

**MINUTES OF THE SEVENOAKS TOWN COUNCIL
YOUTH SERVICES SUB COMMITTEE
HELD ON 4th NOVEMBER 2015 IN THE COUNCIL CHAMBER, SEVENOAKS TOWN COUNCIL,
BRADBOURNE VALE ROAD, SEVENOAKS TN13 3QG**

Present: Cllr N J L Busvine OBE Chairman, Cllr Mrs R E Parry Vice Chairman,
Cllr S L Arnold [*ex officio*], Cllr J M Canet, Cllr R J Parry, Cllr E Parson, Cllr S G Raikes,
Cllr Mrs P C Walshe, Caroline Berry (SAYT) and Alexander Dunn (Youth Councillor),

In Attendance: Linda Larter MBE Town Clerk and Michèle MacDonald Committee Clerk/Secretary to
Town Clerk

Apologies for Absence: Cllr A Eyre, Cllr R L Piper, Cllr E Waite, Gail Grieves HitB Manager,
Shane Mochrie Cox, Senior Early Help Worker (Open Access – Youth Work) KCC, Kelly Webb,
Community Safety Team Leader SDC and Keith Rowell, Youth Work Manager West Kent Extra.

There were no members of the public present.

55. REQUEST FOR DISPENSATIONS

There were no requests for dispensations.

56. DECLARATION OF INTEREST

There were no Declarations of Interest.

57. MINUTES OF THE YOUTH SERVICES SUB COMMITTEE

RESOLVED minutes of the meeting held on 9th September 2015 be adopted and
signed as a true record with Minute 49 to note that apologies were received from Keith
Rowell, West Kent Extra.

58. MINUTES OF THE YOUTH COUNCIL MEETINGS

RESOLVED minutes of the meeting held on 9th September 2015 be noted and signed as a
true record

59. FINANCE REPORT

The Finance Report is attached hereto.

60. HOUSE IN THE BASEMENT YOUTH CAFÉ [HITB]

a) The HOUSE in the Basement report for November 2015 was received:

- **RESOLVED:** Recruitment for a part time Youth Worker and new Catering
Apprentice to take place.
- **RESOLVED:** Soundwaves will not take place for the foreseeable future.
Discussions with Kent Music are ongoing. An update to be available at a future
meeting.
- KCC Commissioning – tender documents for the new contract for the next three
years with an option for a further 2 year extension are expected end of
November/early December. The current system is due to end in March 2016.
- **RESOLVED:** Youth Councillor Alexander Dunn, as representative from Sevenoaks
Youth Council, be requested to liaise with other Youth Councillors and young
people attending the HITB Youth Café to bring forward their ideas to continue with
the Town Council's open door policy.
- Christmas Meal 2015 – The Town Council has been unsuccessful in obtaining
funding for a meal this year in the HITB Youth Café. **RESOLVED** at Members
suggestion that the Youth Outreach funding from Soundwaves be transferred to
fund a Christmas Meal at the HITB Youth Café.
- No 8 Bus – **RESOLVED** to take forward that a No 8 Bus Pass the size of a credit
card be issued to Young People using the HITB Youth Café at staff's discretion.

b) General Statistics – The Chairman commented that compared with the previous months,
the HITB Youth Café was moving in the right direction with attendance level trends. Copy
attached.

c) Reports from Co-Opted Partners:

- SAYT – Caroline Berry – reported that one of their Youth Workers was currently participating in a charity bike ride around Mount Kilimanjaro. SAYT are participating in the Christmas Lights Switch On Event with a stall on Friday 27th November 2015. SAYT currently had filled all vacancies with three part time youth workers in post.
- West Kent Extra – apologies were noted.
- Community Safety Team at SDC – Kelly Webb had provided apologies but sent the following report:
 - *I attended the new YAG set up and chaired by Richard Parry and look forward to doing more partnership working and youth projects across the District.*
 - *Our Family Fun Days went well over summer and half term.*
 - *We are working with some families around ASB in the Bat and Ball area, apart from that no ASB calls especially around young people which is positive.*
 - *We have also been working with Knole Academy around students travelling from Bat and Ball to Swanley*

It was noted that due to administrative problems at the Town Council, Youth Councillors had not been notified of the YAG Meeting. Sevenoaks Town Youth Councillors had always attended YAG meetings in the past.

