

12th March 2024

You are hereby summoned to attend a meeting of the **YOUTH SERVICES COMMITTEE** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Wednesday 20th March 2024 at 7.00pm**. 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 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 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. 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.

Committee Members:

Cllr Chloe Gustard (Chair)	Cllr Catherine Daniell (Vice-Chair)
Cllr Dr Marilyn Canet	Cllr Sally Layne
Cllr Claire Shea (ex-officio)	Cllr Gareth Willis
Co-opted members	
Sevenoaks Youth Council: Harry King Madeleine Politzer	Sevenoaks Area Youth Trust: Peter Robinson
Kent County Council: Vacant	West Kent Communities: Richard Dowling
Sevenoaks District Council: Kelly Webb, Maxine Quinton	National Trust: Amy Sabine

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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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 THE YOUTH SERVICES COMMITTEE HELD ON 24TH JANUARY 2024</u> To receive and sign the Minutes of the Youth Services Committee held on 24 th January 2024.	Attached
5	<u>MINUTES OF THE YOUTH COUNCIL HELD ON 17TH JANUARY 2024</u> SEVENOAKS YOUTH COUNCILLORS - Home (weebly.com) To receive and note the Minutes of the Youth Council meeting held on 17 th January 2024.	Attached
6	<u>CURRENT MATTERS AND COMPLETED MATTERS REPORT</u>	
6.1	To receive and note the Current Matters report.	Attached
6.2	To receive and note the Completed Matters report, which has backdated actions completed via the Youth Services Committee since the beginning of the new Term 2023-2027.	Attached
6.3	To approve the Completed Matters as a true record of the Youth Services Committee's completed actions with any amendments, for presenting at the next meeting of the Town Council.	-
7	<u>HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ</u> House in the Basement - Home (weebly.com) To receive and discuss the following reports:	
7.1	HiTB Manager's Update Report	To Follow
7.2	Finance Cost Centre Reports: December 2023- January 2024	Attached
8	<u>REPORTS FROM CO-OPTED PARTNERS</u> i. SAYT ii. SDC - Community Safety Team iii. West Kent Communities	-

	<p>iv. National Trust- Knole</p> <p>v. We Are Beams</p>	
9	<p><u>FAMILY HUB AND COMMISSIONED YOUTH DECISION</u></p> <p>To note that <i>“Within the option chosen by the KCC Cabinet Spring House is proposed to cease providing Children’s Centre services, however, will be retained by Public Health for their service provision. Spring House is an NHS site.”</i></p>	-
10	<p><u>SWING DOORS FOR HOUSE IN THE BASEMENT YOUTH CAFÉ</u></p> <p>To discuss proposal to install swing doors at House in the Basement Youth Café.</p>	Attached
11	<p><u>GRANT FOR HOUSE IN THE BASEMENT SEN NIGHTS</u></p> <p>To note Sevenoaks Town Council has been successful in obtaining a grant of £2,000 towards salaries for SEN evenings from 1st April 2024.</p>	-
12	<p><u>GRANT APPLICATIONS RECEIVED</u></p> <p>To consider grant applications received from Kent Youth Jazz Orchestra & We Are Beams.</p>	Attached
13	<p><u>ALL INCLUSIVE TRAIN SESSION, 5th APRIL AT BAT & BALL STATION</u></p> <p>To note All Aboard Clubs event at the Bat & Ball Station on Friday 5th April 11am and 1pm. Train set play session is inclusive to any child with autism, ADHD, and SEND.</p> <p>All Aboard Club – inclusive play for autistic & ADHD kids who love trains</p>	Attached
14	<p><u>PRESS RELEASE</u></p> <p>To consider any agenda item considered appropriate for a press release.</p>	-

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Sevenoaks Town Council

Minutes of the Meeting of the Youth Services Committee Held on 24th January 2024 in the Council Chamber, Town Council Offices, TN13 3QG.

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.08 p.m.

Present:

Cllr Chloe Gustard (Chair)	Apologies	Cllr Catherine Daniell (Vice-Chair)	Present
Cllr Dr Marilyn Canet	Present	Cllr Sally Layne	Present
Cllr Clair Shea (ex-officio)	Apologies	Cllr Gareth Willis	Present
<u>Co-opted members</u>			
Sevenoaks Youth Council: Harry King Madeleine Politzer	Present Present	Sevenoaks Area Youth Trust: Peter Robinson	Present
Kent County Council: Vacant		West Kent Communities: Richard Dowling	Present
Sevenoaks District Council: Maxine Quinton	Present	National Trust: Amy Sabine	Present

Substitute		For
Cllr Tony Clayton	Present	Cllr Chloe Gustard

In attendance: Linda Larter, Town Clerk, Daren Mountain, HiTB Youth Café Manager, Ieuan Chandler-Wilson, Youth Committee Clerk.

Representations received from Members of the Public: none.

Prior to the meeting everyone introduced themselves and the Youth Councillors were welcomed to their first meeting.

641. In the Absence of the Chair the Deputy Chair Chaired the meeting.

642. Apologies for Absence
Received as noted above.

643. Requests for Dispensations
There were no requests for dispensations.

644. Declarations of Interest
There were no declarations of interest.

645. Minutes of Youth Services Committee held on 08th November 2023
RESOLVED: To receive and accept minutes as a true record.

Sevenoaks Town Council

646. Minutes of Sevenoaks Youth Council held 01st November 2023

RESOLVED: To receive and note the Minutes of the Youth Council meeting held on 01st November 2023.

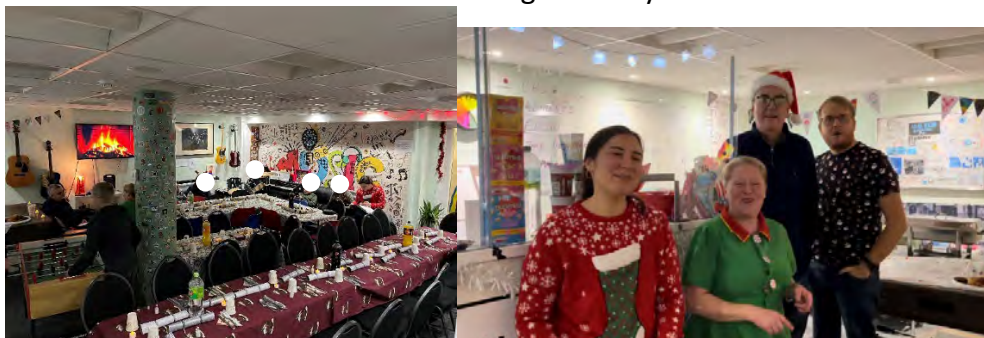
647. House in the Basement Youth Café

647.1 Update Report

Daren reported that the NEET project was still going ahead but there has been a slow uptake from schools. He also stated that they are looking at a launch during Easter. Daren outlined that the NEET project is there for young people who are Not currently in any form of Education, Employment, or Training. Daren also stated they had arranged for speakers like the Mayor of Sevenoaks, Kenwood trust and other organisations to make the programme an interactive learning experience. The project will be running from 13:30 till 15:30 on Tuesdays. Richard from West Kent Housing enquired if there was an incentive to the schools, for example if students attend the NEET project it counts as attendance at school for one day a week. The Committee asked how the project was currently being advertised in the local area, Daren reported that posters have been created and primarily sent out on to the notice boards in the town, it had been placed on social media as well as newsletters, and was being well circulated in schools. It was reported that it might be possible to give the information about the project to Police Beat Officers to give out to any young people they might know of or encounter in the Community. It was noted that the primary objective of this project is to give young people a place where they can feel comfortable outside of their homes and where they can meet new people in a smaller environment than a school setting.

Daren reported that House in the Basement (HiTB) was currently doing well with Fridays and Saturdays still being their busiest days. He also noted that they are still seeing a range of new young people attending HiTB, Daren reported this could be due to varied factors such as word of mouth or young people bringing friends.

It was noted that a sit-down Christmas meal had been provided at HiTB. Perfect Cuisine was thanked for their continued generosity.



Councillor Layne expressed her praise for House in the Basement and their Youth Workers.

RESOLVED: That the report be received and noted.

Sevenoaks Town Council

647.2 Finance Report September, October, and November 2023

RESOLVED: That the Finance Cost Centre report for the House in the Basement Youth Café be noted.

648. Reports from Co-opted Partners

Noted following reports from Co-opted Partners:

(i) Sevenoaks Area Youth Trust (SAYT)

Peter Robinson reported that the Alpha youth group had paused over the Christmas period and will continue until February, they are currently looking to work with Knole and Trinity School. As reported in the last meeting SAYT do not have access to a bus as of yet and have not been able to conduct detached work at the Greatness Recreational Ground. It was noted that the offer from West Kent Housing about using their minibus still stands once they have found a safe location to park and leave the vehicle for prolonged periods of time. It was noted that they are currently talking to SDC about leaving the minibus in one of its car parks, it was also noted that they could talk to STC about the use the Bat & Ball Centre car park.

(ii) Sevenoaks District Council, Community Safety

Maxine reported that there had been Anti-Social Behavior at the Christmas lights with a Police Officer being injured by a firework. It was also noted that the Public Spaces Protection Order (PSPO) for the Vine has been approved. There are other areas in the District where SDC are currently looking into applying a PSPO. Maxine also reported there had been issues at Bradbourne park car park with a few problems from vehicles, it was noted that many of the vehicles were from Dover, Ramsgate areas.

(iii) West Kent Youth Services (WKYS)

Richard reported that while the Councillors had three quarterly reports from their detached work there is a gap during the time, they held Fun Days as these are not covered by detached work. Richard noted that they are currently going through the process of an exit interview with KCC.

The Committee heard that the Young Adventurers group is doing well with a maximum of twenty young people attending. During Christmas they held a Christmas party for the Group with the young people selecting a mobile zoo for their activity.

Richard also reported that the toy appeal with Lidl had been successful with over twenty-one families in Sevenoaks receiving packages, including food parcels and vouchers for food from Sevenoaks District Council. It was noted that a thank you sign for those who donated to the appeal might be placed at the site.

It was also noted that West Kent Housing had been successful in securing all of the funding they need to operate for another year and are currently looking at trying to secure funding to aid the longevity of their Youth Programs.

(iv) National Trust

Amy reported that they have been very busy with the Snowman trails, which have now finished. They currently have 2 young people completing their Bronze DofE, 1 completing their Silver and 1 completing their gold DofE awards. It was noted that they are currently working on their Work Experience programmes. It was noted that the National Trust had just sent out their report for the year detailing that Climate actions are to be one of their focus points.

649. SEN work experience opportunities

The Committee received the following report that showed where the current work experience opportunities for young people is placed as well as an update on talks between SDC 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.

“Special Educational Needs (SEN)- Work Experience Research Report

Since the last meeting of the Youth Services Committee, we have continued to ask local businesses and organisations if they are able to offer work experience opportunities to young SEN people. The responses that we have received from the different organisations and businesses in the Town have been added to the Youth Council’s current Work Experience page on the Youth Council website.

<https://sevenoaksyouthcouncil.weebly.com/work-experience.html>

With the help of Simon Harris and Maxine Quinton from Sevenoaks District Council we have also been in contact with The Education People who have created a Work Experience data base for young people on behalf of Kent County Council.

kentprospectus.co.uk/courses/work-experience-search

The link opens up to a data base that details what work experience is available near you based on a post code entry. There are different filters to help young people find a work experience the suites them.

Currently we are trying to arrange a meeting between ourselves, Sevenoaks District Council and The Education People to see what the best way is to compile this data from companies who are willing or perhaps even schools and how we present this data once it has been compiled.”

It was noted that some businesses might benefit from training that smaller businesses may not have access to, it was also noted that staffing could also be a problem with some companies who might not have the capacity to always cover the need to be in sight and sound of a young person. The Committee noted that there are other projects such as the Fair Shot Café in Covent garden that offer opportunities to SEN young people.

Sevenoaks Town Council

650. Skateboarding for girls

The Committee received a report regarding the opportunity to provide free community Skateboarding sessions for girls at Greatness Recreational Ground. The amount asked would be £1,110 to cover two groups of ten young people for 1 hour at a time for a duration of 5- 6 weeks.

RESOLVED: To fund the sessions with the remaining Youth Outreach Grant Budget of £600 and to pay the remainder of £510 from the Youth Outreach Grant Budget in the new financial year.

651. Family Hub and Commissioned youth decision

This item was deferred until the next meeting of the Youth Services Committee on 20th March 2024.

652. Public Spaces Protection Order (PSPO) on the Vine- update

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 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.

653. Press Release

RESOLVED: To put together a press release for the funding of Skateboarding sessions for girls.

There being no further business the Chair closed the meeting.

Signed
Chair

Dated

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**Minutes of the meeting of the Sevenoaks Youth Council
Held on 17th January 2024**

at HiTB Youth Café, London Road, Sevenoaks, TN13 1ZZ

Meeting Commenced: 6.00 p.m.

Meeting Concluded: 7.00 p.m.

Present:

Youth Council Members:

Aanya Sidhu- Chair	Present	Maya Goodrich	Present
Niki Zhang- Vice-Chair	Apologies	Bea Hayward	Absent
Simba Li- Treasurer	Present	Cristian Hunter-Garcia	Present
Aryanna Mahdavi Ardestani	Absent	Sharma Ishwar	Present
Catherine Barden De Leon	Present	Harry King	Present
Dexter Buhmann	Present	Madeleine Politzer	Present
Rosie Blackmore	Present	Elena Rozo-Navarro	Absent
Elena-Teodora Dragoi	Apologies	Jospeh Soanes	Apologies
Ayush Gautam	Absent	Aditya Vara	Present

In attendance: Linda Larter, Town Clerk; Daren Mountain, Manager of House in the Basement Youth Café; Cllr Chloe Gustard, Chair of the Youth Services Committee, Ieuan Chandler-Wilson, Youth Committee Clerk

1. **Apologies for Absence**
Received as shown above.
2. **Minutes of the Previous Meeting of the Youth Council held on 01st November 2023**
RESOLVED: To receive and adopt the minutes of the meeting of the Youth Council held on 01st November 2023.
3. **Finance Report**
It was noted that the Current balance was: £1,720.10.

