

SEVENOAKS YOUTH COUNCIL ANNUAL MEETING

30 OCTOBER 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. ELECTION OF CHAIRMAN

2. ELECTION OF VICE CHAIRMAN

3. ELECTION OF TREASURER

4. APOLOGIES

5. MINUTES

To receive, note and adopt the Minutes of meeting held on 18 September 2013 (copy attached).

6. FINANCE REPORT

To receive and consider the balance of the Youth Council as at 30 September 2013 (Copy attached)

7. KCC YOUTH ADVISORY GROUP MEETINGS (YAG)

To receive an update from Youth Councillors regarding the meeting attended on 3 October 2013

8. EVENTS

Thorpe Park Trip – to discuss final plans for the trip on 31 October 2013 to Thorpe Park.

9. FAIRTRADE

- a) To receive and note a summary of the meeting Youth Councillors Caitlin Stevens, Alexander Dunn, Harriet Linley and Tanjinna Miah attended on 23 September 2013
- b) to discuss ideas

10. SHOPS IN SEVENOAKS

Youth Councillor Tanjinna Miah to put forward a proposal.

11. CINEMA

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

12. KENT YOUTH COUNTY COUNCIL

No reports have been provided for August 2013.
To receive verbal update on the 2013 Election

13. HOUSE IN THE BASEMENT YOUTH CAFE

To receive and note the September and October 2013 report (copy attached)

14. DATES OF NEXT MEETINGS

All meetings start at 6.00pm in the Town Council Chamber

4 December 2013

15 January 2014

26 February 2014

9 April 2014

**MINUTES OF THE SEVENOAKS YOUTH TOWN COUNCIL MEETING
HELD ON 18TH SEPTEMBER 2013 IN THE TOWN COUNCIL CHAMBER**

Youth Councillors Present: James Barton, Aneesha Bhandan, Danika Dixon (Chairman), Alexander Dunn (Treasurer), Sufiyah Fitzgerald, Harriet Linley

In Attendance: Cllr Richard Parry, Linda Larter, Michèle MacDonald

Apologies for Absence: Caitlin Stevens (Vice Chairman) and Tanjinna Miah

49 Minutes

RESOLVED: that the Minutes of the Youth Council meeting held on 24th July 2013 be received and adopted.

50. Finance Report

Alexander reported the net balance to be £1,877.23.

51. KCC Youth Advisory Group Meeting (YAG)

RESOLVED: Alexander and Harriet to attend the next meeting on 3rd October 2013 at 5 p.m. in the Sevenoaks Town Council Offices.

52. Events

a) British Youth Council AGM 30th September 2013

Alexander and James provided a brief report and thought that it had been worthwhile attending.

b) Documents

It was noted that the following documents were available to borrow from Sevenoaks Town Council offices – BYC Empowering young people around the world; BYC annual review 2012 / 2013; BYC manifesto 2012 – 2014; BYC Youth Select Cttee transport and young people.

c) Thorpe Park Trip

It was agreed that this would take place on Tuesday 29th October 2013 (half term). Tickets would be £25 per person – payment needed to be made in advance. The Youth Council would cover the cost of the coach and youth workers would also attend.

NB due to the provision of Youth Workers the visit to Thorpe Park will take place on THURSDAY 31ST OCTOBER 2013 update 20.09.2013
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d) UKYP House of Commons Sitting 15th and 16th November 2013. Noted

53. Post Office Public Engagement

The documentation was noted.

54. FAIRTRADE

It was noted that the meeting for FAIRTRADE would take place in the Sevenoaks Town Council Chamber on Monday 23rd September 2013 at 5.30p.m. Alexander, Caitlin, Harriet and Tanjinna had previously stated that they wished to attend.

55 Shops in Sevenoaks

a) Tanjinna proposal – deferred to next meeting

b) Games Shop – James proposed that there should be a games shop in town where young people could sell unwanted games and buy second hand games, this used to happen in Blockbusters.

RESOLVED: to trial this in the youth café.

56. Cinema

Although most of the youth councillors attended the Stag cinema it was often thought that it did not show the films they wanted and therefore they went further afield. The current popular choice / example was Incidious. Youth councillors were informed that the General Manager of the Stag was always happy to consider suggestions for films.

57. Hooded Sweatshirts

A debate took place as to whether or not to purchase Sevenoaks Youth Council hoodies at an approx. cost of £20 in order to promote the youth council at events and meetings.

RESOLVED: To purchase the hoodies.

58. Kent Youth County Council

a) No reports had been provided for August 2013

b) the 2013 Election Campaign was noted and information provided.

59. Town Debate Tuesday 15th October 2013

The Town Mayor would be holding two debates. The first during the day would be between representatives from schools the second in the evening would be open to the general public.

60. Annual General Meeting 30th October 2013

Youth councillors were reminded that this was the meeting where the youth council would elect a Chairman, Vice Chairman, Secretary and Treasurer. In urgent situations these members can make decisions, which must then be reported to the next meeting of the youth council.

61. HOUSE in the Basement Youth Café

The report for July and August 2013 was considered. Discussion took place about opening hours. It was agreed it was a good idea to consider closing at 9 p.m. (except for events) and opening earlier on a Saturday 12.00 p.m.

62. Date of Next Meeting

The Annual Youth Council Meeting will be held in the Town Council's Chamber on Wednesday 30th October 2013 at 6 p.m.

