

SEVENOAKS YOUTH COUNCIL MEETING

10 JULY 2013

6:00-7:00pm at the Sevenoaks Community Centre, Cramptons Road, off Otford Road, Sevenoaks TN14 5DN

AGENDA

GUEST SPEAKER – Esther Gill, Audience Development Manager, Knole to chat about

- the Youth Council's attendance at the recent Community Open Day at Knole
- what the Youth of Sevenoaks would like to see there [agenda item 7 b refers]

1. **APOLOGIES**

2. **MINUTES**

To receive, note and adopt the Minutes of meeting held on 8 May 2013 (copy attached).

3. **MEMBERS**

- a) To welcome James Barton, Tanjinna Miah and Harry Linley who have recently become Sevenoaks Youth Councillors
- b) To congratulate Alexander Dunn on being awarded the Sevenoaks District award for Citizenship.

4. **FINANCE REPORT**

To receive and consider the balances:

- a) Youth Council as at 4 July 2013
- b) Youth Café Management Accounts as at 31.05.2013 (copies attached)

5. **HOUSE IN THE BASEMENT YOUTH CAFÉ**

To receive and comment on the March, April and May 2013 report (copy attached)

6. **KCC YOUTH ADVISORY GROUP MEETINGS (YAG)**

To note that the next meeting will be held in Swanley on 18 July 2013 at 5pm and to seek volunteers to attend. Transport will be arranged, leaving the Town Council offices at 4:30pm.

7. **EVENTS**
HELD

- a) **Knole Community Open Day** - To receive verbal feedback from Youth Councillors who attended this event.

PLANNED

- b) **Parliament Trip July 2013** - To note that the following will be going:

Youth Councillors	Staff and Members
Danika Dixon, Chairman	Mayor – Cllr R M C Hogarth
Alexander Dunn, Treasurer	Linda Larter
Harry Linley	Michèle MacDonald
Olive Harper	Kyle Farrar
Tanjinna Miah	Adam Wedd
James Barton	Bradley Large
	Ben

Travel details to be tabled.

- c) **British Youth Council – Annual General Meeting**
To decide which representative from the Youth Council would like to attend the Annual General Meeting in London on Saturday 31 August 2013.

8. **KENT YOUTH COUNTY COUNCIL**

No reports have been provided for June 2013.

9. **DATE OF NEXT MEETING**

To be held in the Town Council Chamber on Wednesday 24 July 2013 at 6pm.

MINUTES OF THE SEVENOAKS YOUTH TOWN COUNCIL

Held on 8 May 2013 in the Council Chamber

Present:

Youth Councillors, Alexander Dunn (Treasurer) and Caitlin Stevens (Vice Chairman) and James Barton

Apologies for Absence:

Linda Larter (Chief Executive/Town Clerk) and Youth Councillor Sufiyah Fitzgerald.

In Attendance:

Cllrs A Eyre, R J Parry (left at 6:09pm) and S G Raikes
KCC - Mr Nigel Crocker, Youth and Community Worker Officer, Ms Pauline Wagon, Community Youth Tutor, Mr David Elstone, Youth Worker Assistant, Mr Adam Wedd (Youth Café Manager) and Mrs Michèle MacDonald (Committee Clerk)

In the absence of the chairman, it was agreed that the Vice Chairman, Youth Cllr Caitlin Stevens chair the meeting

25. MINUTES

It was RESOLVED that the minutes of the Youth Council Meeting held on 9 January 2013 be received and adopted.

26. FINANCE REPORT

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 £2,376.26
- b) the Youth Café's financial report be noted and adopted.

It was noted that on 25 May 2013 there is to be a Finance Meeting followed by a Fund Raising meeting at the HOUSE in the basement Youth Cafe to discuss various methods of fundraising.

27. PURCHASE OF A MACBOOK FOR THE YOUTH CAFÉ

It was noted that the Youth Café had been successful in winning a Youth Opportunity Fund bid, which will enable purchasing of a Macbook.

28. HOUSE in the Basement Youth Café

Adam Wedd, Manager of the Youth Café, provided a verbal summary of the March and April 2013 report.

29. MEMBERS**a) It was noted that**

- i. Youth Cllrs Emma Power and Issie Wheatley had resigned due to workload and family moving away from the area
- ii. Six Youth Councillors had their membership cancelled in accordance with Clause 4 of the Structure and Membership section of the Youth Council's Constitution
- iii. Holly Cogan had withdrawn her application to become a Youth Councillor
- iv. James Barton applied and joined as Youth Councillor leaving nine vacancies

b) It was AGREED that

- i. local schools be contacted by the Youth Café Manager in person to follow up on previous correspondence sent out in order to book meetings and/or assemblies
- ii. Youth Councillors ask their schools to allow them to take assemblies to increase membership
- iii. contact be made with Knole Academy to invite interested students to attend the trip to Parliament in July 2013.