RESOLVED: To note that the current balance was £1,720.10

4. **Youth Council Website Report**
The Chair noted that the average amount of time people spent on the website was quite low and they would like to figure out ways to improve the amount of time people spend on the website.
RESOLVED: To note the Website report.
5. **House in the Basement Youth Café (HiTB), Managers report:**
Daren noted that while House in the Basement had continued to offer hats, scarves and coats to young people who might need them over the winter months, there have not been many donations.
The Youth Council offered to help with this by spreading the word around their schools.

RESOLVED: To note Daren's Report.

6. Anti-littering poster

The Chair reported on the proposal. However, there was no decision to progress.

7. Charity

It was proposed that the Youth Council support **Friends for Families** who help support young people and Families in the Sevenoaks area who are facing financial hardship by helping with the donation of items like clothing, beds, white goods, to help families in need.

RESOLVED: The Youth Council agreed to support **Friends for Families** over their two-year term.

8. Youth Council Representative for the Youth Services Committee

The Youth Council heard how in the past the Youth Services Committee have asked for a representative from the Youth Council to attend the Youth Services Meeting to provide a Young Persons perspective. Both Harry King and Madeleine Politzer put their names forward and explained why they wanted to represent the Youth Council at the next Youth Services meeting.

RESOLVED: Both Harry and Madeleine were elected to represent the Youth Council at the Youth Services meeting.

9. Public Spaces Protection Order (PSPO) on the Vine- Update

The Youth Council noted that the PSPO on the Vine was agreed by Sevenoaks District Council. It was noted that Sevenoaks District Council had sent out draft posters that would be put on the Vine to inform people that the PSPO is in place. These were given to the Youth Council to get their feedback on the posters.

It was noted that from the designs on the posters it is not very clear what is acceptable at the location and what is considered Anti-Social Behavior, it was felt this could be explained with the use of images similar to what is used in a Swimming pool. The Youth Council also mentioned that one of the poster designs there is a red cross going across a group of people that gives the connotation that any large gathering at the site is not permitted. It was noted that a fine is mentioned on the posters, but it is in small lettering which could be made larger to act as more of a deterrent.

The Youth Council also discussed that the poster itself is on a black background which makes some of the lettering hard to read and would be even harder to see in the dark when a lot of the Anti-Social Behavior takes place, the recommended using a red outline to help draw more peoples attention to the notices.

It was noted that while a map of the area that the PSPO covers is useful it does take up a lot of space on the poster and would not draw people's attention to the sign. It was suggested that it might be useful to have a QR code on the poster for people to scan to see the area that is affected by the Public Spaces Protection Order.

10. Sevenoaks Summer Festival

The Youth Council heard that Sevenoaks Summer Festival is a collection of different arts events to help bring people into the town and would like the Youth Council to be engaged with deciding what types of events are held during the festival for young people.

RESOLVED: The Youth Council would like to be involved in the conversations regarding events held during the festival for young people.

11. Climate Change Youth Forum

It was noted that in previous years the Climate Change Youth Forum had been open to schools to start the conversation regarding the Climate Crisis and what young people could do in the Town. This is now open to any young person to attend to offer ideas on how to combat the climate crisis in the town.

The Youth Council heard that Trevor Kennet, Head of Direct Services for Sevenoaks District Council would be speaking at the event about “*Recycling in Sevenoaks*”. The Youth Council was invited to attend the meeting.

It was hoped that as many Youth Councillors as possible would attend and help promote the event.

RESOLVED: To note the first meeting of Climate Change Youth Forum will be taking place on the 28th of February 2024 at 6pm till 8pm.

12. Notes for the Workshop held at the Annual Meeting to discuss priorities.

The Youth Council Received notes from their workshop held on the 1st of November 2023 and discussed what they should place as their priorities for the duration of their two-year term. The Chair of the Youth Council categorised all of the ideas in to three main topics and prioritised them, these were:

Environment,
Mental Health and Wellbeing,
Community,

The Chair opened the discussion to the Youth Councillors as to which of these three they felt was the most important. It was noted that Environment might be important as while schools have the facilities for students to recycle there is still a lot of packaging waste being thrown away that is mainly being produced through the catering companies that the schools employ. It was suggested that the schools could talk to the catering companies to see if they can reduce the amount of waste they produce.

The Youth Council also noted that food waste was a problem, it was mentioned that some schools use Biomass facilities to help turn excess food waste into fuel for vehicles. It was also noted that other schools have done projects where they have collected and weighed the wasted food to show how much is being thrown away.

It was also noted that in some classrooms, the lights are left on for long periods of time without anyone in the room. It was suggested that the schools change their lights on a sensor so that they only come on when there is someone in the room. Some other ideas were to add electric charging points for teachers with electric cars to use to help encourage the use of electric vehicles.

RESOLVED: It was noted that the Youth Council agreed that the Environment should be their main priority.

The Second point that was brought up was around young peoples Mental Health and Wellbeing especially on buses to and from school. It was noted that they would like to see posters on public transport similar to the See it, Say it, Sort it slogans on trains placed on buses to help young people know who they can go to get help or report incidents on busses to.

It was also noted that a parent/ guardian or teacher as a volunteer could be present on the bus to help with any incidents that might occur on the bus with these adults alternating on different days.

It was also noted that the youth council could hold a survey to compile reports of acts of bullying, harassment or assault that occur on public transport to take to transport companies.

RESOLVED: It was noted that the Youth Council agreed that Mental Health and Wellbeing should be their second priority with Community being their third.

Promotion of Youth Council Activities:

The Chair advised that they have created an Instagram account for the Youth Council and are currently looking for ideas about what the first post on the account should be as well as ways to help reach more young people through the social media platform.

13. Date of Next Meeting

RESOLVED: Wednesday 20th March 2024- Sevenoaks Council Chamber, TN13 3QG
Wednesday 15th May 2024- HiTB Youth Café, TN13 1ZZ

There being no further business the Chair closed the meeting.

Current matters Report:

Since the election of the Town Council's new Councillors May 2023-2027:

Minute Number & Date	Action	Update/ Status
<p>183- 28/06/2023</p> <p>487- 08/11/2023</p>	<p>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>	<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 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>310- 06/09/2023</p> <p>479.3- 08/11/2023</p> <p>647.1- 24/01/2024</p>	<p>RESOLVED: press release for the NEET Project once a date has been confirmed.</p>	<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 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>
<p>480- 08/11/2023</p>	<p>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>	

Current matters Report:

Since the election of the Town Council's new Councillors May 2023-2027:

Minute Number & Date	Action	Update/ Status
649- 24/01/2024		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.
650- 24/01/2024	RESOLVED: To fund the sessions with the remaining Youth Outreach Grant Budget of £600 and to pay the remainder of £510 from the Youth Outreach Grant Budget in the new financial year. To put together a press release for the funding of Skateboarding sessions for girls.	

Completed matters Report:

Since the election of the Town Council's new Councillors May 2023-2027:

Minute Number & Date	Action	Update/ Status
<p>181- 28/06/2023</p> <p>307.1- 06/09/2023</p>	<p>RESSOLVED: To purchase 1 session pack at £375 for use over time at House in the Basement from the Youth Out Reach Budget</p>	<p>Arranged with Team.Repair for a session pack to go to House in the Basement.</p> <p>Daren reported that the first session of retro games consoles had been very successful.</p>
<p>182- 28/06/2023</p>	<p>RESOLVED: To fund the Design a Christmas Light Competition for £700 from the Youth Outreach Budget.</p>	<p>Entry forms went out to schools.</p> <p>Entries received on the 26th of September submitted for Judging from the Mayor and Deputy Mayor with the Winning design being chosen,</p> <p>Design sent to Merlin Lighting Company to be created in to a Light.</p> <p>The was installed at the Stag on the 18th of December 2023 with the winner present for the switch on along with the Mayor of Sevenoaks, Councillor Claire Shea.</p>
<p>185- 28/06/2023</p> <p>486- 08/11/2023</p>	<p>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.</p> <p>Note the refurbishment of the Greatness Skate Park and the event for the re-opening.</p>	<p>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.</p> <p>Event arranged to take place on the 24th of October from 11am till 4pm.</p>

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Detailed Income & Expenditure by Phased Budget Heading 30/01/2024

Month No: 9

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	314	209	(105)	3,417	1,881	(1,536)	2,512			136.0%	
1211 Sale of Goods	155	158	3	2,246	1,422	(824)	1,894			118.6%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	469	367	(102)	10,273	3,303	(6,970)	4,406			233.2%	0
4010 Gross Pay	4,751	3,856	(895)	39,938	34,704	(5,234)	46,273	6,335		86.3%	
4012 Expenses	0	0	0	13	0	(13)	0	(13)		0.0%	
4270 Employers Pension Contribution	128	125	(3)	1,086	1,125	39	1,505	419		72.1%	
5410 Repairs & General Maintenance	0	80	80	1,206	720	(486)	955	(251)		126.3%	
5500 Equipment Hired and New	161	0	(161)	568	0	(568)	0	(568)		0.0%	
6010 Light Heat & Cleaning	80	14	(66)	228	126	(102)	163	(65)		139.9%	
6101 Telephone	51	51	0	586	459	(127)	612	26		95.8%	
6105 Broadband wi-fi service	28	0	(28)	179	0	(179)	0	(179)		0.0%	
6200 Printing & Stationery	0	23	23	14	207	193	273	259		5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31	3		90.2%	
6240 Computer/ Data Base/WP's	17	31	14	168	279	111	369	201		45.5%	
6241 Website Costs	12	0	(12)	72	0	(72)	0	(72)		0.0%	
6281 Furnishings,Furniture/Eqpt	0	118	118	0	354	354	474	474		0.0%	
6320 Staff Training	0	0	0	20	0	(20)	0	(20)		0.0%	
6330 Welfare/Hospitality	0	0	0	0	1	1	1	1		0.0%	
6340 Staff Uniforms	0	0	0	427	0	(427)	81	(346)		527.0%	
6460 Publicity & Democratic notices	0	0	0	30	0	(30)	7	(23)		428.6%	

Detailed Income & Expenditure by Phased Budget Heading 30/01/2024

Month No: 9

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	182	152	(30)	2,458	1,368	(1,090)	1,821		(637)	135.0%	
6505 Cafe consumables	0	18	18	7	54	47	73		66	9.1%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	0	31	31	242	279	37	372		130	65.1%	
6922 Health&Safety/Risk Assessments	0	0	0	821	946	125	948		127	86.6%	
Youth Cafe :- Indirect Expenditure	5,409	4,499	(910)	48,522	41,097	(7,425)	54,402	0	5,880	89.2%	0
Net Income over Expenditure	(4,941)	(4,132)	809	(38,249)	(37,794)	455	(49,996)				
Grand Totals:- Income	469	367	(102)	10,273	3,303	(6,970)	4,406			233.2%	
Expenditure	5,409	4,499	(910)	48,522	41,097	(7,425)	54,402	0	5,880	89.2%	
Net Income over Expenditure	(4,941)	(4,132)	809	(38,249)	(37,794)	455	(49,996)				
Movement to/(from) Gen Reserve	(4,941)			(38,249)							

Detailed Income & Expenditure by Phased Budget Heading 23/02/2024

Month No: 10

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	1,696	209	(1,487)	5,112	2,090	(3,022)	2,512			203.5%	
1211 Sale of Goods	304	158	(146)	2,551	1,580	(971)	1,894			134.7%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	2,000	367	(1,633)	12,273	3,670	(8,603)	4,406			278.5%	0
4010 Gross Pay	5,221	3,856	(1,365)	45,160	38,560	(6,600)	46,273	1,113		97.6%	
4012 Expenses	3	0	(3)	16	0	(16)	0	(16)		0.0%	
4270 Employers Pension Contribution	130	125	(5)	1,215	1,250	35	1,505	290		80.7%	
5410 Repairs & General Maintenance	60	80	20	1,266	800	(466)	955	(311)		132.6%	
5500 Equipment Hired and New	25	0	(25)	593	0	(593)	0	(593)		0.0%	
6010 Light Heat & Cleaning	14	14	(0)	242	140	(102)	163	(79)		148.5%	
6101 Telephone	51	51	0	637	510	(127)	612	(25)		104.1%	
6105 Broadband wi-fi service	28	0	(28)	207	0	(207)	0	(207)		0.0%	
6200 Printing & Stationery	0	23	23	14	230	216	273	259		5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31	3		90.2%	
6240 Computer/ Data Base/WP's	17	31	14	184	310	126	369	185		50.0%	
6241 Website Costs	12	0	(12)	84	0	(84)	0	(84)		0.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	354	354	474	474		0.0%	
6320 Staff Training	0	0	0	20	0	(20)	0	(20)		0.0%	
6330 Welfare/Hospitality	0	0	0	0	1	1	1	1		0.0%	
6340 Staff Uniforms	0	0	0	427	0	(427)	81	(346)		527.0%	
6460 Publicity & Democratic notices	0	0	0	30	0	(30)	7	(23)		428.6%	

Detailed Income & Expenditure by Phased Budget Heading 23/02/2024

Month No: 10

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	249	152	(97)	2,707	1,520	(1,187)	1,821		(886)	148.6%	
6505 Cafe consumables	28	0	(28)	35	54	19	73		38	47.9%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	13	31	18	255	310	55	372		117	68.6%	
6922 Health&Safety/Risk Assessments	182	0	(182)	1,002	946	(56)	948		(54)	105.7%	
Youth Cafe :- Indirect Expenditure	6,033	4,363	(1,670)	54,555	45,460	(9,095)	54,402	0	(153)	100.3%	0
Net Income over Expenditure	(4,034)	(3,996)	38	(42,282)	(41,790)	492	(49,996)				
Grand Totals:- Income	2,000	367	(1,633)	12,273	3,670	(8,603)	4,406			278.5%	
Expenditure	6,033	4,363	(1,670)	54,555	45,460	(9,095)	54,402	0	(153)	100.3%	
Net Income over Expenditure	(4,034)	(3,996)	38	(42,282)	(41,790)	492	(49,996)				
Movement to/(from) Gen Reserve	(4,034)			(42,282)							

**Sevenoaks Town Council
Youth Services Committee – 20th March 2024**

Swing Doors For House in the Basement Youth Café

Sevenoaks Town Council has received a quote for the supply and installation of manual swing entrance doors for House in the Basement Youth Café.

