



14th May 2024

YOUTH SERVICES WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
Wednesday 22nd May 2024 at 2.00pm

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Working Group Members:

Cllr Chloe Gustard (Chair)	Cllr Catherine Daniell (Vice-Chair, Deputy Leader)
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr Dr Marilyn Canet
Cllr Gareth Willis	

Co-opted Members:

Sevenoaks Youth Council: Harry King Madeleine Politzer	Sevenoaks District Council: Kelly Webb Maxine Quinton
Kent County Council: Vacant	West Kent Communities: Richard Dowling
Sevenoaks Area Youth Trust: Peter Robinson	National Trust: Amy Sabine

AGENDA

1	<u>CHAIR AND VICE-CHAIR</u> To note that at the Annual Town Council meeting held on 13 th May 2024, the following appointments were made: Chair: Cllr Chloe Gustard Vice-Chair: Cllr Catherine Daniell	-
2 2.1	<u>REVISED COMMITTEE AND WORKING GROUP SYSTEM</u> To note that at the Annual Town Council meeting held on 13 th May 2024, the Town Council approved a revised Committee and Working Group system.	-

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2.2	To receive and note the Terms of Reference of the Youth Services Working Group.	Attached
3	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
4	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
5	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-
6	<u>MINUTES OF YOUTH SERVICES COMMITTEE HELD ON 20TH MARCH 2024</u> To receive and sign the Minutes of the Youth Services Committee held on 20 th March 2024.	Attached
7	<u>MINUTES OF THE YOUTH COUNCIL HELD ON 20TH MARCH 2024</u> SEVENOAKS YOUTH COUNCILLORS - Home (weebly.com) To receive and note the Minutes of the Youth Council meeting held on 20 th March 2024.	Attached
8	<u>HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ</u> House in the Basement - Home (weebly.com) To receive and discuss the following reports:	Attached Attached
8.1	HiTB Manager's Update Report	
8.2	Finance Cost Centre Reports: February- March 2024	
9	<u>REPORTS FROM CO-OPTED PARTNERS</u> i. Kent County Council ii. SAYT iii. SDC - Community Safety Team iv. West Kent Communities	-
10	<u>SWING DOORS FOR HOUSE IN THE BASEMENT YOUTH CAFÉ</u> To consider quotes received for the supply and installation of manual swing entrance doors for House in the Basement Youth Café.	Attached

11	<u>CHILDREN'S DESIGN A CHRISTMAS LIGHT 2024</u>	Attached
11.1	To consider running the Design a Christmas Light Competition for a third year.	
11.2	To consider awarding a grant from the Youth Outreach Budget to cover the cost of manufacturing the light.	
12	<u>CLIMATE CHANGE YOUTH FORUM</u> To receive the meeting notes from the Climate Change Youth Forum held on the 17 th of April 2024.	Attached
13	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	—

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**Sevenoaks Town Council
Youth Services Working Group – 22nd May 2024**

TERMS OF REFERENCE - YOUTH SERVICES WORKING GROUP

To consider all matters relating to the following items and make recommendations to the Community & Wellbeing Committee in respect of:

- (a) Sevenoaks Youth Council
- (b) House in the Basement Youth Café
- (c) Liaising and working with other youth service providers with aim of assessing needs
and to encourage and support activities with the aim of fostering the personal development of young people.
- (d) Arranging events and facilities for young people
- (e) The Youth Services Working Group may co-opt non-voting members to the Committee, including two Youth Councillors.
- (f) Meetings of the Youth Services Working Group normally to be held after Youth Council meetings.
- (g) A quorum of the Youth Services Working Group will be three voting (elected) members
- (h) Recommend Youth Grants to the Community & Wellbeing Committee.
- (i) The Youth Services Working Group shall be constructed as follows:-

Town Councillors will be appointed at the Annual Meeting of the Town Council, plus the Chair or Vice-Chair of the Finance & Delivery Committee and the Town Mayor (ex-officio). The Youth Services Working Group can increase its membership with Co-Opted Members from members of other youth related organisations.

- (j) Co-opted members

All Co-Opted members of the Working Group would not be voting members; it is hoped most decisions would be agreed by consensus and will serve for a period of one year but can be re-elected.

