



22nd June 2021

Report to the Youth Services Working Party – Wednesday 30th June 2021

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities, including providing recommendations on planning applications. There are still public health restrictions until in place and formal Council Meetings via Zoom are not currently permitted.

Decisions and recommendations will be made via a Working Party of the Council and signed off under delegated powers by the Chief Executive.

Details of the reports being considered by the Working Party will be published in the normal manner and timescale.

Members of the public wishing to address the Working Party 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.

Comments on reports are welcome by email. Please submit your comments **by 12noon on 30th June 2021** to: council@sevenoakstown.gov.uk

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/F0IuiasASy8> 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.

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.

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Bradbourne Vale Road
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Youth Services Committee Members:

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

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.

1 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

To note that at the Annual Meeting of the Town Council held on 4th May 2021 (*Minute 54, STC 04.05.21 refers*), the following appointments were made:

Chairman of the Youth Services Committee – Cllr E Waite
Vice-Chairman of the Youth Services Committee – Cllr Mrs R Parry

2 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

3 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).

4 DECLARATIONS OF INTEREST

To receive any declarations of interest from members in respect of any items of business included in this agenda.

5 MINUTES OF YOUTH SERVICES COMMITTEE ON 24th MARCH 2021

To receive and note the minutes of the Youth Services Committee held on 24th March 2021.

Attached

6 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

To receive and discuss the following reports:

6.1 HitB Update Report

Attached

6.2 Finance Cost Centre Report

Attached

- 7 YOUTH COUNCIL
To note preparations for Youth Council Elections in October 2021 Attached
- 8 REPORTS FROM CO-OPTED PARTNERS
- i. Kent County Council
 - ii. SAYT
 - iii. SDC - Community Safety Team
 - iv. West Kent Communities
- 9 PRESS RELEASE
To consider any agenda item considered appropriate for a press release.

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Sevenoaks Town Council
Minutes of the Youth Services Committee held on 24th March 2021
Available to view on YouTube: <https://www.youtube.com/Youth Services Committee>

Meeting Started: 7.00 p.m.

Meeting Concluded: 7.49 p.m.

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

In attendance: Cllr Merylyn Canet, Cllr Richard Parry, Town Clerk, Senior Committee Clerk

Representations received from Members of the Public: none

506. Apologies for Absence

Received as noted above.

507. Requests for Dispensations

There were no requests for dispensations.

508. Declarations of Interest

There were no Declarations of Interest at the meeting.

509. Minutes of the Youth Services Sub Committee held on 9th September 2020

RESOLVED: to receive and sign the minutes of the meeting held on 9th September 2020 as a true record.

510 House in the Basement Youth Café

(i) Update Report

It was noted that 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 with appropriate adaptations to its the operation to meet government regulations.

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 had not yet been possible to reopen the Youth

Café. In line with current government guidance, the Town Council was aiming to reopen on 17th May 2021.

(ii) Finance Report to 28th February 2021

RESOLVED: That the Finance Cost Centre report for the House in the Basement Youth Café to 28th February 2021 be noted.

511. Sevenoaks Youth Council

(i) Youth Council Update

It was noted that due to the national lockdown and restriction around meetings, the activities of the outgoing Youth Council 2018 -2020 had unfortunately been curtailed last year and the decision taken to postpone the election of a new Youth Council until 2021

RESOLVED: that the election process begin in October, with a view to having a new Youth Council in place in November 2021.

(ii) Youth Council Finance Report

RESOLVED: That the Income and Expenditure reports for the Youth Council and its charity to 28th February 2021 be noted.

512. Reports from Co-opted Partners

Noted reports from Co-opted Partners:

(i) Kent County Council (KCC)

Sarah Gaunt reported that the Virtual Sevenoaks Youth Conference had taken place in November and that the Sevenoaks District Youth Assembly, currently consisting of 8 members, continued to meet online once a month. The Youth Assembly was a joint venture between KCC, Sevenoaks District Council and West Kent Communities. The Youth Assembly website was under construction and once it was set up minutes of meetings would be uploaded.

Sarah also advised that street based work had continued last year but stopped in December: it was hoped to resume after Easter although there would be no group work until all restrictions were lifted.

A lot of young people had struggled with mental health loneliness and isolation and were looking forward to being able to meet and talk to people face to face. Sarah commented that there was a lot of support available for young people and parents online provided by a variety of organisations, e.g. Young Mind, and that they would be directed to it. Other issues young people had raised were: the environment, equality, diversity, LGBTQ and Black Lives Matter.

It was noted that KCC was launching its Reconnect Kent Initiative, to run for 18 months until Summer 2022, offering extra support to young people post Covid. This would include access to recreational and educational activities. The initiative was government funded and would be run by the Education People, a trading company in KCC.

Sarah referred to a range of activities and support available to young people: the Committee requested that she provide details so that the Town Council could promote and signpost them in a press release and through the House in the Basement Youth Café.

(ii) SAYT

Caroline Berry reported that SAYT had been constantly adapting to the changing regulations as they occurred. A short video had been circulated to local churches and others to spark interest and encourage volunteers.

There had been a real challenge regarding ways of continuing to work with young people; initially they had been happy to use Zoom but this had lessened once schools were also online. Contact also took place via WhatsApp and on a 1:1 basis. The Youth Worker had completed training on mental health during Lockdown.