These would be to replace the existing doors at the Youth Café that seen have many years of service. The current doors were used on a daily basis until a few years ago when the locking mechanism started to stick, which in turn meant the doors were extremely hard to open and as such have not been used as much as they normally would.

The supply and installation of the new doors has been quoted to a total of £5,067.76

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**Sevenoaks Town Council
Youth Services Committee – 20th March 2024**

Youth Outreach Budget – Grant Applications

1) Grants to Local Voluntary Organisation 2023/24

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town. Local community groups are invited to submit applications in August & January of each financial year, for consideration by this Committee and the Finance & General Purposes Committee (as appropriate).

At its meeting on 26th February 2024, the Finance & General Purposes Committee referred the grant applications detailed below to this Committee for consideration.

2) Delegated Authority

The Youth Services Committee has delegated authority to:

- 1) Approve grants within the Youth Outreach Budget; and
- 2) Recommend to Finance & General Purposes Committee on grants exceeding the Youth Outreach Budget.

3) Budget

The Youth Outreach Budget for 2023/24, and the balance to date, together with the budget for 2024/25 is shown below:

Budget	2023/24	Feb 2024	2024/25	March 2024
	Budget	Balance	Budget	Balance
Youth Outreach	3,887	27	8,000	7,490

Committed expenditure to date from the Youth Outreach Budget 2023/24 is detailed below:

Agreed at Youth Services Committee	Minute Number	Local organisation or project	Amount awarded
28.06.23	181	Design a Christmas Light Competition	£700
28.06.23	180	STEM Repair kits for House in the Basement	£375
06.09.23	309	Sevenoaks Scouts – Litter Pickers	£250
06.09.23	309	Sevenoaks Scouts – Room hire for event for each of Beavers, Cubs & Scout groups in Sevenoaks District.	£1,335
06.09.23	309	Sevenoaks Three Arts, Young Musician of the Year – hire of local school with competition standard piano	£600
24.01.24	650	Free Skateboarding for Girls	£600
		Total	£3,860

**Sevenoaks Town Council
Youth Services Committee – 20th March 2024**

Committed expenditure to date from the Youth Outreach Budget 2024/25 is detailed below:

Agreed at Youth Services Committee	Minute Number	Local organisation or project	Amount awarded
24.01.24	650	Free Skateboarding for Girls	£510

4) Applications for Consideration

This Committee is requested to consider the following Grant Applications received:

	Organisation & Charity Reg No. if applicable	Ref No.	Purpose of Award	Previous Grant history	2022/23	Current grant application
1	Kent Youth Jazz Orchestra	23	Towards costs of Youth Jazz workshop & short concert on 25 th June. Free of charge to the young musicians.	2010 - 2020 £500	£500	£500
2	We are Beams	69	Hire costs of House in the Basement for 36 weeks of the year for advice clinic for families with disabled children	£600 - 2021		£1,368
Total						£1,868

Recommendation: The Committee is asked to consider awarding a grant to the above applicants from the Youth Outreach Budget.

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

KENT YOUTH JAZZ ORCHESTRA

NAME OF CONTACT

JOHN LEVETT

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?

YES Registered Charity: 1149477

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

**KYJO IS A COUNTY-WIDE JAZZ BIG BAND MADE UP OF SCHOOL CHILDREN WHO REHEARSE AND PLAY BIG BAND JAZZ MUSIC AND ARE PROUD TO HAVE PERFORMED MANY TIMES IN SEVENOAKS.
KYJO PAYS FOR REHEARSALS FROM SUBSCRIPTIONS FROM PARENTS. THERE IS NO REGULAR FUNDING FROM NATIONAL OR LOCAL GOVERNMENT OR ANY OTHER ORGANISATION. ON SOME OCCASSIONS INCOME COMES FROM PLAYING CONCERTS & DONATIONS. THE MUSICAL DIRECTORS ARE ONLY PAID FOR THE PROFESSIONAL TUITION THEY PROVIDE AT REHEARSALS & CONCERTS.
KYJO'S AIM IS TO IMPROVE, DEVELOP AND MAINTAIN YOUTH EDUCATION AND APPRECIATION OF THE ART & TECHNIQUE OF BIG BAND JAZZ.**

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

THE BIGGEST IMPACT THAT KYJO MAKES ON THE ENVIRONMENT IS AN ENTERTAINING NOISE, QUITE OFTEN MADE AT OPEN AIR EVENTS THAT ENCOURAGE THE PUBLIC TO ENJOY AND APPRECIATE OPEN SPACES AND FRESH AIR, FOR EXAMPLE THE SEVENOAKS VINE GARDENS AND CHIDDINGSTONE CASTLE PARK.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

THE MUSICAL INSTRUMENTS THAT KYJO USES ARE REUSABLE AND LAST A LONG TIME. WHEN TRAVELLING TO REHEARSALS AND GIGS MEMBERS ARE ENCOURAGED TO SHARE TRANSPORT.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	1 MUSICAL DIRECTOR
	B) VOLUNTEERS	4 TRUSTEES 6 HELPERS
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	4
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? <i>[See Guidance Notes]</i>	ALL LOCAL SCHOOLS AND THEIR PUPILS	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

PLEASE DESCRIBE YOUR PROJECT

KYJO WOULD LIKE TO ORGANISE A YOUTH JAZZ WORKSHOP WHERE ALL YOUNG MUSICIANS IN & AROUND SEVENOAKS ARE INVITED TO A SPECIAL OPEN WORKSHOP WITH KYJO TO BE FOLLOWED BY A SHORT CONCERT. WHERE THEY CAN MAKE MUSIC AND LEARN IN A SUPPORTIVE ENVIRONMENT AND DEVELOP THEIR IMPROVISATIONAL SKILLS IN A BIG BAND.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

THE YOUTH JAZZ WORKSHOP WILL BE HELD ON THE EVENING OF TUES 25 JUNE 2024 AT A LOCAL SCHOOL IN SEVENOAKS. IT WILL BE OPEN TO ANY YOUNG MUSICIAN INTERESTED IN BIG BAND JAZZ & IMPROVISING. INVITES WILL BE SENT TO ALL SCHOOLS ATTENDED BY THE YOUTH OF SEVENOAKS. TOTAL COSTS ARE ESTIMATED TO BE £750. THERE WILL BE NO CHARGE TO THE YOUNG MUSICIANS TO PARTICIPATE.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

BEFORE THE PANDEMIC KYJO HAD MORE YOUNG PLAYERS FROM SEVENOAKS.

AIM OF THIS WORKSHOP FOLLOWED BY A SHORT CONCERT IS TO RECRUIT MORE PLAYERS FROM SEVENOAKS.

TUESDAY 25 JUNE HAS BEEN CHOSEN AS BY THEN MOST GCSE EXAMS HAVE FINISHED.

THE VENUE WILL BE A SEVENOAKS SCHOOL.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£7572

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12 Months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£284

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

GRANT AWARDS BY SEVENOAKS TOWN COUNCIL FOR

JAZZ YOUTH WORKSHOPS HAVE BEEN MADE PREVIOUSLY ...

2010 £500 2011 £500 2012 £500 2013 £500 2014 £500

2015 £500 2016 £500 2017 £500 2018 £500 2019 £500

2020 £500 NOTE COVID PREVENTED EVENT TAKING PLACE IN 2020,
HOWEVER THE EVENT WAS RE-SCHEDULED & HELD IN **2021**

2022 £500 2023 £500

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	YES
Form signed	YES
Audited accounts for the last two years	YES
Annual Report if available (or Project or Business Plan for a new organisation)	YES

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE *J C Levett* DATE 12 January 2024

NAME AND POSITION IN ORGANISATION: JOHN LEVETT
IN CAPITALS PLEASE CHAIRMAN OF KYJO TRUSTEES

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank	██████████
Sort Code	██████
Account No.	██████████

All Application Forms must be signed (electronic signature acceptable).
Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:
2nd Friday in August [11th August 2023] for the September Finance and General Purposes Grant Committee

KYJO
KENT YOUTH
JAZZ
ORCHESTRA

Chairman

Secretary;

Treasurer;

JCLevett

Chairman.

Date

	Note		2021-22
Income:			
Grants	2	500	1,000
Fees for concerts	3	2,000	2,575
<i>Brook Theatre concert (net)</i>		-	45
Performing members subscriptions	4	2,660	3,150
Uniform sales		252	350
<i>Full members subscriptions</i>		-	-
TOTAL OPERATING RECEIPTS		5,412	7,120
Expenditure:			
Rehearsals - tutoring		3,253	3,290
Rehearsals - venue hire		987	1,252
Workshops & own events - tutoring		150	620
Workshops & own events – other costs		158	272
Concerts - Musical Directors' Fees		600	1,200
Instrument/equipment purchases		-	539
Instrument/equipment servicing & repair		-	47
Uniform purchases		630	-
Making Music – membership & insurance		198	194
Publicity & promotion (incl. website)		54	45
Social & miscellaneous		50	-
TOTAL OPERATING PAYMENTS		6,080	7,979
OPERATING DEFICIT (SURPLUS) FOR YEAR		668	859
Donations + Gift Aid Relief		284	10
TOTAL DEFICIT (SURPLUS) FOR YEAR		384	849

		2023	2022
Net Assets:			
Balance at bank		7,572	8,750
Net Debtors & Creditors	5	1,144	450
TOTAL NET ASSETS		8,716	9,200
Represented by:			
General Reserve	9		
Balance brought forward		6,200	7,249
MINUS Deficit for year		384	849
LESS transfers		100	200
Balance carried forward		5,716	6,200
Development Fund	9	3,000	3,000
TOTAL RESERVES		8,716	9,200

RRussell
Hon. Treasurer

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KENT YOUTH JAZZ ORCHESTRA (KYJO)

Honorary Independent Examiner's Report for the year ended 31 August 2023

To the Members of Kent Youth Jazz Orchestra:

I have examined this Statement of Financial Activities, which has been prepared by and is the responsibility of the Committee, with the books and records produced to me and the further information and explanations given to me by the Officers.

In my opinion, proper records have been kept of incoming and outgoing resources and the Statement of Financial Activities has been prepared in accordance with those records.



Richard Baxter, Honorary Independent Examiner

3 October 2023

KENT YOUTH JAZZ ORCHESTRA (KYJO)
Accounts for the year ended 31 August 2022
Income & Expenditure for the year (£)

		Note	2020-21
Income:	Grants	2	1,000.00
	Fees for concerts	3	2,575.00
	Brook Theatre concert (net)	4	44.76
	Performing members subscriptions	5	3,150.00
	Uniform sales		350.00
	<i>Full members subscriptions</i>		-
	TOTAL OPERATING RECEIPTS		7,119.76
Expenditure:	Rehearsals - tutoring		3,290.00
	Rehearsals - venue hire		1,252.00
	Workshops & own events - tutoring		620.00
	Workshops & own events – other costs		271.50
	Concerts - Musical Directors' Fees		1,200.00
	Instrument/equipment purchases		538.72
	Instrument/equipment servicing & repair		46.90
	Uniform purchases		313.20
	Making Music – membership & insurance		194.00
	Publicity & promotion (incl. website)		44.99
	Social & miscellaneous		207.20
	TOTAL OPERATING PAYMENTS		7,978.51
	OPERATING DEFICIT (SURPLUS) FOR YEAR		858.75
	Donations + Gift Aid Relief		10.23
	TOTAL DEFICIT (SURPLUS) FOR YEAR		848.52

Financial Assets and Liabilities at year-end (£)

		2022	2021
Net Assets:	Balance at bank	8,750.19	10,910.51
	Net Debtors & Creditors	6	450.00
	TOTAL NET ASSETS	9,200.19	10,248.71
Represented by:	General Reserve	10	
	Balance brought forward	7,248.71	7,254.19
	MINUS Deficit (+ Surplus) for year	848.52	2,994.52
	LESS transfers	200.00	3,000.00
	Balance carried forward	6,200.19	7,248.71
	Development Fund	10	
		3,000.00	3,000.00
	TOTAL RESERVES	9,200.19	10,248.71

These financial statements were accepted by the Committee and signed on its behalf by:

RRussell

Ray Russell, *Hon. Treasurer*, 14 September 2022

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APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

WE ARE BEAMS

NAME OF CONTACT

MARIA AUSTEN

ADDRESS OF CONTACT

[REDACTED]	
	POSTCODE
	[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?	YES
-------------------------------	------------

