

SEVENOAKS YOUTH COUNCIL ANNUAL MEETING

12th December 2017

6:00-7:00pm in the Town Council Offices, in the Council Chamber at Bradbourne Vale Road,
Sevenoaks TN13 3QG.

AGENDA

1. ELECTION OF CHAIRMAN

2. ELECTION OF VICE CHAIRMAN

3. ELECTION OF TREASURER

4. APOLOGIES

5. MINUTES

To receive, note and adopt the Minutes of meeting held on 6th September 2017 (copy attached) and to note that the meeting due to have been held on 1st November 2017 was inquorate.

6. FINANCE REPORT

To receive and consider the balance of the Youth Council as at 16th October 2017 (Copy attached).

7. IDEAS FROM YOUTH COUNCILLORS

To review ideas from Youth Councillors when elected (copy attached).

8. HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

To receive and note the

- a) September/October
- b) November 2017

reports (copies attached).

9. Events

- a) Invitation to attend the HiTB Christmas Party [copy attached]
- b) Open Mic Nights in 2018:
 - 26th January 2018
 - 23rd February 2018
 - 16th March 2018
 - 18th May 2018
 - 29th June 2018
- c) Live on the Vine Event – Friday 20th July 2018

10. DATES OF NEXT MEETINGS

All meetings start at 6.00pm in the Town Council Chamber

- 31st January 2018
- 21st March 2018

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**MINUTES OF THE
YOUTH COUNCIL MEETING
HELD ON 4th SEPTEMBER 2017
AT THE SEVENOAKS COMMUNITY CENTRE**

Present:

Youth Cllrs: Daniel Izu [Chairman], Malcolm Briery [Vice Chairman], James "The Don" Armitage [Treasurer], Sam Chard, Katie Willis, Katherine Magee, Phoebe Chrichtlow, Zak Young, Ana Lawther, Estella Durnford, Annabelle Durnford, Stefane Ellis, Samuel Panagrosso, Liver Forth-Humm *[arrived 6:30]* and Charlotte Humm *[arrived 6:30]*.

In Attendance: Cllr Richard Parry, Cllr Marilyn Canet, Shane Mochrie-Cox, KCC Area Youth & Community Worker, Linda Larter, Gail Grieves and Michèle MacDonald.

Apologies for Absence: Elise Van den Hoek

Prior to the start of the meeting at 6:10pm, the new Youth Councillor, Samuel Panagrosso, was welcomed and introductions around the room were made.

62. Apologies for Absence

Apologies were noted and agreed as above.

63. Minutes of the Youth Council Meeting held on 19th July 2017

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

64. Finance Report

The Treasurer noted that the current balance was £1,279.84.

65. House in the Basement Youth Café (HitB)

The following reports were noted:

- a) House in the Basement report for August 2017. The donation of food by Tesco and Waitrose was welcomed by Cllr Canet.
- b) General statistics, including income for July 2017
- c) Geographical data for July 2017
- d) Outcomes for July 2017

66. 2017 Youth Council Projects

- a) **ASDAN** - it was noted that this project be split into two phases in view of the current workload Youth Councillors face during their academic year. There is no age limit and it is not time constrained.
 - i. Phase One mainly covers work undertaken to date by Youth Councillors with most time now to be spent on providing their personal evidence to cover 60 hours of work. Youth Councillors would use the section "Anything goes" comprising of the modules list as Agenda Item 5 (i) now attached as **Appendix A**. A Certificate of Achievement for "Activities and Peer Tutoring Short Course [non-qualification]" would be attained. 12 Youth Councillors agreed to take part and took their folders with the aim to complete by January 2018. Such an accreditation would assist in future CV's as it shows time was spent in the Community to benefit local people which is that outside the curriculum. It was agreed that queries be directed to the Committee Clerk, who will happily meet from 4pm on dates of meetings or at times mutually agreeable to assist with their ASDAN project. Further folders are available from the Committee Clerk for others to partake.

- ii. Phase Two – Should Youth Councillors feel comfortable about proceeding to attain a level 2 GCSE Equivalent by the end of their two-year terms as a Sevenoaks Youth Councillor [October 2018], they may then work a further 60 hours to work for the ASDAN Qualification – Certificate of Personal Effectiveness [CoPE].

It was agreed that a Residential ASDAN event could then be arranged for February 2018 to set a programme from then until end of September 2018.