(iii) SDC – Community Safety Team

Maxine Quinton reported that there had not been any anti-social behaviour issues since the last Lockdown began but, with the better weather, a few things were starting to bubble up. A meeting was taking place next week to put plans in place for what may happen once restrictions were lifted, including the opening of pubs, and the potential of young people congregating at the rail stations again. It was expected that young people would gather in outside spaces which could result in litter, alcohol and drug issues. Comprehensive plans would be in place for PCSOs when restrictions lifted.

(iv) West Kent Communities:

It was noted that Richard Dowling had taken over the role of Youth Services Manager at West Kent Housing Association. Richard had been unable to attend this meeting but had submitted a written update. The Committee noted the recent activities undertaken.

513. Press Releases

It was agreed that a Press Release be issued signposting a range of activities and support services available to young people in Sevenoaks, together with details of the planned reopening of the House in the Basement Youth Café.

There being no further business the Chairman closed the meeting.

Signed

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Chairman

Dated

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Sevenoaks Town Council
Youth Services Committee – 30th June 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 was not possible to reopen the Youth Café.

In line with current government guidance, the facility was reopened on 17th May 2021.

Staff have been requested to put together a programme of activities in promotion to prepare for when public health restrictions are lifted further which is expected to be 17th July 2021.

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

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	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	(2,017)	312	2,329	267	624	357	3,740		0	
1211 Sale of Goods	0	197	197	0	394	394	2,369		0	
1450 Furlough Grant Income	1,504	0	(1,504)	4,040	0	(4,040)	0		0	
Youth Cafe :- Income	(513)	509	1,022	4,307	1,018	(3,289)	6,109			0
4010 Gross Pay	2,343	2,170	(173)	5,350	4,340	(1,010)	26,041		20,691	
4270 Employers Pension Contribution	60	87	27	146	174	28	1,042		896	
5410 Repairs & General Maintenance	0	85	85	124	170	47	1,020		897	
6010 Light Heat & Cleaning	0	42	42	0	84	84	510		510	
6101 Telephone	44	48	5	44	96	53	571		528	
6200 Printing & Stationery	0	42	42	0	84	84	510		510	
6240 Computer/ Data Base/WP's	0	64	64	35	128	93	765		730	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	84	84	510		510	
6320 Staff Training	0	0	0	0	0	0	408		408	
6340 Staff Uniforms	0	0	0	0	0	0	204		204	
6460 Publicity & Democratic notices	0	42	42	0	84	84	510		510	
6500 Goods for Resale	0	144	144	0	288	288	1,734		1,734	
6635 Professional Fees Licensing	0	0	0	0	204	204	408		408	
6900 Sundry Expenses	0	13	13	0	26	26	153		153	
6922 Health&Safety/Risk Assessments	99	34	(65)	198	68	(130)	408		211	
Youth Cafe :- Indirect Expenditure	2,545	2,813	268	5,895	5,830	(65)	34,794	0	28,899	0
Net Income over Expenditure	(3,058)	(2,304)	754	(1,589)	(4,812)	(3,223)	(28,685)			

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

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	Transfer to/from EMR
Grand Totals:- Income	(513)	509	1,022	4,307	1,018	(3,289)	6,109			
Expenditure	2,545	2,813	268	5,895	5,830	(65)	34,794	0	28,899	
Net Income over Expenditure	(3,058)	(2,304)	754	(1,589)	(4,812)	(3,223)	(28,685)			
Movement to/(from) Gen Reserve	(3,058)			(1,589)						

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Youth Services Committee – 30th June 2021

Sevenoaks Youth Council Recruitment 2021 to 2023

As a result of the uncertainties arising from the pandemic in 2020, the holding of elections for a new Youth Council was postponed to 2021.

It is planned to launch the recruitment campaign in July before schools break up, and to follow up in the first week of September. The closing date for nominations will be Thursday 30th September, with a view to holding the first meeting (AGM) of the new Youth Council on 3rd November 2021.

Preparations are now underway to recruit Youth Councillors for the Autumn.

Key dates are:

<p>Launch recruitment campaign:</p> <ul style="list-style-type: none"> • Update Youth Council website • Send publicity pack to schools and youth groups • Offer a school assembly to schools for September • Issue a Press Release • Promote via website, newsletter, posters, flyers, social media (Facebook, Twitter, Instagram) • Write to previous Youth Councillors who may be interested in standing again 	<p>July</p>
<ul style="list-style-type: none"> • Prepare Induction Pack for new Youth Councillors • Continue to promote Youth Council via social media and Newsletter • Consider new logo/branding 	<p>August</p>
<p>Second Phase of Recruitment Campaign</p> <ul style="list-style-type: none"> • Resend publicity pack to schools and youth groups • Town Clerk to attend school assemblies, if requested • Issue second Press Release • Promote via website, newsletter, posters, flyers, social media (Facebook, Twitter, Instagram) 	<p>1st week of September</p>
<ul style="list-style-type: none"> • Process Nominations, including obtaining parental consent forms • Circulate Youth Councillor Welcome/ Induction Packs • Prepare agenda and papers for AGM on 3rd November • Complete Covid Risk assessment if required 	<p>October</p>
<ul style="list-style-type: none"> • AGM of new Youth Council 	<p>3rd November</p>

Youth Services Committee – 30th June 2021

The Youth Council website is currently being reviewed to update and include more information about how the Youth Council works and the achievements of past Youth Councils.

The nomination form is being updated so that it can be completed online.

We are considering options for a new logo and rebranding, which will be presented to the new Youth Council for consideration.