



03<sup>rd</sup> September 2024

## YOUTH SERVICES WORKING GROUP

To be held in the Council Chamber, Town Council Offices,  
**Wednesday 11<sup>th</sup> September 2024 at 7.00 pm**

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 ( <b>Chair</b> )	Cllr Catherine Daniell ( <b>Vice-Chair, Deputy Leader</b> )
Cllr Libby Ancrum ( <b>Mayor, ex-officio</b> )	Cllr Dr Marilyn Canet
Cllr Gareth Willis	

### Co-opted Members:

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

## AGENDA

1	<u><b>APOLOGIES FOR ABSENCE</b></u> To receive and note apologies for absence.	-
2	<u><b>REQUESTS FOR DISPENSATIONS</b></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 10<sup>th</sup> JULY 2024</u> To receive and sign the Minutes of the Youth Services Working Group held on 10 <sup>th</sup> July 2024.	Attached (Pages 04-07)
5	<u>MINUTES OF THE YOUTH COUNCIL HELD ON 10<sup>th</sup> JULY 2024</u> <a href="#">SEVENOAKS YOUTH COUNCILLORS - Home (weebly.com)</a> To receive and note the Minutes of the Youth Council meeting held on 10 <sup>th</sup> July 2024.	Attached (Pages 08-10)
6	<u>GRANTS REPORTS</u>	
6.1	Progress on grant applications submitted by STC	Attached (Page 11)
6.2	To receive the update on Youth Outreach Budget and to consider Grant Application Received for recommendation to the Community & Wellbeing Committee	Attached (Pages 12-13)
7	<u>HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ</u> <a href="#">House in the Basement - Home (weebly.com)</a> To receive and discuss the following reports:	
7.1	HiTB Manager's Update Report	Attached (Pages 14-16)
7.2	Finance Cost Centre Reports: June-July 2024	Attached (Pages 17-20)
8	<u>CRAFT EQUIPMENT FOR HITB</u> To recommend funding of the proposed craft equipment for HiTB to the Community & Wellbeing Committee from the Youth Outreach Budget.	Attached (Page 21)
9	<u>REPORTS FROM CO-OPTED PARTNERS</u> i. SDC - Community Safety Team ii. West Kent Communities- June detached work overview  iii. SAYT iv. National Trust- Knole	Attached (Pages 22-23)

10	<u>SUMMER YOUTH EVENTS</u> To receive and note the report on the summer youth events hosted or coordinated by Sevenoaks Town Council.	Attached (Pages 24-25)
11	<u>CURRENT &amp; COMPLETED MATTERS REPORT</u>	Attached (Pages 26-29) Attached (Pages 30-32)
11.1	To receive and note the Current Matters report.	
11.2	To receive and note the Completed Matters report,	
11.3	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.	
12	<u>SKATEBOARDING LESSONS</u> To note the trainer no longer has availability for this year but is looking to revisit this in 2025.	
13	<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 10<sup>th</sup> July 2024 at the Town Council Offices**

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 8.00 p.m.

**Present:**

Cllr Chloe Gustard ( <b>Chair</b> )	Apologies	Cllr Dr Marilyn Canet	Apologies
Cllr Catherine Daniell ( <b>Vice-Chair, Deputy-Leader</b> )	Present	Cllr Gareth Willis	Apologies
<b>Co-opted members</b>			
<b>Sevenoaks Youth Council:</b> Harry King Madeleine Politzer	Apologies Apologies	<b>Sevenoaks District Council:</b> Maxine Quinton Kelly Webb	Apologies Apologies
<b>Kent County Council:</b> Vacant	–	<b>West Kent Communities:</b> Richard Dowling	Present
<b>Sevenoaks Area Youth Trust:</b> Peter Robinson	Present	<b>National Trust:</b> Amy Sabine	Present
<b>Substitute</b>			
Cllr Sally Layne	Present	Cllr Chloe Gustard	
Cllr Lionel O'Hara	Present	Cllr Gareth Willis	

**In attendance:** Town Clerk, House in the Basement Youth Café Manager and Youth Committee Clerk.

**70.** In the absence of the Chair Vice-Chair and Deputy Leader Cllr Catherine Daniell  
Chaired the meeting.

**71. Apologies for Absence:**  
Received and accepted as noted above.

**72. Requests for Dispensations:**  
There were no requests for dispensations.

**73. Declarations of Interest:**  
There were no declarations of interest.

**74. Minutes of Youth Services Committee held on 22<sup>nd</sup> May 2024**  
It was agreed to receive and accept the minutes as a true record.

**75. Minutes of Sevenoaks Youth Council meeting held on 15<sup>th</sup> May 2024**  
It was agreed to receive and note the minutes.

**76. House in the Basement Youth Café (HitB)**

**75.1. Manager's Report**

Daren Mountain reported that the SEN group on Tuesday has been going well.  
The NEET project is still ongoing and while they are still seeing small numbers the feedback from both the parents and young people has been positive with parents reporting a noticeable difference from the young person. It was also

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noted that a few of the young people who had been attending the sessions have started to attend the other groups at House in the Basement. Daren reported that over the summer school holidays, the project will be pausing, with the potential for a rebranding of the project with new posters and publications to come into effect for the new school year to help promote the project.

It was also noted that.

One of the young people who had been attending the NEET project had been helping with the gardening in preparation for the South East in Bloom judging and was even engaging with the Judges on the day.

Daren reported that a Youth Worker meeting had taken place with many of the different youth workers within the Sevenoaks area attending.