Finance

- (i) The Youth Services Working Group shall make recommendations on the budgets associated with its activities for:
 - Youth Council
 - HitB Youth Café
 - Youth Grants

**Sevenoaks Town Council
Youth Services Working Group – 22nd May 2024**

- (ii) The Youth Services Working Group shall make recommendations to determine grant awards up to and provided the amount is within the allocated Youth Grants annual budget.
- (iii) The Working Group shall not normally support grant applications for funding of a service for a period exceeding three years, nor application forms from individuals without the demonstrated support of a recognised group, club, or organisation.

Minutes of the Meeting of the Youth Services Committee
Held on 20th March 2024 in the Council Chamber, Town Council Offices, TN13 3QG.

Meeting Started: 7.00 p.m.

Meeting Concluded: 7.49 p.m.

Present:

Cllr Chloe Gustard (Chair)	Present	Cllr Catherine Daniell (Vice-Chair)	Present
Cllr Dr Marilyn Canet	Present	Cllr Sally Layne	Absent
Cllr Clair Shea (ex-officio)	Apologies	Cllr Gareth Willis	Apologies
<u>Co-opted members</u>			
Sevenoaks Youth Council: Harry Madeline	 Apologies Apologies	Sevenoaks Area Youth Trust: Peter Robinson	 Apologies
Kent County Council: Vacant		West Kent Communities: Richard Dowling	 Present
Sevenoaks District Council: Kelly Webb, Maxine Quinton	Apologies	National Trust: Amy Sabine	Present

In attendance: Georgina Jackson, Responsible Finance Officer & Deputy Town Clerk, Daren Mountain, HiTB Youth Café Manager, Ieuan Chandler-Wilson, Youth Committee Clerk.

Representations received from Members of the Public: none.

750. Apologies for Absence

Received as noted above.

751. Requests for Dispensations

There were no requests for dispensations.

752. Declarations of Interest

There were no declarations of interest.

753. Minutes of Youth Services Committee held on 24th January 2024

RESOLVED: To receive and accept minutes of the Youth Services Committee held on the 24th of January as a true record.

754. Minutes of Sevenoaks Youth Council

RESOLVED: To receive and note the Minutes of the Youth Council meeting held on 17th January 2024.

755. Current Matters and Completed Matters Report

The Committee received the current and completed matters report. It was noted that the Climate Change Youth Forum only had 3 young people attend.

Sevenoaks Town Council

RESOLVED: To note the Current Matters and approve the Completed Matters as a true record of the Youth Services Committee's completed actions.

756. House in the Basement Youth Café

756.1 Update Report

The Committee heard from Daren that House in the Basement has been continuing to do well with the most popular day for young people being a Wednesday. Daren noted that the NEET project is currently in its fifth week and while they are seeing low numbers more young people are attending slow as word spreads. There has been very positive feedback from parents whose young people have been attending the sessions. It was noted that the project would be pausing over the Easter break and would then continue for another six weeks.

The Committee suggested reaching out to other organisations, like Citizen's advice, as well as more promotion online for the project.

The Committee heard that as of the first Thursday in April House in the Basement of West Kent Youth Services will be carrying out detached work within the town.

RESOLVED: That the report be received and noted.

756.2 Finance Report December 2023- January 2024

RESOLVED: That the Finance Cost Centre report for the House in the Basement Youth Café be noted.

757. Reports from Co-opted Partners

Noted following reports from Co-opted Partners:

(i) Sevenoaks District Council, Community Safety

Although Maxine Quinton was unable to attend this meeting, she had forwarded a report from the District Council about events in Sevenoaks Town.

Linda contacted the CSU regarding young people causing problems on the Vine. There were no reports to Kent Police

Reports have been received of young people causing problems in Sevenoaks Town, Waitrose, and Sevenoaks Leisure Centre. CCTV images have been obtained and investigations regarding identifying the young people has started.

Summer Fun Days information has been sent to Town & Parishes council for their preferred dates.

The Big Sing is taking place on Thursday 16th May, at the Stag Theatre, tickets are on sale now.

Site visits have taken place with the KCC Youth Workers at Bat and Ball and the Quarry.

Site visit will take place this Friday to the Sevenoaks Town Car Park. Reports of nuisance vehicles continue. When reports are received CCTV images are checked

Sevenoaks Town Council

to see if registration details of the vehicles are captured. Registered owners of the vehicles are then written to regarding their behaviour. Since the beginning of the year the CSU has sent out 11 Vehicle Warning Letters.

