SEVENOAKS YOUTH COUNCIL MEETING
4 December 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.

Guest Speaker
Richard Webb, SAFE Development Officer, Voluntary Action Within Kent & presentation

AGENDA

1. **APOLOGIES**

2. **MINUTES**
   To receive, note and adopt the Minutes of the Annual General Meeting held on 30 October 2013 subject to the Minute and page Numbers being amended as per the attached revised minutes
   [Minute Numbers to read from 1-13 instead of 63 to 75
   and Page Numbers to read form 1-3 instead of 19-21]

3. **FINANCE REPORT**
   To receive and consider the balance of the Youth Council as at 30.10.2013 (Copy attached)

4. **EVENTS**
   a. HITB Christmas Party – Saturday 21 December 2013 @ £5 a meal ticket
   b. HITB – Beauty Evening - 22 January 2014
   c. Youth Council to consider arrangements and plans for half term and Easter 2014

5. **FAIRTRADE**
   To discuss ideas and ways the Youth Council may help with the Fair Trade fortnight taking place Monday 24th February to Sunday 9th March 2014.

6. **KENT YOUTH COUNTY COUNCIL**
   To receive an update following the 2013 Election Campaign. There were 374 votes submitted in Sevenoaks district with 25 of those votes cast at HOUSE in the Basement. The three campaigns for 2014 are:
   a) Public Transport
   b) Anti-Bullying
   c) More things to do for young people

7. **HOUSE IN THE BASEMENT YOUTH CAFE**
   To receive and note the November 2013 report (copy attached) but copy reports 6 i General statistics and 6ii Geographical data will be circulated Tuesday 3rd December 2013)

8. **DATE OF NEXT MEETINGS & AGENDA ITEM SUGGESTIONS**
   Youth Council Meetings will be held in the Town Council Chamber on the following Wednesdays at 6pm in 2014:
   a) 15th January 2014
      - Youth Councilor Oliver Harper to update the Youth Council on the progress of the Youth Survey to identify shops to suit young people of Sevenoaks [Revised Minute No 9 - 30.10.2013]
      - Youth Council update regarding survey of films the youth of Sevenoaks District wish to see [Revised Minute No 10 - 30.10.2013]
   b) 26th February 2014
   c) 09th April 2014

MINUTES OF THE SEVENOAKS YOUTH COUNCIL MEETING HELD ON 30th OCTOBER 2013 IN THE TOWN COUNCIL CHAMBER

Youth Councillors Present: Alexander Dunn, Caitlin Stevens, Harriet Linley, Oliver Harper and Tanjinna Miah

In Attendance: Cllr Eyre, Cllr Richard Parry, Linda Larter, Adam Wedd, Michèle MacDonald

Apologies for Absence: Cllr Raikes

Youth Councillor Caitlin Stevens, as Vice Chairman welcomed all to the meeting

1 ELECTION OF CHAIRMAN

Nominations and reasons for standing to become the new Chairman were given by Youth Councillors Alexander Dunn, Caitlin Stevens, Harriet Linley and Tanjinna Miah. A vote was then taken.

RESOLVED that Youth Councillor Alexander Dunn be duly elected as Chairman.

2 ELECTION OF VICE CHAIRMAN

Nominations and reasons for standing to become the new Vice Chairman were given by Youth Councillors, Caitlin Stevens, Harriet Linley, Oliver Harper and Tanjinna Miah. A vote was then taken.

RESOLVED that Youth Councillor Oliver Harper be duly elected as Vice Chairman.

3 ELECTION OF TREASURER

Youth Councillor Harriet Linley stood to become the new Treasurer. A vote was then taken.

RESOLVED that Youth Councillor Harriet Linley be duly elected as Treasurer.

The newly elected Chairman, Youth Councillor Alexander Dunn, took the Chair:

4 Minutes

RESOLVED: that the Minutes of the Youth Council meeting held on 28 September 2013 be received and adopted.

6 Finance Report

The newly elected Treasurer, Youth Councillor Harriet Linley reported the net balance to be £1,877.23.

6 KCC Youth Advisory Group Meeting (YAG)

Youth Councillor Alexander Dunn reported that all areas need to improve marketing, with more activities for girls, more adverts for local cinemas.

NOTED that Ms Katie Shipton at the HOUSE in the Basement Youth Café is organising a Beauty event to be held on 22 January 2014.

7 EVENTS

Thorpe Park Trip - this was cancelled due to insufficient take up.