30. KCC YOUTH ADVISORY GROUP MINUTES (YAG)

The minutes of the meeting held on 18 April 2013 were received and noted.

31. EVENTS**a) Fundraising on Summer Festival Date – Saturday 22 June 2013
It was AGREED that**

- i. Youth Cllrs have a stall to promote the Youth Council, hand out fliers and sign youth up
- ii. In addition to the Ink Cartridge Recycling meeting, there will also be a fundraising meeting on 25 May 2013 to discuss whether funds need to be released to promote additional activities at the Summer Festival
- iii. Michèle send out a timetable to all Youth Councillors asking them when they would be free to man the Youth Council stall at the Summer Festival
- iv. Youth Councillors have a Facebook conversation about this

b) Parliament Trip July 2013

It was noted that Youth Councillors Caitlin Stephens, Alexander Dunn and James Barton were interested in attending.

It was AGREED that

Michèle send out a formal invitation to all Youth Councillors and their parents/guardians seeking permission for them to miss school on 17 July 2013.

- c) **British Youth Council – Annual General Meeting**
It was AGREED that
 Michèle send out a formal invitation to all Youth Councillors and their parents/guardians seeking permission for them to attend on 31 August 2013.
- d) **Local Democracy Week**
 This item is deferred to a future meeting of the Youth Council.

32. YOUTH COUNCIL FACEBOOK

It was AGREED that
 Youth Councillor Danika Dixon be asked to update and run the Youth Council Facebook.

33. KENT YOUTH COUNTY COUNCIL

It was noted that no reports had been received.

34. KENT COMMISSIONING FUNDING

Youth Councillors were asked to complete and return the Feedback Questionnaire previously distributed

GUEST SPEAKER – Esther Gill, Audience Development Manager, Knole National Trust

Esther Gill discussed reasons of attending and would like Knole National Trust to work with young people, especially the Youth Council. They are very keen to build links with local young people and to make Knole House more attractive to the younger population of Sevenoaks.

Esther extended an invitation for Youth Councillors and members of the Youth Café to attend the Community Event on 26 June 2013 running from 6 until 8pm and then report back with their opinions.

There is a shuttle bus running on the night from the Stag /Knole with the last bus returning to Stag leaving at 8pm. There will be refreshments and free access to House and tower for 10 youth. Youth Councillors will be asked first. Youth Councillors were asked to have a Facebook conversation on this subject.

Alexander, Caitlin and James confirmed they would be interested. Esther gill will forward an invitation to Michèle.

The Chairman was thanked for a brilliant job and the meeting closed at 6:58pm.

Youth Council General Income and Expenditure

		Expenditure £	Income £
Balance Brought Forward	01.04.2013		1,376.26
Budget allocated 13/14	01/04/2013		1,000.00
Visit to Knole Community Open Day - 4 Vintage Bus Tickets	26/06/2013	8.00	
Catering for House in the Basement 1st Anniversary party		250.00	
		258.00	2,376.26
Net Balance:			2,118.26

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2013

Cost Centre Report

	Current Mth	Year to Date			Total Annual	Committed	Funds	
	Actual	Actual	Budget	Variance	Budget	Expenditure	Available	
50 Youth Cafe								
4010	Gross Pay	3,096	6,911	7,666	755	46,000	39,089	
4270	Employers Pension Contribution	111	222	222	0	1,333	1,111	
5410	Repairs & General Maintenance	302	302	834	532	5,000	4,698	
6010	Light Heat & Cleaning	0	0	522	522	3,137	3,137	
6101	Telephone	41	83	84	1	500	417	
6200	Printing & Stationery	0	1	42	41	250	249	
6240	Computer/ Data Base/WP's	13	13	0	-13	0	-13	
6281	Furnishings,Furniture/Eqpt	7	62	0	-62	0	-62	
6315	Recruitment Costs	190	190	0	-190	0	-190	
6330	Welfare/Hospitality	339	339	0	-339	0	-339	
6460	Publicity	0	0	124	124	750	750	
6500	Goods for Resale	107	297	694	397	4,160	3,863	
6550	Soundwaves Expenditure	0	0	400	400	2,400	2,400	
6568	Educational Kits	0	0	0	0	2,000	2,000	
6571	Music Equipment	0	0	0	0	2,411	2,411	
6572	IT Equipment	0	0	0	0	772	772	
6635	Professional Fees Licensing	89	89	0	-89	0	-89	
6900	Sundry Expenses	0	0	42	42	250	250	
Youth Cafe :- Expenditure		4,295	8,509	10,630	2,121	68,963	0	60,454
1022	Letting & Hire of Facilities	30	369	1,000	-631	6,000		5,631
1205	Soundwaves Income	0	0	600	-600	3,600		3,600
1211	Sale of Goods	113	329	1,386	-1,057	8,320		7,991
1350	Grant income	0	35,745	25,707	10,038	46,233		10,488
1500	Fundraising	0	0	334	-334	2,000		2,000
Youth Cafe :- Income		143	36,443	29,027	7,416	66,153	0	29,710
Net Expenditure over Income		4,152	-27,934	-18,397	9,537	2,810	0	30,744

