

5<sup>th</sup> February 2020

You are requested 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 12<sup>th</sup> February 2020 at 7pm** following a meeting of Sevenoaks Youth Council. 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](http://sevenoakstown.gov.uk) or by request. Members of the public addressing the Committee but 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.

**Youth Services Committee Members:**

**Cllr Mrs R E Parry – Chairman**

Cllr K Bonin

Cllr A Eyre

Cllr V Granville Baxter

**Cllr C Shea – Vice Chairman**

Cllr R M C Hogarth

Cllr T Morris Brown

Cllr E Waite

Cllr S G Raikes (Chairman of F&GP) **OR** Cllr A S Clayton (Vice Chairman F&GP)

SEVENOAKS YOUTH COUNCIL: Jacob Watson

KCC: Ms Sarah GauntSAYT: Mrs Caroline Berry

WEST KENT COMMUNITIES: Charlotte Ede

SDC: Ms Kelly Webb, Ms Maxine Quinton

In attendance: Chris Essex, Manager House in the Basement Youth Cafe

**PUBLIC QUESTION TIME**

To enable members of the public to make representation or to put questions to the Committee on any matters on this agenda.

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

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Town Clerk

1. APOLOGIES FOR ABSENCE.  
To receive and note apologies for absence: Councillor Mrs Parry
2. REQUESTS FOR DISPENSATIONS  
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)
3. DECLARATIONS OF INTEREST  
To receive any disclosures of interest from Members in respect of items of business included on the agenda for this meeting.
4. MINUTES
  - i. Youth Services Committee  
To receive, note and sign the minutes of the Youth Services Committee held on 6<sup>th</sup> November 2019 (Attached)
  - ii. Youth Council  
To receive and note the minutes of the meetings of the Youth Council held on 6<sup>th</sup> November and 4<sup>th</sup> December 2019 (Attached)
5. HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE  
To receive and discuss the following reports:
  - i. HitB Manager's Report to January 2020 (Attached)
  - ii. Finance Cost Centre Report to November 2019 (Attached)

To note external funding obtained for HitB Youth Café:

  - £10,000 The National Lottery Community Fund for core staffing
  - £1,000 from KCC Member Cllr Crabtree for staffing Art Projects
6. FINANCE REPORTS:
  - i. Youth Council (Attached)
  - ii. Youth Grants  
To consider grant applications received (Attached)
7. REPORTS FROM CO-OPTED PARTNERS
  - i. Kent County Council
  - ii. SAYT
  - iii. SDC - Community Safety Team
  - iv. West Kent Communities (Attached)
8. PRESS RELEASES: To consider any agenda item considered appropriate for a press release.

**Sevenoaks Town Council**  
**Minutes of the Youth Services Committee**  
**Held on 6<sup>th</sup> November 2019 in the Council Chamber**

**Meeting Started:** 7.00 p.m.

**Meeting Concluded:** 8.25 p.m.

Cllr Rachel Parry, Chairman	Apologies		Cllr Claire Shea, Vice-Chairman	Present
Cllr Roderick Hogarth (to 7.45pm)	Present		Cllr Tom Morris Brown	Present
Cllr Keith Bonin (to 8.20pm)	Present		Cllr Victoria Granville Baxter	Apologies
Cllr Edward Waite	Present			
Charlotte Ede, West Kent Communities	Present		Sarah Gaunt, Kent County Council	Present
Jacob Watson, Sevenoaks Youth Council	Present			

Substitute			For
Cllr Marilyn Canet	Present		Cllr Victoria Granville Baxter
Cllr Simon Raikes	Present		Cllr R E Parry

**In attendance:** Councillor Parry, Linda Larter Town Clerk, Alison Futtit Senior Committee Clerk.

**Public Question Time** There was one member of the public present.

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

**340. Apologies for Absence**

Received as noted, and from Caroline Berry, Peggy Nicholson, Maxine Quinton and Kelly Webb.

**341. Requests for Dispensations**

There were no requests for dispensations.

**342. Declarations of Interest**

There were no Declarations of Interest at the meeting.

**343. Minutes**

**i) Minutes of the Youth Services Sub Committee held on 11<sup>th</sup> September 2019**

**RESOLVED:** to accept and sign the Minutes of the meeting held on 11<sup>th</sup> September 2019 as a true record.

**ii) Minutes of the Youth Council Annual General Meeting held on 11<sup>th</sup> September 2019**

Jacob Watson was congratulated on his appointment as Youth Council representative to the Youth Services Committee and welcomed to the meeting.

**RESOLVED:**

- To note the Minutes of the Youth Council meeting held on 11<sup>th</sup> September 2019
- To note elections to the following Youth Council posts:  
Chairman – Rose Spurling  
Vice-Chairman – Phoebe Crichtlow  
Treasurer – Michael Roberts  
Representative to the Youth Services Committee – Jacob Watson

#### **344. House in the Basement Youth Café**

##### **i) Report to October 2019**

Received report and noted that:

- The new manager, Chris Essex, was now in post
- Attendance had dropped during the transition period between managers, however the new manager would be promoting the Youth Café in schools and with local youth workers
- Music nights and the recent Halloween event continued to be popular
- The chess club run by Youth Councillor Jacob Watson had been a little quiet but would be promoted to give it a boost

**RESOLVED:** That the report be noted.

##### **ii) Finance Report to 30<sup>th</sup> October 2019**

**RESOLVED:** That the Finance Cost Centre report for the Youth Café to 30<sup>th</sup> October 2019 be noted.

#### **345. Finance Reports:**

##### **(i) Youth Council Finance Report**

**RESOLVED:** That the Income and Expenditure reports for the Youth Council and its charity to 30<sup>th</sup> October 2019 be noted.

##### **(ii) Youth Grants**

Noted that, following approval of grants at the last meeting, the Youth Outreach balance stood at £903.53. A further round of grant applications would be invited in January 2020.

**RESOLVED:** That the Youth Outreach General Income and Expenditure to October 2019 be noted

#### **346. Reports from Co-opted Partners**

##### **(i) Kent County Council:**

Sarah Gaunt (SG) reported that KCC's new integrated Children's Services structure would commence from April 2020: the Committee emphasised the importance of clarity and requested a documented understanding of the new structure. SG stated that a report had been prepared for KCC Cabinet which set out what the team would deliver across the district (this could be accessed via KCC's website)

SG advised that KCC had hosted a Youth Conference which had identified three priorities: mental health, youth democracy and transport. The Committee commented on the particular difficulties experienced with school

transport. The Town Clerk reported that the Youth Council had also raised concerns about transport costs, overcrowding and bullying behavior. She asked that the Youth Council’s campaign to have the railcard scheme extended to 18 year olds be referred to KCC and that a volunteer scheme for a second adult on school buses, via PTAs, be considered.

