

**SEVENOAKS YOUTH COUNCIL
MEETING**

**9 January 2013
6- 7:00pm in the Town Council Offices,
Bradbourne Vale Road, Sevenoaks
AGENDA**

- 1. Apologies**
- 2. Minutes**
To receive, note and adopt the Minutes of meeting held on 14 November 2012 (copy attached).
- 3. Finance Report**
To receive and consider the balances as at 31 November 2012:
 - a) Youth Council
 - b) Youth Café Management Accounts(copies attached)
- 4. HOUSE in the BASEMENT Youth Café**
To receive and note the November and December 2012 report.
- 5. Fund Raising Committee**
To arrange the second meeting of the Fundraising Committee to take place at 6pm on one of the following dates at the Youth Cafe:
 - i. 17 January 2013
 - ii. 24 January 2013
 - iii. 29 January 2013
- 6. DOVER HOUSE VISIT**
To receive an update regarding the visit to Dover on 5th December 2012 from Oliver Harper.
- 7. CONTACT INFORMATION**
To receive and note a request from the Town Clerk that all Youth Councillors ask their parents/guardians to complete, sign and return their contact information plus permission slips (copies attached).
- 8. SEVENOAKS SUMMER FESTIVAL**
To think about Youth activities led by Youth Councillors to take place during the two weeks of the Sevenoaks Summer Festival. This starts on Saturday 22 June 2013.
- 9. KCC YOUTH ADVISORY GROUP MEETINGS**
Representatives to attend meetings wanted. The next meeting will be held on Thursday 24 January 2013 (5:00pm Young Person's Meeting & full meeting at 6pm) in the Westerham Town Council Chamber, Market Square TN16 1RB.

NB This is a meeting run by Kent County Council: Lynn Cartwright, Senior Support Officer, Integrated Youth Services Phone: 01322 614526 Mobile: 07825 925701
lynn.cartwright@kent.gov.uk

MINUTES OF THE SEVENOAKS YOUTH TOWN COUNCIL

HELD ON 14 NOVEMBER 2012 AT

SEVENOAKS COMMUNITY CENTRE

Present:

Youth Councillors Alexander Dunn (Treasurer), Danika Dixon (Chairman), Sufiyah Fitzgerald, Lilli Gilbert, Ollie Harper, Caitlin Stevens (Joint Vice Chairman) and Issie Wheatley (Joint Vice Chairman).

Apologies for Absence:

Youth Cllrs Aneesha Bhandan, Laura Duffey, Dominique Gratwick, Emma Power and Cllrs A Eyre and S G Raikes

In Attendance:

Linda Larter (Chief Executive/Town Clerk), Adam Wedd (Youth Café Manager) and Michèle MacDonald (Committee Clerk) and Hannah Edwards (Youth Councillor applicant)

Introductions were made to Youth Cllrs Sufiyah Fitzgerald and Hannah Edwards, an applicant for the remaining position to become a Youth Councillor.

11. MINUTES

It was RESOLVED that the minutes of the Annual General Meeting held on 10 October 2012 be received and adopted.

12. FINANCE REPORT

Youth Councillor Alexander Dunn as Treasurer outlined the financial report of the Youth Council and the Youth Café. **It was RESOLVED that**

- a) the Youth Council's current balance of £1,246.26
 - b) the Youth Café's financial report
- be noted and adopted.

13. FUNDRAISING COMMITTEE

Youth Councillor Danika Dee as Chairman summarised the ideas discussed at the first Fundraising Committee meeting held on 31 October 2012. **It was RESOLVED that:**

- a) **Cartridge Recycling** be continued with Youth Councillor Danika Dee leading on the organisation of this and Youth Councillor Sufiyah Fitzgerald to research other products for recycling to raise money.
- b) **Busking** Michèle MacDonald investigate the possibilities of busking in the town centre and any licensing implications

- c) **Young Apprentice** there will be three teams:
 - i. **Numeric Knights** led by Alexander Dunn
 - ii. **The Avengers** led by Danika Dee
 - iii. **CAS** led by Caitlin Stevens
 each with a budget of £50 to compete to raise the most money by Thursday 20 December 2012.
- d) **Face Painting** will not go ahead at Christmas Lights
- e) **Open Mic Event** be reviewed early in the New Year
- f) **Loose Change boxes** will not go ahead
- g) **Open Coffee Morning** for adults be organised half termly in the New Year. Youth Councillors Ollie Harper and Sufiyah Fitzgerald will accompany the events with their guitar playing.
- h) **Bag Packing pre-Christmas** Michèle MacDonald check feasibility

14. HOUSE IN THE BASEMENT YOUTH CAFE

The October 2012 report was received and noted.

