

Sevenoaks Youth Council
Meeting Wednesday 6th September 2017 at 6pm
Council Chamber, Sevenoaks TN13 3QG
to be followed by a meeting of the Youth Services Sub Committee at 7pm

Welcome to new Youth Councillors: Sam Panagrosso, Alex Pisarwv and Max Hooper

AGENDA

1. **Apologies for absence**
2. **Minutes of Meeting 19th July 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 August 2017
 - ii) Geographical data for July 2017
 - iii) General statistics including income for July 2017
 - iv) Outcomes for July 2017(Copies attached).
5. **Projects 2017**
To receive and discuss
 - i) ASDAN – 60 hours
 - ii) Open Mic Nights
 - iii) Verbal update regarding the Live on the Vine Summer Festival arrangements
6. **Invitations for Youth Councillors**
 - i) Kent Youth County Council Elections 2017 – 06-19.11.2017.
 - ii) MIND West Kent – MHFA training Monday 05.12.2017 – 09:30-12:30 – parental and school permission required.
7. **Dates of next Meeting**
To note the Annual General Meeting is to be held on 25th October 2017 in the Sevenoaks Council Chamber.

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**MINUTES OF THE
YOUTH COUNCIL MEETING
HELD ON 19TH JULY 2017
AT THE SEVENOAKS COMMUNITY CENTRE**

Present: Youth Cllr Sam Chard [elected Chairman for this meeting], Youth Cllr Katherine Magee, Youth Cllr Oliver Forth, Youth Cllr Charlotte Humm, Youth Cllr Tom Chapman and Youth Cllr Annabelle Durnford.

In Attendance: Cllr Richard Parry, Linda Larter, Gail Grieves and Michèle MacDonald.

Apologies for Absence: Daniel Izu (Chairman), Malcolm Briery (Vice Chairman), James Armitage (Treasurer), Zak Young, Ana Lawther, Estella Durnford, Elise Van den Hoek. and Stefane Ellis.

54. Apologies for Absence

Apologies were noted and agreed as above.

55. Minutes of the Youth Council Meeting held on 14th June 2017

The Minutes of the previous meeting were agreed to be accurate.

56. Finance Report

It was noted that the current balance was £1,573.74.

57. House in the Basement Youth Café (HitB)

The following reports were noted:

- a) House in the Basement report for June and July 2017
- b) General statistics, including income for June and July 2017
- c) Geographical data for June and July 2017
- d) Outcomes for May and June 2017

58. 2017 Youth Council Projects

It was

- a) **noted that** ASDAN will be further discussed at the next meeting of Youth Council on 6th September 2017.

b) **Resolved that:**

- i. the next Open Mic Night be held on 29th September 2017 and a date in December to be agreed and that Youth Councillors attend if possible.
- ii. Youth Councillors continue to promote the Live on the Vine Event over the coming days. It was noted that We Teach Music and the Committee Clerk were heavily promoting the event and that Youth Councillors have been requested to advertise via social media. It was also noted that all ingredients for this event to be successful be in place. A review would take place at the next meeting.

The Committee Clerk to distribute previously agreed project(s) (2016) and xxx for the next Annual General Meeting in October. Additional ideas welcomed

59. Invitations for Youth Councillors

It was noted that none had been received.

60. Grant Applications

The Town Clerk congratulated the Committee Clerk for having secured funding for the Youth Council for:

- i. £500 to hire a professional Street Art specialist for two days to convert Felicity Pitchford's winning entry onto a wall outside House in the Basement Youth Café on Wednesday 2nd and Thursday 3rd August between 10am and 4pm. Open to Young People of Sevenoaks to take part and join in with the painting.
- ii. £395 for the Photo Booth to enable unlimited free use t the Live on the Vine

The Youth Council thanked the District Council for having awarded the grants.

61. Date of Next Meeting

It was noted that the next meeting would take place on 6th September 2017.

There being no further business the Chairman closed the meeting at 6.40 p.m.

