

**Sevenoaks Youth Town Council
Meeting 20th January 2016
@ 6pm**

To be followed by a meeting of the Youth Services Sub Committee commencing no earlier than 7pm
of which Youth Councillor Alexander Dunn is a Committee Member
also being held in the Council Chamber.

AGENDA

1. APOLOGIES FOR ABSENCE

2. MINUTES OF LAST MEETING

To note the minutes of the Youth Council Annual General Meeting held on 30th November 2015 (copy previously circulated and attached hereto).

3. FINANCE REPORT

To receive and note the current Financial Balance as at 27th August 2015 is £912.44 (copy attached).

4. YSSC

To receive a volunteer for a second Youth Councillor to join the Youth Services Sub Committee, which is held following on from Youth Council meetings and usually lasts a maximum of 1.5 hours.

5. EVENTS

- a) Rockdale Housing – to note that due to diary commitments the Mayor of Sevenoaks has deferred this visit to early Spring
- b) 28 01 2016 - Sevenoaks YAG meeting in Edenbridge – attendees to liaise with Committee Clerk to arrange attendance & transport
- c) Suggestion input for events in 2016
 - a. Sevenoaks Summer Festival – Saturday 25th June 2016?
 - b. Christmas Lights Switch On – Friday 25th November 2016 – to hold evening diaries for planning later in the year

6. YOUTH SHELTER

To receive and note a suggestion from Youth Councillor Alexander Dunn for a Youth Shelter in Sevenoaks (copy attached).

7. HOUSE IN THE BASEMENT

To receive and note the

- a) HITB Report for December & January 2016 (copy attached).
- b) Geographical data for October to December 2015 (copy attached).
- c) General statistics, including income for October to December 2015 (copy attached).

8. DATES OF NEXT MEETINGS

To note the dates for the next meetings are 16th March 2016 in the Town Council Chamber at 6pm.

**MINUTES OF THE ANNUAL GENERAL MEETING OF
SEVENOAKS YOUTH COUNCIL
HELD ON 4th NOVEMBER 2015
COUNCIL CHAMBER, SEVENOAKS TOWN COUNCIL TN13 3QG**

Present: Tanjinna Miah, Alexander Dunn, Olivia Kings, Thomas Smith, Tarminna Miah, Oliver Forth, Philip Magee [6:25pm], Kelly Williams, Oliver Forth [6:10], Sam Chard, Emily Wood.

In Attendance:

Cllrs Mrs Rachel Parry, Richard Parry and Simon Raikes
Linda Larter MBE Town Clerk, Michèle MacDonald Committee Clerk/Secretary to Town Clerk

Apologies for Absence:

Cllrs Stephen Arnold, Mayor, Andrew Eyre
Youth Cllr Freya Henderson
Mr Shane Mochrie-Cox
Gail Grieves, Manager of HITB Youth Café.

1. ELECTION OF CHAIRMAN

Nominations and reasons for standing to become the new Chairman were given by Youth Councillors Taraminna Miah and Olivia Kings. A vote was then taken.

RESOLVED that Youth Councillor Tarminna Miah be duly elected as Chairman.

The newly elected Chairman, Youth Councillor Tarminna Miah, took the Chair:

2. ELECTION OF VICE CHAIRMAN

Nominations and reasons for standing to become the new Vice Chairman were given by Youth Councillors, Emily Wood and Olivia Kings. A vote was then taken.

RESOLVED that Youth Councillor Olivia Kings be duly elected as Vice Chairman.

3. ELECTION OF TREASURER

Nominations and reasons for standing to become the new Treasurer were given by Youth Councillors Alexander Dunn, Tanjinna Miah and Kelly Williams.
A vote was then taken. The votes were tied and the Chairman cast the casting vote.

RESOLVED that Youth Councillor Tanjinna Miah be duly elected as Treasurer.

4. MINUTES OF THE LAST MEETING HELD ON 9TH SEPTEMBER 2015

Received and agreed to be a true record of the Meeting.

