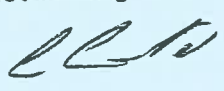


2nd May 2018



You are requested to attend a meeting of the **Youth Services Sub Committee** to be held in Council Chamber, Sevenoaks TN13 3QG, on **Wednesday 9th May 2018** @ 7.00 pm following a meeting of Sevenoaks Youth Council.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.


Town Clerk
AGENDA

Youth Services Sub Committee Members:

Cllr N J L Busvine OBE – Chairman

Cllr Mrs R E Parry – Vice Chairman

Cllr J M Canet

Cllr R J Parry

Cllr E Parson

Cllr E Waite

Cllr Mrs P C Walshe

Cllr S G Raikes (Chairman of F&GP) **OR** Cllr A Eyre (Vice Chairman F&GP)

Youth Councillor Volunteers:

Ana Lawther, Katie Willis, James "The Don" Armitage, Elise Van den Hoek, Phoebe

Crichtlow and Daniel Izu

HITB Youth Café: Gail Grieves, Manager

KCC Ms Sarah Gaunt, KCC Youth Hub Delivery Manager

SAYT – Mrs Caroline Berry

West Kent Communities – Ms Roxanne Frost, Lead Youth Worker

Co-opted Member - Ms Kelly Webb, Community Safety Team Leader, Sevenoaks District Council

PUBLIC QUESTION TIME

To enable members of the public to make representation or to put questions to the Committee on any matters on this agenda.

1 APOLOGIES FOR ABSENCE.

To receive and note apologies for absence.

2 REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)

Town Council Offices
Beathourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 745/01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



Town Clerk

3 DECLARATIONS OF INTEREST

To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.

4 MINUTES

a) Youth Services Sub Committee

To receive, adopt and sign the minutes of the Youth Services Sub Committee's held on 21st March 2018 (copy previously circulated and attached hereto)

b) Youth Council

To receive and note that the Meeting due to have been held on 21st March 2018 was inquorate (copy notes previously circulated and attached hereto).

5 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

To receive and discuss the following reports:

a) HiTB report for April to May 2018 [copy attached]

b) HiTB outcome, attendance and income January to April 2018 [copy attached]

c) HiTB cost Centre Report for month 11 – February 2018

6 INTERNATIONAL WOMEN'S DAY

To receive and note a verbal report from the Town Clerk.

7 LOCAL DEMOCRACY WEEK

To receive and consider plans for National Democracy week 2nd to 8th July 2018.

8 REPORTS FROM CO-OPTED PARTNERS

a) SAYT

b) Community Safety Team

c) Kent County Council

d) West Kent Communities – see attached report

9 PRESS RELEASES

To consider any agenda item considered appropriate for a press release.

1556
9.5.18 Lia

**MINUTES OF THE YOUTH SERVICES SUB COMMITTEE
MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES
ON WEDNESDAY 21st MARCH 2018 AT 7 P.M.**

Meeting Commenced: 7:00 p.m.

Meeting Concluded: 7:40pm

Cllr N J L Busvine OBE (Chairman)	Present
Cllr J M Canet	Present
Cllr A Eyre	Present
Cllr Mrs R E Parry (Vice Chairman)	Present
Cllr R J Parry	Present
Cllr E Parson	Present
Cllr S G Raikes	Present

(7)

ALSO IN ATTENDANCE:

Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME

No members of the public were present.

537 APOLOGIES FOR ABSENCE:

RESOLVED: to agree and accept apologies for absence received from:
Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District, Mr Mark Murison, Community Development Manager, West Kent Communities, Cllr E Waite, Cllr Mrs Walshe, Youth Cllr Elise van den Hoek, Youth Cllr Daniel Izu and Mrs Gail Grieves, Manager of HOUSE in the Basement.

538 REQUESTS FOR DISPENSATION

None received.

539 DECLARATIONS OF INTEREST

None Received.

540 MINUTES

RESOLVED: to receive

- a) adopt and sign the minutes of the Youth Services Sub Committee meeting held on 31st January 2018 [*not as mentioned in the agenda of 12th December 2017*] as a true record of events
- b) and note the Minutes of the Youth Council Meeting held on 31st January 2018 as a true record of events.

It was noted that the agenda for the next meeting of the Youth Council would include opportunities for Sevenoaks Youth Councillors to take part in the National Democracy Week between 2nd and 8th July 2018.

541 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ

It was noted that the Manager of HiTB is signed off long term sick. The HiTB continues to be operational. The Committee requested that their well wishes be forwarded to the Manager of HiTB, signed by the Chairman, for her recovery. The Committee requested that their gratitude be recorded in the minutes to SAYT and the Kenward Trust for assisting with the Youth Café.

