



02nd July 2024

YOUTH SERVICES WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
Wednesday 10th July 2024 at 7.00pm

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:

Quorum minimum of 3 elected 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>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2	<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).	-

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3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-
4	<u>MINUTES OF YOUTH SERVICES WORKING GROUP HELD ON 22nd MAY 2024</u> To receive and sign the Minutes of the Youth Services Working Group held on 22 nd May 2024.	Pages (04-07)
5	<u>MINUTES OF THE YOUTH COUNCIL HELD ON 15th MAY 2024</u> SEVENOAKS YOUTH COUNCILLORS - Home (weebly.com) To receive and note the Minutes of the Youth Council meeting held on 15 th May 2024.	Pages (08-10)
6	<u>HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ</u> House in the Basement - Home (weebly.com) To receive and discuss the following reports:	
6.1	HiTB Manager's Update Report	Pages (11-13)
6.2	House in the Basement in Bloom- It's your neighbourhood entry	Pages (14-18)
6.3	Finance Cost Centre Reports: April-May 2024	Pages (20-23)
7	<u>CURRENT MATTERS AND COMPLETED MATTERS REPORT</u>	Pages (24-26)
7.1	To receive and note the Current Matters report.	
7.2	To receive and note the Completed Matters report,	Pages (27-28)
7.3	To approve the Completed Matters as a true record of the Youth Services Committee's completed actions with any amendments, for presenting at the next meeting of the Town Council.	
8	<u>REPORTS FROM CO-OPTED PARTNERS</u> <ul style="list-style-type: none"> i. Kent County Council ii. SDC - Community Safety Team iii. West Kent Communities- May detached work report - April- June detached work overview iv. SAYT v. National Trust- Knole 	Pages (29-31)

9	<u>GRANT FOR SKATEBOARDING EQUIPMENT</u>	
9.1	To consider funding Skateboarding equipment for young people who are starting to get into Skateboarding to use and can be stored at House in the Basement.	
9.2	To recommend funding to the Community & Wellbeing Committee.	
10	<u>SKATE PARK EVENT AT GREATNESS RECREATIONAL GROUND</u>	
10.1	To receive and note the report for facilitating a skateboarding event at Greatness Recreational Ground.	Page (32)
10.2	RECOMMENDATION: To identify funding for the skateboarding event in Sevenoaks for Summer 2024.	
11	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	—

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

Meeting Commenced: 2.20 p.m.

Meeting Concluded: 3.04 p.m.

Present:

Cllr Chloe Gustard (Chair)	Present	Cllr Dr Marilyn Canet	Present
Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)	Present	Cllr Gareth Willis	Apologies

Co-opted members

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

In attendance: Cllr Tony Clayton, Responsible Finance Officer & Deputy Town Clerk, Senior Committee Clerk and House in the Basement Youth Café Manager.

1. Chair and Vice-Chair

Noted that at the Annual Town Council meeting held on 13th May 2024, the following appointments were made:

Chair: Cllr Chloe Gustard
Vice-Chair: Cllr Catherine Daniell

2. Revised Committee and Working Group System

2.1 Noted that at the Annual Town Council meeting held on 13th May 2024, the Town Council approved a revised Committee and Working Group system.

It was noted that the aim of the Working Groups was to be able to develop ideas involving members of the community and stakeholders with oversight from the committees. The Chair commented on how useful the former Youth Services Committee had been in this regard, enabling collaborative working with the co-opted members. It was suggested that schools be invited to send representatives to the meetings.

It was noted that some of this Working Group meetings had been scheduled for 2pm, which may be difficult for some of the Co-opted members to attend, but that this was under review.

The Working Group agreed that it would be useful to have a Work Plan for the Group, identifying future items for consideration.

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

2.2 The Terms of Reference for the Youth Services Working Group were received and noted.

3. Apologies for Absence: Received and accepted as noted above.

4. Requests for Dispensations: There were no requests for dispensations.

5. Declarations of Interest: There were no declarations of interest.

6. Minutes of Youth Services Committee held on 20th March 2024
It was agreed to receive and accept the minutes as a true record.

7. Minutes of Sevenoaks Youth Council meeting held on 20th March 2024
It was noted that representatives of the Youth Council's nominated charity, Friends for Families, had attended the meeting last week: the HitB Manager advised that this had been well received. It was suggested that perhaps a Climate Change speaker could be invited to a future meeting and an officer to talk about the Council structure at the Town Council and Sevenoaks District Council.

It was agreed that the Minutes of the Youth Council meeting held on 20th March 2024 be received and noted.

8. House in the Basement Youth Café (HitB)

8.1 Manager's Report

Daren Mountain, HitB Manager, presented his report. He advised that numbers for the NEET (Not in Education, Employment or Training) Programme were small but that it was really helping those attending. The programme would run until the school summer holidays and consideration be given to whether to continue in September.

Numbers attending HitB were steady, with approximately 15 new young people attending each month.

Daren had been undertaking detached work with Ben Reynolds, West Kent Youth Worker, on Thursdays, sometimes joined by Andy from Kenward Trust. It provided a good opportunity to engage with more young people and promote HitB. Daren commented on the strong working partnership with West Kent this year, particularly as they now visited Sevenoaks Town twice a week.

Daren also reported that the Skateboard sessions for girls had been a great success.

8.2 Finance Cost Centre Reports, February and March 2024

The Finance Cost Centre reports for the House in the Basement Youth Café for February and March 2024 were received and noted.

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

9. Reports from Co-opted Partners

The following reports from Co-opted Partners were noted:

(i) Sevenoaks District Council, Community Safety

Maxine Quinton advised that there had been a few incidents over the last few months at the Town Centre Car Park and Leisure Centre, Bat & Ball Railway Station and Sainsbury's Local, with groups of young people causing problems. They had been identified and acceptable behaviour statements drawn up; the young people and their families would be visited.

