Sevenoaks Town Council

14th September 2016

You are requested to attend a meeting of the **Youth Services Sub Committee** to be held in the Bar Room of the Sevenoaks Community Centre, off Old Cramptons Road, Otford Road, Sevenoaks TN14 5DN on **Wednesday 21st September 2016** following a meeting of the Sevenoaks Youth Council and commencing no earlier than 7.00 pm.

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 –Chairman
Cllr Mrs R E Parry – Vice Chairman
Cllr J M Canet
Cllr A Eyre *[ex officio]*
Cllr R J Parry
Cllr E Parson
Cllr S G Raikes
Cllr E Waite
Cllr Mrs P C Walshe
Cllr S G Raikes (Chairman of F&GP) **OR** Cllr R L Piper (Vice Chairman F&GP)
Youth Councillors: Olivia Kings (Vice Chairman) and Alexander Dunn
HITB Youth Café: Gail Grieves, Manager
KCC Area Youth & Community Worker – Mr Shane Mochrie-Cox
SAYT – Mrs Caroline Berry
West Kent Communities – Ms Kate Craib
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)

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Town Clerk

INVESTORS IN PEOPLE
LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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

i) Youth Council

To receive and note the notes of the inquorate Youth Council Meeting held on 20th July 2016 adopted by the Finance & General Purposes Committee held on 5th September 2016 (copy previously circulated and attached hereto).

ii) Youth Services Sub Committee

To note and sign the minutes of the Youth Services Sub Committee's held on 20th July 2016 adopted by the Finance & General Purposes Committee held on 5th September 2016 (copy previously circulated and attached hereto).

5 HOUSE IN THE BASEMENT YOUTH CAFE

To receive and discuss the

i) HOUSE in the Basement report for September 2016 (copy attached).
ii) Geographical data for July and August 2016 (copy attached).
iii) General statistics and income for July and August 2016 (copy attached).
iv) To receive and note the current Finance Report to 30th July 2016 (copy attached).
v) KCC Commissioning (report attached).

6 REPORTS FROM CO-OPTED PARTNERS

i) SAYT
ii) Community Safety Team
iii) Kent County Council
iv) West Kent Communities

7 PRESS RELEASES

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

Notes of the Sevenoaks Youth Council
Held on 20th July 2016
At sevenoaks Community centre

Meeting Commenced: 6.15 p.m. **Meeting Concluded:** 6.35 p.m.

Present:
Youth Councillors: Oliver Forth, Sam Chard, and Kelly Williams

In Attendance:
Town Councillors: A Eyre, Mrs R E Parry, R J Parry,
Linda Larter, Chief Executive/Town Clerk
Gail Grieves HitB Manager
Michèle MacDonald, Committee Clerk/Secretary to CEO/Town Clerk.

Apologies for Absence:
Youth Councillors: Alexander Dunn
Mr Shane Mochrie-Cox KCC Youth & Community Worker

In the absence of the majority of the youth councillors, a brief discussion regarding the Live on the Vine Event was held. Noted that Adam Wedd had pulled out on the morning of 19th July 2016. New bands sourced with new line up as:

6:30-6:35	Stars of HiTB
6:35-6:40	Soloist
6:40-6:50	Ollie Williams Fowler
6:50-7:30	Paul Crisp from The Parkas
7:30-8:30	The Lewis Collective Band

Event Title	**Live on the Vine**	**Action**
Date	Friday 22nd July 2016	
Time	6.30 p.m. – 8.30 p.m.	
Aim of Event	To provide entertainment for an event for the last day of summer term. Not to be restricted to young people, however music to be of interest to young people	
Timings		**Action**
STC/HiTB Staff	3pm – on site to set up refreshment gazebo and prepare for event.	Linda, Michèle/Gail, Simon and Cali
Parking for all	Unload at Vine Café. Then remove vehicle to park at Vine waste.	
NK Audio	3pm – on site to transform bandstand into a stage with lighting, PA system and speakers.	Keith and team
Mayor of Sevenoaks	6pm – on site ready to open event at 6:30pm and handover to compere. Then to circulate amongst public.	Cllr A Eyre
Compere	6pm – latest time to be on site.	Youth Councillor Tanjinna Miah
Volunteers & Supervision	6pm - Youth Cllrs to meet at Vine Bandstand. To help at the HiTB gazebo with Refreshments. Youth Councillor Kelly Williams to be runner backstage between NK Audio and Linda.	

