

Tuesday, 01 July 2025

You are hereby summoned to attend a meeting of the **Youth Services Committee** to be held in the **Council Chambers** on **Wednesday, 9 July 2025, which commences at 19:00 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, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://www.youtube.com/live/WRePWBqEYBg?si=6lKYEidYHWFUGMen> 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 Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.


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.

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.

Committee Members:

CLlr Chloe Gustard (Chair)	CLlr Catherine Daniell (Vice-Chair, Deputy Leader)
CLlr Libby Ancrum	CLlr Dr Marilyn Canet
CLlr Gareth Willis	CLlr Tony Clayton (Mayor)

Co-opted Members:

Sevenoaks Youth Council: Harry King Madeleine Politzer	Sevenoaks District Council: Kelly Webb Maxine Quinton
Kent County Council: Vacant	West Kent Communities: Richard Dowling
Sevenoaks Area Youth Trust: Peter Robinson	National Trust: Amy Sabine
House in the Basement: Daren Mountain Holly Brazier	

AGENDA

1	CHAIR AND VICE-CHAIR To note that at the Annual Town Council meeting held on 12th May 2025, the following appointments were made: Chair: Cllr Chloe Gustard Vice-Chair: Cllr Catherine Daniell
2	TERMS OF REFERENCE To receive and note the Terms of Reference for the Youth Services Committee as agreed by the Annual Council on the 12th of May 2025.
3	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
4	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).
5	DECLARATIONS OF INTEREST To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
6	MINUTES OF THE YOUTH SERVICES WORKING GROUP HELD ON WEDNESDAY 7th MAY 2025 To receive and adopt the minutes of the meeting of the Youth Services Working Group held on Wednesday 7th May 2025.
7	MINUTES OF THE YOUTH COUNCIL HELD ON WEDNESDAY 7th MAY 2025 To receive and adopt the minutes of the Youth Council meeting held on Wednesday 7th May 2025.
8	HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE To receive and discuss the following report:
8.1	HiTB Manager's Update Report
8.2	Finance Cost Centre Reports March-May
9	REPORTS FROM CO-OPTED PARTNERS
9.1	SDC- Community Safety Team
9.2	West Kent Communities

9.3	SAYT
9.4	National Trust- Knole
10	<p>CURRENT & COMPLETED MATTERS REPORTS</p> <p>To receive and note the following reports:</p> <p>10.1: To receive and note the current matters report</p> <p>10.2: To receive and not the completed matters report</p>
11	<p>CHILDREN'S DESIGN A CHRISTMAS LIGHT 2025</p> <p>11.1 To consider running the Design a Christmas Light Competition for a Fourth year.</p> <p>11.2 To consider awarding a grant from the Youth Outreach Budget to put towards covering the cost of manufacturing the light.</p>
12	<p>SKATEBOARDING SESSIONS</p> <p>12.1 To note, we have received funding to provide half of the free Skateboarding sessions at Greatness from SDC, this is £537.50.</p> <p>These sessions take place every Thursday at the Skate park, facilitated by Samsara Sport, for 4 weeks,</p> <p>Thursday 26th June 4pm to 5pm & 5pm to 6pm</p> <p>Thursday 3rd July 4pm to 5pm & 5pm to 6pm</p> <p>Thursday 10th July 4pm to 5pm & 5pm to 6pm</p> <p>Thursday 17th July 4pm to 5pm & 5pm to 6pm</p> <p>12.2 To consider matching the funding given by SDC at £537.50</p>
13	<p>RAIL SAFETY PROJECT</p> <p>To receive and note the attached Rail Safety Project report.</p>
14	<p>UPCOMING YOUTH EVENTS</p> <p>To note the upcoming youth events:</p> <ul style="list-style-type: none"> • 26th June- 17th July, Every Thursday, Skateboarding sessions led by Samsara Sport, • 11th July, Open Mic Night at House in the Basement, • 25th July, Skate Jam at Greatness Recreation Ground, • 4th August, Sevenoaks District Council's Family Fun Day Event at Greatness Recreation Ground, • 14th August, House in the Basement Open Mic night on the Vine- 6 pm-8 pm. • 19th- 22nd August, Fungi Frida and the Myco Heroes at various locations (Bat & Ball Centre, Pontoise Park, Greatness Recreation Ground, The Vine Gardens. All performances start at 2 pm).

	<ul style="list-style-type: none"> • 12th September, Open Mic Night at House in the Basement,
15	<p>PRESS RELEASE</p> <p>To consider any agenda item, which would be appropriate for a press release. All reports attached.</p>

TERMS OF REFERENCE - YOUTH SERVICES COMMITTEE

(as agreed at Annual Council on the 12th May 2025)

To consider all matters relating to the following items and make recommendations to the Community & Wellbeing Committee in respect of:

- (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) The Youth Services Working Group may co-opt non-voting members to the Committee, including two Youth Councillors.
- (f) Meetings of the Youth Services Working Group normally to be held after Youth Council meetings.
- (g) A quorum of the Youth Services Working Group will be three voting (elected) members
- (h) Approve Youth Grants within allocated Youth Outreach budget.
- (i) The Youth Services Working Group shall be constructed as follows:
Town Councillors will be appointed at the Annual Meeting of the Town Council, plus the Chair or Vice-Chair of the Finance & Delivery Committee and the Town Mayor (ex-officio). The Youth Services Working Group can increase its membership with Co-Opted Members from members of other youth related organisations.
- (j) Co-opted members