The Public Protection Spaces Order for Hewitts Roundabout has been agreed.

(ii) West Kent Youth Services (WKYS)

The Committee heard from Richard Downing that during their detached work they are seeing a number of young people at Greatness Recreational Grounds, it was also noted that they were getting a lot of young people enquiring about the skate park and when the work to refurbish the Skate park was undertaken.

Richard also reported that the Young Adventures group is doing well, with up to 20 young people attending each session.

(iii) National Trust

The Committee heard from Amy Sabine from Knole House that they have just had their first carers-based work experience young person attend and are starting to prepare for more work experience to take place in the summer.

It was also noted that Knole would be taking part in the Great Big Green Week which runs from the 8th to the 16th of June.

758. Family Hub and Commissioned Youth Decision

It was noted that *“Within the option chosen by the KCC Cabinet Spring House is proposed to cease providing Children’s Centre services, however, will be retained by Public Health for their service provision. Spring House is an NHS site.”*

759. Swing Doors for House in the Basement Youth Café

The Committee received a report regarding a quote received by Sevenoaks Town Council for the replacement and installation of new doors for House in the Basement. It was noted that only one quote had been obtained for this, the Committee asked if more quotes could be obtained and motioned for this item to be deferred to the next meeting of the Youth Services Committee.

RESOLVED: For more quotes to be obtained for the replacement and installation of the new doors and for the item to be deferred to the next meeting of the Youth Services Committee.

760. Grant for House in the Basement SEN Nights

The Committee heard that House in the Basement had been successful in procuring a grant for the Tuesday SEN nights and congratulated Daren.

761. Grant Applications

The Committee received and noted that the balance of the 2024/25 Youth Outreach budget was £7,490.

Consideration was given to grant applications received. It was agreed to fund a hire venue cost for 36 We Are Beams Clinics to be held at House in the Basement.

The Committee noted that the calculations for the cost of hire for We are Beams had been calculated to the 2023/24 figures and were set to rise from the 1st of April 2024, It was agreed that they would be awarded the amended cost of hire from 1st April.

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No	Organisation Name & Charity Reg	Purpose of award	Grant Application	Grant approved
23	Kent Youth Jazz Orchestra Charity Reg: 1149477	Towards the costs of Youth Jazz workshop & short concert on 25 th June. Free of charge to the young musicians.	£500	£500
69	We are Beams. Charity Reg: 1054129	Hire costs of House in the Basement for 36 weeks of the year for advice clinic for families with disabled children.	£1,368	£1,440
Total awarded				£1,940

762. All inclusive Train Session 5th April at Bat & Ball Station

It was noted that on the 5th of April the All Aboard Club will be holding inclusive play train sessions at the Bat & Ball Station at 11am and 1pm.

763. Press Release

RESOLVED: To issue a press release on the approved grants and the NEET project.

There being no further business the Chair closed the meeting.

Signed Dated
Chair

**Minutes of the meeting of the Sevenoaks Youth Council
Held on 20th March 2024**

at Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN133QG

Meeting Commenced: 6.05 p.m.

Meeting Concluded: 6.54 p.m.

Present:

Youth Council Members:

Aanya Sidhu- Chair	Apologies	Maya Goodrich	Apologies
Niki Zhang- Vice-Chair	Apologies	Bea Hayward	Apologies
Simba Li- Treasurer	Apologies	Cristian Hunter-Garcia	Present
Aryanna Mahdavi Ardestani	Present	Sharma Ishwar	Present
Catherine Barden De Leon	Present	Harry King	Apologies
Dexter Buhmann	Absent	Madeleine Politzer	Apologies
Rosie Blackmore	Present	Elena Roza-Navarro	Absent
Elena-Teodora Dragoi	Present	Jospeh Soanes	Present
Ayush Gautam	Present	Aditya Vara	Absent

In attendance: Georgie Jackson, Responsible Finance Officer & Deputy Town Clerk; Daren Mountain, Manager of House in the Basement Youth Café; Ieuan Chandler-Wilson, Committee Clerk, Cllr Chloe Gustard & Cllr Dr Merilyn Canet