MINUTES OF THE SEVENOAKS TOWN COUNCIL YOUTH SERVICES SUB COMMITTEE HELD ON 20TH JULY 2016 IN THE SEVENOAKS COMMUNITY CENTRE

Present: Cllr N J L Busvine OBE (Chairman), Cllr A E Eyre [ex officio], Cllr Mrs R Parry (Vice Chairman), Cllr R J Parry,

In Attendance:
Cllr O Schneider
Linda Larter MBE, Town Clerk, Michèle MacDonald, Committee Clerk and Gail Grieves HitB Youth Café Manager,
Ms Kelly Webb, Community Safety Team Leader at SDC
Ms Kate Craib, Youth Services Manager – West Kent Communities

There were no members of the public present.

164 Apologies for Absence
RESOLVED: to receive and note apologies for absence received from:
Councillors E Waite and Mrs P C Walshe,
Youth Councillor: Alexander Dunn,
Mr Shane Mochrie-Cox, KCC Area Youth & Community Worker,
Mrs Caroline Berry, SAYT & Churches Together.

165. Requests for Dispensations
There were no requests for dispensations.

166. Declaration of Interest
There were no declarations of interest.

167. Minutes of the Youth Council Meeting held on 4th May 2016
RESOLVED: to note and accept the Minutes of the meeting held on 8th June 2016

168. Minutes of the Youth Services Sub Committee Meeting held on 8th June 2016.
RESOLVED: to note, accept and sign the Minutes of the meeting held on 8th June 2016 noting that apologies had been received from Cllr R J Parry.

169. HOUSE in the Basement Youth Cafe
The following reports were received and considered:-

a) House in the Basement Youth Café report for June 2016

Tuesday Club
Runs in conjunction with IMAGO and has two new members.

Wednesday Club
Is supported by SAYT and West Kent Communities weekly on a Wednesday.

General
Gail and Youth Councillor Alexander Dunn attended the YAG meeting in Swanley on 7th June and requested minutes to clarify the new format of the meetings.
Gail visited Ide Hill primary school to increase numbers and met with Fair Share and agreed a weekly pick up on a Thursday for any food donations to the Youth Café. It was **noted** that some five/six young people attending the HiTB relied on the meal deal at £2.50 for a hot meal.
Garden at the Youth Café has flourished with vegetables and flowers blossoming.
The HiTB Boys Band has practised a couple of songs for theLive on The Vine Event.

KCC Commissioning
KCC Commissioning process has again been delayed. HiTB has been extended to 30th November 2016.
Sarah Gaunt, Youth Hub Delivery Manager, reported to the recent Sevenoaks District Town & Parish forum that:
KCC currently commissions 3 providers to deliver 4 contracts in the district of Sevenoaks. These contracts were due to come to an end on 30th June with a new commissioned provider starting on the 1st July. This isn't happening just yet. Current contracts have been extended to 30th November with the new commissioned provider starting on 1st December. 2 bids were submitted for the contract for Sevenoaks District. They have been evaluated and pre-contract meetings have been arranged with those who submitted the bids and with Sevenoaks District Council. When all of this has been completed an announcement will be made saying who has been awarded the contract for Sevenoaks District.

b) Geographical data for June 2016
c) General statistics and income to 30th June 2016
d) Finance Report to 30th April 2016.

RESOLVED: to accept the reports listed above.

170. Events

RESOLVED: to receive and note the updates to events as below:

a) "Live on the Vine"
It was noted that a few changes had taken place. Adam Wedd pulled out on 19th July 2016 and the day was spent searching a new line up, which was confirmed as follows:

6:30-6:35 Stars of HiTB
6:35-6:40 Soloist
6:40-6:50 Ollie Williams Fowler
6:50-7:30 Paul Crisp from The Parkas
7:30-8:30 The Lewis Collective Band

Youth Councillors volunteering on the night would help at the HiTB stall with refreshments.
It was RESOLVED that a vote of thanks be extended to all partners for volunteering on the night and supporting the Sevenoaks Youth Council.

b) 2016 08 05 – Skateboard Event
The advertising material was received and it was noted that King Ramps uses three of the top professional Skateboard and BMX riders in the country.

c) 2016 Youth Council Elections
An update was received. It was noted that more schools were involved and interested in the Sevenoaks Youth Council elections in 2016.

