

# **SEVENOAKS YOUTH COUNCIL MEETING**

## **18<sup>th</sup> June 2014**

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 the meeting held on 21<sup>st</sup> May 2014 (copy attached)
3. **FINANCE REPORT**  
To receive and
  - a. consider the balance of the Youth Council as at 30<sup>th</sup> April 2014 (copy attached)
  - b. consider the financial report for HitB Youth café as at 30<sup>th</sup> April 2014.
4. **SUMMER HOLIDAY EVENTS**  
Ideas to date
  - i) Swimming Pool Party
  - ii) 5 A side football competition
5. **KENT YOUTH COUNTY COUNCIL (KYCC)**  
To receive and note any updates from KYCC Youth Councillors Alexander and Harriet
6. **HOUSE IN THE BASEMENT YOUTH CAFE**  
To receive and note the May 2014 report together with appendices (a) General Statistics and (b) Geographical data (copies to follow)
7. **FUTURE ITEMS & ACTIVITIES FOR THE YOUTH COUNCIL**  
Youth Councillors to provide ideas
8. **DATE OF NEXT MEETINGS & AGENDA ITEM SUGGESTIONS**  
Youth Council Meetings will be held in the Town Council Chamber (unless notified otherwise) on the following Wednesdays at 6pm in 2014
  - 23<sup>rd</sup> July 2014
  - 17<sup>th</sup> September 2014
  - 15<sup>th</sup> October 2014 (AGM, Election of Chairman etc.)
  - 19<sup>th</sup> November 2014

**MINUTES OF THE SEVENOAKS YOUTH COUNCIL MEETING  
HELD ON 21 MAY 2014 IN THE TOWN COUNCIL CHAMBER**

**Youth Councillors Present:** Alexander Dunn (Chairman), Oliver Harper (Vice Chairman), Harriet Linley (Treasurer) *[arrived 6:28]*, and Ollie Williams-Fowler

**In Attendance:**

Cllrs Canet, Eyre, London, Parry and Raikes  
Linda Larter, Ben Mason and Michèle MacDonald

**31 MINUTES**

- (a) **RESOLVED that** the minutes of the meeting of the Youth Council meeting held on 26 February be received and noted
- (b) **NOTED that** the meeting due to have been held on 9 April 2014 was cancelled.

**32 FINANCE REPORT**

It was noted that the financial balance as at 1 April 2014 is £2,201.90.

**33 EVENTS**

Events to be held during school holidays were discussed and considered.

**RESOLVED that**

- (a) the Youth Café start up a 5-a-Side football team league event during the school holidays
- (b) the Youth Council consider organising a big event to raise awareness of the Youth Café with music, sport and football

**34 FACEBOOK**

**RESOLVED that** the Youth Council Facebook chat page be updated to reflect closing times of the Youth Café

**35 YOUNG LEADER'S FESTIVAL**

**NOTED that** no youth councillors present are able to attend the Young Leader's festival at the Hop Farm 4 to 8 August 2014.

**36 KENT YOUTH COUNTY COUNCIL (KYCC)**

Youth Councillors Alexander Dunn and Harriet Linley advised that they had both given apologies to the last meeting.

**NOTED that** there had been never been an occasion to use the anti-bullying skills acquired by either Youth Councillor at the Youth Café.

**37 HOUSE IN THE BASEMENT**

**RESOLVED that**

- (a) the February, March and April 2014 reports together with appendices be received and noted.
- (b) the Behaviour Rule wording be amended to read "the Youth Café Staff's decision is final"

**NOTED that**

- (c) the volunteer helping the Youth Café Manager with the Mechanic Workshop is going through a period of illness and that the workshop will be suspended pending his return
- (d) Go Coaches have offered Young People attending the youth Café to view under the busses and offered to provide them with transport

**38 DATE OF NEXT MEETINGS**

Youth Council Meetings will be held on the following Wednesdays at 6pm:

- (a) 18.06.2014 in the Town Council Chamber
- (b) 23.07.2014 in the Bar Room at the Community Centre

The meeting finished at 6:35

# **HOUSE** IN THE **Basement**

*If you choose to attend this youth café you will be expected to  
keep to the ground rules both inside and outside  
- designed by the Youth Council.*

1. **RESPECT**      each other, volunteers and staff
2. **RESPECT**      other people's belongings, HitB equipment  
and the building
3. **NO**              illegal substances, cigarettes (nor  
preparing) nor alcohol
4. **DO NOT**        hurt people's feelings intentionally
5. **NO**              Canoodling in public

**WE WANT THIS TO BE A SAFE, POSITIVE AND FUN  
ENVIRONMENT FOR ALL YOUNG PEOPLE.  
PLEASE ABIDE BY THESE RULES.**

If people break the rules we operate a warning system. After two official warnings if a person chooses to carry on, the person will be excluded from the Youth Café.