The Working Group heard that West Kent Housing has helped fund a Coach to be provided to take up to forty young people who attend House in the Basement, SAYT and West Kent on a trip to Broadstairs. This will be taking place on the 21<sup>st</sup> of August 2024 with young people meeting the coach at the Stag Car Park.

**75.2. House in the Basement in Bloom- It is your neighbourhood entry.**

It was noted that House in the Basement had been entered "It's Your Neighbourhood" and they would find out the results sometime in September.

**75.3. Finance Cost Centre Reports, April- May 2024**

The Finance Cost Centre reports for the House in the Basement Youth Café for April-May 2024 were received and noted.

**77. Current Matters and Completed Matters report.**

That the Current Matters report be received and noted.

**78. Reports from Co-opted Partners**

The following reports from Co-opted Partners were noted:

i) **West Kent Youth Services (WKYS)**

Richard Dowling reported that the outreach detached work with House in the Basement has been going well. They had seen young people out The Vine, Greatness Recreation Ground, Mill Pond Woods, Bradbourne Lakes and the Tarmac Quarry Site. It was also noted that they had started to see more sixth-form students.

The Working group heard that West Kent Youth Trust are holding Street dance sessions over the summer. They are also assisting with Photography sessions at House in the Basement. Richard also reported that they had received funding to supply their free holiday clubs from the 5<sup>th</sup> to the 7<sup>th</sup> of August at Hope Church.

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There are spaces for up to thirty young people at a time with three different elements to the day, active, creative and food.

Richard also reported that they will be attending the Family Fun Day at Greatness Recreation Ground and will be bringing a funfair-like stall for the event. He informed the working group that they would be bringing a Coconut Shy, Hook a Duck and other types of funfair stalls.

The fun day at Greatness Recreation Ground is funded by the Town Council as part of the SDC district-wide Summer Playdays. In addition, Sevenoaks Town Council will be providing a Dinosaur event

**ii) Sevenoaks Area Youth Trust**

Peter Robinson reported that since the last meeting, the Alpha Group had finished and that they are currently working with the young people who attended the Alpha Group to create a follow-up project. They have been heading to Holly Bush on Tuesday trying to engage with more young people as they are noticing that many of their current members are starting to reach the end of their school years.

It was also noted that they will be taking five young people with two seniors on a summer camp. Peter also noted that SAYT will be holding a sponsored walk from the Thames Pathway to Tower Bridge to raise £2,000.

**iii) National Trust- Knole**

Amy Sabine reported that since the last meeting Knole had taken place in the Great Big Green Week during which they had guided walks and handed out *Discovery packs* for young people to help interact with the park around them.

Amy reported that they have been busy with eleven young people attending for general work experience and two for careers-based work experience. They are currently trying to increase the number of young people attending for D of E based Volunteering as they currently provide mentors who have been DBS checked to support these individuals.

It was noted that in the summer holidays, Knole will be holding *Summer of Play* during which they provide several different game items Like Cricket and Kite flying. It is free for young people and families to use on their visit.

**79. Grant for Skateboarding Equipment**

The working group discussed the proposal to allocate funds for purchasing skateboarding equipment. This equipment will be available for individuals who might otherwise be unable to afford it, allowing them to borrow it and participate in skateboarding activities. The initiative aims to promote inclusivity and provide opportunities for all members of the community to engage in this sport.

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The Working group agreed to allocate £500 to the funding for the skateboarding equipment.

**80. Skate Park event at Greatness Recreation Ground**

The Working group heard that Sevenoaks Town Council have been approached about providing a skateboarding event over either the summer holidays or the October half term. It was noted that in the past these events have been very well attended. The Working Group flagged that the requested amount to fund this event would not leave much for any future events or grants.

**RESOLVED:** Sevenoaks Town Council to look for sponsors for this event and work with West Kent and Sevenoaks District Council to fund the event. Sevenoaks Town Council to allocate £500 each to the funding of the event.

An update sheet was circulated to the working group. The report outlined that STC had been approached about the use of the skate park for private lessons. It was noted that this would involve the sectioning off areas of the Skate Park and limiting public use of a space that has previously been free for the public to use at any point.

The Working Group suggested that if the Council wanted to go ahead with this it would be best to see if there are certain days of the week where fewer people use the site that could be offered at a charged rate for lesson provider. It was noted that timetables similar to the ones used for the MUGA at the Bat & Ball Centre would need to be created to help identify what's going on and when.

**RESOLVED:** To liaise with the Skateboard Coach to agree the following:

- Small charge for use which would be reinvested into skateboarding activities.
- Agreed regular day and time that is least disruptive to other users.
- Information to be provided to skate park users (as per MUGA sign)
- Ensure the skateboarding coach has all of the following in place: Public Liability Insurance, Risk Assessments, and Safeguarding Measures.

**81. Press Release**

No press release was issued.

There being no further business the Chair closed the meeting.

Signed .....  
Chair

Dated .....

**Minutes of the meeting of the Sevenoaks Youth Council  
Held on 10<sup>th</sup> July 2024**

at Sevenoaks Town Council Chamber, Bradbourne Vale Road, Sevenoaks, TN13 3QG,

**Meeting Commenced:** 6.00 p.m.

**Meeting Concluded:** 6.49 p.m.

**Present:**

**Youth Council Members:**

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

In attendance: Linda Larter, 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 Harry King Chaired the meeting.
2. **Apologies for Absence**  
They were received as shown above.
3. **Minutes of the Previous Meeting of the Youth Council held on 15<sup>th</sup> May 2024**  
**RESOLVED:** To receive and note the minutes of the meeting of the Youth Council held on 15<sup>th</sup> May 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. **Current Matters Report**  
**RESOLVED:** To accept the Current Matters Report.
6. **House in the Basement Youth Café (HiTB), Managers report:**  
The Youth Council heard from Daren Mountain that the Youth Café is doing well. Daren also reported that the NEET (not in Education, Employment, or Training) project was still ongoing with small numbers in attendance. It was noted that the NEET project was undergoing a rebrand to try and gain more publicity. The Youth Council was handed a draft poster to get their thoughts.
  - Large amounts of text, perhaps needs to be slimmed down or bullet-pointed.