171. REPORTS FORM CO-OPTED PARTNERS

a) SAYT
No representative was present. Apologies had been noted.

b) Community Safety Team
Kelly Webb from Sevenoaks District Council informed all of their free family fun days taking place over the next four weeks in the holidays. It was also noted that there had been no reported issues recently in the Vine Gardens and that police and team were fully aware of the Live on The Vine event on Friday 22nd July 2016.

c) West Kent Communities
The Chairman welcomed Ms Kate Craib, Youth Services Manager, West Kent Communities, previously known as West Kent Extra.
Ms Craib stated that the Edenbridge Youth Forum has several trips planned for young people over the summer holidays, with cheap travel and would check if spaces would be available for young people living in Sevenoaks.
[Appendix 1 – Update sheet].

d) Kent County Council
No representative was present. Apologies had been noted
[Appendix 1 – Update sheet].

172 Press Releases

It was agreed to issue a press release regarding the Skateboard Event on 5th August 2016 at Greatness.

There being no further business the Chairman closed the meeting at 7.28 p.m.

Signed ..... (Chairman) Dated .....

HOUSE IN THE Basement

September 2016

Staffing within remains the same with Gail, Cali and Simon. We continue to be supported by SAYT on Wednesday's, although I believe they are expecting staff changes and maybe unable to support for the whole session until new staff are appointed. Andy Watson also continues to visit and has taken to altering his times and days in an effort to see more young people.

HiTB has had a busy summer with promoting and assisting the Youth Council with a couple of events Live on the Vine and the King of skates at the Skateboard park.. HiTB provided food and refreshments for both events and this seemed to work well and help us promote HiTB. Two young people played at the live event and this had taken several weeks of practice for both of them. Two young people from the Youth Council visited HiTB to make rice crispy cakes for the events.

Gail attempting skateboarding Docking

Alexander Roberts-Dunn & Alexander Performing at Live on the Vine

HiTB'S vegetables have taken over the end of the ramp and have been thriving, Young people have enjoyed eating French beans, runner beans and lettuces and in particular cheese and sage scones. Some young people have helped out with keeping things watered.

Jody Griffiths watering

French and Runner beans

Cali and some young people have been helping to make pink pom-poms for "yarn bombing" in Pink Week. I believe we have all seen enough pink wool for the moment.

Pom-Pom making

Corey having a go....

HiTB has recently joined the fareshare scheme with Tesco's metro and we collect food near it's sell by date on Wednesdays and Saturday's, this has been brilliant as we get a much better selection than the similar scheme with Marks and Spencer's which seems to have gone quiet since June.

We have been able to provide free fruit and vegetables with the café's special of the day and often the Young people get to take cakes and pastries home with them at the end of the night.

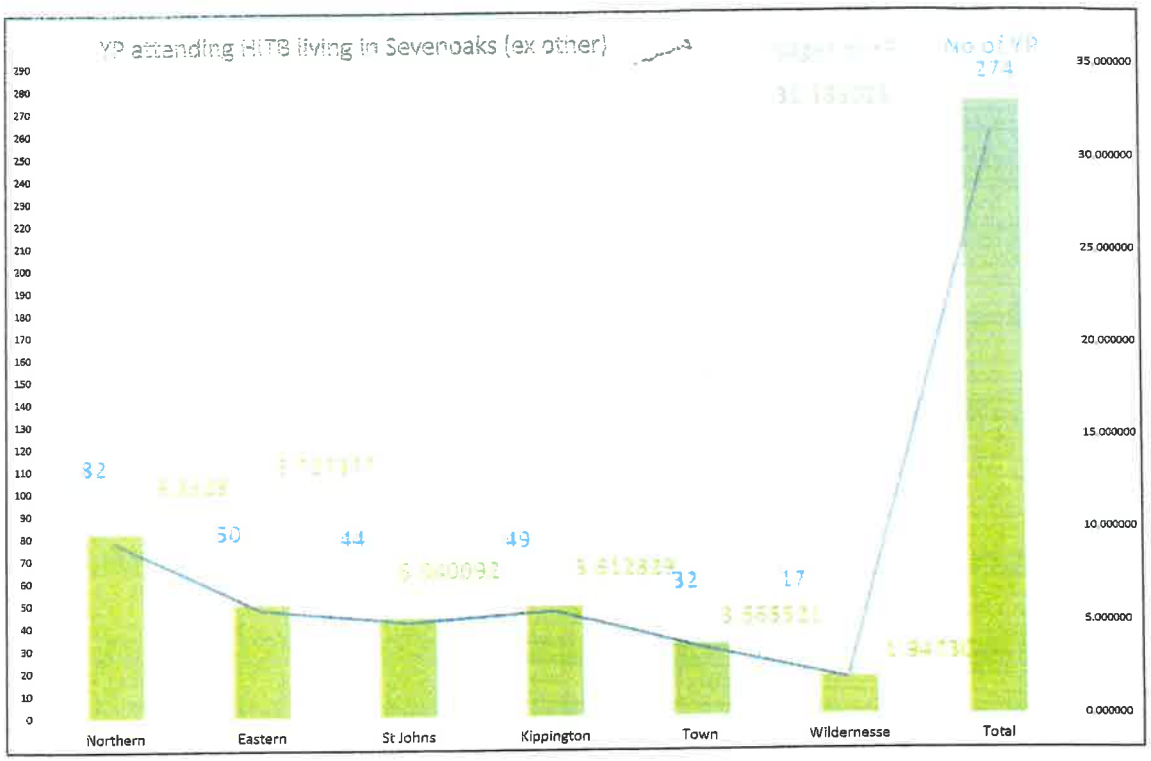
We have had several birthdays over the summer and HiTB ensure each person gets a special cake and card, this has proved to be enjoyable with even one young person requesting the surprise.

