

SEVENOAKS YOUTH COUNCIL MEETING

18 September 2013

6:00-7:00pm in the Town Council Offices, in the Council Chamber at Bradbourne Vale Road, Sevenoaks TN13 3QG, to be followed by a meeting of the Youth Services Sub Committee starting no later than 7pm.

AGENDA

1. **APOLOGIES**
2. **MINUTES**
To receive, note and adopt the Minutes of meeting held on 24 July 2013 (copy attached).
3. **FINANCE REPORT**
To receive and consider the balance of the Youth Council as at 24 July 2013 (Copy attached)
4. **KCC YOUTH ADVISORY GROUP MEETINGS (YAG)**
To note and discuss Youth Councillors attending the next meeting of YAG on 3 October from 5pm. The YAG are holding this meeting at the Town Council Chamber, Bradbourne Vale Road, TN13 3QG.
5. **EVENTS:**
 - a) British Youth Council (BYC) – Annual Council Meeting (ACM) 30.08.2013
 - a. Youth Councillors Alexander, Tanjinna and James attended this ACM with Michèle. Youth Councillors to give verbal updates.
 - b. To note that the following documents are available to borrow from the Town Council Offices:
 - a. BYC – Empowering Young People around the world
 - b. BYC – annual review 2012/2013
 - c. BYC – Manifesto 2012-2014
 - d. BYC – Youth Select Committee “Transport and Young People”
 - b) Thorpe Park Trip – to discuss options of dates for Saturday 26 or Tuesday 29 October 2013, both half term dates
 - c) UKYP – House of Commons Sitting 15 and 16 November 2013 – Youth Councillor Tanjinna Miah to discuss whether or not there is interest to attend this event.
6. **POST OFFICE PUBLIC ENGAGEMENT**
Following the visit to the BYC ACM, it was felt by Youth Councillor attending that a combined response from Sevenoaks Youth Council be more appropriate. Sevenoaks Youth Council to receive and discuss a report from the Post Office (copy attached).

7. **FAIR TRADE**

To receive and note that the next meeting, will be held in the Council Chamber at 6pm on 23 September 2013 at which Youth Councillors Caitlin Stevens, Alexander Dunn, Harriet Linley and Tanjinna Miah who offered to represent Sevenoaks Youth Council and assist the Sevenoaks Fairtrade Network Steering Committee are invited to attend.

8. **SHOPS IN SEVENOAKS**

- a) Youth Councillor Tanjinna Miah to put forward a proposal.
- b) Councillor James Barton to discuss the need for a Games Shop within Sevenoaks Town. Another suggestion put forward is to open a Games Shop within the Youth Café

9. **CINEMA**

Youth Councillor Tanjinna Miah to discuss ways of promoting the STAG Cinema to young people to avoid trips to cinemas further afield.

10. **HOODED SWEATSHIRTS**

To receive and discuss the possibility of purchasing hooded sweatshirts branded with Sevenoaks Youth Council @ approximately £20 each (Youth Councillor Tanjinna Miah).

11. **KENT YOUTH COUNTY COUNCIL**

- a) No reports have been provided for August 2013.
- b) To receive and note the 2013 Election Campaign (copy documentation attached)

12. **TOWN DEBATE TUESDAY 15TH OCTOBER 2013**

The Town Mayor will be hosting a town debate during Local Democracy week. The Town Clerk to provide a verbal update.

13. **ANNUAL GENERAL MEETING 30 OCTOBER 2013**

To note that at each Annual General Meeting the SYC will elect a Chairperson, Vice Chairperson, Secretary and Treasurer. In urgent situations these members can make decisions, which must then be reported to the next meeting of the SYC for confirmation.

14. **HOUSE IN THE BASEMENT YOUTH CAFE**

To receive and note the July and August 2013 report (copy attached)

15. **DATE OF NEXT MEETING**

The Annual Youth Council Meeting will be held in the Town Council Chamber on Wednesday 30 October 2013 at 6pm.

MINUTES OF THE SEVENOAKS YOUTH TOWN COUNCIL

Held on 24 July 2013 in the Town Council Chamber

Present:

Youth Councillors: Caitlin Stevens (Vice Chairman), Alexander Dunn (Treasurer), Oliver Harper, Harriet Linley and Tanjinna Miah

In the absence of the Chairman, Youth Cllr Danika Dixon, the Vice Chairman, Youth Councillor Caitlin Stevens chaired the meeting.

