

Sevenoaks Youth Council
Meeting Wednesday 14th June 2017 at 6pm
Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks
TN13 3QG

to be followed by a meeting of the Youth Services Sub Committee at 7pm

AGENDA

1. **Apologies for absence**
2. **Minutes of Meeting 26th April 2017**
To receive and agree the minutes (copy previously circulated and attached).
3. **Finance Report**
To receive and note the attached income and expenditure sheet (copy attached).
4. **HOUSE in the Basement**
To receive and note the following reports:
 - i) HOUSE in the Basement report for May 2017
 - ii) Geographical data for April 2017
 - iii) General statistics including income for April 2017
 - iv) Outcomes for April 2017(Copies attached).
5. **ASDAN**
Youth Councillors to receive and consider signing up to work towards receiving an equivalent GCSE accreditation "Citizenship" over the coming 2017/2018 term of Youth Council (copy report attached).
6. **Projects 2017**
To receive and discuss
 - a) Ukulele Work Shop and Open Mic Nights
 - b) Live on the Vine Summer Festival arrangements (copy report attached)
7. **Invitations for Youth Councillors**
None.
8. **Street Art Competition Judging**
To judge entries received for the Sevenoaks Street Art competition (to be tabled)
9. **Dates of Meetings**
To note the next meetings on 18th July and 6th September 2017 will be held in the Sevenoaks Council Chamber

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**MINUTES OF THE
YOUTH COUNCIL MEETING
HELD ON 26TH APRIL 2017
AT THE SEVENOAKS COMMUNITY CENTRE**

Present: Malcolm Briery (as elected Chairman), James Armitage (Treasurer), Sam Chard, Zak Young, Tom Chapman, Elise Van Den Hoek, Phoebe Critchlow, Katherine Magee, Ana Lawther and Estella Dumford.

In Attendance: Cllr Andrew Eyre (Mayor of Sevenoaks), Cllr Richard Parry, Mr Shane Mochrie-Cox, Linda Larter, and Michèle MacDonald

Apologies for Absence: Cllr Simon Raikes, Youth Cllrs Daniel Izu (Chairman), Oliver Forth and Charlotte Humm.

- 37. Minutes of the Youth Council Meeting held on 8th March 2017**
The Minutes of the previous meeting were agreed to be accurate.

- 38. Finance Report**
It was noted that the balance available at the end of the financial year was £595.54 and that on 1st April 2017 the annual grant from the Town Council of £500 was received. The balance of account totals £1,095.54. It was noted that the remaining balance after the spend of £200 for the Ukulele Workshop and Open Mic Night on 31.03.2017 be £895.54.

The Town Clerk advised that historically the Youth Council's grant had been £1,000 p.a. however had been decreased to £500 p.a. as the previous Youth Council had not been very active. In view of the current Youth Council's pro-activeness, a request to the Chair of Finance and General Purposes Committee will be made to ask for the annual grant to be returned to £1,000.

- 39. House in the Basement Youth Café (HitB)**
The following reports were noted:

- i) House in the Basement report for March and April 2017
- ii) General statistics, including income for March 2017
- iii) Geographical data for March 2017
- iv) Outcomes for March 2017

It was noted that a donation of £3,000 was received from F M Conway and a further £500 received from an anonymous donator towards the 2017/2018 Financial year. The current shortfall for 3017/2018 is £14,200 (target was £50,904). No cuts in services are currently foreseen.

- 40. 2017 Youth Council Projects**

- i) Ukulele Work Shop and Open Mic Night at HitB Youth Cafe.
Another successful night was reported with approximately 28 young people in attendance. The next event is Friday 28th April 2017: 5-6pm ukulele workshop and 7-9pm Open Mic Night.

- ii) Youth Mental Wellbeing event at HiTB Youth Cafe
Youth Cllr Estella Durnford organised a Mental Health Workshop with West Kent Mind. Approximately 10 young people attended. Another workshop with MIND is planned for Friday 15th June 2017 from 4pm to 6pm.

Youth Cllrs advised that Walthamstow Hall School had held assemblies to raise awareness. Youth Cllrs from Sevenoaks School advised that the 6th Form had held assemblies and that they would take forward the request that years 7 upwards also receive assemblies raising awareness of mental wellbeing.