- 1. In the absence of the Chair, Vice-Chair and Treasurer Jospeh Soanes was elected to Chair the meeting.**
- 2. Apologies for Absence**
Received as shown above.
- 3. Minutes of the Previous Meeting of the Youth Council held on 17th January 2024**
RESOLVED: To receive and adopt the minutes of the meeting of the Youth Council held on 17th January 2024.
- 4. Finance Report**
The Youth Council received the Finance Report.
RESOLVED: To note that the current balance was £1720.10
- 5. House in the Basement Youth Café (HiTB), Managers report:**
Daren reported that House in the basement had started the NEET (Not in Education, Employment or Training), and was currently in its fifth week, numbers had been slow to the uptake, but it has been picking up.
RESOLVED: That the report be received and noted.
- 6. Maze Wheel**
The Youth Council received the design specifications for a sensory maze wheel game from a Youth Councillor and their Brother aimed at helping the community to be more fun and inclusive. Unfortunately, both were unable to attend the meeting and the chair moved to defer this item to the next meeting to allow them the opportunity to explain the project in more detail.
RESOLVED: To defer this item to the next Youth Council meeting on the 15th of May.

7. Climate Change Youth Forum

The Youth Council heard from Cllr Dr Marilyn Canet that we had an amazing speaker, Michelle Alger who came in at the last minute and spoke about turning hard plastics into furniture. The Youth Council enquired how the project had been advertised and whether schools were aware of the project, it was noted that while the posters had gone out to schools and other youth organisations across the town it may require a driving force from young people either through talking to friends or school extra curriculum groups. It was also noted that school visits may also help get the word out about the meetings.

It was also noted that the next date of the meeting is 17th of April many schools are holding after-school tutoring sessions for exam preparations.

RESOLVED: To note the next meeting of Climate Change Youth Forum, takes place on the 17th of April at 6pm with Guest Speaker Trevor Kennet, Head of Direct Services at Sevenoaks District Council on *“Recycling in Sevenoaks”*.

8. Youth Council Promotion

The Youth Council mentioned that posting on social media would be ideal to help raise awareness of what they are doing for young people and the town. It was noted that while they have an Instagram account no posts as of yet have been done, though they currently have 40 followers. It was also noted that the current poster for the Youth Council could do with updating, adding the Instagram as well as the website may help to raise awareness and Posters in schools were small which made it hard for young people to see to get the information.

It was also noted that the Youth Council would like a page in the Town Crier to promote Youth Council activities such as their main priorities and any events they may want to hold over their two-year term. The Youth Council noted that perhaps having a magazine similar to the Town Crier may also be useful to help promote youth events in and around the Town as well as in House in the Basement.

9. Youth Council Priorities- Environment, Mental Health & Wellbeing, Community.

The Youth Council highlighted that Mental Health has become a large issue for young people in recent years. They wanted to raise more awareness as to how to help young people suffering with mental health. One way they noted is that in many of the schools they have trained teachers and staff to help but not everyone knows who these teachers are. It was noted that schools could sign post who the teachers are that they can go to.

It was mentioned that perhaps it would be beneficial for the Youth Council to hear from people like Sevenoaks Mind or West Heath school on Mental Health and how it affects young people.

The Youth Council also heard that in the last meeting they mentioned a survey for young people to use for any mental issues and to report incidents like bullying and help sign post young people to where they can get help, it was noted that this would be a large task as it requires engagement from all schools in the Sevenoaks area and safeguarding leads.

It was suggested that a poster could be created for young people to have around schools and the town for them to know who to contact for help with any issues by that at home or at school. The Youth Council outlined that a presentation to schools would also be beneficial

to help outline what other schools are doing to help students to find a person they can talk to, As well as what help is available from other organisations. It was also mentioned that this could also be a way of introducing the Youth Council to schools. It was noted that either the Chair or other members of the Youth Council could give the presentation, with the help and support of the Town Council or another member of the Town Council could give the presentation if the Youth Councillors did not feel comfortable.

It was also mentioned that the Youth Council had proposed support for the charity **Friends for Family**, they mentioned that it might be helpful to invite Friends for Family to a meeting of the Youth Council to see what support they might need.

6. Date of Next Meeting

RESOLVED: Next meeting will take place on Wednesday 15th May 2024 at HiTB Youth Café, TN13 1ZZ.

There being no further business the Chair closed the meeting.

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Sevenoaks Town Council
Youth Services Working Group– 22nd May 2024



House in the Basement Youth Café Manager: March 2024 - April 2024 report

March figures:

During March we saw 206 young people 15 of whom were new and the Youth Café was open for 16 days over the course of the month. We were also open for 4 SEN sessions and saw 16 young people attend. We took £305.

