



Annual General Meeting

7th November 2018 @ 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, November 2018 to October 2020 (copy attached).
- 7. Minutes of Last Meeting**
To receive and adopt the Notes of the Youth Council meeting held on 19th September 2018 (copy attached)
- 8. Sevenoaks Youth Council Constitution**
To review and discuss the Youth Council Constitution.
- 9. Christmas Light Switch On**
To consider attendance at the Christmas Lights Switch on Event on Friday 30th November 2018 and ideas of activity.
- 10. Date of Next Meetings**
All meetings start at 6pm and are normally held in the Council Chamber, Bradbourne Vale Road, SEVENOAKS, TN13 and last for one hour (copy time table attached).

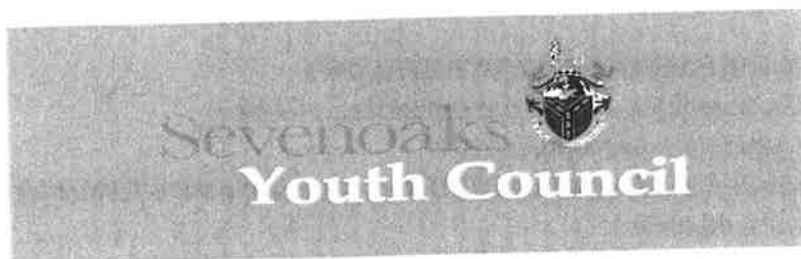
Sevenoaks Town CouncilYouth Council General Income and Expenditure:
7555/38

2018/19

		Expenditure		Income
		£		£
Starting Balance:	01/04/2018			£969.64
Budget allocated:	500.00			£ 500.00
Open Mic Night (Late Invoice)	23/02/2018	£	150.00	
Open Mic Night (£120 from One Stop Grant)	16/03/2018	£	30.00	
Open Mic Night (Ukelele)	27/04/2018	£	40.00	
Open Mic Night	18/05/2018	£	150.00	
Open Mic Night	29/06/2018	£	150.00	
Overspend from Kent Police Commissioner's Grant		£	38.32	
LotV West Kent Communities				£ 100.00
Income	08/08/2018			£ 30.00
YC 5 year Domain	28/09/2018	£	49.00	
YC Weebly 2 years	28/09/2018	£	48.00	
		£	655.32	£1,599.64
Available Funds		£	944.32	
		£	944.32	

NOTES:

£350 from Sevenoaks School paid towards an ipad for HITB



**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 19th SEPTEMBER 2018
IN THE COUNCIL CHAMBER at 6pm**

Youth Councillors Present:

Phoebe Crichtlow (Vice Chairman), Sam Chard, Tom Chapman, Ram Capoor, Annabelle Durnford [*arrived 6:05*], Katherine Magee [*arrived 6:05*], Amber Warrender and Katie Willis (Treasurer)

Apologies:

The Town Clerk advised that some Youth Councillors had left for university, including the Chairman, Elise van den Hoek.

Also Present:

Cllr Andrew Eyre
Cllr Simon Raikes
Cllr Richard Parry
Mr Shane Mochrie-Cox, Kent County Council
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk

Youth Councillor Phoebe Crichtlow was elected Chairman for this meeting and welcomed Ram Capoor as a new Youth Councillor.

18 MINUTES OF MEETINGS – 2018

RESOLVED: It was noted that meetings due to have been held previously had not taken place on the following dates for the reasons shown below:

- a) 21st March 2018 - inquorate
- b) 9th May 2018 - cancelled due to exam timetabling
- c) 4th July 2018 - inquorate

19 FINANCE REPORT

RESOLVED: to receive and note the income and expenditure sheet noting money spent via grant aid received from:

- a) One Stop Shop
 - b) Kent County Council Police Crime Commissioner's Office
- in support of the Live on the Vine end of summer term festival. It was **agreed that** the minutes would show the Youth Council's current available balance be: £1,041.32.

20 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

RESOLVED: to receive and note the reports as follows:

- a) HiTB Report for September 2018
- b) HiTB Stats for July and August 2018 [in future the date format would be in the yyyy mm dd order].

The Town Clerk advised that a new Manager for the HiTB has been appointed, Charlotte Marchant, who has lots of new ideas has already purchased a new PS4 and was arranging a Japanese themed evening.

