

You are requested to attend a meeting of the **Youth Services Committee** to be held in Council Chamber, Sevenoaks TN13 3QG, **on Wednesday 3rd July 2019 at 7pm** 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 Committee Members:

Cllr Mrs R E Parry – Chairman
Cllr C Shea – Vice Chairman

Cllr R M C Hogarth
Cllr K Bonin
Cllr A Eyre

Cllr E Waite
Cllr T Morris Brown
Cllr V Granville Baxter

Cllr S G Raikes (Chairman of F&GP) **OR** Cllr A S Clayton (Vice Chairman F&GP)
Youth Councillor Volunteers: to be confirmed
HITB Youth Café: Charlotte Marchant, Manager
KCC Ms Sarah Gaunt
SAYT – Mrs Caroline Berry
WEST KENT COMMUNITIES – Mr Mark Murison, Community Development Manager
and Mr Charlotte Edge, Youth Services Manager
SDC - Ms Kelly Webb, Ms Maxine Quinton

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

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)
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, note and sign the minutes of the Youth Services Sub Committee's held on 22nd May 2019
 - b) Youth Council
To receive and note the minutes of the meetings of the Youth Council held on 22nd May 2019.
5. TERMS OF REFERENCE
To receive a copy of the Terms of Reference (copy attached)
6. HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE
To receive and discuss the following reports:
 - a) HiTB report for May 2019 [to be tabled]
 - b) HiTB statistics for May 2019 [to be tabled]
 - c) Finance Cost Centre Report for May 2019 (to be tabled).
7. REPORTS FROM CO-OPTED PARTNERS
 - a) Kent County Council
 - b) SAYT
 - c) SDC - Community Safety Team
 - d) West Kent Communities
8. PRESS RELEASES
To consider any agenda item considered appropriate for a press release.

**Sevenoaks Town Council
Minutes of the Youth Services Sub Committee
Held on 22nd May 2019 in the Council Chamber**

Meeting started: 7.00 p.m.

Meeting concluded: 8.45 p.m.

Cllr Mrs Rachel E Parry Chairman	Present	Cllr Claire Shea Vice Chairman	Present
Cllr Roderick Hogarth	Apologies	Cllr Tom Morris Brown	Present
Cllr Keith Bonin	Present	Cllr Victoria Granville-Baxter	Present
Cllr Andrew Eyre	Present	Cllr Edward Waite [arrived 7:53pm]	Present
Cllr Simon Raikes (Chairman F&GP)	Apologies	Cllr Tony Clayton (Vice Chairman F&GP)	Apologies
Cllr Richard Parry [substitute Cllr Hogarth]	Present	Mr Sarah Gaunt	Present
Mrs Caroline Berry	Present [left at 7:45pm]		(8)

Also in Attendance:

Cllr Dr Marilyn Canet

Cllr Sue Camp

Michèle MacDonald, Committee Clerk

Public Question Time:

No members of the public were present

83 Election of Chairman and Vice Chairman

RESOLVED: to note that following the Annual Council Meeting held on 13th May 2019, the following appointments were made:

- a) CHAIRMAN – Cllr Mrs Rachel Parry was elected
- b) VICE CHAIRMAN – Cllr Claire Shea was elected

[Minute 64 refers].

In view of the newly appointed committee members at Annual Council Meeting *the Chairman invited all members to introduce themselves.*

84 Apologies for Absence

RESOLVED to note apologies received from:

Cllrs Roderick Hogarth, Simon Raikes, and Tony Clayton

Miss Charlotte Marchant, Manager House in the Basement

Ms Maxine Quinton, Community Safety Unit, Sevenoaks District Council

It was noted that Cllr Richard Parry was a substitute for Cllr Roderick Hogarth.

85 Requests for Dispensation

There were no requests.

86 Declarations of Interest

There were no declarations of interest.