All Co-Opted members of the Working Group would not be voting members; it is hoped most decisions would be agreed by consensus and will serve for a period of one year but can be re-elected.
- (k) Finance

The Youth Services Working Group shall make recommendations on the budgets associated with its activities for:

- Youth Council
- HitB Youth Café
- Youth Grants

Sevenoaks Town Council

Minutes of the meeting of the Youth Services Working Group Held on Wednesday 07 May 2025 In the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 19:03

Meeting Concluded: 19:40

Present:

Cllr Chloe Gustard (Chair)	Present	Cllr Dr Marilyn Canet	Present
Cllr Catherine Daniell (Vice-Chair, Deputy-Leader)	Present	Cllr Gareth Willis	Present
Co-opted members			
Sevenoaks Youth Council: Harry King Madeleine Politzer	Apologies Apologies	Sevenoaks District Council: Maxine Quinton	Present
Kent County Council: Vacant	—	West Kent Communities: Richard Dowling	Present
Sevenoaks Area Youth Trust: Peter Robinson	Present	National Trust: Amy Sabine	Present

In attendance: Deputy Town Clerk, House in the Basement Youth Café Manager and Youth Committee Clerk.

67 - APOLOGIES FOR ABSENCE: Received and accepted as noted above.

68 - REQUESTS FOR DISPENSATIONS: There were no requests for dispensations.

69 - DECLARATIONS OF INTEREST: There were no declarations of interest.

70 - MINUTES OF THE YOUTH SERVICES WORKING GROUP HELD ON 12th MARCH

It was agreed to receive and accept the minutes as a true record.

71 - MINUTES OF THE YOUTH COUNCIL HELD ON 05th MARCH

It was agreed to receive and accept the minutes as a true record.

72 - HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE

72.1 - HiTB Manager's Update Report

The Working Group heard from Daren Mountain that the number of young people attending House in the Basement has continued to increase. It was noted that more

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SEN young people had been attending as well. Daren reported that their Duke of Edinburgh had been going well, with young people carrying out the volunteering needed for both their Bronze and Silver Awards.

The working group also heard that House in the Basement had been successful in receiving a grant of £1,500 from Tesco's Stronger Starts scheme, which it will use to provide meals and sandwiches to children who may be experiencing food insecurity over the school holidays.. It was noted that plans for promoting this were underway.

Daren also noted that the Youth Council had received a talk from smartphone-free childhood which was engaging. It was reported that at House in the Basement, fewer young people are using their phones and are either interacting with each other or playing games on the new gaming computers.

It was noted that Sevenoaks School have started banning mobiles from year 7 & 8 students in an attempt to reduce the amount of phone usage within the school. To help with this, they are investigating obtaining old Nokia phones for those who require a phone for communication purposes.

Councillors noted that this could be an interesting project for the youth council to continue the conversation, with the potential to send a survey to schools asking peers their opinions on the idea of going phone-free. With the possible outcome of producing a report similar to the Mental Health report, and potentially a policy document that could be sent to schools.

72.2 – Finance Cost Centre Reports

The Finance Cost Centre Reports for House in the Basement Youth Café for February 2025 were received and noted.

73 - REPORTS FROM CO-OPTED PARTNERS

73.1 - SDC- Community Safety Team

Maxine Quinton reported that there had been a couple of issues at the Bat and Ball Centre, and some young people had been identified. It was noted that the policing team had dealt with the issues.

It was also noted there had been some incidents where young people had been attempting to gain access to roofs with the believed intention to engage in Parkour/Free running.

Maxine also reported that there had been a few bike thefts around the House in the Basement area.

It was also noted that the District had a series of events occurring for VE Day, with a ration cooking class that took place on Wednesday, 7th of May, during which 12 people made Veg soup and rhubarb and apple crumble. A 1940s tea dance in

Sevenoaks Town Council

Edenbridge on Thursday, 8th of May and an outdoor concert at St. Cleres estate on Friday, 9th of May.

73.2 - West Kent Communities

Richard Dowling reported that the Working Group had now received the final youth outreach report from West Kent. It was noted that they would still be able to attend large events with their outreach team.

Richard gave an update on the young adventurers programme funding.

73.3 - SAYT

Peter Robinson reported that the Tuesday group that meets at the MUGA at the Bat and Ball Centre has steadily grown, with more boys joining than girls. He also noted that the Thursday group were a smaller group but made up of older young people than the Tuesday group.

Peter also reported that they are starting to plan a youth trip for the summer.

73.4 – National Trust- Knole

Amy Sabine reported that they are finalising their general work experience programmes for May to June. Amy noted that they have just finished Neurodiversity training with the Oaks school. It was also noted that they are currently getting ready for the Peter Rabbit event to start later in May.

74 – SKATE PARK EVENT UPDATE

The councillors expressed an interest in the Skateboarding sessions in the lead up to the event.

The update report was received and noted.