- **NEET Project (First steps, Moving Forward)**

We were open for 4 sessions over March during which 11 young people attended the sessions.

April figures:

During April we were open for 17 days and 181 young people attended with 18 who had never visited before. We were open for 5 SEN days and saw 25 young people attend.

- **NEET Project (First steps, Moving Forward)**

We were open for 3 sessions over March during which 7 young people attended the sessions.

Over the course of the month Daren and Ben Reynolds from West Kent Youth Services have also carried out 4 detached sessions around Sevenoaks Town.

HiTB continues to see consistent numbers of young people attending and with NEET and detached sessions added to our provision, we are seeing more young people than ever.

Every month new young people come through the doors of HiTB and we see plenty more on detached sessions.

Whilst sadly many Town, District & County councils reduce the amount of youth provision they give to their communities, we can be proud of the service Sevenoaks Town area receives.

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>50 Youth Cafe</u>												
1022 Letting & Hire of Facilities		465	209	(256)	5,577	2,299	(3,278)	2,512			222.0%	
1211 Sale of Goods		164	158	(6)	2,715	1,738	(977)	1,894			143.3%	
1350 Revenue Grant income		0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income		0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income		629	367	(262)	12,902	4,037	(8,865)	4,406			292.8%	0
4010 Gross Pay		5,458	3,856	(1,602)	50,618	42,416	(8,202)	46,273		(4,345)	109.4%	
4012 Expenses		0	0	0	16	0	(16)	0		(16)	0.0%	
4270 Employers Pension Contribution		196	125	(71)	1,411	1,375	(36)	1,505		94	93.8%	
5410 Repairs & General Maintenance		0	80	80	1,266	880	(386)	955		(311)	132.6%	
5500 Equipment Hired and New		0	0	0	593	0	(593)	0		(593)	0.0%	
6010 Light Heat & Cleaning		16	14	(2)	259	154	(105)	163		(96)	158.6%	
6101 Telephone		51	51	0	688	561	(127)	612		(76)	112.4%	
6105 Broadband wi-fi service		28	0	(28)	236	0	(236)	0		(236)	0.0%	
6200 Printing & Stationery		0	23	23	14	253	239	273		259	5.1%	
6210 Postage & Courier		0	0	0	28	31	3	31		3	90.2%	
6240 Computer/ Data Base/WP's		17	31	14	201	341	140	369		168	54.5%	
6241 Website Costs		12	0	(12)	96	0	(96)	0		(96)	0.0%	
6281 Furnishings,Furniture/Eqpt		0	0	0	0	354	354	474		474	0.0%	
6320 Staff Training		0	0	0	20	0	(20)	0		(20)	0.0%	
6330 Welfare/Hospitality		0	0	0	0	1	1	1		1	0.0%	
6340 Staff Uniforms		0	0	0	427	0	(427)	81		(346)	527.0%	

