

30th October 2019

You are requested to attend a meeting of the **Youth Services Committee** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG, **on Wednesday 6th November 2019 at 7pm** following a meeting of Sevenoaks Youth Council. 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.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Youth Services Committee Members:

Cllr Mrs R E Parry – Chairman

Cllr K Bonin

Cllr A Eyre

Cllr V Granville Baxter

Cllr C Shea – Vice Chairman

Cllr R M C Hogarth

Cllr T Morris Brown

Cllr E Waite

Cllr S G Raikes (Chairman of F&GP) **OR** Cllr A S Clayton (Vice Chairman F&GP)

YOUTH COUNCIL: Election of representatives to be confirmed

KCC: Ms Sarah Gaunt

SAYT: Mrs Caroline Berry

WEST KENT COMMUNITIES: Charlotte Ede

SDC: Ms Kelly Webb, Ms Maxine Quinton

PUBLIC QUESTION TIME

To enable members of the public to make representation or to put questions to the Committee on any matters on this agenda.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

1. APOLOGIES FOR ABSENCE.
To receive and note apologies for absence: Councillor Granville-Baxter and Peggy Nicholson, West Kent Communities
2. REQUESTS FOR DISPENSATIONS
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)
3. DECLARATIONS OF INTEREST
To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.
4. MINUTES
 - i. Youth Services Committee
To receive, note and sign the minutes of the Youth Services Committee held on 11th September 2019 (Attached)
 - ii. Youth Council
To receive and note the minutes of the meetings of the Youth Council held on 11th September 2019. (Attached)

To receive and note the results of elections to positions at the Youth Council AGM held at 6.00pm, prior to this meeting.
5. HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE
To receive and discuss the following reports:
 - i. HitB report for September 2019 (Attached)
 - ii. Finance Cost Centre Report to September 2019 (Attached)
6. FINANCE REPORTS:
 - i. Youth Council (Attached)
 - ii. Youth Grants (Attached)
7. REPORTS FROM CO-OPTED PARTNERS
 - i. Kent County Council
 - ii. SAYT
 - iii. SDC - Community Safety Team
 - iv. West Kent Communities (Attached)
8. PRESS RELEASES: To consider any agenda item considered appropriate for a press release.

**Sevenoaks Town Council
Minutes of the Youth Services Committee
Held on 11th September 2019 in the Council Chamber**

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.10 p.m.

Cllr Rachel Parry, Chairman	Apologies		Cllr Claire Shea, Vice Chairman	Present
Cllr Roderick Hogarth	Apologies		Cllr Tom Morris Brown	Apologies
Cllr Keith Bonin	Present		Cllr Victoria Granville Baxter	Present
Cllr Simon Raikes (Chairman F&GP)	Apologies		Cllr Edward Waite	Present
Mrs. Caroline Berry, SAYT	Present for part of the meeting			

In attendance: Cllr Dr M. Canet, Linda Larter Town Clerk, Alison Futtit Committee Clerk.

Public Question Time There were no members of the public present.

263. Apologies for Absence

Received as noted above, and from Ms. Sarah Gaunt and Ms. P Nicholson.

264. Requests for Dispensations

There were no requests for dispensations.

265. Declarations of Interest

There were no Declarations of Interest at the meeting.

266. Minutes

i) Minutes of the Youth Services Sub Committee held on 3rd July 2019

RESOLVED: to accept and sign the Minutes of the meeting as a true record.

ii) Minutes of the Youth Council Meeting held on 3rd July 2019

The Town Clerk advised that Youth Councillor Gabby Tan had won a Diana Award for inspirational young people for her environmental campaigns and initiatives and her work in the UK and Malaysia supporting refugee and asylum seeker education.

RESOLVED: To note the Minutes.

267. House in the Basement Youth Café

i) Report to August 2019

The following report was received from the Town Clerk:

- Charlotte Marchant the manager of the Youth Cafe for the past two years had now left and a new manager, Shelley Reynolds, had started the previous week.

- Part time staff Simeon, Paula and Daren had kept the youth café open, however on reduced hours. They continue to be supported by volunteers including from Sevenoaks Area Youth Trust (SAYT).
- The number of young people attending the youth café remained good and several new younger members had recently started to attend.
- Now the new manager was in place, statistics reports would be provided as previously.

The Committee hoped that Shelley Reynolds would be able to attend the next meeting to meet the Committee members and discuss the way forward for the Café.

RESOLVED: That the report be noted.

ii) Finance Report to 30th June 2019

RESOLVED: That the Finance Cost Centre report for the Youth Café to 30th June 2019 be noted.

268. Youth Council Finance Report

RESOLVED: That the Income and Expenditure reports for the Youth Council and its charity to 30th June 2019 be noted.