RESOLVED: to invite Kenward Trust to present their work at the next meeting and to receive and note the following reports:

- a) HiTB report for February and March 2018: It was agreed that the Committee noted a vote of thanks to SAYT, Kenward Trust and the casual staff for enabling the HiTB to remain operational for the young people of Sevenoaks as much as possible.
- b) HiTB Geographical date for January 2018: It was noted that there were no new members in January 2018 and that no records had been kept by the covering staff in February and March 2018.
- c) General statistics, including income for January 2018.
- d) Outcomes for January 2018.

Date January 2018	Support Provided
03/01/2018	FiFa 18, PC games, Cartoon network, Poo,l Air Hockey
05/01/2018	PC team games, Wii Games, Fitness, General chatter
06/01/2018	Pantomime, Air Hockey, Pool, Fitness, general chatter
09/01/2018	Made Pitta Bread Pizza's
10/01/2018	Cartoon network videos, PC team Games, x-box Minecraft, Fitness
12/01/2018	Chatter, PC games, Wii Games fitness
13/01/2018	PC team games, Conversation, wii games and fitness
16/01/2018	made Nancho's
17/01/2018	Fitness, Playstation, music and chat
19/01/2018	Lots of banter/Chat, Mario Kart and pool
23/01/2018	General club night with snacks.
24/01/2018	Chat, Computers, Wii games PC games
26/01/2018	OMN
27/01/2018	Word games, PC games, Fitness and Minecraft, Pool, and air Hockey
31/01/2018	Discussion on conflict resolution, gaming, chatter, team games

542 HiTB BUSINESS PLAN 2018-2019

The Town Clerk presented the HiTB Business Plan setting out the Vision for HiTB and advised it accompanies all funding application. The Committee congratulated the Town Clerk on the excellent document.

RESOLVED:

- a) to receive and note the HiTB Business Plan for 2018/2019 with the request that it be amended to indicate the age and demographics within the Case Studies.
- b) The Committee lobby the KCC portfolio holders regarding the benefits of the HiTB noting there are few Youth Clubs/Forums/Café open 4-5 days weekly throughout the whole year locally/nationally.
- c) To receive and note that there is a current shortfall of £10,000 to fund the café for the period 2018-2019.

543 REPORTS FROM CO-OPTED MEMBERS

RESOLVED: to receive and note the following:

- a) SAYT - Mrs Caroline Berry had given her apologies and submitted the following report:
"With our broader advertising we have had more response and interviewed two people which would possible to appoint as youth leader. They are now meeting the team on the bus, the young people etc before a final decision from either side is made. We are encouraged by having a few more volunteers and after liaising with the police and other parties are having a short session with the bus near bat and ball station each Thursday".
- b) Community Safety Team – no one was present
- c) Kent County Council – no one was present
- d) West Kent Communities [WKC]– apologies received from Mr Mark Morison stating that *"Our new Youth Manager is starting next week so we will be able to manage workload to ensure future attendance where possible"*.

544 PRESS RELEASES

No item be worthy of a press release

There being no further business the Chairman closed the meeting at 7:40pm.

Signed
Chairman

Dated

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**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 21st MARCH 2018
IN THE COUNCIL CHAMBER at 6pm**

Youth Councillors Present:

Phoebe Crichtlow (Vice Chairman), Katie Willis (Treasurer) and Amber Warrender, who joined the Youth Council today.[3]

Youth Councillors Apologies:

Elise Van den Hoek (Chairman)
Sam Chard
Tom Chapman
Daniel Izu

In Attendance

Cllr R Parry, Cllr S G Raikes and Cllr A Eyre
Linda Larter MBE, Chief Executive/Town Clerk
Michèle MacDonald, Committee Clerk.

Also In Attendance

Cllr J M Canet

There being insufficient Youth Councillors present to form a Quorum [6 required], the meeting was declared Inquorate at 6:20pm.



HOUSE IN THE Basement

April-May 2018

General update

Gail returned from long term leave on Tuesday 3rd May and thanked Charlotte and Daren for covering in her absence.

Whilst Gail was off, the café remained as operational as possible where staffing allowed. The Committee Clerk secured support from The Kenwood Trust with some shifts and a meeting to discuss partnership going forward re substance abuse.

Open Mic Night has continued to run with support from We Teach Music, the last one being the busiest yet, Aprils OMN was Friday 27th April from 7pm.

We have also supported a young person with finding his University accommodation and guiding him with his eligibility for financial support.