- Key information in the left box could be made clearer.
- Portrait rather than Landscape.
- It is unclear from the image what it is about, an image of friendly faces may be better or footprints.
- It is very in your face which may not appeal to young people with anxiety.
- Remove the Next Steps and have Moving Forward as the title. Maybe having this towards the bottom of the page.

**RESOLVED:** New posters to be created taking on board the Youth Council's advice to promote the NEET Project.

It was noted that there is no clear signage for the opening times for House in the Basement. The Youth Council noted that signs or posters with the opening times would be useful especially on the door to HiTB to advertise.

**7. Charity- Friends for Families**

The Youth Councillors noted that it would be useful to have some form of flyers or posters from Friends for Families to help promote the charity as they can take these to schools and local companies.

The Youth Council expressed an interest in holding a bake sale at House in the Basement to help raise money and awareness for the charity. Daren noted that Friends for Families could have a stall outside House in the Basement during the sale to help raise awareness.

It was also noted that House in the Basement with West Kent Youth Trust have held Silent discos in the past towards Halloween and a similar event could be done by the Youth Council to help raise funds for their chosen charity. The Youth Councillors mentioned that a costume competition could be held with a prize for the best dressed to help entice young people to attend with entry prices for the event going to their chosen charity.

**RESOLVED:**

1. To hold a fundraising cake sale in September
2. To hold a fundraising Halloween Disco and Fancy-Dress Competition in October.

**8. Mental Health and Wellbeing Survey and Posters**

Harry noted that he had handed copies of the surveys to his form in school. He informed the Youth Council that while some of the ideas that were mentioned may not be actionable by the Town Council, However, it had got young people actively involved in talking about mental health.

The Youth Council received posters designed to allow schools to fill in the relevant information to help young people identify who they can go to get help or advice for things like mental health. It was noted that if these were put up around schools the target audience may not read them in case of persecution for peers, some schools have bulletins in the morning where these could be shown to avoid this.

**RESOLVED:** The mental health posters and surveys are to be sent to schools at the start of the new school year in September 2024 with a completion deadline of the end of September.

**9. Workshop ideas how to promote the Climate Change Youth Forum**

The Youth Council heard that previously the Town Council invited schools to attend the Climate Change Youth Forums and that there was a good level of interest at the start of the project but due to administrative issues there had been a decision to branch out to solely asking young people if they would like to attend an evening meeting. It was noted that these meetings had not been well attended.

- The Youth Council noted that an incentive similar to the Youth Council such as being able to place attendance of these meetings on a C.V. or counting it towards DofE volunteer may improve attendance.
- Designing posters with signup sheets for schools to use may also help.
- It was noted that going back to the school Eco Councils may be an option as schools gained from the conversations through talking to one another.

**RESOLVED:** To coordinate and arrange with schools to attend the next and future meetings of the Climate Change Youth Forum.

**10. Date of Next Meeting**

**RESOLVED:**

- Wednesday 11<sup>th</sup> September 2024 at 6 pm in the Town Council Chamber
- Wednesday 13<sup>th</sup> November 2024 at 6 pm at House in The Basement
- Wednesday 15<sup>th</sup> January 2025 at 6 pm in the Town Council Chamber
- Wednesday 05<sup>th</sup> March 2025 at 6 pm at House in The Basement

There being no further business the Chair closed the meeting.

**Sevenoaks Town Council  
Youth Services Working Group- Wed 11<sup>th</sup> September 2024**

**Progress on grant applications submitted by Sevenoaks Town Council**

**2024/25**

<b><u>Organisation name:</u></b>	<b><u>Reason for Grant:</u></b>	<b><u>Amount Applied for:</u></b>	<b><u>Progress:</u></b>
Awards for All	Staff salaries at HITB	£10,000	Full amount received
Helping Hands	SEN evenings	£2,000	Full amount received
DVCRP - Rail Safety	HITB for delivering rail safety sessions	£2,000	Approved
Members Grant	Towards Skate Jam	£500	Approved
West Kent	Towards Skate Jam	£500	Approved
SDC	Towards Skate Jam	£500	Approved
SDC - Cultural Grant	To fund photograph lessons at HiTB (camera and external instructor)	£1,000	Approved
Kent Youth Trust	contribution towards three new gaming computers	£1,000	Full amount received
South Eastern Rail- Customer and Community Improvement Fund	A Trip for 24 young people to visit the Bluebell Railway with tours around the different aspects of the Railway and ride on a steam train while teaching young people about the different jobs in the railway.	£5,994	The grant application has been submitted.