269. Youth Grant Applications

The Town Clerk advised that, under its Terms of Reference, the Committee was authorised to allocate funds from the Youth Outreach Budget of £4,656, and to make recommendations to the Finance and General Purposes Committee regarding other grant applications.

The Committee considered grant aid applications within the youth remit, together with the Youth Outreach balance.

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

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Youth Theatre	To tour production on climate change to primary schools	£2000	£2000
	Sevenoaks Three Arts Festival	First prize in Sevenoaks Young Musician of the Year competition	£1000	£600

	Sevenoaks Swimming Club	New starting blocks and backstroke wedges to be based in Sevenoaks Leisure Centre	£11,538	Declined from Youth Outreach Budget. Referred to Finance & General Purposes Committee
The Children's Workshop	The Children's Workshop	Outdoor learning training for 9 staff members	£720	£720

270. Reports from Co-opted Partners

- i) **Kent County Council:** Representative not present, report provided tabled at meeting. Noted activities to date and plans for a Young Persons Conference on Monday 4th November.
- ii) **SAYT:** Caroline Berry reported a busy summer of activities including beach trips, an art afternoon, Live on the Vine, regular sessions at Kemsing and/or Greatness plus a training event for volunteers on drug use. She advised that the Youth Worker was leaving, and Trustee discussions were taking place regarding her replacement. The Town Clerk thanked SAYT volunteers for their continued support at the Youth Café.
- iii) **Community Safety Team:** No representative present and no report provided.
- iv) **West Kent Communities:** Representative not present but report circulated with the agenda. Contents of report noted, in particular the offer to provide a training course for young people, joint hosted by the Town Council, in the House in the Basement funded by West Kent Communities up to the value of £1000. Town Clerk advised of the appointment of Peggy Nicholson as Head of Communities; the Committee hoped to meet her at the next meeting to discuss a way forward.

271. Press Releases

RESOLVED: That, subject to their agreement, press releases be distributed regarding:

- the appointment of Shelley Reynolds as manager of the Youth Café
- the receipt of a Diana Award by Youth Councillor Gabby Tan

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

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**Meeting of the Sevenoaks Youth Council
Held on 11th September 2019
At Sevenoaks Town Council Chamber**

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.40 p.m.

Present:

Roshni Agarwal	<i>Apologies</i>	Ola Kujawinska	<i>Apologies</i>
Eva Azazoglu	<i>Apologies</i>	Emily Mahoney	<i>Apologies</i>
Alexander Black		Megan Ng	<i>Present</i>
Sam Chard	<i>Present</i>	Louisa Phillips	<i>Apologies</i>
Phoebe Crichtlow		Michael Roberts	<i>Apologies</i>
Samuel Crawford	<i>Apologies</i>	Rose Spurling	<i>Present</i>
Tasha Dambacher (chairman)	<i>Present</i>	Gabby Tan	<i>Present</i>
Ronnie Day	<i>Apologies</i>	Loic Thiry	
Charlotte Foulds - (Vice Chairman)	<i>Apologies</i>	Amy Vickers	
Oscar Goodwin	<i>Present</i>	Amber Warrender	<i>Present</i>
Matthias Jammot - (Treasurer)		Jacob Watson	<i>Apologies</i>
Meera Jassi	<i>Apologies</i>	Katie Willis	<i>Apologies</i>
Ishwar Sharma			

In Attendance: Cllr Granville-Baxter, Cllr Shea, Town Clerk and Committee Clerk

In attendance for part of the meeting: Evy Drew, Co-chair Sevenoaks Friends of Pontoise, and Patrick Cheung, Recycling Co-ordinator, Sevenoaks District Council

Tasha Dambacher Chaired the meeting.

53. Presentations

a) Sevenoaks Friends of Pontoise

Evy Drew advised that Sevenoaks had been twinned with Pontoise in France since 1964. She described activities undertaken by the organisation, in particular the annual four day exchange visit which alternated between the two towns. She invited two Youth Councillors to attend a Gala Dinner in Sevenoaks on 23rd May 2020 6.30 – 10.30pm, and the exchange visit to Pontoise 13th to 16th May 2021.

b) Recycling in Sevenoaks

Patrick Cheung gave a presentation setting out the recycling services provided by Sevenoaks District Council. There was a discussion about the materials that could or could not be recycled together with issues regarding reducing plastic use. Patrick also explained what happened to the waste once it had been collected.

The Youth Council commented that Sevenoaks had one of the lower recycling rates at 32.5%; Patrick advised this had now increased to 40% and explained some of the difficulties faced. The Youth Council considered ways people could be incentivised to increase their recycling and it was suggested that the Town Partnership could be asked to consider this. Patrick asked Youth Councillors to check whether their schools participated in clothes recycling and, if not, asked that they contact him if interested.

The Chairman thanked Evy Drew and Patrick Cheung for the interesting and informative presentations.