There had also been some issues on trains; the Transport Police were considering placing some restrictions on travel.

The thing in common with the groups was one school. The child centred police team was to visit the school to talk to staff and maybe hold an assembly.

It was noted that there had been a significant instance of graffiti this week, over a quite wide area. It had been reported to the District Council, and the Direct Services Team hoped to remove by the end of the week. Maxine reported that they had photographs of the tag and were working on identifying those responsible.

The issues in the Town Centre Car Park involved older young people gathering in their cars. Reporting and identifying was improving, and they had been advised that if they were caught their cars would be seized.

It was noted that the Bat & Ball Station toilets had been vandalised three times recently and that the Café on the Vine was finding broken glass on occasion. Maxine requested that incidents be reported to the Community Safety team so that they are aware.

Maxine also reported that the Family Fun Day leaflets were being finalised and that Kelly Webb was organising a community art mural, working with the landowner and a student from Sevenoaks School.

(ii) West Kent Youth Services (WKYS)

Richard Dowling had been unable to attend the meeting but provided a written report, which was received and noted.

It was noted that WKYS had funding of £1,500 to provide six workshops for young people to improve health and wellbeing. Following conversations with young people while on detached work and at HitB, preparation was underway for the first two workshops - street dance and photography.

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 22nd May 2024 at the Town Council Offices

10. Swing Doors for House in the Basement Youth Café

Consideration was given to quotations received for the installation of new swing entrance doors at House in the Basement Youth Café, part of the Stag theatre building. Four quotations (excl VAT) had been obtained by the Stag:

- a) £5,693.95
- b) £6,387.21
- c) £7,000.00
- d) £4,223.13

It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:

- 1) funds are provided to enable the installation of new swing entrance doors to the House in the Basement Youth Café; and
- 2) Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted.

11. Children's Design a Christmas Light Competition 2024

Consideration was given to running the Design a Christmas Light competition, for young people aged 11 and under, for the third year running and to funding the manufacture of the winning designed light from the Youth Outreach Budget.

It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:

- 1) the Design a Christmas Light Competition be run in 2024/25; and
- 2) the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget.

12. Climate Change Youth Forum

It was noted that whilst discussing cycle routes, the Youth Forum commented that some schools did not have secure storage for many bicycles. The Youth Forum also noted that not all families had access to bikes as they were expensive, and asked that consideration be given to donation, bike swap or rent a bike schemes.

The Working Group agreed that ways of enabling affordable cycling be explored, suggesting that local bike shops, the Abacus Project (who ran a cycle repair & recycling scheme prior to Covid) and the Sevenoaks Cycle Forum be consulted. It was also queried whether a call for bikes could be made at next year's Climate Fair.

It was agreed that the Minutes of the Climate Change Youth Forum meeting held on 17th April 2024 be received and noted.

13. Press Release

It was agreed that a press release be issued when the Christmas Light competition is launched.

There being no further business the Chair closed the meeting.

Signed
Chair

Dated

Minutes of the meeting of the Sevenoaks Youth Council
Held on 15th May 2024

at House in the Basement, Stag Community Arts Centre, London Road, Sevenoaks, TN13 1ZZ,

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.43 p.m.

Present:

Youth Council Members:

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

In attendance: Georgina Jackson, Responsible Finance Officer & Deputy Town Clerk; Daren Mountain, Manager of House in the Basement Youth Café; Ieuan Chandler-Wilson, Youth Committee Clerk.

1. **In the absence of the Chair, Vice-Chair and Treasurer, Harry King 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 20th March 2024**
RESOLVED: To receive and adopt the minutes of the meeting of the Youth Council held on 20th March 2024.
4. **Finance Report**
It was noted that £1,720.10 had been carried over from the previous financial year 2023/24 and that the Youth Council had been allocated £500 at the start of this financial year 2024/25.

RESOLVED: To note that the current balance for 2024/25 was £2,220.10
5. **Vice-Chair**
It was noted that Niki Zhang had stood down as a Youth Councillor.
6. **Election of Vice-Chair**
The Youth Council held an election for the office of Vice-Chair, one Youth Councillor put their name forward.

RESOLVED: That Harry King be elected as Vice-Chair.

7. Representatives of the Charity Friends for Families

The Youth Council heard from Claire Davison, the Treasurer of Friends for Families, that they are a small charity who work with Children's Services to help Families with day-to-day items, anything from helping with the weekly food shop to helping to obtain beds and white goods (Fridge, freezers washing machines and dryers). She mentioned that this tends to be through referral from Children's Services and all the requests they received go to the board of trustees to be agreed. It was noted that they had spent £92,000 helping families across Sevenoaks; Claire reflected that her favourite item so far that they have procured is a practice head for a NEET (Not in Education, Employment or Training) young person to practice hair dressing.

The Youth Council heard how the Charity had originally started as an appeal for Christmas presents led by Shona Campbell through her running courses; she later founded Friends for Families with Deborah Griffin in 2018.

Claire mentioned that the Charity would be delighted to receive any funds that the Youth Council could raise and mentioned the charity would be happy to give the Youth Council boxes with the charity name on for events. The Youth Council discussed the different ways they could raise money either through a raffle held during school or Sevenoaks Town Council events or doing cake sales or "Bake off" challenges at House in the Basement.

8. Current Matters Report

The Youth Council received a report that summarised all of the Current Matters suggested through the meetings since their election in November 2023.

RESOLVED: To accept the Current Matters Report.

