



Sevenoaks
TOWN COUNCIL

3 April 2014

You are requested to attend a meeting of the **Youth Services Sub Committee** to be held at **Sevenoaks Town Council Chamber on Wednesday, 9 April 2014** following a meeting of the Sevenoaks Youth Council and commencing no earlier than 7.00 pm.

Deputy Town Clerk
AGENDA

Youth Services Sub Committee Members:

Cllr Mrs P C Walshe – Chairman

Cllr N J L Busvine – Vice Chairman

Cllr S L Arnold

Cllr C L L Baker

Cllr G R S Clack

Cllr A S Clayton

Cllr A Eyre

Cllr R M C Hogarth [*ex officio*]

Cllr R J Parry

Cllr R L Piper (Chairman of F&GP) or Cllr S G Raikes (Vice Chairman F&GP)

2 of 3 Youth Councillors

KCC Area Youth & Community Worker – Mr Nigel Crocker

SAYT – Mrs Caroline Berry

Co-opted Members:

- Mr Keith Rowell, Kent Housing Association
- 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.

Apologies for absence.

1 REQUESTS FOR DISPENSATIONS

To consider requests from Members to enable participation in discussion on items on the agenda in which the Member has a Disclosable Pecuniary Interest. [S 31 & 33 Localism Act 2011 refers]

2 DECLARATIONS OF INTEREST

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

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Town Clerk



INVESTOR IN PEOPLE

3 MINUTES

i) Youth Services Sub Committee

To receive and sign the minutes of the meeting of the Youth Services Sub Committee held on 26 February 2014 (copy attached)

ii) Youth Council

To receive and sign the minutes of the meeting of the Youth Council held on 26 February 2014 (copy attached).

4 HOUSE IN THE BASEMENT YOUTH CAFE

To receive and discuss:

i) February and March 2014 report (copy attached)

ii) Revenue Finance Report as at 28 February 2014 (copy attached)

iii) February and March 2014 Statistics including income and attendance (copies to be tabled)

iv) February and March 2014 Geographical Report (copies to be tabled)

5 REPORTS FROM CO-OPTED PARTNERS

i) SAYT

ii) West Kent Extra

iii) Community Safety Team

iv) Kent County Council

6 KNOLE ACADEMY

To receive and consider a report for grant funding from the Knole Academy to support community project(s) at Bradbourne Lakes (report attached).

7 PRESS RELEASES

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

To resolve under the Public Bodies (admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

8 RECRUITMENT POLICY – APPRENTICES

(Town Clerk Report to follow)

SEVENOAKS TOWN COUNCIL

MINUTES OF THE YOUTH SERVICES SUB COMMITTEE

HELD ON 26 FEBRUARY 2014 IN THE TOWN COUNCIL CHAMBER

PRESENT

Cllr Mrs P C Walshe – Chairman
 Cllr N J L Busvine OBE – Vice Chairman
 Cllr A Eyre
 Cllr S G Raikes (*left at 7:32pm*)
 Youth Councillor Alexander Dunn, Chairman Youth Council
 Mrs Caroline Berry - SAYT / Churches Together
 Ms Maxine Quinton, Community Safety - Sevenoaks District Council
 Mr Nigel Crocker, KCC Area Youth & Community Worker

ALSO IN ATTENDANCE:

PCSO Gareth Nutt
 PCSO Connor Smith
 Linda Larter MBE, Chief Executive/Town Clerk
 Ben Mason, Youth Worker at the HOUSE in the Basement
 Michèle MacDonald, Committee Clerk

APOLOGIES FOR ABSENCE:

Cllr S L Arnold
 Cllr G R S Clack
 Cllr R M C Hogarth (*ex officio*)
 Cllr R L Piper
 Cllr R J Parry
 Adam Wedd, HOUSE in the Basement Youth Café Manager
 SDC – Ms Kelly Webb, Community Safety Team Leader

PUBLIC QUESTION TIME

No members of the public were present

50 DISPENSATION

No requests from Members regarding any Disclosable Pecuniary Interests in any items on the agenda were received [S31 & 33 Localism Act 2011 refers].

