

**MINUTES OF THE SEVENOAKS TOWN COUNCIL
YOUTH SERVICES SUB COMMITTEE
HELD ON 8TH JUNE 2016 IN THE SEVENOAKS TOWN COUNCIL CHAMBER**

Present: Cllr N J L Busvine OBE (Chairman), Cllr E Parson, Cllr Mrs R Parry, Cllr E Waite
Cllr Mrs P C Walshe, Youth Councillor Olivia Kings,

In Attendance: Michèle MacDonald, Committee Clerk and Gail Grieves HitB Youth Café Manager,

There were no members of the public present.

88. Apologies for Absence

RESOLVED: to receive and note apologies for absence received from:

Councillors: A E Eyre, J M Canet, R E Parry, S G Raikes,
Youth Councillor: Alexander Dunn,
Mr Shane Mochrie-Cox, KCC Area Youth & Community Worker,
Mrs Caroline Berry, SAYT & Churches Together,
Ms Kelly Webb, Community Safety Team Leader at SDC
and the Town Clerk, Linda Larter MBE.

89. Requests for Dispensations

There were no requests for dispensations.

90. Declaration of Interest

There were no declarations of interest.

91. Minutes of the Youth Council Meeting held on 4th May 2016

RESOLVED: to note and accept the Minutes of the meeting held on 4th May 2016

92. Minutes of the Youth Services Sub Committee Meeting held on 4th May 2016.

RESOLVED: to note, accept and sign the Minutes of the meeting held on 4th May 2016 as a true record.

93. House in the Basement Youth Café

The following reports were received and considered:-

a) House in the Basement Youth Café report for June 2016

Staffing

Simon Briley completed his probation and is now a permanent member of staff.
Sessions with Andy Watson continue as well as weekly support from SAYT.

General

HiTB joined Safer Sevenoaks and would be supplied with a radio to be in contact with other local shops/venues should there be any form of unrest in the town, it can also be heard by the District CCTV staff to alert them to focus on particular camera. Attendance numbers remain consistent. The evening specials remain popular as well as the homemade cakes.

The Neighbourly Scheme started well has now gone quiet. Gail e-mailed Neighbourly for assistance. AGREED that Gail contacts the Neighbourly Scheme regularly so this continues. HiTB are holding a Sunflower competition and planted different varieties of seeds. Some planters, flowers and herbs to brighten the entrance up the entrance were donated. Empty tins for the wall idea still required.

KCC Funding

A revised timeline from KCC was received:

Proposed Procurement Timetable		
	Old timescale	New timescale
Commencement of Tender Evaluation Period (including Post-Tender Clarification)	Monday 25 April 2016.	
Pre-Award Clarification Meeting	Week commencing 16 May 2016 (TBA with shortlisted supplier(s)).	Week commencing 13 June 2016 (TBA with shortlisted supplier(s)).
Publication of Decision to Award	Week commencing 30 May 2016.	Week commencing Monday 11 July 2016
10 day Standstill period	31 May 2016 – 10 June 2016.	12 July 2016 - 21 July 2016.
Contract Award	13 June 2016.	22 July 2016
Issue Contract documentation for signature	27 June 2016.	29 July 2016

- b) Geographical data for April and May 2016
- c) General statistics and income to May 2016
- d) Finance Report to 31st March 2016.

RESOLVED: to accept the reports listed above.

94. Events

RESOLVED: to receive and note the updates to events as below:

- a) 2016 07 22 - Music event on the Vine – now called “Live on the Vine”
The Town Clerk’s reported was received and discussed and updated as shown in the table below:

Event Title	Music on the Vine Changed to Live on the Vine	Action
Date	Friday 22 nd July 2016	
Time	6.30 p.m. – 8.30 p.m.	
Aim of Event	To provide entertainment for an event for the last day of summer term. Not to be restricted to young people, however music to be of interest to young people	
Bands		
6.30 – 7.30 p.m.	Adam Wedd and hopefully local young performers – to be confirmed. UPDATE: performers from HiTB possibly to play	HiTB
	Young people have been asked to request songs to be played. UPDATE: HiTB has a white board listing all requested songs to date. Young Councillors asked to use social media asking friends to contact Gail using emails/ Facebook. Youth Councillors to contact Committee Clerk with requests to perform on the night to be allocated a time slot.	All Youth Councillors Young people
7.30 – 8.30 p.m.	The Lewis Project to arrange for bands for second hour. UPDATE: The Lewis Collective Band themselves to perform. Logo to be sent to Committee Clerk for publicity material.	Committee Clerk