75 – PRESS RELEASE

For a press release on the Tesco grant to House in the Basement be published.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Sevenoaks Town Council

Minutes of the meeting of the Youth Council
Held on Wednesday 07 May 2025
In the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 18:00

Meeting Concluded: 19:02

Present:

Simba Li- Chair	Apologies	Cristian Hunter-Garcia	Present
Rosie Blackmore- Vice-Chair	Apologies	Sharma Ishwar	Absent
Harry King- Treasurer	Apologies	Sahej Kandhari	Absent
Bianca Agarwal	Apologies	Riddley McDermott	Present
Aryanna Mahdavi Ardestani	Apologies	Ayaan Motwani	Absent
Catherine Barden De Leon	Apologies	John Ng	Absent
		Errol Okundi	Apologies
Dexter Buhmann	Apologies	Jaxon Pang	Absent
Catherine Campbell-Pitt	Absent	Madeleine Politzer	Absent
Charlotte Doe	Absent	Elif Sabanci	Absent
Elena-Teodora Dragoi	Present	Drago Schwalber-Janaway	Absent
Ayush Gautam	Absent	Jospeh Soanes	Absent
Maya Goodrich	Apologies	James Tang	Absent
Bea Hayward	Absent	Ines Wang	Absent
Lizzie Hunt	Absent	Aditya Vara	Absent

In attendance: Georgina Jackson, Deputy Town Clerk & RFO, Daren Mountain, Manager of House in the Basement Youth Café, Ieuan Chandler-Wilson, Committee Clerk

1 – In the absence of the Chair, Vice-Chair and Treasurer, Riddley Chaired the meeting.

2- APOLOGIES FOR ABSENCE

Received and accepted as noted above.

3 – MINUTES OF THE YOUTH COUNCIL HELD ON 05th MARCH

Sevenoaks Town Council

It was agreed to receive and accept the minutes as a true record.

4 – FINANCE REPORT

The Youth Council heard that since the last meeting, £100 had been allocated to the House in the Basement for the re-stringing of Guitars and £750 had been allocated to the Skateboarding event.

RESOLVED: To note that the current budget for 2024/2025 was £1,000.37.

5 – CURRENT MATTERS REPORTS

RESOLVED: To receive and accept the current matters report.

6 - HOUSE IN THE BASEMENT (HitB) YOUTH CAFE

Daren Mountain, Manager of House in the Basement, reported that HitB has seen an increase in young people attending, with more young people signing up to complete their Bronze and Silver D of E with House in the Basement.

It was noted that the Open Mic Nights have been well attended, with a professional rapper coming to perform on the 28th of March 2025. Daren noted that there are more planned to take place with some on the 11th of July, 12th of September and one on the Vine Bandstand on the 14th of August. Daren also noted they are planning a trip to Broadstairs again this year.

7 – SMARTPHONE FREE CHILDHOOD

The youth council received an interesting and thought-provoking talk on Smartphone Free Childhood from Kathrine.

Kathrine informed the Youth Council that Smartphone Free Childhood is an organisation made of parents campaigning to increase awareness of the harm and impact that Smartphones can have on young people. Katherine noted that this has been covered a lot in the media as of late, with schools starting to ban smartphones from being brought on the premises. It was noted that in a study of young people carried out in 2024, 50% of young people who took part said they were addicted to their phones.

The Youth Council questioned if the same effect could be reached with tighter restrictions, as phones can be useful if you have lost your parent or guardian in busy places such as train stations. It was noted that regulations were currently being looked at by the central government. However, it is felt that there is a loss of social

Sevenoaks Town Council

aspect associated with these situations and the social skills that are learnt by a young person as a result of the interactions, as before mobile phones, you would have had to find a guard or someone at the ticket desk to wait with and place a call over the PA system until your parent or guardian found you.

It was noted that the idea was not to ban phones completely, but simply the use of a Smartphone, the idea being to limit the exposure to harmful content through social media and other outlets. It was noted that this could be done with a phone pre-2010, as it would not have access to social media.

8 - SKATEBOARDING EVENT

The Youth Councillors received and noted the update report on the Skateboarding event on the 25th of July.

9 – FEEDBACK FROM EVENTS

Riddley gave feedback on the Climate Fair that occurred on Saturday, the 3rd of May. He mentioned that it was a great event, with lots of interesting stalls and asked if the Badgers Trust could be invited to speak at a future meeting.

It was noted that during the event, the Youth Councillors did an amazing job at creating “Stay Green” bracelets to hand out and handed out a lot of seed paper information cards to people as they passed by.

There being no further business, the Chair closed the Meeting.

Signed
Chair

Dated

Sevenoaks Town Council
Youth Council- Wednesday 09th July 2025



House in the Basement Youth Café Manager:
April 2025 report:

In April, we saw 198 young people over the course of 17 sessions. 13 of these had not been to House in the Basement before. We were open for 5 SEN sessions with 41 SEN young people attending.

May 2025 report:

In May we were open a total of 18 times and saw 211 young people, 14 of which were new to House in the Basement. We were also open for 4 SEN Clubs during which we saw 37 SEN Young people.

HitB continues to see a good number of young people, including new faces.

Open mic nights have been popular and return in July, August & September, with Augusts being on the Vine on a Thursday.

2 more from our 11 DofE students have completed their 12 weeks with us volunteering.

We welcome 2 new casual staff to HitB, Samara and Holly Ballan, both have experience working with young people.

Josh joins us as a regular volunteer now that he has turned 18. He has been coming to the HitB and SEN club for the last 5 years.

Darts and Pool competitions have been popular with prizes of 2 cinema tickets for the Stag as prizes. Britain in bloom preparations continue with some of our D of E students, weeding, planting, watering etc.

Free meals for Young people supplied by funding from Tesco have started, so those not able to purchase a meal can use vouchers to do so.

A Skate event day has been organised for Greatness Pk at the end of July, and we are off to Broadstairs for our annual beach trip in August, as well as a Free BBQ at HitB courtesy of Perfect Cuisine in July.