87 Minutes

a) of the Youth Services Sub Committee held on 13th March 2019

RESOLVED:

- i. to accept and sign the Minutes of the meeting as a true record.
- ii. to note that following the Annual Council Meeting held on 13th May 2019 the Youth Services Sub Committee would be changed to a full Committee with Terms of Reference at a future meeting of the Town Council [*Minute 62 c) refers*]
- iii. that the Committee Clerk
 - seek outside funding and ask local sports shops to attend the Skate Board Event at Greatness on 3rd August 2019 selling skateboards and sports accessories
 - further request details from KCC about where and when youth work had taken place and was currently taking place within Sevenoaks Town [*Minute 494 refers*]
 - forward Ms Sarah Gaunt the flyer of the skateboard event by the middle of June so that KCC can share across the Sevenoaks District

b) of the Youth Council meeting held on 13th March 2019

RESOLVED: to note the Minutes of the meeting.

88 House in the Basement Youth Café [HiTB]

RESOLVED to receive and note the following reports:

- a) HiTB report for March and April 2019 together with the aims for 2019.
RESOLVED: that young people be asked ideas on publicising the venue to attract more youth and report to the next meeting.
- b) HiTB statistics for March and April 2019 (attached as **APPENDIX A**)
RESOLVED that the Youth Council and Manager of HiTB plus its female attendees, be asked for their opinions of how to encourage more females to attend and for the Committee Clerk to add to the agenda in July.
- c) Finance Cost Centre Report for March 2019

The Chairman brought forward agenda Item 10 b) Minute 92 b) to this point in the meeting [*Report from its co-opted partner SAYT*]

89 Report from its co-opted partner: Sevenoaks Area Youth Trust [SAYT]

Mrs Caroline Berry gave a brief history of SAYT and mentioned their

- a) partnership work with HiTB on Wednesdays
- b) weekly youth detached work currently taking place mainly in Kemsing and Greatness.
- c) continued difficulties in fundraising
- d) and that they now employ 1.5 youth workers

Mrs Caroline Berry left at 7:45pm

The Chairman then proceeded in the original order of the agenda.

89 Grant Application

RESOLVED: to grant £250 for portaloos for use on the Vine plus printing costs for advertising the Sevenoaks Young Readers Festival taking place on 21st September 2019.

90 Kent County Council [KCC] Youths Services Commissioning

In view of the new members of the Town Council and on this committee, a history of events was present via the Town Clerk's report. It was noted that the HiTB remains the Town Council's only provision for a young people's centre to have their own space within the centre of Sevenoaks in accordance to the initial request, Youth Councillor's funding application and grant awarded to build this.

The Committee advised it had seen no evidence that the KCC Commissioning programme had been enacted within Sevenoaks which it had highlighted in its letter to KCC dated 20th September 2018, to which the Town Council still awaited a response.

Cllr Edward Waite arrived at 7:53pm.

There was a discussion of the KCC service provision of youth services in town of Sevenoaks which the committee felt continued to be poor.

Ms Sarah Gaunt asked that Cllr Waite forward his Freedom of Information request so that she could provide further detailed answers.

RESOLVED: that

- a) going forwards the Town Council be made aware by West Kent Communities when there is a Youth Commissioning presence in the town of Sevenoaks [e.g. PHSE lessons in local schools].
- b) the Town Clerk and Chairman & Vice Chairman would write to West Kent Communities requesting a meeting to discuss a way forward.

91 Youth Provision within Sevenoaks Town

RESOLVED:

- a) to receive and note the Town Council's provision of youth services within the town of Sevenoaks.

It was noted that the Committee Clerk

- i. had formed a partnership with Humberts Estate Agents in that 20 boards advertising Live on the Vine 2019 would be provided
 - ii. awaits the results of a grant application, to be announced at the end of May for a sum of either £1,000, £2,000 or £4,000, for which the Committee congratulated her.
- b) to ask the Mayor to build upon links with the local youth groups

92 Report from Co-Opted Partners

Kent County Council

Ms Sarah Gaunt advised that the

- a) **Try Angle Awards** for young people is again underway this year and that the Committee Clerk would shortly be sent the flyer and dates of local ceremonies in order that the Mayor may be invited timely to present awards.
- b) **Youth Advisory Group [YAG]** has ceased. Further updates to follow regarding the changes.

