

17th March 2021

You are hereby summoned to attend a virtual meeting of the **YOUTH SERVICES COMMITTEE** to be held **via Zoom on Wednesday 24th March 2021 at 7.00 pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: https://youtu.be/0qsQ_nya5RI and 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 of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Deputy Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Youth Services Committee Members:

Cllr Mrs R E Parry – Chairman	Cllr C Shea – Vice Chairman
Cllr K Bonin	Cllr R M C Hogarth
Cllr A Eyre	Cllr T Morris Brown
Cllr V Granville Baxter	Cllr E Waite
Sevenoaks Youth Council: Vacant KCC: Ms Sarah Gaunt SDC: Ms Kelly Webb, Ms Maxine Quinton	SAYT: Mrs Caroline Berry West Kent Communities: Charlotte Ede

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

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Town Clerk

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	
2	<u>REQUESTS FOR DISPENSATIONS</u> 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	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	
4	<u>MINUTES OF YOUTH SERVICES COMMITTEE</u> To receive and sign the minutes of the Youth Services Committee held on 9 th September 2020.	Attached
5	<u>HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE</u> To receive and discuss the following reports:	
5.1	HitB Update Report	Attached
5.2	Finance Cost Centre Report	Attached
6	<u>YOUTH COUNCIL</u>	
6.1	Update on election of new Youth Council	Attached
6.2	Income and Expenditure	Attached
7	<u>REPORTS FROM CO-OPTED PARTNERS</u> i. Kent County Council ii. SAYT iii. SDC - Community Safety Team iv. West Kent Communities	
8	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	

Sevenoaks Town Council
Minutes of the Youth Services Committee held on 9th September 2020
Held via Zoom and Livestreamed on YouTube

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.04 p.m.

Cllr Rachel Parry, Chairman	Present		Cllr Claire Shea, Vice-Chairman	Present
Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Andrew Eyre	Apologies		Cllr Tom Morris Brown	Apologies
Cllr Victoria Granville-Baxter	Present		Cllr Edward Waite	Apologies
Charlotte Ede, West Kent Communities	Apologies		Sarah Gaunt, Kent County Council	Present
Maxine Quinton, Sevenoaks District Council	Present		Caroline Berry, SAYT	Apologies

In attendance: Cllr Merylyn Canet, Cllr Richard Parry (to 7.10pm), Town Clerk, Senior Committee Clerk and House in the Basement Youth Café Manager.

Public Question Time There were no representations received from Members of the Public.

175. Apologies for Absence

Received as noted above.

176. Requests for Dispensations

There were no requests for dispensations.

177. Declarations of Interest

There were no Declarations of Interest at the meeting.

178. Minutes

(i) Minutes of the Youth Services Sub Committee held on 12th February 2020

RESOLVED: to accept and sign the minutes of the meeting held on 12th February 2020 as a true record.

(ii) Minutes of the Youth Council Meeting held on 12th February 2020

RESOLVED: To note the Minutes of the Youth Council meeting held on 12th February 2020.

179 House in the Basement Youth Café

(i) Update Report

It was noted that the Youth Café had been closed since the Covid-19 lockdown commenced and that the staff had been furloughed.

Chris Essex, Manager of House in the Basement Café, advised that the Café was reopening on Friday 11th September but would be operating differently. Numbers would be limited and young people would need to book in advance; at the moment this was on a first come first served basis which would be reviewed as demand grows. Rules would be in place regarding social distancing, hand washing, use of equipment etc.

It was noted the new Government guidelines would be issued following the Prime Minister's Statement earlier today restricting social gatherings to 6 people.

(ii) Finance Report to 31st July 2020

RESOLVED: That the Finance Cost Centre report for the Youth Café to 31st July 2020 be noted.

180. Sevenoaks Youth Council

(i) Youth Council Update

It was noted that the Youth Council 2018-2020 had been due to hold its final meeting this evening; unfortunately due to the public health guidelines arising from the Covid-19 pandemic, this was not able to take place. The Town Clerk had written to Youth Councillors thanking them for their service and celebrating their achievements.