Sevenoaks Town Council
Youth Council- Wednesday 09th July 2025

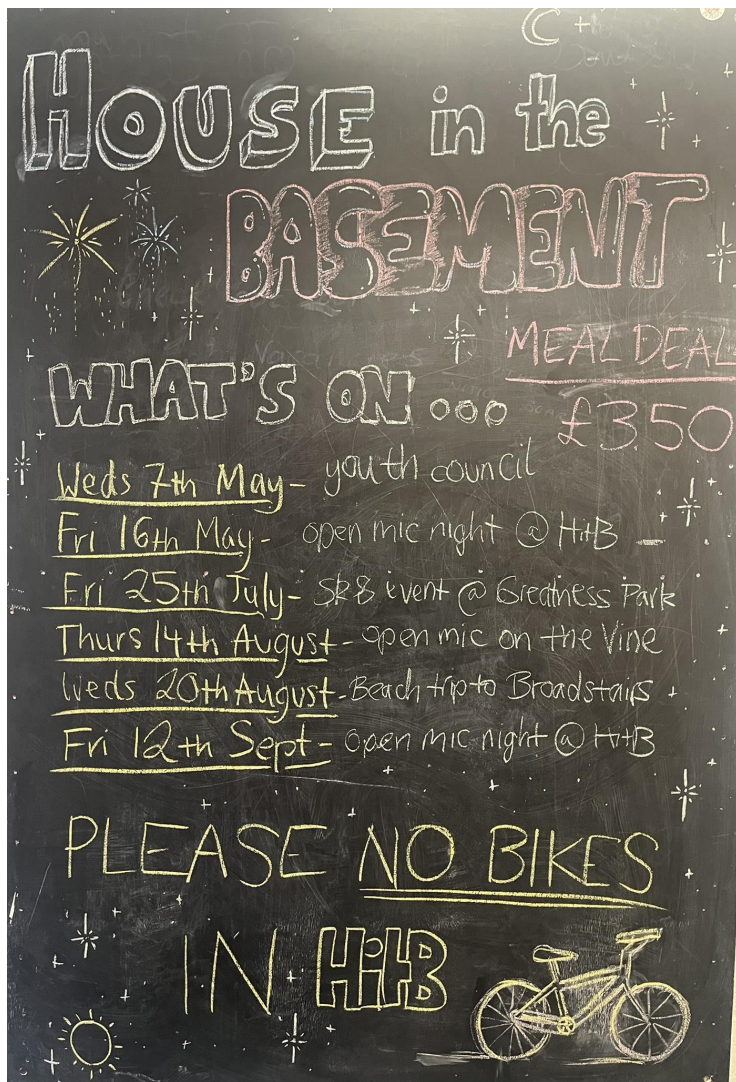


Figure 1: Scarlett did an amazing job on our chalkboard for her DofE volunteering

Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

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	% Spent	Transfer to/from EMR
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	905	262	(643)	5,662	3,100	(2,562)	3,100			182.6%	
1211 Sale of Goods	314	163	(151)	3,064	2,000	(1,064)	2,000			153.2%	
1213 Event catering	0	0	0	125	0	(125)	0			0.0%	
1350 Revenue Grant income	0	0	0	19,612	0	(19,612)	0			0.0%	
1990 Other Income	0	0	0	3,378	0	(3,378)	0			0.0%	18
Youth Cafe :- Income	1,219	425	(794)	31,840	5,100	(26,740)	5,100			624.3%	18
4010 Gross Pay	(3,610)	4,338	7,948	63,773	52,100	(11,673)	52,100	(11,673)		122.4%	
4012 Expenses	0	0	0	819	0	(819)	0	(819)		0.0%	
4270 Employers Pension Contribution	272	162	(110)	2,887	1,900	(987)	1,900	(987)		151.9%	
5410 Repairs & General Maintenance	4,024	4,067	43	4,512	4,980	468	4,980	468		90.6%	
5500 Equipment Hired and New	10	38	28	5,648	4,724	(924)	4,724	(924)		119.6%	315
6010 Light Heat & Cleaning	9	13	4	285	200	(85)	200	(85)		142.3%	
6101 Telephone	51	62	11	552	700	148	700	148		78.8%	
6105 Broadband wi-fi service	33	0	(33)	407	200	(207)	200	(207)		203.3%	
6200 Printing & Stationery	131	13	(118)	901	200	(701)	200	(701)		450.4%	
6210 Postage & Courier	0	0	0	28	0	(28)	0	(28)		0.0%	
6240 Computer/ Data Base/WP's	0	25	25	2,471	300	(2,171)	300	(2,171)		823.7%	
6241 Website Costs	30	0	(30)	222	200	(22)	200	(22)		111.0%	
6281 Furnishings,Furniture/Eqpt	0	125	125	0	500	500	500	500		0.0%	
6320 Staff Training	0	0	0	160	100	(60)	100	(60)		160.0%	
6340 Staff Uniforms	0	50	50	328	200	(128)	200	(128)		163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0	(35)		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