Sevenoaks District Council – Communities Safety Team – apologies received together with their report:

“Here is a brief update from us:

- *Family Fun Days have been finalised for the Summer*
- *Plans are being put in place regarding detached youth work on the Vine in order to discourage young people causing a nuisance, as they have historically at this time of year. There have not been any reports of young people causing a nuisance to date.”*

The Committee Clerk updated the Committee of the Town Council’s Summer Fun dates:

Date	Time	Location
31.07.2019	2-5pm	Greatness Recreation Ground
07.08.2019	2-5pm	Hillingdon Rise Play Area
14.08.2019	2-5pm	Vine Gardens
21.08.2019	10am-2pm	Greatness Recreation Ground.
<i>Provided by Sevenoaks District Council</i>		
28.08.2019	2-5pm	Pontoise Close Play Area

RESOLVED: to thank the Communities Safety Team for their support.

West Kent Communities [WKC]

A representative was not present. It was noted that Mark Murison had recently left WKC and that contact should be made with Mrs Heather Brightwell and to arrange a meeting with the Town Clerk, Chairman and Vice Chairman of this Committee.

93 Press Release

RESOLVED: To distribute a press release relating to the free music lessons, Open Mic Nights [last Friday in the month] and Live on the Vine summer festival on 19th July 2019.

There being no further business the Chairman closed the meeting.

Signed

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Chairman

Dated

DATE	ACTIVITIES	Attendance Male	Attendance Female	Cash Banked	Hours opened
02/03/2019	Guitar, Pizza make your own, music, games, TV, my neighbour totoro, art, clay, singing	10	1	13.85	6
06/03/2019	Art club Final, Guitar, Piano, Pizza, PC games, PS4	4	4	7.17	5
08/03/2019	Shut the box, guitar, piano, singing, discussions regarding mental health, school and music. Drawing and painting. PC games, PS4, Music	11	1	29.7	5
09/03/2019	Videogames, debating, gymnastics, drawing, computer games, guitars, piano, singing, clay, paint	8	6	29.7	6
13/03/2019	Beginning of chess club [x1] - numbers weren't as expected but will advertise more and spread the word. Hopeful for next week. Computers, pool, Debreif, Fairshare	6	2	23.2	5
15/03/2019	Shut the box, Guitar songs, singing, pc games, xbox, pool, slime	5	2	14	5
16/03/2019	PC, Lasagne, hip hop, Music, guitar, songs, singing, debate, piano	12	5	23.5	6
20/03/2019	Chess club [x 7], Soup, PC Games, Monopoly, Uno, Doodle, Discussion, Cake, Scrabble, Art	9	2	22.5	5
22/03/2019	Ping Pong, shut the box, scooby dooby, soup, politics, art, pagan discussion	6	1	22.5	5
23/03/2019	ping pong, guitar, Drawing, Art, Drag discussion, Knit, Reading	14	3	28.6	6
27/03/2019	Chess [x6] Table tennis, Pool, soup, Miranda, Music, Instruments	10	2	24.4	5
29/03/2019	Music - Where is my mind, Mr Brightside, Stand up comedy and discussed LOTV	10	3	12.9	5
30/03/2019	Table tennis, Bread and butter pudding, pc games, card games, pool	11	2	27.1	6
	TOTAL	116	34	279.12	70

DATE	ACTIVITIES	Attendance Male	Attendance Female	Cash Banked	Hours opened
03/04/2019	Chess [x6] Xbox, PC GAMES, MUSIC, NINTENDO SWITCH, UNO, DODDLE	10	1	39.2	5
05/04/2019	Monopoly, PC Games, Minecraft, Guitar, Bass, Soup, Drawing, Painting, Piano	13	0	22.3	5
10/04/2019	Chess [x6] Guitar, Piano, Drawing, School work/ Homeoworl, Sat outside with table and chairs.	6	1	21.01	5
13/04/2019	PC games, PS4, Duddle, Pool, Uno, Supper, Monopoly, Scrabble, Art	6	1	23.6	6
17/04/2019	Empires, Chess [x4], Dobble, Music, PC games, Pool, ps3	10	2	36.3	5
24/04/2019	Chess [x6] Duddle, Uno, Pictionary, Guitar, Singing, empires, PC, Scrabble, Drawing, PS4, pool, table tennis	10	1	21.2	5
26/04/2019	Pool, Table tennis, Guitar, Ukulele, Singing, Art, Uno, Scrabble OMM Gilrs x 6 Boys x 5	8	5	12.5	5
	TOTAL	63	11	176.11	36

