

Sevenoaks Youth Council



Annual General Meeting

6th November 2019 @ 6pm

Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG

AGENDA

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Election of Treasurer**
4. **Apologies for Absence**
5. **Appointment of Two Youth Councillors to the Youth Services Committee**
6. **To consider Invitation for Two Youth Councillors to:**
 - i. Attend Friends of Pontoise Gala Dinner in Sevenoaks 23rd May 2020 6.30 – 10.30pm; and
 - ii. Participate in the Exchange Visit to Pontoise 13th to 16th May 2021
7. **Minutes of Last Meeting**

To receive and adopt the minutes of the Youth Council meeting held on 11th September 2019

Attached
8. **Minutes of meeting of Youth Services Committee 11th September 2019**

To receive and note the minutes of the Youth Services Committee held on 11th September 2019

Attached
9. **Finance Report**

To receive and note:

 - A. The income and expenditure sheet for the Youth Council's running budget, as at Sept 2019
 - B. The income and expenditure for the Youth Council's charity fundraising, as at Sept 2019

Attached
Attached
10. **Youth Council's Two-Year Term Plan**

To review progress against proposals discussed in December 2019

Attached

11. West Kent Communities Training Opportunity

West Kent Communities has offered to provide a training course (funded up to the value of £1000) for young people, joint hosted by the Town Council, in the House in the Basement.

Youth Councillors are asked to discuss ideas for the training course.

12. House in the Basement [HiTB] Youth Cafe

To receive and discuss the HiTB report for September 2019

Attached

13. Fundraising for Nominated Charity Stem4

To discuss ideas proposed by Youth Councillors and to agree next steps.

14. Christmas Light Switch On

To consider attendance at the Christmas Lights Switch on Event on Friday 29th November 2019 and ideas of activity.

15. Date of Next Meetings:

4th December 2019

12th February 2020

All meetings start at 6pm and are held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 and last for one hour

**Meeting of the Sevenoaks Youth Council
Held on 11th September 2019
At Sevenoaks Town Council Chamber**

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.40 p.m.

Present:

Roshni Agarwal	<i>Apologies</i>	Ola Kujawska	<i>Apologies</i>
Eva Azazoglu	<i>Apologies</i>	Emily Mahoney	<i>Apologies</i>
Alexander Black		Megan Ng	<i>Present</i>
Sam Chard	<i>Present</i>	Louisa Phillips	<i>Apologies</i>
Phoebe Crichtlow		Michael Roberts	<i>Apologies</i>
Samuel Crawford	<i>Apologies</i>	Rose Spurling	<i>Present</i>
Tasha Dambacher (chairman)	<i>Present</i>	Gabby Tan	<i>Present</i>
Ronnie Day	<i>Apologies</i>	Loic Thiry	
Charlotte Foulds - (Vice Chairman)	<i>Apologies</i>	Amy Vickers	
Oscar Goodwin	<i>Present</i>	Amber Warrender	<i>Present</i>
Matthias Jammot – (Treasurer)		Jacob Watson	<i>Apologies</i>
Meera Jassi	<i>Apologies</i>	Katie Willis	<i>Apologies</i>
Ishwar Sharma			

In Attendance: Cllr Granville-Baxter, Cllr Shea, Town Clerk and Committee Clerk

In attendance for part of the meeting: Evy Drew, Co-chair Sevenoaks Friends of Pontoise, and Patrick Cheung, Recycling Co-ordinator, Sevenoaks District Council

Tasha Dambacher Chaired the meeting.

53. Presentations

a) Sevenoaks Friends of Pontoise

Evy Drew advised that Sevenoaks had been twinned with Pontoise in France since 1964. She described activities undertaken by the organisation, in particular the annual four day exchange visit which alternated between the two towns. She invited two Youth Councillors to attend a Gala Dinner in Sevenoaks on 23rd May 2020 6.30 – 10.30pm, and the exchange visit to Pontoise 13th to 16th May 2021.

b) Recycling in Sevenoaks

Patrick Cheung gave a presentation setting out the recycling services provided by Sevenoaks District Council. There was a discussion about the materials that could or could not be recycled together with issues regarding reducing plastic use. Patrick also explained what happened to the waste once it had been collected.

The Youth Council commented that Sevenoaks had one of the lower recycling rates at 32.5%; Patrick advised this had now increased to 40% and explained some of the difficulties faced. The Youth Council considered ways people could be incentivised to increase their recycling and it was suggested that the Town Partnership could be asked to consider this. Patrick asked Youth Councillors to check whether their schools participated in clothes recycling and, if not, asked that they contact him if interested.

The Chairman thanked Evy Drew and Patrick Cheung for the interesting and informative presentations.