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	% Spent	Transfer to/from EMR
6500	Goods for Resale	18	163	145	2,947	2,000	(947)	2,000		(947)	147.4%	
6505	Cafe consumables	0	0	0	37	0	(37)	0		(37)	0.0%	
6635	Professional Fees Licensing	0	0	0	302	450	148	450		148	67.1%	
6730	Subscriptions	0	0	0	2,000	0	(2,000)	0		(2,000)	0.0%	
6900	Sundry Expenses	5	37	32	197	400	203	400		203	49.1%	
6922	Health&Safety/Risk Assessments	0	1	1	1,131	1,000	(131)	1,000		(131)	113.1%	
6935	Waste Bin Disposal-Waste Bins	0	0	0	120	0	(120)	0		(120)	0.0%	
	Youth Cafe :- Indirect Expenditure	972	9,094	8,122	89,761	70,154	(19,607)	70,154	0	(19,607)	127.9%	315
	Net Income over Expenditure	247	(8,669)	(8,916)	(57,921)	(65,054)	(7,133)	(65,054)				
8001	plus Transfer from EMR	0	0	0	315	0	(315)	0				
8002	less Transfer to EMR	0	0	0	18	0	(18)	0				
	Movement to/(from) Gen Reserve	247	(8,669)	(8,916)	(57,624)	(65,054)	(7,466)	(65,054)				
<hr/>												
	Grand Totals:- Income	1,219	425	(794)	31,840	5,100	(26,740)	5,100			624.3%	
	Expenditure	972	9,094	8,122	89,761	70,154	(19,607)	70,154	0	(19,607)	127.9%	
	Net Income over Expenditure	247	(8,669)	(8,916)	(57,921)	(65,054)	(7,133)	(65,054)				
	plus Transfer from EMR	0	0	0	315	0	(315)	0				
	less Transfer to EMR	0	0	0	18	0	(18)	0				
	Movement to/(from) Gen Reserve	247	(8,669)	(8,916)	(57,624)	(65,054)	(7,430)	(65,054)				

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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	% Spent	Transfer to/from EMR
50 Youth Cafe											
1022 Letting & Hire of Facilities	294	333	39	294	333	39	4,000			7.3%	
1211 Sale of Goods	364	167	(197)	364	167	(197)	2,000			18.2%	
Youth Cafe :- Income	658	500	(158)	658	500	(158)	6,000			11.0%	0
4010 Gross Pay	6,663	5,167	(1,496)	6,663	5,167	(1,496)	62,000		55,337	10.7%	
4270 Employers Pension Contribution	297	174	(123)	297	174	(123)	2,090		1,793	14.2%	
5410 Repairs & General Maintenance	13	85	72	13	85	72	1,025		1,012	1.3%	
5500 Equipment Hired and New	19	44	25	19	44	25	520		501	3.7%	
6010 Light Heat & Cleaning	9	17	8	9	17	8	205		196	4.2%	
6101 Telephone	51	60	9	51	60	9	717		666	7.1%	
6105 Broadband wi-fi service	33	0	(33)	33	0	(33)	400		367	8.2%	
6200 Printing & Stationery	11	17	6	11	17	6	205		194	5.1%	
6240 Computer/ Data Base/WP's	0	42	42	0	42	42	500		500	0.0%	
6241 Website Costs	12	0	(12)	12	0	(12)	205		193	5.9%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	515		515	0.0%	
6320 Staff Training	100	0	(100)	100	0	(100)	100		0	100.0%	
6340 Staff Uniforms	0	0	0	0	0	0	205		205	0.0%	
6500 Goods for Resale	386	171	(215)	386	171	(215)	2,050		1,664	18.8%	
6505 Cafe consumables	1	0	(1)	1	0	(1)	0		(1)	0.0%	
6635 Professional Fees Licensing	397	115	(282)	397	115	(282)	461		64	86.0%	
6900 Sundry Expenses	17	33	16	17	33	16	400		383	4.2%	
6922 Health&Safety/Risk Assessments	94	139	45	94	139	45	1,250		1,156	7.5%	
6952 Protective Clothing	103	0	(103)	103	0	(103)	0		(103)	0.0%	
Youth Cafe :- Indirect Expenditure	8,205	6,064	(2,141)	8,205	6,064	(2,141)	72,848	0	64,643	11.3%	0
Net Income over Expenditure	(7,547)	(5,564)	1,983	(7,547)	(5,564)	1,983	(66,848)				

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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	% Spent	Transfer to/from EMR
Grand Totals:- Income	658	500	(158)	658	500	(158)	6,000			11.0%	
Expenditure	8,205	6,064	(2,141)	8,205	6,064	(2,141)	72,848	0	64,643	11.3%	
Net Income over Expenditure	<u>(7,547)</u>	<u>(5,564)</u>	<u>1,983</u>	<u>(7,547)</u>	<u>(5,564)</u>	<u>1,983</u>	<u>(66,848)</u>				
Movement to/(from) Gen Reserve	<u>(7,547)</u>	<u>(5,564)</u>	<u>1,983</u>	<u>(7,547)</u>	<u>(5,564)</u>	<u>1,983</u>	<u>(66,848)</u>				

