

Sevenoaks Youth Council
Meeting Wednesday 14th December 2016 at 6pm
in
HOUSE in the Basement Youth Café

to be followed by a meeting of the Youth Services Sub Committee taking place in the
Stag Plaza at 7pm.

AGENDA

1. Apologies for absence

2. Minutes of Meeting 15th November 2016

To receive and agree the minutes noting that Cllr Mrs Parry has also given her apologies.
(copy previously circulated and attached).

3. Finance Report

Balance now stands at £921.29 (Copy attached).

4. HOUSE in the Basement

To receive and note the

- a) HOUSE in the Basement reports for November to December 2016
 - b) General statistics, including income for October and November 2016
 - c) Geographical data for October and November 2016
- (copy reports attached)

5. Constitution of Sevenoaks Youth Council for discussion

To receive and adopt the attached Constitution (copy attached).

6. Events and Agenda setting for January to March 2017

a) Friday 25.11.2016 - Christmas Lights Switch On

- To receive and discuss results of the survey undertaken regarding awareness of the HiTB Youth Cafe (copy attached).

b) Friday 09.12.2016

- Open Mic Night – to note that no acts came forward and thus the event was cancelled 07.12.2016.

c) To plan and discuss which actions will be considered following the suggestions put forward at the Annual General Meeting on 12th October 2016 (copy attached).

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**MINUTES OF
SEVENOAKS YOUTH COUNCIL
MEETING
HELD ON 15th NOVEMBER 2016
IN THE COUNCIL CHAMBER**

Present: James "the Don" Armitage, Malcom Briery, Phoebe Crichtlow, Estella Durnford *[arrived 6:15pm]*, Elise Van Den Hoek, Daniel Izu, Ana Lawther *[arrived 6:15pm]*, Katherine Magee, Katie Willis and Zak Young.

Apologies: Sam Chard, Oliver Firth-Humm and Charlotte Humm

In Attendance

Cllr A Eyre

Linda Larter MBE, Chief Executive/Town Clerk

Michèle MacDonald, Committee Clerk

Welcome

The Mayor, Cllr Andrew Eyre, gave apologies for the last meeting as he was away and looks forward to working with the new Youth Council team.

The Chairman, Youth Councillor Daniel Izu, commenced the meeting at 6:15pm.

8. Apologies for absence

RESOLVED: to accept apologies from:

- a. Youth Councillors Sam Chard, Oliver Firth-Humm and Charlotte Humm
- b. Councillor R J Parry and S G Raikes
- c. Mrs Gail Grieves, Manager HOUSE in the Basement Youth Café
- d. Mr Shane Mochrie-Cox

9. Minutes of Annual General Meeting 12th October 2016

RESOLVED: to receive and agree the minutes.

10. Finance Report

RESOLVED: to accept the balance remains at £990.29.

11. HOUSE in the Basement

RESOLVED: that the reports received for

- a) HOUSE in the Basement reports for October and November 2016
 - b) General statistics, including income for September 2016
 - c) Geographical data for September 2016
- be received and noted.

The Town Clerk requested all Youth Councillors visit the HOUSE in the Basement Youth Café and give feedback at the next Youth Council meeting please. It was agreed that the next Youth Council meeting on Wednesday 14th December 2016 be held in the Youth Café.

12. Constitution of Sevenoaks Youth Council

RESOLVED: that Youth Councillors read the constitution and advise the Committee Clerk of their acceptance, rejection or amendment prior to the next meeting [Wednesday 14th December 2016].

13. Events and Agenda setting for January to March 2017

RESOLVED:

- a) Friday 25th November 2016 – that Youth Councillors attend with a survey questionnaire to obtain feedback on the HOUSE in the Basement Youth Café ready to present at the next meeting. The aim would be to draw attention to the facility and the benefits. Youth Councillors would also hold an Open Mic Night on Friday 9th December 2016 to raise awareness of the

Youth Café and agreed to source performers, attend with their friends and to promote the event on social media. Would be performers to contact the Committee Clerk.