**Sevenoaks Town Council  
Youth Services Working Group – 11<sup>th</sup> September 2024**

**Update on Youth Outreach Budget and to consider Grant Application Received**

**1. Youth Outreach Budget and Expenditure to Date**

<b>Youth Outreach Budget 2024/25</b>		<b>£8,000</b>
<b>Expenditure to date:</b>		
<b>Item</b>	<b>Details</b>	<b>Cost</b>
Grant award to Kent Youth Jazz Orchestra Charity Reg: 1149477	Towards the costs of Youth Jazz workshop & short concert on 25 <sup>th</sup> June. Free of charge to the young musicians.	£500
Grant Award to 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.	£1,440
Samsara Sport	Hire costs to provide free community Skateboarding Sessions for Girls over 6 weeks.	£468
Skateboarding event on 23 <sup>rd</sup> August 2024	Providing a free community event for young people along with Kent County Council, Sevenoaks District Council, West Kent Housing and Sevenoaks Town Council.	£500
Design a Christmas Light Competition	Funding for a Children's design to be turned into a working Christmas Light within the Town.	£695
Total expenditure to date		£3,603
Budget remaining		£4,397

**2. Grant Application for Consideration**

Under its Terms of Reference, the Youth Services Working Group is asked to consider and recommend youth grants to be awarded from the Youth Outreach Budget to the Community & Wellbeing Committee.

The Working Group is asked to consider the attached application received from Sevenoaks Three Arts, Young Musician of the Year. Summary below.

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<b>Grant Ref No</b>	<b>Organisation Name &amp; Charity Reg No If Applicable</b>	<b>Purpose of award</b>	<b>Previous grant history</b>	<b>2023/24</b>	<b>Current Grant Application</b>
6	Sevenoaks Three Arts Festival Young Musician of the Year	Towards cost of hire of venue with competition standard piano for the Young Musician competition	<p>2007 to 2022 (Autumn) £500/£600 per year for Young Musician of the Year, £1000 in 2021/22</p> <p>2007 to 2023 (Spring) £600 per year for hire of piano and performance space for Sevenoaks Three Arts Festival (for admin costs in 2021)</p>	<p>06.09.2023 £600 Towards cost of hire of venue with competition standard piano.</p> <p>26.02.24 £600 Hire of performance space for Sevenoaks Three Arts Festival competition and Cup Winners concert.</p>	£650

**Recommendation**

The Working Group is asked to consider and RECOMMEND to the Community & Wellbeing Committee the awarding of a grant to the above applicant from the Youth Outreach Budget.

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**House in the Basement Youth Café Manager:**  
**July 2024 – August 2024 report:**

On the 29<sup>th</sup> of July new fire doors were installed by the Stag Theatre at House in the Basement. These doors were funded by the Sevenoaks Town Council at the recommendation of the Youth Services Working Group to the Community and Wellbeing Committee. On the 31<sup>st</sup> of July the new PC's that were partly funded by Kent Youth Trust were installed in House in the Basement.



August & the school summer holidays always see a drop in numbers attending Hitb as people holiday etc, this has once again been the case this year. Whilst we see fewer young people in Hitb itself a number of workshops & trips meant overall we saw more young people in August than we would normally, especially new faces.

An SDC family Funday at Greatness Park early in the month saw 3 Hitb staff attend. Although many were under 11 years old it was a good opportunity to network with parents/carers & other Youth/children's organisations that were there.

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A dance Workshop in partnership with West Kent housing at the plaza suite in the Stag Theatre saw 9 of us getting involved in an energetic couple of hours of dance.

A trip to Sevenoaks Wildlife Centre for a photography workshop involving 11 young people using different types of cameras & media to take shots of the wildlife was met with enthusiasm.



37 of us went off to the beach at Broadstairs on the 23rd, the weather was kind & dips in the sea, and games on the sand & ice cream were had.



SEN Tuesdays continued through August with fewer coming and some new faces.

A young person recently completed his D of E community service with us at Hitb & we also had a Knole Academy student do his work Experience with us in July.



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We have received a substantial grant from SDC for photography equipment as well as delivering photography sessions.

The Darent Valley community rail partnership has provided a grant for STC/Hitb to deliver rail safety information & education to young people.

A grant application has also been submitted to Southeastern Rail to supply a trip to the Bluebell railway for 24 young people either during the October or February half-terms. The grant includes the travel to and from the location as well as the activities on the railway such as a trip on a steam train and a day looking at how railways work and the different jobs within the railway sector.



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**Detailed Income & Expenditure by Phased Budget Heading 30/06/2024**

**Month No: 3**

**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	716	258	(458)	1,156	774	(382)	3,100			37.3%	
1211	Sale of Goods	111	167	56	446	501	55	2,000			22.3%	
1350	Revenue Grant income	4,000	0	(4,000)	5,160	0	(5,160)	0			0.0%	
1990	Other Income	2,560	0	(2,560)	2,560	0	(2,560)	0			0.0%	
	<b>Youth Cafe :- Income</b>	<b>7,387</b>	<b>425</b>	<b>(6,962)</b>	<b>9,322</b>	<b>1,275</b>	<b>(8,047)</b>	<b>5,100</b>			<b>182.8%</b>	<b>0</b>
4010	Gross Pay	4,658	4,342	(316)	14,788	13,026	(1,762)	52,100		37,312	28.4%	
4270	Employers Pension Contribution	162	158	(4)	579	474	(105)	1,900		1,321	30.5%	
5410	Repairs & General Maintenance	0	83	83	399	249	(150)	1,000		601	39.9%	
5500	Equipment Hired and New	73	42	(31)	93	126	33	500		407	18.6%	
6010	Light Heat & Cleaning	62	17	(45)	70	51	(19)	200		130	35.0%	
6101	Telephone	51	58	7	93	174	81	700		607	13.3%	
6105	Broadband wi-fi service	65	0	(65)	98	0	(98)	200		102	49.1%	
6200	Printing & Stationery	0	17	17	0	51	51	200		200	0.0%	
6240	Computer/ Data Base/WP's	33	25	(8)	50	75	25	300		250	16.6%	
6241	Website Costs	24	0	(24)	36	0	(36)	200		164	18.0%	
6281	Furnishings,Furniture/Eqpt	0	125	125	0	125	125	500		500	0.0%	
6320	Staff Training	20	0	(20)	80	0	(80)	100		20	80.0%	
6340	Staff Uniforms	0	50	50	0	50	50	200		200	0.0%	
6460	Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	
6500	Goods for Resale	361	167	(194)	526	501	(25)	2,000		1,474	26.3%	
6505	Cafe consumables	2	0	(2)	8	0	(8)	0		(8)	0.0%	
6635	Professional Fees Licensing	170	0	(170)	302	150	(152)	450		148	67.1%	