9. House in the Basement Youth Café (HiTB), Manager's report:

The Youth Council heard from Daren Mountain that House in the Basement had started to plan their annual trip to the beach. Daren also wanted to reiterate the last paragraph of his report "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."

10. Maze Wheel

RESOLVED: To defer this item to the next Youth Council Meeting.

11. Climate Change Youth Forum

The Youth Council received the Minutes of the Climate Change Youth Forum held on the 17th of April 2024.

RESOLVED: To note the Minutes of the Climate Change Youth Forum held on the 17th of April 2024.

12. Youth Council Mental Health Survey

The Youth Council received the draft Mental Health Survey. The Youth Council agreed they were happy with the questions placed on the survey.

RESOLVED: To receive and note that a Draft Survey had been created.

13. Youth Council Mental Health Poster

The Youth Council received the Draft Mental Health Posters.

RESOLVED: To receive and note a draft mental health poster had been created.

14. How to Promote the Youth Council

Youth Council members discussed ways in which they could raise awareness for both the Youth Council and their chosen charity. It was noted that while an Instagram account had been created by Youth Councillors there still had not been any posts made on the account; it was noted that this would be a good platform for promoting any future events or activities the Youth Council would like to do over their two-year term.

RESOLVED: To produce an Instagram post to promote the Youth Council.

15. Date of Next Meeting

RESOLVED: to note that the next meeting would be held on Wednesday 10th July 2024 at 6pm in the Town Council Chamber.

There being no further business the Chair closed the meeting.

Sevenoaks Town Council
Youth Services Working Group- Wed 10th July 2024



House in the Basement Youth Café Manager: May 2024 - June 2024 report

May figures:

During May we saw 149 young people 12 of whom were new and the Youth Café was open for 17 days over the course of the month. We were also open for 4 SEN sessions and saw 21 young people attend.

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

We were open for 3 sessions over May during which 10 young people attended the sessions.

Over the course of the month Daren and Ben Reynolds from West Kent Youth Services have also carried out 5 detached sessions around Sevenoaks Town.

May saw a slight drop off in numbers attending which is normal due to holidays & Exams.
The youth council met at HitB this month.

Kent Youth trust also visited & following the visit by the directors, the Kent Youth Trust were delighted to be able to approve the matching grant of £1000 towards the purchase of the 3 PCs for the Centre. Elaine and Shelagh were very impressed with what they saw, and we look forward to seeing the final installation.

June Figures:

During June we saw 127 young people 9 of whom were new. We also saw 18 SEN young people attend.

Numbers were down in June which isn't unusual with exams & June's weather showed extremes from colder & wetter than usual to much hotter than expected.

We are planning a summer trip to the coast in August & we were privileged to have Florence & perfect cuisine provide us with a free BBQ on Saturday 22nd June.

Numbers for our NEET project have been disappointing, but we have had some very positive feedback from some of the parents about the influence the sessions have had on their young people.

One of the parents has said that The NEET project & their transfer over to our SEN club has been a 'Lifesaver' in her words for not only the young person but also Mum as the young person has not only attended every week but has grown in confidence.

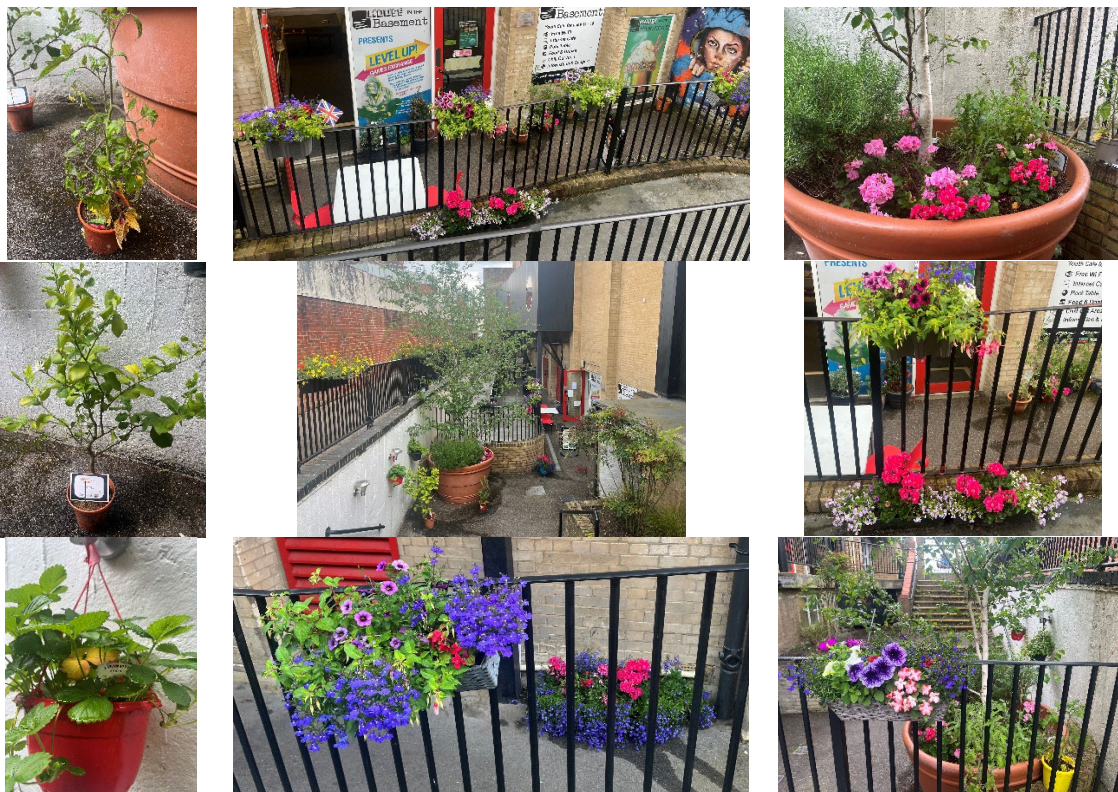
We have recently received a grant from Kent Youth Trust for £1000.00 which will be used to renew the old PC's at HitB.