51 DECLARATIONS OF INTEREST

Mrs Caroline Berry declared an interest in the SAYT youth grant application and did not partake during the discussions [Minute No 54 refers]

52 MINUTES

i) Youth Services Sub Committee

It was NOTED that the minutes had been adopted at the meeting of Finance and General Purposes Committee held on 10 February 2014 and that Mr Nigel Crocker had given apologies. **It was RESOLVED that** Minute No 48 a) be amended to show the SAYT member's name to read Mrs Caroline Berry.

ii) Youth Council

i) To note that the meeting of the Youth Council due to have been held on 15 January 2014, was inquorate. **It was NOTED that** marketing of the HITB Youth Café with Sevenoaks Mums had resulted in a new Member joining up to become a Sevenoaks Youth Councillor

HOUSE IN THE BASEMENT (HITB) YOUTH CAFÉ

It was **RESOLVED** that the

- i) January and February 2014 report be noted and approved.
- ii) Revenue Finance Report for December 2013 be noted and approved
- iii) Tabled statistics including income and attendance for December 2013 and January 2014 be noted and approved
- iv) December 2013 and January 2014 Geographical Report be noted and approved.
- v) Informal feedback report relating to the Special Needs Tuesday evening be received. **It was NOTED that** this highlighted the success of integration between the users on the Special Needs Tuesday evenings attending other times during the youth café's opening hours.

It was NOTED that the projection for attendances in February 2014 is set to increase substantially and is linked to the marketing liaison the Youth Café currently has with the Sevenoaks Mums network.

An incident which occurred on Friday night of the 21 February 2014 involved anti social behaviour from random young people, not members, entering the Youth Café and causing a disturbance before proceeding throughout Sevenoaks Town and Riverhead.

The Town Clerk requested that the PCSOs and the Community Team at Sevenoaks District Council **officially note** that the anti-social behaviour was not from members of the youth café.

YOUTH GRANT APPLICATION

A youth grant application from SAYT for £208.50 to hire the Community Centre was received and considered. **It was RESOLVED that** the £208.50 be awarded for the SAYT to hold their World War II Murder Mystery Event in the Community Centre on Saturday 29 March 2014.

YOUTH MARKETS

A report from the Town Clerk relating to young people and market trading nationally was received. **It was NOTED that** Youth Councillors albeit welcomed such an opportunity during the Love Your Local Market Campaign is also exam period.

YOUNG ACHIEVER AWARDS

The report relating to the Young Achiever awards for Sevenoaks Primary Children was received and noted. **It was RESOLVED that** a grant of £250 be awarded to part sponsor this event.

REPORTS FROM CO-OPTED PARTNERS

Verbal reports were received from:

- i) **SAYT** – Ms Caroline Berry advised that the vacancy for a Male Youth Worker at SAYT will be re-advertised in May and a copy of the details be forwarded to Mr Nigel Crocker.
- ii) **West Kent Extra** – no one was present
- iii) **Community Safety Partnership** – Ms Maxine Quinton advised that Sevenoaks District Council would shortly liaise regarding the Summer Fun Days and confirmed that the Anti-Social Behaviour was not from members of the youth café.

- iv) **Kent County Council** – Mr Nigel Crocker advised that
- a) a senior practitioner, Ms Sarah Grant and a detached youth worked Ms Jane Ralph would shortly start. Also, this year marks the 20th anniversary of the Try Angle awards to be held on 7 July 2014 at the Orchard Theatre in Dartford. Mr Nigel Crocker asked that all inform young people of this event and to encourage as many of them as possible to put forward their nominations. Details to be circulated.
 - b) KCC is undergoing a major restructure and that the KCC Integrated Youth Service will amalgamate with Kent Integrated Adolescent Support Services with effect from April 2014.

58

Press Release

It was RESOLVED that Youth Markets and the grant awarded to support the Young Achievers Award be worthy of a press release.

There being no further business, the Chairman closed the Meeting at 7:50pm.

Signed: Chairman

**MINUTES OF THE SEVENOAKS YOUTH COUNCIL MEETING
HELD ON 26 FEBRUARY 2014 IN THE TOWN COUNCIL CHAMBER**

Youth Councillors Present: Alexander Dunn (Chairman), Oliver Harper (Vice Chairman), Harriet Linley (Treasurer), Tanjinna Miah (arrived 6:45) and Ollie Williams-Fowler

In Attendance: Cllr Eyre, Cllr Raikes, Linda Larter, Ben Mason and Michèle MacDonald

Apologies for Absence: Cllr Parry and Adam Wedd

New Youth Councillor Ollie Williams-Fowler was welcomed by the Chairman.

Youth Councillor Ollie Williams-Fowler advised that he had been introduced to the HOUSE in the Basement Youth Café as a result of the liaison between the Youth Café and the Sevenoaks Mums network. There he found out and became interested in the Youth Council.

21 MINUTES

It was noted that the meeting of the Youth Council due to have been held on 15 January 2014 was inquorate and so noted at the meeting of the Finance and General Purposes Committee on 10 February 2014

22 FINANCE REPORT

It was noted that the financial balance as at 26.02.2014 is £1,877.23. Also, during the financial year 1st April 2014 to 31 March 2015, the Youth Council would only receive a £500 grant rather than £1000 as they had not spent funds.