54. Apologies for Absence

Received from Roshni Agarwal, Eva Azazoglu, Samuel Crawford, Ronnie Day, Charlotte Foulds, Meera Jassi, Ola Kujawska, Emily Mahoney, Louisa Phillips, Michael Roberts, Jacob Watson and Katie Willis.

55. Minutes of the Previous Meeting held on 3rd July 2019

The Minutes were agreed as a true record.

56. Finance Reports

a) Income and Expenditure for Youth Council's Running Budget

Noted that following expenditure on two Open Mic events in April and May the budget balance was £1,009.20. As agreed at the meeting held on 13th March 2019, £150 had been committed as a donation to the Skateboard Day event in August.

b) Income and Expenditure for the Youth Council's Charity Fundraising

Noted that fundraising had not yet commenced for the Youth Council's charity, Stem4, but that Amber Warrender had contacted them to request leaflets and to arrange a speaker to attend a future meeting.

57. House in the Basement Youth Café

It was noted that:

- Charlotte Marchant the manager for the past two years had now left and a new manager, Shelley Reynolds had started last week.
- Part time staff Simeon, Paula and Daren had kept the youth café open, however on reduced hours. They continue to be supported by volunteers including from Sevenoaks Area Youth Trust (SAYT).
- The number of young people attending the youth café remained good and several new younger members had recently started to attend.
- Now the new manager was in place, statistics would start to be provided as previously.

58. Recycling in Sevenoaks

Further to the presentation at Minute 53(b) above, the following matters were noted:

- A number of local businesses had signed up to the Plastic Free Sevenoaks Pledge and the Water Refill Scheme, Youth Councillors were advised to check the Town Council website for updated figures;
- The Town Clerk was planning to discuss the water refill scheme with Sevenoaks and Bat and Ball railway stations; and
- The Town Clerk advised that some towns had raised awareness by installing large sculptures/art installations that could be filled with plastic bottle tops, and she was exploring the possibility for Sevenoaks.

The Youth Council congratulated Gabby Tan on winning a Diana Award for inspirational young people for her environmental campaigns and initiatives and her work in the UK and Malaysia supporting refugee and asylum seeker education.

59. Date of Next Meeting – 23rd October 2019

It was noted that the next meeting would be held on 23rd October 2019. This would be the Annual General Meeting and would include the appointment of the Chairman, Vice-Chairman and Treasurer.

There being no further business the Chairman closed the meeting.

This page left blank intentionally

This page left blank intentionally

**Sevenoaks Town Council
Minutes of the Youth Services Committee
Held on 11th September 2019 in the Council Chamber**

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.10 p.m.

Cllr Rachel Parry, Chairman	Apologies		Cllr Claire Shea, Vice Chairman	Present
Cllr Roderick Hogarth	Apologies		Cllr Tom Morris Brown	Apologies
Cllr Keith Bonin	Present		Cllr Victoria Granville Baxter	Present
Cllr Simon Raikes (Chairman F&GP)	Apologies		Cllr Edward Waite	Present
Mrs. Caroline Berry, SAYT	Present for part of the meeting			

In attendance: Cllr Dr M. Canet, Linda Larter Town Clerk, Alison Futtit Committee Clerk.

Public Question Time There were no members of the public present.

263. Apologies for Absence

Received as noted above, and from Ms. Sarah Gaunt and Ms. P Nicholson.

264. Requests for Dispensations

There were no requests for dispensations.

265. Declarations of Interest

There were no Declarations of Interest at the meeting.

266. Minutes

i) Minutes of the Youth Services Sub Committee held on 3rd July 2019

RESOLVED: to accept and sign the Minutes of the meeting as a true record.

ii) Minutes of the Youth Council Meeting held on 3rd July 2019

The Town Clerk advised that Youth Councillor Gabby Tan had won a Diana Award for inspirational young people for her environmental campaigns and initiatives and her work in the UK and Malaysia supporting refugee and asylum seeker education.

RESOLVED: To note the Minutes.

267. House in the Basement Youth Café

i) Report to August 2019

The following report was received from the Town Clerk:

- Charlotte Marchant the manager of the Youth Cafe for the past two years had now left and a new manager, Shelley Reynolds, had started the previous week.
- Part time staff Simeon, Paula and Daren had kept the youth café open, however on reduced hours. They continue to be supported by volunteers including from Sevenoaks Area Youth Trust (SAYT).

- The number of young people attending the youth café remained good and several new younger members had recently started to attend.
- Now the new manager was in place, statistics reports would be provided as previously.

The Committee hoped that Shelley Reynolds would be able to attend the next meeting to meet the Committee members and discuss the way forward for the Café.

RESOLVED: That the report be noted.

ii) Finance Report to 30th June 2019

RESOLVED: That the Finance Cost Centre report for the Youth Café to 30th June 2019 be noted.