Apologies for Absence:

Youth Councillors: Anneesha Bhandan, Danika Dixon (Chairman), Sufiyah Fitzgerald and James Barton

KCC: Mr Nigel Crocker, Youth and Community Worker Officer

In Attendance:

Cllrs A S Clayton, A Eyre, R J Parry, S G Raikes and Mrs P C Walshe

KCC - Ms Pauline Wagon, Community Youth Tutor

Mrs Linda Larter MBE, (Chief Executive Officer/Town Clerk), Mr Adam Wedd (Youth Café Manager) and Mrs Michèle MacDonald (Committee Clerk)

Guest Speaker:

Mrs Gwyneth Brearley, Chairman of the Sevenoaks Fairtrade Network Steering Committee attended to seek volunteer(s) as Youth representative on their committee.

Mrs Gwyneth Brearley briefly explained the history of this committee and handed out leaflets to all asking if any Youth Councillors would like to help raise awareness in Sevenoaks, give their ideas and/or take ideas to Youth Council, liaise within their schools and attend meetings of the Sevenoaks Fairtrade Network Steering Committee approximately four times a year.

Youth Councillors Caitlin Stevens, Alexander Dunn, Harriet Linley and Tanjinna Miah offered to represent Sevenoaks Youth Council and assist the Sevenoaks Fairtrade Network Steering Committee with at least one Youth Councillor to attend each meeting.

42 MINUTES

It was RESOLVED that the minutes of the Youth Council Meeting held on 10 July 2013 be received and adopted.

43 FINANCE REPORT

Alexander Dunn, as Treasurer, outlined the financial report of the Youth Council and the Youth Café noting that following the Youth Council's visit to the Houses of Parliament on 17 July 2013, the net balance taken forward be £1,933.66. **It was AGREED that** the September 2013 Financial Report will show the income derived from VOICES (£2 per ticket) separately recorded as fundraising.

44 KCC YOUTH ADVISORY GROUP MEETINGS

Youth Councilors Oliver Harper and Harriet Linley attended the meeting on 18 July 2013 in Swanley with Linda Larter MBE, Chief Executive/Town Clerk.

Both Youth Councillors reported the benefits of learning about other versions of HOUSE Youth Cafes, welcomed the advice regarding e-safety training and the risks of internet and social networking and came away inspired to organize more events for both the Youth Council and HOUSE in the Basement Youth Café either to socialize or to fundraise.

44 EVENTS

- a) Parliament Trip 17 July 2013 – Youth Councillors Danika Dixon, Caitlin Stevens, Alexander Dunn, James Barton, Oliver Harper, Harriet Linley and Tanjinna Miah visited the Houses of Parliament and found the tour and the meeting with the Rt Hon Michael Fallon MP to be educational and of interest.
- b) British Youth Council (BYC) 31 August 2013 – **It was RESOLVED that** Youth Councillors Danika Dixon, Alexander Dunn, Harriet Linley and Tanjinna Miah would attend the Annual General Meeting (AGM) in London with Michèle MacDonald. A working party pre-meeting will be arranged during the school summer holidays to discuss the BYC AGM.
- c) KCC Diversity Event – Following the KCC Youth advisory meeting held on 18 July 2013 in Swanley, all were asked to discuss amongst their peers what they would like the KCC to include in their Diversity Event. **It was RESOLVED that** Sevenoaks Youth Council submit Food Tasting from around the world and or a multi-cultural film festival.
- d) Summer Outings for Sevenoaks Young People – West Kent Extra confirmed a trip to Thorpe Park on 1 August 2013 and Swanley's Summer Programme was distributed to Youth Councillors. Various suggestions of outings to be arranged in August 2013 by Sevenoaks Youth Council were discussed. Following a vote **it was RESOLVED that** Sevenoaks Youth Council to arrange free return transport to Thorpe Park. Tickets for entry to Thorpe Park to be paid for by young people themselves but be bought in bulk by the Youth Council.

45 KENT YOUTH COUNTY COUNCIL

It was noted that no reports had been received.

46 TOWN DEBATE TUESDAY 15TH OCTOBER 2013

The Town Mayor will be hosting a town debate during Local Democracy week. Topic to be agreed by the Mayor nearer the date. During the day schools will be invited to debate the topic and in the evening this will be debated again by the general public.

47 HOUSE IN THE BASEMENT YOUTH CAFÉ

The June 2013 report was received and noted

48 IDEAS FOR FUTURE AGENDA ITEMS FOR THE YOUTH COUNCIL

It was RESOLVED that:

- fundraising be included on future agendas
- seasonal events be organised
- Town Twinning with Pontoise be discussed at the next meeting of the Youth Council on 18 September 2013
- The relaunch of Soundwaves in October, November and December be on the September agenda. Michèle to organise a meeting in August for Youth Councillors to submit a bid to the KCC via the Youth Opportunity Fund.