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

WE ARE BEAMS IS A LOCAL CHARITY THAT SUPPORTS DISABLED CHILDREN AND THEIR FAMILIES IN SEVENOAKS, DARTFORD AND GRAVESHAM DISTRICTS. THE DISABLED CHILDREN AND YOUNG PEOPLE WHO ACCESS OUR SERVICES ARE AGED BETWEEN 4-19 YEARS. THEY WILL USUALLY HAVE ONE OR MULTIPLE LEARNING DIFFICULTIES, COMPLEX HEALTH NEEDS SUCH AS DOWN SYNDROME, CEREBRAL PALSY OR OTHER LIFE LIMITING DISEASE, PHYSICAL OR SENSORY IMPAIRMENT AND CHALLENGING BEHAVIOUR AS A RESULT OF THEIR DISABILITY. OUR WORK IS DIVIDED INTO 6 AREAS WHICH INCLUDES SHORT BREAKS WHO OFFER HOLIDAY PLAYSCHMES, FAMILY ADVISE WHO OFFER ADVICE ON EDUCATION, BENEFITS, TRANSPORT AND HEALTH, DIRECT PAYMENTS, WE HAVE A 6 BEDDED RESPITE CENTRE, A BROKERAGE SERVICE AND PAYROLL SERVICE.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

NO

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

REDUCED EMISSIONS – OUR MINI BUS DRIVER PICKS UP THE CHILDREN AND STAYS ON SITE WORKING AT BEAMS. HE WOULD PREVIOUSLY DRIVE HOME AND BACK
 WE HAVE A COMPOST BIN IN GARDEN THE SENSORY GARDEN
 WE HAVE RECYCLING BINS IN THE KITCHENS
 WE HAVE AN ALLOTMENT IN OUR GARDEN

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	56
	B) VOLUNTEERS	82
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	41	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1368

PLEASE DESCRIBE YOUR PROJECT

WE ARE SEEKING FUNDS TOWARDS THE COST OF HIRING THE HOUSE IN THE BASEMENT FOR OUR FAMILY ADVICE CLINICS. EACH CLINIC IS RUN BY 2 OF OUR EXPERIENCED ADVISORS AND 1 VOLUNTEER. We provide support and advice on such subjects as financial matters, education, health, transport and mobility, We also:-

- Help parents draft letters to request and access support
- Signpost to other specialists
- Give strategies to manage challenging behaviour
- Information on dealing with education professionals

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

WE WOULD USE THE GRANT TO PAY FOR THE HIRE COSTS FOR THE HOUSE IN THE BASEMENT FOR ONE DAY A WEEK FOR 36 WEEKS OF THE YEAR. EACH CLINIC RUNS 9.30 AM TO 1.30 PM. THE COST OF THE HIRE CHARGES IS £38 PER SESSION X 36 = £1,368

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

BY OFFERING ADVICE AND SUPPORT TO OUR FAMILIES WE SEEK TO PROVIDE THE FOLLOWING OUTCOMES:- PREVENT A FAMILY CRISIS, REDUCE ISOLATION, INCREASE CONFIDENCE WHEN DEALING WITH A DISABLED CHILD, DEVELOP A PARENT SUPPORT NETWORK AND IMPROVE MENTAL WELL BEING AND IMPROVE A DISABLED CHILD'S ACCESS TO EDUCATION. THE HOUSE IN THE BASEMENT IS THE PERFECT VENUE TO DELIVER OUR SERVICE. IT IS THE PERFECT SIZE, IT HAS LEVEL ACCESS WITH BUSH BUTOM AUTOMATIC DOORS, AN ACOUSTIC LOOP SYSTEM FITTED FOR THOSE HARD OF HEARING. WIFI AND HAS ABLE PARKING WITH DISABLED BAYS

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

637,656

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

3

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

818,572

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

14.04.2019 –FAMILY ADVICE SESSIONS £3,500

16.04.2021 – CYGNET PARENTING PROGRAMME £2,107.00

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES
---	-----

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE *M A AUSTEN* DATE 21.12.2023

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE **MARIA AUSTEN**

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank	██████████
Sort Code	██████
Account No.	██████████

All Application Forms must be signed (electronic signature acceptable).
Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- 2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- 2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!
Application Forms are also available by email from: council@sevenoakstown.gov.uk
If you have any queries, please contact Alison Futtit on 01732 459953.

Registered number: 03179785
Charity number: 1054129

We Are Beams
(A company limited by guarantee)

Trustees' report and financial statements

For the year ended 31 March 2023

We Are Beams
(A company limited by guarantee)

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We Are Beams
(A company limited by guarantee)

Reference and administrative details of the charity, its Trustees and advisers
For the year ended 31 March 2023

Trustees	Mrs R Neale, Vice Chair Mr A J Garrett, Treasurer Mr N H Johnston Mr J H Jarvis, Chair Mrs T Cox Mr D J Mote Mr A Thorne (appointed 26 July 2022, resigned 15 June 2023) Mrs J Challis (appointed 14 October 2022) Mr S Crocker (appointed 1 December 2022) Mr G J Ratcliffe (resigned 6 November 2022)
Company registered number	03179785
Charity registered number	1054129
Registered office	Allsworth Court 40 St David's Road Hextable Kent BR8 7RJ
Company secretary	Mrs K Adams
Head of Charity	Mrs K Adams
Independent auditor	Kreston Reeves LLP Chartered Accountants Statutory Auditor Montague Place Quayside Chatham Maritime Chatham Kent ME4 4QU

We Are Beams
(A company limited by guarantee)

Trustees' report
For the year ended 31 March 2023

The Trustees present their annual report together with the audited financial statements of the company for the year ended 31 March 2023. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective October 2019). The annual report serves the purposes of both a Trustee report and a Directors report under company law.

Since the company qualifies as small under section 382 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and activities

a. Policies and objectives

Our vision is that Beams will be a leader in transforming the lives of disabled children and young people and their families, enabling greater independence and control of their lives and futures, setting a path for others to follow.

Values that underpin the work of Beams are:

- Service Excellence
- Parent driven
- People focused
- Responsive to needs
- Promoting an inclusive agenda
- Client involvement in the development of services
- Regular and systematic monitoring and evaluation
- Increasing social awareness of disability
- Collaborative working

Our Aims

We aim to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area.

The charity did not make any changes to its mission or core aims during the year, and in reviewing its business objectives and activities was very mindful of the need to maintain as best as possible our current services and activities. The financial climate and uncertainty has given cause for alarm across all sectors and the Trustees recognised that caution will continue to offer a far more strategic approach in achieving the ongoing sustainability and vibrancy of the charity into the future.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Objectives and activities (continued)

b. Strategies for achieving objectives

Strategic Objectives

1. To provide the whole family with a bespoke menu of advice, information, support, leisure and education services including:
 - Family Advice Service
 - Short Break Activity Service
 - Dragons Retreat Short Break Unit
 - Support services for Kent families in receipt of Direct Payments for disabled child and young people through Direct Payment Service
 - Support Brokerage Service providing families and young people with additional opportunities to direct their lives and futures
 - Payroll service for families employing their own staff
 - To provide and develop in partnership with other organisations or statutory bodies a range of inclusive and specialist services that meet the needs of all disabled children & young people and their families
2. To ensure that marketing and fundraising activity effectively delivers income and raises our profile including
 - a focus on donor acquisition and major donor income
 - building our profile
 - developing supporter relationships
 - to promote, market, raise awareness and secure a range of funding streams in order to ensure the future of Beams
3. To review the structure of Beams in order to minimise risk and maximise opportunities
4. To retain the PQASSO quality mark at Level 2 (or its Equivalent) and continue to maintain quality assured services in all areas of Beams
5. To develop and secure opportunities to diversify and generate sustainable income sources using our existing services and products whilst maintaining our values.
6. To continue to invest in the professional development of all staff, with a continued focus on leadership and management skills.
7. To meet the ongoing and future needs of the charity to secure ownership of a property that will meet the needs of Beams for the near future.

In setting objectives and planning for activities the Trustees have given due consideration to guidance from the Charity Commission relating to public benefit. The charity substantially relies on grants and contracts with local authorities and to a lesser extent fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees consider the accessibility of its activities for those on low incomes.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Objectives and activities (continued)

c. Main activities undertaken to further the charity's purposes for the public benefit and achieve objectives

Family Advice Service

The Family Advice Service is the principal frontline service for our membership. The service continues to offer support to families across a wide range of issues that affect a family with a disabled child.

The effect of dealing with the wide range of issues and providing advice, guidance and support is what the Family Advice Service is all about. It remains that much of the work is led by the needs of families who are dealing with despair, battles, depression and exhaustion. The Family Advice team has continued their work with all families that contact us. Face to face, work has continued and a full range of opportunities has been used. Our weekly advice clinics have continued in each area, alongside support via telephone and the use of Video conferencing, ensuring parents could access 1 to 1 attention. Support Group meetings and Cygnet Training courses have been running and in excess of 3000 contacts were received by the service during the year.

Key activities include:

- A telephone helpline and drop-in center.
- Educational Advice
- Weekly Advice Clinics
- Monthly Support Groups in each area
- Delivering ADHD Parent Training.
- Delivery of the Cygnet parenting Programme

Partnership working including:

- Early Help
- Homestart
- Fathers Club
- ADHD Pathway
- For us too
- Includes Us 2
- Space2beme

Short Break Services

The Short Break Services support disabled children and young people and their families. The principle work of the service is to enable disabled children to have enjoyable experiences, which help them become more independent and form friendships outside the family. We also support families by providing respite services, offering events, and Day trips that the family can attend together.

Our normal programme of Short Breaks resumed in the year. It was a great delight to see how happy the children were to be able to attend. Dragons Retreat short break unit continued to operate with strict Covid infection control protocols in place. We were able to increase occupancy once recommendations were relaxed.

Playschemes operated in all school holidays and a range of event, activities and outings were arranged.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Objectives and activities (continued)

Direct Payment Service

The Direct Payment Team have now completed Year 4 of the original contract which was an agreed extension. We have now negotiated a further extension to make Year 5. Direct Payments offer a different way of arranging social care services for disabled children and young people and their families. Above all else, Direct Payments offers families and the child:

- More control over how, when and where support services are arranged and;
- Greater flexibility over how, when and where support services are arranged.

The Beams Direct Payment Service currently support parents of over 1220 young people across Kent so that they can take control of their disabled child or young person who has assessed Care and Support needs. The Beams Direct Payment Service helps parents to understand the responsibilities of receiving Direct Payment money, and how to use this correctly. Each family is allocated to a dedicated Beams Direct Payment Case Worker for continuity, and we know the parents trust us to work with them.

Fundraising & Marketing

The Fundraising Team headed by Caroline Brinkman – has continued its outstanding work to highlight how We Are Beams is perceived in the local community and with local businesses. The team have held a number of events and challenges during the year highlighting the work of Beams and the impact it has on families. They have also been successful with a range of grants. The Plant a Smile appeal was a great success with the £200k target being achieved in 10 months, this was recognised for a special award at the 2023 Kent Charity Awards. Income generated by the fundraising team was £818,572.

Volunteers

We are Beams' main activities are assisted by a small number of volunteers working within the different departments. They help with the support groups, assist in the main office, supporting the Admin teams including managing the library. Their role also extends to helping with social events, activity groups and fundraising events. They are supported and supervised by the respective department heads and receive training where appropriate. Their contribution to the We are Beams is vital to the charity's continued success at all levels.

Achievements and performance

a. Key financial performance indicators

The Charitable sector continues to experience uncertainty regarding funding. The Trustees together with the Management team have continued to be proactive in their planning and service delivery alongside a robust approach to fundraising and procurement.

In this reporting year the charity had a net accounting deficit of £103,306 which was in line with expected performance.

Total Income for the year £2,027,694.

Expenditure for the year was £2,131,000.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Achievements and performance (continued)

b. Investment policy and performance

The Charity Reserves policy states:

'The charity has a commitment to transform the lives of disabled children and young people and their families. To ensure that this commitment to families continues to be met, it is the trustees' policy that the balance of general funds should be maintained at six months' unrestricted expenditure. This policy is based on past experience and is reviewed annually by the trustees.

Steps needed to establish or maintain reserves at the agreed level:

- the Finance Manager and Head of Charity will together plan a reserve budget amount
- the reserves budget amount will then be discussed at the full board meeting when annual budgets for the whole organisation are discussed in March of each year. Budgets to be agreed and then sent to the full Board Meeting for final approval.

The arrangements for monitoring and reviewing the policy:

- the policy will be reviewed every year.'

Cash reserves at the end of the year total £637,656. The charity aims to hold sufficient funds to continue operating for a short period with no income from major funding sources. This figure includes £40,603 received in this year for projects running in 2023/24. The unrestricted balance represents 3 months operating costs.

As in previous years, the charity continues to hold a proportion of funds in the Charities Deposit Fund (COIF), an account whose pooled assets are deposited in rigorously selected financial institutions approved by the COIF trustees. For each counterparty, there are agreed individual deposit limits, thus ensuring a wide spread across a range of institutions, the credit status of each being monitored on a daily basis. Currently the COIF Fund's own creditworthiness status is AAA, thus reflecting its high credit quality and low risk. This is in line with the Trustee's policy of safeguarding funds from financial risk.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Achievements and performance (continued)

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

The pandemic has had a dramatic effect globally and We are Beams have also had to deal with this.

The surplus generated over the years 2020-22 was used to fund the deficit in 2022/23. The trustees were aware that 2022/23 would be a challenging year for funding and set aside these surpluses for this reason. The trustees are confident that 2023/24 will see a return to a break-even expenditure

b. Principal funding

Commissioned work for Kent County Council and other local authorities provides a significant level of income to the charity, however we continue to analyse the tenders for services and will only bid for those that ensure adequate funding for the level of service the children and families deserve to have provided for them. The charity continues to seek income from other sources.

The charity has 3 income generating services with Dragons Retreat, Beams Payroll Service and the Brokerage Support Service.

Structure, governance and management

a. Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 22 March 1996.

The company is constituted under a Memorandum of Association dated 22 March 1996 and is a registered charity number 1054129.