268. Youth Council Finance Report

RESOLVED: That the Income and Expenditure reports for the Youth Council and its charity to 30th June 2019 be noted.

269. Youth Grant Applications

The Town Clerk advised that, under its Terms of Reference, the Committee was authorised to allocate funds from the Youth Outreach Budget of £4,656, and to make recommendations to the Finance and General Purposes Committee regarding other grant applications.

The Committee considered grant aid applications within the youth remit, together with the Youth Outreach balance.

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Youth Theatre	To tour production on climate change to primary schools	£2000	£2000
	Sevenoaks Three Arts Festival	First prize in Sevenoaks Young Musician of the Year competition	£1000	£600
	Sevenoaks Swimming Club	New starting blocks and backstroke wedges to be	£11,538	Declined from Youth Outreach Budget.

		based in Sevenoaks Leisure Centre		Referred to Finance & General Purposes Committee
The Children's Workshop	The Children's Workshop	Outdoor learning training for 9 staff members	£720	£720

270. Reports from Co-opted Partners

- i) **Kent County Council:** Representative not present, report provided tabled at meeting. Noted activities to date and plans for a Young Persons Conference on Monday 4th November.
- ii) **SAYT:** Caroline Berry reported a busy summer of activities including beach trips, an art afternoon, Live on the Vine, regular sessions at Kemsing and/or Greatness plus a training event for volunteers on drug use. She advised that the Youth Worker was leaving, and Trustee discussions were taking place regarding her replacement. The Town Clerk thanked SAYT volunteers for their continued support at the Youth Café.
- iii) **Community Safety Team:** No representative present and no report provided.
- iv) **West Kent Communities:** Representative not present but report circulated with the agenda. Contents of report noted, in particular the offer to provide a training course for young people, joint hosted by the Town Council, in the House in the Basement funded by West Kent Communities up to the value of £1000. Town Clerk advised of the appointment of Peggy Nicholson as Head of Communities; the Committee hoped to meet her at the next meeting to discuss a way forward.

271. Press Releases

RESOLVED: That, subject to their agreement, press releases be distributed regarding:

- the appointment of Shelley Reynolds as manager of the Youth Café
- the receipt of a Diana Award by Youth Councillor Gabby Tan

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

This page left blank intentionally

This page left blank intentionally

Agenda Item Sevenoaks Town Council**6(i) Youth Council General Income and Expenditure:**
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£659.20
Budget allocated:	500.00		£ 500.00
Open Mic Night	27/04/2019	£ 75.00	
Open Mic Night	31/05/2019	£ 75.00	
Prs Licence Live on the Vine	02/07/2019	£ 86.38	
Photobooth Hire Live on Vine	10/07/2019	£ 545.00	
Technician Live on Vine	24/07/2019	£ 135.00	
3 x Banners for Live on Vine	25/07/2019	£ 60.00	
Snooker Table Live on the Vine	28/07/2019	£ 93.54	
Skatepark Costs	31/08/2019	£ 150.00	
Wagamma stall hire	30/07/2019		£ 20.00
Tesco Grounds Works Grant	31/07/2019		£ 920.32
		£ 1,219.92	£2,099.52
Available Funds		£879.60	
		£ 879.60	

Agenda Item Sevenoaks Town Council**6(i) Youth Council Charity Income and Expenditure:**
7555/38

2019/20

		Expenditure £	Income £
Starting Balance:	01/04/2019		£0.00
Budget allocated:	0.00		£0.00
		£ -	£0.00
Available Funds		£ -	
		£ -	

This page left blank intentionally

This page left blank intentionally

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20			
			Action	Progress	Timescale
A. Improvements would like to see in Sevenoaks					
1.	Environmental Matters				
	i. Anti-Litter Campaign		Youth Council to promote on Social Media	Youth councillors participated in Clean Up days, promoted in their schools and indicated preferred logo.	
	ii. Litters bins with separate sections for recycling				
	iii. Refill Water Bottle Scheme		Youth Council to support Sevenoaks Town Council Partnership's campaign to introduce in Sevenoaks	Refill Water Bottle Scheme launched and taken up by local businesses.	
	iv. Plastic Free Sevenoaks Campaign		Anti- plastic bag and straws (single use plastic) campaign suggested.	Youth Council suggestions included in Town Council report on the issue. Leaflet designed and distributed. Campaign promoted in schools.	
	v. Electric Cars		Recommended to Town Council that Local Plan include electric charging	Town Council starting to install electric car	