- b) **Open Mic Nights** – previously such events were held on the last Friday of the month. The timetable for the rest of the year be, Fridays:

- 29th September
- 13th October
- 17th November
- 15th December

Youth Cllr Samuel Panagrosso enquired whether such nights might also include stand-up comedy, which was agreed by all. September to November would enable performers to take part on stage at the Christmas Lights Switch On Event on Friday 24th November 2017. The Town Clerk and Committee Clerk asked for volunteers at such events which in turn would help with ASDAN.

The Committee Clerk advised that the total cost to run four Open Mic Nights be £600, which was agreed.

- c) **Live on the Vine Event 21st July 2017** – The Town Clerk reported that over 600 members of the public attended this event which closed half an hour later than schedule at 9:30pm. The Town Clerk thanked:

- the Committee Clerk for organising a display of many varied stalls and for having obtained a grant for the Photo Booth, which was well received by the public. Photos taken in the booth were circulated at the meeting and a collage of the event is attached as **Appendix B**.
- the two Youth Councillors who acted as compere and those who helped conduct surveys during the event
- The performers who put on a wonderful show for the public

The Town Clerk advised that lots of teenagers attended with the biggest age group being year 6 wearing their signed end of term school T Shirts. It was agreed that additional Public Address be required in the Vine Gardens.

67. **Invitations for Youth Councillors**

- a) **Kent Youth County Councils Elections 6th – 19th November 2017** – Mr Mochrie-Cox advised that there are 48 seats available in the election. Polling stations will be available in Walthamstow Hall and Knole Academy schools. Of these, 7 seats are available to be elected as a Kent UK member of the Youth Parliament which sits in the Houses of Parliament mid-July and in October annually. To sign up click here: <http://www.kent.gov.uk/about-the-council/youth-participation/kent-youth-county-council/elections-kent-youth-county-council>. Completed ballots will be collected on Monday 20th November 2017 when the elections have finished.
- b) **MIND West Kent – Mental Health First Aid Course – 5th December 2017 09:30-12:30** – Youth Councillors wishing to take part in this 3-hour course, taking place at the District Council Offices in Argyle Road, Sevenoaks, will need to contact the Committee Clerk by 13th October 2017 in order that forms be distributed for Youth Councillors to seek permission from their school and parents/guardians as this falls within the term time.

68. **Dates of Next Meetings**

To note that the AGM date has been moved from 25th October to 1st November 2017.

There being no further business, the Chairman closed the meeting at 6:50pm

Appendix A

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).

Sevenoaks Town CouncilYouth 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	
Refreshments re LotV		04/08/2017	10.20	
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	TC13965		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		25/07/2017	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		07/08/2017		500.00
Competition		13/07/2017		395.00
SDC Grant - Photo Booth		16/10/2017	300.00	
Open Mic Nights - Sept. & Oct.				
			2,560.90	3,530.54
		Available Funds	969.64	
			969.64	

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Workshop

Youth Councillors were asked to put forward their ideas for the new Youth Council to consider 4 questions over the coming two-year term in 2016, which resulted in the following answers:

i: What would you do in the next year?	Carried out year One
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.	No
Zebra crossings	No
Provide a wider variety of things for young people	Open Mic Nights reintroduced Street Art Theatre Youth Workshop Live on the Vine *
Astro all weather pitches	Sevenoaks Town Council did this
Raise at least £1000 for Sevenoaks Charity	No
Improve the community by carrying out a beneficial project	No
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	
ii. What would you do in the next 2 years?	
Achieve a beneficial project for the local community	
More public transport	
Sit, talk and listen Sit and nod	
More activities involving young people	As above*
To even out opportunities for children to get a good education	
I would like to help young people have a more positive outlook on life	
Over the next two years I want to have directly organised a number of intellectual and physical activities that appeal to a wide range of genders and age groups to see people come together and enjoy themselves.	

Youth Councillors were asked to put forward their ideas for the new Youth Council to consider 4 questions over the coming two-year term in 2016, which resulted in the following answers:	
iii. What is the main problem for young people in the Sevenoaks area?	
Money	
Clowns (anti-social behaviour)	
Stress	Mental Wellbeing event at HiTB held
Exam pressure	Mental Wellbeing in preparation for exams
Lack of sports facilities	
School stress	
I think that the main problems is transport and schooling. I think that the fact that there is no grammar school, creates the transport issue is that we are shipping students out on buses at costly expense	HiTB Members can use No 8 Bus free in Sevenoaks
I think that the greatest problem for young people in Sevenoaks is that of the lack of advertising concerning them. I had no idea about the existence of the HOUSE in the Basement until today and I've been here for four years	Christmas Lights switch On 2016 – youth Cllrs collectively surveyed the young people of Sevenoaks highlighting this facility
iv. If money was no problem, what facilities would you like in Sevenoaks?	
Free buses and train	No 8 Bus free for HiTB Members around Sevenoaks
Recording studio	
Learning centre	
Theme park	
Silence rooms	
Make it the capital of the world	
More shops for young people	
More zebra crossings	
Junior under 18	
A sports Hall would be nice as well	
Wider range of shops in the town centre	
I would aim to improve the youth facilities available and to set up more large-scale activities to ensure the youth of Sevenoaks are always enjoying their time here.	Live on The Vine Event Open Mic Nights