We also have been able to fund the price of the coach for our beach trip with a grant from West Kent Housing, they have also funded some wellbeing workshops over the summer school holidays which will include Photography & Dance to be held at the Stag & HitB.

Sevenoaks Town Council
Youth Services Working Group- Wed 10th July 2024

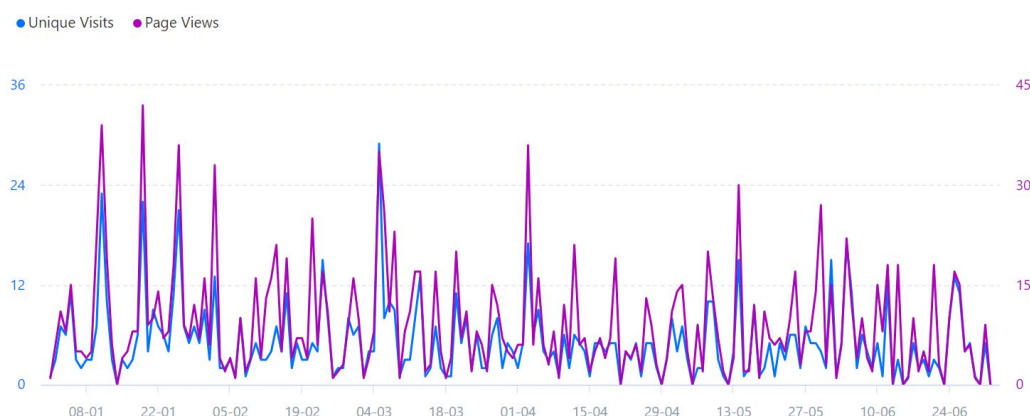
Our plants & fresh produce were entered into Britain in bloom again & we were judged on 28th June, we await the results.

House in the Basement has been entered in the “It’s your Neighbourhood” for the Southeast in Bloom competition, below shows some of the wonderful preparation work Daren and the Team put together ahead of the judging on the 28th of June 2024.



House in the Basement Website report:

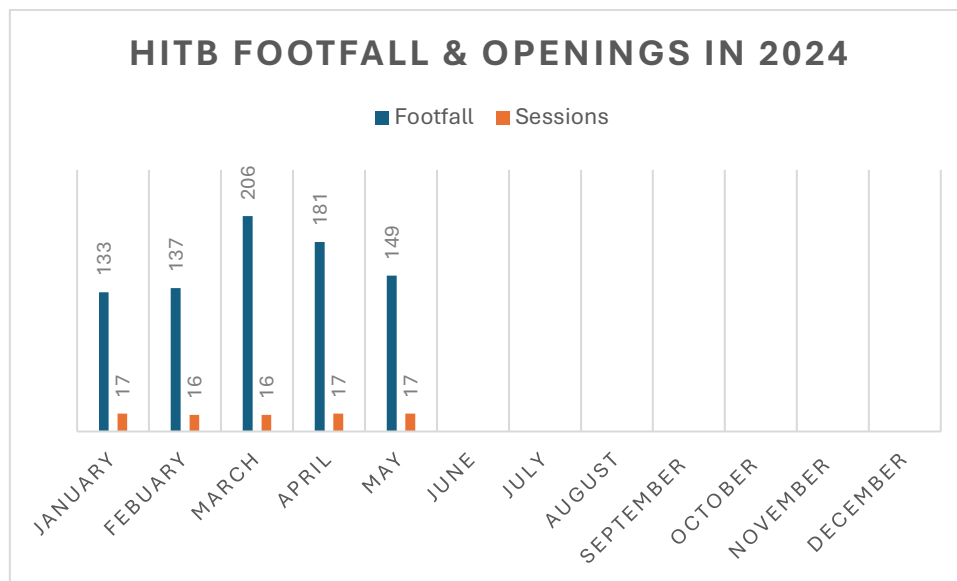
Page views since 1st of January to 2nd July 2024:



Sevenoaks Town Council
Youth Services Working Group- Wed 10th July 2024



House in the Basement footfall and number of sessions from January-May 2024





HOUSE IN THE **Basement**

It's Your Neighbourhood entry 2024

House in the Basement Youth Café (known as HitB), It is a safe space for young people to relax, meet with their friends, make new friends, get information and advice and support with homework, and take part in a range of activities including music, art projects, chess, pool, board games and video games. Low-cost hot meals are available.

The manager, Daren Mountain, is supported by casual staff and volunteers from Sevenoaks Area Youth Trust.