21 HERITAGE LOTTERY FUNDING BAT & BAL – VOLUNTEERING OPPORTUNITIES

The volunteering opportunities regarding the Bat & Ball Station copy circulated with the agenda had not copied well and it was **agreed** that an up to date copy be circulated with the minutes (copy attached).

The Town Clerk advised that there were many projects which Youth Councillors and their friends may wish to get involved with, including:

- a) Arts and Craft Workshops
- b) Historical research
- c) Interviewing people for information about their past and present usage of the station.

It was noted that Youth Councillors Phoebe Chrichtlow and Katie Willis attended the Bat & Ball Time Capsule Ceremony held on 6th September 2018.

22 INVITATION AND EVENTS

- a) 2018 09 28 – Japanese Themed Evening at HiTB – The Town Clerk advised that the new HiTB Manager was organising a Japanese Themed Evening on Friday 28th September 2018. Youth Councillors were asked if they might attend taking friends along for the evening. It was **agreed** that a flyer be circulated with the minutes (copy attached).

23 YOUTH COUNCIL ELECTIONS

The Town Clerk advised that:

- a) New term commences every two years, which is 7th November 2018 at the Annual General Meeting, when all applicants will be asked for their aims over the next one and two-year period and what would they do if money were no object
- b) the Youth Councillors would be encouraged to be more involved with the Youth Café providing ideas to develop the HiTB.

It was **noted** that the current Youth Council carried out a survey at the 2016 Christmas Light Switch On Event to promote and raise awareness of the youth café and had since held FREE music lessons followed by Open Mic nights, which then fed into the Live on the Vine End of Term Summer Festival [2016 and 2017] and participation on the Stage at the Christmas Lights Switch on Event [new 2017]. It was **suggested** that the current Youth Council Election website have the blurred [Young people protection] picture exchange with one of the Sevenoaks Youth Councillors.

Youth Councillors made the following suggestions for activities to be held at HiTB:

- i. Advertising - Youth Councillors agreed to
 - (1) hold Assemblies at their schools
 - (2) put up posters on Noticeboards in their schools
 - (3) advertise on social media as flyers are simply discarded. HiTB FaceBook and Twitter is already set up and Youth Councillors agreed to share with their friends also and to advertise via Instagram.
 - (4) Design a project to revamp advertising for HiTB by Youth Councillor Tom Chapman
- ii. Study Place – Quiet night: possibly on Thursdays was suggested to use HiTB as a quiet place for studying as the library closes early and PC's plus WIFI are available to use. Not all Young People have PC's/WIFI access at home
- iii. Competitions – pool, air hockey and football [FIFA] suggested with a league table once monthly. Youth Councillor Tom Chapman agreed to assist. Prizes would be free Stag cinema tickets.
- iv. Ted Talks – Youth Councillors to suggest Speakers for consideration.
- v. Book Club – monthly night at HiTB suggested
- vi. Vinyl nights – all to bring own records. Youth Councillor Tom Chapman will talk to Sevenoaks Record Shop asking for their assistance.
- vii. Curry and Quiz nights - could be introduced as the meal deal at HiTB costs £2 for a meal plus drink.

The Town Clerk advised that past benefits of the HiTB included young people:

- Gaining part time jobs:
 - having received CV assistance from staff at HiTB
 - having taken part in a Food Hygiene Certificate Course
 - having received a signed certificate from the Mayor of Sevenoaks for completion of an 8-week volunteering course at HiTB. It was **agreed** that a copy be included with the Minutes [copy attached].
- being given a free No 8-bus pass for Sevenoaks for attending HiTB
- who were initially self-conscious of attending HiTB, had in the past become a volunteer, in which way there was a purpose to attend and friends outside of their school could be made gradually whilst learning skills for their future CV
- Young People had gained full time employment
- Young people had gained confidence in performing to large crowds.

There being no further items, the meeting closed at 6:45 pm.

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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.

Sevenoaks



Meeting dates 2018/2019
Sevenoaks Town Council Chamber @ 6pm
Bradbourne Vale Road, Sevenoaks, TN13 3QG

AGM – Wednesday	7 th November 2018
Tuesday	4 th December 2018
Wednesday	30 th January 2019
Wednesday	13 th March 2019
Wednesday	8 th May 2019