The principal object of the company is to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area

b. Methods of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Structure, governance and management (continued)

c. Policies adopted for the induction and training of Trustees

The majority of Trustees, being parents of disabled children and users of our services, already have a good understanding of the charity's work and the needs of our members and their children. An introduction and welcome pack has been developed which includes Charity Commission pamphlets and guidance, and all new Trustees receive copies of the 'Good Trustees Guide'. New Trustees have the benefit of 'support through mentoring programme' from one of the existing trustees. A skills audit questionnaire is in place to determine the training and development needs of all new Trustees. Additionally, board members can avail themselves of external training course relevant to their roles as required and agreed.

Trustees hold an Annual review session to look at their work against the Code of Governance and generate an action plan for improvement and implementation.

d. Pay policy for senior staff

The Trustees are mindful of the guidance of the NCVO and the Charity Commission in setting Pay grades for all staff. The Charity currently has a Pay structure and grading system based on an evaluation of each job description. There is a Pay Policy in place.

e. Organisational structure and decision-making

The Council of Management is responsible to members and other interested parties for the overall Governance of the charity. As the charity is both a company limited by guarantee and a registered charity, members of the Council of Management are both Directors and Charity Trustees. They seek to ensure that the charity operates to fulfil the objectives set out in the Memorandum and in the Articles of Association and that due attention is paid to charity law and other relevant legislation.

The role of the Council of Management is to establish the strategic direction of the charity, to provide leadership, and to ensure that charitable funds are properly utilised and safeguarded.

The day-to-day operational management of the charity is delegated to the Head of Charity and through her to the staff team. The Council of Management however, retains formal responsibility for all policies, decisions and actions of the charity.

The Council of Management now meets 8 times per year with additional sub groups operating as required. In addition the Council of Management held 2 Strategy meetings and a Governance Code Review day.

f. Risk management

The Trustees have assessed the major risks to which the company is exposed, in particular, those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. During the year the Trustees have recruited an Advisor who is a specialist in Risk Management, to support them.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Plans for future periods

a. Future developments

The lease on the Charity Resource Centre has now be extended to March 2041 with the implementation of a Revisionary lease. The redevelopment of the garden was completed and opened in March 2023.

The Head of Charity has continued to look at opportunities to develop the Short Breaks Service to offer Respite Services specifically for 18-25 year olds. An evidence of need study has been completed .Premises in a suitable location are being researched in discussion with KCC and property development companies.

During the year, the trustees have discussed the ongoing work of the Charity, future developments and the future strategic direction of the Charity. The role of Deputy Head of Charity was recruited for and an appointment made in May 2022. This has given the Head of Charity capacity to work with the Council of Management on a Strategic Plan review and put in place targets for the next 7 years. The Head of Charity has been able to work with other agencies at a Strategic level. Most notable to date was work with the NHS on understanding the Competencies within the voluntary sector and how they could be used within NHS services.

Information on fundraising practices

Fundraising undertaken by the Charity is under the management of the Income Generation and Development Lead who is a member of the management team.

Fundraising activities are monitored by the Head of Charity alongside scrutiny from the Council of Management. No complaints about fundraising activities have been received.

Statement of Trustees' responsibilities

The Trustees (who are also directors of We Are Beams for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
For the year ended 31 March 2023

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditor

The auditor, Kreston Reeves LLP, has indicated his willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

Approved by order of the members of the board of Trustees on 13 October 2023 and signed on their behalf by:



Mr Jason H Jarvis
Chair of Trustees

We Are Beams
(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams

Opinion

We have audited the financial statements of We Are Beams (the 'charity') for the year ended 31 March 2023 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

We Are Beams
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Independent auditor's report to the Members of We Are Beams (continued)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

We Are Beams
(A company limited by guarantee)

Independent auditor's report to the Members of We Are Beams (continued)

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the Charity and the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to Ofsted compliance, and Safeguarding. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial 'statements (including the risk of override of controls) and determined that the principal risks related to posting inappropriate journal entries to increase revenue or reduce expenditure. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance; and
- Review of significant and unusual transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and,

We Are Beams
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Independent auditor's report to the Members of We Are Beams (continued)

based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Susan Robinson BA FCA FCIE DChA (Senior statutory auditor)

for and on behalf of
Kreston Reeves LLP

Chartered Accountants
Statutory Auditor

Chatham Maritime

13 October 2023

We Are Beams
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 March 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	4	239,790	6,754	246,544	192,789
Charitable activities	5	833,185	945,487	1,778,672	1,569,543
Investments	6	2,478	-	2,478	300
Total income		1,075,453	952,241	2,027,694	1,762,632
Expenditure on:					
Charitable activities	7	1,247,920	883,080	2,131,000	1,692,479
Total expenditure		1,247,920	883,080	2,131,000	1,692,479
Net movement in funds		(172,467)	69,161	(103,306)	70,153
Reconciliation of funds:					
Total funds brought forward		554,142	186,820	740,962	670,809
Net movement in funds		(172,467)	69,161	(103,306)	70,153
Total funds carried forward		381,675	255,981	637,656	740,962

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 18 to 33 form part of these financial statements.

We Are Beams
(A company limited by guarantee)
Registered number: 03179785

Balance sheet
As at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	72,417	51,284
		<u>72,417</u>	<u>51,284</u>
Current assets			
Debtors	12	102,846	106,118
Cash at bank and in hand		2,342,274	1,956,283
		<u>2,445,120</u>	<u>2,062,401</u>
Creditors: amounts falling due within one year	13	(1,855,498)	(1,332,940)
Net current assets		<u>589,622</u>	<u>729,461</u>
Total assets less current liabilities		<u>662,039</u>	<u>780,745</u>
Creditors: amounts falling due after more than one year	14	(24,383)	(39,783)
Net assets excluding pension asset		<u>637,656</u>	<u>740,962</u>
Total net assets		<u><u>637,656</u></u>	<u><u>740,962</u></u>
Charity funds			
Restricted funds	15	255,981	186,820
Unrestricted funds	15	381,675	554,142
Total funds		<u><u>637,656</u></u>	<u><u>740,962</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mr Jason H Jarvis
(Chair of Trustees)

13 October 2023

The notes on pages 18 to 33 form part of these financial statements.

We Are Beams
(A company limited by guarantee)

Statement of cash flows
For the year ended 31 March 2023

	2023	2022
	£	£
Cash flows from operating activities		
Net cash used in operating activities	438,968	579,634
	<hr/>	<hr/>
Cash flows from investing activities		
Dividends, interests and rents from investments	2,479	300
Proceeds from the sale of tangible fixed assets	-	2,500
Purchase of tangible fixed assets	(40,056)	(49,115)
	<hr/>	<hr/>
Net cash used in investing activities	(37,577)	(46,315)
	<hr/>	<hr/>
Cash flows from financing activities		
Repayments of borrowing	(15,400)	(15,400)
	<hr/>	<hr/>
Net cash used in financing activities	(15,400)	(15,400)
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	385,991	517,919
Cash and cash equivalents at the beginning of the year	1,956,283	1,438,364
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	2,342,274	1,956,283
	<hr/> <hr/>	<hr/> <hr/>

The cash and cash equivalents balance at 31 March 2023 includes funds held on behalf of Managed Payroll Clients, which are not controlled by the charity.

The notes on pages 18 to 33 form part of these financial statements

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

1. General information

We Are Beams is a charity and company limited by guarantee incorporated in England. The company's registered office is Allsworth Court, 40 St David's Road, Hextable, Kent, BR8 7RJ. The principal activity of the company is to provide comprehensive support services and projects that will directly benefit and assist families raising a disabled child.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

We Are Beams meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the charity's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

2. Accounting policies (continued)

2.2 Income (continued)

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

We Are Beams
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Notes to the financial statements
For the year ended 31 March 2023

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Short-term leasehold property	-	25%
Motor vehicles	-	25%
Fixtures and fittings	-	33%
Equipment	-	25%
Computer equipment	-	50%

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of financial activities.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

2. Accounting policies (continued)

2.11 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight-line basis over the lease term.

2.13 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

4. Income from donations and legacies

Unrestricted funds	Restricted funds	Total funds	Total funds
2023	2023	2023	2022
£	£	£	£

We Are Beams
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Notes to the financial statements
For the year ended 31 March 2023

4. Income from donations and legacies (continued)

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	222,364	6,754	229,118	133,002
Gift Aid	15,426	-	15,426	14,267
Legacies	2,000	-	2,000	42,418
Government Covid 19 Support	-	-	-	3,102
	<u>239,790</u>	<u>6,754</u>	<u>246,544</u>	<u>192,789</u>
Total 2022	<u>184,074</u>	<u>8,715</u>	<u>192,789</u>	

5. Income from charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Support, advice and respite services - Children	672,834	945,487	1,618,321	1,417,854
Trading activities	160,351	-	160,351	151,689
	<u>833,185</u>	<u>945,487</u>	<u>1,778,672</u>	<u>1,569,543</u>
Total 2022	<u>865,120</u>	<u>704,423</u>	<u>1,569,543</u>	

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest	2,478	2,478	300
Total 2022	<u>300</u>	<u>300</u>	

We Are Beams
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Notes to the financial statements
For the year ended 31 March 2023

7. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Support, advice and respite services - Children	1,760,228	293,040	2,053,268	1,624,768
Trading activities	70,791	6,941	77,732	67,711
Total 2023	<u>1,831,019</u>	<u>299,981</u>	<u>2,131,000</u>	<u>1,692,479</u>

Analysis of direct costs

	Total funds 2023 £	Total funds 2022 £
Staff costs	1,525,030	1,326,178
Activity and project costs	279,278	74,393
Training costs	8,395	12,030
Motor and travel costs	18,316	9,515
Bad debts	-	78
Total 2023	<u>1,831,019</u>	<u>1,422,194</u>

We Are Beams
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Notes to the financial statements
For the year ended 31 March 2023

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2023 £	Total funds 2022 £
Depreciation	17,928	22,297
Loan interest costs	3,850	3,850
Computer costs	46,531	32,821
Rent & rates	33,591	49,384
Insurance costs	7,966	6,745
Light & heat costs	31,799	13,915
Telephone costs	27,210	21,120
Printing, postage & stationery costs	14,620	16,936
Sundry costs	244	70
Health & safety costs	4,349	1,906
Subscription costs	1,255	3,099
Minibus costs	11,572	13,779
DBS checks	18,486	18,665
Advertising costs	10,591	12,268
Repairs & renewals costs	15,484	10,837
Equipment hire	5,708	5,922
Professional fees	28,123	17,887
Governance costs	20,674	18,784
Total 2023	299,981	270,285

8. Auditor's remuneration

	2023 £	2022 £
Fees payable to the company's auditor for the audit of the company's annual accounts	12,264	9,474

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

9. Staff costs

	2023	2022
	£	£
Wages and salaries	1,377,442	1,198,350
Social security costs	109,700	93,881
Contribution to defined contribution pension schemes	37,888	33,947
	<u>1,525,030</u>	<u>1,326,178</u>

An ex-gratia payment was made with regards to a redundancy made by the charity, in which the individual did not qualify for statutory redundancy pay. The Trustees felt that the charity had a moral obligation to make a payment of 1 months' pay in recognition of the individual's contribution to the charity. This totalled £620.

The average number of persons employed by the charity during the year was as follows:

	2023	2022
	No.	No.
Employees	101	85

The average headcount expressed as full-time equivalents was:

	2023	2022
	No.	No.
	47	42

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023	2022
	No.	No.
In the band £80,001 - £90,000	1	-

The total amount of employee benefits (including employer's national insurance contributions and employer's pension contributions) received by the key management personnel for their services to the charity was £458,054 (2022: £348,137).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, expenses totalling £71 were reimbursed or paid directly to 1 Trustee (2022 - £44 to 1 Trustee).

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

11. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Equipment and computers £	Total £
Cost or valuation					
At 1 April 2022	6,250	107,623	26,322	268,833	409,028
Additions	-	-	-	40,056	40,056
Disposals	-	-	-	(134,491)	(134,491)
At 31 March 2023	<u>6,250</u>	<u>107,623</u>	<u>26,322</u>	<u>174,398</u>	<u>314,593</u>
Depreciation					
At 1 April 2022	6,250	82,035	22,980	246,479	357,744
Charge for the year	-	9,641	1,426	6,862	17,929
On disposals	-	-	-	(133,497)	(133,497)
At 31 March 2023	<u>6,250</u>	<u>91,676</u>	<u>24,406</u>	<u>119,844</u>	<u>242,176</u>
Net book value					
At 31 March 2023	<u>-</u>	<u>15,947</u>	<u>1,916</u>	<u>54,554</u>	<u>72,417</u>
At 31 March 2022	<u>-</u>	<u>25,588</u>	<u>3,342</u>	<u>22,354</u>	<u>51,284</u>

12. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	72,278	76,552
Other debtors	10,009	5,749
Prepayments and accrued income	20,559	23,817
	<u>102,846</u>	<u>106,118</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

13. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Other loans	15,400	15,400
Trade creditors	16,956	11,196
Other taxation and social security	34,828	26,979
Other creditors	1,738,666	1,136,150
Accruals and deferred income	49,648	143,215
	<u>1,855,498</u>	<u>1,332,940</u>

Within other creditors the company held £1,733,305 (2022 - £1,131,455) on behalf of their clients as part of the managed payroll service.