5. FINANCE REPORT

That the balance on the account stood at £912.44.

6. IDEAS FROM YOUTH COUNCILLORS

The ideas from the 2014 workshop were discussed. Youth Councillor Olivia Kings had successfully worked on providing suggestions for improving street lighting. Kent County Council have taken this further and feedback was awaited. The Town Council has investigated the use of solar lighting for future bus shelters. Various suggestions were discussed and youth councillors agreed to put forward ideas for the next meeting of Youth Council.

7. KCC YOUTH COUNTY COUNCIL

RESOLVED that Ballot Boxes be sited at the HOUSE in the Basement Youth Cafe for the 2015 elections.

8. KCC Art 31

Shane Mochrie-Cox had made further investigations and advised:

"ART 31 I understand is an Arts group that was looking to gather opinions on the possible programmes that they could deliver. My understanding is that they are part of the voluntary sector rather than a 100% KCC initiative."

9. House in the Basement [HITB]

HITB Report for September 2015 was received and discussed.

AGREED that:

- a free No 8 Bus Pass be provided to HITB members with a three month expiry date for new members and with an annual expiry date for long standing members
- healthier menu options be available

10. Events

AGREED that Youth Councillors inform Michèle which date [19th or 22nd December 2015) they could attend the HITB to bake cakes and biscuits to take to the residents of Rockdale Housing Association.

NOTED that: due to three administrators being off simultaneously, Youth Councillors had not been updated of the recent Sevenoaks YAG meeting. Youth Councillors expressed an interest in attending meetings in future. Dates would be circulated once published.

11. Bat & Ball

The Town Clerk provided a presentation of the proposed Bat & Ball Centre, asking for Youth Councillors to decide if they would like to be involved with any future decision making processed. Youth Councillors Olivia Kings, Tanjinna and Tarminna Miah expressed their interest in being involved.

AGREED that Youth Councillors email in their thoughts and ideas to the Town Council.

12. Dates of future Meetings, 6 p.m. in the Town Council Chamber

- 20th January 2016
- 16th March 2016

The Meeting closed at 6:55pm.

Sevenoaks Town Council

Youth Council General Income and Expenditure 2015/16

		Expenditure £	Income £
Balance Brought Forward	01.04.2013		1,376.26
Budget allocated 13/14	01/04/2013		1,000.00
Budget allocated 14/15	01/04/2014		500.00
Budget allocated 15/16	30/11/2015		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	
Printing youth council leaflets (SDC 15923)	07/10/2014	149.00	
Printing youth council leaflets (SDC 16087)	05/11/2014	283.13	
Printing recharges (SDC16295)	16/12/2014	195.50	
Insanity Talent Management live show (May 2015)	30/01/2015	150.00	
BYC membership 15/16	18/02/2015	54.00	
Youth Council first Aid	16/03/2015	50.00	
Rise of Guardians flyers (Kallkwik 17375)	16/06/2015	117.00	
Rise of Guardians Blu-Ray (One Card 17409)	28/07/2015	7.07	
Rise of Guardians Stag charges (17521)	04/07/2015	263.53	
Rise of Guardians Stag charges (17575)	27/08/2015	62.50	
House of Parliament trip -lunch (One Card 17410)	28/07/2015	83.23	
House of Parliament trip -train (One Card 17410)	28/07/2015	66.50	
		1,880.82	3,376.26
At 31 Dec 2015	Net Balance:		1,495.44