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**Sevenoaks Town Council**

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**Detailed Income & Expenditure by Phased Budget Heading 30/06/2024****Month No: 3****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
6900 Sundry Expenses	0	33	33	9	99	90	400		391	2.2%	
6922 Health&Safety/Risk Assessments	85	111	26	255	333	78	1,000		745	25.5%	
Youth Cafe :- Indirect Expenditure	<b>5,766</b>	<b>5,228</b>	<b>(538)</b>	<b>17,421</b>	<b>15,484</b>	<b>(1,937)</b>	<b>61,950</b>	<b>0</b>	<b>44,529</b>	<b>28.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,621</b>	<b>(4,803)</b>	<b>(6,424)</b>	<b>(8,100)</b>	<b>(14,209)</b>	<b>(6,109)</b>	<b>(56,850)</b>				
Grand Totals:- Income	<b>7,387</b>	<b>425</b>	<b>(6,962)</b>	<b>9,322</b>	<b>1,275</b>	<b>(8,047)</b>	<b>5,100</b>			<b>182.8%</b>	
Expenditure	<b>5,766</b>	<b>5,228</b>	<b>(538)</b>	<b>17,421</b>	<b>15,484</b>	<b>(1,937)</b>	<b>61,950</b>	<b>0</b>	<b>44,529</b>	<b>28.1%</b>	
<b>Net Income over Expenditure</b>	<b>1,621</b>	<b>(4,803)</b>	<b>(6,424)</b>	<b>(8,100)</b>	<b>(14,209)</b>	<b>(6,109)</b>	<b>(56,850)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>1,621</b>	<b>(4,803)</b>	<b>(6,424)</b>	<b>(8,100)</b>	<b>(14,209)</b>	<b>(6,109)</b>	<b>(56,850)</b>				

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**Sevenoaks Town Council****Detailed Income & Expenditure by Phased Budget Heading 22/08/2024****Month No: 4****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		495	258	(237)	1,651	1,032	(619)	3,100			53.3%	
1211 Sale of Goods		295	167	(128)	741	668	(73)	2,000			37.0%	
1350 Revenue Grant income		0	0	0	5,160	0	(5,160)	0			0.0%	
1990 Other Income		0	0	0	2,560	0	(2,560)	0			0.0%	
	<b>Youth Cafe :- Income</b>	<b>790</b>	<b>425</b>	<b>(365)</b>	<b>10,112</b>	<b>1,700</b>	<b>(8,412)</b>	<b>5,100</b>			<b>198.3%</b>	<b>0</b>
4010 Gross Pay		5,593	4,342	(1,251)	20,381	17,368	(3,013)	52,100		31,719	39.1%	
4012 Expenses		6	0	(6)	6	0	(6)	0		(6)	0.0%	
4270 Employers Pension Contribution		242	158	(84)	821	632	(189)	1,900		1,079	43.2%	
5410 Repairs & General Maintenance		52	83	31	451	332	(119)	1,000		549	45.1%	
5500 Equipment Hired and New		266	4,266	4,000	359	4,392	4,033	4,724		4,365	7.6%	
6010 Light Heat & Cleaning		27	17	(10)	97	68	(29)	200		103	48.4%	
6101 Telephone		51	58	7	144	232	88	700		556	20.6%	
6105 Broadband wi-fi service		33	0	(33)	131	0	(131)	200		69	65.4%	
6200 Printing & Stationery		619	17	(602)	619	68	(551)	200		(419)	309.6%	
6240 Computer/ Data Base/WP's		2,364	25	(2,339)	2,414	100	(2,314)	300		(2,114)	804.7%	
6241 Website Costs		12	50	38	48	50	2	200		152	24.0%	
6281 Furnishings,Furniture/Eqpt		0	0	0	0	125	125	500		500	0.0%	
6320 Staff Training		0	0	0	80	0	(80)	100		20	80.0%	
6340 Staff Uniforms		0	0	0	0	50	50	200		200	0.0%	
6460 Publicity & Democratic notices		0	0	0	35	0	(35)	0		(35)	0.0%	
6500 Goods for Resale		174	167	(7)	700	668	(32)	2,000		1,300	35.0%	
6505 Cafe consumables		0	0	0	8	0	(8)	0		(8)	0.0%	