- iii) Theatre Workshop to be held on 4th May 2017 at HiTB
Youth Cllr Elise van den Hoek invited young people to attend her forthcoming Youth Theatre workshop and advised that she has been trained by the National Youth Theatre and will base the workshop on characters and devising. The youth work shop runs from 5-6:30pm. Youth Cllr Elise van den Hoek advise that she will also be holding an assembly at Granville School for year 7 to advertise. The Committee Clerk advised that all schools had been emailed information of this workshop and would send a reminder out [done 28.04.2017].

- iv) Live on the Vine Summer festival arrangements
Due to a Clash of Events, the date has been re set to Friday 21st July 2017. Youth Councillors to ask their friends and peers to attend. A compere is sought. This role may be split amongst youth councillors wishing to volunteer on the night.

It was agreed that there be a maximum of 20 stalls comprising home grown food, local market food stalls or local business from Sevenoaks with some games stalls. Youth groups to be invited so they may fund raise or increase their membership such as the girl guiding and scouting groups.

Youth Councillors to encourage people to come via their social media contact groups. Youth Councillors would approach those involved in Young Entrepreneur projects at their schools.

41. Invitations for Youth Councillors

- i) Youth Advisory Group [YAG]
It was noted that Youth Councillors had been invited but were unable to attend on this occasion. Apologies had been sent by the Committee Clerk.
- ii) KYCC Anti Bullying Campaign
It was agreed that the Committee Clerk scan and email the booklet to all Youth Councillors [done 28.04.2017].
- iii) KYCC Elections
It was noted that the Kent Youth County Council Elections for 4 seats runs from Monday 6th to Sunday 19th November. Currently Youth Councillors Sam Chard and Tom Chapman are also KYC Councillors until 2018.

42. Anti-Social Behaviour

The Town Clerk advised that Sevenoaks Town, amongst several other towns within Sevenoaks District is suddenly experiencing an increased unfathomable level of Anti-Social behaviour in its open spaces and parks. Such a high level of problems had not been experienced since the same period since 2010. Catapults using stones are being aimed at cars, floodlights and buildings windows, people and animals. The Town Council has asked all residents to inform the police of such criminal events and then inform the Town Clerk.

Sevenoaks Town Council and Sevenoaks District Council are working closely with the police to track and find this group of youths believed to be 11 – 14 years of age. It was noted that two 14 year olds are making and selling catapults.

Youth Councillors suggested that:

- i) the police make themselves known more to schools within assemblies and advise all the consequences in later life this would cause them:
 - e.g. such behaviour could lead to a personal Criminal Record, which in turn could mean no access to some countries in later life or even being unable to seek some jobs [e.g. legal career] etc.
- ii) Schools discuss this within PHSE for whole year groups

43. Youth Shelter Update

The Town Clerk advised the current elected committee that their previous Youth Council serving for the term 2014-2016 had initiated and carried out a young person's survey for a Youth Shelter to be sited within Greatness Recreation Ground and confirmed that this would be installed in the near future. Youth Councillors to be invited to the opening ceremony.

The Town Clerk advised that adults locally are communicating grave concerns. It was noted by the Youth Council that this was a covered seat and that similar unfounded concerns had been raised prior to the installation of the Skate park.

44. Dates of Next Meeting

It was noted that the next meeting would take place on 14th June 2017 in the Council Chamber.

- **Addendum** for further discussion at the next meeting
The Town Clerk advised that Youth Councillors may wish to have their Youth Council work accredited. The Committee Clerk will send out details of how this may be achieved and bring a report to the next meeting of Youth Council. Individuals to contact the Committee Clerk if interested.

There being no further business the Chairman closed the meeting at 6.50 p.m.

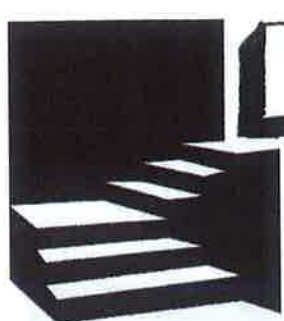
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Sevenoaks Town Council

Youth Council General Income and Expenditure:
7555/38

2017/18

		Expenditure £	Income £
Starting Balance:	01/04/2017		£595.54
Budget allocated:	500.00		£ 500.00
Adjustment to Opening Balance			
Street Art Posters - Live on the Vine	03/04/2017	£ 200.00	
		£ 200.00	£1,095.54
Available Funds		£ 895.54	
		£ 895.54	



HOUSE IN THE Basement

April-May 2017

General update

HiTB remains as operational as possible with a Managers and casual staff with just a few closures over the last two months, so huge thanks to Chris and Daren for covering. Gail has annual leave in June and this may cause a few closures, hopefully kept to a minimum. 2 Young people that are interested in some casual work, so hopefully they will be in place prior to Gail's holiday.