In very serious situations this could happen automatically.

**THE YOUTH CAFÉ STAFF'S DECISION IS FINAL**

**Updated: 11/06/2014**  
**Sevenoaks Town Council**

Youth Council General Income and Expenditure

|                                            |                   | Expenditure<br>£ | Income<br>£ |
|--------------------------------------------|-------------------|------------------|-------------|
| <b>Balance Brought Forward</b>             | <b>01.04.2013</b> |                  | 1,376.26    |
| Budget allocated 13/14                     | 01/04/2013        |                  | 1,000.00    |
| Budget allocated 14/15                     | 01/04/2014        |                  | 500.00      |
| 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            |             |
| Open Evening                               |                   | 25.33            |             |
|                                            |                   |                  |             |
|                                            |                   | 524.36           | 2,876.26    |
|                                            | Net Balance:      |                  | 2,351.90    |

**Notes:**

*£150.00 contribution towards Soundwaves Band has been allocated but not yet made*

**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2014**

**Cost Centre Report**

|                                    |                                | Current Mth   | Year to Date  |                |                | Total Annual  | Committed   | Funds         |
|------------------------------------|--------------------------------|---------------|---------------|----------------|----------------|---------------|-------------|---------------|
|                                    |                                | Actual        | Actual        | Budget         | Variance       | Budget        | Expenditure | Available     |
| <u>50 Youth Cafe</u>               |                                |               |               |                |                |               |             |               |
| 4010                               | Gross Pay                      | 2,563         | 2,563         | 3,872          | 1,309          | 46,460        |             | 43,897        |
| 4270                               | Employers Pension Contribution | 0             | 0             | 112            | 112            | 1,346         |             | 1,346         |
| 5410                               | Repairs & General Maintenance  | 0             | 0             | 167            | 167            | 2,000         |             | 2,000         |
| 6010                               | Light Heat & Cleaning          | 0             | 0             | 62             | 62             | 750           |             | 750           |
| 6101                               | Telephone                      | 40            | 40            | 42             | 2              | 500           |             | 460           |
| 6200                               | Printing & Stationery          | 0             | 0             | 38             | 38             | 450           |             | 450           |
| 6210                               | Postage & Courier              | 0             | 0             | 1              | 1              | 10            |             | 10            |
| 6281                               | Furnishings,Furniture/Eqpt     | 0             | 0             | 12             | 12             | 150           |             | 150           |
| 6320                               | Staff Training                 | 0             | 0             | 29             | 29             | 350           |             | 350           |
| 6330                               | Welfare/Hospitality            | 0             | 0             | 4              | 4              | 50            |             | 50            |
| 6460                               | Publicity                      | 0             | 0             | 62             | 62             | 750           |             | 750           |
| 6500                               | Goods for Resale               | 21            | 21            | 167            | 146            | 2,000         |             | 1,979         |
| 6550                               | Soundwaves Expenditure         | 100           | 100           | 150            | 50             | 1,800         |             | 1,700         |
| 6635                               | Professional Fees Licensing    | 0             | 0             | 8              | 8              | 92            |             | 92            |
| 6730                               | Subscriptions                  | 0             | 0             | 7              | 7              | 80            |             | 80            |
| 6900                               | Sundry Expenses                | 0             | 0             | 21             | 21             | 250           |             | 250           |
| Youth Cafe :- Expenditure          |                                | <b>2,725</b>  | <b>2,725</b>  | <b>4,754</b>   | <b>2,029</b>   | <b>57,038</b> | <b>0</b>    | <b>54,313</b> |
| 1022                               | Letting & Hire of Facilities   | 14            | 14            | 417            | -403           | 5,000         |             | 4,986         |
| 1211                               | Sale of Goods                  | 158           | 158           | 250            | -92            | 3,000         |             | 2,842         |
| 1242                               | Soundwaves Income              | 0             | 0             | 225            | -225           | 2,700         |             | 2,700         |
| 1350                               | Grant income                   | 10,664        | 10,664        | 25,000         | -14,336        | 45,000        |             | 34,336        |
| 1500                               | Fundraising                    | 40            | 40            | 167            | -207           | 2,000         |             | 1,960         |
| Youth Cafe :- Income               |                                | <b>10,796</b> | <b>10,796</b> | <b>26,059</b>  | <b>-15,263</b> | <b>57,700</b> |             | <b>46,824</b> |
| <b>Net Expenditure over Income</b> |                                | <b>-8,071</b> | <b>-8,071</b> | <b>-21,305</b> | <b>-13,234</b> | <b>-662</b>   |             | <b>7,489</b>  |