- b) Monday 12th December – Christmas Council - to note that the Mayor had invited all Youth Councillors to attend Christmas Council. An invitation also to be attached to the minutes.
- c) Monday 30th January 2017 – Houses of Parliament Tour – that Youth Councillors invited to attend a tour of the Houses of Parliament plus a private meeting with the Rt Hon Michael Fallon KCB MP would need to return Parliament permission slips signed by parents as well as schools [involves taking a day out of school during term time] to the Committee Clerk asap but latest by 6th January 2017.
- d) That actions put forward at Annual General Meeting would be considered at a future meeting.

14. Youth Services Sub Committee

RESOLVED: that Youth Councillors Ana Lawther, Katie Willis, James “The Don” Armitage, Elise Van Den Hoek, Phoebe Crichtlow and Daniel Izu volunteered to sit at Youth Services Sub Committee as Youth Council Representatives.

15. Youth Advisory Group

RESOLVED: that the Committee Clerk notify all Youth Councillors of dates as and when they arose, in order that volunteers confirm whether or not they could attend.

16. DATES OF NEXT MEETINGS

NOTED: dates for meetings in 2016 are usually on Wednesdays unless otherwise notified] and last for one hour:

Day	Date	Time & Location	
December 2016			
Wednesday	14.12.2016	Youth Council	6-7pm HOUSE in the Basement
Wednesday	14.12.2016	Youth Services Sub Committee	7-8pm tbc

The meeting closed at 5:50pm.

Sevenoaks Town Council				2016/17	
Youth Council General Income and Expenditure:					
				Expenditure	Income
				£	£
Starting Balance:	01/04/2016				£ 1,495.44
Budget allocated:					£ 500.00
				£ 5.15	
UPS Road Code - afternoon snack	28/05/2016			£ 500.00	
Live on the Vine- agreed contribution				£ 500.00	
Skate Park - agreed contribution				£ 1,005.15	£ 1,995.44
		Total		£ 990.29	
Open Mic Night printing 23.11.2016				£ 49.00	
1 A2 poster - Syouth Council Logo				£20	
		Total		£ 921.29	

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HOUSE IN THE **Basement**

November-December 2016

Staffing

Gail continues to manage House, Unfortunately Simon and Cali are both leaving, Simon is going to Cambodia for 6 weeks and Cali will be taking a new position within Haysebrook school. HiTB would like to thank them for their time with us and wish them well in their future endeavours.

Jo Matthews who has volunteered for HiTB Since the beginning is also moving on and will no longer be a regular visitor on Saturdays. Daren will continue to cover some hours as and when he can to allow us to remain operational.

HiTB has been getting ready for Christmamas with some bauble decorating and putting up our tree.



We have also hosted a tea party for Mencap and the cast of the Pantomime, this was well attended and our homemade sandwiches were a success. Ricky Norward and Cleopatra happily posed for photographs.