Given continuing uncertainty around face to face meetings and the additional challenges facing young people returning to school, elections for the next Youth Council had been postponed to the New Year 2021.

(ii) Youth Council Finance Report

RESOLVED: That the Income and Expenditure reports for the Youth Council and its charity to 31st July 2020 be noted.

181. Youth Grants

It was noted that, following adjustments in respect of the Community Resilience Fund, the Youth Outreach 2020/21 balance stood at £3,811. Consideration was given to a grant application received.

RESOLVED:

That a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	First prize offered in the Young Musician of the Year Competition 2021	£1000	£600

182. Reports from Co-opted Partners

Noted reports from Co-opted Partners:

(i) Kent County Council

Sarah Gaunt reported that her team began working from home during lockdown and recommenced street work mid-July. There had been 3 street sessions in Sevenoaks town, in Greatness Park, the Vine and Hollybush area, meeting about 40 young people. Regular updates were maintained on FaceBook and Instagram.

The Sevenoaks District Assembly had been officially launched in July and a virtual youth conference was planned for November 2020. A key project was to research what young people understood by hate crime, what it is, and what happens if you report it.

Sarah commented on the range of virtual support available and also the perhaps surprising fact that a lot of young people did not want to use this, preferring face to face contact. There could be a range of reasons for this including not having a private space at home.

(ii) SAYT

Caroline Berry was unable to attend the meeting but had provided a report advising that the two youth workers had maintained their links with young people using the internet and more recently by meeting in small groups, maintaining national guidelines. Some one-to-one mentoring had taken place, together with some low key summer activities.

Sarah Gaunt added that SAYT were also involved in a project with the Kenward Trust and Community Safety Team to create an art work/sculpture from the nitrus oxide canisters collected in the District over the Summer by the police, in order to raise awareness of the issues surrounding its use.

(iii) SDC – Community Safety Team

Maxine Quinton reported that the team had been working closely with the Police, KCC, Kenward Trust and SAYT regarding the rise in anti-social behaviour. There had been a number of hotspots in the District, particularly around open water e.g. Chipstead Lake. A large number of young people had been coming into the area from places such as Catford, Lewisham, Tunbridge Wells, Tonbridge and Paddock Wood. Police had been monitoring the railway stations on Friday and Saturday evenings. Dispersal orders were in place Fridays and Saturdays to deal with any groups congregating and causing issues. Fortunately the level of incidents had declined in the last few weeks.

Councillors thanked the Community Safety Team for all the time and resources they had put in to deal with the issues.

(iv) West Kent Communities:

Charlotte Ede was unable to attend the meeting but had submitted a report advising of the Zoom sessions delivered across the District during July. Councillors commented that it would be useful to know how many of the young people involved were from Sevenaoks Town. Sarah Gaunt commented that they were open sessions available to anyone in the District and that data was not readily available.

The Committee noted that the planned Mental Health Awareness course requested by the Youth Council and Youth Café members (funded by WKHA) had been cancelled due to Covid-19 and expressed the hope that it could be held in the future.

183. Westerham Sea Cadets, Royal Naval Unit Review

The Committee noted and congratulated the Westerham Sea Cadets Unit on the good report.

184. Press Releases: None

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Sevenoaks Town Council
Youth Services Committee – 24th March 2021



2020 was a difficult year for the House in the Basement Youth Café which closed at the beginning of the Covid-19 national lockdown in March, with staff being placed on furlough.

The Youth Café reopened in September 2020. The operation of the venue was adapted to meet government regulations, limiting staff attendance and restricting the number of young people attending. An enhanced cleaning regime was introduced, and Perspex screens installed.



Unfortunately, with the announcement of the second national lockdown in November, the placing of Kent in Tier 4 in December and the third national Lockdown in January 2021, it has not yet been possible to reopen the Youth Café.

In line with current government guidance, we are aiming for 17th May 2021 to open the doors of the Café once more.

