

Sevenoaks Youth Town Council

Meeting 12 October 2016

@ 6pm

Town Council Offices, Bradbourne Vale Road, SEVENOAKS TN13 3QG

6:00-6:30 pm Informal Discussion

AGENDA

- 1. 6:30pm – welcome and brief introduction by the Mayor**
- 2. Apologies for absence**
- 3. Election of Chairman**
- 4. Election of Vice Chairman**
- 5. Election of Treasurer**
- 6. Finance Report**
To review and consider the Closing balance of the former Youth Council term and the Opening balances of the New Youth Council term, October 2016 to October 2017 (copy attached).
- 7. Minutes of Last Meeting**
To receive and adopt the Notes of the Youth Council meeting held on 20th July 2016 (copy attached) and to note that the meeting due to have been held on 21st September 2016 was inquorate and did not take place.
- 8. Sevenoaks Youth Council Constitution**
To review and discuss the Youth Council Constitution.
- 9. Date of Next Meetings**
All meetings start at 6pm and are normally held in the Council Chamber, Bradbourne Vale Road, SEVENOAKS, TN13 (copy time table to be available at the meeting).

Sevenoaks Town Council					
Youth Council General Income and Expenditure:				2016/17	
				Expenditure	Income
				£	£
Starting Balance:	01/04/2016				£ 1,495.44
Budget allocated:					£ 500.00
UPS Road Code - afternoon snack	28/05/2016			£ 5.15	
Live on the Vine- agreed contribution				£ 500.00	
Skate Park - agreed contribution				£ 500.00	
				£ 1,005.15	£ 1,995.44
	Total			£ 990.29	

**Notes of the Sevenoaks Youth Council
Held on 20th July 2016
At sevenoaks Community centre**

Meeting Commenced: 6.15 p.m.**Meeting Concluded:** 6.35 p.m.**Present:**

Youth Councillors: Oliver Forth, Sam Chard, and Kelly Williams

In Attendance:

Town Councillors: A Eyre, Mrs R E Parry, R J Parry,
Linda Larter, Chief Executive/Town Clerk
Gail Grieves HiTB Manager
Michèle MacDonald, Committee Clerk/Secretary to CEO/Town Clerk.

Apologies for Absence:

Youth Councillors: Alexander Dunn
Mr Shane Mochrie-Cox KCC Youth & Community Worker

In the absence of the majority of the youth councillors, a brief discussion regarding the Live on the Vine Event was held. Noted that Adam Wedd had pulled out on the morning of 19th July 2016.
New bands sourced with new line up as:

6:30-6:35 Stars of HiTB
6:35-6:40 Soloist
6:40-6:50 Ollie Williams Fowler
6:50-7:30 Paul Crisp from The Parkas
7:30-8:30 The Lewis Collective Band

Event Title	Live on the Vine	Action
Date	Friday 22 nd July 2016	
Time	6.30 p.m. – 8.30 p.m.	
Aim of Event	To provide entertainment for an event for the last day of summer term. Not to be restricted to young people, however music to be of interest to young people	
Timings		Action
STC/HiTB Staff	3pm – on site to set up refreshment gazebo and prepare for event.	Linda, Michèle/Gail, Simon and Cali
Parking for all	Unload at Vine Café. Then remove vehicle to park at Vine waste.	
NK Audio	3pm – on site to transform bandstand into a stage with lighting, PA system and speakers.	Keith and team
Mayor of Sevenoaks	6pm – on site ready to open event at 6:30pm and handover to compere. Then to circulate amongst public.	Cllr A Eyre
Compere	6pm – latest time to be on site.	Youth Councillor Tanjinna Miah
Volunteers & Supervision	6pm - Youth Cllrs to meet at Vine Bandstand. To help at the HiTB gazebo with Refreshments. Youth Councillor Kelly Williams to be runner backstage between NK Audio and Linda.	

SEVENOAKS YOUTH COUNCIL CONSTITUTION

1. The name of the organization should be Sevenoaks Youth Council (hereafter referred to as SYC)
2. The SYC is to be a democratic body, with its membership of:
 - a. up to 16 Youth Councillors aimed to be representative of all young people aged 11 to 18 within the town of Sevenoaks regardless of gender, ethnic background, disability, race or sexuality.
 - b. One voting representative from any school in Sevenoaks with pupils aged 11 to 18.
More than one pupil aged 11 to 18 may attend from schools in Sevenoaks. Each school may only have one vote.
3. All members will live within 5 miles of Sevenoaks (at the time of appointment) or attend a school within Sevenoaks and be between the ages of 11 – 18.

Terms of Reference

1. The aims of the SYC are:
 - to encourage a culture of participation in the democratic process and to develop the ideal of citizenship.
 - to provide young people with the opportunity to convey their ideas and priorities to Sevenoaks Town Council.
 - to provide a mechanism for Sevenoaks Town Council and other agencies to consult with young people.
2. The objectives of the SYC are:
 - to build relationships with people of influence
 - to develop networks of young people within the town of Sevenoaks
 - to persuade young people that they are valued and can make a difference
 - to comment on policies that may affect the quality of life and opportunities for young people
 - to identify and redress forms of discrimination against young people
 - to develop links with organisations such as the British Youth Council and UK Youth Parliament

Structure and Membership

1. The SYC will comprise of young people aged 11 to 18 years to represent different localities (where possible) within the town.

2. Members of the SYC should serve a two year term.
3. Members can be nominated via schools in Sevenoaks, youth clubs, youth organisations *in* addition to submitting personal nominations.
4. Schools in Sevenoaks may submit agenda items and send along representatives. However only one vote will be allocated to each school.
5. Should a Youth Councillor miss 3 consecutive meetings (without agreement of exceptional circumstances) they would no longer be a member.
6. Should a youth Councillor leave the SYC another young person should be elected or nominated to replace them.
7. Youth Councillors wishing to leave the SYC should do so by giving written notice.
8. To be elected or nominated as a youth councillor, a young person must be at least 11 and no more than 18 years old.
9. 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.

Meetings

1. The first meeting in each Youth Council financial year (normally October/*November*) will be the AGM.
2. The SYC will normally meet every six weeks approximately.
3. A quorum of one-third of SYC needs to be present before decisions can be made.
4. Meetings are open to the public, Support workers and *three* Town Councillors may be present, but not able to vote.
5. Any young person can suggest items and have the opportunity to add items for the agenda, either through the Town Clerk, Committee Clerk or the elected Chairman.
6. Meetings of the SYC will take place during the late afternoon or early evening or at a mutually agreed time.

Voting

1. All decisions should be reached by a majority of those present and eligible to vote.
2. Decisions can only be reached if a quorum of one-third of SYC is present for the vote.
3. In the event of a vote being equal, the Chairman will have the casting vote.
4. Both secret and open voting will be used as and when required.
5. A two-thirds majority must agree any changes to the constitution at an AGM. Proposals for changes to the constitution must be given to the Town Clerk at least 14 days before the AGM so that they can be included in the Agenda.

Not for Profit Making Organisation.

1. SYC will be a not for profit making organisation.
2. No member will personally benefit from SYC funds.
3. Should the SYC dissolve all funds would be returned to Sevenoaks Town Council and ring fenced for youth purposes.