The meeting closed at 6.45 p.m.

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2013								
		Current Mth		Year to Date		Total Annual	Committed	Funds
		Actual	Actual	Budget	Variance	Budget	Expenditure	Available
50	Youth Cafe							
4010	Gross Pay	4,494	23,575	22,998	-577	46,000		22,425
4270	Employers Pension Contribution	111	667	666	-1	1,333		666
5410	Repairs & General Maintenance	0	662	2,502	1,840	5,000		4,338
6010	Light Heat & Cleaning	0	25	1,566	1,541	3,137		3,112
6101	Telephone	40	247	252	5	500		253
6200	Printing & Stationery	133	213	126	-87	250		37
6210	Postage & Courier	2	2	0	-2	0		-2
6281	Furnishings,Furniture/Eqpt	0	107	0	-107	0		-107
6315	Recruitment Costs	0	190	0	-190	0		-190
6330	Welfare/Hospitality	0	410	0	-410	0		-410
6460	Publicity	68	187	372	185	750		563
6500	Goods for Resale	136	993	2,082	1,089	4,160		3,167
6510	Catering Expenses	115	115	0	-115	0		-115
6550	Soundwaves Expenditure	58	58	1,200	1,142	2,400		2,342
6568	Course Material	0	0	0	0	2,000		2,000
6571	Music Equipment	0	891	891	0	2,411		1,520
6572	IT Equipment	15	35	35	0	772		737
6573	Youth Magazine Expenditure	0	1,382	1,382	0	3,900		2,518
6635	Professional Fees Licensing	0	89	0	-89	0		-89
6900	Sundry Expenses	40	105	126	21	250		145
	Youth Café :- Expenditure	5,209	29,953	34,198	4,245	72,863	0	42,910
1022	Letting & Hire of Facilities	403	1,835	3,000	-1,165	6,000		4,165
1205	Soundwaves Income	32	32	1,800	-1,768	3,600		3,568
1211	Sale of Goods	144	1,060	4,158	-3,098	8,320		7,260

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2013								
		Current Mth		Year to Date		Total Annual	Committed	Funds
		Actual	Actual	Budget	Variance	Budget	Expenditure	Available
1350	Grant income	0	39,645	39,869	-224	50,133		10,488
1500	Fundraising	248	248	1,002	-754	2,000		1,752
	Youth Café :- Income	827	42,820	49,829	-7,009	70,053	0	27,233
	Net Expenditure over Income	4,382	-12,867	-15,631	-2,764	2,810	0	15,677
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			
		Youth Opp Magazine Fund		2013/14	3,900			
6315	Recruitment Costs	Relates to advertisements for job vacancies.						
6330	Welfare/Hospitality	Includes subsidised Youth trip to Wembley to see football match and 1st Year Anniversary catering costs.						
6510	Catering Expenses	Relates to Little Stirrers Cooking Event that will be funded by Round Table donation of £330 upon receipt.						

Youth Council General Income and Expenditure

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HITB statistics	2013 / 14											
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
Girls	121	203	128	74	104	44	60					734
Boys	177	174	182	157	138	81	99					1008
Total	298	370	310	231	242	125	159					1735
Gross Income	£245	£147	£234	£177	£280	£144	£275.00					£1,502

October 2013 figures to 22.10.13

Youth Council & Youth Services Sub Committee - 30th October 2013**September & October 2013****1. Overview**

The Youth Café is now the social area that was always intended with a good mixture of young people coming to mix with friends and spend their leisure time in safe and happy atmosphere. Obviously some young people continue to have problems and social issues that are addressed or steered towards professional services, in a discreet manner.

The statistics for September are not good, but the increase in attendance is starting to show for October within the date shown although is not a complete month.

2. Marketing

Members of staff manned a stall within the Pink Street Party and made several new contacts. It is the intention to also hold a stall at the Fireworks event on 9th November 2013 and the Christmas Lights Switch On event on 29th November 2013.

An arrangement has also been agreed to advertise within the Stag during the pantomime season.

3. Programme & Projects Update / Progress

- i) Katie will be arranging a Beauty in the Basement Pamper Evening for girls 11- 18 on 22nd January 2014.
- ii) The Stag have kindly donated a glass cabinet to enable the display and sale of second hand computer games – it is hoped to launch this soon.
- iii) An inter school chess championship is to be started soon. Sevenoaks School have kindly offered to help with the administration for this.

4. Grants

- i) £330 was received from the Round Table to cover the cost of the Healthy Eating Workshops
- ii) £1,000 grant has been agreed from the Youth Opportunity Fund (KCC) to cover the DJ costs for Soundwaves.

5. Staffing

Although the funding was approved by KCC for the apprentice under the Assisted Apprentice scheme the candidate no longer wanted the position as he has moved away from the area.

6. QES Computer System (KCC)

From April – August retrospectively figures have been entered into the system under 'anonymous'. It is understood that the Youth Café will not receive 'points' for anonymous entries. For September and October where details are known they have been entered.

Retrospectively details relating to objectives, outcomes, photographic evidence, comments from young people will need to also be added.

It is still work in progress, however a considerable amount of set up has been done and it should be easier to progress in the future.

7. Additional Information

Due to staff holidays and sickness there has been some delays in accumulating this data.

- i) General Statistics – please see attached
- ii) Geographical Data – to follow