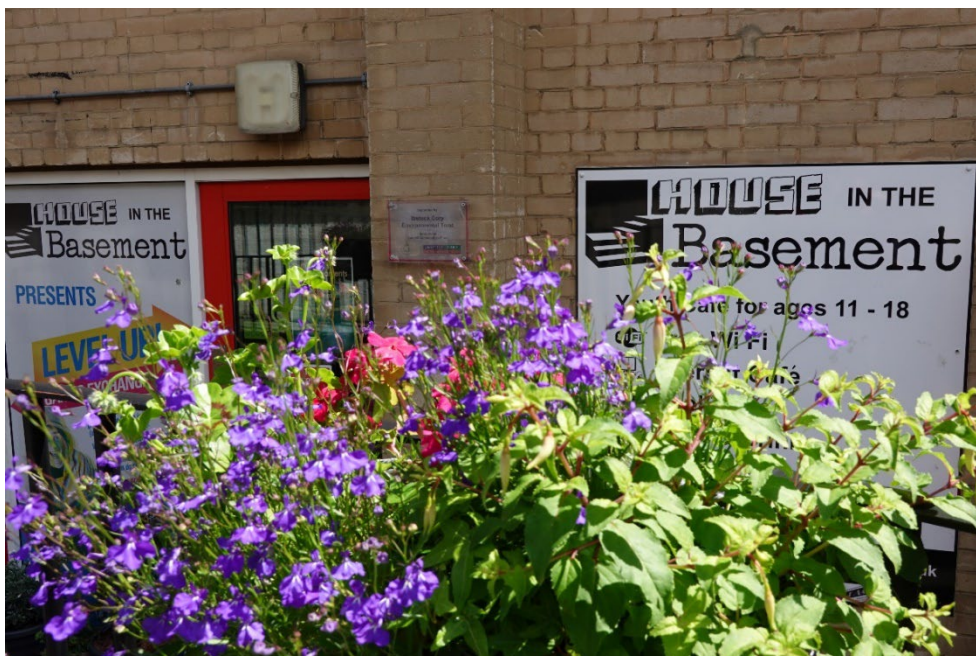
Over the past year:-

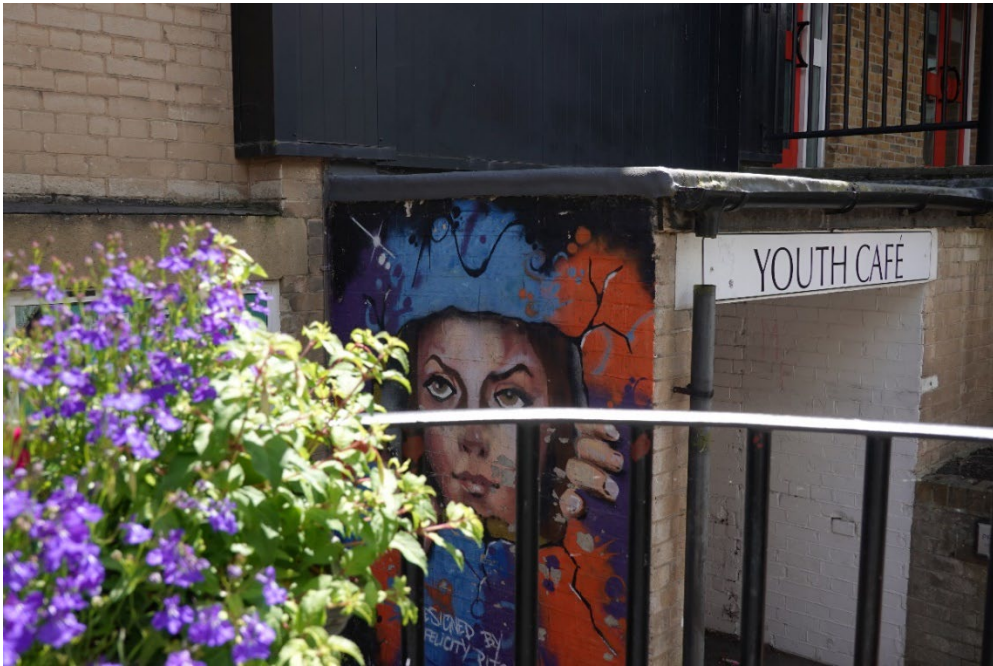
- Delighted to receive 'Thriving' award in 2023
- During 2024 number of young people attending has increased

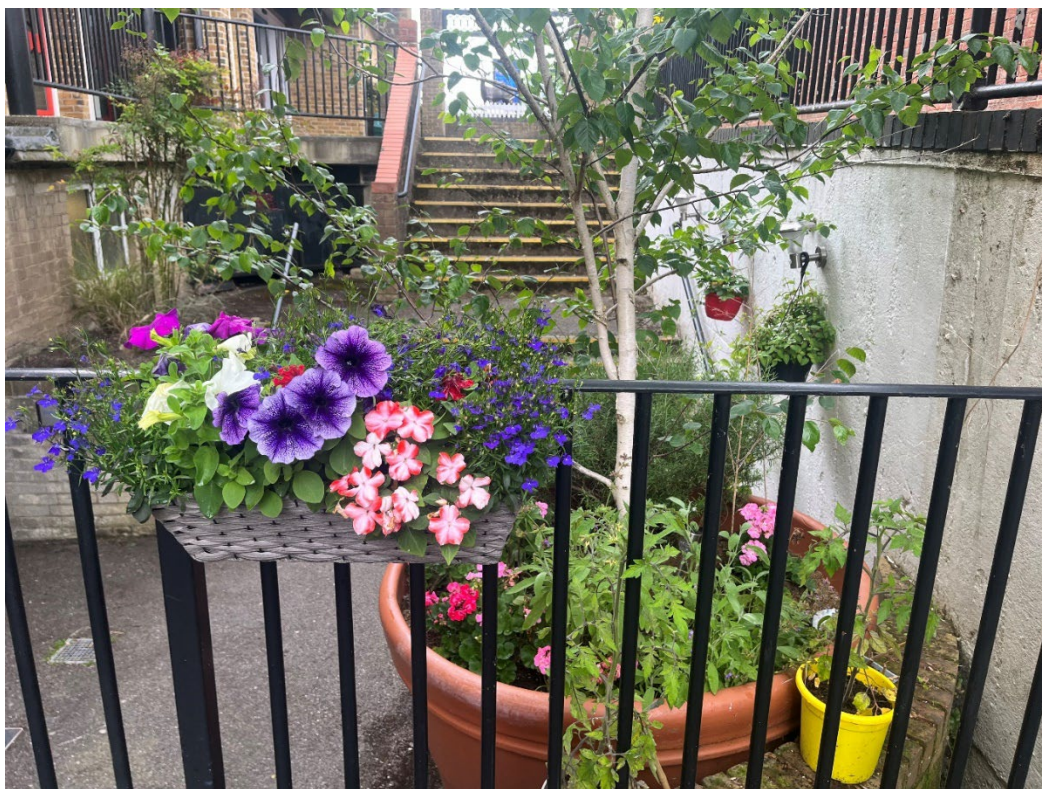
- Working in Partnership with Sevenoaks District Council and Millwall Community Trust to provide NEET project