- Kent County Council – Shane Mochrie-Cox had given apologies but sent the following update:
 - *I have looked into the ART 31 items as requested by the Youth Council [Minute 51 09.09.2015 refers].*
ART 31 I understand is an Arts group that was looking to gather opinions on the possible programmes that they could deliver. My understanding is that they are part of the voluntary sector rather than a 100% KCC initiative.

61. **Press Releases**

RESOLVED: to issue a press release re the No 8 Bus Pass on offer for Young People attending the HITB Youth Café.

There being no further business the Chairman closed the meeting at 7.32 p.m.

Signed

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Chairman

Dated

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Month No : 6

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50 Youth Cafe									
4010 Gross Pay	3,647	3,925	278	20,710	23,550	2,840	47,099		26,389
4270 Employers Pension Contribution	19	55	36	74	330	256	660		586
5410 Repairs & General Maintenance	0	167	167	88	1,002	914	2,000		1,912
6010 Light Heat & Cleaning	6	63	57	182	378	196	758		576
6101 Telephone	0	42	42	184	252	68	510		326
6200 Printing & Stationery	0	38	38	40	228	188	459		419
6210 Postage & Courier	0	1	1	0	6	6	10		10
6240 Computer/ Data Base/WP's	0	0	0	197	0	-197	0		-197
6281 Furnishings,Furniture/Eqpt	56	13	-43	116	78	-38	153		37
6315 Recruitment Costs	0	17	17	274	102	-172	200		-74
6320 Staff Training	125	30	-95	222	180	-42	357		135
6330 Welfare/Hospitality	36	4	-32	36	24	-12	51		15
6460 Publicity	0	63	63	452	378	-74	760		308
6500 Goods for Resale	433	167	-266	1,297	1,002	-295	2,000		703
6550 Soundwaves Expenditure	0	100	100	200	600	400	1,200		1,000
6635 Professional Fees Licensing	0	8	8	98	48	-50	94		-4
6730 Subscriptions	0	7	7	59	42	-17	82		23
6900 Sundry Expenses	0	21	21	107	126	19	255		148
	4,321	4,721	400	24,337	28,326	3,989	56,648	0	32,311
Youth Cafe :- Expenditure									
1022 Letting & Hire of Facilities	20	417	-397	1,912	2,502	-590	5,000		
1211 Sale of Goods	187	167	20	1,185	1,002	183	2,000		
1242 Soundwaves Income	0	100	-100	39	600	-561	1,200		

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2015

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1350 Grant income	6,349	3,423	2,926	21,201	20,538	663	41,080		
1500 Fundraising	0	167	-167	0	1,002	-1,002	2,000		
	6,556	4,274	2,282	24,337	25,644	-1,307	51,280		
Youth Cafe :- Income									
	-2,235	447	2,682	0	2,682	2,682	5,368		
Net Expenditure over Income									
Finance & General Purposes Expenditure	4,321	4,721	400	24,337	28,326	3,989	56,648	0	32,311
Income	6,556	4,274	2,282	24,337	25,644	-1,307	51,280		
Net Expenditure over Income	-2,235	447	2,682	0	2,682	2,682	5,368		

	Jul-12	Jul-13	Jul-14	Jul-15	Aug-12	Aug-13	Aug-14	Aug-15	Sep-12	Sep-13	Sep-14	Sep-15	Oct-12	Oct-13	Oct-14	Oct-15
Girls	189	74	51	173	104	72	62	177	44	69	104	222	52	93	81	
Boys	199	157	105	246	138	112	102	219	81	95	142	299	122	142	103	
	388	231	175	419	242	184	164	396	125	164	246	521	174	235	193	
Youth out reach Schools		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Youth outreach soundwaves	38	0	0	0	0	0	0	79	6	0	0	76	12	0	0	
Youth outreach churches		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	426	231	175	419	242	184	164	475	131	164	246	597	186	235	193	
Gross income	465.92	177.07	179.8	493.79	280	90	272.4	369.04	144	92.85	300.15	519.93	217.90	449.4	255.6	
pend per head	1.20	0.7665367	1.03	1.171	1.18	1.16	0.49	1.66	1.73	1.15	0.57	1.22	1.00	1.25	1.32	