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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	% Spent	Transfer to/from EMR
50 Youth Cafe											
1022 Letting & Hire of Facilities	408	333	(75)	702	666	(36)	4,000			17.6%	
1211 Sale of Goods	260	167	(93)	624	334	(290)	2,000			31.2%	
1350 Revenue Grant income	1,125	0	(1,125)	1,125	0	(1,125)	0			0.0%	
Youth Cafe :- Income	1,793	500	(1,293)	2,451	1,000	(1,451)	6,000			40.9%	0
4010 Gross Pay	5,676	5,167	(509)	12,339	10,334	(2,005)	62,000		49,661	19.9%	
4270 Employers Pension Contribution	255	174	(81)	552	348	(204)	2,090		1,538	26.4%	
5410 Repairs & General Maintenance	220	85	(135)	234	170	(64)	1,025		791	22.8%	
5500 Equipment Hired and New	12	44	32	32	88	56	520		488	6.1%	
6010 Light Heat & Cleaning	79	17	(62)	88	34	(54)	205		117	42.7%	
6101 Telephone	51	60	9	102	120	18	717		615	14.2%	
6105 Broadband wi-fi service	33	0	(33)	66	0	(66)	400		334	16.4%	
6200 Printing & Stationery	0	17	17	11	34	23	205		194	5.1%	
6240 Computer/ Data Base/WP's	0	42	42	0	84	84	500		500	0.0%	
6241 Website Costs	12	0	(12)	24	0	(24)	205		181	11.7%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	515		515	0.0%	
6320 Staff Training	0	0	0	100	0	(100)	100		0	100.0%	
6330 Welfare/Hospitality	8	0	(8)	8	0	(8)	0		(8)	0.0%	
6340 Staff Uniforms	44	0	(44)	44	0	(44)	205		161	21.6%	
6500 Goods for Resale	265	171	(94)	652	342	(310)	2,050		1,398	31.8%	
6505 Cafe consumables	0	0	0	1	0	(1)	0		(1)	0.0%	
6635 Professional Fees Licensing	0	0	0	397	115	(282)	461		64	86.0%	
6900 Sundry Expenses	0	33	33	17	66	49	400		383	4.2%	

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	94	139	45	187	278	91	1,250		1,063	15.0%	
6952 Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
Youth Cafe :- Indirect Expenditure	6,749	5,949	(800)	14,955	12,013	(2,942)	72,848	0	57,894	20.5%	0
Net Income over Expenditure	(4,957)	(5,449)	(492)	(12,503)	(11,013)	1,490	(66,848)				
Grand Totals:- Income	1,793	500	(1,293)	2,451	1,000	(1,451)	6,000			40.9%	
Expenditure	6,749	5,949	(800)	14,955	12,013	(2,942)	72,848	0	57,894	20.5%	
Net Income over Expenditure	(4,957)	(5,449)	(492)	(12,503)	(11,013)	1,490	(66,848)				
Movement to/(from) Gen Reserve	(4,957)	(5,449)	(492)	(12,503)	(11,013)	1,490	(66,848)				

**Sevenoaks Town Council
Youth Services Working Group – 12th March 2025**

Current Matters

NB: Updates are shown in red.

Item	Minute No	Item	Status	Latest update
	183-28/06/2023 487-08/11/2023 12-22/05/2024	Climate Change Youth Forum	To note that Sevenoaks Town Council was to trial holding a meeting of the Climate Change Youth Forum after school to try to improve attendance.	<p>The meeting for the 15th of June 2023 was postponed, with a rescheduled date in the works.</p> <p>We have currently advertised the event through event channels and social media with the first meeting set to take place on the 28th of February. We have arranged for a Guest speaker Trevor Kennet to be present to talk about “Recycling in Sevenoaks.”</p> <p>The Climate Change Youth Forum held on the 17th of April noted that whilst discussing cycle routes, the Youth Forum commented that some schools did not have secure storage for many bicycles. The Youth Forum also noted that not all families had access to bikes as they were expensive, and asked that consideration be given to donations, bike swaps or rent-a-bike schemes.</p> <p>The Meeting held on the 12th of June was cancelled due to a speaker cancellation.</p> <p>We are now exploring the possibility of holding the Youth forum during term time and working with schools' eco clubs and councils.</p> <p>To note Youth Council and the Climate Change Youth Forum have now merged.</p>
	310-06/09/2023 479.3-08/11/2023 647.1-24/01/2024	NEET project	RESOLVED: Press release for the NEET Project once a date has been confirmed.	<p>The proposal for the NEET (Not in Education, Employment or Training) Pilot Project that would be taking place at House in the Basement.</p> <p>The NEET project, which was planned to be a two-hour programme run over 26 weeks, would have a soft launch in November, with a formal start date in January. Daren reported some difficulties with the referral process and getting responses from schools.</p> <p>They are looking at a launch during Easter. The project will be running from 13:30 till 15:30 on Tuesdays, they had arranged for speakers like the Mayor of Sevenoaks, Kenwood Trust, and other organisations to make the programme an interactive learning experience.</p>

Sevenoaks Town Council
Youth Services Working Group – 12th March 2025

Item	Minute No	Item	Status	Latest update
	763-20/03/2024		RESOLVED: Press release for the NEET project to advertise the project wider in the community.	<p>Daren reported that the Project was currently in its fifth week and while they are seeing low numbers more young people are attending slowly as word spreads. There has been very positive feedback from parents whose young people have been attending the sessions. It was noted that the project would be paused over the Easter break and would then continue for another six weeks.</p> <p>We are currently working on a redesign of the posters advertising the NEET project that will later be sent to schools and other organisations.</p> <p>These have been sent out.</p>
	480-08/11/2023 649-24/01/2024	SEND work experience database	RESOLVED: 1) that officers explore with local businesses how a contact list scheme could work, promoting local work experience or SEN-friendly employment opportunities; and 2) report to be submitted to the next meeting of this Committee.	<p>Talks have started between Sevenoaks Town Council, Sevenoaks District Council and The Education People to look into how to create something similar to signpost SEN young people and their parents/guardians to businesses and organisations who would be able to support work experience.</p> <p>An email was sent to businesses on the 11th of February via the BID contact list, we have so far had five responses from local businesses. These have now been placed on the Youth Council Website. A poster was drawn up and sent to Businesses, Youth Council Members, House in the Basement and school careers officers. It has also been placed on STC and Youth Council social media.</p>
	79-10/07/2024	Grant for Skateboarding equipment	The Working group agreed to allocate £500 to the funding for the skateboarding equipment.	
	80-10/07/2024	Skate Park event at Greatness	RESOLVED: Sevenoaks Town Council to look for sponsors for this event.	The event has been booked to take place on Friday, 25 th of July 2025.