- (ii) **SAYT:** Caroline Berry not present but reported that they had an applicant for the youth worker post recently advertised and hoped to interview next week.
- (iii) **SDC – Community Safety Team:** No representative present but report provided which outlined steps taken to identify and follow up young people involved in incidents at the Bat and Ball Station; action taken to verify identities of young people stopped by Police Officers at the recent firework event in Sevenoaks and plans to issue Warning letters regarding their behavior. Relevant agencies had been informed of the forthcoming Christmas Lights Switch on event.

The Town Clerk reported that the sheer volume of young people arriving via the train stations and gathering (a group of 200) at the fireworks event was of concern and would be monitored at the Christmas Lights event: it was hoped that the Police would be offering support.

- (iv) **West Kent Communities:** Charlotte Ede presented her report outlining recent youth work activity. She advised that there had been recruitment difficulties and a full review of youth services was being undertaken. She reported that KCC funded two posts and there were plans for the Lead Youth Worker (once in post) to sign young people up to a Youth Forum: the Town Clerk commented that in high level discussions KCC had agreed not to recreate a forum where one already existed so she did not anticipate this happening in Sevenoaks town.

West Kent Communities had offered to run a training course (funded up to £1000) for young people, joint hosted by the Town Council, in the House in the Basement Youth Café and suggestions for the course had been requested from Youth Café members and the Youth Council. The Youth Council had requested that consideration be given to dealing with mental health issues, including mindfulness, time and stress management skills. The Youth Café feedback would be provided shortly. Date for the course to be agreed.

CE advised that music recording facilities at Edenbridge were available for other groups to use free of charge and free travel could also be arranged.

**347. Press Releases**  
None required.

There being no further business the Chairman closed the meeting.

Signed ..... Dated .....  
Chairman

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**Annual General Meeting of the Sevenoaks Youth Council**  
**Held on 6<sup>th</sup> November 2019**  
**At Sevenoaks Town Council Chamber**

**Meeting Commenced:** 6.00 p.m.

**Meeting Concluded:** 7.45 p.m.

**Present:**

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

**In Attendance:** Cllrs Bonin, Canet, Clayton, Eyre, Raikes and Waite, Town Clerk and Senior Committee Clerk

**60. Election of Chairman**

Two youth Councillors put their names forward to be Chairman of the Sevenoaks Youth Council for the period 2019-2020. Voting cards were submitted and checked by the Town Clerk and Committee Clerk.

**RESOLVED:** That Rose Spurling be elected as Chairman.

Rose Spurling took the Chair and invited nominations for the election of Vice-Chairman and Treasurer.

**61. Election of Vice-Chairman**

One Youth Councillor put her name forward to be Vice-Chairman of the Sevenoaks Youth Council for the period 2019-2020.

**RESOLVED:** That Phoebe Crichtlow be elected as Vice-Chairman.

**62. Election of Treasurer**

One Youth Councillor put his name forward to be Treasurer of the Sevenoaks Youth Council for the period 2019-2020.

**RESOLVED:** That Michael Roberts be elected as Treasurer.

**63. Apologies for Absence**

Received as detailed.

**64. Appointment of Youth Council Representatives to the Youth Services Committee**

One Youth Councillor put his name forward to be Youth Council representative to the Sevenoaks Town Council for the period 2019-2020. It was agreed that those members of the Youth Council not present be consulted to see if there was interest in being appointed to this role.

**RESOLVED:** That Jacob Watson be appointed as Youth Council representative to the Sevenoaks Town Council Youth Services Committee.

**65. Invitations received from Sevenoaks Friends of Pontoise****RESOLVED:**

- (i) That Phoebe Crichtlow and Katie Willis be appointed as the Youth Council's representatives to attend the Sevenoaks Friends of Pontoise Gala Dinner in Sevenoaks on 23<sup>rd</sup> May 2020; and
- (ii) That consideration be given to participation in the Exchange visit (in Sevenoaks) 13<sup>th</sup> to 16<sup>th</sup> May 2021 nearer the time.

**66. Minutes of the Previous Meeting of the Youth Council held on 11<sup>th</sup> September 2019**

The Minutes were agreed as a true record.

**67. Minutes of the Sevenoaks Town Council Youth Services Committee held on 11<sup>th</sup> September 2019**

Received and noted.

**68. Finance Reports**

The Treasurer presented the finance reports:

- (i) **Income and Expenditure for Youth Council's Running Budget**  
Noted that following expenditure to date, and the receipt of the Tesco's Ground Works Grant and stall income of £20, the budget balance was £879.60.
- (ii) **Income and Expenditure for the Youth Council's Charity Fundraising**  
Noted that fundraising had not yet commenced for the Youth Council's charity, Stem4. Discussion took place as recorded at Minute 70 below.

**69. Youth Council's Two-Year Plan 2018-2020**

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

- Item 1 (iv) The plastic free campaign had been successful but Youth Councillors needed to continue to promote
- Item 4 The introduction of a railcard for 16-17-year olds was welcomed and it was agreed to continue to press for the extension of the scheme to 18 year olds still in education



- Item 5 Map of Sevenoaks town to be brought to the next meeting to identify problem areas which might be suitable for zebra crossings/additional road signage
- Item 8 Promotion of Youth Council via social media had tailed off, Youth Councillors agreed to restart using Instagram
- Item 9 (iii) Phoebe Crichtlow and Katie Willis advised that the painting of the bookcase for House in the Basement Youth Café was ongoing; the Town Clerk asked them to advise her if funding for paint was needed
- Item 9(iv) Jacob Watson was congratulated on the success of the Chess Club at the House in the Basement Youth Café
- Item 10 Letter to be sent to Round Table asking about the possibility of using silent fireworks at future events
- Item 12 Noted that cycle path and traffic issues were being addressed in the Town Council's Neighbourhood Development Plan (See Minute 74 below)

It was agreed that the Youth Council would push forward with its priorities.

#### **70. West Kent Communities Training Opportunity**

It was noted that West Kent Communities had offered to provide a training course (funded up to £1000) for young people, joint hosted by the Town Council, in the House in the Basement and had asked for suggestions for the content of the course.

The Youth Council requested that consideration be given to dealing with mental health issues, including mindfulness, time and stress management skills. Message to be put on WhatsApp group seeking the views of Youth Councillors not present at the meeting. Noted that the Youth Café members were also being consulted.