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**Sevenoaks Town Council**

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**Detailed Income & Expenditure by Phased Budget Heading 22/08/2024****Month No: 4****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
6635 Professional Fees Licensing	0	300	300	302	450	148	450		148	67.1%	
6900 Sundry Expenses	26	33	7	35	132	97	400		365	8.7%	
6922 Health&Safety/Risk Assessments	85	111	26	341	444	103	1,000		659	34.1%	
Youth Cafe :- Indirect Expenditure	<b>9,549</b>	<b>9,627</b>	<b>78</b>	<b>26,971</b>	<b>25,111</b>	<b>(1,860)</b>	<b>66,174</b>	<b>0</b>	<b>39,203</b>	<b>40.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,759)</b>	<b>(9,202)</b>	<b>(443)</b>	<b>(16,859)</b>	<b>(23,411)</b>	<b>(6,552)</b>	<b>(61,074)</b>				
Grand Totals:- Income	<b>790</b>	<b>425</b>	<b>(365)</b>	<b>10,112</b>	<b>1,700</b>	<b>(8,412)</b>	<b>5,100</b>			<b>198.3%</b>	
Expenditure	<b>9,549</b>	<b>9,627</b>	<b>78</b>	<b>26,971</b>	<b>25,111</b>	<b>(1,860)</b>	<b>66,174</b>	<b>0</b>	<b>39,203</b>	<b>40.8%</b>	
<b>Net Income over Expenditure</b>	<b>(8,759)</b>	<b>(9,202)</b>	<b>(443)</b>	<b>(16,859)</b>	<b>(23,411)</b>	<b>(6,552)</b>	<b>(61,074)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(8,759)</b>	<b>(9,202)</b>	<b>(443)</b>	<b>(16,859)</b>	<b>(23,411)</b>	<b>(6,552)</b>	<b>(61,074)</b>				

Sevenoaks Town Council  
Youth Services Working Group- Wed 11<sup>th</sup> September 2024

**Funding for craft equipment for House in the Basement**

One of the many activities that has proven popular among the young people who attend House in the Basement is crafts.

As such we would like to purchase a Cricut Joy, a compact smart cutting machine for young people to use. This device allows them to use a Computer Aided Design (CAD) system which is accessible via phone or computer to create a design and cut it out of any material to create custom items such as stickers, labels or patches for clothing.



The equipment is currently priced at £170.99 from Amazon. This is for a midrange bundle which includes the cutting machine, starting tools and materials. The product can be viewed via this link:

[amazon.co.uk/dp/B0CXCFM5BS?ref=cm\\_sw\\_r\\_cso\\_em\\_apin\\_dp\\_46RZXB90WDX60CRTGBP6\\_2&ref\\_=cm\\_sw\\_r\\_cso\\_em\\_apin\\_dp\\_46RZXB90WDX60CRTGBP6\\_2&social\\_share=cm\\_sw\\_r\\_cso\\_em\\_apin\\_dp\\_46RZXB90WDX60CRTGBP6\\_2&starsLeft=1&skipTwisterOG=1](https://amazon.co.uk/dp/B0CXCFM5BS?ref=cm_sw_r_cso_em_apin_dp_46RZXB90WDX60CRTGBP6_2&ref_=cm_sw_r_cso_em_apin_dp_46RZXB90WDX60CRTGBP6_2&social_share=cm_sw_r_cso_em_apin_dp_46RZXB90WDX60CRTGBP6_2&starsLeft=1&skipTwisterOG=1)

**RECOMMENDATION:** To identify the funding for the craft equipment.



Places to live. Space to grow.

## Detached and Outreach Report Sevenoaks

Monthly Report 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](mailto:ben.reynolds@wkha.org.uk)

### Summary

Over the past month we have engaged with 99 young people in the Sevenoaks area. We continue to work with the young people advertising the current Sevenoaks provisions, and the summer programme with positive feedback from the young people.

With the warmer weather and brighter days, we have focused more on delivering detached work at Bradbourne lakes, the Wildlife reserve, and the Quarry. Engaging with young people around water safety, drug and alcohol awareness, and anti-social behaviour, in the lead up to the summer holidays. Most of the young people we have seen so far have been sixth formers, having just finished their exams, they all engaged well with us, and are especially taken on board both the potential consequences of their actions, and the fact they are looked upon as role-models to the younger people in the area.

As well as this we are still delivering detached work across wider Sevenoaks regularly visiting the Vine, Greatness, high street, Hollybush, and any other areas that are highlighted to us, such as Millpond woods.

We have confirmed dates for the Street dance workshop, and the photography workshop in the summer holidays. Advertisement for this will be out shortly. We are continuing to plan some more workshops in Sevenoaks and have been meeting with several mental health and well-being organisations to see what we can collectively deliver for the young people of Sevenoaks.

Outside this we have engaged with young people on stress, and ways to cope with stress. This is one of the areas we have been discussing with other organising to tackle, alongside self-esteem. We have noticed an increase in young people vaping, and linking their reason to self-regulating their stress levels, so we are going with a two-prong solution, increasing the knowledge young people have around the consequences of vaping and better methods of regulating their stress levels.

### Conclusion

Engagements remain positive with the young people we are engaging with, continuing to build relationships and awareness of us among the young people of Sevenoaks. Planning the programmes with young people has had excellent feedback, and we are looking forward to delivering and planning more workshops in the area. We continue to adapt our programme to our detached observations and any intel we receive from partner organisations.



Places to live. Space to grow.

## Detached and Outreach Report Sevenoaks

Monthly Report July 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](mailto:ben.reynolds@wkha.org.uk)

### Summary

Over the past month we have engaged with 159 young people in the Sevenoaks area.

We have been meeting more young people in Sevenoaks with the warmer weather and the end of school term.

We continue to focus our detached work on water safety, while the temperature is high, focusing on the Quarry and the lakes, aiming to make sure the young people are being safe, know what to do in an emergency, and are aware of the consequences of their actions. So far, all the young people we have seen in these areas are being well-behaved and sensible, we have seen no one in any of the bodies of water. We will continue to visit these areas regularly in the warmer months.