Detailed Income & Expenditure by Phased Budget Heading 10/03/2021

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	0	312	312	(50)	3,432	3,482	3,740		0	
1211 Sale of Goods	0	192	192	58	2,112	2,054	2,300		0	
1350 Revenue Grant income	0	0	0	10,000	0	(10,000)	0		0	
1450 Furlough Grant Income	2,731	0	(2,731)	24,111	0	(24,111)	0		0	
Youth Cafe :- Income	2,731	504	(2,227)	34,120	5,544	(28,576)	6,040			0
4010 Gross Pay	3,075	2,138	(937)	32,220	23,518	(8,702)	25,661		(6,559)	
4270 Employers Pension Contribution	88	86	(2)	883	946	63	1,026		143	
5410 Repairs & General Maintenance	0	83	83	344	913	569	1,000		656	
6010 Light Heat & Cleaning	0	42	42	977	462	(515)	500		(477)	
6101 Telephone	44	47	4	500	517	17	560		60	
6200 Printing & Stationery	0	42	42	5	462	457	500		495	
6240 Computer/ Data Base/WP's	17	62	45	166	682	516	750		584	
6281 Furnishings,Furniture/Eqpt	0	42	42	21	462	441	500		479	
6320 Staff Training	0	0	0	120	200	80	400		280	
6340 Staff Uniforms	0	0	0	0	150	150	200		200	
6460 Publicity & Democratic notices	0	42	42	0	462	462	500		500	
6500 Goods for Resale	0	142	142	213	1,562	1,349	1,700		1,487	
6635 Professional Fees Licensing	0	0	0	293	400	108	400		108	
6650 Bad debts	0	0	0	44	0	(44)	0		(44)	
6730 Subscriptions	0	0	0	7	0	(7)	0		(7)	
6900 Sundry Expenses	0	12	12	0	132	132	150		150	
6922 Health&Safety/Risk Assessments	0	0	0	1,280	0	(1,280)	400		(880)	

Detailed Income & Expenditure by Phased Budget Heading 10/03/2021

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6952 Protective Clothing	0	0	0	135	0	(135)	0		(135)	
Youth Cafe :- Indirect Expenditure	<u>3,223</u>	<u>2,738</u>	<u>(485)</u>	<u>37,207</u>	<u>30,868</u>	<u>(6,339)</u>	<u>34,247</u>	<u>0</u>	<u>(2,960)</u>	<u>0</u>
Net Income over Expenditure	<u>(492)</u>	<u>(2,234)</u>	<u>(1,742)</u>	<u>(3,087)</u>	<u>(25,324)</u>	<u>(22,237)</u>	<u>(28,207)</u>			
Grand Totals:- Income	2,731	504	(2,227)	34,120	5,544	(28,576)	6,040			
Expenditure	<u>3,223</u>	<u>2,738</u>	<u>(485)</u>	<u>37,207</u>	<u>30,868</u>	<u>(6,339)</u>	<u>34,247</u>	0	(2,960)	
Net Income over Expenditure	<u>(492)</u>	<u>(2,234)</u>	<u>(1,742)</u>	<u>(3,087)</u>	<u>(25,324)</u>	<u>(22,237)</u>	<u>(28,207)</u>			
Movement to/(from) Gen Reserve	<u>(492)</u>			<u>(3,087)</u>						

Youth Services Committee – 24th March 2021

Sevenoaks Youth Council 2021 to 2022

Unfortunately, the Sevenoaks Youth Council 2018 to 2020 had its activities curtailed during 2020 due to national lockdowns and restrictions around meetings arising from the Covid pandemic. Given the uncertainty around meetings and the fact that many Youth Councillors were moving on to the next stage of their education/careers, the Town Clerk wrote to all Youth Councillors in July thanking them for their service and congratulating them on their achievements.

As it was unlikely that face to face meetings would be held for some time and being aware of the significant challenges facing young people in relation to their education, it was decided to postpone the election of a new Youth Council until 2021.

It is now proposed that that the election process begins in October, with a view to having a new Youth Council in place in November 2021.

Schools, youth clubs and youth organisations in Sevenoaks will be invited to submit nominations, and personal nominations may also be submitted.

The constitution of the Youth Council is attached for information.