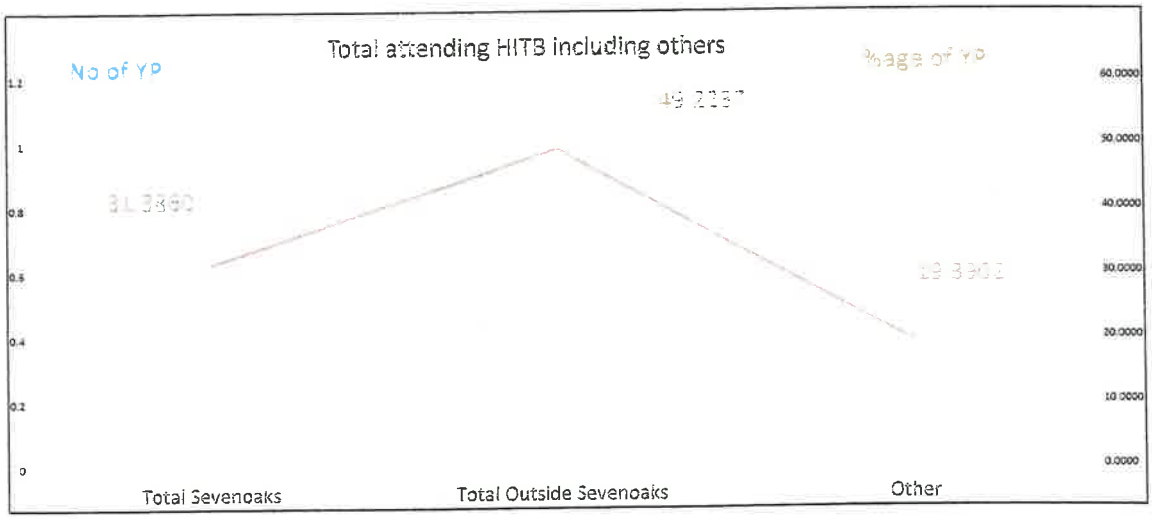
Alexander's 18th

A complete meal made from FareShare

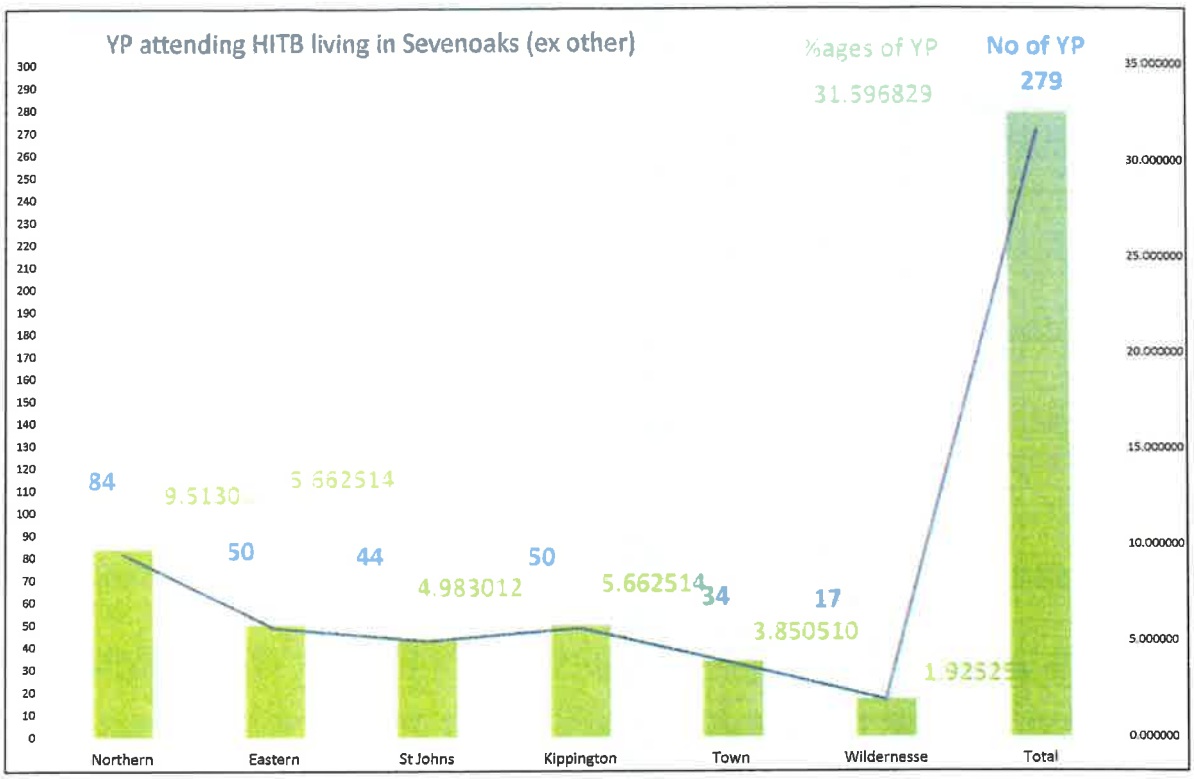
Numbers visiting has risen lately with some new members from St Thomas's year 6 going into year 7, the special of the day continues to sell well as do the cakes Cali, Simon and I produce. The FareShare scheme has enabled us to provide fresh fruit and vegetables to young people using the café, this has been a way of getting young people to try different fruit and vegetables. We even managed to make a treat of Eton Mess after a tray of strawberries were donated.

