



Annual General Meeting

3rd November 2021 at 6pm

Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG

Youth Council Members:

Henry Barden de Leon	Isabella McGlynn
Mahedy Basher	Max Pound
Emilia Britain	Vince Rands-Webb
Phoebe Critchlow	Mia Stack
Jasmine Geer	Anna Tarasheva
Maya Goodrich	Kate Willis
Valentina Groves	

In attendance: Linda Larter, Town Clerk and Alison Futtit, Senior Committee Clerk

AGENDA

- 1. Welcome and Introduction by the Mayor, Cllr Dr Marilyn Canet**
- 2. Apologies for Absence**
- 3. Election of Chairman**
To consider nominations and elect a Chairman of the Youth Council for 2021-2022
- 4. Election of Vice-Chairman**
To consider nominations and elect a Vice-Chairman of the Youth Council for 2021-2022
- 5. Election of Treasurer**
To consider nominations and elect a Treasurer of the Youth Council for 2021-2022

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| 6. | Appointment of Two Youth Councillors to the Youth Services Committee
To consider nominations and elect Youth Council representatives to the Town Council's Youth Services Committee | |
| 7. | Minutes of Last Meeting
To receive and adopt the minutes of the Youth Council meeting held on 12 th February 2020 | Attached |
| 8. | Sevenoaks Youth Council Constitution
To receive and note the Youth Council Constitution. | Attached |
| 9. | Finance Report
To note the Opening Balance of the new Youth Council term, November 2021 to October 2023 | Attached |
| 10. | House in the Basement [HiTB] Youth Cafe
To receive and consider the HiTB report for October 2021 | Attached |
| 11. | Preparations for Two Year Programme
To break away from the meeting for a workshop to discuss the ideas for the Youth Council activities for the next two years. | — |
| 12. | Date of Next Meetings 2021/22
To note the dates of meetings 2021/2022 | Attached |

Meeting of the Sevenoaks Youth Council
Held on 12th February 2020 in Sevenoaks Town Council Chamber

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 6.55 p.m.

Present:

Roshni Agarwal	<i>Apologies</i>	Ola Kujawska	<i>Apologies</i>
Eva Azazoglu	<i>Apologies</i>	Emily Mahoney	<i>Apologies</i>
Alexander Black	<i>Apologies</i>	Megan Ng	<i>Apologies</i>
Sam Chard	Present	Louisa Phillips	<i>Apologies</i>
Phoebe Critchlow – Vice-Chairman	<i>Apologies</i>	Michael Roberts - Treasurer	Present
Samuel Crawford	<i>Apologies</i>	Rose Spurling - Chairman	Present
Tasha Dambacher	<i>Apologies</i>	Gabby Tan	<i>Apologies</i>
Ronnie Day	<i>Apologies</i>	Loic Thiry	<i>Apologies</i>
Oscar Goodwin	<i>Apologies</i>	Amy Vickers	<i>Apologies</i>
Matthias Jammot	<i>Apologies</i>	Jacob Watson	Present
Meera Jassi	<i>Apologies</i>	Katie Willis	<i>Apologies</i>
Ishwar Sharma	<i>Apologies</i>		

In Attendance: Cllrs Canet, Eyre and Raikes, Town Clerk, Senior Committee Clerk, House in the Basement Youth Café Manager and Isabella Penn

85. Apologies for Absence

Received as detailed above.

86. Resignations Received

It was noted that Amber Warrender and Charlotte Foulds had submitted their resignations from the Youth Council due to pressure of work. They were thanked for their valuable contributions.

87. Minutes of the Meeting of the Youth Council held on 4th December 2019

The Minutes were agreed as a true record.

88. Finance Reports

The Youth Council received and noted the following finance reports:

(i) Income and Expenditure for Youth Council's Running Budget

Noted that the balance as at January 2020 was £879.60.

(ii) Income and Expenditure for the Youth Council's Charity Fundraising

Noted that the balance as at January 2020 was £152.81.

89. Neighbourhood Development Plan/Cultural Quarter

The Town Clerk reminded Youth Councillors of the consultation exercise being undertaken on the Neighbourhood Development Plan for Sevenoaks prepared by the Town Council. The Plan provided a development vision and policies which would guide

development over the next 20 years. It was noted that the Plan focused on climate change initiatives. The Town Clerk asked that Youth Councillors forward any comments they have on the proposals and asked that they share details of the consultation with their families and friends. The Neighbourhood Plan and feedback forms are accessible via: [SevenoaksNDP](#)

The Town Clerk also gave a presentation setting out the vision of a Cultural Quarter for Sevenoaks, which aimed to strengthen and add to the cultural area in the town centre over future years. Feedback on the proposals was invited: [Sevenoaks Cultural Strategy](#).