15. DOVER HOUSE VISIT

It was RESOLVED that Youth Councillors Alexander Dunn (Treasurer), Danika Dixon (Chairman) and Issie Wheatley (Vice Chairman) accompany Linda Larter, Town Clerk and Adam Wedd, Youth Café Manager to the Dover HOUSE visit on Wednesday 5th December 2012.

16. SEVENOAKS TOWN COUNCIL YOUTH SERVICES SUB COMMITTEE

It was RESOLVED that Youth Councillors Danika Dixon (Chairman), Alexander Dunn (Treasurer) and Sufiyah Fitzgerald attend as representatives on behalf of the Youth Council.

The meeting closed at 18:56

Signed Date
Chairman

Updated: 30/11/2012
Sevenoaks Town Council

Youth Council General Income and Expenditure

		Expenditure	Income
		£	£
Balance Brought Forward	01/04/2012		1,038.96
Budget allocated 12/13	01/04/2012		1,000.00
Soundwaves poster	31/05/2012	135.00	
Live Show Band cost	07/09/2012	150.00	
Youth Café opening costs	30/06/2012	100.00	
Soundwaves A5 Leaflets	31/07/2012	100.00	
Youth Council Election leaflet	04/09/2012	224.37	
Youth Café Wii Equipment	30/09/2012	83.33	
Live Show Band cost cancellation	03/09/2012		150.00
Apprenticeship funds utilised to date	30/11/2012	20.00	
		812.70	2,188.96
Net Balance:			1,376.26

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2012

Cost Centre Report

	Current Mth Actual	Year to Date			Total Annual Budget	Committed Expenditure	Funds Available
		Actual	Budget	Variance			
50 Youth café							
4010 Gross Pay	3,845	14,455	17,630	3,175	34,518		20,063
4270 Employers Pension Contribution	110	381	0	-381	0		-381
5410 Repairs & General Maintenance	160	160	0	-160	5,000		4,840
6010 Light Heat & Cleaning	0	19	1,172	1,153	2,340		2,321
6101 Telephone	41	292	314	22	500		208
6200 Printing & Stationery	0	365	113	-252	196		-169
6210 Postage & Courier	0	6	0	-6	0		-6
6320 Staff Training	0	313	0	-313	0		-313
6330 Welfare/Hospitality	35	35	0	-35	0		-35
6460 Publicity	0	185	200	15	1,000		815
6500 Goods for Resale	133	2,093	1,413	-680	3,120		1,027
6550 Soundwaves Expenditure	233	833	800	-33	1,600		767
6568 Educational Kits	0	0	0	0	2,000		2,000
6571 Music Equipment	11	11	0	-11	2,950		2,939
6570 IT equipment	0	228	228	0	1,000		772
6635 Professional Fees Licensing	0	87	0	-87	0		-87
6730 Subscriptions	0	75	0	-75	0		-75
6900 Sundry Expenses	10	196	185	-11	250		54
Youth Cafe :- Expenditure	4,578	19,734	22,055	2,321	54,474	0	34,740
1022 Letting & Hire of Facilities	235	430	3,000	-2,570	8,000		7,570
1211 Sale of Goods	360	1,938	3,533	-1,595	7,800		5,862
1242 Soundwaves Income	38	374	1,200	-826	2,400		2,026
1350 Grant income	0	20,824	20,824	0	20,824		0
1351 Educational Kits Income	0	2,000	2,000	0	2,000		0
1352 HOUSE IT Grant income	0	1,000	1,000	0	1,000		0
1353 Youth Opportunity Fund	0	2,950	2,950	0	2,950		0
1354 Special Needs Evening Fund	2,500	2,500	0	2,500	0		-2,500
1500 Fundraising	0	130	999	-869	2,000		1,870
Youth Cafe :- Income	3,133	32,146	35,506	3,360	46,974	0	14,828
Net Expenditure over Income	1,445	-12,412	-13,451	-1,039	7,500	0	19,912

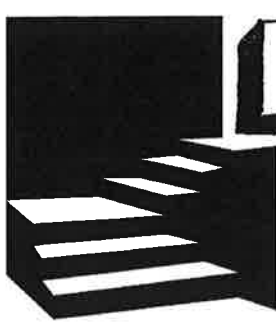
NOTES ON MAJOR VARIANCES

5410 Repairs & General Maintenance
6500 Goods for resale
1022 Letting & Hire of Facilities

The budget relates to the Stag gents toilets.
 An adjustment for closing stock has been made this month of £215.
 Quarterly hire from Connexions.