**Sevenoaks Town Council
Youth Services Working Group – 12th March 2025**

Item	Minute No	Item	Status	Latest update
		Recreation Ground	Sevenoaks Youth Council have placed £750, Youth Services Working Group placed £738.68 with West Kent and SAYT each placed £250. Towards the event.	Posters have been drawn up and distributed to different locations, businesses and organisations in Sevenoaks and STC advertising TV screens. Sevenoaks Repair café, Barclays Bank, Batch 18, Kent Fire Brigade, House in the Basement and SAYT all will be having a stall at the event.

Sevenoaks Town Council
Youth Services Working Group – 15th March 2025

Completed Matters**NB: Updates are shown in red.**

Item	Minute No	Item	Status	Latest update
	670- 22/03/2024	Anti-Social Behavior at Sevenoaks Vine/	RESOLVED: That the issuing of the Public Spaces Protection Order under the Anti-Social Behavior, Crime and Policing Act 2014, Section 59 should proceed for the Sevenoaks District Council to move forward to the consultation period.	
	186- 28/06/2024			The Committee noted that the Public Spaces Order had been proposed to the Youth Council and Youth Services Committee at the last meeting and will be considered by the District Council's cabinet on the 13th of July. Following this it is likely it will have a six-week public consultation predicted to start on the 24th of July. This order will give the police the power to intervene in activities carried out on a public space that would be detrimental to the quality of life to those who live locally and use the space.
	485- 08/11/2023			Maxine Quinton informed the Committee that following the overwhelming support in the consultation exercise, the Public Spaces Protection Order for The Vine would be considered at the District Council's People and Places Advisory Committee on 30th November, and if agreed, to full Cabinet on 14th December 2023. If approved implementation would be in the New Year.
	652- 24/01/2024			The Committee noted that the PSPO for the Vine had been approved and that during the Youth Council Meeting on the 17th of January Youth Councillors were shown three draft posters from SDC and had given feedback which the District Council had taken on board and created three new posters that the Committee were shown. It was noted that the posters contained a lot of text, but it was also noted that there may be a legal requirement

Sevenoaks Town Council
Youth Services Working Group – 15th March 2025

Item	Minute No	Item	Status	Latest update
				as to what information must be on the poster. It was noted that the majority of the Committee preferred option three, including the representatives from the Youth Council. The Committee also noted that a QR code on this option might be of help for any individuals who wanted to see the area that the PSPO covered.
	181-28/06/2023 307.1-06/09/2023	STEM opportunity for young people at House in the Basement	RESOLVED: To purchase 1 session pack at £375 for use over time at House in the Basement from the Youth Out Reach Budget	Arranged with Team.Repair for a session pack to go to House in the Basement. Daren reported that the first session of retro games consoles had been very successful.
	182-28/06/2023	Design a Christmas Light Competition 2023	RESOLVED: To fund the Design a Christmas Light Competition for £700 from the Youth Outreach Budget.	Entry forms went out to schools. Entries received on the 26 th of September submitted for Judging from the Mayor and Deputy Mayor with the Winning design being chosen, Design sent to Merlin Lighting Company to be created in to a Light. The was installed at the Stag on the 18 th of December 2023 with the winner present for the switch on along with the Mayor of Sevenoaks, Councillor Claire Shea.
	185-28/06/2023 486-08/11/2023	Skateboard Park Petition	RECOMMENDED: For the Finance & General Purposes Committee to review the options for funding the repairs as per option 1 to the skate park at £40,000. Note the refurbishment of the Greatness Skate Park and the event for the re-opening.	It was arranged that Kings Ramps who would be carrying out the refurbishment would be carrying out an event to celebrate the re-opening of the Skate park. Event arranged to take place on the 24 th of October from 11am till 4pm. The Committee noted that the skate park refurbishment was complete and that the very re-opening event on 24th October had been a huge success with up to 200 young people attending at the peak.
	650-24/01/2024	Skateboarding for girls	RESOLVED: To fund the sessions with the remaining Youth Outreach Grant	

Sevenoaks Town Council
Youth Services Working Group – 15th March 2025

Item	Minute No	Item	Status	Latest update
	653-24/01/2024 08-22/05/2024		<p>Budget of £600 and to pay the remainder of £510 from the Youth Outreach Grant Budget in the new financial year.</p> <p>To put together a press release for the funding of Skateboarding sessions for girls.</p>	<p>A press release was published to advertise the sessions and the funding for these from the Youth Services Committee (this was published on 6th March 2024), as well as posters being sent to the Bat & Ball Sports shop within the town.</p> <p>Daren reported that the skateboard sessions for Girls had been a great success.</p>
	761-20/03/2024	Grant Applications	<p>RESOLVED: Agreed grant applications for the following organisations and the amount awarded:</p> <ul style="list-style-type: none"> Kent Youth Orchestra: £500 We are Beams: £1,440 <p>Overall total awarded: £1,940</p>	
	11-22/05/2024		<p>It was AGREED TO RECOMMEND to the Finance & Delivery Committee that:</p> <ol style="list-style-type: none"> The Design a Christmas Light Competition be run in 2024/25; and The £695 (+VAT) be Funded from the Youth Outreach Budget. 	<p>Finance and Delivery Committee 10/06/2024, 153. 3) That the children's Design a Christmas Light Competition be run in 2024/25, and the £695 (+ VAT) cost of the manufacture of the light from the winning design be funded from the Youth Outreach Budget.</p> <p>Entry forms for the competition have been drawn up and printed, and some have been arranged to be sent to primary schools, posters have been printed and sent out with some entry forms sent to the Library and STC Café locations.</p> <p>The winner has been selected and contacted. However, there has been no contact with the Manufacturer since the order was placed in October.</p>