14. Creditors: Amounts falling due after more than one year

	2023	2022
	£	£
Other loans	<u>24,383</u>	<u>39,783</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Beams family support	1,359	609	-	(1,218)	750
Clubs	-	-	-	-	-
Contingency	63,205	42,845	(3,295)	21,452	124,207
Kidscamp	20,122	112	-	(20,234)	-
	<u>84,686</u>	<u>43,566</u>	<u>(3,295)</u>	<u>-</u>	<u>124,957</u>
General funds					
General Funds	457,038	1,029,887	(1,244,625)	-	242,300
Legacy income	12,418	2,000	-	-	14,418
	<u>469,456</u>	<u>1,031,887</u>	<u>(1,244,625)</u>	<u>-</u>	<u>256,718</u>
Total Unrestricted funds	<u>554,142</u>	<u>1,075,453</u>	<u>(1,247,920)</u>	<u>-</u>	<u>381,675</u>
Restricted funds					
DP Main contract	20,000	454,627	(438,592)	-	36,035
Beamers Restricted	-	2,000	(25,272)	23,272	-
Fixed asset fund	27,075	-	(10,165)	40,056	56,966
Capital grants	-	-	-	-	-
Family advice	-	134,062	(209,848)	75,786	-
Individual child grants	-	-	-	-	-
Fundraising special projects	28,856	220,808	-	(170,332)	79,332
Little buddies	9,369	1,323	(802)	-	9,890
Other	-	-	-	-	-
Support brokerage service	-	45,000	-	-	45,000
Garden Project	100,800	94,421	(186,463)	20,000	28,758
Other restricted activities	720	-	(11,938)	11,218	-
	<u>186,820</u>	<u>952,241</u>	<u>(883,080)</u>	<u>-</u>	<u>255,981</u>
Total of funds	<u>740,962</u>	<u>2,027,694</u>	<u>(2,131,000)</u>	<u>-</u>	<u>637,656</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Beams family support	1,400	215	(256)	-	1,359
Clubs	-	-	(371)	371	-
Contingency	39,408	23,797	-	-	63,205
Kidscamp	15,000	30,477	(25,355)	-	20,122
	<u>55,808</u>	<u>54,489</u>	<u>(25,982)</u>	<u>371</u>	<u>84,686</u>
General funds					
General Funds	391,085	952,587	(886,263)	(371)	457,038
Legacy income	-	42,418	(30,000)	-	12,418
	<u>391,085</u>	<u>995,005</u>	<u>(916,263)</u>	<u>(371)</u>	<u>469,456</u>
Total Unrestricted funds	<u>446,893</u>	<u>1,049,494</u>	<u>(942,245)</u>	<u>-</u>	<u>554,142</u>
Restricted funds					
DP Main contract	40,000	387,887	(381,815)	(26,072)	20,000
Lottery targetted playscheme	33,286	1,293	(17,579)	(17,000)	-
Fixed asset fund	8,679	-	(13,499)	31,895	27,075
Individual child grants	-	580	(580)	-	-
Family advice	44,587	115,742	(206,293)	45,964	-
Capital grants	3,900	-	-	(3,900)	-
Fundraising special projects	67,059	107,075	(111,883)	(33,395)	28,856
Little buddies	9,609	216	(456)	-	9,369
Other	459	-	(2,247)	2,508	720
Dragons Projects	16,337	(4,800)	(11,537)	-	-
Garden Project	-	105,145	(4,345)	-	100,800
Other restricted activities	-	-	-	-	-
	<u>223,916</u>	<u>713,138</u>	<u>(750,234)</u>	<u>-</u>	<u>186,820</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

15. Statement of funds (continued)

Total of funds	670,809	1,762,632	(1,692,479)	-	740,962
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16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Designated funds	84,686	43,566	(3,295)	-	124,957
General funds	469,456	1,031,887	(1,244,625)	-	256,718
Restricted funds	186,820	952,241	(883,080)	-	255,981
	<u>740,962</u>	<u>2,027,694</u>	<u>(2,131,000)</u>	<u>-</u>	<u>637,656</u>

Summary of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	55,808	54,489	(25,982)	371	84,686
General funds	391,085	995,005	(916,263)	(371)	469,456
Restricted funds	223,916	713,138	(750,234)	-	186,820
	<u>670,809</u>	<u>1,762,632</u>	<u>(1,692,479)</u>	<u>-</u>	<u>740,962</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	72,417	72,417
Current assets	406,058	2,039,062	2,445,120
Creditors due within one year	-	(1,855,498)	(1,855,498)
Creditors due in more than one year	(24,383)	-	(24,383)
Total	<u>381,675</u>	<u>255,981</u>	<u>637,656</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	24,209	27,075	51,284
Current assets	1,998,424	63,977	2,062,401
Creditors due within one year	(1,428,708)	95,768	(1,332,940)
Creditors due in more than one year	(39,783)	-	(39,783)
Total	554,142	186,820	740,962

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(103,306)	70,153
Adjustments for:		
Depreciation charges	17,929	22,297
Dividends, interests and rents from investments	(2,478)	(300)
Loss/(profit) on the sale of fixed assets	994	(1,740)
Decrease in debtors	3,315	7,938
Increase in creditors	522,514	481,646
Net cash provided by operating activities	438,968	579,994

19. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	2,342,274	1,956,283
Total cash and cash equivalents	2,342,274	1,956,283

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

20. Analysis of changes in net debt

	At 1 April 2022	Cash flows	At 31 March 2023
	£	£	£
Cash at bank and in hand	1,956,283	385,991	2,342,274
Debt due within 1 year	(15,400)	-	(15,400)
Debt due after 1 year	(39,783)	15,400	(24,383)
	<u>1,901,100</u>	<u>401,391</u>	<u>2,302,491</u>

21. Pension commitments

The Charity operates a defined contribution pension scheme for its employees. The amount recognised as an expense in the year was £37,888 (2022 - £33,947). There were no outstanding pension contributions at the balance sheet date (2022: £Nil). This is recognised within unrestricted funds.

22. Operating lease commitments

At 31 March 2023 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023	2022
	£	£
Not later than 1 year	41,976	43,195
Later than 1 year and not later than 5 years	180,854	43,103
Later than 5 years	268,569	-
	<u>491,399</u>	<u>86,298</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2023	2022
	£	£
Operating lease rentals	<u>43,195</u>	<u>42,416</u>

We Are Beams
(A company limited by guarantee)

Notes to the financial statements
For the year ended 31 March 2023

23. Related party transactions

During the year Mr R Adams, Mr D Adams, Mrs J Adams and Mr J Adams, family members of Mrs K Adams, Head of Charity of We Are Beams, were employed by the Charity.

During the year P Hatcher, the sister of T Woods, a member of key management personnel of the charity, was employed by the Charity.

During the year A Brinkman, the daughter of C Brinkman, a member of key management personnel of the charity, was employed by the Charity.

All of these people were employed in roles to further the Charity's objectives and have line managers separate from their family member. Pay reviews for these individuals are conducted separately from those that involve Mrs K Adams, ensuring that these are independent and free from bias.

There were no trustee related parties.

Registered number: 03179785
Charity number: 1054129

We Are Beams
(A company limited by guarantee)

Trustees' report and financial statements
for the year ended 31 March 2022

We Are Beams
(A company limited by guarantee)

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We Are Beams
(A company limited by guarantee)

**Reference and administrative details of the company, its Trustees and advisers
for the year ended 31 March 2022**

Trustees

Mr G J Ratcliffe
Mrs R Neale, Vice Chair
Mr A J Garrett, Treasurer
Mr N H Johnston
Miss J R Burton (resigned 22 March 2022)
Mr J H Jarvis, Chair
Mrs T Cox
Mr D J Mote
Mr A Thorne (appointed 26 July 2022)

Company registered number

03179785

Charity registered number

1054129

Registered office

Allsworth Court
40 St David's Road
Hextable
Kent
BR8 7RJ

Company secretary

Mrs K Adams

Head of Charity

Mrs K Adams

Independent auditor

Kreston Reeves LLP
Chartered Accountants
Statutory Auditor
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

We Are Beams
(A company limited by guarantee)

Trustees' report
for the year ended 31 March 2022

The Trustees present their annual report together with the audited financial statements of the company for the year ended 31 March 2022. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective October 2019). The annual report serves the purposes of both a Trustee report and a directors Report under company law.

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 is not required.

Objectives and activities

a. Policies and objectives

Our vision is that Beams will be a leader in transforming the lives of disabled children and young people and their families, enabling greater independence and control of their lives and futures, setting a path for others to follow.

Values that underpin the work of Beams are:

- Service Excellence
- Parent driven
- People focused
- Responsive to needs
- Promoting an inclusive agenda
- Client involvement in the development of services
- Regular and systematic monitoring and evaluation
- Increasing social awareness of disability
- Collaborative working

Our Aims

We aim to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area.

The charity did not make any changes to its mission or core aims during the year, and in reviewing its business objectives and activities was very mindful of the need to maintain as best as possible our current services and activities. The financial climate and uncertainty has given cause for alarm across all sectors and the Trustees recognise that a cautionary approach will offer a far more strategic approach in achieving the ongoing sustainability and vibrancy of the charity into the future.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2022

Objectives and activities (continued)

b. Strategies for achieving objectives

Strategic Objectives

1. To provide the whole family with a bespoke menu of advice, information, support, leisure and education services including:-
 - Family Advice Service
 - Short break leisure opportunities (through our Short Breaks Service)
 - Support services for Kent families in receipt of Direct Payments for disabled child and young people through Direct Payment Service
 - Support Brokerage Service providing families and young people with additional opportunities to direct their lives and futures
 - To provide and develop in partnership with other organisations or statutory bodies a range of inclusive and specialist services that meet the needs of all disabled children & young people and their families.
2. To ensure that marketing and fundraising activity effectively delivers income and raises our profile including:-
 - A focus on donor acquisition and major donor income
 - Building our profile consistently
 - Developing supporter relationships
 - To promote, market, raise awareness and secure a range of funding streams in order to ensure the future of Beams.
3. To review the structure of Beams in order to minimise risk and maximise opportunities.
4. To retain the PQASSO quality mark at Level 2 (or its Equivalent) and continue to maintain quality assured services in all areas of Beams.
5. To develop and secure opportunities to diversify and generate sustainable income sources using our existing services and products whilst maintaining our values.
6. To continue to invest in the professional development of all staff, with a continued focus on leadership and management skills.
7. To meet the ongoing and future needs of the charity to secure ownership of a property that will meet the needs of Beams for the foreseeable future.

In setting objectives and planning for activities the Trustees have given due consideration to guidance from the Charity Commission relating to public benefit. The charity substantially relies on grants and contracts with local authorities and to a lesser extent fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees consider the accessibility of its activities for those on low incomes.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2022

Objectives and activities (continued)

c. Main activities undertaken to further the charity's purposes for the public benefit and achieve objectives

Family Advice Service

The Family Advice Service is the principal frontline service for our membership. The service continues to offer support to families across a wide range of issues that affect a family with a disabled child.

The effect of dealing with the wide range of issues and providing advice, guidance and support is what the Family Advice Service is all about. Sadly, though, much of the work is driven by families who are dealing with despair, battles, depression and exhaustion. The Family Advice team has worked throughout the Covid Pandemic to ensure that families have still been able to contact us. Whilst all face-to-face work was stopped, the team provide support via telephone and the use of Video conferencing, ensuring parents could access 1 to 1 attention. Support Group meetings and Cygnet Training courses were also held using video conferencing. In excess of 3000 contacts were received by the service during the year.

As soon as it was safe to resume periods of face to face support these were offered to all families.

Key activities include:

- A telephone helpline and drop-in centre.
- Educational Advice
- Weekly Advice Clinics
- Monthly Support Groups in each area
- Delivering ADHD Parent Training.
- Delivery of the Cygnet parenting Programme

Partnership working including:

- Early Support
- Homestart
- Fathers Club
- ADHD Pathway
- For us too
- Includes Us 2
- Space2beme
- Demelza

Short Break Services

The short break services support disabled children and young people and their families. The principle work of the service is to enable disabled children to have enjoyable experiences which help them become more independent and form friendships outside the family. We also support families by providing respite services and offering events and Day trips that the family can attend together.

Our normal programme of Short Breaks continued to be affected by Covid 19 during 2021/22. All services were disrupted at some point and alternate solutions were sought by the team. Dragons Retreat short break unit operated with a limited occupancy for much of the year and strict Covid infection control protocols in place. We were able to increase occupancy outside of lockdown periods and offered as many places as possible to maximize respite availability for families. In addition we offered some 1 to 1 support after school for some young people.

We were not able to operate any playschemes during Easter break in 2021 so instead in excess of 300 activity packs, including:

We Are Beams
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Trustees' report (continued)
for the year ended 31 March 2022

Objectives and activities (continued)

- Craft activities
- Video workshops
- Virtual farm tour
- Toys
- Easter Eggs

Were delivered to our families. We were able to include packs for siblings as well and these were delivered by our staff supported by many volunteers from individuals as well as our corporate supporters. Storytelling sessions were also posted on social media at various points during the year.

During the summer we were able to offer playscheme days as well as 2 Family Days out. Numbers on playschemes were reduced but it was good to be able to offer these to our children.

Direct Payment Service

The Direct Payment Team have now completed the final year of the 3-year contract with Kent County Council. We have negotiated a one year extension which will increase the capacity of the service. Direct Payments offer a different way of arranging social care services for disabled children and young people and their families. Above all else, Direct Payments offers families and the child:

- More control over how, when and where support services are arranged and
- Greater flexibility over how, when and where support services are arranged..

The Beams Direct Payment Service currently support parents of over 1100 young people across Kent so that they can take control of their disabled child or young person has assessed Care and Support needs. The Beams Direct Payment Service helps parents to understand the responsibilities of receiving Direct Payment money, and how to use this correctly. Each family is allocated to a dedicated Beams Direct Payment Case Worker for continuity, and we know the parents trust us to work with them.

Covid has again affected the delivery of this support. Minimal face-to-face meetings could be conducted, with the majority of support being by telephone, email or video conference.

Fundraising & Marketing

The Fundraising Team headed by - Caroline Brinkman - continues to have a big impact on how We Are Beams is perceived in the local community and with local businesses. This has been particularly evident over the last year. We continued to be supported well during the pandemic which has enabled us to continue to operate all services. Grant awards were made to us and ensured that all services have operated throughout the year in some way.