54. Apologies for Absence

Received from Roshni Agarwal, Eva Azazoglu, Samuel Crawford, Ronnie Day, Charlotte Foulds, Meera Jassi, Ola Kujawinska, Emily Mahoney, Louisa Phillips, Michael Roberts, Jacob Watson and Katie Willis.

55. Minutes of the Previous Meeting held on 3rd July 2019

The Minutes were agreed as a true record.

56. Finance Reports

a) Income and Expenditure for Youth Council's Running Budget

Noted that following expenditure on two Open Mic events in April and May the budget balance was £1,009.20. As agreed at the meeting held on 13th March 2019, £150 had been committed as a donation to the Skateboard Day event in August.

b) Income and Expenditure for the Youth Council's Charity Fundraising

Noted that fundraising had not yet commenced for the Youth Council's charity, Stem4, but that Amber Warrender had contacted them to request leaflets and to arrange a speaker to attend a future meeting.

57. House in the Basement Youth Café

It was noted that:

- Charlotte Marchant the manager for the past two years had now left and a new manager, Shelley Reynolds had started last week.
- Part time staff Simeon, Paula and Daren had kept the youth café open, however on reduced hours. They continue to be supported by volunteers including from Sevenoaks Area Youth Trust (SAYT).
- The number of young people attending the youth café remained good and several new younger members had recently started to attend.
- Now the new manager was in place, statistics would start to be provided as previously.

58. Recycling in Sevenoaks

Further to the presentation at Minute 53(b) above, the following matters were noted:

- A number of local businesses had signed up to the Plastic Free Sevenoaks Pledge and the Water Refill Scheme, Youth Councillors were advised to check the Town Council website for updated figures;
- The Town Clerk was planning to discuss the water refill scheme with Sevenoaks and Bat and Ball railway stations; and
- The Town Clerk advised that some towns had raised awareness by installing large sculptures/art installations that could be filled with plastic bottle tops, and she was exploring the possibility for Sevenoaks.

The Youth Council congratulated Gabby Tan on winning a Diana Award for inspirational young people for her environmental campaigns and initiatives and her work in the UK and Malaysia supporting refugee and asylum seeker education.

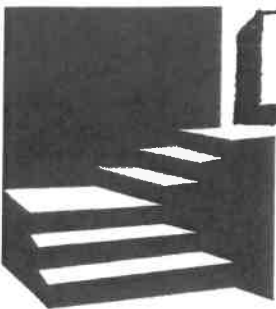
59. Date of Next Meeting – 23rd October 2019

It was noted that the next meeting would be held on 23rd October 2019. This would be the Annual General Meeting and would include the appointment of the Chairman, Vice-Chairman and Treasurer.

There being no further business the Chairman closed the meeting.

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HOUSE IN THE Basement

Manager's Report – October 2019

Chris Essex, the new manager, started on 15th of October and spent the first two weeks getting to know the young people, staff and volunteers, and seeing how the Youth Café has been run in the interim between managers.

The staff kept a music session going on Tuesdays working towards a music event in the Café on Friday 1st November, and a general Café/drop in on Wednesdays, Fridays and Saturdays.

On most general nights a good meal is cooked, and the young people use the computers, games consoles and pool table; and play cards. Plus, I have been trying to teach some to juggle.

I am aware that the numbers have dropped during the changeover of managers, but I am building links with local youth workers and plan to go into schools soon.

House in the Basement Statistics		
Month	Young people	Average per night
May	117	9
June	108	11
July	121	12
August	148	15
September	109	9
October	84	6

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

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
50 Youth Cafe									
1022 Letting & Hire of Facilities	127	312	185	1,100	1,868	768	3,740		0
1211 Sale of Goods	109	192	83	994	1,147	153	2,300		0
1350 Revenue Grant income	0	0	0	2,922	0	(2,922)	0		0
Youth Cafe :- Income	236	504	268	5,016	3,015	(2,001)	6,040		
4010 Gross Pay	3,116	2,267	(849)	15,272	13,598	(1,674)	27,200		11,928
4270 Employers Pension Contribution	87	92	5	200	552	352	1,100		900
5410 Repairs & General Maintenance	303	83	(220)	504	498	(6)	1,000		496
6010 Light Heat & Cleaning	6	42	36	6	252	246	500		494
6101 Telephone	32	47	15	271	279	8	560		289
6200 Printing & Stationery	0	42	42	0	252	252	500		500
6240 Computer/ Data Base/WP's	17	63	46	100	374	274	750		650
6281 Furnishings,Furniture/Eqpt	0	0	0	973	0	(973)	500		(473)
6320 Staff Training	0	0	0	0	400	400	400		400
6340 Staff Uniforms	0	0	0	146	100	(46)	200		54
6460 Publicity & Democratic notices	0	41	41	0	249	249	500		500
6500 Goods for Resale	91	142	51	997	848	(149)	1,700		703
6635 Professional Fees Licensing	113	0	(113)	397	200	(197)	200		(197)
6900 Sundry Expenses	6	12	6	132	76	(56)	150		18
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Indirect Expenditure	3,771	2,831	(940)	18,998	17,678	(1,320)	35,660	0	16,662
Net Income over Expenditure	(3,536)	(2,327)	1,209	(13,982)	(14,663)	(681)	(29,620)		