#### **71. House in the Basement Youth Café**

It was noted that:

- The new manager Chris Essex was now in post
- Attendance had tailed off a little during the changeover of staff period but that the new manager would be promoting the Youth Café in schools and with local youth workers
- Music nights and the recent Halloween event continue to be popular

#### **72. Fundraising for Nominated Charity Stem 4**

Youth Councillors discussed fundraising ideas including a coffee morning at the Youth Café, bake sales, a sponsored run next year, a movie night, a stall at various festivals/fetes in the town. It was agreed that the level of interest in a movie night needed to be ascertained before moving forward on this.

#### **RESOLVED:**

- (i) That the Youth Council hold a cake sale at the Christmas Lights Switch on event on 29<sup>th</sup> November 2019 5.30 – 9.00pm
- (ii) That a WhatsApp message be sent to all Youth Councillors to draw up a rota of volunteers to man the stall and/or provide cakes on the evening

**73. Christmas Lights Switch On**

Agreed to provide a cake stall as detailed at Minute 70 above.

**74. Neighbourhood Development Plan**

The Town Clerk introduced the Neighbourhood Development Plan for Sevenoaks prepared by the Town Council. The Plan provided a development vision and policies which would guide development over the next 25 years. A big consultation exercise would be launched in January 2020. The Town Clerk invited Youth Councillors to look at the document and submit comments. It was noted that the Plan included climate change concerns, cycle paths and other transport issues previously raised by the Youth Council.

The Plan is available to view here: <https://sevenoaksndp.wordpress.com/>

Youth Councillors queried whether the Town Council had joined some other local authorities in declaring a “Climate Emergency” and were advised that rather than making the declaration the Town Council had recognised the crisis and agreed to make climate change its number one priority, to be considered in all its actions. The Town Clerk undertook to circulate the priorities to Youth Councillors and to have an agenda item on the Plan at the next meeting.

The Youth Council requested that recognition of the climate emergency and what the Town Council was doing be added to the Youth Council website.

**75. Date of Next Meeting – 4<sup>th</sup> December 2019**

It was noted that the next meeting would be held on 4<sup>th</sup> December 2019.

There being no further business the Chairman closed the meeting.

**Meeting of the Sevenoaks Youth Council  
Held on 4<sup>th</sup> December 2019  
At Sevenoaks Town Council Chamber**

**Meeting Commenced:** 6.00 p.m.

**Meeting Concluded:** 6.40 p.m.

**Present:**

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

**In Attendance:** Cllr Eyre and Alison Futtit, Senior Committee Clerk

**76. Apologies for Absence**

Received as detailed above, and from Town Clerk

Apologies also received from Gwyn Morris who had been due to give a presentation on the work of Porchlight: this was deferred to a future meeting.

**77. Minutes of the AGM Meeting of the Youth Council held on 6<sup>th</sup> November 2019**

The Minutes were agreed as a true record.

**78. Minutes of the Sevenoaks Town Council Youth Services Committee held on 6<sup>th</sup> November 2019**

Received and noted.

**79. Finance Reports**

The Youth Council received and noted the following finance reports:

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

Noted that the budget balance was £879.60.

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

Noted that the account would be updated at the next meeting to reflect the £152.81 recently raised (see Minute 82 below)

**80. Road Safety**

In response to concerns about the need for more zebra crossings and road signs (Item 5 of the Youth Council's Two- Year Plan 2018-20), the Youth Council reviewed a map of Sevenoaks to identify problem areas. The following comments were made:

- The existing zebra crossing on Worships Hill, by Oakwood Beauty, was very dark; approaching drivers were unable to see if people were waiting to cross
- Oak Lane was very difficult to cross at the bottom (though it was acknowledged that this was partly due to the footpath only extending half way)

Youth Councillors agreed to send further feedback to the Committee Clerk by email.

**81. House in the Basement (HitB) Youth Café**

It was noted that attendance for November was slightly higher than for October, with a successful Halloween Party on 1<sup>st</sup> November attended by 23 young people. The Youth Workers had attended the Christmas Lights event on 29<sup>th</sup> November to hand out leaflets and engage with young people in the town. The updated flyer detailing current opening times was noted.

**82. Fundraising Update**

Rose, Amber, Phoebe and Katie were congratulated on the success of the cake sale held at the Sevenoaks Christmas Lights event on 29<sup>th</sup> November which had raised £152.81 for Stem4, the Youth Council's nominated charity.

Youth Councillors discussed further fundraising ideas. It was agreed that the possibility of holding a film night at the House in the Basement (HitB) Youth Café be explored. Cllr Eyre confirmed that HitB had the appropriate licence and could accommodate 30-40 people for this purpose. Youth Councillors agreed to ascertain interest amongst their peer groups. It was suggested that a themed evening might be more popular, for example, a 90s night. A ticket price of approximately £4 was suggested. Youth Councillors to cost the price of purchasing pizza/drinks/popcorn. Consideration to be given to the age range invited.

The possibility of a further event was raised – a short film/video competition, inviting entrants from media students. It was agreed that timing of the event needed to be carefully considered.

The Youth Council agreed that having a stall at further events in the town could be considered. Dates of forthcoming events to be confirmed. Hosting a charity walk for school students was suggested. Further consideration to be given to the logistics of this. Youth Councillors also to consider the possibility of hosting events within their own schools. The possibility of a chess challenge was suggested.

**83. Current Programme and Updates**

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

- Item 1            The Press Release by Sevenoaks Town Council committing to making Climate Change and Carbon Neutral Initiatives its No.1 Priority was welcomed. The Youth Council queried whether target dates had been set against the Action Plan items.
- Item 1 (iv)      It was felt that the plastic free campaign should be advertised further
- Item 8            It was agreed to start raising the profile of the Youth Council on social media
- Item 9(iv)       It was felt that the Chess Club at HitB should be re-advertised to encourage new members
- Item 9(vi)       The idea of a debating club at HitB was raised, perhaps encouraging competitions between schools. Idea to be discussed with the Town Clerk.

**84. Date of Next Meeting – 12<sup>th</sup> February 2020**

It was noted that the next meeting would be held on 12<sup>th</sup> February 2020.

There being no further business the Chairman closed the meeting.

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# HOUSE IN THE Basement

## Manager's Report to January 2020

Month	Numbers for Month	Average per night	Highest	Highest number of girls
October 2019	84	6	5	3
November 2019	121	9	23	8
December 2019	53	4.8	18	4
January 2020	136	8.5	20	6

### Tuesday Nights

Tuesday has been the music night, apart from the events the numbers have been quite low.

However, we have a small group of young people who are very musically talented. We are also letting in young people who are happy to use the café without disturbing the music.

### Wednesday, Friday and Saturday Nights

All these nights are open to all secondary school age young people.