Net Expenditure over income

The £7,500 annual budget relates to £6,500 vired from the contingency provision budget and £1,000 vired from the grants budget.

The logo features a stylized black house icon with white steps leading up to the entrance. To the right of the icon, the word "HOUSE" is written in a bold, blocky, white font with a black outline. Below "HOUSE", the word "Basement" is written in a large, black, cursive-style font. To the right of "HOUSE", the words "IN THE" are written in a smaller, black, sans-serif font.

HOUSE IN THE Basement

Report for November and December 2012

OVERVIEW

December has consisted of a large number of events which has broken into our regular opening hours 'drop in' sessions. There has been the Christmas Light switch on (which two teams from our young apprentice did a fantastic job at promoting the profile of House in the Basement) / Soundwaves / The launch of Voices Open Mic night for young talent / HITB Christmas Dinner to list a few items.

SCHOOLS

No schools were visited this month. We will resume on average 1 assembly per month as of January. We are to be taking 3 PSHE lessons at Tunbridge Wells Grammar School for Boys and intend to visit the following schools.

Bennet Memorial – St Greggs - Hugh Christie – K College – Skinners – Weald of Kent – HadLow College – Hextable School Swanley – Hill view School Tonbridge – Hayes brook Tonbridge -

The reason for visiting schools is mainly twofold – to promote the café to years 7-11 as well as volunteering opportunities to years 12 and 13.

We are looking to visit on average 1 school per month.

CHURCHES

We are looking to visit on average 1 church per month to talk about the youth café and volunteering opportunities.

VOLUNTEERS

We have 8 volunteers to date, 4 of which have begun our 8 week volunteering program.

We are in need of somebody to coordinate our volunteers, administration and arrange volunteer socials.

PROGRAMME / ACTIVITIES

- 1) **Voices Open Mic Night Debut Success.** This event was planned and run by the Youth Council. It received various profiling from the media including The Chronicle and the Vine newspaper. The plan is to run this event every second Friday of the month with it continued to be planned by the Youth Steering group who will meet once a month to plan the next event.

- 2) **Christmas Dinner** – This event went very well. We closed the café at 6pm where we then had an hour to turn it into a Christmas dinner venue. The main course and desert was provided with thanks by The Royal Oak (who cooked for 40). The Youth Cafe funded the 99p store secret store and PC Gareth Nut came and acted as Secret Santa.
- 3) **House networking Meeting** – A Young person from the youth council travelled to Dover with Adam Wedd & Linda Larter to represent the House in the Basement at the joint House network Events Team meeting.
- 4) **First Aid training for Young people** – St John ambulance has agreed to provide a monthly taster session at house in the basement throughout 2013. Dates to be confirmed. SJA will also offer regular first aid training for all our volunteers.
- 5) **Film Night** We have launched our regular Thursday film nights. We will be showing preview trailers to all films with a short film featuring issues that young people face such as bullying, drugs usage, Anti-social behaviour, conflict resolution and smoking.
- 6) **Quiz Night** – at the young peoples' request we shall be launching a regular quiz night for young people in 2013, but are in need for an experienced quizmaster to help run this event

BEHAVIOURAL MANAGEMENT

We have been working offline with the 3 banned young people to put together plans for a potential recording studio project in the future.

Timetable		
Monday	9.00 – 6.00 p.m	Connexions
Tuesday	9.00-9.30pm	AVAILABLE FOR HIRE
Wednesday	4.30 – 9.30 p.m 5.00 – 6.00 p.m	Youth Café Sexual Health Care Nurse
Thursday	4.30 – 9.30 p.m.	Youth Café (FILM NIGHT)
Friday	4.30 – 9.30 p.m. 6.00 – 9.00 p.m.	Youth Café Weekly event one of below or similar • Open mic night • Ready steady cook • Quiz night • St Johns Ambulance training
Saturday	2.00 – 9.30 p.m.	Youth Café
Sunday	9.00-9.30pm	AVAILABLE FOR RENT

LAUNCH OF 3RD SECTOR CHARITY & CHURCHES NETWORKING EVENT.