8 FAIRTRADE

a) Summary of meeting held on 23 September 2014
Youth Councillor Harriet Linley requested all to "like" Fairtrade on Facebook, noting that the aims of the site are to raise awareness of the Sevenoaks Fairtrade Networking work and advised all that Sevenoaks Youth Council has been asked to hold an event during the national Fairtrade Fortnight being held Monday 24 February to Sunday 9 March 2014.
a) Ideas were discussed.
RESOLVED that the Fairtrade Fortnight event be taken to the next meeting of the KCC YAG Meeting. A date is yet to be confirmed.

9 SHOPS IN SEVENOAKS

Youth Councillor Tanjinna proposed that ideas and choices of shops desired and missing in Sevenoaks be discussed.
NOTED that Youth Councillor James Barton idea is to sell second-hand video games and computers at the HOUSE in the Basement Youth Café was to be progressed. The STAG had provided a lockable glass cabinet for this.
RESOLVED that Youth Councillor Oliver Harper put together a Survey to identify amongst youth in the locality the type of shops the youth of Sevenoaks would like to see both in Sevenoaks town centre and in the two Sevenoaks markets. Michèle MacDonald to assist and to pass to as many youth organisations within Sevenoaks as possible.

10 Cinema

Youth Councillor Tanjinna proposed that ideas and ways to promote the Stag be discussed.
NOTED that:
a) timings didn't suit young people – preferred timings 4:45/5pm start if possible
b) an after school club be desired
c) films to be shown longer than a week
d) possibility of a Sunday morning film club
RESOLVED that
i) the General Manager, Mr Andrew Eyre, look into holding a free event showing film trailers for Key Stage III for the Youth of Sevenoaks to attend
ii) Youth Council to carry out a survey of films the youth of Sevenoaks District would like shown at the Stag working together with Mr Andrew Eyre.

11 KENT YOUTH COUNTY COUNCIL

The election closed on 25 October 2013 and ballots were currently being counted.

12 HOUSE IN THE BASEMENT YOUTH CAFÉ

Adam Wedd gave a brief report of the Youth Café over the last month. Regular school competitions will be held. Mr Andrew Eyre offered cinema tickets as prizes, which was gratefully accepted. September saw a drop in attendance figures but these were steadily rising for October.

13 DATES OF NEXT MEETINGS

All meetings start at 6.00pm in the Town Council Chamber:

4 December 2013

15 January 2014
26 February 2014
09 April 2014

The meeting closed at 6:55pm

Chairman .....

Updated: 22/11/2013
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 BYC Annual Council Meeting	31/08/2013	56.43	
		499.03	2,376.26
	Net Balance:		1,877.23

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2013

Cost Centre Report

		Current Mth Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50	Youth Cafe							
4010	Gross Pay	3,896	27,471	26,831	-640	46,000		18,529
4270	Employers Pension Contribution	111	778	777	-1	1,333		555
5410	Repairs & General Maintenance	5	666	2,919	2,253	5,000		4,334
6010	Light Heat & Cleaning	172	197	1,827	1,630	3,137		2,940
6101	Telephone	40	288	294	6	500		212
6200	Printing & Stationery	0	212	147	-65	250		38
6210	Postage & Courier	0	2	0	-2	0		-2
6281	Furnishings,Furniture/Eqpt	773	880	0	-880	0		-880
6315	Recruitment Costs	650	840	0	-840	0		-840
6330	Welfare/Hospitality	0	410	0	-410	0		-410
6340	Staff Uniforms	63	63	0	-63	0		-63
6460	Publicity	437	624	434	-190	750		126
6500	Goods for Resale	307	1,300	2,429	1,129	4,160		2,860
6510	Catering Expenses	213	328	0	-328	0		-328
6550	Soundwaves Expenditure	220	277	1,400	1,123	2,400		2,123
6568	Course Material	0	0	0	0	2,000		2,000
6571	Music Equipment	68	959	959	0	2,411		1,452
6572	IT Equipment	48	84	83	-1	772		688
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	66	147	81	250		184
	Youth Cafe :- Expenditure	**6,963**	**36,916**	**39,629**	**2,713**	**72,863**	**0**	**35,947**
1022	Letting & Hire of Facilities	208	2,044	3,500	-1,456	6,000		3,956
1205	Soundwaves Income	0	0	2,100	-2,100	3,600		3,600
1211	Sale of Goods	279	1,339	4,851	-3,512	8,320		6,981
1242	Soundwaves Income	32	32	900	-868	0		-32
1350	Grant income	11,600	51,245	39,869	11,376	50,133		-1,112
1500	Fundraising	0	248	1,169	-921	2,000		1,752
	Youth Cafe :- Income	**12,119**	**54,908**	**52,389**	**2,519**	**70,053**	**0**	**15,145**
	Net Expenditure over Income	**-5,156**	**-17,992**	**-12,760**	**5,232**	**2,810**	**0**	**20,802**

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	30,810
Youth Opp Magazine Fu	2013/14	3,900
Round Table Donation	2013/14	330
Soundwaves Grant	2013/14	1,000
		51,245

6315 Recruitment Costs — Relates to advertisements for job vacancies and recruitment of catering apprentice.

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 is 100% funded by Round Table donation.