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Agenda Item Sevenoaks Town Council**6(i) Youth Council General Income and Expenditure:**
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£659.20
Budget allocated:	500.00		£ 500.00
Open Mic Night	27/04/2019	£ 75.00	
Open Mic Night	31/05/2019	£ 75.00	
Prs Licence Live on the Vine	02/07/2019	£ 86.38	
Photobooth Hire Live on Vine	10/07/2019	£ 545.00	
Technician Live on Vine	24/07/2019	£ 135.00	
3 x Banners for Live on Vine	25/07/2019	£ 60.00	
Snooker Table Live on the Vine	28/07/2019	£ 93.54	
Skatepark Costs	31/08/2019	£ 150.00	
Wagamma stall hire	30/07/2019		£ 20.00
Tesco Grounds Works Grant	31/07/2019		£ 920.32
		£ 1,219.92	£2,099.52
Available Funds		£879.60	
		£ 879.60	

Agenda Item Sevenoaks Town Council**6(i) Youth Council Charity Income and Expenditure:**
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£0.00
Budget allocated:	0.00		£0.00
		£ -	£0.00
Available Funds		£ -	
		£ -	

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Youth Services Committee – 6th November 2019

Youth Outreach Grants

This Committee is responsible for the Youth Outreach Grant.

Following approval of grants at the last meeting, the balance stands at £903.53. A further round of grant applications will be invited in January 2020.

**Sevenoaks Town
Council**

Youth Outreach General Income and
Expenditure:
7552/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£5,000.00
Young Reader's		£	
Festival Grant	07/06/2019	250.00	
Vehicle Hire on		£	
17/06/2019	21/06/2019	280.00	
Youth Council Houses			
of Parliament Visit		£	
Refreshments	28/06/2019	64.47	
Work Experience Bus		£	
Hire	22/07/2019	175.00	
Subscription to Kent			
Junior Chess		£	
Association	28/09/2019	7.00	
Sevenoaks Three Arts		£	
Festival Grant	20/09/2019	600.00	
The Children's		£	
Workshop Grant	20/09/2019	720.00	
Stag Youth Theatre		£	
Grant	20/09/2019	2,000.00	
		£	
		4,096.47	£5,000.00
Available Funds		£903.53	
		£903.53	

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Youth Services Committee – 6th November 2019**West Kent Housing Association****Youth Work update****8-12s**

We continue to deliver our popular 8-12 clubs at 6 locations across the district. This is a referral only service for children aged 8-12 years who might need some extra support outside of what they receive at home and school. If you would like to make a referral to this service, please email youthservices@wkha.org.uk. This summer we took 70 children from our clubs at Dunton Green, Bat & Ball, West Kingsdown, New Ash Green, Swanley and Edenbridge to a week long residential at Thriftwood Scout Camp in Essex.

HOUSE

HOUSE is an open access youth centre for young people aged 11-19, based in Edenbridge. Recently they have been delivering a cooking programme where young people design recipes, purchase ingredients to a budget, eat the meals together and make the recipes into a cook book. The young people really enjoy this and would like to do more in the future.

Trips

As a result of consultation, we took 50 young people from Sevenoaks to Thorpe Park for a trip in the Summer.

Schools work

We continue to deliver our successful programmes in schools across the Sevenoaks District. In secondary schools, we are happy to support the PSHE curriculum, as we have so far done in Knole Academy. For primary schools we deliver a range of programmes that support children with: Healthy Lifestyles, Transition to Secondary School and Positive Relationships. We are happy to adapt our delivery to support schools.

Detached work

We deliver a range of detached work around the Sevenoaks District and are happy for people to give us feedback about needs in different areas.

Recruitment

We have had consistent issues with recruitment and have decided to carry out a full review of our youth services, including the way we recruit. Our Lead Youth Worker post is currently vacant, as are our two apprenticeship posts. We hope to fill all three within the coming months.

Training course

We would like to invite the Youth Council and attendees of HOUSE in the Basement to let us know what kinds of training they are interested in partaking in. We have a budget of £1000 to deliver a training course in the Sevenoaks area and would like to consult with young people around what the needs are. Previously we have delivered CSCS training, Health & Safety, Mental Health First Aid, First Aid, Food Hygiene etc.