SEVENOAKS YOUTH COUNCIL CONSTITUTION

1. The name of the organization should be Sevenoaks Youth Council (hereafter referred to as SYC)
2. The SYC is to be a democratic body, with its membership of:
 - a. up to 16 Youth Councillors aimed to be representative of all young people aged 11 to 18 within the town of Sevenoaks regardless of gender, ethnic background, disability, race or sexuality.
 - b. One voting representative from any school in Sevenoaks with pupils aged 11 to 18.
More than one pupil aged 11 to 18 may attend from schools in Sevenoaks. Each school may only have one vote.
3. All members will live within 5 miles of Sevenoaks (at the time of appointment) or attend a school within Sevenoaks and be between the ages of 11 – 18.

Terms of Reference

1. The aims of the SYC are:
 - to encourage a culture of participation in the democratic process and to develop the ideal of citizenship.
 - to provide young people with the opportunity to convey their ideas and priorities to Sevenoaks Town Council.
 - to provide a mechanism for Sevenoaks Town Council and other agencies to consult with young people.
2. The objectives of the SYC are:
 - to build relationships with people of influence
 - to develop networks of young people within the town of Sevenoaks
 - to persuade young people that they are valued and can make a difference
 - to comment on policies that may affect the quality of life and opportunities for young people
 - to identify and redress forms of discrimination against young people
 - to develop links with organisations such as the British Youth Council and UK Youth Parliament

Structure and Membership

1. The SYC will comprise of young people aged 11 to 18 years to represent different localities (where possible) within the town.
2. Members of the SYC should serve a two year term.

3. Members can be nominated via schools in Sevenoaks, youth clubs, youth organisations *in* addition to submitting personal nominations.
4. Schools in Sevenoaks may submit agenda items and send along representatives. However only one vote will be allocated to each school.
5. Should a Youth Councillor miss 3 consecutive meetings (without agreement of exceptional circumstances) they would no longer be a member.
6. Should a youth Councillor leave the SYC another young person should be elected or nominated to replace them.
7. Youth Councillors wishing to leave the SYC should do so by giving written notice.
8. To be elected or nominated as a youth councillor, a young person must be at least 11 and no more than 18 years old.
9. At each Annual General Meeting the SYC will elect a Chairperson, Vice Chairperson, Secretary and Treasurer. In urgent situations these members can make decisions, which must then be reported to the next meeting of the SYC for confirmation.

Meetings

1. The first meeting in each Youth Council financial year (normally October/*November*) will be the AGM.
2. The SYC will normally meet every six weeks approximately.
3. A quorum of one-third of SYC needs to be present before decisions can be made.
4. Meetings are open to the public, Support workers and *three* Town Councillors may be present, but not able to vote.
5. Any young person can suggest items and have the opportunity to add items for the agenda, either through the Town Clerk, Committee Clerk or the elected Chairman.
6. Meetings of the SYC will take place during the late afternoon or early evening or at a mutually agreed time.

Voting

1. All decisions should be reached by a majority of those present and eligible to vote.
2. Decisions can only be reached if a quorum of one-third of SYC is present for the vote.

3. In the event of a vote being equal, the Chairman will have the casting vote.
4. Both secret and open voting will be used as and when required.
5. A two-thirds majority must agree any changes to the constitution at an AGM. Proposals for changes to the constitution must be given to the Town Clerk at least 14 days before the AGM so that they can be included in the Agenda.

Not for Profit Making Organisation.

1. SYC will be a not for profit making organisation.
2. No member will personally benefit from SYC funds.
3. Should the SYC dissolve all funds would be returned to Sevenoaks Town Council and ring fenced for youth purposes.

Sevenoaks Town Council
Youth Services Committee – 24th March 2021

Agenda Item	Sevenoaks Town Council				
4A	Youth Council General Income and Expenditure:			2020/21	
	7555/38				
				Expenditure	Income
				£	£
	Budget allocated:	500.00			£ 500.00
				£	-
				Available Funds	£500.00
				£	500.00
Agenda Item	Sevenoaks Town Council				
9B	Youth Council Charity Income and Expenditure:			2020/21	
	7555/38				
				Expenditure	Income
				£	£
	Starting Balance:	01/04/2020			£ 152.81
	Budget allocated:	0.00			£0.00
				£	-
				Available Funds	£152.81
				£	152.81