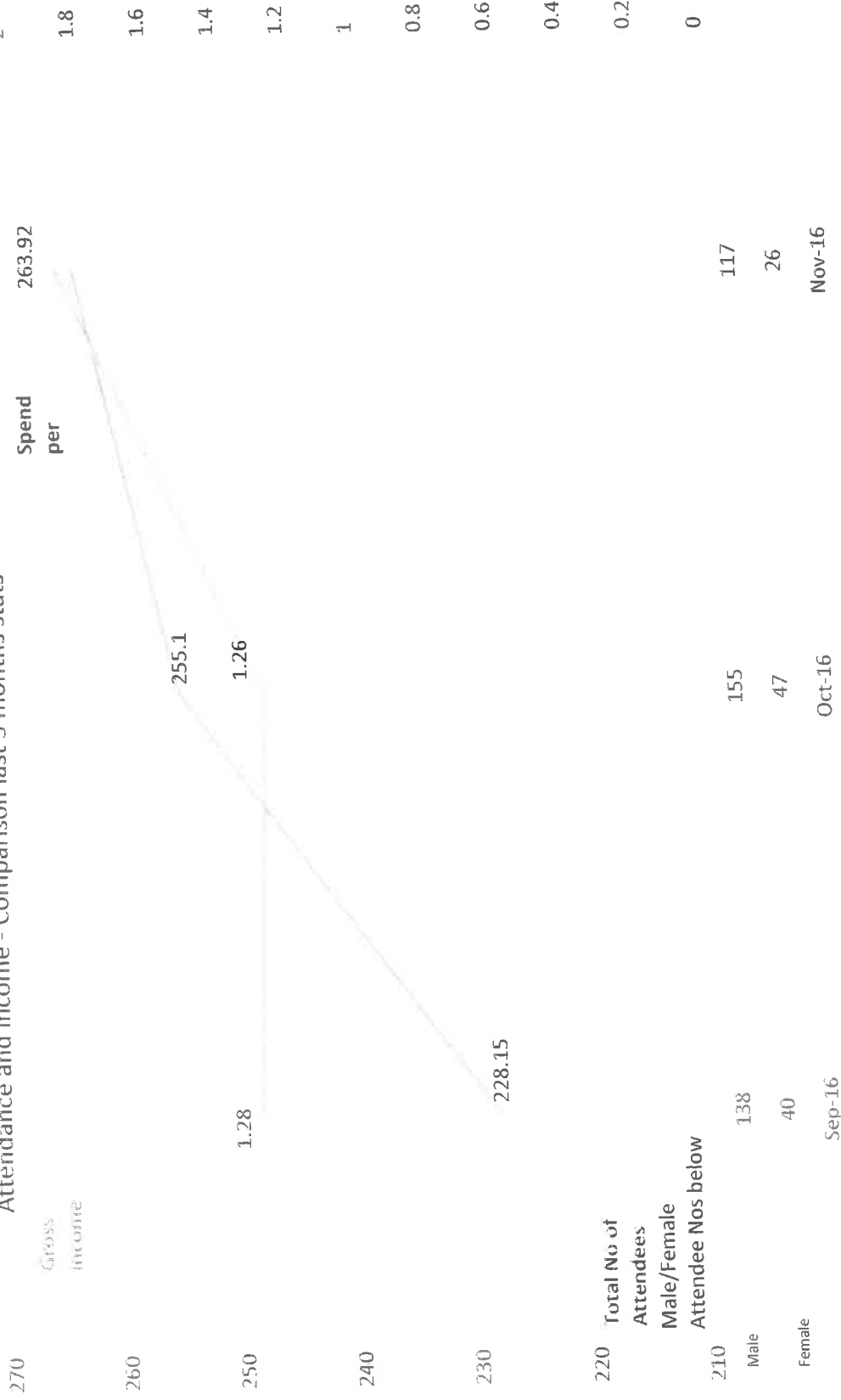
Gail and Cali are taking 15 – 20 people to the Sevenoaks pantomime on Thursday 8th December I believe these tickets were kindly donated by Magic Beans. So big thanks to them.

On Saturday one young person showed us how to make 3d snowflakes, the café is now looking like a winter wonderland as several people had a go at making them.

HiTB is facing some difficult times in the New Year as due to lack of staff or volunteers it could prove difficult to remain open at all times. Gail will post any changes on openings onto our FaceBook page.

HOUSE in the Basement Youth Café		Sep-16	Oct-16	Nov-16
Girls		40	47	26
Boys		138	155	117
	Sub Total	178	202	143
Gross income		228.15	255.1	263.92
spend per head		1.28	1.26	1.85