We have most young people on a Friday, Wednesday being second highest numbers, with Saturday the numbers can fluctuate.

Each night we have the option of choices of a main meal that ranges from pasta dishes, curries and chillies or burgers and chips.

We encourage to young people to take part in the Pool, Playstation/wii games, computers and board games\card games as well as sometimes cooking cakes. They also watch certain films and tv programs as well as listening to music.

### Outreach

At the Christmas Lights Switch On event in December, we spent the night talking to young people and handing out flyers to them.

### Work Experience Volunteer Programme

We will be relaunching the work experience/volunteer programme in March with two members of the Youth Council beginning the programme (see details attached). This will be a trial with a view to expanding the programme in due course.



# HOUSE IN THE Basement

## VOLUNTEER PROGRAMME RECORD SHEET

<b>Name</b>	
<b>Address</b>	
<b>Age</b>	
<b>Tel Number</b>	
<b>Emergency Contact</b>	
<b>Date commenced volunteering</b>	

## AGREED VOLUNTEER HOURS / ROTA (8 hrs per week)

<b>Week 1</b>	<b>Date</b>	<b>Day</b>	<b>Start time</b>	<b>Finish Time</b>	<b>Total Hours</b>
<b>Week 2</b>					
<b>Week 3</b>					
<b>Week 4</b>					
<b>Week 5</b>					
<b>Week 6</b>					



	Date	Day	Start Time	Finish Time	No of Hours
<b>Week 7</b>					
<b>Week 8</b>					
				Total Hours	

### INDUCTION CHECK LIST – TO BE CARRIED OUT FIRST DAY

	Date completed
Complete emergency details as above	
Walk through building <ul style="list-style-type: none"> <li>• toilets,</li> <li>• safe place for personal belongings</li> </ul>	
Fire safety <ul style="list-style-type: none"> <li>• fire exits</li> <li>• emergency evacuation plan &amp; meeting point</li> <li>• fire hydrants</li> </ul>	
First Aid <ul style="list-style-type: none"> <li>• first aid person</li> <li>• first aid kit locations</li> </ul>	
Basic Food Hygiene <ul style="list-style-type: none"> <li>• washing hands and sinks</li> <li>• chopping boards</li> <li>• raw and cooked meats</li> </ul>	
Agree Rota times – preferably 8 hours per week	

### RECORD OF SKILLS ACHIEVED

Skill	Date of Competency	Comments	Signed off by member of HiTB staff
<b>Kitchen</b>			
Demonstrated learned basic hygiene rules			
Completed basic hygiene test			
Made and served 2 separate foods from the menu e.g. toasted sandwich			
Cleaned up kitchen area to suitable standard			
<b>Business</b>			
Costed one item of food and calculated profit per serving			
Discusses a fundraising idea, thought about costs and profit			
Assisted with one fundraising Open Mic Night			
Think of a marketing idea to attract young people to come to the youth café			
Cash up till after shift and complete cashing up form (supervised)			
Prepare weekly stock order			
<b>Engaging young people</b>			
Customer service			
Entertainment			
Assisting with 'interventions'			

**HOUSE in the Basement Youth Café – Administration Check list**

	Date	Comments
Date completed 8 week programme		
Certificate completed		
Certificate presented		
Feedback form from volunteer received		
References supplied		
Outputs – i.e. continued to volunteer, obtained part time work		

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## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2019

Month No: 8

## 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
<u>50 Youth Cafe</u>									
1022 Letting & Hire of Facilities	217	312	95	1,533	2,492	959	3,740		0
1211 Sale of Goods	160	192	32	1,299	1,531	232	2,300		0
1350 Revenue Grant income	0	0	0	2,922	0	(2,922)	0		0
Youth Cafe :- Income	<b>377</b>	<b>504</b>	<b>127</b>	<b>5,754</b>	<b>4,023</b>	<b>(1,731)</b>	<b>6,040</b>		
4010 Gross Pay	2,466	2,267	(199)	20,108	18,132	(1,976)	27,200		7,092
4270 Employers Pension Contribution	85	92	7	340	732	392	1,100		760
5410 Repairs & General Maintenance	175	83	(92)	679	664	(15)	1,000		321
6010 Light Heat & Cleaning	14	42	28	20	336	316	500		480
6101 Telephone	52	47	(5)	397	373	(24)	560		163
6200 Printing & Stationery	80	42	(38)	80	336	256	500		420
6240 Computer/ Data Base/WP's	17	63	46	133	499	366	750		617
6281 Furnishings,Furniture/Eqpt	195	0	(195)	1,168	225	(943)	500		(668)
6320 Staff Training	20	0	(20)	20	400	380	400		380
6340 Staff Uniforms	0	0	0	146	150	4	200		54
6460 Publicity & Democratic notices	0	41	41	0	332	332	500		500
6500 Goods for Resale	496	142	(354)	1,538	1,132	(406)	1,700		162
6635 Professional Fees Licensing	0	0	0	397	200	(197)	200		(197)
6900 Sundry Expenses	0	12	12	133	100	(33)	150		17
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Indirect Expenditure	<b>3,599</b>	<b>2,831</b>	<b>(768)</b>	<b>25,159</b>	<b>23,611</b>	<b>(1,548)</b>	<b>35,660</b>	<b>0</b>	<b>10,501</b>
<b>Net Income over Expenditure</b>	<b>(3,222)</b>	<b>(2,327)</b>	<b>895</b>	<b>(19,405)</b>	<b>(19,588)</b>	<b>(183)</b>	<b>(29,620)</b>		

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/11/2019

Month No: 8

## 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
Grand Totals:- Income	377	504	127	5,754	4,023	(1,731)	6,040		
Expenditure	3,599	2,831	(768)	25,159	23,611	(1,548)	35,660	0	10,501
<b>Net Income over Expenditure</b>	<b>(3,222)</b>	<b>(2,327)</b>	<b>895</b>	<b>(19,405)</b>	<b>(19,588)</b>	<b>(183)</b>	<b>(29,620)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(3,222)</b>			<b>(19,405)</b>					

**Agenda Item** **Sevenoaks Town Council**  
**6(i)** Youth Council General Income and Expenditure:  
 7555/38

2019/20

		Expenditure	Income
		£	£
<b>Starting Balance:</b>	01/04/2019		£659.20
<b>Budget allocated:</b>	500.00		£ 500.00
Open Mic Night	27/04/2019	£ 75.00	
Open Mic Night	31/05/2019	£ 75.00	
Prs Licence Live on the Vine	02/07/2019	£ 86.38	
Photobooth Hire Live on Vine	10/07/2019	£ 545.00	
Technician Live on Vine	24/07/2019	£ 135.00	
3 x Banners for Live on Vine	25/07/2019	£ 60.00	
Snooker Table Live on the Vine	28/07/2019	£ 93.54	
Skatepark Costs	31/08/2019	£ 150.00	
Wagamma stall hire	30/07/2019		£ 20.00
Tesco Grounds Works Grant	31/07/2019		£ 920.32
		£ 1,219.92	£2,099.52
<b>Available Funds</b>		<b>£879.60</b>	
		<b>£ 879.60</b>	