Sevenoaks Town Council

Youth Council General Income and Expenditure:
7555/38

2017/18

	Purchase Order No		Expenditure £	Income £
Starting Balance:		01/04/2017		595.54
Budget allocated:		500.00		500.00
Adjustment to Opening Balance		F&GP Min No 88 e(1)		500.00
Live on the Vine funding		F&GP Min No 88 e()		1,000.00
Street Art Posters - Live on the Vine		03/04/2017	200.00	
Photobooth - Live on the Vine	TC14079	21/06/2017	395.00	
Retweeting HOT UK FESTIVAL -				
Live on the Vine	TC14084	28/06/2017	39.00	
Open Mic Nights		24.03.2017	150.00	
& Ukulele Work shop		24.03.2017	50.00	
Open Mic Nights		28.04.2017	150.00	
& Ukulele Work shop		28.04.2017	50.00	
Open Mic Night & Ukulele - cancelled		26.05.2017	0.00	
Open Mic Nights - Ukulele no longer		30.06.2017	150.00	
Vine Café goods for LotV		31/07/2017	18.90	
Paint for Mural		28/07/2017	10.00	
Donation from LotV		27/07/2017		10.00
Banners x 3	TC13885		49.50	
Flyers x 400	RC13965		25.00	
Flyers x 400	TC14056		25.00	
Tall Pavilion banner	TC 14086		20.50	
Vine x 3 banners	TC14086		88.50	
PRS Licence			29.30	
We Teach Music for Live on Vine		after event	800.00	
Raj Bari - Stall @ LotV		08/07/2017		10.00
RBLI - Stall @ LotV		08/07/2017		10.00
Snow White Catering - Truck @ LotV		08/07/2017		10.00
SDC Grant - Street Art Mural				500.00
Competition				395.00
SDC Grant - Photo Booth		Awarded 10.07.2017		
			2,250.70	3,530.54
		Available Funds	1,279.84	
			1,279.84	

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HOUSE IN THE Basement

August- September 2017

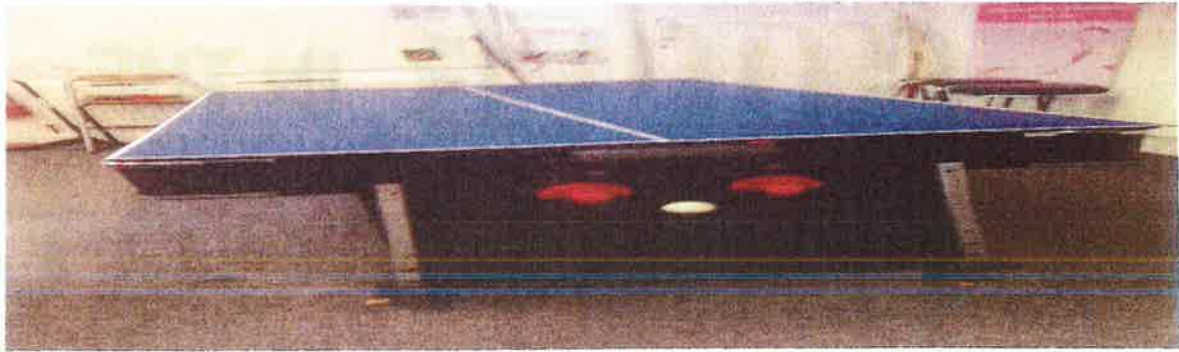
General Update

Bar one very quiet week when all our regular users decided to go away on the same week the café has been quite lively through the summer, we have had some new members and some returning ones which has been good. July's Live on the Vine was a great success with the curry stall going down particularly well. HiTB has gained some ideas to be a more prominent presence next year. Chris, Daren and Charlotte continue to work shifts to allow the café to open on a regular basis.

Tesco's and now Waitrose continue to donate food. A few weeks ago we had loads of vegetable which we turned into soup and froze in portions and with the potatoes Gail made a tasty Cheese and potato pie which went down very well with our home grown lettuce.



The café is now looking super smart with all the new furniture and work station the new pool table has been constructed and replaced the old one. The young people are really enjoying the Air hockey and table tennis set included in the revolving design.