Income generated by the fundraising team was over £600,000

d. Volunteers

We are Beams' main activities are assisted by a small number of volunteers working within the different departments. They help with the support groups, assist in the main office, supporting the Admin teams including managing the library. Their role also extends to helping with social events and some of the activity groups. They are supported and supervised by the respective department heads and receive training where appropriate. Their contribution to the charity We Are Beams is vital to the charity's continued success at all levels.

We Are Beams
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2022

Achievements and performance

a. Key performance indicators

The Charitable sector continues to experience uncertainty regarding funding.

The Trustees together with the Management team have continued to be proactive in their planning and service delivery alongside a robust approach to fundraising and procurement.

In this reporting year the charity had a net accounting surplus of £70,153 which was in line with expected performance.

Total Income for the Year of £1,762,632.

Expenditure for the year of £1,692,479.

b. Charity policies and performance

'The charity has a commitment to transform the lives of disabled children and young people and their families. To ensure that this commitment to families continues to be met, it is the trustees' policy that the balance of general funds should be maintained at six months' unrestricted expenditure. This policy is based on past experience and is reviewed annually by the trustees.

Steps needed to establish or maintain reserves at the agreed level:

- the Finance Manager and Head of Charity will together plan a reserve budget amount
- the reserves budget amount will then be discussed at the full board meeting when annual budgets for the whole organisation are discussed in March of each year. Budgets to be agreed and then sent to the full Board Meeting for final approval.

The arrangements for monitoring and reviewing the policy:

- the policy will be reviewed every year.'

Cash reserves at the end of the year total £740,602. The charity aims to hold sufficient funds to continue operating for a short period with no income from major funding sources. This figure includes £186,820 received in this year for projects running in 2022/23. The unrestricted balance represents 3 months operating costs.

As in previous years, the charity continues to hold a proportion of funds in the Charities Deposit Fund (COIF), an account whose pooled assets are deposited in rigorously selected financial institutions approved by the COIF trustees. For each counterparty, there are agreed individual deposit limits, thus ensuring a wide spread across a range of institutions, the credit status of each being monitored on a daily basis. Currently the COIF Fund's own creditworthiness status is AAA, thus reflecting its high credit quality and low risk. This is in line with the Trustee's policy of safeguarding funds from financial risk.

We Are Beams
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Trustees' report (continued)
for the year ended 31 March 2022

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

COVID-19

The pandemic has had a dramatic effect globally and We are Beams have also had to deal with this.

During the year we responded to periods of lockdown in line with Government regulations. Services that operated worked with Covid specific guidance. All staff were issued with individual packs containing PPE and other items to keep them as safe as possible whilst working.

All of our phone numbers and emails continued to be active, alongside our Website and social media. All our services had staff available so that we could continue to support families. During the lockdown periods we initiated the use of video conferencing to offer one to one support, hold virtual support Groups and provide training sessions.

Our overnight respite service remained open throughout the year operating within all recommended guidance , with reduced numbers of children, increased staffing and detailed procedures for operating and detailed cleaning regimes. This necessitated the purchase of additional precautionary equipment including PPE, Sanitizing stations, disinfectant mats and setting up physical barriers within the building to prevent entry at key points.

Many fundraising events, corporate and community engagement were cancelled with the focus for fundraising shifting to grant applications and online fundraising challenges and Appeals.

We are Beams continued to work in partnership with Kent County Council for the administration of their Toy schemes and the distribution of essential PPE kit to families around Kent. These projects have earned Beams an additional income stream.

Over the last 2 years the charity has been able to generate surplus income. This surplus has been restricted and will be used to cover the deficit expected in 2022/23. The trustees have been aware that 2022/23 would be a challenging year for funding and set aside these surpluses for this reason. The trustees have also agreed changes to the management structure for 2022/23 to provide greater long term stability for the charity into the next 5 years. The trustees are confident that 2023/24 will see a return to a break even expenditure.

b. Reserves policy

The reserves of the charity are the resources that are available to spend on the charity's purposes. They do not include restricted funds or designated funds.

The charity has a commitment to transform the lives of disabled children and young people and their families. To ensure that this commitment continues to be met, it is the trustees' policy that the balance of general funds should be maintained at six months' unrestricted expenditure. This policy is based on past experience and is reviewed annually by the trustees.

We Are Beams
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Trustees' report (continued)
for the year ended 31 March 2022

c. Principal funding

Commissioned work for Kent County Council and other local authorities provides a significant level of income to the charity, however we continue to analyse the tenders for services and will only bid for those that ensure adequate funding for the level of service the children and families deserve to have provided for them. The charity continues to seek income from other sources.

The charity has 2 income generating services and it is expected that the brokerage support service will in time give a 3rd.

Structure, governance and management

a. Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 22 March 1996.

The company is constituted under a Memorandum of Association dated 22 March 1996 and is a registered charity number 1054129.

The principal object of the company is to provide comprehensive support services and related projects that directly benefit and assist families dealing with the challenges of raising a disabled child. Beams supports families of children with any form of physical, learning or sensory impairment living primarily in the Dartford, Gravesham or Sevenoaks area.

b. Methods of appointment or election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

c. Policies adopted for the induction and training of Trustees

The majority of Trustees, being parents of disabled children and users of our services, already have a good understanding of the charity's work and the needs of our members and their children. An introduction and welcome pack has been developed which includes Charity Commission pamphlets and guidance, and all new Trustees receive copies of the 'Good Trustees Guide'. New Trustees have the benefit of 'support through mentoring programme' from one of the existing trustees. A skills audit questionnaire is in place to determine the training and development needs of all new Trustees. Additionally, board members can avail themselves of external training course relevant to their roles as required and agreed.

Trustees hold an Annual review session to look at their work against the Code of Governance and generate an action plan for improvement and implementation.

d. Pay policy for key management personnel

The Trustees are mindful of the guidance of the NCVO and the Charity Commission in setting Pay grades for all staff. The Charity currently has a Pay structure and grading system based on an evaluation of each job description.

We Are Beams

(A company limited by guarantee)

**Trustees' report (continued)
for the year ended 31 March 2022**

Structure, governance and management (continued)

e. Organisational structure and decision making

The Council of Management is responsible to members and other interested parties for the overall Governance of the charity. As the charity is both a company limited by guarantee and a registered charity, members of the Council of Management are both Directors and Charity Trustees. They seek to ensure that the charity operates to fulfil the objectives set out in the Memorandum and in the Articles of Association and that due attention is paid to charity law and other relevant legislation.

The role of the Council of Management is to establish the strategic direction of the charity, to provide leadership, and to ensure that charitable funds are properly utilized and safeguarded.

The day-to-day operational management of the charity is delegated to the Head of Charity and through her to the staff team. The Council of Management however, retains formal responsibility for all policies, decisions and actions of the charity.

The Council of Management now meets 10 times per year with additional sub groups operating as required.

f. Financial risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

g. Information on fundraising practices

Fundraising undertaken by the Charity is under the management of the Income Generation and Development Lead who is a member of the management team.

Fundraising activities are monitored by the Head of Charity alongside scrutiny from the Council of Management. No complaints about fundraising activities have been received.

Plans for future periods

The lease on the Charity Resource Centre has now been extended to March 2041 with the implementation of a Revisionary lease.

The capital appeal for the redevelopment of the garden was very successful and the appeal was closed in March with the target of £200,00 reached. The work is planned to start in September 2022 and will take around 3 months to complete.

The Head of Charity has continued to look at opportunities to develop the Short Breaks Service to offer Respite Services specifically for 18-25 year olds. Premises in a suitable location are being researched in discussion with KCC and property development companies.

The trustees have discussed the ongoing work of the Charity, future developments and the future strategic direction of the Charity. It has become apparent that the growth of Beams has been significant over the last 8 years and with future plans a review of the role of the Head of Charity needed to be evaluated.

After significant research and discussion the board agreed that in order to maintain our high standards and achievements, and develop new services additional support was needed within the management team. A new role of Deputy Head of Charity was created and after a recruitment process a candidate was selected. The new post will give greater support to the Head of Charity and allow for the progress of the current plans for the charity.

We Are Beams
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Trustees' report (continued)
for the year ended 31 March 2022

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditor

The auditor, Kreston Reeves LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

Approved by order of the members of the board of Trustees on 28 September 2022 and signed on their behalf by:



Mr Jason H Jarvis
Chair of Trustees

We Are Beams
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
for the year ended 31 March 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	4	184,074	8,715	192,789	167,824
Charitable activities	5	865,120	704,423	1,569,543	1,709,625
Investments	6	300	-	300	378
Total income		1,049,494	713,138	1,762,632	1,877,827
Expenditure on:					
Charitable activities	7	942,245	750,234	1,692,479	1,480,748
Total expenditure		942,245	750,234	1,692,479	1,480,748
Net movement in funds		107,249	(37,096)	70,153	397,079
Reconciliation of funds:					
Total funds brought forward		446,893	223,916	670,809	273,730
Net movement in funds		107,249	(37,096)	70,153	397,079
Total funds carried forward		554,142	186,820	740,962	670,809

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 18 to 35 form part of these financial statements.

We Are Beams
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Registered number: 03179785

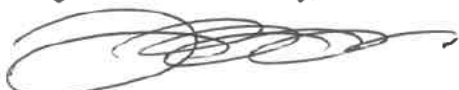
Balance sheet
as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	51,284	24,866
		<u>51,284</u>	<u>24,866</u>
Current assets			
Debtors	13	106,118	114,056
Cash at bank and in hand		1,956,283	1,438,364
		<u>2,062,401</u>	<u>1,552,420</u>
Creditors: amounts falling due within one year	14	(1,332,940)	(851,294)
Net current assets		729,461	701,126
Creditors: amounts falling due after more than one year	15	(39,783)	(55,183)
Total net assets		<u>740,962</u>	<u>670,809</u>
Charity funds			
Restricted funds	16	186,820	223,916
Unrestricted funds	16	554,142	446,893
Total funds		<u>740,962</u>	<u>670,809</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 28 September 2022 and signed on their behalf by:



Mr Jason H Jarvis
(Chair of Trustees)

The notes on pages 18 to 35 form part of these financial statements.

We Are Beams

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Independent auditor's report to the Members of We Are Beams (continued)

- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in my Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of my Auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Susan Robinson BA FCA MCFI FCIE DChA (Senior statutory auditor)

for and on behalf of

Kreston Reeves LLP

Statutory Auditor

Chartered Accountants

Chatham Maritime

N.B. The date of signing should be entered in 'ACCOUNTS COMPLETION' section.

Date:

Independent auditor's report to the Members of We Are Beams (continued)

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the Charity and the sector as a whole, and through discussion with the Trustees and other management (as required by auditing standards), we identified that the principal risks of non-compliance with laws and regulations related to Ofsted compliance, and Safeguarding. We considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities SORP (FRS 102) Second Edition (released October 2019), the Companies Act 2006 and other relevant charity legislation. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit. We evaluated Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks related to posting inappropriate journal entries to increase revenue or reduce expenditure. Audit procedures performed by the engagement team included:

- Discussions with management and assessment of known or suspected instances of non-compliance with laws and regulations (including health and safety) and fraud; and
- Assessment of identified fraud risk factors; and
- Challenging assumptions and judgements made by management in its significant accounting estimates; and
- Performing analytical procedures to identify any unusual or unexpected relationships, including related party transactions, that may indicate risks of material misstatement due to fraud; and
- Confirmation of related parties with management, and review of transactions throughout the period to identify any previously undisclosed transactions with related parties outside the normal course of business; and
- Reading minutes of meetings of those charged with governance; and
- Review of significant and unusual transactions; and
- Identifying and testing journal entries, in particular any manual entries made at the year end for financial statement preparation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.

We Are Beams
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Independent auditor's report to the Members of We Are Beams (continued)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditor's report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

We Are Beams
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Independent auditor's report to the Members of We Are Beams

Opinion

We have audited the financial statements of We Are Beams (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

We Are Beams
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Statement of cash flows
for the year ended 31 March 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash used in operating activities	19	579,634	833,222
Cash flows from investing activities			
Dividends, interests and rents from investments		300	378
Proceeds from the sale of tangible fixed assets		2,500	-
Purchase of tangible fixed assets		(49,115)	(6,352)
Net cash used in investing activities		(46,315)	(5,974)
Cash flows from financing activities			
Cash inflows from new borrowing		-	77,000
Repayments of borrowing		(15,400)	(6,417)
Net cash (used in)/provided by financing activities		(15,400)	70,583
Change in cash and cash equivalents in the year			
Cash and cash equivalents at the beginning of the year		1,438,364	540,533
Cash and cash equivalents at the end of the year	20	1,956,283	1,438,364

The cash and cash equivalents balance at 31 March 2022 includes Funds held on behalf of Managed Payroll Clients, Restricted funds for the Garden project and funds received in this financial year to be spent in the following year.

The notes on pages 18 to 35 form part of these financial statements

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

1. General information

We Are Beams is a charity and company limited by guarantee incorporated in England. The company's registered office is Allsworth Court, 40 St David's Road, Hextable, Kent, BR8 7RJ. The principal activity of the company is to provide comprehensive support services and projects that will directly benefit and assist families raising a disabled child.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

We Are Beams meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

2. Accounting policies (continued)

2.2 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the company's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

2. Accounting policies (continued)

2.3 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.4 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £1000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Short-term leasehold property	- 25% or 20% per annum
Motor vehicles	- 25% per annum
Fixtures and fittings	- 25%, 20% or 15% per annum
Computer equipment	- 50%, 33%, 25%, 20%, 15% or 10% per annum

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of financial activities.