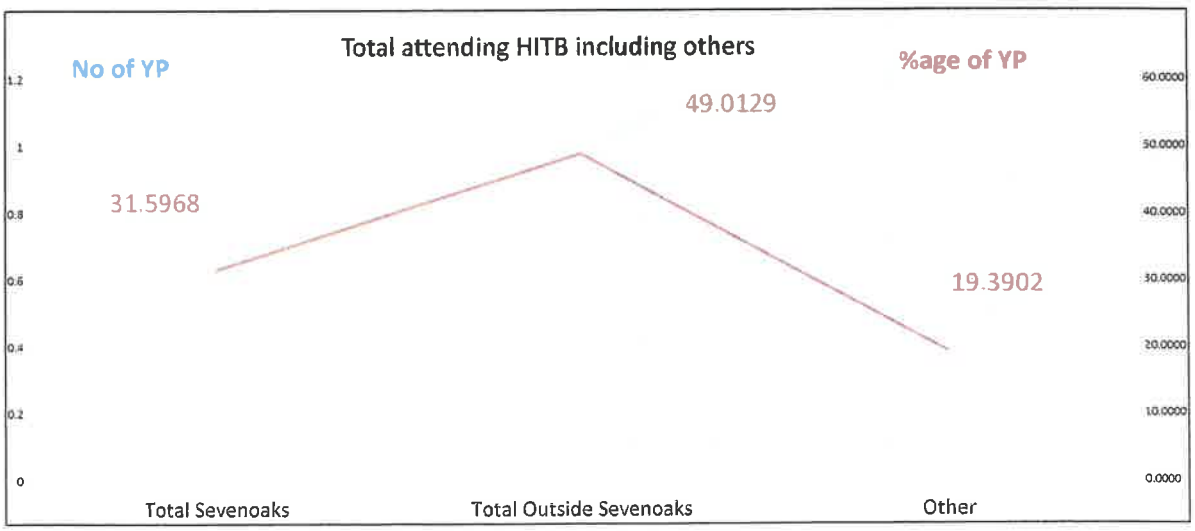
HOUSE in the Basement Youth Café Past Attendance Geographical data	End of June 2016	New in July 2016	End of July 2016	Percentage of total
Sevenoaks				
Northern	82		82	9.392890
Eastern	50		50	5.727377
St Johns	44		44	5.040092
Kippington	49		49	5.612029
Town	32		32	3.665521
Wildernesse	17		17	1.947308
Total	274	0	274	31.386025
outside Sevenoaks				
Bassals Green	3		3	0.343643
Bickley, Kent	1		1	0.114548
Biggin Hill	2		2	0.243902
Borough Green	8		8	0.975610
Brasted	12		12	1.463415
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	22		22	2.602927
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	1		1	0.121951
Dunton Green	32		32	3.902439
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	14		14	1.707317
Horsmonden	2		2	0.243902
Horton Kirby	3		3	0.365854
Hurst Green	1		1	0.121951
Ide Hill	3		3	0.365854
Ightham	8		8	0.975610
Kemsing	29		29	3.536585
Knockholt	2		2	0.243902
Knatts Valley	7		7	0.853659
Leigh	1		1	0.121951
Longfield	1		1	0.121951
Maidstone	7		7	0.853659
Mark Cross	1		1	0.121951
Mereworth	1		1	0.121951
Orpington	3		3	0.365854
Otford	36	2	38	4.634146
Oxted	5		5	0.609756
Paddock Wood	1		1	0.121951
Paris	1		1	0.121951
Pembury	2		2	0.243902
Platt	2		2	0.243902
Plaxtol	1		1	0.121951
Pontoise	2		2	0.243902
Redhill	1		1	0.121951
Riverhead	39		39	4.756098
Seal	21		21	2.560976
Shoreham	3		3	0.365854
Somerset	1		1	0.121951
South borough	2		2	0.243902
South Darenth	1		1	0.121951
Sundridge	12		12	1.463415
Sutton at Hone	1		1	0.121951
Swanley	8		8	0.975610
Tatsfield	1		1	0.121951
Tonbridge	28		28	3.414634
Tunbridge Wells	22		22	2.682927
Underriver	1		1	0.121951
Wellington	1		1	0.121951
Weald	7		7	0.853659
West Kingsdown	6	2	8	0.975610
West Wickham	2		2	0.243902
West Malling	2		2	0.243902
Westerham	17		17	2.073171
Whiteleafe	1		1	0.121951
Wrotham	4		4	0.487805
Wales	1		1	0.121951
Other	159		159	19.390244
	395	4	399	68.613975
Total	833	999.00	873	100.000000


YP attending HITB living in Sevenoaks (ex other)
No of YP
Northern
Eastern
St Johns
Kippington
Town
Wildernesse
Total
32
50
44
49
32
17
274