The launch of the very first ever third sector networking event for those that work for NOG's in the charity sector was a roaring success with over 25 people in attendance. The second event was less attended but still proved useful in connecting agencies. We believe that one of the reasons for poor turnout was due to our partners Mind hosting a networking event at Barclays bank on the same morning and not notifying us.

We will be moving the date of this event to the 3rd Friday morning of every month starting on January 18th 2013 from 9-11am.

GENERAL BEHAVIOUR / INTERVENTIONS

The following matters when being addressed are recorded as 'interventions', this is also required in relation to the HOUSE and other funding:-

Number of Interventions		Number of Referrals		Number of Outcomes	
Smoking	6	Smoking		Recorded outcomes	
Sexual Health		Sexual Health		Accredited outcomes	
Alcohol		Alcohol		Young People Training	
Drugs	1	Drugs		Young People make decisions	10
Housing/Homelessness	2	Housing/Homelessness			
Emotional Wellbeing	1	Emotional Well being			
Child Protection		Social Services			
Readiness for work	3	Bad Language	10		
Additional Services available at session (i.e. Sexual Health Nurse / Guitar lessons)					

TRAINING

Enhanced Child Protection Training

Youth workers Bradley & Rachel have attended enhanced child protection training and I (Adam) will attend safe guarding and Common Assessment Framework training- which will be useful for working with Social Services. We have already been working closely with the social worker of one of our regular young people.

CAFF

All staff to attend common assessment framework training. This will improve how we are able to identify concerning issues with young people and the process we may go about in working with Social services.

COSHH Assertiveness Training Advance Child Protection

Training for this is still to be arranged in 2013

this is identified as an important piece of training for staff Bradley & Rachel.

Now that we are fully affiliated with KCC, we wish to take full advantage of the training opportunities available. It is desired that all staff undertake advanced child projection training.

KIST

training for this to still be arranged. Relationship training.

DUST	training for this to be arranged. Drug and Alcohol Use screening Tool . The HOUSE in the Basement Youth Café is hoping to become affiliated to the Kent Youth Project. There is an annual fee for this. One of the benefits of the affiliation is access to Subsidised training.
Volunteers	We are still receiving a steady intake of volunteer interest and have begun each member on our 8 week volunteer training course. More needs to be done in order to attract volunteers of a wider age, experience and demographic.

OUR NEEDS

Photo frames	We require second hand photo frames of all sizes, but mainly A5 / A4 / A3 . This is to make tidy of the many information posters that other partners and agencies as well as ourselves wish to put up. It has been noted that this would be in keeping with the house café values opposed to a youth club with what can become tatty posters blue tacked to the wall.
Handy Man	We are still in desperate need of a volunteer handy man or maintenance person to work 3 hours a week for us, putting up shelves, putting up picture hooks etc.
Volunteer Coordinator	We are also on the lookout for someone to give 1 or 2 hours a week helping manage the increasing amount of volunteer interest we are generating. This would include basic administration and the termly organisation of a volunteer thank you gathering.

MARKETING

Mail out System	Our weekly mail out system to approximately 165 people but only 59 people are opening their emails.
Text Messaging Service	We are to also trial a text messaging system as this seems to be a preferred method of communication with young people.
Leaflets	2 members of HITB staff to hand our Soundwaves flyers and HITB postcards to young people from 3:30-4pm every Thursday.
For Hire Posters PDF	A for hire advert will be created to promote the hiring of HITB as a venue for business, charity, networking or parties. PDF posters have been created to send out in the New Year to entice further hire of the basement.
Jobs Notice Board	We have asked CXK (formally connections) if they can provide updates to what will be a jobs and apprenticeships noticeboard for young people. This will be by the computers.
Soundwaves	Since the introduction of a paid DJ, the event has not been profitable. The DJ has been cancelled for 2013 and alternative methods for operating the event are being trialled.