- Special Needs Group meets weekly
- Outreach work in conjunction with Kenward Trust and Sevenoaks Youth Trust
- Encouragement of sustainability
- Highlighting the benefits of plants and gardening on mental health
- Enhancing the appearance of building and its surrounds by growing plants and flowers
- Ensuring area is free of litter
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Detailed Income & Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

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	398	258	(140)	398	258	(140)	3,100			12.8%	
1211	Sale of Goods	122	167	45	122	167	45	2,000			6.1%	
1350	Revenue Grant income	1,160	0	(1,160)	1,160	0	(1,160)	0			0.0%	
	Youth Cafe :- Income	1,680	425	(1,255)	1,680	425	(1,255)	5,100			32.9%	0
4010	Gross Pay	5,075	4,342	(733)	5,075	4,342	(733)	52,100		47,025	9.7%	
4270	Employers Pension Contribution	212	158	(54)	212	158	(54)	1,900		1,688	11.2%	
5410	Repairs & General Maintenance	361	83	(278)	361	83	(278)	1,000		639	36.1%	
5500	Equipment Hired and New	20	42	22	20	42	22	500		480	4.0%	
6010	Light Heat & Cleaning	8	17	9	8	17	9	200		192	4.2%	
6101	Telephone	51	58	7	51	58	7	700		649	7.3%	
6105	Broadband wi-fi service	33	0	(33)	33	0	(33)	200		167	16.4%	
6200	Printing & Stationery	0	17	17	0	17	17	200		200	0.0%	
6240	Computer/ Data Base/WP's	17	25	8	17	25	8	300		283	5.5%	
6241	Website Costs	12	0	(12)	12	0	(12)	200		188	6.0%	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	0	0	500		500	0.0%	
6320	Staff Training	0	0	0	0	0	0	100		100	0.0%	
6340	Staff Uniforms	0	0	0	0	0	0	200		200	0.0%	
6460	Publicity & Democratic notices	35	0	(35)	35	0	(35)	0		(35)	0.0%	
6500	Goods for Resale	142	167	25	142	167	25	2,000		1,858	7.1%	
6505	Cafe consumables	7	0	(7)	7	0	(7)	0		(7)	0.0%	
6635	Professional Fees Licensing	133	150	18	133	150	18	450		318	29.4%	
6900	Sundry Expenses	3	33	30	3	33	30	400		397	0.7%	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

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
6922 Health&Safety/Risk Assessments	85	111	26	85	111	26	1,000		915	8.5%	
Youth Cafe :- Indirect Expenditure	<u>6,193</u>	<u>5,203</u>	<u>(990)</u>	<u>6,193</u>	<u>5,203</u>	<u>(990)</u>	<u>61,950</u>	<u>0</u>	<u>55,757</u>	<u>10.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,513)</u>	<u>(4,778)</u>	<u>(265)</u>	<u>(4,513)</u>	<u>(4,778)</u>	<u>(265)</u>	<u>(56,850)</u>				
Grand Totals:- Income	1,680	425	(1,255)	1,680	425	(1,255)	5,100			32.9%	
Expenditure	6,193	5,203	(990)	6,193	5,203	(990)	61,950	0	55,757	10.0%	
Net Income over Expenditure	<u>(4,513)</u>	<u>(4,778)</u>	<u>(265)</u>	<u>(4,513)</u>	<u>(4,778)</u>	<u>(265)</u>	<u>(56,850)</u>				
Movement to/(from) Gen Reserve	<u>(4,513)</u>	<u>(4,778)</u>	<u>(265)</u>	<u>(4,513)</u>	<u>(4,778)</u>	<u>(265)</u>	<u>(56,850)</u>				

Detailed Income & Expenditure by Phased Budget Heading 31/05/2024

Month No: 2

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
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	42	258	216	440	516	76	3,100			14.2%	
1211 Sale of Goods	213	167	(46)	335	334	(1)	2,000			16.8%	
1350 Revenue Grant income	0	0	0	1,160	0	(1,160)	0			0.0%	
Youth Cafe :- Income	255	425	170	1,935	850	(1,085)	5,100			37.9%	0
4010 Gross Pay	5,055	4,342	(713)	10,130	8,684	(1,446)	52,100		41,970	19.4%	
4270 Employers Pension Contribution	205	158	(47)	417	316	(101)	1,900		1,483	21.9%	
5410 Repairs & General Maintenance	37	83	46	399	166	(233)	1,000		601	39.9%	
5500 Equipment Hired and New	0	42	42	20	84	64	500		480	4.0%	
6010 Light Heat & Cleaning	0	17	17	8	34	26	200		192	4.2%	
6101 Telephone	(9)	58	67	42	116	74	700		658	6.0%	
6105 Broadband wi-fi service	0	0	0	33	0	(33)	200		167	16.4%	
6200 Printing & Stationery	0	17	17	0	34	34	200		200	0.0%	
6240 Computer/ Data Base/WP's	0	25	25	17	50	33	300		283	5.5%	
6241 Website Costs	0	0	0	12	0	(12)	200		188	6.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	500		500	0.0%	
6320 Staff Training	60	0	(60)	60	0	(60)	100		40	60.0%	
6340 Staff Uniforms	0	0	0	0	0	0	200		200	0.0%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale	24	167	143	165	334	169	2,000		1,835	8.3%	
6505 Cafe consumables	0	0	0	7	0	(7)	0		(7)	0.0%	
6635 Professional Fees Licensing	0	0	0	133	150	18	450		318	29.4%	
6900 Sundry Expenses	6	33	27	9	66	57	400		391	2.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2024