HiTB enjoyed its 3rd open Mic event and Ukulele workshop in April with 24 young people attending. Unfortunately, the May event was cancelled last minute due to lack of performers, this will hopefully be resolved prior to June's event. Open Mic is turning out to be quite a popular event and we hope this continues. I understand we may have some food from Wagamama's for the next one so this could draw the crowds.

One young person is mentoring another young person through Young Kent's mentoring programme, this has boosted his self-esteem and the boy he mentors.

HiTB has a new volunteer, Joseph Wells who is going to help two hours a week on Saturday's. This is in connection with his D of E award.

Unfortunately, Easter Bunny [Easter School holiday programme for younger children] was cancelled due to lack of uptake, and the planned theatre workshop never actually happened as turnout was poor. We are looking at trying this again for a Saturday in July. The lady who put on the Mindfulness session is looking at new ways to make people aware of the service.

Waitrose has now joined the Fairshare scheme and we shall hopefully be collecting from them on Fridays, starting at the end of June. The collection times is quite inconvenient so we will trial this for three months.

New chairs have arrived and they help the café look much cleaner and tidier.

The Mayor has launched a Sevenoaks Breast Cancer Support Group on Tuesdays within HiTB. This has been funded by West Kent Fire Masons. In addition to providing hire income, some new Equipment was provided including:

- a new wipeable surface to improve and update the computer workstation
- new computer chairs
- replacement of ceiling tiles [old ones with holes removed].

The café looks much smarter now.

HiTB has also received £2,500 grant funding from the Round Table for the following items:

- new pool table with hard cover
- three new PC Towers
- crockery



Old workstation

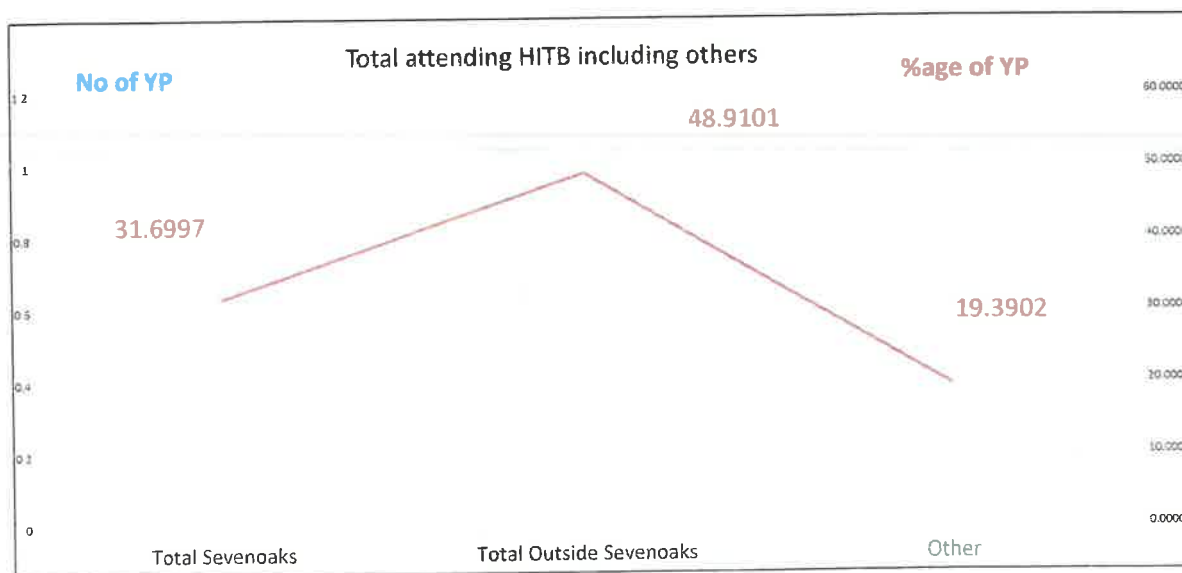
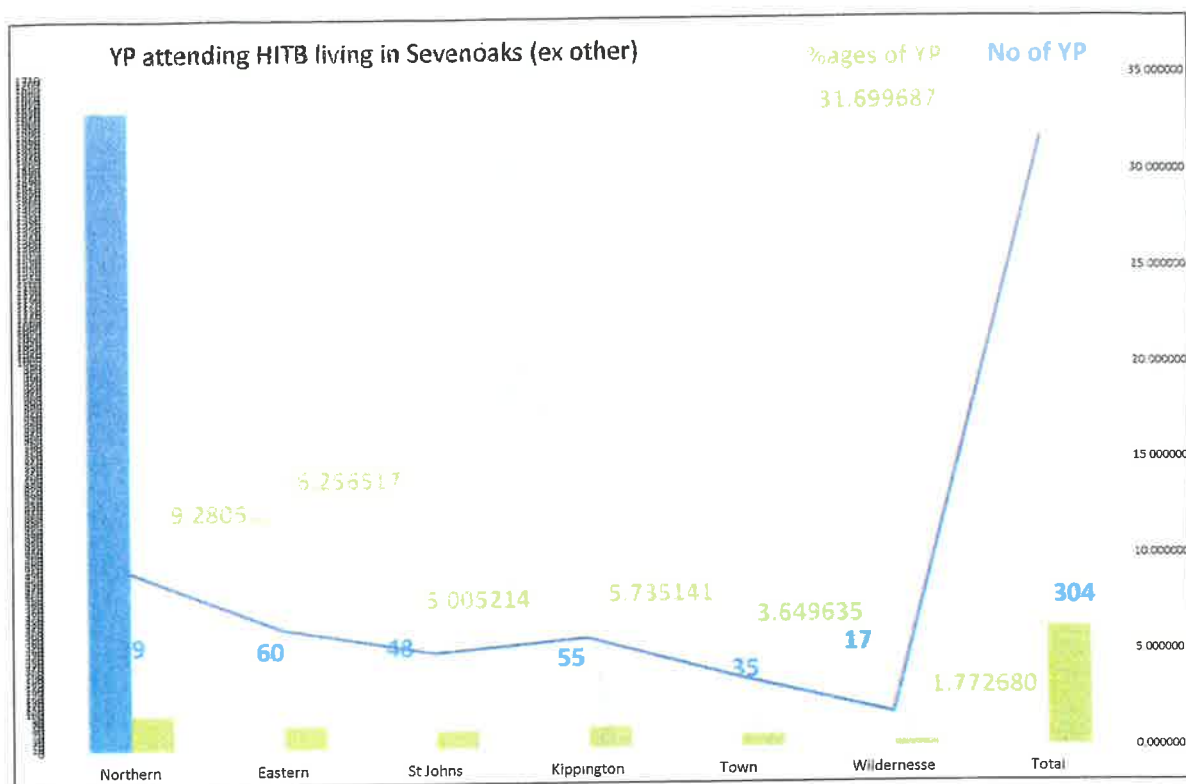


