

As amended 7th March 2019



Meeting Wednesday 13th March 2019 at 6pm
Council Chamber, Sevenoaks TN13 3QG

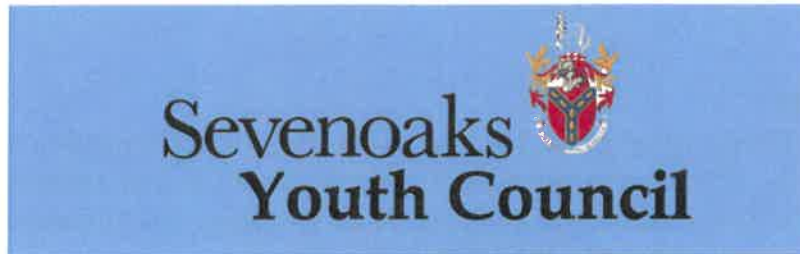
to be followed by a meeting of the Youth Services Sub Committee at 7pm.

6:00-6:15pm Financial Presentation by Clare Oldfield, NatWest:
Money Sense - an engaging financial education programme.
Talk about scams and fraud.

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive and note apologies received.
2. **MINUTES OF MEETINGS – 30TH JANUARY 2019**
To receive and note the minutes of the meeting [copy previously circulated and attached] and matters arising:
3. **FINANCE REPORT**
To receive and note the income and expenditure sheet including the spend under Minute 18 (d) for the Chess Club donation (copy attached).
4. **MAKE IT HAPPEN COMMUNITY & VOLUNTARY AWARDS**
Sevenoaks Youth Council received an award for “Youth Group of the Year – Highly Commended 2019” from Sevenoaks District Council. The Award will be on display at Committee.
5. **HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE**
To receive and discuss the HiTB report for January and February 2019 and recommendations from Youth Councillors’ visit [copies attached].
6. **YOUTH COUNCIL CHARITY**
To select a Youth Charity for Sevenoaks Youth Council [copy report attached].
7. **PARLIAMENT VISIT**
To receive and note that a date to visit the Houses of Parliament followed by a Private meeting with Sir Michael Fallon MP has been organised on Monday 17th June.
 - A coach will transport us there and back from the Town Council Offices
 - Timings to follow
 - Lunch will be provided.
 - School/Parental and/or Guardian permission slips requiredCommittee Clerk to be in touch.
8. **EVENT AT GREATNESS SKATE PARK 2019**
To receive and discuss the Town Clerk’s report and recommendation [copy attached]
9. **DATE OF NEXT MEETING**
To note that the next meeting of Youth Council is at 6pm on 22nd May 2019 in the Council Chamber, TN13 3QG.

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**MINUTES OF THE MEETING
HELD ON 30th JANUARY 2019
Council Chamber at 6pm**

Roshni Agarwal	Present	Ola Kujawska	Present
Eva Azazoglu	Absent	Emily Mahoney	Apologies
Alexander Black	Absent	Megan Ng	Present
Samuel Crawford	Present	Louisa Phillips	Absent
Tasha Dambacher, Chairman	Apologies	Michael Roberts	Present
Ronnie Day	Apologies	Rosie Spurling	Apologies
Charlotte Foulds, Vice Chairman	Apologies	Gabby Tan	Present
Oscar Goodwin	Present	Loic Thiry	Absent
Matthias Jammot Treasurer	Apologies	Amy Vickers	Present
Meera Jassi	Present	Jacob Watson	Apologies
Tom Chapman	Present	Sam Chard	Present
Phoebe Crichtlow	Present	Amber Warrender	Present
Katie Willis	Present		(14)

Also, In Attendance

Clr Eyre

Clr Raikes

Mr Shane Mochrie-Cox, Senior Early Help Worker (Open Access Youth Work) | Chair – Unison (Kent) | Early Help and Preventative Services 0-25 | Children, Young People and Education

Linda Larter MBE, Chief Executive/Town Clerk

Michèle MacDonald, Committee Clerk

Youth Councillor Oscar Goodwin was unanimously elected as Chairman for this meeting in the absence of the Chairman, Vice Chairman and Treasurer.

15) **APOLOGIES**

RESOLVED: to agree and accept apologies received from Youth Councillors: Tasha Dambacher, Charlotte Foulds, Matthias Jammot, Emily Mahoney, Rosie Spurling and Jacob Watson.