NOTES

1350 Grant income

Grant income received to date from:-

		£
Educational Kits	2012/13	2,000
Youth Opp. Music Fund	2012/13	2,411
HOUSE IT Grant	2012/13	772
KCC Salaries Grant	2012/13	10,022
KCC Salaries Grant	2013/14	20,540
		<u>35,745</u>

6315 Recruitment Costs

Relates to advertisements for job vacancies.

6330 Welfare/Hospitality

Relates to Youth trip to Wembley to see football match. Funding from Amherst Rotary club of £250 will go towards this cost upon receipt.

The logo features a stylized black silhouette of a house on the left, with white steps leading up to its entrance. To the right of the house, the word "HOUSE" is written in a bold, blocky, white font with a black outline. Further right, the words "IN THE" are in a smaller, plain black font. Below "HOUSE" and "IN THE", the word "Basement" is written in a large, black, rounded script font.

Report for March, April & May 2013

1. Overview

HITB management has taken a determined effort to ensure that it provides services to a diverse range of young people and not just to one sector of the community. During the beginning of the transmission period this resulted in a drop in figures both in attendance and income. However there are now some visible improvement signs in this campaign as new young people visit and stay.

Schools

The final of three at Tunbridge Wells Grammar School for Boys took place during April. In total HITB reached 180 pupils at this school through quality lesson plans on identity, community and belonging within which the youth café is promoted.

3. New Programme / Activities

HITB was successful in obtaining £3,900 funding towards the production of a regular youth magazine, the funds will be spend on equipment, computer, software, camera and printing. The Chronicle has agreed to print a weekly news article and journalists will be assisting with workshops for budding reporters.

4. Film Night

This event has had very low attendance figures and therefore it has been agreed to suspend this for the rest of the summer.

5. Informal Music Lessons

We are launching free music lessons starting in August. This will be every Saturday from 12pm-2pm at house in the basement. We are in the process of recruiting specialist volunteer tutors in guitar, drums, bass and keyboards. This is a result of a successful Youth Opportunity Fund bid from Kent County Council applied for with young people from Sevenoaks Youth Council. Charlie Grimmer from the band Wizard and Jasette Amos of last year's panto Aladdin will be helping kick the project off during it's early stages. We are looking to recruit a team of up to 20 volunteers who are passionate about enabling young people to have a go at playing an instrument.

Operational Matters

6. Staffing

Ben Mason has been recruited as a part time youth worker. Recruitment for the Modern Apprentice Catering Assistant / Youth Worker is currently taking place.

Tim Metcalf is employed by West Kent Extra and will provide the commissioned work from KCC, jointly bid for by Sevenoaks Town Council and West Kent Extra. Tim will work for 5 hours per week at both HOUSE projects in Sevenoaks and Edenbridge and an additional 5 hours per week on youth outreach. Tim's work is specifically targeted at alcohol intervention and prevention. This is a much debated topic with young people at present due to the Eastenders story line.

7. Hirer

Following a successful trial hire, we now have a regular booking for Friday mornings starting from September.

8. Security

Parents have been requesting that they have the ability to telephone into the youth café whilst it is open. Currently the telephone is in the office and is therefore not accessible when the youth café is open. We need to consider how this can be addressed, a simple solution would be to purchase a telephone that has two handsets, however this may not comply with the Stag telephone system.

9. Items Needed

- i) Volunteer Coordinator (3 hrs per week)
- ii) Handyman (3 hrs per week)
- iii) Cake supplier at reasonable prices

10. KCC computerised system

This system is now installed and ready for use with the exception that we now need to find the resources to input the 200 + members into individual profiles.

11. Additional Information Attached

- i) Statistics including income and attendance
- ii) Geographical data
- iii) Impact report