Outside of detached work we have visited a few of the local shops, to introduce ourselves and make them aware of our work and aims, hoping to get a quick and direct flow of information regarding any young people causing problems. With the aim to be able to respond in a timelier manner.

Our planned events will be starting next month we have had a good amount of interest on all the offers and look forward to running these. We shall provide an update on each in next month's report.

With the summer holidays approaching we have been increasing our focus on working with the young people about the consequences of negative choice and the impact it has on their futures, the community, and their family. Heavily focusing on drugs, alcohol, and crime. Most young people show positive consideration of their choices with a few young people having no consideration with their regards to others, we will be targeting our work to these individuals when we see them, with the hope to educate them further.

### Conclusion

The number of engagements continues to steadily rise as we move into the summer months. Engagements with young people remain positive as they continue to listen and join in the conversations and debates respectfully. We will continue working across Sevenoaks and responding to any areas highlighted to us.

**Sevenoaks Town Council  
Youth Services Working Group- Wed 11<sup>th</sup> September 2024**

**Summer Youth Provision Report 2024**

Over the Summer Holiday, Sevenoaks Town Council hosted a range of different free summer activities for young people of various ages at a variety of locations around the town.

**Family Fun Day**

(Funded by Sevenoaks District Council) As part of the District Council's summer play provision put on with Play Place, the Town Council hosted a Family Fun Day that saw Dinosaurs take to Greatness Recreation Ground with West Kent Housing bringing a variety of fairground attractions like Hook a Duck and Coconut Shy, along with House in the Basement and a large inflatable dart board. Around 200 people flocked to the event in brilliant sunshine with slushies and candy floss on hand for refreshments.



**Children's Theatre Shows**

We were pleased to provide our popular free children's theatre shows again during August at the following venues: Bat & Ball Centre, Pontoise Close Play Area, Greatness Recreational Ground and The Vine Gardens. This year's production was Wind in the Willows put on by the talented Cats Grin Theatre Company. The events were well attended despite some wet weather on Thursday 22 of August but overall, just over 350 people attended the theatre shows over the week.

- Bat & Ball Centre: 60-70 people,
- Pontoise Close: 50-60 people,
- Greatness Recreational Ground: 25-30 people (rainy day),
- The Vine Gardens: around 200 people.



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**Skateboard Event**

We were delighted to have received sponsorship from Kent County Council, Sevenoaks District Council, and West Kent Housing to fund a skateboard, BMX, and scooter event at Greatness Skate Park this year. The event was hosted by King Ramps who brought along TJ and Austin Terry who had been on Britain's Got Talent for their daring scooter tricks in 2022. The event saw over 100 young people attend, along with the Kent Fire and Rescue Service talking to young people about careers within the Fire Service. We also had Andy from Kenwood Trust talking to young people about making the right life choices regarding substance abuse and other issues that can negatively affect their quality of life.



**Sevenoaks Town Council**  
**Youth Services Working Group – 11<sup>th</sup> September 2024**

**Current Matters****NB: Updates are shown in red.**

Item	Minute No	Item	Status	Latest update
	<a href="#">183-28/06/2023</a>  <a href="#">487-08/11/2023</a>  <a href="#">12-22/05/2024</a>	<b>Climate Change Youth Forum</b>	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.	<p>The meeting for the 15th of June 2023 was postponed, with a rescheduled date in the works.</p> <p>We have currently advertised the event through event channels and social media with the first meeting set to take place on the 28<sup>th</sup> of February. We have arranged for a Guest speaker Trevor Kennet to be present to talk about “Recycling in Sevenoaks.”</p> <p>The Climate Change Youth Forum held on the 17<sup>th</sup> of April 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 donations, bike swaps or rent-a-bike schemes.</p> <p><b>The Meeting held on the 12<sup>th</sup> of June was cancelled due to a speaker cancellation.</b></p> <p><b>We are now exploring the possibility of holding the Youth forum during term time and working with schools' eco clubs and councils.</b></p>
	<a href="#">310-06/09/2023</a>  <a href="#">479.3-08/11/2023</a>  <a href="#">647.1-24/01/2024</a>  <a href="#">763-20/03/2024</a>	<b>NEET project</b>	<p>RESOLVED: Press release for the NEET Project once a date has been confirmed.</p> <p>RESOLVED: Press release for the NEET</p>	<p>The proposal for the NEET (Not in Education, Employment or Training) Pilot Project that would be taking place at House in the Basement.</p> <p>The NEET project, which was planned to be a two-hour programme run over 26 weeks, would have a soft launch in November, with a formal start date in January. Daren reported some difficulties with the referral process and getting responses from schools.</p> <p>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.</p> <p>Daren reported that the Project was currently in its fifth week and while they are seeing low numbers more young people are attending</p>