16) **MINUTES**

RESOLVED: the notes of the meeting of the Youth Council meeting held on 7th November 2018 be received and adopted. It was noted that a Skatepark Jam event will be held at Greatness Recreation Ground on 3rd August 2019 between 12:00 and 17:00 free of charge with professional displays.

17) **FINANCE REPORT**

The Chairman confirmed the balance the balance of accounts totals £759.20

18) **HOUSE IN THE BASEMENT [HiTB]**

The HiTB report for November and December was received and noted. The Town Clerk advised that:

- a) staffing had been difficult recently, but new additional support staff are to start in February which will result in the HiTB opening regular hours
- b) the music night is popular
- c) January figures are showing an average attendance of 15 per night
- d) Youth Cllr Jacob Watson is setting up a Chess Club, initially for 6 weeks starting on 13th March 2019 and ending on 17th April 2019. A flyer was circulated and attached [APPENDIX 1]. The set-up cost is £400.
 - Youth Councillor Amber Warrender proposed that the Youth Council contribute towards the set-up cost. **RESOLVED** unanimously that a donation of £100 be made and that a grant for the remaining £300 be sought.
 - Youth Councillor Ola Kujawinska will post the Chess Flyer to her website "what to do in Sevenoaks".
 - Youth Councillor Amy Vickers will arrange a cake sale at her school and donate the proceeds towards the Chess Club.

19) **ENVIRONMENTAL MATTERS**

- a) **Anti- Litter Campaign** - The Youth Council received and noted the report. The Town Council's Action Plan was discussed and attached here to [APPENDIX 2] **RESOLVED** to participate in the Anti- Litter Campaign and voted upon a Keep Sevenoaks Tidy logo – [APPENDIX 3]
 - join in with the Volunteer Clear Up Days proposed for the following locations and dates:
 - Friday 22nd March 10am till 1pm – Bradbourne Vale Road
 - Thursday 28th March 10am till 1pm – Rear of Tesco Metro & Library Area
 - Thursday 4th April 10am till 1pm – Greatness Recreation Ground
 - Saturday 6th April 10am till 1pm - Stag and walkway to Rockdale
 - Wednesday 10th April 12 noon till 3pm - Upper High Street Gardens and Six Bells Lane
 - the Head of Sevenoaks School already expressed an interest in the school taking part
 - Youth Councillor Ola Kujawinska agreed to ask her school to arrange to go to a local park to collect litter
 - Cllr Eyre agreed to follow up with the district Council it's recycling policy
 - Youth Councillors indicated their preferred logo for the campaign

- b) Electric Cars – Youth Councillor Oscar Goodwin put forward a case that Sevenoaks Town Council be pro-active and install electric charging points to be at the forefront of technology in the local Town of Sevenoaks as the statistics published by the Kent Messenger from the latest department of Transport showed that:

- *December 2017 there were 2299 electric vehicles in Kent – a rise of 773 compared to the year before [meaning there are 25 drivers for every charging point in the County].*
- *Sevenoaks District Authority has the most registered electric cars with 289*
- *Tunbridge wells borough Council has 261*
- *Tonbridge and Malling Borough Council has 260*

Cllr Eyre advised that all new builds in the district are to have charging points installed and advised that the Local Plan Consultation is still open. It was noted that the Town Council were installing electric cycle charging points at the Community Centre.

RESOLVED that a recommendation to Sevenoaks District Council for the Local Plan be put forward from the Youth Council for electric charging points to be included within any new commercial and housing developments in Sevenoaks Town.

- c) Plastic – anti plastic bag and anti-plastic straw campaign.

RESOLVED that Youth Councillor Gabby Tan raise the topic for starting the possibility of an anti-single use plastic campaign. The Town Clerk stated that she had recently drafted a report for the Town Council setting out recommendations to address the matter locally and would be pleased to incorporate Gabby's idea and the excellent logo she had prepared if they could be emailed to her.

20) **YOUTH COUNCIL CHARITY**

Youth Councillor Amber Warrender put forward a proposal to choose a youth council charity, which all agreed.