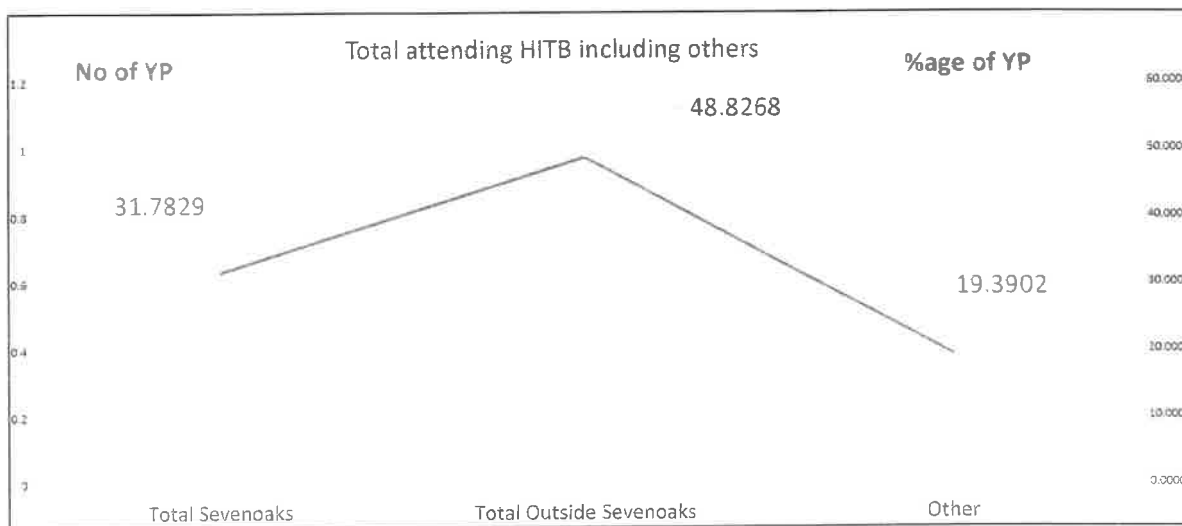
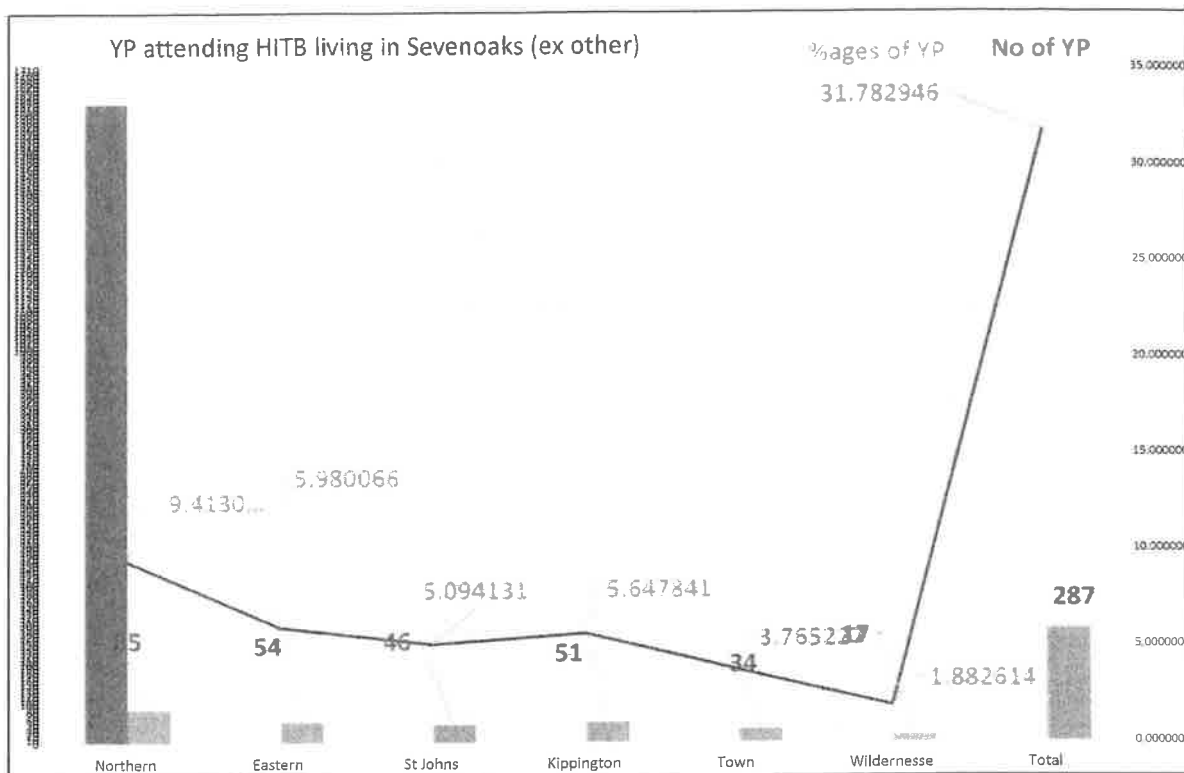
Attendance and income - Comparison last 3 months stats