**Agenda Item** **Sevenoaks Town Council**  
**6(i)** Youth Council **Charity** Income and Expenditure:  
 7555/38

2019/20

		Expenditure	Income
		£	£
<b>Starting Balance:</b>	01/04/2019		£0.00
<b>Budget allocated:</b>	0.00		£0.00
04-Dec	Cake Sale		£ 122.81
13-Dec	Cake Sale		£ 30.00
		£ -	£152.81
<b>Available Funds</b>		<b>£ 152.81</b>	
		<b>£ 152.81</b>	

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### Youth Grant Applications

The overall budget for grants to local voluntary organisations for 2019/2020, and the balance to date is as follows:

Budget	2019/20	
	2019/20 Budget £	Balance January 2020 £
Budget Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	16,500	11,243
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	- 6
Sevenoaks Summer Festival	5,000	0
Grant Subsidies Sevenoaks Community Centre	1,000	903
Youth Outreach	5,000	904
Youth Council Support	500	0
Stag	27,000	0

The Youth Services Committee has delegated authority to

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

The current Youth Outreach expenditure and balance is:

Sevenoaks Town Council				2019/20	
Youth Outreach General Income and Expenditure:				2019/20	
7552/38					
			Expenditure	Income	
			£	£	
<b>Starting Balance:</b>	01/04/2019			£5,000.00	
Young Reader's Festival Grant	07/06/2019		£ 250.00		
Vehicle Hire on 17/06/2019	21/06/2019		£ 280.00		
Youth Council Houses of Parliament Visit Refreshments	28/06/2019		£ 64.47		
Work Experience Bus Hire	22/07/2019		£ 175.00		
Subscription to Kent Junior Chess Association	28/09/2019		£ 7.00		
Sevenoaks Three Arts Festival Grant	20/09/2019		£ 600.00		
The Children's Workshop Grant	20/09/2019		£ 720.00		
Stag Youth Theatre Grant	20/09/2019		£ 2,000.00		
			£ 4,096.47	£5,000.00	
		<b>Available Funds</b>	<b>£903.53</b>		
			<b>£ 903.53</b>		

The Committee is asked to consider the following grant applications received in January 2020 which fall within the youth remit:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous history	2018/19	2019/20	Current Grant Application
6	Sevenoaks Three Arts Festival	Hire of pianos and performance space for competitive classes and prize winners' concert	2007 to 2019 (Spring) £600 per year for hire of piano and performance space  2007 to 2019 (Autumn) £500/£600 per year for prize for Young Musician of the Year	17.09.18 £600  04.03.19 £600	16.09.19 £600	£600
23	Kent Youth Jazz Orchestra	Towards total cost of Youth Jazz Workshop on 23 <sup>rd</sup> June 2020 at a local school in Sevenoaks (Total cost £750). Free of charge for young musicians to attend.	2010 to 2018 £500 each year	04.03.19 £500		£500
59	Sevenoaks Bookshop	Towards funding free open access entertainment for Young Readers Festival 19 <sup>th</sup> September 2020 – face painting, magician, Moomins puppet theatre show & craft workshops		22.05.19 £250		£1,750
<b>TOTAL GRANT APPLICATION REQUESTED YSC 12.02.2020</b>						<b>£2,850</b>

**Recommendation:** The Committee is asked to consider awarding grants to the above applicants from the Youth Outreach Budget, or to refer applications to the Finance and General Purposes Committee for consideration.

Rec'd

19.12.18



# Sevenoaks TOWN COUNCIL

## APPLICATION FOR GRANT AID

**NB** – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [30<sup>th</sup> March 2020] 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 I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL

NAME OF CONTACT

MISS JANE MANNING

ADDRESS OF CONTACT

1

SEVENOAKS

POSTCODE

TELEPHONE NO: DAYTIME

01273 811111

EVENING

01273 811111

EMAIL ADDRESS

sevenoaks@sevenoaks.gov.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

AN ANNUAL COMPETITIVE FESTIVAL INVOLVING  
SPEECH, DRAMA, CHOIRS, SOLO/DUET.  
SINGING, PIANO, STRINGS, WOODWIND,  
ACCORDION, ENSEMBLES AND ORCHESTRAS

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	NONE
B) VOLUNTEERS	20
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN  
[See Guidance Notes]

APPROX 80-90%

**PART 2 - GRANT REQUEST**

AMOUNT OF GRANT APPLIED FOR

£ 600

PLEASE DESCRIBE YOUR PROJECT

A PERFORMING ARTS FESTIVAL INVOLVING UP TO 1500 COMPETITORS AGED 4-90+, MOST ARE SCHOOL AGE CHILDREN WHO BENEFIT FROM PERFORMING EXPERIENCE, WATCHING AND LISTENING TO OTHERS AND RECEIVING ADVICE/CONSTRUCTIVE CRITICISM FROM EXPERIENCED ADJUDICATORS WITH OPPORTUNITY TO WIN CUPS/AWARDS IN THEIR PARTICIPATING DISCIPLINES. THE FESTIVAL ALWAYS GENERATES A HUGE AMOUNT OF ENTHUSIASM AMONG COMPETITORS, THEIR PARENTS AND TEACHERS. IT IS KNOWN IN THE SE OF ENGLAND AS BEING ONE OF THE FRIENDLIEST FESTIVALS POPULAR WITH ADJUDICATORS

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

HIRE OF PIANOS AND PERFORMANCE SPACE FOR COMPETITIVE CLASSES AND PRIZEWINNERS' CONCERT

**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 / 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 PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

NONE

**PART 4 – TO BE COMPLETED BY ALL APPLICANTS**

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

NO.

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

THE OPPORTUNITIES TO SEVENOAKS IN THIS PRESTIGIOUS EVENT HAVE HUGE BENEFIT TO THE TOWN. MANY COMPETITORS HAVE GONE ON TO CAREERS IN MUSIC AND DRAMA AND ENTER THEIR OWN CHILDREN OR PUPILS IN THE FESTIVAL. WE ALSO ORGANISE THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION AS A SEPARATE EVENT WHICH HAS GROWN IN POPULARITY, AND PRESTIGE OVER ITS 25 YEARS

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

9678

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

8-9 MONTHS APPROX

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

N/A.