The meeting closed at 6.55pm

Updated: 05/09/2013
 Sevenoaks Town Council

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
Vintage Bus Tickets re visit to Knole Community Open			
Day	26/06/2013	8.00	
Catering for HiTB 1st Anniversary party	04/07/2013	250.00	
Travel costs re visit to Parliament	17/07/2013	184.60	
Travel costs re visit to BYC Annual Council Meeting	31/08/2013	56.43	
		499.03	2,376.26
Net Balance:			1,877.23

Post Office public engagement exercise

Engagement questionnaire

Youth
Council
18-9-13
Agenda
item

no 6

Background

The Post Office has been in existence for almost 400 years. It has changed a lot over that time and is continuing to change. It is now a separate company from Royal Mail (the postal delivery service), and the Government has committed that the Post Office should not be sold to the private sector, describing it as a “unique national asset that provides convenient access to vital social and economic services to local communities across the UK”. As a commercial business with a public purpose its strategy is based on growing as a business while maintaining the key role that Post Office branches play in supporting communities.

However, while the value that the Post Office brings to society and communities is widely recognised, its purpose – why it exists and what it is for – has never been precisely defined. The aim of the public engagement exercise is to get views from the general public, its customers and stakeholder groups on the Post Office’s public purpose. This will allow it to create a single clear definition of the essential role that the Post Office plays in society in order to inform its vision for the future.

Facts about the Post Office:

- With around 11,700 branches it is the largest retail network in the UK
- 18m customers visit a Post Office branch each week, including a third of all the UK’s small businesses
- 99.7% of the population is within 3 miles of a branch
- It offers products in mails and retail, government services, financial services and telecoms

What to do

This questionnaire is one of several methods being used to ensure the exercise gets a broad and considered range of opinions.

It should take around 20 minutes to complete. The more detailed your response the better, but if you are not able to complete every section we will still include what you are able to provide in the research. However, all responses do need to be confined to the spaces allotted for reasons of consistency.

Once you have completed the questionnaire please post it back to us by using the prepaid addressed envelope you have been supplied with.

All questionnaires are confidential and anonymous. However, we will record where responses are received through particular channels or stakeholder organisations to ensure we understand the perspectives of particular groups.

Your thoughts on the public purpose of the Post Office

Q1: What are the key reasons why the Post Office needs to exist in the UK today?

i.e. why do you think the UK needs the Post Office?

Q2: What is it about the Post Office that you believe makes it different to other organisations? i.e. what it is the Post Office does for individuals, communities and society that is not done elsewhere?

Q3: As the Post Office evolves, what principles must it protect and to continue to uphold? i.e. what are the ideals and principles that underpin what the Post Office does and that need to be protected for the future?

Reviewing public purpose statements

Below are two overarching statements that are intended to capture simply the Post Office's purpose.

On a scale of 1-10 how well does each statement capture what you feel is the Post Office's core reason for existing (where 1 = 'didn't capture it at all' and 10 = 'perfectly captured it').

Q4a: Statement one

"The Post Office exists to deliver trusted, vital and valued products and services which are universally accessible"

Please rate statement one by circling here

1	2	3	4	5	6	7	8	9	10
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Q4b: Statement two

"The Post Office exists to be accessible and accountable to all its customers, treating them fairly and offering them the products and services that they need and can trust"

Please rate statement two by circling here

1	2	3	4	5	6	7	8	9	10
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Q5: Please explain the reasons behind your scores, and explain the reasons behind any differences between them. If relevant, pick out any key words/phrases that influenced your decision.

Reviewing potential principles to be included in the public purpose definition

On the next page are some examples of the more detailed principles that could also be included within the definition of the Post Office's public purpose. Please read each and tell us how important you think it is and whether it should be included.

You will be provided with the opportunity to explain your choice on the following pages.

Reviewing potential principles to be included in the public purpose definition continued

Q6. It is important that the Post Office....	This principle is really important and it is essential that it be included in the definition of the public purpose	This principle is important but it isn't essential that it is included in the definition of the public purpose	This principle is quite important but it is not appropriate for it to be included in the definition of the public purpose	This principle is not important at all and should definitely not be included in the definition of the public purpose
...makes a positive contribution to all communities it serves	1	2	3	4
...keeps customers at the heart of what it does	1	2	3	4
...builds relationships based on trust and integrity	1	2	3	4
...develops a dynamic, enterprising, and commercially sustainable business by continually evolving	1	2	3	4
...invests in its infrastructure, products, services and people to ensure it secures the business for the future	1	2	3	4
...stays true to its core of financial, government and postal services	1	2	3	4
...continues to modernise and expand into new markets	1	2	3	4
...provides its customers with relevant, value for money services	1	2	3	4
...provides a high quality, responsive service	1	2	3	4
...offers choice to meet the needs of its customers	1	2	3	4
...inspires, engages and fairly rewards its people	1	2	3	4
...develops its people to ensure they have the highest standards of excellence and professionalism	1	2	3	4
...ensures its people are proud to be a part of the Post Office	1	2	3	4
...provides the services the public wants	1	2	3	4
...treats people fairly	1	2	3	4
...involves its people and stakeholders in the direction of the organisation	1	2	3	4
...has ethical attitudes in its behaviour towards its customers and in its dealings with business partners	1	2	3	4
...future proofs its business plans	1	2	3	4