RESOLVED : to spend £150 on a band for Soundwaves.

23 EVENTS

Events to be held during school holidays were discussed and considered.

RESOLVED that

- (a) Sencio be contacted to ascertain the cost of hiring the pool for a period for young people in Sevenoaks to use during the Summer Holidays
- (b) Circus acts were aimed at too young an audience
- (c) Contact be made with Keith Rowell regarding a mini bus linking the two youth cafes for school holiday events

24 FAIRTRADE

Packs had been ordered on behalf of the Sevenoaks Fairtrade Steering Committee by Youth Councillor Harriet Linley to hand out during school lunch breaks.

RESOLVED that

Mr Ben Mason check the HITB kitchen to ensure that all products used where possible were Fairtrade.

25 FACEBOOK

Youth Councillor Tanjinna Miah had not arrived from school at time of discussion

RESOLVED that

- (a) The Facebook chat page has been set up but had not worked
- (b) Setting up of the Facebook account be deferred to a future meeting of Sevenoaks Youth Council

26 KENT YOUTH COUNTY COUNCIL (KYCC)

Youth Councillors Alexander Dunn and Harriet Linley advised that they had attended an 'anti bullying course' and were now able to act as mentors.

27 HOUSE IN THE BASEMENT

The December 2013 and January 2014 report together with appendices was received and noted. **It was AGREED that** numbers for Soundwaves and attendances in the Youth Café were up in general believed to be as a result of the marketing liaison between the Youth Café and Sevenoaks Mums network.

28 YOUTH CAFÉ RULES

The current behaviour rules were received and considered.

RESOLVED that they be amended as per the attached appendix to be signed off at the next meeting of the Youth Council

29 YOUTH MARKETS – LOVE YOUR LOCAL MARKET CAMPAIGN 2014

A report relating to young people and Market trading nationally was received and considered.

RESOLVED that the idea of enabling young people to have a free venue during the Love Your Local Market fortnight to sell their own goods and services be welcomed, However it was noted that this was also exam period.

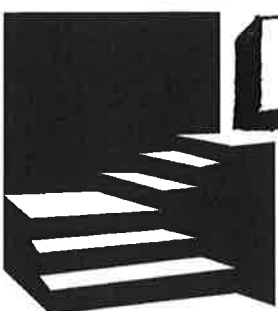
30 DATE OF NEXT MEETINGS & AGENDA ITEM SUGGESTIONS

Youth Council Meetings will be held in the Town Council Chamber on the following

Wednesdays at 6pm in 2014 – (a) 9 April 2014 (b) 21.05.2014 (c) 18.06.2014

RESOLVED that the recent survey [minute 20a] be discussed at the meeting on 9 April 2014 and that information be sent to Mr Andrew Eyre, Manager of the Stag Community Arts Centre as soon as possible following the engagement session held in the Youth Café on 17 January 2014 discussing what Young People wanted in Sevenoaks

The meeting finished at 6:51



HOUSE IN THE Basement

February / March 2014

1. Overview

Adam Wedd has left as Manager during March 2014 and Ben Mason has replaced him. We are currently recruiting a Modern Apprentice to cover Ben's previous role.

2. Marketing

A questionnaire is being delivered to every house in Sevenoaks as part of the consultation for the Neighbourhood Development Plan. Within the questionnaire there was some spare space and we have used this to advertise the youth café.

3. Programme & Projects Update / Progress

- i) The Stag have kindly donated a glass cabinet to enable the display and sale of second hand computer games – it is hoped to launch this soon.
- ii) An inter school chess championship is to be started soon. Sevenoaks School have kindly offered to help with the administration for this.
- iii) The youth magazine is still be worked on and it is hoped that the first issue will be launched soon.
- iv) Mechanics workshop

4. Fundraising Event

You are invited to Adam Wedd perform with a whole host of friends including The Peoples' Choir and young people from House in the Basement Youth Café with a full band. All profits from this gig will go to the work of House in the Basement Youth café. Please note this is an all age show and the bar will be open. All under 16s to be accompanied by an adult.

TIME // 7.30 p.m. – 11.00 p.m.