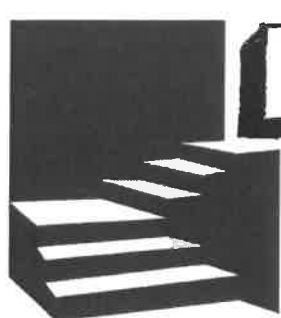
SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20				
			Action	Progress	Timescale	
	vi. Reduce Paper use		points within new commercial and housing developments	changing stations at its premises. A number of Youth Councillors opted not to receive hard copies of agendas in post		
2.	Mental Health for Young People i. Peer mentoring system to be set up with support from Town Council and Sevenoaks MIND/Samaritans ii. Relaxation event to be held at HiTB. Noted that HiTB was open out of school hours and at the weekends: young people could speak to staff who would be able to signpost to support services		Workshop held 28.01.19 to discuss Health and Wellbeing Survey to distribute among friends	Stem4 selected as Youth Council charity for its two-year term; fundraising planned One Youth Councillor had participated in making of booklet "Bullying Detox"	2019	
3.	Community Knowledge Youth Councillors would like to learn more about their town					
4.	Young People Discounts i. To consider continuing a former Youth Council's work with British Youth Council to ask Government to expand train discount to 16-18 year olds			16-17 year old railcard launched Sept 2019, extending child fare (50%) discount to 16 and 17 year olds		

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20				
			Action	Progress	Timescale	
	ii.	Noted Stag Theatre offered "Friends of The Stag" annual membership for £20, giving discounts on some shows, three free cinema tickets and price reduction in Stag café.				
5.	Highways	More Zebra crossings and road signs. Noted: provided by KCC and legal and cost factors to consider.	Map of town to be considered at future Youth Council meeting to identify problem areas.			
6.	HiTB Youth Café	Suggested revamping, make a cool venue to draw people in, possibly making minimalist style with plant, whiteboard walls and rearrange contents	Youth Councillors to promote through newsletters, Instagram and other social media	Revamp visit to HiTB took place 06.02.19; recommendations made and implemented. Round Table funded new carpet and lino. Used for monthly pool competition.		
7.	Work Experience	Identify local employers offering work experience placements. Noted: places available at Town Council, HiTB,	Town Clerk to discuss with Chamber of Commerce asking companies to	Promoting via Sevenoaks Town Partnership and		

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20			
				Progress	Timescale
		The Stag Community Arts Centre, Sevenoaks District Council and Sevenoaks Town Partnership.		advise Committee Clerk of opportunities. List to be drawn up and uploaded to website.	Sevenoaks Youth Council website.
8.		Marketing and Advertising Youth Council To promote the Youth Council by means of: i. Posters ii. Social media iii. Word of Mouth iv. Events Noted: Stag Theatre could provide free cinema tickets as prizes		Noticeboards around town to be used to market events Social media platforms to be set up. Noted some Youth Councillors were younger than permitted by these sites: Committee Clerk to email same information out to include everyone. HiTB manger to message all with Facebook page. Youth Councillors to advertise by word of mouth amongst school peers and promote to pupils in other schools. School assemblies.	Website created
9.		Culture i. Art		Under 16s art display	

SEVENOAKS YOUTH COUNCIL	TWO-YEAR PLAN 2018-20	

SEVENOAKS YOUTH COUNCIL		TWO-YEAR PLAN 2018-20				
			Action	Progress	Timescale	
	vi. Debating Committee		Suggested that debating group, involving local schools, be set up in September after school.			
B. Long Term Wish List						
8	Fireworks: ask Roundtable to consider using silent fireworks					
9	Larger Multi-Screen Cinema					
10	Bowling Alley					
11	Cycle Paths		Town Clerk advised that in forward planning for Northern area of Sevenoaks local young people had been consulted and cycle paths from Bat & Ball Station to Dunton Green and around the Leisure Lake (deriving from the quarry) will be implemented.			
12	Traffic No motorway exit for Sevenoaks, local village roads not suitable for large lorries Buses to school overcrowded Benches should be placed at all bus stops for elderly people One-way system via High Street and London Road & Pedestrianised zones in the town		Town Council looking into how to set up electric bikes for hire.			
			Within Neighbourhood Development Plan proposals			



HOUSE IN THE Basement

Manager's Report – October 2019

Chris Essex, the new manager, started on 15th of October and spent the first two weeks getting to know the young people, staff and volunteers, and seeing how the Youth Café has been run in the interim between managers.

The staff kept a music session going on Tuesdays working towards a music event in the Café on Friday 1st November, and a general Café/drop in on Wednesdays, Fridays and Saturdays.

On most general nights a good meal is cooked, and the young people use the computers, games consoles and pool table; and play cards. Plus, I have been trying to teach some to juggle.

I am aware that the numbers have dropped during the changeover of managers, but I am building links with local youth workers and plan to go into schools soon.

House in the Basement Statistics		
Month	Young people	Average per night
May	117	9
June	108	11
July	121	12
August	148	15
September	109	9
October	84	6