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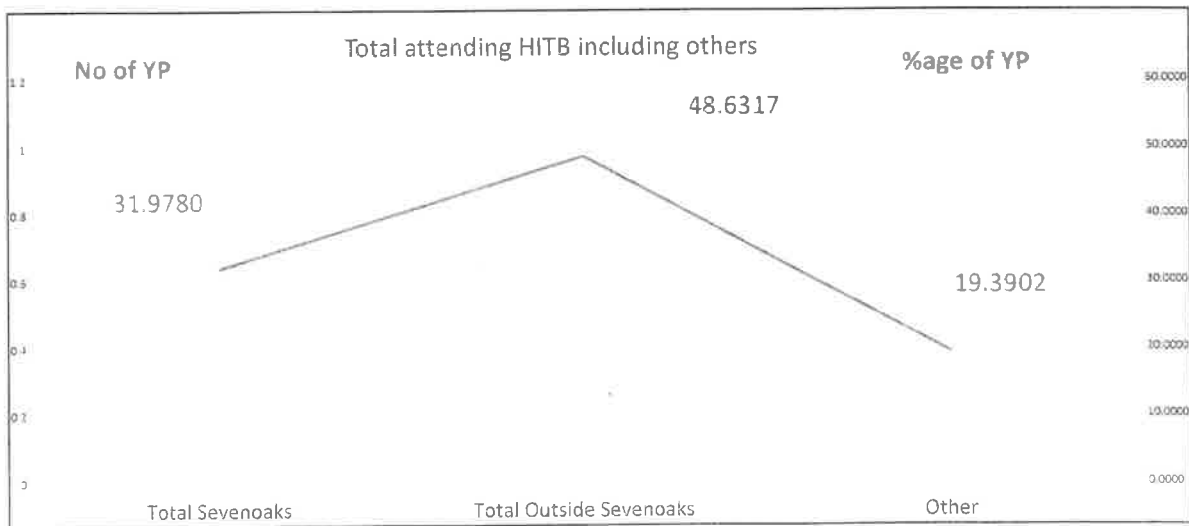
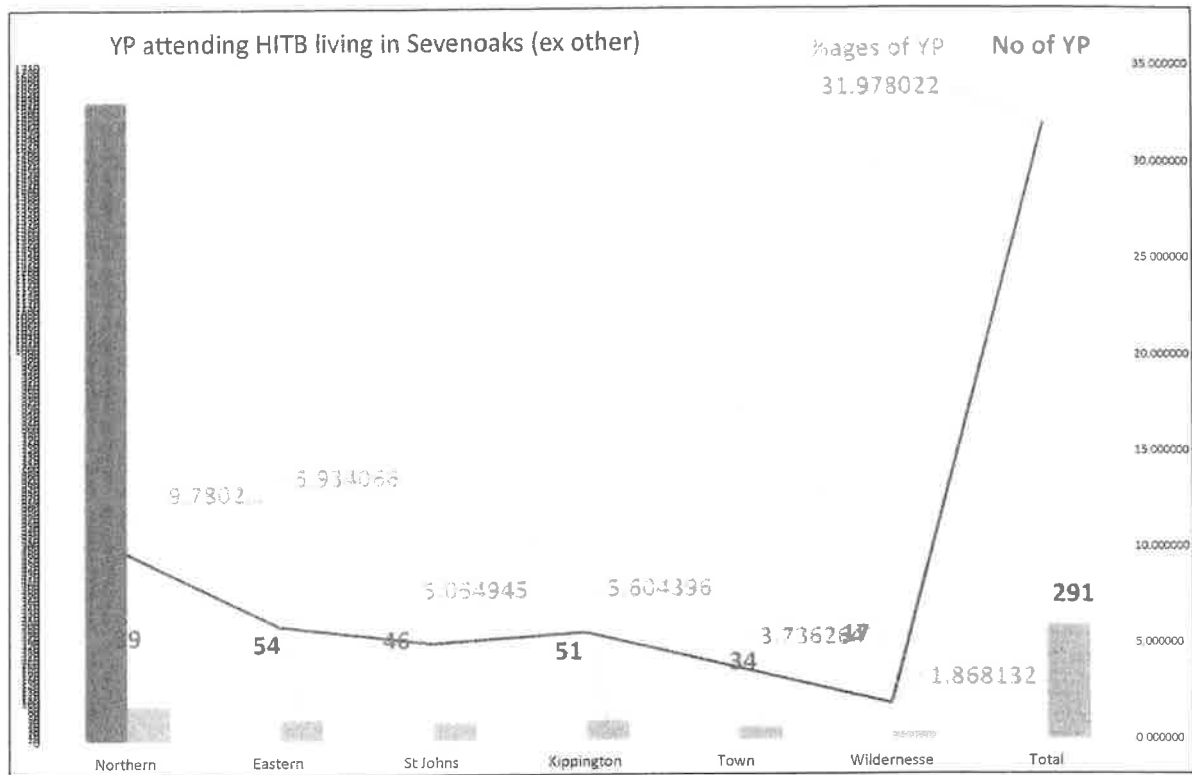
yc
04 (c)