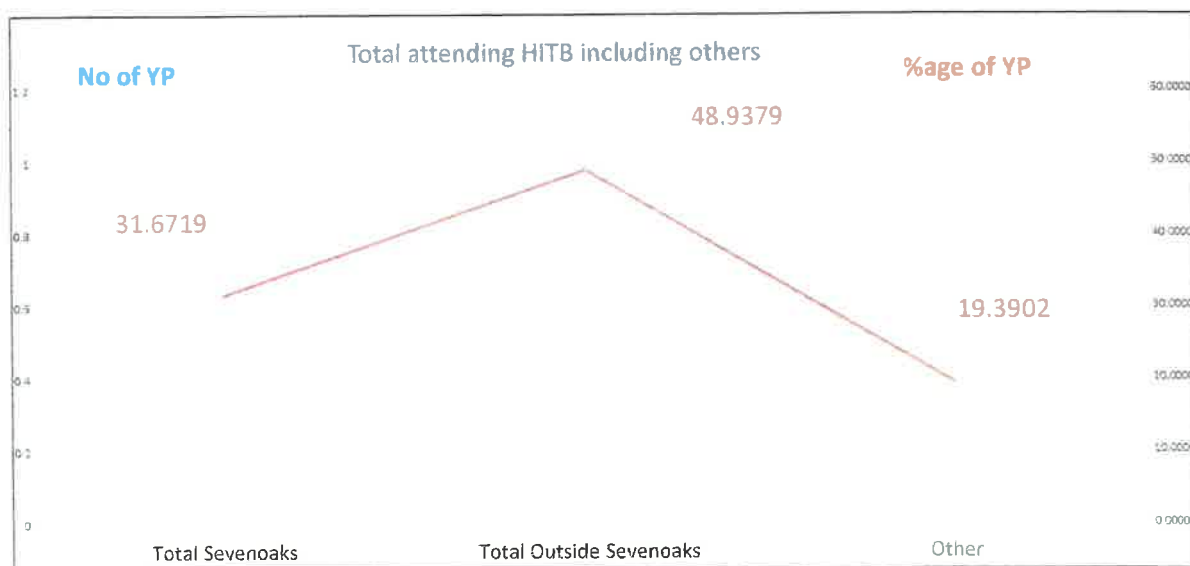
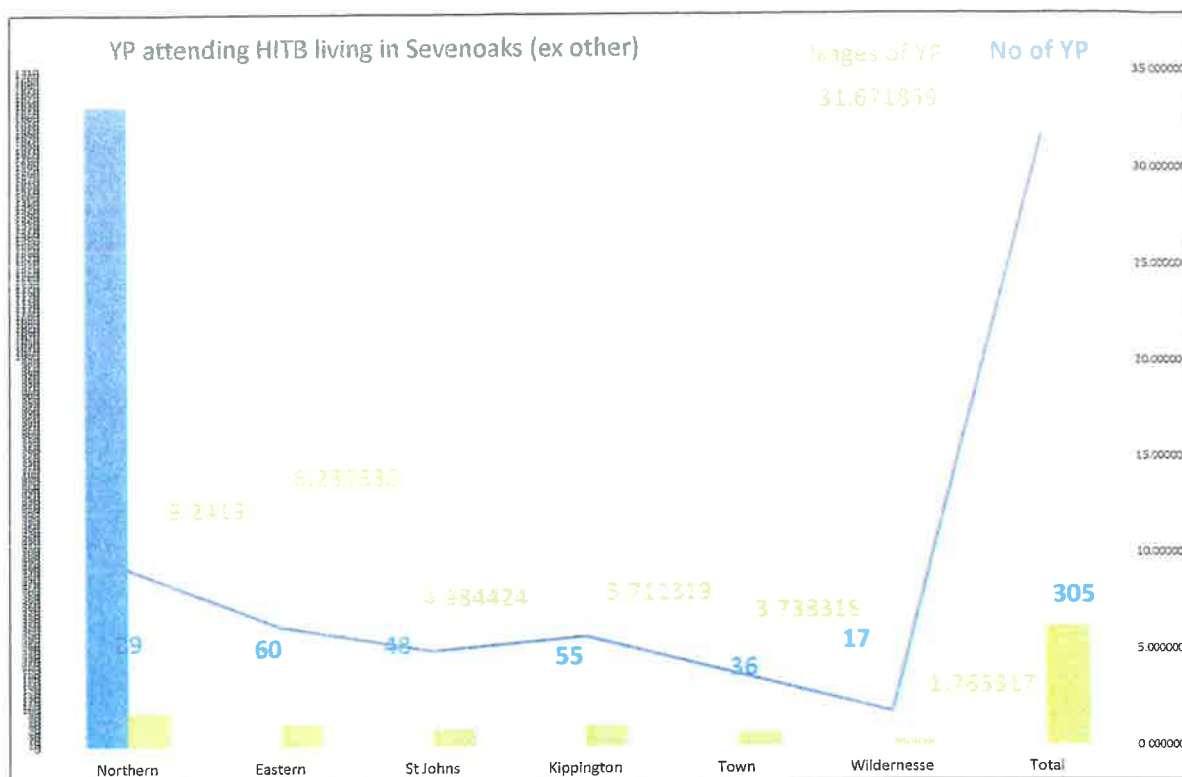