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.

ANNUALLY 2007-2018 £600 REVENUE EXPENDITURE (PIANO/RENT HIRE)

**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? YES/NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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 PART 2 OF THE GUIDANCE NOTES.

SIGNATURE



DATE 13/12/19

MRS JEAN SURREY

NAME AND POSITION IN ORGANISATION:  
IN CAPITALS PLEASE

HON TREASURER.

**\* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

SEVENOAKS THREE ARTS FESTIVAL  
MRS JEAN SURREY  
5 HUNSDON DRIVE SEVENOAKS TN13 3AX

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Michèle MacDonald, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [9<sup>th</sup> August 2019] for the September Finance and General Purposes Grant Committee
- **2<sup>nd</sup> Friday in January** [10<sup>th</sup> January 2020] for the March Finance and General Purposes Grant Committee

**NB** Late applications will be reviewed at the following Grants meeting!

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2019

**SEVENOAKS THREE ARTS FESTIVAL**  
**YEAR ENDED 31<sup>ST</sup> AUGUST 2019**

**Legal and Administrative**

The Three Arts Festival is registered with the Charity Commissioners for England and Wales No 1031815 and is affiliated to the British and International Federation of Festivals of which Her Majesty the Queen is Patron

**Trustees**

Lord Sackville continues to be President of the Sevenoaks Three Arts Festival.

The trustees during the year ended 31 August 2019 were

Mrs E Pragnell	Chair	to 7.11.18
Mr E Oatley	Vice Chairman	to 7.11.18
	Chairman	from 7.11.18
Mr P Harlow	Vice Chairman	from 7.11.18
Mrs M Holgate	Secretary	to 7.11.18
Mrs S Day	Treasurer	to 7.11.18
	Secretary	from 7.11.18
Mrs J Surrey	Treasurer	from 7-11.18
Mr T Daniell		

The trustees hold at least three ordinary meetings a year.

**Public Benefit**

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). During the year £11,278 (2018 £11,496) was expended on these objects. The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

**REVIEW OF THE YEAR**

The trustees are satisfied with the level of activity and support received in the year.

**FUNDS AND RESERVES POLICY**

The Unrestricted Fund represents accumulated surpluses. The Trustees continue to operate a policy of using this reserve in a sustainable manner to fund payments to its principal objects.

On behalf of the Trustees

Jean H Surrey

.....2019



**SEVENOAKS THREE ARTS FESTIVAL**  
**YEAR ENDED 31ST AUGUST 2019**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the financial statements of the Trust for the year ended 31st August 2019 which are set out on pages 3 to 5.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and,
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out below.

**Independent examiner's Statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011, and
- to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or,

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

David F Batchelor FCA  
The Beeches,  
Packhorse Road,  
Bessels Green,  
Sevenoaks,  
Kent TN13 2QP

Date

**SEVENOAKS THREE ARTS FESTIVAL****BALANCE SHEET AS AT 31ST AUGUST 2019**

	Note	<u>2019</u>	<u>2018</u>
		£	£
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	2	1	1
<b>CURRENT ASSETS</b>			
Debtors	3	203	804
Bank current account		<u>9,678</u>	<u>8351</u>
Total current assets		9,881	9155
<b>CURRENT LIABILITIES</b>			
Deferred Income - 2020 YM & Festival		240	145
<b>TOTAL ASSETS</b>		<u>£9,641</u>	<u>£9,011</u>

**ACCUMULATED FUNDS****UNRESTRICTED**

Balance at 1st September 2018	9,011	9,287
Surplus/(Deficit) in year	<u>630</u>	<u>(276)</u>
Balance at 31st August 2019	<u>9,641</u>	<u>9,011</u>
	<u>£9,641</u>	<u>£9,011</u>

\_\_\_\_\_) )  
 \_\_\_\_\_) Trustees  
 \_\_\_\_\_) )  
 \_\_\_\_\_) )

Approved

on \_\_\_\_\_

The notes on pages 5 form part of these  
financial statements

**SEVENOAKS THREE ARTS FESTIVAL****NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2019****1 ACCOUNTING POLICIES****a. Basis of accounting**

The financial statements have been prepared on the historical cost basis and in accordance with the relevant accounting and reporting standards for charities, FRS 102 and the updated Charities SORP.

**b. Funds**

Unrestricted funds represent the funds of the charity that are not subject to any restrictions regarding their use. They are available for application on the general purposes of the charity, which is to encourage the Arts of music, speech and Drama in the area of Sevenoaks.

**c. Interest income**

Interest income is accounted for when due.

**d. Grants and donations**

Grants and donations are accounted for when received or paid.

**e. Tangible fixed assets**

Equipment used by the charity is depreciated on a straight-line basis Over 10 years. The assets had been written down to a nominal value of £1 in 2018. No Change was necessary in the year.

**f. Current assets**

Short term deposits represent cash held on deposit with the National Westminster Bank Plc.

**2 TANGIBLE FIXED ASSETS**

	<u>EQUIPMENT</u>		
	£		
<b>COST</b>			
At 1st September 2018	351		
At 31st August 2019	<u>351</u>		
<b>DEPRECIATION</b>			
At 1st September 2018	350		
Charge in year	<u>0</u>		
At 31st August 2019	<u>350</u>		
<b>NET BOOK VALUE</b>			
At 31st August 2018	1		
At 31st August 2019	1		
<b>3 DEBTORS</b>		<u>2019</u>	<u>2018</u>
		£	£
Accrued Income-SDAC Underwriting	-	-	568
Prepayments	<u>203</u>	<u>203</u>	<u>236</u>
	<u>203</u>	<u>203</u>	<u>804</u>

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2018

**SEVENOAKS THREE ARTS FESTIVAL**  
**YEAR ENDED 31<sup>ST</sup> AUGUST 2018**

**Legal and Administrative**

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The trustees during the year ended 31 August 2018 were

Mrs F Pragnell	Chairman	
Mr E Oatley	Vice Chairman	
Mrs M Holgate	Secretary	
Mrs S Day	Treasurer	
Mr T Daniell		
Mr P Harlow		from 7.11.17
Mrs I Kydd		to 7.11.17
Mr I McLauchlan		to 7.11.17
Mrs B Ross		to 24.7.18
Mrs J Surrey		from 24.7.18

The trustees hold at least three ordinary meetings a year.

**Public Benefit**

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). During the year £11,496 (2017 £11,166) was expended on these objects. The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

**REVIEW OF THE YEAR**

The trustees are satisfied with the level of activity and support received in the year.