FUTURE PROJECTS / FUNDING

- 1) **Success in Music Project Funding** - We have been successful in £3000 youth opportunity. We are to launch a series of free music lessons/ song writing workshops for young people throughout 2013. There are also blue sky plans to create a youth recording studio above the office space. BBC introducing who work with up and coming artists are interested in partnering with us on this. This project is in the early stages and we are working with Kent Public Health services to source appropriate funding. A project proposal is to follow. Potential funding from Arts Council
- 2) **Youth Magazine** – Our funding bid was rejected from the Youth Opportunities Fund for this project. The vision is for there to be a magazine publication for young people that helps bridge the views of young people from different backgrounds, schools, postcodes & homes. The Vine magazine & The Chronicle have shown interest in the running of the project. We are looking to hold a meeting in late January for young people who are interested in being on the steering group for this project. 5 young

people from HITB have identified a need of up to £5000 for equipment which includes Training , publication and printing.

- 3) **Healthy Eating Project** – We are seeking alternative funding for this project after funding was rejected from the KCC Youth Opportunities Fund.
- 4) **Podcast** There are still discussions with Ashford house about partnering on a termly (3 x a year) podcast internet radio show which will be delivered through iTunes. This will work in conjunction with the Youth magazine and is a work in an on-going work in progress.
- 5) **Finance – Youth Council Young Apprentice** – With the boys VS the girls team , it is a challenge to see who can make the most money for House in the basement, using only the initial start-up of £50. The girls painted faces and the boys made Christmas cards and cakes and sold them at the turning on of the Christmas lights. The deadline for this initiative is December 22nd 2012. Other initiatives such as a raffle and computer games tournament are also underway.
- 6) **Fareshare** – An enquiry has been made into Fareshare who deal with food distribution, from supermarkets to charities and NGO items that are in date but do not meet the physical standards for shelf requirements, but perfect for cooking. This would save us some money if we are eligible.

OTHER

- 1) **Arts Council** Enquires are currently being made into making an application for a Music project/ youth internet radio station to be based at HITB. This is a longer term project.
- 2) **Altitude Business Planning** have booked and paid hitb for regular use starting with one Tuesday morning a month from 10:30- 12pm for a rate of £25 p/h + a basic catering package (cost to be confirmed) This will prove to be helpful if a more permanent annual booking is made.
- 3) **Churches Together In Sevenoaks** have used the centre once since opening and have booked to hire the basement twice in 2013 for a prayer meeting.
- 4) **Alzheimer's society** has made an enquiry about hiring the café. We're waiting to hear from them.

HEALTH AND SAFETY

The absence of heating continues to be a problem. The air conditioning unit in the office is drawing in paint fumes and paint particles when the Stag workshop is being used. The office is therefore not able to be used. The matter will continue to be addressed via the architect for the project.

STATISTICS

Please see attached for November and December 2012. Due to the Christmas break, some figures are still to be confirmed.

The statistics for November and December 2012 indicate a considerable downturn in all areas. Income could be lower due to the loss of the previous cake supplier. Consistency with recording attendance also needs to be addressed. The Town Clerk will be reviewing these matters with the HOUSE in the Basement Youth Café Manager.

3 January 2013

Example of (7)
letter posted
3-1-13
Q

Youth Councillor
«Forename» «Surname»
& Parent/Guardian
«Address_1»
«Address_2»
«Town»
«PostCode»

Dear Youth Councillor «Forename» and Parent /Guardian,

Sevenoaks Town Youth Council

We are updating our records as a number of Youth Councillors have recently changed their contact details.

Also we would like to give you both as much notice as possible of dates of meetings and notify you of any ad hoc meetings the Youth Councillors may be invited to attend during 2013.

Please would you both complete the below tear off permission slip below, sign and return it in the attached Stamp Address Envelope as soon as possible?

Being a Youth Councillor involves representing and making decisions for young people in the town normally by attending meetings. Being a Youth Councillor could also involve visits to other areas, being photographed particularly by local press and being involved in arranging events.

Yours faithfully,

Michèle MacDonald
Secretary to Linda Larter MBE
Chief Executive / Town Clerk

.....
Sevenoaks Town Youth Council - Parent / Guardian Permission Slip Please print all details

Name	Landline	Work Telephone	Email	Work email	Mobile
Youth Councillor «Forename» «Surname»					
Parent/Guardian					

I give permission for Youth Councillor «Forename» «Surname» to be involved in Sevenoaks Town Youth Council activities and being photographed particularly by local press and being involved in arranging events and confirm that I will support «Forename» «Surname» in attending meetings whenever possible.

Signed Dated
Parent/Guardian