Event Title	Music on the Vine Changed to Live on the Vine	Action
Technical requirements	Separate meeting to be held*. UPDATE: Committee Clerk to liaise with NK Audio and report back.	Committee Clerk
Compere	To be confirmed. UPDATE: possibly by a Youth Councillor. To be confirmed.	Committee Clerk
Volunteers & Supervision	All partners involved in the Youth Services Sub Committee would be asked to provide staffing for the event. UPDATE: Members asked if they would assist. TBC It was suggested that young people at the youth café would make refreshments for sale the previous evening and have their own soft drink and refreshment stall. UPDATE: <u>HiTB:</u> to buy and have a stall selling hotdogs, popcorn and drinks and bring microwave. HiTB to keep any profits for the youth café. <u>Cakes:</u> Youth Councillors to bake cakes and bring along. <u>Indian Food:</u> Youth Councillor to check if a stall could be available. STC to provide gazebo and electrics on the night. Confirmation needed from:- UPDATE: Event Plan organisers: Town Clerk & Committee Clerk <u>HiTB staff:</u> Gail, Simon and Cali to attend. HiTB will close. <u>SAYT</u> - tbc <u>Kenward Trust</u> – tbc <u>Local PCSO</u> – the Kent pnn police department have been informed and will inform local PCSOs and Police Officers. <u>West Kent Community</u> – 2 youth workers to attend. <u>Kent County Council Youth Worker</u> – tbc	Committee Clerk HiTB Manager Youth Councillors Committee Clerk Committee Clerk Committee Clerk
Publicity	Details of bands needed with logos etc to prepare poster / banner. UPDATE: <u>POSTER/PDF:</u> Three designs were circulated. All agreed on one design to include: • Date • Time of Event • Timeline of artists • Logos of artists <u>FLIERS:</u> noted that only 100 required. The pdf to be emailed to all Youth Councillors and partners to advertise via Social Media and put on the Town Council's website.	Committee Clerk

Event Title	Music on the Vine Changed to Live on the Vine	Action
	BANNERS: Unanimous agreement to put up as many banners as possible to advertise the event. Estimated cost £50-70 each. Sites for placement to be confirmed. LOGO: The Lewis Collective Band, Adam Wedd and other performers logos required HiTB: performers to contact Manager or Committee Clerk for an appearance time slot Recent article appeared in Sevenoaks Chronicle. Social Media advertising by all partners. Noted that young people were good at publicising events via social media.	Committee Clerk
Budget	A budget would be needed for publicity and technical provision – to be confirmed following meeting*. Application to be made to Sevenoaks District Community Safety Partnership Building Safer Communities Funding 2016/17 Budget also for publicity - £500 RECOMMENDATION: Sevenoaks Youth Council budget UPDATE: RESOLVED: for a maximum spend of £500 to include purchase cost of banners and fliers.	Unallocated Budget £1,490.29
Progressing project	A future meeting will be arranged at HitB Youth Café to enable those who want to be involved to discuss arrangements. UPDATE: date to be set and circulated to all	Committee Clerk

b) 2016 08 05 – Skateboard Event

All unanimously thanked the Community Safety Partnership for the grant of £875 towards this event and agreed to a spend of £500 from the Youth Council budget on this event being held on 5 th August 2016.	Unallocated Budget £990.29
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c) 2016 Youth Council Elections

- i. Agreed unanimously to move the Annual General Meeting and hold an additional meeting on Wednesday 12th October 2016 to coincide with the Local Democracy Week. Further discussions with KCC to be held.
- ii.
 - a) all to email in with suggestions to invigorate membership of the Youth Council
 - b) noted that two schools so far had expressed an interest in nominating pupils as members of the Sevenoaks Youth Council. Further liaison taking place.
- iii. Election timeline agreed. Further discussions to take place. Election leaflet agreed subject to correction of *Councilor* to Councillor.

The Committee Clerk was requested by Members to:

- update the committee regarding discussions with the Sevenoaks Schools as Members may have contacts to take forward and further engage with them
- liaise with Mr Shane Mochrie-Cox:
 - to ask if he would act as an Ambassador to local schools on behalf of Sevenoaks Youth Council

- to further discuss Local Democracy Week and the Sevenoaks Youth Council Elections

95. Press Releases

It was agreed to issue a press release regarding:

- a. Live on the Vine
- b. Skateboard Event
- c. Youth Council Elections

There being no further business the Chairman closed the meeting at 7.33 p.m.

Signed

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Chairman

Dated

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