HOUSE in the Basement Youth Café Past Attendance Geographical data	End of september 2016	New in October 2016	End of October 2016	Percentage of total
Sevenoaks				
Northern	84	1	85	9.413068
Eastern	51	3	54	5.980066
St Johns	46		46	5.094131
Kippington	50	1	51	5.647841
Town	34		34	3.765227
Wilderness	17		17	1.882614
Total	282	5	287	31.782946
outside Sevenoaks				
Bessels Green	3		3	0.332226
Bickley, Kent	1		1	0.110742
Biggin Hill	2		2	0.243902
Borough Green	9	1	10	1.219512
Brasted	12		12	1.463415
Brighton	1		1	0.121951
Bromley	2		2	0.243902
Chatham	1		1	0.121951
Chevening	3		3	0.365854
Chislehurst	2		2	0.243902
Chipstead	25		25	3.048780
Cobham, Surrey	2		2	0.243902
Crawley	1		1	0.121951
Crouch	2		2	0.243902
Cudham	1		1	0.121951
Crowborough	1		1	0.121951
Dartford	1		1	0.121951
Dunton Green	32		32	3.902439
Edenbridge	9		9	1.097561
Eynsford	4		4	0.487805
Farningham	3		3	0.365854
Four Elms	1		1	0.121951
Gravesend	1		1	0.121951
Hadlow	4		4	0.487805
Halstead	2		2	0.243902
Hildenborough	14		14	1.707317
Horsmonden	2		2	0.243902
Horton Kirby	3		3	0.365854
Hurst Green	1		1	0.121951
Ide Hill	3		3	0.365854
Ightham	9		9	1.097561
Kemsing	32	1	33	4.024390
Knockholt	2		2	0.243902
Knatts Valley	7		7	0.853659
Leigh	1		1	0.121951
Longfield	1		1	0.121951
Maldstone	7		7	0.853659
Mark Cross	1		1	0.121951
Mereworth	1		1	0.121951
Orpington	3		3	0.365854
Otford	38	1	39	4.756098
Oxted	5		5	0.609756
Paddock Wood	1		1	0.121951
Paris	1		1	0.121951
Pembury	2		2	0.243902
Platt	2		2	0.243902
Plaxtol	1		1	0.121951
Pontoise	2		2	0.243902
Redhill	1		1	0.121951
Riverhead	40		40	4.878049
Seal	22		22	2.682927
Shoreham	3		3	0.365854
Somerset	1		1	0.121951
South borough	2		2	0.243902
South Darenth	1		1	0.121951
Sundridge	13	1	14	1.707317
Sutton at Hone	1		1	0.121951
Swanley	9	1	10	1.219512
Tatsfield	1		1	0.121951
Tonbridge	28		28	3.414634
Tunbridge Wells	22		22	2.682927
Underriver	1		1	0.121951
Wallington	1		1	0.121951
Weald	7		7	0.853659
West Kingsdown	8		8	0.975610
West Wickham	2		2	0.243902
West Malling	2		2	0.243902
Westerham	17		17	2.073171
Whiteleafe	1		1	0.121951
Wrotham	4		4	0.487805
Wales	1		1	0.121951
Other	159		159	19.390244
	611	5	616	68.217054
Total	893	621.00	903	100.000000