**FUNDS AND RESERVES POLICY**

The Unrestricted Fund represents accumulated surpluses. The Trustees continue to operate a policy of using this reserve in a sustainable manner to fund payments to its principal objects.

On behalf of the Trustees

  
Susan M Day CAANZ

<sup>#</sup>  
4...November..2018

**SEVENOAKS THREE ARTS FESTIVAL**  
**YEAR ENDED 31ST AUGUST 2018**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the financial statements of the Trust for the year ended 31st August 2018 which are set out on pages 3 to 5.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act, and,
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

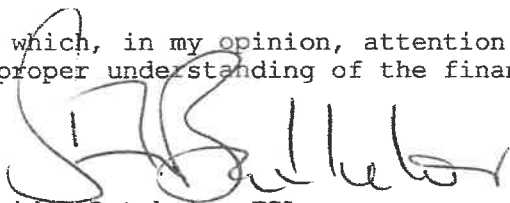
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out below.

**Independent examiner's Statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011, and
- to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or,

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

  
David F Batchelor FCA  
The Beeches,  
Packhorse Road,  
Bessels Green,  
Sevenoaks,  
Kent TN13 2QP

Date :

4 November 2018

**SEVENOAKS THREE ARTS FESTIVAL****STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST AUGUST 2018**

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>Festival</u>	<u>2018</u>	<u>2017</u>
Note	£	£	£	£
<b>INCOMING RESOURCES</b>				
Competitors entry fees	1105	3576	4681	5242
Admissions & Programmes	311	2350	2661	3378
Sponsorship & Adverts	734	210	944	1462
Grants				
Sevenoaks Town Council	600	600	1200	1200
Sevenoaks District Council	750	568	1318	876
Friends Membership	350	61	411	161
Interest Income	-	5	5	8
Misc Income - Stag piano hire	-	-	-	135
<b>TOTAL INCOMING RESOURCES</b>	<b>3,850</b>	<b>7,370</b>	<b>11,220</b>	<b>12,462</b>
<b>RESOURCES USED</b>				
Adjudicators' fees	657	3090	3747	3459
Print, Post & Website	157	937	1094	1111
Venue hire	1500	1607	3107	3130
Piano hire	648	226	874	944
Prizes	850	-	850	850
Sundries	78	67	145	208
Honorarium	200	600	800	735
Subscriptions	-	538	538	389
Insurance	-	250	250	250
Depreciation	2	35	35	35
Bank charges	-	56	56	55
<b>TOTAL RESOURCES USED</b>	<b>4,090</b>	<b>7,406</b>	<b>11,496</b>	<b>11,166</b>
<b>NET (OUTGOING)/INCOMING RESOURCES</b>	<b>(240)</b>	<b>(36)</b>	<b>(276)</b>	<b>1,296</b>
<b>BALANCE BROUGHT FORWARD</b>				
<b>1ST SEPTEMBER 2017</b>			<b>9,287</b>	<b>7,991</b>
<b>BALANCE CARRIED FORWARD</b>				
<b>AT 31ST AUGUST 2018</b>			<b>9,011</b>	<b>9,287</b>

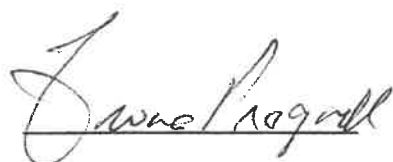
The notes on page 5 form part of these financial statements

**SEVENOAKS THREE ARTS FESTIVAL****BALANCE SHEET AS AT 31ST AUGUST 2018**

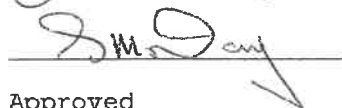
	Note	<u>2018</u>	<u>2017</u>
		£	£
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	2	1	36
<b>CURRENT ASSETS</b>			
Debtors	3	804	120
Short term deposits		<u>8,351</u>	<u>9,181</u>
Total current assets		<u>9,155</u>	<u>9,301</u>
<b>CURRENT LIABILITIES</b>			
Deferred Income - 2019 YM & Festival		145	50
<b>TOTAL ASSETS</b>		<u><b>£9,011</b></u>	<u><b>£9,287</b></u>

**ACCUMULATED FUNDS****UNRESTRICTED**

Balance at 1st September 2017	9,287	7,991
(Deficit)/Surplus in year	<u>(276)</u>	<u>1,296</u>
Balance at 31st August 2018	<u>9,011</u>	<u>9,287</u>
	<u><b>£9,011</b></u>	<u><b>£9,287</b></u>



)  
) Trustees  
)  
)



Approved

on 4<sup>th</sup> November 2018

The notes on pages 5 form part of these  
financial statements



SEVENOAKS THREE ARTS FESTIVALNOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2018

## 1 ACCOUNTING POLICIES

## a. Basis of accounting

The financial statements have been prepared on the historical cost basis and in accordance with the relevant accounting and reporting standards for charities, FRS 102 and the updated Charities SORP.

## b. Funds

Unrestricted funds represent the funds of the charity that are not subject to any restrictions regarding their use. They are available for application on the general purposes of the charity, which is to encourage the Arts of music, speech and Drama in the area of Sevenoaks.

## c. Interest income

Interest income is accounted for when due.

## d. Grants and donations

Grants and donations are accounted for when received or paid.

## e. Tangible fixed assets

Equipment used by the charity is depreciated on a straight-line basis Over 10 years

## f. Current assets

Short term deposits represent cash held on deposit with the Charities Aid Foundation.

## 2 TANGIBLE FIXED ASSETS

	<u>EQUIPMENT</u>	
	£	
COST		
At 1st September 2017	351	
At 31st August 2018	<u>351</u>	
DEPRECIATION		
At 1st September 2017	315	
Charge in year	<u>35</u>	
At 31st August 2018	<u>350</u>	
NET BOOK VALUE		
At 31st August 2018	1	
At 31st August 2017	36	
3 DEBTORS	<u>2018</u>	<u>2017</u>
	£	£
Accrued Income-SDAC Underwriting	568	-
Prepayments	<u>236</u>	<u>120</u>
	<u>804</u>	<u>120</u>



RECEIVED  
10 JAN 2020

BY:.....



# Sevenoaks TOWN council

## APPLICATION FOR GRANT AID

**NB** – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [30<sup>th</sup> March 2020] 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 I – YOUR ORGANISATION

NAME OF ORGANISATION

KENT YOUTH JAZZ ORCHESTRA      KYJO

NAME OF CONTACT

JOHN LEVETT (CHAIRMAN)

ADDRESS OF CONTACT

SEVENOAKS

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

KYJO IS A COUNTY-WIDE JAZZ BIG BAND MADE UP OF SCHOOL CHILDREN WHO REHEARES AND PLAY BIG BAND JAZZ MUSIC AND ARE PROUD TO HAVE PERFORMED MANY TIMES IN SEVENOAKS.