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Month No : 8

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	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	3,925	29	28,269	31,400	3,131	47,099		18,830
4270 Employers Pension Contribution	19	55	36	112	440	328	660		548
5410 Repairs & General Maintenance	0	167	167	171	1,336	1,165	2,000		1,829
6010 Light Heat & Cleaning	6	63	57	299	504	205	758		459
6101 Telephone	21	42	22	225	336	111	510		285
6200 Printing & Stationery	0	38	38	40	304	264	459		419
6210 Postage & Courier	0	1	1	0	8	8	10		10
6240 Computer/ Data Base/WP's	0	0	0	197	0	-197	0		-197
6281 Furnishings, Furniture/Eqpt	0	13	13	116	104	-12	153		37
6315 Recruitment Costs	90	17	-73	472	136	-336	200		-272
6320 Staff Training	0	30	30	222	240	18	357		135
6330 Welfare/Hospitality	0	4	4	36	32	-4	51		15
6460 Publicity	0	63	63	452	504	52	760		308
6500 Goods for Resale	56	167	111	1,473	1,336	-137	2,000		527
6550 Soundwaves Expenditure	0	100	100	200	800	600	1,200		1,000
6635 Professional Fees Licensing	0	8	8	98	64	-34	94		-4
6730 Subscriptions	0	7	7	59	56	-3	82		23
6900 Sundry Expenses	0	21	21	107	168	61	255		148
	4,088	4,721	633	32,549	37,768	5,219	56,648	0	24,099
Youth Cafe :- Expenditure									
1022 Letting & Hire of Facilities	550	417	133	2,657	3,336	-679	5,000		
1211 Sale of Goods	179	167	12	1,651	1,336	315	2,000		
1242 Soundwaves Income	0	100	-100	39	800	-761	1,200		

WFC

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1350	Grant income	3,614	3,423	191	28,457	27,384	1,073	41,080		
1500	Fundraising	0	167	-167	0	1,336	-1,336	2,000		
1990	Sundry Income	295	0	295	295	0	295	0		
	Youth Cafe :- Income	4,638	4,274	364	33,099	34,192	-1,093	51,280		
	Net Expenditure over Income	-550	447	997	-550	3,576	4,126	5,368		
	Finance & General Purposes Expenditure	4,088	4,721	633	32,549	37,768	5,219	56,648	0	24,099
	Income	4,638	4,274	364	33,099	34,192	-1,093	51,280		
	Net Expenditure over Income	-550	447	997	-550	3,576	4,126	5,368		

Sevenoaks Youth Council

20.01.2016

Agenda Item No 6 – Youth Shelter

Youth Councillor Alexander Dunn to put forward the suggestion of installing a Youth Shelter in Sevenoaks





HiTB report for January 2016

Staffing

Jack Higham has left House in The Basement and has been replaced with Simon Briley who has settled in exceptionally well, he is an experienced drummer and we hope to be able to relocate the drum kit within the café to enable some ad hoc lessons. Cali has been in New Zealand and is due to return on the 8th February 2016. We are still advertising for an apprentice to replace Katie.

Events

HiTB enjoyed the Christmas spirit with bauble decorating and tree decorating, several young people helped to decorate the café. On the 16th December we held a Christmas party with the assistance of SAYT who kindly allowed us the use of their church kitchen, a full Christmas meal was enjoyed by all. The night included games and gifts for all those in attendance. HiTB has also had a poetry evening with Dan Simpson where the young people created a poem with one liners. Several food tasting sessions have also been incorporated into regular cafe nights. Staff also helped out with Pantomime tea for Mencap users. We are planning to sit with Young people to ask for ideas for 2016.

No 8 Bus Passes

These are working well and several young people use them on a regular basis, as yet numbers have not increased due to the pass, but we will continue to promote via social network sites. Currently we have given out 11 passes to regular café users.

KCC Commissioning

The Town Council is still awaiting information from KCC for tenders for the Commission funding for the youth café. The current contract has been extended to 31st March 2016 and may be extended further however details have not been received regarding this.

Environmental Health

The café recently achieved a level 4 from the Environmental health agency. Several minor issues were raised and these have since been resolved. We are aiming for the full 5 next inspection.

We are considering a menu change within the next few months as several items do not seem to sell any more, within this we will be looking at pricing and spend per head.

