.

Why do they need a budget?

Technically, they don't. A youth council could act purely as an advisory or consultative group, however, experience would dictate that those youth councils that have control of a specific budget are more successful than those who do not. Providing the youth council with a budget empowers young people, teaches a sense of fiscal responsibility and allows them to spend money on things they want, rather than things that adult councillors think they want.

Doesn't having a youth council limit the opportunity to a handful of young people?

Absolutely not! Exactly how the membership is defined will be up to the youth council itself. However, an inclusive and diverse membership is recommended, that reflects the local population but maintains some form of formal structure. A good starting point would be to seek membership from local school councils (where appropriate), but also other youth groups such as local Scout groups, youth clubs and especially those groups that cater for harder to reach young people such as LGBT and BME young people. Following this type of structure will help to ensure that the youth council is representative, and that youth activities are co-ordinated in an area by the representatives reporting back to their respective groups.

Case Study

Billericay Youth Town Council

The Billericay Youth Town Council (YTC), comprising of 20 members, was set up twelve years ago and elections are held every two years. Throughout this time the YTC have installed a skatepark and extended it, had regular 'Battle of the Bands' contests and Talent Shows and have also assisted the Town Council on a number of projects including the installation of Teen Playground equipment.

Approximately 18 months ago, and as a result of consultation, it was decided that a Multi Use Sports Area (MUSA) was required within the local park which is owned by the

District Council. An application for Essex County Council Youth Opportunity Funding was submitted and the YTC were awarded £20,000; the Town Council agreed to finance the additional amount required.

Members of the YTC met with a number of contractors and visited other such sites within the county resulting in them choosing the equipment and contractor. The work was subsequently undertaken and during May 2010 the Official Opening took place. The facility has proved a great success and is used constantly by all ages.

Should we hold elections?

In an ideal world yes, having an election ensures that the young people know that the youth council has not just been selected by adults. However, many councils will find this approach hard to administer and difficult to fund. Also, some young people may find it challenging to stand in a formal election without the appropriate support and training. Therefore, adopting the approach described above might be useful (i.e. to have representatives from schools, youth groups and such). However, if the latter model is adopted it is important that the nominations are transparent. Mini elections in each constituent group would be an acceptable compromise.

Why so formal?

It is important that a form of structure relating to how the youth council should operate is formalised. This could mirror the local council structure or the young people may wish to adopt a more informal and flexible approach to meetings and communications. However the decision on how to operate should be made by the young people themselves, with advice and guidance from adults.

It is necessary to establish within the structure some form of protocol so that the youth council can easily and effectively feed into the general workings of the council as a whole. This should also ensure that the young people's ideas and opinions are taken seriously as a component part of the local council with some real power and influence.

At the same time some informal workings with regard to communication and style of meetings may be more appropriate and will keep young people more interested, informed and engaged.

Having a formal structure will also show the young people that it is necessary to put forward reasoned arguments and help them learn how to prepare convincing cases for certain proposals. A formalised committee structure with an agenda ensures that meetings reach some positive and constructive conclusions and that everyone gets the opportunity to present their case and take part in discussions.

3

Top Tips for Setting Up a Parish, Town or Community Youth Council

The suggestions below are just some points to consider if you have been tasked with setting up a local youth council. It is by no means an exhaustive list, nor does it offer a 'fixed model' on how youth councils should operate - there are too many variables that make this near impossible.

Form a steering group

Form a small steering group of enthusiastic young people to work with while the initial groundwork is being done. Handing a 'pre-made' youth council over to young people will not work, young people need to be involved from day one, have ownership and feel empowered to take the youth council forward. You may want to contact local schools and youth groups in the first instance. At the same time, begin research into local youth councils, visit other youth councils, seek advice and learn from other councils.

Defining the role of the youth council

Working with the steering group and local council it is important to begin to define what exactly the youth council should do, its responsibilities and its boundaries. Establishing some clear objectives would be a good starting point. As the youth council progresses and matures, additional responsibilities and objectives could be assumed. It is also important at this point to decide whether the youth council will have a budget. If so, how much and how it will be administered.

Formalising the youth council

Now it's time to think about who will sit on the youth council and how they will be elected or selected. Think about the total number of young people to be involved, what kind of structure would be the most welcoming, what age ranges to include. At this stage, a draft constitution could be written. It's important to remember that a constitution should be organic and have the ability to be amended as the youth council grows and matures, it should also not act as a barrier to participation.

Get recruiting

It's now time for the steering group to think about the recruitment process: How to recruit young people; where they are going to target; how many young people are they going to recruit in total.

Case Study

St Ives Youth Town Council

The Youth Town Council held its first meeting in September 1999 and has since that time held regular meetings, generally on the second or third Wednesday of each month. The meetings are held in the Council Chamber at the Town Hall and commence at 4.15 pm.

The Aim of the Youth Town Council is to represent the young people of St Ives by organising the discussion and implementation of ideas and suggestions that would be of benefit to the community as a whole not just its young people.

The conditions for membership are similar to those for becoming a Town Councillor in that members should either live in or within three miles of St Ives or attend a school in the town.

Members range in age from 11-18 years old. At present there are seven members out of the maximum 16 which make up the full council.

Previously elections were held every two years (along the lines of parliamentary elections) but, due to dwindling interest in the Youth Town Council, elections have not been held for the past four years and new members have instead been directly co-opted.