Chris Mountain has left the team as his own business was taking off and he found he had little time. Jenny Elliott will be covering some shifts until September 2018, which we are grateful for.

On Tuesday 24th April HiTB had a Health and Safety review and only minor issues, which can be easily rectified, were noted.

With the new GDPR House in the basement need to find alternative ways of recording memberships and attendance numbers. We shall be re-designing the membership card to reflect this change and may have to consider how we record the Stats in future.

Gail is going on annual leave from 7th may for 11 days, most shifts have been covered, but there may be the occasional day the café will be unable to be fully staffed.

Date	Activities	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
1/3/2018	Fifa 18, PC games, Cartoon network, Pool, Air Hockey	8	1	27.9	no new members	
1/5/2018	PC team games, Wii Games, Fitness, General chatter	11	2	24.6		
1/6/2018	Pantomime, Air Hockey, Pool, Fitness, general chatter	14	6	30.5		
1/9/2018	Made Pitta Bread Pizza's	3	0	0		
1/10/2018	Cartoon network videos, PC team Games, x-box Minecraft, Fitness	6	0	27.9		
1/12/2018	Chatter, PC games, Wii Games fitness	6	1	23.1		
1/13/2018	PC team games, Conversation, wii games and fitness	7	2	32.2		
1/16/2018	made Nancho's	4	0	0		
1/17/2018	Fitness, Playstation, music and chat	7	0	42		
1/19/2018	Lots of banter/Chat, Mario Kart and pool	9	1	26.8		
1/23/2018	General club night with snacks	5	0	0		
1/24/2018	Chat, Computers, Wii games PC games	11	1	29.5		
1/26/2018	OMN	8	5	6.7		
1/27/2018	Word games, PC games, Fitness and Minecraft, Pool, and air Hockey	9	2	36		
1/31/2018	open but no record of activities	5	1	19.8		
Total			21	327		
Date	Activities in February - Sickness resulted in no records by temporary staff kept for 3 days HITB was open	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
2/2/2018	Pool, Minecraft game, chatt and Wii games, Reminder CLOSED Saturday	5	4	15.8	No new members	
2/6/2018	Pizza and computer games	5	0	0		
2/7/2018	Minecraft team and solo games, Fare share, chatter	6	0	26		
2/9/2018	Minecraft, Fifa 17, PC games, chatter and fitness	10	1	21.3		
2/10/2018	pool, computer games, Fitness, chat, music	8	3	13.5	No records kept by temp staff	
2/14/2018	open but no record of activities	7	0	21.6		
2/21/2018	open but no record of activities	6	0	20.1		
2/22/2018	open but no record of activities	11	2	10.2		
Total			10	128.5		
Date	Activities in March - Sickness resulted in no records by temporary staff kept for 12 days HITB was open	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
03/07/2018	open but no record of activities	8	0	16.8	No records kept by temp staff	
03/08/2018	open but no record of activities	3	0	12.2		
3/9/2018	Made curry and played card games	4	3	17		
03/10/2018	open but no record of activities	11	4	27.1		
3/14/2018	open but no record of activities	8		22.1		
3/15/2018	open but no record of activities	3	0	6		
3/16/2018	OMN	15	11	20.1		
3/17/2018	open but no record of activities	6	4	0		
3/20/2018	open but no record of activities	4	0	0		
3/21/2018	open but no record of activities	6	0	24.1		
3/22/2018	open but no record of activities	3	0	0		
3/23/2018	OMN	11	2	7.9		
3/28/2018	open but no record of activities	5	0	15.5		
3/29/2018	open but no record of activities	7	0	16		
3/30/2018	open but no record of activities	6	1	11.3		
Total			24	196.1		
Date	Activities - April	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
4/4/2018	PC games, Chat Music and Chess	6	1	9.5	0	0
4/5/2018	New TV installed and set up, Pool table repaired, outside area swept and rubbish cleared, Music Year End, PC games, Minecraft, Andy Watson popped in.	5	0	18.15	0	0
4/6/2018	PC games, Music, Guitar, PS3 games, Pool and staff cleaned and date checked	6	2	18.55	0	0
4/7/2018	food and cleaning cupboards	6	1	7.6	0	0
4/11/2018	Pool PC games mobile phone games, pokemon chat	6	0	11.7	0	0
4/12/2018	PC games, coding, Pool, chat and watched a movie BFG	6	3	14.5	0	0
4/13/2018	Film- Big Daddy, Pool, Air hockey, Discussions, PC games and Wii games	8	1	14.9	0	0
4/14/2018	Smash Bro's on Wii, Pool, PC games, Scrabble	15	1	35.58	4	0
4/18/2018	Vanguard Card game, Smash Bros on Wii, pc games, pool and general chatter	7	0	20.8	0	0
4/19/2018	PC games and air Hockey	4	0	8.1	0	0
4/25/2018	PC games and watched a TV show	6	0	25.4	0	0
4/26/2018	Fitness, PC games, Laptop games, Fitness definitions, Homework	3	0	7.65	0	0
4/27/2018	Computer Games	5	3	7.3	0	0
4/28/2018	OMN	15	1	15.5	0	0
Total			13	215.23		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50 Youth Cafe									
4010 Gross Pay	3,317	3,618	301	37,268	39,818	2,550	43,436		6,168
4270 Employers Pension Contribution	23	28	5	274	308	34	332		58
5410 Repairs & General Maintenance	0	83	83	1,230	913	-317	1,000		-230
6010 Light Heat & Cleaning	0	42	42	0	462	462	500		500
6101 Telephone	44	25	-19	459	275	-184	300		-159
6200 Printing & Stationery	0	42	42	4	462	458	500		496
6240 Computer/ Data Base/WP's	0	60	60	1,464	660	-804	714		-750
6281 Furnishings,Furniture/Eqpt	3	0	-3	3,991	225	-3,766	500		-3,491
6320 Staff Training	0	0	0	0	370	370	370		370
6330 Welfare/Hospitality	0	0	0	23	0	-23	0		-23
6340 Staff Uniforms	0	0	0	220	0	-220	0		-220
6415 Gifts/hospitality	0	0	0	72	0	-72	0		-72
6460 Publicity & Democratic notices	0	0	0	644	0	-644	0		-644
6500 Goods for Resale	64	217	153	1,723	2,387	664	2,600		877
6573 Youth Magazine Expenditure	0	8	8	0	88	88	100		100
6635 Professional Fees Licensing	0	0	0	226	100	-126	100		-126
6900 Sundry Expenses	0	12	12	10	132	122	140		130
6922 Health&Safety/Risk Assessments	0	0	0	12	0	-12	312		300
	3,452	4,135	683	47,620	46,200	-1,420	50,904	0	3,284
Youth Cafe :- Expenditure									
1022 Letting & Hire of Facilities	0	325	-325	3,105	3,575	-470	3,900		
1211 Sale of Goods	115	271	-156	2,534	2,981	-447	3,250		
1350 Revenue Grant income	350	2,167	-1,817	32,789	23,837	8,952	26,000		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1500 Fundraising	0	1,480	-1,480	4,100	16,280	-12,180	17,754		
Youth Cafe :- Income	465	4,243	-3,778	42,528	46,673	-4,145	50,904		
Net Expenditure over Income	2,986	-108	-3,094	5,092	-473	-5,565	0		