We continue to have a pool league competition with Daren being the current leader, we have also started a table tennis rally, the current leaders are on a run of 50 with breaking. We generally have some sort of edible prize on offer. JG has helped Chris with some baking in the kitchen which has been great.

HiTB user have recently completed some questionnaires about HiTB and what they would do if it wasn't here and what would encourage them to come more often, free food tended to be a majority answer to the later question.

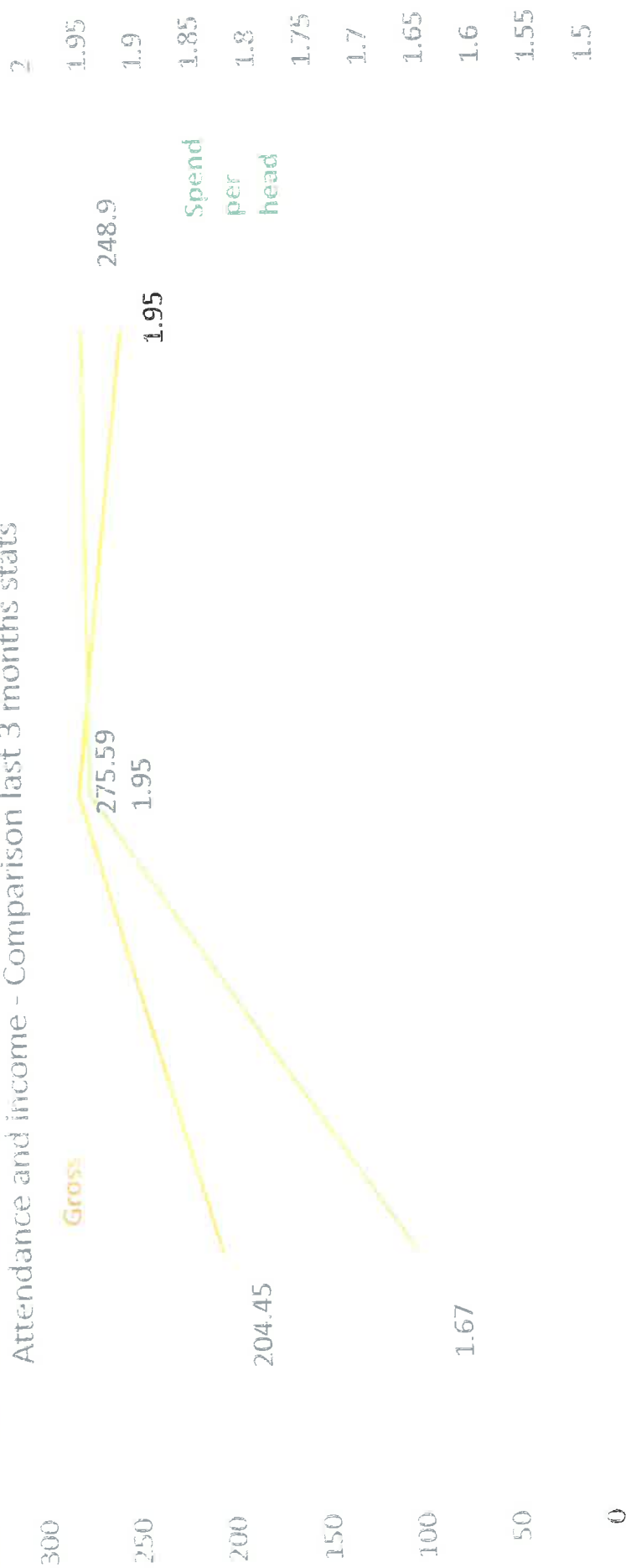
HiTB won't be holding OMN in August as we have found when the schools are off a lot of YP are away, we do plan to hold one in September, we are just waiting to hear back from we teach music with confirmation of assistance.