YC 7 b

HOUSE In the Basement Youth Café Past Attendance Geographical data	End of September 2015	New In October 2015	Total as at end October 2015
Sevenoaks		Plus	
Northern	73	1	
Eastern	47		
St Johns	42		
Kippington	44	1	
Town	28	1	
Wilderness	14		
Total	248	3	251
outside Sevenoaks			
Bessels Green	3		
Bickley, Kent	1		
Biggin Hill	2		
Borough Green	3	1	
Brasted	12		
Brighton	1		
Bromley	1		
Chatham	1		
Chevening	3		
Chislehurst	2		
Chipstead	21		
Cobham, Surrey	2		
Crawley	1		
Crouch	2		
Cudham	1		
Crowborough	1		
Dartford	1		
Dunton Green	28		
Edenbridge	7	1	
Eynsford	3		
Farningham	2	1	
Four Elms	1		
Gravesend	1		
Hadlow	3	1	
Halstead	1		
Hildenborough	14		
Horsmonden	2		
Horton Kirby	1		
Ide Hill	3		
Ightham	8		
Kemsing	24		
Knockholt	2		
Knatts Valley	3		
Leigh	1		
Longfield	1		
Maidstone	5		
Mark Cross	1		
Mereworth	1		
Orpington	2		
Otford	33		
Other	159		
Oxted	5		
Paddock Wood	1		
Paris	1		
Pembury	2		
Platt	2		
Plaxtol	1		
Pontoise	2		
Riverhead	35		
Seal	20		
Shoreham	2		
Somerset	1		
South borough	2		
South Darenth	1		
Sundridge	11		
Swanley	6		
Tonbridge	24		
Tunbridge Wells	21		
Underriver	0	1	
Wallington	1		
Weald	7		
West Kingsdown	5		
West Wickham	2		
West Malling	2		
Westerham	10		
Whiteleafe	1		
Wrotham	4		
Wales	1		
	534	5	539
Total	782	542	790

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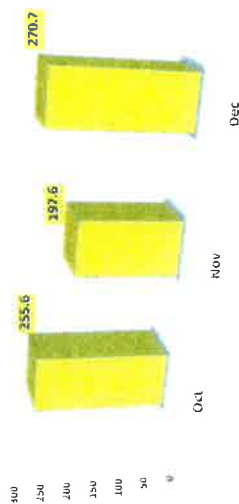
HOUSE in the Basement Youth Café Past Attendance Geographical data	End of October 2015	New in November 2015	Total as at end November 2015
Sevenoaks		Plus	
Northern	74	0	
Eastern	47		
St Johns	42		
Kippington	45		
Town	29		
Wilderness	14		
Total	251	0	251
outside Sevenoaks			
Bessels Green	3		
Bickley, Kent	1		
Biggin Hill	2		
Borough Green	4		
Brasted	12		
Brighton	1		
Bromley	1		
Chatham	1		
Chevening	3		
Chislehurst	2		
Chipstead	21		
Cobham, Surrey	2		
Crawley	1		
Crouch	2		
Cudham	1		
Crowborough	1		
Dartford	1		
Dunton Green	28		
Edenbridge	8		
Eynsford	3		
Farningham	3		
Four Elms	1		
Gravesend	1		
Hadlow	4		
Halstead	1		
Hildenborough	14		
Horsmonden	2		
Horton Kirby	1		
Ide Hill	3		
Ightham	8		
Kemsing	24		
Knockholt	2		
Knatts Valley	3		
Leigh	1		
Longfield	1		
Maldstone	5		
Mark Cross	1		
Mereworth	1		
Orpington	2		
Otford	33	2	
Other	159		
Oxted	5		
Paddock Wood	1		
Paris	1		
Pembury	2		
Platt	2		
Plaxtol	1		
Pontoise	2		
Riverhead	35	1	
Seal	20		
Shoreham	2		
Somerset	1		
South borough	2		
South Darent	1		
Sundridge	11		
Swanley	6		
Tonbridge	24		
Tunbridge Wells	21		
Underriver	1		
Wallington	1		
Weald	7		
West Kingsdown	5		
West Wickham	2		
West Malling	2		
Westerham	10		
Whiteleaf	1		
Wrotham	4		
Wales	1		
	539	3	542
Total	790	542	793