Detailed Income & Expenditure by Phased Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6460 Publicity & Democratic notices	70	0	(70)	100	0	(100)	7		(93)	1428.6%	
6500 Goods for Resale	250	152	(98)	2,956	1,672	(1,284)	1,821		(1,135)	162.4%	
6505 Cafe consumables	3	0	(3)	38	54	16	73		35	51.9%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	68	31	(37)	323	341	18	372		49	86.9%	
6922 Health&Safety/Risk Assessments	0	0	0	1,002	946	(56)	948		(54)	105.7%	
Youth Cafe :- Indirect Expenditure	<u>6,169</u>	<u>4,363</u>	<u>(1,806)</u>	<u>60,724</u>	<u>49,823</u>	<u>(10,901)</u>	<u>54,402</u>	<u>0</u>	<u>(6,322)</u>	<u>111.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,541)</u>	<u>(3,996)</u>	<u>1,545</u>	<u>(47,823)</u>	<u>(45,786)</u>	<u>2,037</u>	<u>(49,996)</u>				
Grand Totals:- Income	629	367	(262)	12,902	4,037	(8,865)	4,406			292.8%	
Expenditure	6,169	4,363	(1,806)	60,724	49,823	(10,901)	54,402	0	(6,322)	111.6%	
Net Income over Expenditure	<u>(5,541)</u>	<u>(3,996)</u>	<u>1,545</u>	<u>(47,823)</u>	<u>(45,786)</u>	<u>2,037</u>	<u>(49,996)</u>				
Movement to/(from) Gen Reserve	<u>(5,541)</u>			<u>(47,823)</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
50 Youth Cafe											
1022 Letting & Hire of Facilities	650	213	(437)	6,227	2,512	(3,715)	2,512			247.9%	
1211 Sale of Goods	296	156	(140)	3,011	1,894	(1,117)	1,894			159.0%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	946	369	(577)	13,847	4,406	(9,441)	4,406			314.3%	0
4010 Gross Pay	5,481	3,857	(1,624)	56,099	46,273	(9,826)	46,273	(9,826)		121.2%	
4012 Expenses	0	0	0	16	0	(16)	0	(16)		0.0%	
4270 Employers Pension Contribution	201	130	(71)	1,612	1,505	(107)	1,505	(107)		107.1%	
5410 Repairs & General Maintenance	100	75	(25)	1,366	955	(411)	955	(411)		143.1%	
5500 Equipment Hired and New	0	0	0	593	0	(593)	0	(593)		0.0%	
6010 Light Heat & Cleaning	3	9	6	261	163	(98)	163	(98)		160.4%	
6101 Telephone	111	51	(60)	799	612	(187)	612	(187)		130.6%	
6105 Broadband wi-fi service	28	0	(28)	264	0	(264)	0	(264)		0.0%	
6200 Printing & Stationery	0	20	20	14	273	259	273	259		5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31	3		90.2%	
6240 Computer/ Data Base/WP's	526	28	(498)	727	369	(358)	369	(358)		197.0%	
6241 Website Costs	12	0	(12)	108	0	(108)	0	(108)		0.0%	
6281 Furnishings,Furniture/Eqpt	0	120	120	0	474	474	474	474		0.0%	
6320 Staff Training	0	0	0	20	0	(20)	0	(20)		0.0%	
6330 Welfare/Hospitality	0	0	0	0	1	1	1	1		0.0%	
6340 Staff Uniforms	0	81	81	427	81	(346)	81	(346)		527.0%	
6460 Publicity & Democratic notices	0	7	7	100	7	(93)	7	(93)		1428.6%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6500 Goods for Resale	289	149	(140)	3,245	1,821	(1,424)	1,821		(1,424)	178.2%	
6505 Cafe consumables	0	19	19	38	73	35	73		35	51.9%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	4	31	27	327	372	45	372		45	88.0%	
6922 Health&Safety/Risk Assessments	0	2	2	1,002	948	(54)	948		(54)	105.7%	
Youth Cafe :- Indirect Expenditure	6,755	4,579	(2,176)	67,479	54,402	(13,077)	54,402	0	(13,077)	124.0%	0
Net Income over Expenditure	(5,809)	(4,210)	1,599	(53,632)	(49,996)	3,636	(49,996)				
Grand Totals:- Income	946	369	(577)	13,847	4,406	(9,441)	4,406			314.3%	
Expenditure	6,755	4,579	(2,176)	67,479	54,402	(13,077)	54,402	0	(13,077)	124.0%	
Net Income over Expenditure	(5,809)	(4,210)	1,599	(53,632)	(49,996)	3,636	(49,996)				
Movement to/(from) Gen Reserve	(5,809)	(4,210)	1,599	(53,632)	(49,996)	3,636	(49,996)				

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**Sevenoaks Town Council
Youth Services Working Group – 22nd May 2024**

Swing Main Entry Doors For House in the Basement Youth Café

The Youth Services Committee previously considered the request from the Youth Café to have new manual swing entrance doors. At the time there was insufficient information to make a decision and the Stag was asked to obtain and supply quotations.

Sevenoaks Town Council have now received from the Stag details of quotes for the supply and installation of manual swing entrance doors for House in the Basement Youth Café, part of Stag building.

These would be to replace the existing doors at the main entrance of the Youth Café, making easier for all to access.

The doors were upgraded in 2009 as part of the refurbishment when Sevenoaks Town Council took over the property. They also work as Emergency Exit doors however after being used on a daily basis until a few years ago when the locking mechanism started to stick which in turn meant the doors were extremely hard to open and are not functioning as they should.

Three quotations have been received:

A	£5,067.76
B	£6, 387.21
C	£7,000.00

RECOMMENDATION: The Youth Services Working Group recommend to the Finance & Delivery Committee that funds are provided to enable the installation of new entrance doors to the Youth Café at the Stag.