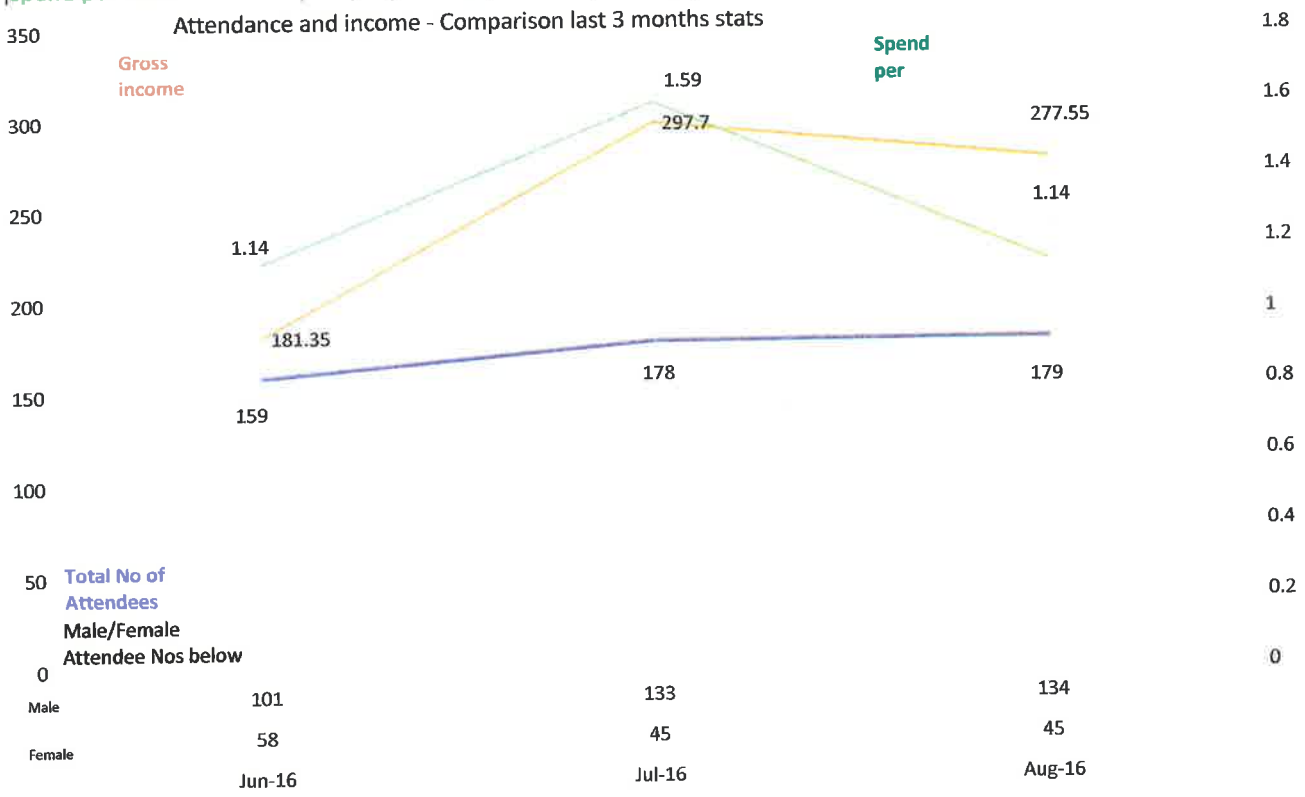

Total attending HITB including others
No of YP
Total Sevenoaks
Total Outside Sevenoaks
Other

HOUSE in the Basement Youth Café Part Attendance Geographical data	End of July 2016	New In August 2016	End of August 2016	Percentage of total
Sevenoaks				
Northern	82	2	84	9.513024
Eastern	50		50	5.652514
St Johns	44		44	4.973012
Kippington	49	1	50	5.652514
Town	32	2	34	3.890510
Wildernesse	17		17	1.925255
Total	274	5	279	31.596829
outside Sevenoaks				
Bessels Green	3		3	0.339751
Bickley, Kent	1		1	0.113250
Biggin Hill	2		2	0.243902
Borough Greent	8		8	0.975610
Brasted	12		12	1.463415
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	22	3	25	3.048780
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	1		1	0.121951
Dunton Green	32		32	3.902439
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
Helstead	2		2	0.243902
Hildenborough	14		14	1.707317
Horsmonden	2		2	0.243902
Horton Kirby	3		3	0.365854
Hurst Green	1		1	0.121951
Ide Hill	3		3	0.365854
Ightham	8	1	9	1.097561