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

2. Accounting policies (continued)

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.11 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

2.13 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

We Are Beams
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**Notes to the financial statements
for the year ended 31 March 2022**

2. Accounting policies (continued)

2.14 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

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**Notes to the financial statements
for the year ended 31 March 2022**

4. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	124,287	8,715	133,002	81,442
Gift Aid	14,267	-	14,267	11,084
Legacies	42,418	-	42,418	-
Government Covid 19 Support	3,102	-	3,102	75,298
	<u>184,074</u>	<u>8,715</u>	<u>192,789</u>	<u>167,824</u>
Total 2021	<u>165,658</u>	<u>2,166</u>	<u>167,824</u>	

5. Income from charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Commissioned activities	637,622	388,702	1,026,324	959,528
Grant activities	35,207	314,603	349,810	301,178
Fundraising activities	30,780	40	30,820	239,272
Membership activities	10,900	-	10,900	10,518
Other activities	150,611	1,078	151,689	199,129
Total 2022	<u>865,120</u>	<u>704,423</u>	<u>1,569,543</u>	<u>1,709,625</u>
Total 2021	<u>1,030,638</u>	<u>678,987</u>	<u>1,709,625</u>	

6. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	300	300	378
Total 2021	<u>378</u>	<u>378</u>	

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

6. Investment income (continued)

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Commissioned activities	581,880	650,603	1,232,483	894,447
Grant activities	28,916	17,580	46,496	204,299
Fundraising activities	68,853	77,706	146,559	120,032
Other activities	262,596	4,345	266,941	261,970
	<u>942,245</u>	<u>750,234</u>	<u>1,692,479</u>	<u>1,480,748</u>
Total 2021	<u>874,544</u>	<u>606,204</u>	<u>1,480,748</u>	

Summary by expenditure type

	Staff costs 2022 £	Depreciation 2022 £	Other costs 2022 £	Total funds 2022 £	Total funds 2021 £
Commissioned activities	941,709	5,193	285,581	1,232,483	894,447
Grants activities	27,723	-	18,773	46,496	204,299
Fundraising activities	136,955	-	9,604	146,559	120,032
Other activities	219,791	17,104	30,046	266,941	261,970
	<u>1,326,178</u>	<u>22,297</u>	<u>344,004</u>	<u>1,692,479</u>	<u>1,480,748</u>
Total 2021	<u>1,186,036</u>	<u>14,211</u>	<u>280,501</u>	<u>1,480,748</u>	

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

8. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Commissioned activities	981,126	251,357	1,232,483	894,447
Grant activities	35,980	10,516	46,496	204,299
Fundraising activities	162,251	(15,692)	146,559	120,032
Other activities	242,837	24,104	266,941	261,970
	<u>1,422,194</u>	<u>270,285</u>	<u>1,692,479</u>	<u>1,480,748</u>
Total 2021	<u><u>1,273,829</u></u>	<u><u>206,919</u></u>	<u><u>1,480,748</u></u>	

Analysis of direct costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	1,326,178	1,186,036
Activity and project costs	74,393	75,746
Training costs	12,030	4,097
Motor and travel costs	9,515	7,945
Bad debts	78	5
	<u><u>1,422,194</u></u>	<u><u>1,273,829</u></u>

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2022 £	Total funds 2021 £
Depreciation	22,297	14,211
Loan interest costs	3,850	4,025
Computer costs	32,821	27,706
Rent & rates	49,384	23,270
Insurance costs	6,745	7,781
Light & heat costs	13,915	15,409
Telephone costs	21,120	16,559
Printing, postage & stationery costs	16,936	14,908
Sundry costs	70	43
Health & safety costs	1,906	1,510
Subscription costs	3,099	3,623
Minibus costs	13,779	13,306
DBS Checks	18,665	17,950
Advertising costs	12,268	4,691
Repair & renewal costs	10,837	7,032
Equipment hire	5,922	5,773
Professional fees	17,887	12,453
Governance costs	18,784	16,669
	<u>270,285</u>	<u>206,919</u>

9. Auditor's remuneration

	2022 £	2021 £
Fees payable to the company's auditor for the audit of the company's annual accounts	<u>9,474</u>	<u>8,940</u>

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

10. Staff costs

	2022	2021
	£	£
Wages and salaries	1,198,350	1,076,133
Social security costs	93,881	80,182
Contribution to defined contribution pension schemes	33,947	29,721
	<u>1,326,178</u>	<u>1,186,036</u>

The average number of persons employed by the company during the year was as follows:

	2022	2021
	No.	No.
	85	75
	<u>85</u>	<u>75</u>

The average headcount expressed as full-time equivalents was:

	2022	2021
	No.	No.
	42	37
	<u>42</u>	<u>37</u>

No employee received remuneration amounting to more than £60,000 in either year.

The total amount of employee benefits (including employer's national insurance contributions and employer's pension contributions) received by the key management personnel for their services to the company was £348,137 (2021: 340,837).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, expenses totalling £44 were reimbursed or paid directly to 1 Trustee (2021 - £NIL to Trustee).

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Notes to the financial statements
for the year ended 31 March 2022

12. Tangible fixed assets

	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 April 2021	6,250	101,300	26,442	253,984	387,976
Additions	-	31,895	2,731	14,849	49,475
Disposals	-	(25,572)	(2,851)	-	(28,423)
At 31 March 2022	<u>6,250</u>	<u>107,623</u>	<u>26,322</u>	<u>268,833</u>	<u>409,028</u>
Depreciation					
At 1 April 2021	6,250	94,158	23,981	238,721	363,110
Charge for the year	-	12,974	1,565	7,758	22,297
On disposals	-	(25,097)	(2,566)	-	(27,663)
At 31 March 2022	<u>6,250</u>	<u>82,035</u>	<u>22,980</u>	<u>246,479</u>	<u>357,744</u>
Net book value					
At 31 March 2022	<u>-</u>	<u>25,588</u>	<u>3,342</u>	<u>22,354</u>	<u>51,284</u>
At 31 March 2021	<u>-</u>	<u>7,142</u>	<u>2,461</u>	<u>15,263</u>	<u>24,866</u>

13. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	76,552	101,073
Other debtors	5,749	-
Prepayments and accrued income	23,817	12,983
	<u>106,118</u>	<u>114,056</u>

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Notes to the financial statements
for the year ended 31 March 2022

14. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Other loans	15,400	15,400
Trade creditors	11,196	13,834
Other taxation and social security	26,979	21,700
Other creditors	1,136,150	736,704
Accruals and deferred income	143,215	63,656
	<u>1,332,940</u>	<u>851,294</u>

Within other creditors the company held £1,131,455 (2021 - £687,078) on behalf of their clients as part of the managed payroll service.

At the year end the company held deferred income of £95,768 (2021 - £18,315), which related to grant income received in the year from Kent Community Foundation to cover the future interest charges on the loan taken out in the year.

15. Creditors: Amounts falling due after more than one year

	2022	2021
	£	£
Other loans	<u>39,783</u>	<u>55,183</u>

We Are Beams
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Notes to the financial statements
for the year ended 31 March 2022

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Beams family support	1,400	215	(256)	-	1,359
Clubs	-	-	(371)	371	-
Contingency	39,408	23,797	-	-	63,205
Kidscamp	15,000	30,477	(25,355)	-	20,122
	55,808	54,489	(25,982)	371	84,686
General funds					
General Funds	391,085	952,587	(886,263)	(371)	457,038
Legacy income	-	42,418	(30,000)	-	12,418
	391,085	995,005	(916,263)	(371)	469,456
Total Unrestricted funds	446,893	1,049,494	(942,245)	-	554,142
Restricted funds					
DP Main contract	40,000	387,887	(381,815)	(26,072)	20,000
Lottery targetted playscheme	33,286	1,293	(17,579)	(17,000)	-
Fixed asset fund	8,679	-	(13,499)	31,895	27,075
Individual child grants	-	580	(580)	-	-
Family advice	44,587	115,742	(206,293)	45,964	-
Capital grants	3,900	-	-	(3,900)	-
Fundraising special projects	67,059	107,075	(111,883)	(33,395)	28,856
Little buddies	9,609	216	(456)	-	9,369
Other	459	-	(2,247)	2,508	720
Dragons Projects	16,337	(4,800)	(11,537)	-	-
Garden Project	-	105,145	(4,345)	-	100,800
	223,916	713,138	(750,234)	-	186,820
Total of funds	670,809	1,762,632	(1,692,479)	-	740,962

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**Notes to the financial statements
for the year ended 31 March 2022**

16. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Beams family support	1,851	-	-	(451)	1,400
Clubs	(1,799)	-	(281)	2,080	-
Contingency	3,802	25,676	-	9,930	39,408
Kidscamp	-	27,924	(21,106)	8,182	15,000
	<u>3,854</u>	<u>53,600</u>	<u>(21,387)</u>	<u>19,741</u>	<u>55,808</u>
General funds					
General Funds	<u>127,633</u>	<u>1,143,074</u>	<u>(853,157)</u>	<u>(26,465)</u>	<u>391,085</u>
Total Unrestricted funds	<u>131,487</u>	<u>1,196,674</u>	<u>(874,544)</u>	<u>(6,724)</u>	<u>446,893</u>
Restricted funds					
DP Main contract	27,591	382,162	(370,012)	259	40,000
Lottery targetted playscheme	17,588	38,050	(16,525)	(5,827)	33,286
Fixed asset fund	14,204	-	(5,525)	-	8,679
Family advice	-	207,977	(195,682)	32,292	44,587
Capital grants	3,900	-	-	-	3,900
Medway playscheme	79	3,262	(3,341)	-	-
Fundraising special projects	65,421	3,609	(1,971)	-	67,059
Little buddies	12,995	2,079	(5,465)	-	9,609
Other	465	400	(406)	-	459
Dragons Projects	-	43,614	(7,277)	(20,000)	16,337
	<u>142,243</u>	<u>681,153</u>	<u>(606,204)</u>	<u>6,724</u>	<u>223,916</u>
Total of funds	<u>273,730</u>	<u>1,877,827</u>	<u>(1,480,748)</u>	<u>-</u>	<u>670,809</u>

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**Notes to the financial statements
for the year ended 31 March 2022**

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	55,808	54,489	(25,982)	371	84,686
General funds	391,085	995,005	(916,263)	(371)	469,456
Restricted funds	223,916	713,138	(750,234)	-	186,820
	<u>670,809</u>	<u>1,762,632</u>	<u>(1,692,479)</u>	<u>-</u>	<u>740,962</u>

Summary of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	3,854	53,600	(21,387)	19,741	55,808
General funds	127,633	1,143,074	(853,157)	(26,465)	391,085
Restricted funds	142,243	681,153	(606,204)	6,724	223,916
	<u>273,730</u>	<u>1,877,827</u>	<u>(1,480,748)</u>	<u>-</u>	<u>670,809</u>

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	24,209	27,075	51,284
Current assets	1,998,424	63,977	2,062,401
Creditors due within one year	(1,428,708)	95,768	(1,332,940)
Creditors due in more than one year	(39,783)	-	(39,783)
Total	<u>554,142</u>	<u>186,820</u>	<u>740,962</u>

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Notes to the financial statements
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18. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	16,187	8,679	24,866
Current assets	1,337,183	215,237	1,552,420
Creditors due within one year	(851,294)	-	(851,294)
Creditors due in more than one year	(55,183)	-	(55,183)
Total	446,893	223,916	670,809

19. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income for the year (as per Statement of Financial Activities)	70,153	397,079
Adjustments for:		
Depreciation charges	22,297	14,211
Dividends, interests and rents from investments	(300)	(378)
Loss/(profit) on the sale of fixed assets	(1,740)	-
Decrease/(increase) in debtors	7,938	(40,992)
Increase in creditors	481,646	463,302
Net cash provided by operating activities	579,994	833,222

20. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	1,956,283	1,438,364
Total cash and cash equivalents	1,956,283	1,438,364

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Notes to the financial statements
for the year ended 31 March 2022

21. Analysis of changes in net debt

	At 1 April 2021	Cash flows	At 31 March 2022
	£	£	£
Cash at bank and in hand	1,438,364	517,919	1,956,283
Debt due within 1 year	(15,400)	-	(15,400)
Debt due after 1 year	(55,183)	15,400	(39,783)
	<u>1,367,781</u>	<u>533,319</u>	<u>1,901,100</u>

22. Pension commitments

The Charity operates a defined contribution pension scheme for its employees. The amount recognised as an expense in the year was £33,947 (2021 - £29,721). There were no outstanding pension contributions at the balance sheet date (2020: £Nil). This is recognised within unrestricted funds.

23. Operating lease commitments

At 31 March 2022 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022	2021
	£	£
Not later than 1 year	43,195	42,416
Later than 1 year and not later than 5 years	43,103	86,402
Later than 5 years	-	170
	<u>86,298</u>	<u>128,988</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2022	2021
	£	£
Operating lease rentals	42,416	42,763
	<u>-</u>	<u>-</u>

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Notes to the financial statements
for the year ended 31 March 2022

24. Related party transactions

During the year Mr R Adams, Mr D Adams, Mrs J Adams and Mr J Adams, family members of Mrs K Adams, CEO of We Are Beams, were employed by the Charity.

During the year P Hatcher, the sister of T Woods, a member of the key management personnel of the charity, was employed by the Charity.

All of these people were employed in roles to further the Charity's objectives and have line managers separate from Mrs K Adams. Pay reviews for these individuals are conducted separate from those that involve Mrs K Adams, ensuring that these are independent and free from bias.

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Inclusive play sessions for autistic, ADHD & SEND children
Sevenoaks : Friday 5th April : 11am and 1pm

Do you know an autistic, ADHD or SEND child who loves trains?

All Aboard Club is bringing its huge train set to Bat & Ball Station in Sevenoaks for two inclusive train-play sessions during the Easter holidays.

We provide a safe, understanding and supportive environment for autistic, ADHD and SEND children to develop their social and communication skills. These sessions are suitable for children aged 4+. A parent/carer needs to stay for the whole session.



To book: simply scan the QR code with your smartphone. Or visit our website: www.allaboardclub.com



If you would like to discuss your child's specific needs, please call Richard on 07948 407343 or email info@allaboardclub.com