RESOLVED that Youth Councillors discuss on the What's App Group to put forward some charities that the Sevenoaks Youth Council can support to bring forward to the next meeting for selection

21) **GRANT APPLICATION WORKSHOPS**

It was noted that a workshop was held on Monday 28th January 2019 in the Council Chamber [*APPENDIX 4 – notes of discussion*]. It was noted that many schools have counselling available. It was felt that relaxation methods were sought by young people to destress and that the HOUSE in the Basement Youth Café HiTB is a venue already available.

Youth Councillor Amber Warrender advised that lots of events happen at [HiTB], but it is difficult to attract footfall/advertise the venue. It was thus thought a revamp of HiTB would be a sustainable way to make it more attractive and to refresh the décor in neutral colours to appeal to all. From Appendix 4 the date was originally set for 13th February.

RESOLVED that youth councillors

- distribute the attached form [*APPENDIX 5*] amongst their friends ready to bring results to the next meeting on 13th March 2019.
- visit the HiTB on **Wednesday 6th February 2019 at 4:30pm** to review a revamp the HiTB and make a list of requirements, so that Grant Funding and volunteers could be sought to assist in a makeover. Youth Councillors: Amber Warrender, Meera

Jassi, Roshni Agarwal, Gabby Tan and Oscar Goodwin confirmed their attendance at 4:30pm and will meet up with the Manager, Charlotte Marchant. Other Youth Councillors are also welcome to attend.

22) **ART CULTURE**

The Art Culture opportunity offered at the Stag was noted. Andrew Eyre confirmed that should the Youth Council wish to go ahead with a booking there would be no commission chargeable.

RESOLVED that under 16s could display their work for sale, as a forum to raise money for themselves and their art projects and be charged a nominal 10% commission to be put forward to the Youth Council's Charity/funds.

Agreed that a date be sought for a 3-week period so that schools/young people could prepare.

23) **HERITAGE LOTTER FUNDING BAT & BALL – ACTIVITY PLAN**

The volunteering opportunities regarding the Bat & Ball station for youth councillors was discussed. It was noted that two youth councillors had volunteered to attend an event:

- 07.02.2019 – YAG Meeting at Edenbridge
- 16.02.2019 – Volunteer at Bat & Ball Station Open Day
- 21.02.2019 – volunteer at Queen Victoria dress Making

24) **YOUNG PERSONS BOOK CLUB**

Phoebe and Katie would meet with the Town Clerk to discuss setting up a Book Club at HiTB.

25) **DATE OF NEXT MEETING**

To receive and note that the next meeting of Youth Council will be held in the **Council Chamber at 6pm on Wednesday 13th March 2019.**

If any Youth Councillor has items for the Agenda, please email to the Committee Clerk, ten working days in advance of the meeting to be included in the Agenda.

Sevenoaks Town Council

Youth Council General Income and Expenditure:
7555/38

2018/19

		Expenditure £	Income £
Starting Balance:	01/04/2018		£969.64
Budget allocated:	500.00		£ 500.00
Open Mic Night (Late Invoice)	23/02/2018	£ 150.00	
Open Mic Night (£120 from One Stop Grant)	16/03/2018	£ 30.00	
Open Mic Night (Ukelele)	27/04/2018	£ 40.00	
Open Mic Night	18/05/2018	£ 150.00	
Open Mic Night	29/06/2018	£ 150.00	
Overspend from Kent Police Commissioner's Grant		£ 38.32	
LotV West Kent Communities			£ 100.00
Income	08/08/2018		£ 30.00
YC 5 year Domain	28/09/2018	£ 49.00	
YC Weebly 2 years	28/09/2018	£ 48.00	
Open Mic Night *	12/12/2018	£ 75.00	
Open Mic Night *	24/12/2018	£ 75.00	
Domain Name for Y.Council	28/12/2018	£ 35.12	
Minute 18 d - Chess Club Equipment Donation	30/01/2019	£ 100.00	
* invoice awaited for remaining charges		£ 940.44	£1,599.64
	Available Funds	£ 659.20	
		£ 659.20	

NOTES:

£350 from Sevenoaks School paid towards an ipad for HiTB



HOUSE IN THE Basement

Report – January and February 2019

HOUSE in the Basement has gained two new staff members.

Tuesday SEN will be starting again soon.

Gained a Youth Councillor as a Volunteer for 8+ weeks.