HOUSE in the Basement Youth Café Past Attendance Geographical data	End of June 2017	New in July 2017	End of July 2017	Percentage of total
Sevenoaks	89		89	9.241952
Northern	60		60	6.230530
Eastern	48		48	4.984424
St Johns	55		55	5.711319
Kippington	36		36	3.738318
Town	17		17	1.765317
Wilderness		0	0	0.000000
Total	305		305	31.671859
outside Sevenoaks				
Bessels Green	3		3	0.311526
Bickley, Kent	1		1	0.103842
Biggin Hill	2		2	0.243902
Borough Green	10		10	1.219512
Brasted	14		14	1.707317
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	28		28	3.414634
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	2		2	0.243902
Dunton Green	33		33	4.024390
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	15		15	1.829268
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	36	1	39	4.756098
Knockholt	2		2	0.243902
Knatts Valley	7		7	0.853659
Leigh	1		1	0.121951
Longfield	1		1	0.121951
Maldstone	8		8	0.975610
Mark Cross	1		1	0.121951
Mereworth	1		1	0.121951
Orpington	3		3	0.365854
Otford	45		45	5.487805
Oxted	5		5	0.609756
Paddock Wood	1		1	0.121951
Paris	1		1	0.121951
Pembury	2		2	0.243902
Penshurst	1		1	0.121951
Platt	2		2	0.243902
Plaxtol	1		1	0.121951
Pontoise	2		2	0.243902
Redhill	1		1	0.121951
Riverhead	44		44	5.365854
Seal	27		27	3.292683
Shoreham	3		3	0.365854
Somerset	1		1	0.121951
South borough	2		2	0.243902
South Darenth	1		1	0.121951
St Mary's Platt	1		1	0.121951
Sundridge	16		16	1.951220
Sutton at Hone	1		1	0.121951
Swanley	11		11	1.341463
Tatsfield	1		1	0.121951
Tonbridge	30		30	3.658537
Tunbridge Wells	23	0	23	2.804878
Underriver	1		1	0.121951
Wallington	1		1	0.121951
Weald	7		7	0.853659
West Kingsdown	9		9	1.097561
West Wickham	2		2	0.243902
West Malling	3		3	0.365854
Westerham	19		19	2.317073
Whiteleaf	1		1	0.121951
Wrotham	4		4	0.487805
Wales	1		1	0.121951
Other	159		159	19.390244
	657	1	658	68.328141
Total	962	658.00	963	100.000000
Total Sevenoaks		31.6719		
Total Outside Sevenoaks		48.9379		
Other		19.3902		
		100.0000	0	100.000000



HOUSE in the Basement Youth Café		May-17	Jun-17	Jul-17
Girls		23	15	20
Boys		99	126	120
		122	141	140
Sub Total		204.45	275.59	248.9
Gross income				
spend per head		1.67	1.95	1.95

Attendance and income - Comparison last 3 months stats



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Date	Support Provided
01/06/2017	Discussion on University Life
05/06/2017	Fitness and healthy eating discussion
11/06/2017	Sharing
12/07/2017	Job search on line
13/07/2017	Applying for a job
14/07/2017	Health and Fitness
19/07/2017	C Card registration
29/07/2017	Discussions on type of games wanted to be played

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ASDAN–Activities and Peer Tutoring Short Courses – Agenda Item No 5 (i)

Sevenoaks Town Council proposes that ASDAN be split into two phases in view of the educational pressure Youth Councillors may face during their academic year of educational studies:

- **Phase One** – Youth Councillors are invited to give Evidence of 60 hours of work. A Certificate of Achievement for “Activities and Peer Tutoring Short Courses (Non-Qualification).
- **Phase Two** – Youth Councillors with time to spare outside of school curriculum and able to work a further 60 hours may then decide to work for the ASDAN qualification – Certificate of Personal Effectiveness [CoPE].