6281 Furnishings,Furniture/Eqpt — Includes £512 for Krush machine 3 month trial.

Youth Council 4-12-13

Agenda 6

Services we provide

- Home Page
- Education and learning
- Youth Services
- Youth participation
- Kent Youth County Council
  - **Elections**
  - What do KYCC members do?

2014 KYCC Sevenoaks members

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Members

Alexander

I would like to provide a service to Kent youth in another way. I already help with the YOF bid and I am a Youth Inspector. I also help at a local level at the Sevenoaks Youth Council and I would like to help at a countywide level. I would also like to find out about the issues in Kent and help to solve them and find solutions to make Kent a better place for young people.

Felicity

I am determined and will fight right to the end with all of our points as I believe youth voice really does matter.

Harry

I'm Harry and I want you to vote for me as I think I can make a real difference to the lives of young people in Kent. I want us to have more of a voice in our community and hope that joining the Kent Youth County Council will help me to do this. I am already an active member of Sevenoaks Youth Council. My main aims as a youth councillor are to ensure that you get more of a say in your local politics and that there are more opportunities for young people such as work experience and youth clubs.

Megan

I feel that over the last two years that I have been a part of KYCC I have seen some amazing progress such as the KYCC Certified scheme and others like it come about, and I want to help the council to progress even further. The people at KYCC are interesting and hardworking, and I will try my hardest to be as confident and powerful as I have been in my previous term.

Deputy member

Charles

I want to make a change for the youth all around Kent and I want their voices to be heard if they have a problem.

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HOUSE IN THE Basement

November 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.

2. Marketing

Members of staff will be handing out flyers at the Christmas Lights Switch on event and an arrangement has also been agreed to advertise within the Stag during the pantomime season. We are also going to be publishing a Case Study document featuring some individual stories of remarkable young people the café has had the privilege of working with. We hope to have this to share at the next meeting.

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. The date is Saturday 25th January

iv) Christmas dinner for HitB 21st December 2013. Due to the generosity of Cllr Crabtree, from her KCC Member Grant (£400) and the Royal Oak Hotel it will be possible to provide a sit down dinner and gifts for young people and volunteers at the youth café

v) The 'Demo Booth' song recording project which is linked to the Saturday Free music lessons and funded from KCC Youth Opportunity fund has recorded a number of young people now. One unexpected surprise is a song recorded by HITB staff at the café was played last week on BBC Kent Radio's new music show. This was for a song by young person Leoni (17 years) who otherwise wouldn't have had access to

recording time. The Demo booth will continue to run alongside the Saturday free music lessons and being developed alongside on-going work with young people who attend the café]

vi) The Youth magazine editorial team made up of young people have had two meetings now and there is going to be a joint editor post for two girls who attend K College and are studying English. Last month guest journalist from the Vine Magazine Sian Lloyd came to inspire team with her own stories and in January we have Caroline Atkin of formally successful family and children magazine who has offered her support to the project. We are still chasing the Chronicle about weekly publications of articles by young people with the magazine branding and logo. The revised date for publication is spring 2014 with a view of printing 8000 physical copies to be distributed in the local schools. We currently have 40 articles written by young people and are still accepting entries. The vision is for the youth editorial team (YET) to be mentored by professional journalists. The YET also agreed an online blog would be a great way leading up to physical magazine publication.

vii) National Trust Youth Engagement Worker – Knole house have recently employed Youth engagement worker called Alex Proctor who will be spending one session a week at the café and will be partnering with us on the youth magazine as well as agreeing to co-host a quiz event at the café with a provisional date being Friday March 21st 2014.

4. 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. We are looking for a replacement

5. 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.

Unfortunately of the 122 daily entries for July, August and September, two thirds for July and August have been lost in the system. KCC tested the system but cannot identify the fault at present. STC staff are reluctant to add further information in case this happens again. However note at the same time we fall behind again and are still not able to fully use the system to its best advantage.

6. Additional Information

i) General Statistics
ii) Geographical Data