Closed Sat 6th / 12th / 19th / 20th / 27th and 30th

**Sevenoaks Youth Council
Notes of the Meeting held on 22nd May 2019
6 p.m. in Sevenoaks Town Council Chamber**

Roshni Agarwai	Absent	Ola Kujawinska	Present
Eva Azazoglu	Present	Emily Mahoney	Present
Alexander Black	Absent	Megan Ng	Absent
Samuel Crawford	Present	Louisa Phillips	Present
Tasha Dambacher, Chairman	Present	Michael Roberts	Apologies
Ronnie Day	Apologies	Rosie Spurling	Apologies
Charlotte Foulds, Vice Chairman	Present	Gabby Tan	Apologies
Oscar Goodwin	Present	Loic Thiry	Apologies
Matthias Jammot, Treasurer	Apologies	Amy Vickers	Absent
Meera Jassi	Apologies	Jacob Watson	Present <i>[arrived 6:15 after running chess club]</i>
Tom Chapman	Apologies	Sam Chard	Present
Phoebe Crichtlow	Present	Amber Warrender	Present
Katie Willis	Present	Ishwar Sharma	Present

Also, In Attendance

Cllrs: Keith Bonin, Dr Marilyn Canet, Andrew Eyre and Richard Parry
Shane Mochrie-Cox – KCC Senior Early Help Worker
Michèle MacDonald, Committee Clerk.

37. Apologies for Absence

Received and noted from Youth Councillors:

Ronnie Day, Matthias Jammot, Meera Jassi, Tom Chapman, Michael Roberts, Rosie Spurling, Gabby Tan and Loic Thiry.

38. Minutes of the Meeting held on 13th March 2019

RESOLVED: that the Minutes of the meeting be accepted as a true record.

The Chairman, Youth Councillor Tasha Dambacher, took the opportunity to welcome the newly elected [21.05.2019] Vice Chairman of Sevenoaks District Council, Cllr Diana Esler, on behalf of the Youth Council to say a few words.

Cllr Diana Esler was proud to attend the Sevenoaks Youth Council meeting, her first appointment after being in post half a day, saying it was a privilege and honour to attend and thanked all Youth Councillors for giving up their time to be here and hoped they will achieve great things.

The Vice Chairman personally presented the Making it Happen Community & Voluntary Award to a Youth Councillor, Ishwar Sharma, on behalf of the Sevenoaks Youth Council for achieving "Youth Group of the Year – Highly Commended 2019".

The updates since the last meeting were noted as:

- a. Fareshare donations continue
- b. Chess club is becoming more popular with the Youth People staying on afterwards at HiTB
- c. Pool competition has taken place with young people happy to receive the winning prize of two free Stag cinema tickets
- d. the chosen charity stem4, have been invited to attend a future meeting.
- e. Local schools have been asked to participate in the Plastic Free Sevenoaks campaign. To date one school, Trinity, had expressed an interest.

RESOLVED that Youth Councillors discuss this within their schools, advertise on Instagram and social media to encourage participation of this project for the Town of Sevenoaks. It was noted that this is now a global campaign, which may encourage interest.

39. Finance Report

In the absence of the Treasurer, the Chairman noted that following the allocation of £500 from the Town Council on 1st April 2019, the balance stood at £1,159.20. The separate finance report for the Youth Council's future charity fundraising was noted.

40. House in the Basement (HiTB) Youth Café

RESOLVED:

- a) The March and April report with the aims for May 2019
- b) The Statistics for March and April which had been tabled and are attached as **Appendix A**

41. Kent Youth Voice

It was noted that three local young people in Sevenoaks, including one Youth Councillor, had participated in the making of the booklet *Bullying Detox*, which may be viewed on line: https://www.kent.gov.uk/data/assets/pdf_file/0016/92230/Anti-bullying-detox-guide.pdf. The Chairman recommended that all Youth Councillors view this on line.

42. Debating Committee

RESOLVED: unanimously that the Chairman with the Youth Council set up a free debating committee at the House in the Basement Youth Café to start in September after school. The Chairman advised that this will involve local schools (years 9 to 11). Youth Cllr Tasha Dambacher to arrange liaising with Youth Councillors and the Committee Clerk in the interim.