VENUE // Plaza Suite, Stag Community Arts Theatre
Sevenoaks, TN13 1ZZ

TICKETS ONSALE FRIDAY 14th FEBRUARY 2014

Tickets available from Stag Box Office 01732 450175 Or <http://www.stagsevenoaks.co.uk/>

Ticket price £8 Adv. / Concessions (including under 16) £5.00

7 Additional Information

- i) General Statistics – February and March 2014
- ii) Geographical Data – February and March 2014

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2014

Cost Centre Report

		Current Mth	Year to Date			Total Annual	Committed	Funds
		Actual	Actual	Budget	Variance	Budget	Expenditure	Available
50 Youth Cafe								
4010	Gross Pay	3,604	42,783	42,163	-620	46,000		3,217
4270	Employers Pension Contribution	111	1,222	1,221	-1	1,333		111
5410	Repairs & General Maintenance	105	3,335	4,587	1,252	5,000		1,665
6010	Light Heat & Cleaning	0	204	2,871	2,667	3,137		2,933
6101	Telephone	40	547	462	-85	500		-47
6200	Printing & Stationery	100	755	231	-524	250		-505
6210	Postage & Courier	0	2	0	-2	0		-2
6281	Furnishings,Furniture/Eqpt	0	880	0	-880	0		-880
6315	Recruitment Costs	0	840	0	-840	0		-840
6320	Staff Training	217	301	0	-301	0		-301
6330	Welfare/Hospitality	0	663	0	-663	0		-663
6340	Staff Uniforms	0	100	0	-100	0		-100
6460	Publicity	0	1,022	682	-340	750		-272
6500	Goods for Resale	217	2,065	3,817	1,752	4,160		2,095
6510	Catering Expenses	0	328	0	-328	0		-328
6550	Soundwaves Expenditure	200	878	2,200	1,322	2,400		1,522
6568	Course Material	0	0	0	0	2,000	1,695	305
6571	Music Equipment	0	959	959	0	2,411		1,452
6572	IT Equipment	0	84	83	-1	772		688
6573	Youth Magazine Expenditure	0	1,382	1,382	0	3,900		2,518
6635	Professional Fees Licensing	0	89	0	-89	0		-89
6900	Sundry Expenses	62	145	231	86	250		105
Youth Café - Expenditure		4,656	58,584	60,889	2,305	72,863	1,695	12,584
1022	Letting & Hire of Facilities	208	3,491	5,500	-2,009	6,000		2,509
1205	Soundwaves Income	427	893	3,300	-2,407	3,600		2,707
1211	Sale of Goods	285	2,224	7,623	-5,399	8,320		6,096
1350	Grant income	3,421	57,087	50,133	6,954	50,133		-6,954
1500	Fundraising	0	284	1,837	-1,553	2,000		1,716
1990	Sundry Income	50	100	0	100	0		-100
Youth Café - Income		4,391	64,079	68,393	-4,314	70,053		5,974
Net Expenditure over Income		265	-5,495	-7,504	-2,009	2,810	1,695	6,610

NOTES

1350 Grant income

Grant income received to date from:-

	£
Educational Kits 2012/13	2,000
Youth Opp. Music Fun: 2012/13	2,411
HOUSE IT Grant 2012/13	772
KCC Salaries Grant 2012/13	10,022
KCC Salaries Grant 2013/14	37,652
Youth Opp Magazine F 2013/14	3,900
Round Table Donation 2013/14	330
	<u>57,087</u>

6281 Furnishings,Furniture/Eqpt

Includes £512 for Krush machine 3 month trial.

6315 Recruitment Costs

Relates to advertisements for job vacancies and recruitment of catering apprentice.

6330 Welfare/Hospitality

Includes subsidised Youth trip to Wembley to see football match and catering costs for hosted events.

6510 Catering Expenses

Relates to Little Stirrers Cooking Event that is 100% funded by Round Table donation.

**Sevenoaks Town Council
Youth Services Sub Committee – 9 April 2014**

Knole Academy Community Projects

Agenda Item No 6

Knole Academy runs a community engagement scheme for pupils and is keen to work with local residents on the following proposed projects.

The school is seeking funding assistance for these two projects:

1. The construction of a Duck House at Bradbourne Lakes
2. Sculptures at Bradbourne Lakes

1. A Duck House at Bradbourne Lakes

A carpenter would work with students to design and build a duck house.

Students would visit the park in advance of this and discuss the project with the residents association. Students would then draw up a design brief, considering all the issues connected with it such as buoyancy, fixings, finishings etc, and in their design and cost the project.

Students would be given a budget, for the construction and installation the duck house. Students would document the project throughout the process with photos and a video diary and the school website.

Proposed budget
£750.

2. Sculptures at Bradbourne Lakes

The proposal is for students to work with a sculptor in a series of workshops to create sculpture[s] for installation in the Bradbourne Lakes.

Students would work with local residents to survey the location and to decide on a design brief .

Proposed Budget
Artist in residence £200 per day, allow 5 days = £1000. Materials - £1000
Total £2000

RECOMMENDATION

The views of the Committee regarding grant funding are sought