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Youth Services Working Group – 15th March 2025

Item	Minute No	Item	Status	Latest update
	759-20/03/2024 10-22/05/2024 153.2)-10/06/2024	Swing Doors for House in the Basement Youth Café	<p>RESOLVED: For more quotes to be obtained for the replacement and installation of the new doors and for the item to be deferred to the next meeting of the Youth Services Committee.</p> <p>It was AGREED TO RECOMMEND to the Finance & Delivery Committee that: 1) funds are provided to enable the installation of new swing entrance doors to the House in the Basement Youth Café; and 2) Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted</p>	<p>Finance & Delivery Committee: That funds be provided (from contingency budget) to enable the installation of new swing entrance doors to the House in the Basement Youth Café, and that Quotation 4, in the sum of £4,223.13 (excl VAT) be accepted.</p> <p>The swing doors were installed on the 29th of July 2024.</p>
	80-10/07/2024	Skate Park event at Greatness Recreation Ground	<p>RESOLVED: Sevenoaks Town Council to look for sponsors for this event and work with West Kent and Sevenoaks District Council to fund the event. Sevenoaks Town Council to allocate £500 each to the funding of the event.</p> <p>RESOLVED: To liaise with the Skateboard Coach to agree the following:</p> <ul style="list-style-type: none"> • Small charge for use which would be 	<p>Kent County Council have agreed to donate the remaining £500 towards the event. The event has been booked to take place on Friday 23rd of August 2024.</p> <p>Posters have been drawn up and distributed to different locations, businesses and organisations in Sevenoaks and STC advertising TV screens.</p> <p>The Skate Park event has now concluded with over 100 young people present.</p> <p>Kings Ramps had been in touch about doing another event over the summer of 2025.</p>

Sevenoaks Town Council
Youth Services Committee – 09th July 2025



Design a Christmas light Competition

Over the last 3 years, Sevenoaks Town Council has invited young people aged 11 and younger to design a light in a Christmas/ winter season theme that would later be displayed at a location in the town. The Competition normally has a soft launch over the summer months with a harder drive once the schools go back in September, with many of the primary schools, along with a few youth groups in the Sevenoaks area, being sent copies of the entry form.

With this said, the number of entrants has varied over the 3 years, with 2022 seeing 245, 2023 seeing 74 and last year we received 98.

In the past, the chosen design has been sent to Merlin Lighting, who would take the concept and turn it into a functioning Christmas light, 1.2m x 1.2m in size and column mounted. However, due to manufacturer and supply issues last year, the design from Merlin Lighting did not arrive on time for Christmas 2024 and still has not yet arrived.

We have since been in contact with Blachere Illumination UK regarding producing the Children's design for this year. They have informed us that once we agree on the chosen design with them, it will take around 10 weeks for the chosen design to be manufactured and received. It should be noted that their version would be a fraction taller than the previous designs, with it being 1.5m in height.

They have quoted, depending on the design, around £800 for design, manufacturing and shipping costs. A request for sponsorship for this project was sent to local businesses in May, asking for up to £400 to help cover half of the cost of manufacturing.

We are currently trying to look at for a possible location to display the lights, as in the past they have been placed in the alleyway by the Stag Plaza Suite. Unfortunately, due to the number of lights, this location is no longer viable.

Rough Timeline:

Dates:	Action:
Soft launch over the summer holidays:	Social media, website and poster promotion around the town and local arts groups, Possible small craft/ drawing workshop (could be promoted as "Christmas in July/August" (depending on the turnaround))
Hard Launch- September:	Letters/ emails with copies of the entry forms to be sent to schools, Nurseries and Youth Groups.
Judging- October:	Aiming to hold the judging in the first week of October to maximise the lead time for manufacturers.

Sevenoaks Town Council
Youth Services Committee – 09th July 2025



10-week lead time on manufacture:	<p>This would mean a delivery for roughly the first or second week in December.</p> <p>During this time, certificates for the winner, runner-up and schools will be created.</p>
Mini Switch on event- Mid December	<p>Once the Christmas Light have been delivered, a mini switch-on event will be arranged for both this year's and last year's winners with the Mayor.</p>

RECOMMENDED: That £400 of the Youth Outreach Grant be used for the 2025 Christmas light Competition, with a call to local businesses to help sponsor this project for the additional £400.

School Name	Postcode	Views	Level
Russell House School	TN14 5QU	183	BRONZE

School Name	Postcode	Views	Level
Otford Primary School	TN14 5PG	367	BRONZE
Shoreham Village Primary School	TN14 7SN	91	SILVER
West Heath School	TN13 1SR	144	BRONZE
Knole Academy	TN13 3LE	1,364	BRONZE

School Visits Conducted by Darent Valley CRP

School Name	Postcode	Views	Level
The Granville School	TN13 3LJ	20	GOLD
St. John's Church of England Primary School	TN13 3XD	60	GOLD