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**Sevenoaks Town Council
Youth Services Working Group – 22nd May 2024**

Design a Christmas light Competition

The Design a Christmas light Competition started in 2022 and has been running consecutively over the last two years. It is a competition for young people aged 11 and under to design their own light in a Christmas/winter theme.

The entries received are judged by the Mayor & Deputy Mayor of Sevenoaks and the chosen design then sent to Merlin Lighting who turn the design into a functional 1.2m x 1.2m column mounted light which becomes part of the Town Council's Christmas Light display.



2022 winner



2023 winner

The competition usually starts towards the end of August, start of September with the closing date set for the last week in September.

Entry forms are delivered to all the Primary schools within Sevenoaks Town as well as being placed at the Town Council Offices and the Bat & Ball Centre. Posters advertising the competition are sent to notice boards, and youth groups like SAYT, WKYS. The competition is also advertised on the Town Council, House in the Basement and Youth Council website event pages. Last year it was added to West Kent Family Grape Vine and Sevenoaks Mums Website as well as social media.

In 2022, a total of 245 entries were received, followed by 74 entries in 2023, from young people across Sevenoaks.

**Sevenoaks Town Council
Youth Services Working Group – 22nd May 2024**

The cost of the manufacture of the light is: £695 (+Vat).

The manufacture of the lights for 2022 and 2023 were funded by the Youth Services Committee via its Youth Outreach Budget.

The Youth Outreach Budget 2024/2025 and balance to date is:

Budget	2024/25	
	Budget	Balance
Youth Outreach	£8,000	£6,060

Recommendations:

Councillors are asked to consider:

- 1) Whether to run the competition for a third year
- 2) Funding the cost of the manufacture of the light from the Youth Outreach Budget

**Minutes of the Meeting of the Climate Change Youth Forum
Held on 17th April 2024 in the Council Chamber, Town Council Offices, TN13 3QG.**

Meeting Started: 6.00 p.m.

Meeting Concluded: 7.00 p.m.

The Climate Change Youth Forum heard from Georgie Elliston (Sevenoaks Town Council's Planning Officer) about the different local cycling routes that have been proposed in and around the town by Sevenoaks Town Council, Sevenoaks District Council and Kent County Council. It was noted that the East to West route that has been proposed by SDC and KCC would link five schools in the Sevenoaks Town boundary and one in Riverhead. These schools are Amhurst, Granville, Sevenoaks Primary School, Knole Academy, Trinity, and Weald.

The Forum also heard that the Town Council has appointed consultants to investigate feasibility of a Green Link from Bat and Ball Station to Dunton Green Station. If feasible and subsequently delivered, this would allow people to cycle to and from the stations without having major interactions with traffic. The total distance of the proposed cycle route would be 1.2 miles, vs the existing route which is 2.1 miles and travels via two very busy main roads (A25 in Sevenoaks and London Road in Dunton Green).

It was noted that while adding these cycle lanes may help to make more young people feel safer on the roads, the Forum was concerned that some of the schools may not have the infrastructure for storing a large number of bikes. It was also noted that not having a secure location to place their bike may deter young people from using the cycle lanes.

The Climate Change Youth Forum noted that for some families getting a bike may be difficult as they have become expensive. It was suggested that the Abacus Furniture Project on Greatness Lane may offer secondhand bikes at lower prices to help families. It was also suggested that the Town Council could do a rent-a-bike scheme similar to the e-bike scheme in London that was introduced in 2010, however it was noted that there have been issues with such schemes, with the bikes (and later the electric scooters that were trialed in the UK) not being returned to the appropriate storage locations.

It was noted that perhaps during the Climate Fair people could donate bikes that they no longer use or want, and these could be serviced and supplied to families who may not be able to afford a new bike, similar to the coat collections the Town Council have held in the past. Another suggestion was a bike swap scheme where parents can swap bikes from young people that they might have grown out of.

It was also suggested that the Town Council could rent bikes to schools for students to use as a way of encouraging young people to cycle. It was noted that some places such as Glasgow have "Bike Buses" (a group of people in hi-vis cycling around and to schools) that follow certain routes and close/block roads for a short period of time to allow children to get to school.

A further suggestion was that initially a couple of events be arranged per year for the Town to have predominant bike use.