HOUSE IN THE **Basement**

September/October 2017

General update

Numbers are still consistent, with a regular few visiting daily, Friday evenings and Saturdays are much busier with some new faces attending more regularly. Food sales continue to improve and we continue to cook using the food donations from Tesco's and Waitrose. Income for September was £380.55 which was up from August at £272.71 giving us a spend per head as £2.36 and £1.75 respectfully. Chris, Daren and Charlotte continue to cover hours to enable the café to remain operational however, Daren is due to have a knee replacement on the 30th October and this may cause some issues for Thursdays.

On Fridays and Saturdays, we have introduced scree free hour where all the young people come off their screens and play a board or card game, we have enjoyed some hilarious games of Uno and Monopoly.

The Open Mic Night has restarted and our first one was on the 29th September Dan from we teach music played a few songs and only a few young people turned out to play, the free food from Wagamama's went down very well. We are hopeful that the October and November ones will be busier.

The Lewis project and The Breast Cancer support group continue to hire Mondays and Tuesdays and We Teach Music will hire HiTB from November on a Thursday free of charge. In exchange, We Teach Music will:

- a) promote the Open Mic Nights via social media
- b) promote the Open Mic Nights to their students inviting them to attend and perform
- c) attend the Youth Café on monthly dates agreed between the Sponsor and STC/HiTB to provide technical assistance, compere and host an Open Mic night for Young People aged 11 to 18 [11 to 25 for those less abled] arriving at 6pm ready for the actual two-hour event 7pm to 9pm.

The Autumn Open Mic Night dates will enable young performers to be ready for their appearance on stage at the annual Christmas Lights Switch On Event and the Spring summer terms will enable Young performers to appear at the annual Live on the Vine at the end of the summer term.

Cakes continue to go down well, the Malteser one especially. Daren recently bought in lots of apples from his garden and Charlotte made a lovely apple cake.



Gail has been supporting a young person with finding a part time job and the possibility of attending University in the future, I have been in touch with a lady at the Kent Autistic society, but unfortunately, they can only answer questions and do not offer 1-1 support, I will be looking at other voluntary organisation to see if we can obtain some kind of mentor to support him with this process.

HOUSE IN THE Basement

November-December 2017

General Update

Numbers have increased throughout November, finally have some girls attending on the Saturday.

Now the colder weather is here some more young people are attending in the evening. Food sales continue to be good with more opting for the special on a regular basis, especially if it Hot Dog pasta bake or Chicken Curry. Food sales for November totalled £323.70 coming out at £1.99 a head, so slightly more Than October's which is positive. Chris and Charlotte continue to cover shifts whilst Daren is recuperating from his knee replacement. Daren is aiming to return to work on December the 7th.

The screen free time continues to work well with Cluedo being a recent game played by a group.



We Teach Music have begun using HiTB on Thursday for their "rock school" in return they support our Open Mic Nights. November's OMN was well attended and the free Wagamama's always goes down well.

Gail and Charlotte supported CLSO event, patrolling the Town and Vine and talking with Young people, some of the OMN artists played on the main stage and this went down well with the crowds and Young People. Our next OMN is Friday 15th Decemeber 2017.

The Lewis Project and Breast Cancer Support continue to Hire HiTB on Monday's and Tuesday's and We teach music wish to trial a further month taking them to the end of the year. We also continue to receive Fair share donations from Tesco's.

The Young person Gail was supporting with fiinding a part time job has had an interview but sadly was not successful due to lack of experience, We have suggested he applys to one of the Towns Charity shops for some volunteer work which will enable him to gain some retail experience.

We have planned a Christmas party at HITB for Saturday 23rd December with games, food and small gifts. Thanks go to the Town Council for allowing us the budget to do this.

 **HOUSE** IN THE
Basement

Christmas PARTY

Saturday 23rd December
5.00 - 8.00pm

Lucky dip pressie for all attending
Party food and nibbles
Games
Pass the parcel

Reserve your place by adding your name
to the guest list in the café

Go on, it's good for your elf!