New chairs



New computer Chairs and workstation

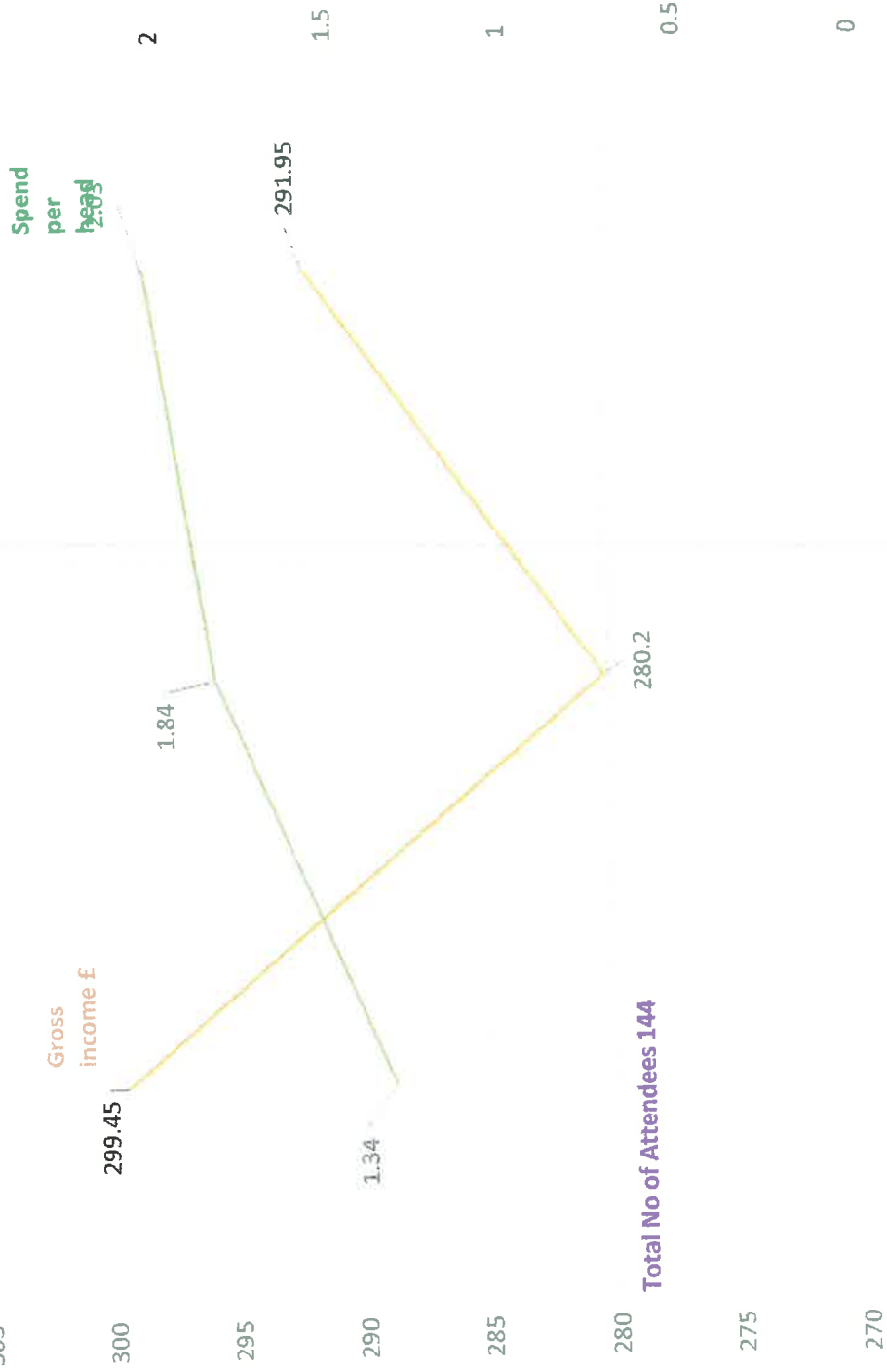
HOUSE in the Basement Youth Café Past Attendance Geographical data	End of March 2017	New in April 2017	End of April 2017	Percentage of total
Sevenoaks	89		89	9.280501
Northern	59	1	60	6.256517
Eastern	48		48	5.005214
St Johns	54	1	55	5.735141
Kippington	35		35	3.649635
Town	17		17	1.772680
Wilderness		2	304	31.699687
Total	302	2	304	31.699687
outside Sevenoaks	3		3	0.312826
Bessels Green	1		1	0.104275
Bickley, Kent	2		2	0.243902
Biggin Hill	10		10	1.219512
Borough Green	14		14	1.707317
Brasted	1		1	0.121951
Brighton	2		2	0.243902
Bromley	1		1	0.121951
Chatham	3		3	0.365854
Chevening	2		2	0.243902
Chislehurst	28		28	3.414634
Chipstead	2		2	0.243902
Cobham, Surrey	1		1	0.121951
Crawley	2		2	0.243902
Crouch	1		1	0.121951
Cudham	1		1	0.121951
Crowborough	2		2	0.243902
Dartford	33		33	4.024390
Dunton Green	9		9	1.097561
Edenbridge	4		4	0.487805
Eynsford	3		3	0.365854
Farningham	1		1	0.121951
Four Elms	1		1	0.121951
Gravesend	4		4	0.487805
Hadlow	2		2	0.243902
Halstead	15		15	1.829268
Hildenborough	2		2	0.243902
Horsmonden	3		3	0.365854
Horton Kirby	1		1	0.121951
Hurst Green	3		3	0.365854
Ide Hill	9		9	1.097561
Ightham	38		38	4.634146
Kemsing	2		2	0.243902
Knockholt	7		7	0.853659
Knatts Valley	1		1	0.121951
Leigh	1		1	0.121951
Longfield	8		8	0.975610
Maldstone	1		1	0.121951
Mark Cross	1		1	0.121951
Mereworth	3		3	0.365854
Orpington	45		45	5.487805
Otford	5		5	0.609756
Oxted	1		1	0.121951
Paddock Wood	1		1	0.121951
Paris	2		2	0.243902
Pembury	1		1	0.121951
Penshurst	2		2	0.243902
Platt	1		1	0.121951
Plaxtol	2		2	0.243902
Pontoise	1		1	0.121951
Redhill	44		44	5.365854
Riverhead	27		27	3.292683
Seal	3		3	0.365854
Shoreham	1		1	0.121951
Somerset	2		2	0.243902
South borough	1		1	0.121951
South Darenth	1		1	0.121951
St Mary's Platt	16		16	1.951220
Sundridge	1		1	0.121951
Sutton at Hone	1		1	0.121951
Swanley	10	1	11	1.341463
Tatsfield	1		1	0.121951
Tonbridge	29		29	3.536585
Tunbridge Wells	22		22	2.682927
Underriver	1		1	0.121951
Wallington	7		7	0.853659
Weald	9		9	1.097561
West Kingsdown	2		2	0.243902
West Wickham	3		3	0.365854
West Malling	19		19	2.317073
Westerham	1		1	0.121951
Whiteleaf	4		4	0.487805
Wrotham	1		1	0.121951
Wales				
Other	159		159	19.390244
	654	1	655	68.300313
Total	956	657.00	959	100.000000
Total Sevenoaks		31.6997		
Total Outside Sevenoaks		48.9101		
Other		19.3902		
		100.0000	0	100.000000