YC
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HOUSE in the Basement Youth Café Past Attendance Geographical data	End of October 2016	New in November 2016	End of November 2016	Percentage of total
Sevenoaks				
Northern	85	4	89	9.780220
Eastern	54		54	5.934066
St Johns	46		46	5.054945
Kippington	51		51	5.604396
Town	34		34	3.736264
Wilderness	17		17	1.868132
Total	287	4	291	31.978022
outside Sevenoaks				
Bessels Green	3		3	0.329670
Bickley, Kent	1		1	0.109890
Biggin Hill	2		2	0.243902
Borough Green	10		10	1.219512
Brasted	12		12	1.463415
Brighton	1		1	0.121951
Bromley	2		2	0.243902
Chatham	1		1	0.121951
Chevening	3		3	0.365854
Chislehurst	2		2	0.243902
Chipstead	25		25	3.048780
Cobham, Surrey	2		2	0.243902
Crawley	1		1	0.121951
Crouch	2		2	0.243902
Cudham	1		1	0.121951
Crowborough	1		1	0.121951
Dartford	1		1	0.121951
Dunton Green	32		32	3.902439
Edenbridge	9		9	1.097561
Eynsford	4		4	0.487805
Farningham	3		3	0.365854
Four Elms	1		1	0.121951
Gravesend	1		1	0.121951
Hadlow	4		4	0.487805
Halstead	2		2	0.243902
Hildenborough	14		14	1.707317
Horsmonden	2		2	0.243902
Horton Kirby	3		3	0.365854
Hurst Green	1		1	0.121951
Ide Hill	3		3	0.365854
Igham	9		9	1.097561
Kemsing	33		33	4.024390
Knockholt	2		2	0.243902
Knatts Valley	7		7	0.853659
Leigh	1		1	0.121951
Longfield	1		1	0.121951
Maldstone	7		7	0.853659
Mark Cross	1		1	0.121951
Mereworth	1		1	0.121951
Orpington	3		3	0.365854
Otford	39	2	41	5.000000
Oxted	5		5	0.609756
Paddock Wood	1		1	0.121951
Paris	1		1	0.121951
Pembury	2		2	0.243902
Platt	2		2	0.243902
Plaxtol	1		1	0.121951
Pontoise	2		2	0.243902
Redhill	1		1	0.121951
Riverhead	40		40	4.878049
Seal	22		22	2.682927
Shoreham	3		3	0.365854
Somerset	1		1	0.121951
South borough	2		2	0.243902
South Darenth	1		1	0.121951
Sundridge	14	1	15	1.829268
Sutton at Hone	1		1	0.121951
Swanley	10		10	1.219512
Tatsfield	1		1	0.121951
Tonbridge	28		28	3.414634
Tunbridge Wells	22		22	2.682927
Underriver	1		1	0.121951
Wallington	1		1	0.121951
Weald	7		7	0.853659
West Kingsdown	8		8	0.975610
West Wickham	2		2	0.243902
West Malling	2		2	0.243902
Westerham	17		17	2.073171
Whiteleaf	1		1	0.121951
Wrotham	4		4	0.487805
Wales	1		1	0.121951
Other	159		159	19.390244
	616	3	619	68.021978
Total	903	623.00	910	100.000000



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.

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	1	2	3
age /Gender	16/F	16/F	16/F
have you previously heard of HITB	no	yes	no
if yes have you ever been to HITB		yes	no
if you have been what would you change/improve?		More seats	
if you haven't would you attend an open mic night/other events?		Yes	yes
what kind of events, facilities or other would you like to see at HITB?	TV	Free wifi	vending machine
	4	5	6
age /Gender	16/F	11/M	13/F
have you previously heard of HITB	yes	yes	no
if yes have you ever been to HITB	no	yes	no
if you have been what would you change/improve?		ps4 & roblox available	
if you haven't would you attend an open mic night/other events?	yes	yes	
what kind of events, facilities or other would you like to see at HITB?	vending machine	ps4 & roblox available	
	7	8	9
age /Gender	13/F	13/M	14/F
have you previously heard of HITB	yes	no	
if yes have you ever been to HITB	no	no	
if you have been what would you change/improve?		no	
if you haven't would you attend an open mic night/other events?	yes	yes	
what kind of events, facilities or other would you like to see at HITB?		music	
	10	11	12
age /Gender	13/M	13/M	14/M
have you previously heard of HITB		yes	no
if yes have you ever been to HITB		no	no
if you have been what would you change/improve?			
if you haven't would you attend an open mic night/other events?		yes	yes
what kind of events, facilities or other would you like to see at HITB?		music events	music
	13	14	15
age /Gender	16/F	16/F	14/F
have you previously heard of HITB	yes	no	yes
if yes have you ever been to HITB	no	no	no
if you have been what would you change/improve?			
if you haven't would you attend an open mic night/other events?	yes	yes	no
what kind of events, facilities or other would you like to see at HITB?	bands, open mic nights	bands, open mic nights	music
	16	17	18
age /Gender	17/M	16/M	16/M
have you previously heard of HITB	no	no	no
if yes have you ever been to HITB	no	no	yes
if you have been what would you change/improve?	nothing its great		
if you haven't would you attend an open mic night/other events?	no	no	
what kind of events, facilities or other would you like to see at HITB?	banter	none	
	19	20	21
age /Gender	10/F	13/F	13/M
have you previously heard of HITB	no	yes	yes
if yes have you ever been to HITB	no		no
if you have been what would you change/improve?			
if you haven't would you attend an open mic night/other events?	yes	yes	yes
what kind of events, facilities or other would you like to see at HITB?	parties!!	comedy	music
	22	23	24
have you previously heard of HITB			
if yes have you ever been to HITB	yes	yes	yes
if you have been what would you change/improve?	yes	yes	yes
if you haven't would you attend an open mic night/other events?	cheaper meals	nothing	do more activities
what kind of events, facilities or other would you like to see at HITB?	yes	no	yes