**Sevenoaks Town Council**  
**Youth Services Working Group – 11<sup>th</sup> September 2024**

Item	Minute No	Item	Status	Latest update
			project to advertise the project wider in the community.	slowly 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 paused over the Easter break and would then continue for another six weeks.  We are currently working on a redesign of the posters advertising the NEET project that will later be sent to schools and other organisations.
	<a href="#">480-08/11/2023</a>  <a href="#">649-24/01/2024</a>	<b>SEND work experience database</b>	RESOLVED: 1) that officers explore with local businesses how a contact list scheme could work, promoting local work experience or SEN-friendly employment opportunities; and 2) report to be submitted to the next meeting of this Committee.	Talks have started between Sevenoaks Town Council, Sevenoaks District Council and The Education People to look into how to create something similar to signpost SEN young people and their parents/guardians to businesses and organisations who would be able to support work experience.
	<a href="#">79-10/07/2024</a>	<b>Grant for Skateboarding equipment</b>	The Working group agreed to allocate £500 to the funding for the skateboarding equipment.	
	<a href="#">11-22/05/2024</a>		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) be Funded from the Youth Outreach Budget.	<a href="#">Finance and Delivery Committee 10/06/2024, 153.</a> 3) That the children's Design a Christmas Light Competition be run in 2024/25, and the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget.  Entry forms for the competition have been drawn up and printed, and some have been arranged to be sent to primary schools, posters have been printed and sent out with some entry forms sent to the Library and STC Café locations,
	<a href="#">759-20/03/2024</a>	<b>Swing Doors for House in the</b>	RESOLVED: For more quotes to be obtained	

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**Sevenoaks Town Council**  
**Youth Services Working Group – 11<sup>th</sup> September 2024**

Item	Minute No	Item	Status	Latest update
			<ul style="list-style-type: none"> <li>• Agreed regular day and time that is least disruptive to other users.</li> <li>• Information to be provided to skate park users (as per MUGA sign)</li> <li>• Ensure the skateboarding coach has all of the following in place: Public Liability Insurance, Risk Assessments, and Safeguarding Measures.</li> </ul>	



**Sevenoaks Town Council**  
**Youth Services Working Group – 11<sup>th</sup> September 2024**

**Completed Matters****NB: Updates are shown in red.**

Item	Minute No	Item	Status	Latest update
	<a href="#">670- 22/03/2024</a>	<b>Anti-Social Behaviour at Sevenoaks Vine</b>	RESOLVED: That the issuing of the Public Spaces Protection Order under the Anti-Social Behaviour, Crime and Policing Act 2014, Section 59 should proceed for the Sevenoaks District Council to move forward to the consultation period.	
	<a href="#">186- 28/06/2024</a>			The Committee noted that the Public Spaces Order had been proposed to the Youth Council and Youth Services Committee at the last meeting and will be considered by the District Council's cabinet on the 13th of July. Following this it is likely it will have a six-week public consultation predicted to start on the 24th of July. This order will give the police the power to intervene in activities carried out on a public space that would be detrimental to the quality of life to those who live locally and use the space.
	<a href="#">485- 08/11/2023</a>			Maxine Quinton informed the Committee that following the overwhelming support in the consultation exercise, the Public Spaces Protection Order for The Vine would be considered at the District Council's People and Places Advisory Committee on 30th November, and if agreed, to full Cabinet on 14th December 2023. If approved implementation would be in the New Year.
	<a href="#">652- 24/01/2024</a>			The Committee noted that the PSPO for the Vine had been approved and that during the Youth Council Meeting on the 17th of January Youth Councillors were shown three draft posters from SDC and had given feedback which the District Council had taken on board and created three new posters that the Committee were shown. It was noted that the posters contained a lot of text, but it was also noted that there may be a legal requirement

**Sevenoaks Town Council**  
**Youth Services Working Group – 11<sup>th</sup> September 2024**

Item	Minute No	Item	Status	Latest update
				as to what information must be on the poster. It was noted that the majority of the Committee preferred option three, including the representatives from the Youth Council. The Committee also noted that a QR code on this option might be of help for any individuals who wanted to see the area that the PSPO covered.
	<a href="#">181-28/06/2023</a>  <a href="#">307.1-06/09/2023</a>	<b>STEM opportunity for young people at House in the Basement</b>	RESOLVED: 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.  Daren reported that the first session of retro games consoles had been very successful.
	<a href="#">182-28/06/2023</a>	<b>Design a Christmas Light Competition 2023</b>	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 <sup>th</sup> 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 <sup>th</sup> of December 2023 with the winner present for the switch on along with the Mayor of Sevenoaks, Councillor Claire Shea.
	<a href="#">185-28/06/2023</a>  <a href="#">486-08/11/2023</a>	<b>Skateboard Park Petition</b>	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.  Note the refurbishment of the Greatness Skate Park and the event for the re-opening.	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.  Event arranged to take place on the 24 <sup>th</sup> of October from 11am till 4pm.  The Committee noted that the skate park refurbishment was complete and that the very re-opening event on 24th October had been a huge success with up to 200 young people attending at the peak.
	<a href="#">650-24/01/2024</a>	<b>Skateboarding for girls</b>	RESOLVED: To fund the sessions with the remaining Youth Outreach Grant	

**Sevenoaks Town Council**  
**Youth Services Working Group – 11<sup>th</sup> September 2024**

Item	Minute No	Item	Status	Latest update
	<a href="#">653-24/01/2024</a>  <a href="#">08-22/05/2024</a>		<p>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>A press release was published to advertise the sessions and the funding for these from the Youth Services Committee (this was published on <a href="#">6<sup>th</sup> March 2024</a>), as well as posters being sent to the Bat &amp; Ball Sports shop within the town.</p> <p>Daren reported that the skateboard sessions for Girls had been a great success.</p>
	<a href="#">761-20/03/2024</a>	<b>Grant Applications</b>	<p>RESOLVED: Agreed grant applications for the following organisations and the amount awarded:</p> <ul style="list-style-type: none"> <li>• Kent Youth Orchestra: £500</li> <li>• We are Beams: £1,440</li> </ul> <p>Overall total awarded: £1,940</p>	