Reviewing potential principles to be included in the public purpose definition continued

Q7: Please explain why you selected those principles on the previous page as **really important** and **essential** to be included in the definition of the public purpose itself

Q8: Please explain why you selected those principles on the previous page as **important** but **not essential** to be included in the definition of the public purpose itself

Q9: Please explain why you selected those principles on the previous page as **quite important** but **not appropriate** to be included in the definition of the public purpose itself

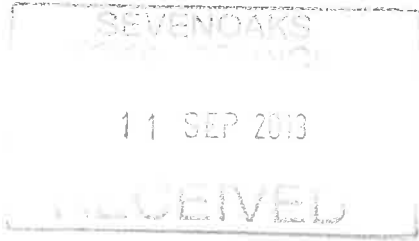
Q10: Please explain why you selected those principles on the previous page as **not important at all** and **should definitely not be included** in the definition of the public purpose itself

Reviewing potential principles to be included in the public purpose definition continued

Q11: Is there anything **missing** from the list of principles that you feel is **essential** to be included in final definition?



Linda Larter, MBE
Sevenoaks Town Council



Nigel Baker
Head of Integrated Youth Services

*Invicta House
County Hall
Maidstone
ME14 1XX*

Fax: 01622 694420
Tel: 01622 694210
Email: claire.trainor@kent.gov.uk
Ask for: **Claire Trainor**
Date: Thursday, 05 September 2013

Dear Linda Larter, MBE

Kent Youth County Council Elections 2013

Thank you for registering as a Polling Station for the Kent Youth County Council Elections, which will take place from **Monday 14 - Sunday 27 October 2013** alongside Local Democracy Week.

Kent Youth County Council (KYCC) is a countywide body of 60 young people elected by their peers. Four young people are elected to represent each District in Kent, as well as 12 young people elected to Community Seats, ensuring representation of all Kent's Communities.

Young people can now register online at www.kent.gov.uk/kycc to put themselves forward as a Candidate in this year's elections. Enclosed are a number of posters to help promote the candidate registration process.

We would like to have at least one young person registered from each Polling Station so please encourage young people to get involved. This is an opportunity for all young people to get involved and make their voice heard! The deadline for registration is **Midday on Friday 27 September 2013**.

KYCC will be hosting a taster session on **Sunday 22 September**, from **1.00 p.m. – 3.30pm at County Hall, Maidstone**. Young people are invited to attend the KYCC meeting to find out more about the work of KYCC and the issues Members have been campaigning on this year. Training will also be provided to support young people in completing their Manifesto and top tips for getting elected!

If you or any young people would like to attend the KYCC meeting on 22 September please let me know by emailing kycc@kent.gov.uk

Alternatively, if you would like any further information on the elections or any further support in running the elections within your organisation please do not hesitate to contact me.

Yours sincerely

Claire Trainor
Youth Participation Co-ordinator

I would like to campaign on the following issue

1

2

3

3

Claire Trainor
Youth Participation Co-ordinator
07872 679963
claire.trainor@kent.gov.uk

Sadie Williams
Youth Participation East Kent
07912 405954
sadie.williams@kent.gov.uk

Register now to be a candidate at this year's Kent Youth Council elections:
11-27 October



**Kent
County
Council**
kent.gov.uk

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The election process

KYCC elections take place 11-27 October. If you want to make a change for the better, nominate yourself by completing this form and return to the address below, or fill in our online registration form: kent.gov.uk/kyc

Every young person aged 11-18 years old who lives, goes to school or works in Kent is eligible to vote.

To be a candidate you must:

- be 11-18 years old
- live, work or go to school within Kent County Council's boundaries
- complete this candidate registration form.

If elected you will be a voice for Kent's young people at regional and national levels.

Please return this form by **27 September**, to:

Integrated Youth Services

3rd Floor Invicta House

Maidstone

ME14 1XX

Personal details

First name

Surname

Address

.....

.....

Tel/mobile

Email

Female ☐ Male ☐

Date of birth

Which cultural or ethnic group do you belong to?

.....

Please advise us of any disabilities, special needs or support required from us:

.....

.....

.....

Name and address of supporting school/employer:

.....

.....

.....

I would like to stand for election at my:

☐ school

☐ college

☐ home

☐ work place

Name and address of your school/college /employer/youth organisation

.....

.....

.....

Media information

In the run up to the elections we get lots of requests from local media. If you would like to be interviewed please give us a contact number that we can pass on to the KCC press office. This number will not be published, or passed on to reporters without your consent.

This is optional. If you do not wish to be interviewed please tick this box ☐

Contact number