Reinstating the elections system and launching a recruitment campaign for new members is to be considered. Such campaigns have been conducted several times in the past when membership fell. The Town Mayor and Members of the Town Council have occasionally offered their support by assisting YTC members in addressing school assemblies.

The main annual event organised and managed by the YTC is 'Battle of the Bands' where local bands are invited to submit demos with the best five being selected to compete at the event. These have generally proved to be very popular with local youth and have been well attended.

Sometimes the YTC receives and considers applications for financial aid from local charitable groups, or support for youth activities.

The YTC's annual budget, received from the Town Council, is currently £1200 pa. They have autonomy to spend this however they consider fit.

The YTC has become involved in wider community matters and is invited to send representatives to meetings of groups such as the St Ives and District Area Road Safety Committee, the Twinning Committee, the Town Initiative and the Police Community Safety Group. The Council has taken direct action on one occasion when a youngster was injured on some spiked railings near to the school. The YTC arranged with engineers from Royal Air Force Wyton to level the tops of the sharp railings so this sort of injury could not happen again.

The first meeting of new recruits

Hopefully, following a successful marketing campaign, you will have a room full of enthusiastic, passionate young people who want to get involved and find out more about the youth council. This is the point where the steering group would be disbanded and a youth council should be formed.

The first youth council meeting

It will take a while to get into the swing of things; this is the time where the youth councillors will need quite a lot of support. This is also the time that elections for Chairperson, Secretary and other key roles may want to be held. It's important to work with the young people to ensure that they are engaged and feel that they can contribute. The first meeting can be quite daunting; however, perseverance is the order of the day here. Holding the first meeting is a major milestone, so perhaps a small celebration event after the meeting might be appropriate. Make sure the launch of the youth council is press released, and if possible get the local MP to endorse it.

Now, get to work!

The youth councillors, with appropriate support, now need take the lead and get to work. You might want to think about training opportunities, meeting with other established youth councils and running some in-house activities to whet their appetite. The young people need to begin to develop relationships with local councillors and wider decision-makers.

To conclude

When establishing and working with a local youth council, it's important that young people always take the lead, are empowered and, arguably most importantly, that they not only feel like they are making a contribution, but *are* making a contribution to their local communities.

4

Acknowledgements

Some of the content has been adapted from the Youth Council Handbook from the Hampshire Association Local Councils (HALC), the Advice for Local Councils on Creating a Youth Council from the National Association of Local Councils (NALC) and the British Youth Council's own work.

5

About BYC and How We Can Help

What we do:

The British Youth Council (BYC) is a charity run by young people for young people. We empower young people across the UK to have their say and ensure their voices are heard.

We inspire and empower young people aged 25 and under to have a positive impact through campaigning, engaging with local, national and international democracy, and as volunteers, decision-makers and leaders.

Our membership encompasses over 130 youth organisations large and small around the UK. We reach out to over 600 local youth councils and our networks reach into local communities and around the world.

Our training workshops develop young people's skills so that they can have a say and be heard, while our consultation services tap into the views and opinions of young people across the UK.

Online:

Our free online resource centre (www.byc.org.uk/resources) is packed with information and briefings to help with the running of your local youth council. We have tips on how to run meetings effectively, different roles that young people can take at meetings, how to campaign effectively and make a difference. There are also resources covering fundraising, campaigning and managing the media.

In person:

We run a range of events throughout the year to support local youth councils, from delivering training courses right the way through to our annual Conventions which bring youth councillors from different areas together. To find out what is going on and where, check out our online events listings.

We also provide in-house training for local youth councils. Have a look at the training pages of our website (www.byc.org.uk/training) for the latest training offerings. And if none of these do what you need, we do offer bespoke sessions tailored to your needs.

On the phone:

Whether you're establishing a local youth council or looking to develop an existing group, we offer support and advice to people looking to set up a local youth council. Give us a call on 0845 458 1489 or email: lyc@byc.org.uk.

empowering inspiring campaigning since 1948



To find out more, please contact BYC:

E: mail@byc.org.uk

W: www.byc.org.uk

Facebook: British Youth Council

Twitter: bycLIVE

Office | Wymondham Town Council

From: [REDACTED]
Sent: 09 August 2024 12:23
To: Office | Wymondham Town Council
Cc: [REDACTED]
Subject: Boxing Day Meet

Dear Town Clerk,

I am contacting you, as one of two new masters of the Dunston Harriers Trail Hunt with regards to resuming our annual Boxing Day Meet at the Market Cross.

Most people want to know if we really do still hunt live quarry - to which the answer is an emphatic no! [REDACTED] and I would not have taken on the Mastership if this had been the case. Last season was very successful with the hounds loving their biscuits at the end of each trail.

We have been contacted many times by enthusiastic people asking if we are having our Boxing Day meet in the town again. We love maintaining tradition, and we would still wear the correct dress for the time in the season - being full hunting gear, with our horses neatly plaited and turned out which, as you may remember, was always extraordinarily popular & incredibly well attended, making the day a real boost for the traders of Wymondham.

As regards to the anti-hunting lobby, we only had 4 visits from them the whole of last season and no problems from them at all - in fact, they commended us for what we are doing. There is nothing except trail hunting, happy hounds, horses and riders to see!

Hopefully this has rekindled your memories of this wonderful sight at this festive time of year and we would very much like your approval for the resumption of this historic tradition in Wymondham.

We very much look forward to hearing from you.

Kind regards,

[REDACTED]
[REDACTED]

[REDACTED]

1871-1872

1873-1874

1875-1876

1877-1878

1879-1880