Phase One

Titles of suggested evidence proof (10 hours each)

1. STC Youth Council meetings
2. Planning an event
3. Creating surveys
4. Community participation
5. Wellbeing and safeguarding
6. Volunteering

1. **STC Youth Council meetings.** Attend a minimum of 6 youth council/YSSC meetings, (Evidence: copy of the minutes that recorded attendance. As at 06.09.17, there will have been 8 Youth Council meetings – evidence of 80 hours is available).
2. **Planning an Event:** Decide the event, plan the event, market the event, attend the event, evaluate event. (Evidence: notes, photos, flyers, poster, social media screenshots, written evaluation e.g Live on the Vine, Open Mic Nights).
3. **Creating Surveys** Discuss with group what survey you wish to carry out, create a questionnaire and simplicity of completion, consider pros and cons of manual and on line and target market, where/when will the survey be carried out, analyse results. (Evidence: notes, photos, flyers, poster, survey, social media, web link, screenshots, written evaluation e.g. Christmas Lights 2016).
4. **Community participation** What project will you be involved with, explain your reasoning for being involved, what skills will you be bringing to this project, when is this project planned for, who will benefit from your involvement, evidence of your involvement e.g. photographs. Evaluation (Evidence: notes, photos, flyers, poster, social media screenshots, written evaluation e.g. Street Art Competition).
5. **Wellbeing and Safeguarding** raising awareness for young people’s mental health, communicate with relevant outside agencies, arrange for awareness session to held at HiTB, Market the session, attend the session, discuss outcomes at next YC (Evidence: notes, photos, flyers, poster, social media screenshots, written evaluation).
6. **Volunteering** e.g. volunteer at an event, run a workshop in conjunction with HiTB or help raise funds for HiTB (Evidence: photos, times and dates and written evaluation of the time spent e.g. Live on the Vine, Open Mic Nights).

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Michele MacDonald

From: KYCCkent.gov.uk@kent.gov.uk
Sent: 04 August 2017 14:23
Cc: Hannah.Patton@kent.gov.uk; sadie.williams@kent.gov.uk
Subject: KYCC elections 2017

Kent Youth County Council Elections 2017

6th – 19th November

Registration is now open for all schools and youth organisations to register to take part in this year's Kent Youth County Council elections, well done to the few that have already signed up.

Schools & youth organisations can now sign up to be Polling Stations for the KYCC Elections in November .017. Last year 133 secondary schools and youth organisations took part in the elections, supporting over 22,000 young people to vote!

Elections will take place online and via a paper ballot. All materials will be delivered to you the week before the elections.

If you would like to run the elections within your school or organisation [Sign up now](#) it only take 1 minute!

Young people aged 11 – 18 years can also sign up to be a candidate for the elections, in September we will be sending out lots of publicity materials for promotion to young people. Young people can choose to stand as a district member to represent the area they live or go to school in. or they can register to be a candidates for a community seat to represent a particular community group of young people who may not normally be represented through the elections process. Please promote to all your young people.

District seat elections will take place in secondary schools and youth clubs. The community seat elections will take place separately with the young people represented from that particular community group.

If you would like any further information on the elections or KYCC please do not hesitate to contact me.

Kind regards,

Sadie

Sadie Williams | Participation Coordinator (KYCC and HeadStart) | Children, Young People and Education | Kent County Council | 2nd Floor | Invicta House | Maidstone | Kent ME14 1XX | Mobile 07912 405954 | Tel 03000 417998 | www.HeadStartkent.org.uk | [Kelsi HeadStart](#) | [@HeadStartKent](#) |



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**Mental Health First Aid Course – Tuesday 5th December 2017, 09:30 – 12:30
@ Sevenoaks District Council, Argyle Road – Youth Council Agenda 06 (ii)**

The outline of the course is below:

The 3-hour course provides information, tools and techniques to promote a young person's mental and emotional wellbeing and to enable participants to support a young person who might be experiencing mental and emotional distress.

You will learn how to:

- spot the early signs of a mental health problem in young people
- help protect a young person who might be at risk of harm
- feel confident in helping a young person experiencing a problem
- provide help on a first aid basis
- help prevent a mental illness from getting worse
- guide a young person towards the right support
- help a young person recover faster
- reduce the stigma of mental health problems

If interested in attending, please contact Michèle MacDonald, Committee Clerk as parental and school permission slips need to be completed.

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