Kemsing	29		29	3.536585
Knockholt	2		2	0.243902
Knatts Valley	7		7	0.853659
Leigh	1		1	0.121951
Longfield	1		1	0.121951
Maidstone	7		7	0.853659
Mark Cross	1		1	0.121951
Mereworth	1		1	0.121951
Orpington	3		3	0.365854
Otford	38		38	4.634146
Ottad	5		5	0.609756
Paddock Wood	1		1	0.121951
Paris	1		1	0.121951
Pembury	2		2	0.243902
Platt	2		2	0.243902
Plaxtol	1		1	0.121951
Pontoise	2		2	0.243902
Redhill	1		1	0.121951
Riverhead	39		39	4.756098
Seal	21	1	22	2.682927
Shoreham	3		3	0.365854
Somerset	1		1	0.121951
South borough	2		2	0.243902
South Darenth	1		1	0.121951
Sundridge	12		12	1.463415
Sutton at Hone	1		1	0.121951
Swanley	8		8	0.975610
Tatsfield	1		1	0.121951
Tonbridge	28		28	3.414634
Tunbridge Wells	22		22	2.682927
Underriver	1		1	0.121951
Wallington	1		1	0.121951
Weald	7		7	0.853659
West Kingsdown	8		8	0.975610
West Wickham	2		2	0.243902
West Malling	2		2	0.243902
Westerham	17		17	2.073171
Whiteleafe	1		1	0.121951
Wrotham	4		4	0.487805
Wales	1		1	0.121951
Other	159		159	19.390244
	599	5	604	68.403171
Total	873	609.00	883	100.000000