	25	26	27
age /Gender	14/F	15/F	15/F
have you previously heard of HITB	yes	no	no
if yes have you ever been to HITB	yes	no	no
if you have been what would you change/improve?	cheaper food		
If you haven't would you attend an open mic night/other events?	yes	yes	yes
what kind of events, facilities or other would you like to see at HITB?	more people to attend	music	

	28	29	30
age /Gender	14/F	17/M	17/M
have you previously heard of HITB	no	yes	yes
if yes have you ever been to HITB	no	yes	no
if you have been what would you change/improve?		make it bigger & advertise more	
If you haven't would you attend an open mic night/other events?	yes	yes	yes
what kind of events, facilities or other would you like to see at HITB?	music bands playing/game nights		milkshakes

	31	32	33
name	Sophie	Libby M	lily bradie
age /Gender	16/F	16/F	14/F
have you previously heard of HITB	no	no	no
if yes have you ever been to HITB	no		no
if you have been what would you change/improve?			
If you haven't would you attend an open mic night/other events?	yes	no	
what kind of events, facilities or other would you like to see at HITB?	chocolate, cinema	milkshakes, banging tunes, dank memes	tv and drinks

	34	35	36
age /Gender	15/F	17/F	16/F
have you previously heard of HITB	yes	yes	no
if yes have you ever been to HITB	no	yes	no
if you have been what would you change/improve?	louder music		
If you haven't would you attend an open mic night/other events?	no	yes	yes
what kind of events, facilities or other would you like to see at HITB?	cleaner toilets	chill music	gatherings, singers, drinks

	37	38	39
age /Gender	16/M	14/F	17/M
have you previously heard of HITB	no	no	no
if yes have you ever been to HITB	no	no	no
if you have been what would you change/improve?			
If you haven't would you attend an open mic night/other events?		yes	yes
what kind of events, facilities or other would you like to see at HITB?	hot drinks, gatherings	a TV	watching sport events

	40	41	42
age /Gender	17/M	16/F	17/F
have you previously heard of HITB	no	yes	yes
if yes have you ever been to HITB	no	yes	yes
if you have been what would you change/improve?		more free food	more free drinks
If you haven't would you attend an open mic night/other events?	yes	yes	yes
what kind of events, facilities or other would you like to see at HITB?	anything	will watson	banging ones!

Male aware of HITB
Female aware of HITB
Male unaware of HITB
Male unaware of HITB

4
15
9
12
40 2 blank forms [Nos 9 and 10]

**Sevenoaks Youth Council
Meeting Tuesday 15th November 2016
@ 6pm, Council Chamber
Town Council Offices, Bradbourne Vale Road, SEVENOAKS TN13 3QG**

Suggestions put forward at the Annual General Meeting held on 12th October 2016 for Sevenoaks Youth Council to work on during the first year:

- Extra parking at the station because the train users are parking in Oak Lane which endangers me, my sister and others walking to school to school every day.
- Zebra crossings
- Provide a wider variety of things for young people
- Astro all weather pitches
- Raise at least £1000 for Sevenoaks Charity
- Improve the community by carrying out a beneficial project
- Sit & talk
- Sit and nod
- Over the course of the next year I want to extend the opportunities that Sevenoaks has available to the youth community and hope to see an increase in young people engaging in a variety of activities such as fun runs.

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