Month No: 2

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
6922 Health&Safety/Risk Assessments	85	111	26	170	222	52	1,000		830	17.0%	
Youth Cafe :- Indirect Expenditure	5,463	5,053	(410)	11,656	10,256	(1,400)	61,950	0	50,294	18.8%	0
Net Income over Expenditure	(5,208)	(4,628)	580	(9,721)	(9,406)	315	(56,850)				
Grand Totals:- Income	255	425	170	1,935	850	(1,085)	5,100			37.9%	
Expenditure	5,463	5,053	(410)	11,656	10,256	(1,400)	61,950	0	50,294	18.8%	
Net Income over Expenditure	(5,208)	(4,628)	580	(9,721)	(9,406)	315	(56,850)				
Movement to/(from) Gen Reserve	(5,208)	(4,628)	580	(9,721)	(9,406)	315	(56,850)				

New items or updates since the last Current Matters report are in blue font.

Items requiring Action by the Working group are highlighted ORANGE. Those awaiting update before they can be actioned are not.

Minute Number & Date	Action	Update/ Status
<u>183- 28/06/2023</u>		The meeting for the 15th of June 2023 was postponed, with a rescheduled date in the works.
<u>487- 08/11/2023</u>	To note that Sevenoaks Town Council was to trial holding a meeting of the Climate Change Youth Forum after school to try to improve attendance.	We have currently advertised the event through event channels and social media with first meeting set to take place on the 28 th of February. We have arranged for a Guest speaker Trevor Kennet to be present to talk about "Recycling in Sevenoaks".
<u>310- 06/09/2023</u>	RESOLVED: Press release for the NEET Project once a date has been confirmed.	The proposal for the NEET (Not in Education, Employment or Training) Pilot Project that would be taking place at House in the Basement.
<u>479.3- 08/11/2023</u>		The NEET project, which was planned to be a two-hour programme run over 26 weeks, would have a soft launch in November, with formal start date in January. Daren reported some difficulties with the referral process and getting responses from schools.
<u>647.1- 24/01/2024</u>		They are looking at a launch during Easter. The project will be running from 13:30 till 15:30 on Tuesdays, they had arranged for speakers like the Mayor of Sevenoaks, Kenwood trust and other organisations to make the programme an interactive learning experience.
<u>763- 20/03/2024</u>		

Minute Number & Date	Action	Update/ Status
<u>8.1-22/05/2024</u>		2024), as well as posters being sent to Bat & Ball Sports shop within the town. Daren report that the skateboard sessions for Girls had been a great success. These Sessions ended on the 23 rd May 2024.
<u>761- 20/03/2024</u>	RESOLVED: Agreed grant applications for the following organisations and the amount awarded: <ul style="list-style-type: none"> • Kent Youth Orchestra- £500 • We are Beams- £1,440 Overall total awarded: £1,940	
<u>10- 22/05/2024</u>	It was AGREED TO RECOMMEND to the Finance & Delivery committee that: <ol style="list-style-type: none"> 1) Funds are provided to enable the installation of new swing entrance doors to House in the Basement Youth Café; and 2) Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted. 	
<u>11-22/05/2024</u>	It was AGREED TO RECOMMEND to the Finance & Delivery Committee that: <ol style="list-style-type: none"> 1) The Design a Christmas Light Competition be run in 2024/25; and 2) The £695 (+VAT) be Funded from the Youth Outreach Budget. 	

New items or updates since the last Completed Matter report are in **blue font**.

Items requiring Action by the Working Group are highlighted **ORANGE**. Those awaiting update before they can be actioned are not.

Minute Number & Date	Action	Update/ Status
<u>181- 28/06/2023</u>	RESSOLVED: To purchase 1 session pack at £375 for use over time at House in the Basement from the Youth Out Reach Budget	Arranged with Team.Repair for a session pack to go to House in the Basement.
<u>307.1- 06/09/2023</u>		Daren reported that the first session of retro games consoles had been very successful.
<u>182- 28/06/2023</u>	RESOLVED: To fund the Design a Christmas Light Competition for £700 from the Youth Outreach Budget.	Entry forms went out to schools. Entries received on the 26 th of September submitted for Judging from the Mayor and Deputy Mayor with the Winning design being chosen, Design sent to Merlin Lighting Company to be created in to a Light. The was installed at the Stag on the 18 th of December 2023 with the winner present for the switch on along with the Mayor of Sevenoaks, Councillor Claire Shea.
<u>185- 28/06/2023</u>	RECOMMENDED: For the Finance & General Purposes Committee to review the options for funding the repairs as per option 1 to the skate park at £40,000.	It was arranged that Kings Ramps who would be carrying out the refurbishment would be carrying out an event to celebrate the re-opening of the Skate park.
<u>486- 08/11/2023</u>	Note the refurbishment of the Greatness Skate Park and the event for the re-opening.	Event arranged to take place on the 24 th of October from 11am till 4pm.
<u>650- 24/01/2024</u>	RESOLVED: To fund the sessions with the remaining	Press release was published to advertise the sessions and the