YP attending HITB living in Sevenoaks (ex other)
%ages of YP
No of YP
31.596829
279
84
9.5130
5.662514
50
44
50
4.983012
5.662514
34
17
3.850510
1.92525
Northern
Eastern
St Johns
Kippington
Town
Wildernesse
Total


Total attending HITB including others
No of YP
%age of YP
49.0129
31.5968
19.3902
Total Sevenoaks
Total Outside Sevenoaks
Other

HOUSE in the Basement Youth Café	Jun-16	Jul-16	Aug-16
Girls	58	45	45
Boys	101	133	134
Sub Total	159	178	179
Gross income	181.35	297.7	277.55
spend per head		1.59	1.14



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Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2016

Month No : 4

Cost Centre Report

		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	3209	3543	334	14100	14172	72	42514		28,414
4270	Employers Pension Contribution	25	28	3	111	112	1	337		226
5410	Repairs & General Maintenance	304	83	-221	858	332	-526	1000		142
5500	Equipment Hired and New	39	0	-39	112	0	-112	0		-112
6010	Light Heat & Cleaning	9	19	10	224	76	-148	232		8
6101	Telephone	0	41	41	41	164	123	489		448
6200	Printing & Stationery	0	39	39	50	156	106	468		418
6240	Computer/ Data Base/WP's	30	0	-30	67	0	-67	714		647
6281	Furnishings,Furniture/Eqpt	0	42	42	0	168	168	500		500
6315	Recruitment Costs	0	33	33	0	132	132	400		400
6320	Staff Training	0	30	30	0	120	120	364		364
6330	Welfare/Hospitality	0	8	8	0	32	32	100		100
6415	Gifts/hospitality	2	0	-2	2	0	-2	0		-2
6460	Publicity	0	65	65	0	260	260	780		780
6500	Goods for Resale	433	167	-266	827	668	-159	2000		1,173
6635	Professional Fees Licensing	0	34	34	0	136	136	404		404
6720	Books and Periodicals	0	0	0	86	0	-86	0		-86
6730	Subscriptions	0	0	0	0	62	62	62		62
6900	Sundry Expenses	0	12	12	100	48	-52	143		43
6922	Health & Safety/Legal advice	0	0	0	26	0	-26	312		286
	Youth Cafe :- Expenditure	**4,051**	**4,144**	**93**	**16,603**	**16,638**	**35**	**50,819**	**0**	**34,216**
1022	Letting & Hire of Facilities	800	317	483	1615	1268	347	3800		

FSSC
21-09-2016
05 (iv)

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2016

Month No : 4

Cost Centre Report

		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
1211	Sale of Goods	248	167	81	1027	668	359	2000		
1350	Grant income	0	3081	-3,081	12324	12324	0	36972		
1500	Fundraising	0	83	-83	79	332	-253	1000		
	Youth Cafe :- Income	**1,048**	**3,648**	**-2,600**	**15,045**	**14,592**	**453**	**43,772**		
Net Expenditure over Income		**3,003**	**496**	**-2,507**	**1,559**	**2,046**	**487**	**7,047**		

Sevenoaks Town Council

Youth Services Sub Committee 21st September 2016

Agenda Item KCC Commissioning 5v

Sevenoaks Town Council has now been advised informally that it has not been successful with its KCC Commissioning bid and will therefore not receive funding from KCC from 1st December 2016 towards the HitB Youth Café.

Currently details of the new KCC Commissioning contract and how this impacts Sevenoaks and the Youth Café are unknown and are unlikely to be released until the end of next month. It is also unknown at this stage how TUPE might be involved.

There are serious consequences to this funding not being reviewed. The Town Council's finance department are currently reviewing financial projections for the youth café continuing. It is however clear that additional external funding will be required to maintain it as it currently operates.

The Town Council will be joining with the Stag to actively promote the venue for hire for more organisations and people, including rehearsal space and meetings. This will assist with income to underwrite expenditure. External funding will also be continued to be sought from other organisations.

It is sad that so many ambitions for the youth café and positive outcomes for young people are being realised that its future is undetermined at this stage. It will be easier to move forward when the provision for KCC Commissioning for youth services in Sevenoaks District is publically known.

Comments and suggestions from partners would be welcomed regarding funding and or additional volunteer involvement to assist with the sustainability of the youth café.