HOUSE in the Basement Youth Café		Feb-17	Mar-17	Apr-17
Girls		57	44	34
Boys		123	150	110
		180	194	144
Sub Total				
		299.45	280.2	291.95
Gross income				
spend per head		1.34	1.84	2.03

Attendance and income - Comparison last 3 months stats

2.5



Date	Support Provided
05.04.2017	Homeless Intervention West Kent MIND visit
12.04.2017	LGBTQ discussions-should it matter, Issues with siblings at home
15.04.2017	Looking for a part time job and creating a CV
19.04.2017	Keeping fit
21.04.2017	Healthy eating
22.04.2017	Healthy eating recipees
26.04.2017	Healthy eating
27.04.2017	CV's
28.04.2017	Open Mic Night - music
29.04.2017	CC writing

Youth Councillors accreditation ASDAN Certificate of Personal Effectiveness [CoPE] GCSE Equivalent - Citizenship

ASDAN

ASDAN is an educational charity and awarding body that provides programmes and qualifications to thousands of centres across the UK beyond.

AIMS

For Youth Councillors to be accredited with a GCSE Equivalent for their personal time given up in a volunteer capacity as a Sevenoaks Youth Councillor, working within their local community. Their purpose is to be involved and enhance the local community by increasing awareness and reinforcing social cohesion and to attract more young people to become involved and aware of their surroundings.

The accreditation is to recognise efforts already undertaken by youth councillors and to document these projects formally.

HOW THIS IS ACHIEVABLE

Initially short courses comprising modules in blocks of 10 hours up to a maximum of 60 hours [1 credit per 10 hours of work in blocks of 10, 20, 30, 40, 50 and 60 hours].

Youth Councillors currently have hours which can be accounted for and included as follows:

Short Course Module 3 – Anything Goes. This could comprise:

- Council meetings – attendance, agenda and minute writing
- Street Art competition and involvement in project – entry, choosing winning designs, painting walls
- Youth Theatre workshop – setting up event, advertising and running event
- Mental Health Workshops – idea, putting it together, meeting with community, setting up and running course and communication via social media
- Ukulele workshops – planning, attending
- Open Mic Nights – planning, attending, advertising etc.
- HOUSE in the basement – menu choices, behaviour, attendance

Such short courses would be worked on and a **Certificate of Achievement** be awarded [non-qualification].

To accredit Youth Councillors with the ASDAN CoPE, the 60-hour short course [6 credits] can be bolted on to become part of the 120 hours [12 credits] with a portfolio of evidence. So just a further 60 hours to achieve either a:

- Level 1 – D-F GCSE
- Level 2 – Grade A-C GCSE – this involves a piece of research – can be carried out as a team and written up as a team

HOW

A two day overnight Residential ASDAN Training Away Day trip at Swattenden to work on documenting Youth Councillors work undertaken thus far into credits and to formulate a plan for the 2017/2018 year to ensure 120 hours be achieved for Youth Councillors' work to be accredited.