12/04/2018

Report for Town and Parish council meeting 17th April

Detached work has been very difficult to execute the past few months in the Sevenoaks district, with very few young people out on the streets due to the weather. Roxanne Frost and Cheryl Banks have been going out on a Monday evening to the Bat & Ball area, Otford and Westerham but have very little findings. They will be heading out again starting in Westerham on the 23rd April.

We urge the parish councils to please email Roxanne Frost on: Roxanne.frost@wkha.org.uk if there are any specific concerns in your areas to ensure this is following up as soon as possible.

We have just been involved with Imago and Sevenoaks District Council on the Easter family fun days in; Leigh, Edenbridge, South Darenth & Horton Kirby and West Kingsdown. It was a great few days with a good turnout of young people and families. We are looking forward to being involved in the Summer Fun days also.

We are very excited and grateful to the Village association, Alison DeJager and the Parish Council for the 13-19's youth club re-opening in New Ash Green back in March. Youth club runs every Wednesday from 6:30pm.

We also are still running the West Kingsdown 11-19's youth club on a Thursday evening from 5:30pm- 7:30pm. We have struggled with numbers over the past few months due to the weather and very few young people out, but hope to pick up again during the next few weeks.

In addition, we are pleased to say we are running extra intense detached work in partnership with Hartley parish council for the next six months. This is starting Tuesday 17th April.

We are very happy to say, with thanks to funding from Sevenoaks district council, that we are opening an Edenbridge 8-12's club on a Thursday. Running from 3:45pm – 5:45pm for the nurture group and from 5:45pm- 7:45pm for another group. We now have seven 8-12's groups running across the Sevenoaks District.

We are also attending the Knockholt Carnival, Live on the Vine and have plans for some more festivals towards the end of the year.

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