Minute Number & Date	Action	Update/ Status
	<p>Youth Outreach Grant Budget of £600 and to pay the remainder of £510 from the Youth Outreach Grant Budget in the new financial year.</p> <p>To put together a press release for the funding of Skateboarding sessions for girls.</p>	<p>funding for these from the Youth Services Committee (this was published on 6th March 2024), as well as posters being sent to Bat & Ball Sports shop within the town.</p>
<u>761- 20/03/2024</u>	<p>RESOLVED: Agreed grant applications for the following organisations and the amount awarded:</p> <ul style="list-style-type: none"> • Kent Youth Orchestra: £500 • We are Beams: £1,440 <p>Overall total awarded: £1,940</p>	

Detached and Outreach Report Sevenoaks

Monthly Report May 2024

If you would like to discuss anything from this report in further detail please e-mail, Lead Youth Worker Ben Reynolds at; ben.reynolds@wkha.org.uk

Summary

Over the past month we have engaged with 78 young people in the Sevenoaks area. Engagements remain positive, as we continue to advertise Sevenoaks provisions and plan workshops with the young people we are engaging with.

We've talked to several young people about water safety and anti-social behaviour, as we've met a few young people who were messing around at Bradbourne lakes.

We've also spoken to a few of the year 13's we've seen about their future post exams, and the appropriate way to celebrate the end of their current education journey. Talking about the possible outcomes of drinking too much, and consuming alcohol in unsafe locations with unmoderated quantities. We also discussed the influence doing such will have on those who are younger and look up to them, and the negative impact buying and supplying alcohol to those who are not of age will have on their own futures. These groups have been positively receptive to us and engaged very well with the topic.

We have started formally planning workshops, meeting with the wildlife trust, and contacting several dance instructors and venues, we are currently waiting to hear back and confirm times, dates, and bookings, and are aiming to get these up set and begin promoting before the end of the school year.

Outside this we have engaged young people on normal topics, based on observations, and conversations, as well as having targeted conversations about mental health, and emotional well-being during Mental Health awareness week.

We continue to respond to any reports of anti-social behaviour we receive from Sevenoaks district support unit, and our housing officers, to cover the most effective areas.

Conclusion

Working alongside HOUSE in the basement, and Kenwood trust we have been steadily seeing young people on a more regular basis and are more readily recognised by both the young people and the adults we see on our routes. The workshop planning is going ahead, and we are working out the logistics on a few more ideas we've gathered from the young people, such as a sports day.

Quarterly Report Detached and Outreach

Period 1st April 2024 to 26th June 2024

If you would like to discuss anything from this report in further detail please e-mail, Lead Youth Worker Ben Reynolds at; ben.reynolds@wkha.org.uk

Overview

We've been delivering detached and outreach work in four areas thanks to several generous contributions towards funding the position.

Having fewer areas to dedicate our time to, will allow us to spend more time working with the young people and organisations in each area we work in.

We are currently delivering detached following this roster:

Monday:	Swanley
Tuesday:	Sevenoaks
Wednesday:	Edenbridge
Thursday:	Swanley, Hartley
Friday:	Sevenoaks

To maintain consistency with the young people, we maintain these days, starting detached at 5pm in each area. There are occasions when responding to young person specific anti-social behaviour that we will split times in locations, starting detached in the rostered location and diverting to the needed area. On the occasions this happens we retroactively make up the time.

This flexibility allows us to respond to areas in a timely manner and increases our knowledge of each area on different days.

April to June 2024 summary

Below is a summary for our overall work for the past quarter, town specific reports will be circulated by the 12th of July.

So far this quarter we have engaged with 476 young people across all areas.

Our overall aim is to engage with young people and, build and sustain relationships with them so that we can positively empower them. This is achieved through continuous consistent engagements with the young people we meet, and responding to needs as required within our capacity, and signposting to appropriate services when needed.

Working and staying up to date on the local offers in each area, allows us to effectively signpost and keep young people positively engaged with appropriate services. Such as the Millwall football, HOUSE in the Basement, Compass, Kenwood trust, Guru, NEET projects, and many more.

As each area and young person presents different needs our approach will vary widely to achieve the overall aim of positive empowerment. We do have specific aims linked to awareness weeks, as an

example we delivered mini workshops during mental health awareness week, to engage people's thoughts on the subject, remove stigma, and increase awareness of local provisions specifically targeted towards Mental Health. With the summer holidays coming up we will be having conversations on water safety, drug and alcohol awareness, and anti-social behaviour.

Funding

The project is funded by Sevenoaks Town Council, Swanley Town Council, Edenbridge Town Council, Hartley Parish Council, West Kent, Brenwards (our electrical and building contractor) and Capsticks (one of our legal advisers).

Skateboarding event at Greatness Skate Park 2024

Sevenoaks Town Council have been approached by Kings Ramps about providing a Skateboarding and BMX event at Greatness Recreational Ground over the Summer holidays. Similar to the re-opening event last year. With demonstrations from professional skateboarders and BMX riders as well as running a Competition and holding workshops for both new and experienced skateboarders and BMX riders.

In October 2023 Sevenoaks Town Council facilitated an event hosted by Kings Ramps to promote the re-opening of Greatness Skate Park. The event saw an amazing turn out with around 200 young people attending.

Since this Samsara Sport have been holding skateboarding sessions for girls which has had a large turn out with most of the sessions being completely booked up. A lot of the feed back from parents and young people is they would like to see more events and sessions like this available for young people.

The quote for producing this event is £2150 (not including vat).

A funding request has been submitted to Sevenoaks District Council.

RECOMMENDATION: To identify the funding for the Skateboarding Event in Sevenoaks for Summer 2024.