HOUSE in the Basement Youth Café Past Attendance Geographical data	End of Novemer2015	New in December 2015	Total as at end December 2015
Sevenoaks		Plus	
Northern	74	1	
Eastern	47	1	
St Johns	42		
Kippington	45		
Town	29		
Wilderness	14		
Total	251	2	253
outside Sevenoaks			
Bessels Green	3		
Bickley, Kent	1		
Biggin Hill	2		
Borough Green	4		
Brasted	12		
Brighton	1		
Bromley	1		
Chatham	1		
Chevening	3		
Chislehurst	2		
Chipstead	21		
Cobham, Surrey	2		
Crawley	1		
Crouch	2		
Cudham	1		
Crowborough	1		
Dartford	1		
Dunton Green	28		
Edenbridge	8		
Eynsford	3		
Farningham	3		
Four Elms	1		
Gravesend	1		
Hadlow	4		
Halstead	1		
Hildenborough	14		
Horsmonden	2		
Horton Kirby	1		
Ide Hill	3		
Ightham	8		
Kemsing	24		
Knockholt	2		
Knatts Valley	3		
Leigh	1		
Longfield	1		
Maidstone	5		
Mark Cross	1		
Mereworth	1		
Orpington	2		
Otford	35		
Other	159		
Oxted	5		
Paddock Wood	1		
Paris	1		
Pembury	2		
Platt	2		
Plaxtol	1		
Pontoise	2		
Riverhead	36	1	
Seal	20		
Shoreham	2		
Somerset	1		
South borough	2		
South Darent	1		
Sundridge	11		
Swanley	6		
Tonbridge	24		
Tunbridge Wells	21		
Underriver	1		
Wallington	1		
Weald	7		
West Kingsdown	5		
West Wickham	2		
West Malling	2		
Westerham	10		
Whiteleafe	1		
Wrotham	4		
Wales	1		
	542	1	543
Total	793	545.00	796

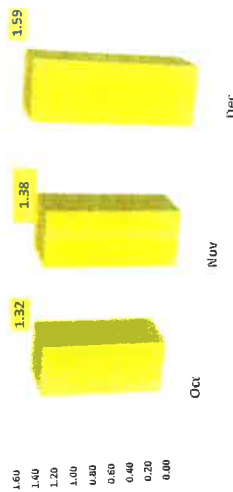
HOUSE in the Basement Youth Café		Oct-12	Oct-13	Oct-14	Oct-15	Nov-12	Nov-13	Nov-14	Nov-15	Dec-12	Dec-13	Dec-14	Dec-15
Gids.		222	52	93	87	112	46	63	59	91	50	39	67
Boys		299	122	142	106	194	120	98	84	172	126	54	103
	Sub Total	521	174	235	193	306	166	161	143	263	176	93	170
Youth out reach Schools			0	0	0		0	0	0		120	0	0
Youth outreach soundwaves		76	12	0	0	36	25	0	0	76	12	0	0
Youth outreach churches			0	0	0		0	0	0		0	0	0
ew grand totals wef January 2014 TOTAL		597	186	235	193	342	191	161	143	339	308	93	170
Gross income		519.93	217.90	449.4	255.6	459.69	247.52	163.36	197.6	297.70	173.79	60.49	270.7
spend per head		1.00	1.25	0.522	1.32	1.51	1.49	1.01	1.38	1.13	0.99	0.65	1.59

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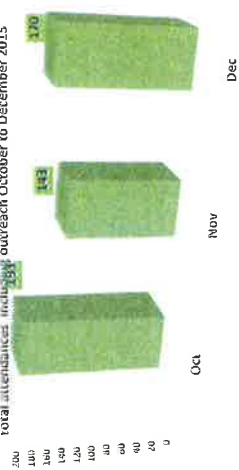
GRIPS (Grippe) October to December 2015



Spendperhead January to May 2015



total attendances including outreach October to December 2015



Attendance Girls and Boys October to December 2015



total attendances July 2012 to August 2015 including outreach