Michèle MacDonald, Committee Clerk, Sevenoaks Town Council [STC] in partnership with Shane Mochrie-Cox, Kent County Council [KCC] would attend with all youth councillors, and a youth worker, Gail Grieves, Manager of HOUSE in the Basement plus a colleague from KCC. 4 Staff in all plus the team at Swattenden.

MEASURABLE AT SWATTENDEN

The two-day programme would comprise:

DAY ONE

- **Early morning** departure from the Town Council – time tbc
- **Morning** to be spent team building with a choice of the following activities:
 - abseiling/zip wire/assault course/high ropes/archery/raft building/climbing/crate stacking
- **Afternoon** to be spent working on short courses. Two, possibly three short course activities can be achieved in the timespan. Groups would work on preparing evidence of each 10-hour block to achieve 1 credit. The aim would be to complete 2 to 3 credits during the afternoon and evening sessions.
- **Evening Meal break**
- **Evening** short course roundup to achieve 1, 2 or 3 credits.
- **Light supper and retire for the night**

DAY TWO

- **8:30 breakfast**
- **9:15 – 12:45 pm – Short courses –**
 - i. Shane to lead a planning session for Youth Councillors to set out their objectives for their 2nd year in office as a Sevenoaks Youth Councillor – November 2017 to October 2018
 - ii. Youth Cllrs to discuss volunteering at Christmas Light Switch On Lantern Workshops over 3 Saturdays in October/November
 - iii. a further 2 to 3 Short courses to be worked on
- **12:45-1:45 Lunch break**
- **1:45-3pm** to be spent team building with a choice of the following activities:
 - abseiling/zip wire/assault course/high ropes/archery/raft building/climbing/crate stacking
- **3-5pm Short Courses** to finalise short courses in the hope that each youth councillor has completed a portfolio of evidence for a minimum number of 4 credits.
- **5pm pack and assemble**
- **6pm leave for STC**

COSTS

COSTS		FUNDING
1 x ASDAN book for each YCllr = £7.25 x 16 =	£ 116.00	Member's Grant – STC and KCC to submit a joint bid
16 x Lever Arch/slip front for each YCllr =	£ 49.60	
16 x 1-12 dividers for each	£ 15.20	
10 reams A4 paper	£ 25.40	
YCllr =		PUBLICITY Photo – Linda, leader and Mayor at Swattenden
16 x Swattenden All Inclusive Charge each		
£83 =	£1,328.00	
Michèle, Gail STC	£ 166.00	
Shane + 1 KCC	£ 166.00	
TOTAL	£1,866.20	

Shane advised: KCC would like to support this in partnership with STC. STC is first one to have requested a residential training course. Possibly may provide transport. KCC to underwrite the full amount whilst STC applies for funding to mitigate the costs. KCC willing to pay up to 50% of the total costs [£933.10 STC & KCC].

RECOMMENDATION

To check with youth councillors whether they wish to be involved and Committee Clerk to progress and seek funding.

Sevenoaks Town Council**Youth Council / Youth Services Sub Committee 14th June 2017****LIVE ON THE VINE 21ST JULY 2017****Time: 6pm to 8:30pm**

Following on from the success of last year Sevenoaks Youth Council will be working with Dan Clews from We Teach Music and House in the Basement Youth Café to provide a live music event on the Vine Gardens on 21st July 2017 to celebrate the end of the summer school term.

For the past couple of months on the last Friday of each month the Youth Café has hosted an Open Mic Night for under 18 year olds. These have proved popular and it is hoped that some of these young performers will be willing to perform at the Live on the Vine event.

The costs for the event will be

Publicity	£200
Technical Support	£800

Funding for this event has been requested from Sevenoaks District Council in the form of a grant application and STC Financial Reserves. Final costs of the event are not yet known as we are in early stages of hiring stalls and performers.

In addition to music there will be a variety of stalls. Local youth groups have been offered the opportunity of having a free stand to promote their activities. The Café on the Vine will also be open. The following stalls have been confirmed.

The following stalls have been confirmed

Wagamama	£10
House in the Basement Youth Cafe	£0
Mayor's Charity – Breast Cancer Care	£0
Sweet Cheeks - FacePainting	£10
Kenward Trust	£0
SAYT	£0

Other food stalls plus Sevenoaks Scout Council and Scout Cub Section, Sevenoaks District Beavers, Air Training Corp, Westerham Sea Cadets and the Army Cadets have been invited. We await to hear back from them.

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