90. House in the Basement (HitB) Youth Café

Chris Essex, Manager of the House in the Basement Youth Café, presented his report, explained the range of activities available at the Youth Café, and invited Youth Councillors to visit. It was noted that the Work Experience/Volunteering Programme was being relaunched.

91. Fundraising Update

Fundraising ideas suggested at the last meeting were reviewed. The success of the cake sale at the Christmas Lights Switch On event was noted and the possibility of holding a stall at the VE Day “Picnic in the Park” event on 8th May to be explored.

Youth Councillors welcomed the suggestion of an Inter Youth Quiz Night to be arranged for September 2020.

92. Live on the Vine

Youth Councillors confirmed that they would like to hold a “Live on the Vine” event this year at the end of the Summer school term, Friday 17th July 2020. Young performers to be encouraged to participate.

93. Current Programme and Updates

Youth Councillors reviewed progress against the proposals for their two-year term discussed in December 2018, and commented as follows:

Item 1 – Environmental Matters	Consideration to be given to whether an environmental theme could be incorporated into the “Live on the Vine” event. Cllr Canet invited Youth Councillors to meet with her if they would like to discuss any environmental ideas.
Item 2 – Mental Health for Young People	Mental Health First Aid Workshop being arranged, to take place at HitB, funded by West Kent Housing Association.

94. Date of Next Meeting

Agreed that next meeting be arranged for April 2020.

There being no further business the Chairman closed the meeting.

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.

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9A Youth Council General Income and Expenditure:
7555/38

		Expenditure £	Income £
Budget allocated:	510.00		£ 510.00
YC App Form Leaflets	03/09/2021	£ 45.00	
		£ 45.00	£510.00
Available Funds		£465.00	
		£ 465.00	

9B Youth Council **Charity** Income and Expenditure:
7555/38

		Expenditure £	Income £
Starting Balance:	01/04/2021		£ -
Budget allocated:	0.00		£0.00
		£ -	£0.00
Available Funds		£ -	
		<u>£ -</u>	
		<u>£ -</u>	

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Manager's Report – 20th October 2021

House in the Basement Statistics		
Month	Total Attendances	Number of sessions
May 21 st onwards	15	6
June	49	17
July	42	22
Song writing course 27 th to 30 th July 1:00 – 4:00pm	7	4
August	20	18
September	28	17
October up to 20th	23	11
Tuesday Club for S.E.N.	10	3

Numbers are still down compared to pre covid; we have been using Facebook to spread publicity for the club and have been sending local schools our information.

We also lost some of our regular older members to work which is a good thing.

We have opened a night aimed specifically at children with Special Educational Needs (SEN). It is now in its third week, and we have gone from 1 child attending to 6 last Tuesday.

We have had 29 new members since June. With the growth of the SEN Club, 6 last Tuesday and this Wednesday, we have had six new members plus one regular interested in the Club, who enjoyed playing pool. There are, therefore, signs of improvement.

Sevenoaks Youth Council – 3rd November 2021

We are getting more young people on some nights, although this is not yet regular and on others we still get 0. So, we need to continue doing regular internet advertising on Facebook and plan to set up an Instagram account for the club.

Sevenoaks Youth Council – 3rd November 2021

Meeting Schedule 2021-2022

YOUTH COUNCIL MEETINGS			
Day	Date	Time	Venue
Weds	3 rd November 2021	6.00pm	Council Chamber * Town Council Offices, Bradbourne Vale Road, TN13 3QG
Weds	12 th January 2022	6.00pm	Council Chamber * Town Council Offices, Bradbourne Vale Road, TN13 3QG
Weds	23 rd March 2022	6.00pm	Council Chamber* Town Council Offices, Bradbourne Vale Road, TN13 3QG
Weds	18 th May 2022	6.00pm	Council Chamber* Town Council Offices, Bradbourne Vale Road, TN13 3QG

*Please note venue may be subject to change to enable social distancing as required.

Youth Councillors are also invited to attend:

ANNUAL TOWN MEETING			
Mon	14 th March 2022	7.00pm	Bat & Ball Centre Crampton's Road, TN14 5DN