Still continuing with Fareshare.

Started an 8-week Art Project with arts society.

Chess club will start in March.

Looking to propose new events and activities with staff members.

Numbers and money income seem to be increasing.

Sevenoaks Youth Councillors' Revamp visit to HOUSE in the Basement Youth Café

6th February 2019

Ref	Topic	Action Proposed	Cost
1	Y. Councillors noted that a fresh coat of paint would go a long way (white-minimalistic)	Arrange for painting to take place	Tbc
2	When repainting, a new colour scheme could be effective (less red)- perhaps white with green accents	Note colour scheme was chosen by previous youth councillors. Arrange for painting to take place.	tbc
3	Paintings and pictures by attendees of the HITB Youth Café could be put up on the walls to decorate (replacing Music mural/wall)		
4	Take down Halloween decorations and other remaining holiday decorations	HitB staff to do this.	£0
5	Change lighting (if within budget) or, if not possible, add some lamps etc that can be used as an alternative source of light to make it warmer/more comfortable	Various lighting alternatives currently available – seen? Lamps could be purchased	tbc
6	Declutter- Y. Councillors suggested that they should go through the objects and items in cafe to decide what to keep and what to replace or remove	Agreed	£0
7	Find new design for sign as current one was agreed to be a bit ominous	Sign was previously a funding commitment requirement could now be reviewed.	tbc
8	Replace ceiling cover (mesh) with something a bit cleaner cut	Agreed now a bit tired. Needs to be a fire retardant covering	tbc
9	Fake plants and/or cacti to add atmosphere	Agreed	tbc
10	Deep clean	STC to arrange for cleaning staff to carry out 'deep clean' review regular cleaning processes.	Tbc

Ref	Topic	Action Proposed	Cost
11	If possible, Move sign up the street a bit as to be more visible	Planning permission would be required – to be reviewed	Tbc
12	Advert in the stag (if possible)	Currently on information screen in foyer	£0
13	Organise wires (so that they appear less cluttered)	Electrician to be booked	Tbc
14	Change/replace or remove signs on door etc	To be reviewed by staff	£0
15	Places to keep glasses etc off the counter (as appears cluttered)	To be reviewed by staff	£0
16	Cute chairs added (if possible/if space)- cheap ones can be found at IKEA etc and repainted to fit colour scheme	The youth café started with these but became damaged. Recently had donated more robust seating, also suitable for hirers.	tbc
17	Book swap cabinet	Book case to be purchased	tbc

YOUTH COUNCIL CHARITY – AGENDA ITEM NO 6

Minute 20 – 30th January 2019 refers:

YOUTH COUNCIL CHARITY

Youth Councillor Amber Warrender put forward a proposal to choose a youth council charity, which all agreed.

RESOLVED that Youth Councillors discuss on the What's App Group to put forward some charities that the Sevenoaks Youth Council can support to bring forward to the next meeting for selection

Youth Councillors' suggestions to date are:

a) Teenage Mental Health Charity

<https://stem4.org.uk/>

b) Teenage Cancer Trust

www.teenagecancertrust.org/

c) Women's Menstrual health

www.bloodygoodperiod.com

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Sevenoaks Town Council**REPORT TO YOUTH COUNCIL AND YOUTH SERVICES SUB COMMITTEE ON 3RD AUGUST 2019****REPEAT OF SKATEBOARD PARK EVENT FOR 2019 – AGENDA ITEM NO 8**

Sevenoaks Town Council have previously bought in professional skateboarders to provide a day of entertainment and workshops.

Following a request from the Youth Council to repeat this popular event it has been booked for 3rd August 2019 to take place at the Skateboard Park in Greatness Recreation Ground. The day will involve Professional Demonstrations, Skate & BMX Workshops and will be fully staffed.

Previously Hitb Youth Café staff and Youth Councillors have also been present and sold soft drinks.

The cost for the event is £1,650.

In previous years the Town Council has been able to obtain funding for this event, however to date this has not been possible. It is therefore

RECOMMENDED:

1. Sevenoaks Youth Council consider donating to the event from its funds.
2. Youth Services Sub Committee consider making a recommendation to the Finance & General Purposes Committee that the balance required is met from the remaining Youth Outreach budget in the 2018 / 2019 accounts.

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