Minutes of a Meeting of the Youth Working Group

held at the Town Hall, Milford Haven

on Monday, 20th March, 2017 at 6:30 pm

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PRESENT

The Mayor (Councillor W. D. Elliott BA QTS) (Chairman)

 Councillors: C. A. Sharp (Deputy Mayor) R. Gray

 M. P. Rickard Mrs. C. T. Williams

 Ms. F. K. Galliford, Council Secretary

 Four members of the Milford Haven Youth Council were also in attendance.

258. APOLOGIES:

Apologies for absence were received from Councillor R. D. Evans and the Town Clerk, Mrs. M. L. Galliford, who is recovering from a recent operation.

259. YOUTH REPRESENTATION ON THE MILFORD HAVEN TOWN COUNCIL:

 (a) Terms of Reference:

 The Chair of the Youth Working Group, who is also the Mayor, circulated a document amongst Members that he had produced earlier today. The document – entitled *Role Descriptors -* summarised the role of a Youth Representative using an explanatory opening paragraph and easy-to-follow bullet points.

 The Chair told Members he believed it important for the Youth Representatives to feel that they were included. He stressed that there was no ambiguity in the document – Youth Representatives were made aware that they could participate in Town Council Meetings, but could not vote.

 A discussion followed in which amendments to the document were suggested.

 It was RECOMMENDED THAT the amended

 version of the *Role Descriptors*

document be considered at the next

 Meeting of the Full Council on Monday, 27th

 March, 2017.

 (b) Application and Interview Process:

 The Chair circulated a further document that he had produced earlier today. This document detailed the Application Process, and also included Information relating to the two year tenure of Youth Representation, the Milford Haven Town Council Meeting responsibilities and advertising endeavours.

It was RECOMMENDED THAT:

 (i) the Council Secretary is to contact One

 Voice Wales and the Pontardawe Town Council

 to ascertain the safeguarding measures required

 for Youth Representatives under the age of 18;

 (ii) applications will open on Tuesday, 28th March, 2017,

 with the deadline for applications being Friday,

 7th April, 2017;

 (iii) shortlisting for the two Youth Representative

 posts will take place on Wednesday, 12th April, 2017;

 (iv) the shortlisted candidates for the two Youth

 Representative posts are to be anonymised;

 (v) interviews for the two Youth Representative posts

 are to take place on Wednesday, 19th April, 2017, in

 front of a specially selected panel of young people

 and the Milford Haven Town Council;

 (vi) appointments are to be made on Monday, 24th April,

 2017, in time for the Milford Haven Town Council’s

 Annual General Meeting on Monday, 15th May, 2017.

 (c) Advertising:

 It was RECOMMENDED THAT:

 (i) a poster is to be created and used to generate

 interest on social media and a number of locations

 across Milford Haven;

 (ii) advertising is also to take place at Pembrokeshire

 College.

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