43. Parliament Visit

Noted that parental/school permission slips were handed out to those Youth Councillors attending. The bus would leave the Town Council offices at 7am and return approximately 3pm.

44. Events for 2019

The Committee Clerk asked the Youth Councillors to be volunteers at the below events and possibly set up stalls to raise awareness of:

- a) the HiTB facilities and free of charge events it offers
- b) the Youth Council's chosen charity for the year.
- c) Youth Councillor Ishwar Sharma advised that International Yoga Day Celebrations would take place in Orpington on Sunday 23rd June 2019 which is a fundraising event and may be of assistance to the Youth Council. The United Nations theme this year is global warming. Ishwar to further liaise with the Committee Clerk.
- d) Live on the Vine – Friday 19th July 2019 **RESOLVED:**
 - i. Youth Councillors Amber, Phoebe, Katie and Oscar to have a stall at Live on the Vine in aid of the Youth Council's charity – stem 4. Committee Clerk to ask for assistance from other Youth Councillors.
 - ii. Youth Councillors to discuss amongst peers/family if anyone is interested in the performing arts [music- singing/playing instruments or a mixture, dancing, standup comedy etc] inviting them to attend the free music lesson/Open Mic Nights on the last Friday in May [31st] and June [28] 2019.

Apologies received from Youth Councillors Tasha and Emily.

- e) Skateboard event – Saturday 3rd August 2019 **RESOLVED:** Youth Councillors to check diaries and inform Committee Clerk **asap** whether they can volunteer selling refreshments at this event in aid of their chosen charity.

45. Date of Next Meeting

6 p.m. on 3rd July 2019 in the Council Chamber. Apologies received from Charlotte, Emily, Louisa, Ola and Tasha.

RESOLVED: that Youth Councillors inform the Committee Clerk, by 30th May 2019, of their attendance on 3rd July, should the meeting date need to be changed to ensure a Quorum of 1/3rd of the Committee.

There being no further business the Chairman closed the meeting at 6:25 p.m.

- A After the meeting the Committee Clerk asked whether ASDAN folders could be handed in before the next meeting to try and get the award. Shane Mochrie Cox gave a succinct verbal presentation of the benefits of ASDAN assisting Youth Councillors regarding their volunteering hours to enable them to be recognise.

Youth Councillors Amber, Katie and Phoebe to meet up with the Committee Clerk during half term to help finish off their work and will advise availability to confirm date and time.

ASDAN to be put on the next agenda

- B Ishwar further discussed Minute 44c – advising that the Youth Council could perhaps have a stall. Amber would be interested in attending to raise money for the charity. It was agreed that the Global warming theme ties in with the Youth Council's Plastic Free Sevenoaks Pledge and that Yoga ties in with mental health and the Youth Council's chosen charity 'stem4'.

Ishwar to email the Committee Clerk with further details by the end of this week.

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Update at Sevenoaks Town Council Meeting 10th June 2019

YOUTH SERVICES COMMITTEE TERMS OF REFERENCE

Sevenoaks Town Council operates and governs under a committee system with the following delegated powers. All Committees report direct to Council.

Councillors shall be members of the Standing Committees of the Council in accordance with Standing Orders.

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council:

- a) Sevenoaks Youth Council
- b) House in the Basement Youth Café
- c) Liaising and working with other youth service providers with aim of assessing needs and to encourage and support activities with the aim of fostering the personal development of young people.
- d) Arranging events and facilities for young people
- e) Responsible for budgets for
 - Youth Council
 - HitB Youth Café
 - Youth Grants
- f) The Youth Services Committee may co-opt non-voting members to the Committee, including two Youth Councillors.
- g) Meetings of the Youth Services Committee to be held after Youth Council meetings.
- h) A quorum of the Youth Services Committee will be three voting members.
- i) Have executive authority to award Youth Grants to the value of £250 up to the overall budget. The Committee shall not normally support applications for funding services which are the responsibility of a statutory authority nor applications for funding of a service for a period exceeding three years, nor application forms from individuals without the demonstrated support of a recognised group, club or organisation.