KYJO PAYS FOR REGULAR REHEARSALS FROM SUBSCRIPTIONS FROM PARENTS. THERE IS NO FUNDING FROM NATIONAL OR LOCAL GOVERNMENT OR ANY OTHER ORGANISATION. ON SOME OCCASSIONS INCOME COMES FROM PLAYING CONCERTS. THE MUSICAL DIRECTORS ARE ONLY PAID FOR THE PROFESSIONAL TUITION THEY PROVIDE AT REHEARSALS AND GIGS.

KYJO'S AIMIS TO IMPROVE, DEVELOP AND MAINTAIN YOUTH EDUCATION AND APPRECIATION OF THE ART & TECHNIQUE OF BIG BAND JAZZ.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	2 MUSICAL DIRECTORS
B) VOLUNTEERS	4 COMMITTEE MEMBERS 5 PARENT VOLUNTEERS
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	31 PLAYERS BETWEEN 10-18 YEARS OLD

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN  
[See Guidance Notes]

STUDENTS FROM ALL SCHOOLS IN THE SEVENOAKS AREA WILL BE INVITED TO PARTICIPATE

### PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

PLEASE DESCRIBE YOUR PROJECT

KYJO WOULD LIKE TO REPEAT AN ANNUAL YOUTH JAZZ WORKSHOP WHERE ALL YOUNG MUSICIANS IN & AROUND SEVENOAKS ARE INVITED TO A SPECIAL OPEN REHEARSAL WITH KYJO AND A GUEST TUTOR WHERE THEY CAN MAKE MUSIC AND LEARN IN A SUPPORTIVE ENVIRONMENT AND DEVELOP THEIR IMPROVISATIONAL SKILLS IN A BIG BAND JAZZ ORCHESTRA.

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

THE YOUTH JAZZWORKSHOP WILL BE HELD ON THE EVENING OF TUES 23 JUNE 2020 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 / ~~XXX~~

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? ~~XXX~~ No

PLEASE PROVIDE DETAILS OF WHICH OTHER 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

YES/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

KYJO IS A REGISTERED CHARITY(REF:1149477) THAT RECEIVES NO FUNDING OR OTHER GRANTS FROM ANY ORGANISATION OR LOCAL/NATIONAL GOVERNMENT. KYJO HAS PUT ON AN OPEN YOUTH JAZZ WORKSHOP IN SEVENOAKS-(KINDLY SUPPORTED BY SEVENOAKS TOWN COUNCIL) FOR MANY YEARS AND THIS HAS ENABLED MANY CHILDREN TO PROGRESS AND CONTRIBUTE TO PLAYING FOR A COUNTY LEVEL YOUTH ORCHESTRA.

SEVERAL OF KYJO'S CURRENT PLAYERS, PARENTS & COMMITTEE LIVE & WORK IN SEVENOAKS

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£6,432.22

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

10 MONTHS

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

£2,400 IN CONCERT FEES

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 ANNUAL JAZZ YOUTH WORKSHOPS HAVE BEEN MADE PREVIOUSLY AS FOLLOWS ...

2010	£500
2011	£500
2012	£500
2013	£500
2014	£500
2015	£500
2016	£500
2017	£500
2018	£500
2019	£500

**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? YES/~~NO~~

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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 PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE  DATE 9TH JANUARY 2020

NAME AND POSITION IN ORGANISATION: JOHN LEVETT (CHAIRMAN) **IN CAPITALS PLEASE**

**\* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

**KENT YOUTH JAZZ ORCHESTRA  
SEVENOAKS, KENT**

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Michèle MacDonald, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [9<sup>th</sup> August 2019] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [10<sup>th</sup> January 2020] for the March Finance and General Purposes Grant Committee

**NB** Late applications will be reviewed at the following Grants meeting!



**KENT YOUTH JAZZ ORCHESTRA (KYJO)  
(Registered charity, number 1149477)**

**Financial statements for the year ended 31 August 2019**

<b>Page</b>	<b>Contents</b>
2	Trustees' annual report
3	Income & Expenditure account
3	Statement of assets & liabilities
4	Notes to the accounts
5	Independent Examiner's Report

## KENT YOUTH JAZZ ORCHESTRA (KYJO)

### Trustees' annual report for the year ended 31 August 2019

**Full name:** Kent Youth Jazz Orchestra (KYJO)  
**Registered charity number:** 1149477  
**Registered address:** 21 Bosville Drive, Sevenoaks TN13 3JA

**Trustees:**

Chairman:	John Levett
Secretary:	Tom Lee
Treasurer:	Ray Russell
Committee Member	Paul Gripper

**Other members:**

Jean Allen	Sarah Haythorn
Stuart Ashwell	Steve Loader
Lorraine Ashwell	Lindsey Macadam
Liz Bassett	Marsja Priston
Jane Bucknall	Sandra Robinson
Audrey Franks	Matthew Trigg
John Gilbert	Vicky Widdicombe
James Haythorn	David Widdicombe

**Bankers:**

Barclays Bank plc. Sort Code: 20-25-42 Account Number 33973980

**Governance and management:**

The committee members, who are appointed at the AGM on a vote, meet on a regular basis to decide on concerts, venues for rehearsals, purchase of equipment, grant applications, funding and levels of subscriptions. An annual general meeting is held where the views of all parents and orchestra members can be heard. The orchestra also elects student representatives so that players' views can be expressed and the student representatives are invited to attend the committee meetings.

**Aims and objectives:**

To advance, improve, develop and maintain public education in and appreciation of Big Band Jazz for young musicians up to the age of 18 by the presentation of public concerts, workshops and other events to promote its charitable purpose that the committee may from time to time decide.

**Summary of activity and achievements during the period:**

Operating income for the year exceeded expenditure by £804.96, which, together with a donation and associated Gift Aid relief of £3,750, resulted in increased Reserves of £7,194.72 at 31 August 2019, of which £3,000 constitutes Restricted Funds available only to offset losses on concerts.

The surplus was lower than last year, principally due to a decrease in playing membership subscription income and uniform sales, payment of MD fees related to the Rhineland tour and expenditure on servicing instruments and equipment, partially offset by increased performance fees and reduced expenditure on music, uniforms and publicity.

KYJO continued to provide instruction and playing opportunities for young jazz musicians across Kent and, in addition to regular rehearsals and workshops, played on the Youth Music Stage at the Sevenoaks Summer Festival, gave concerts at Tunbridge Wells Jazz Club, Faversham and Deal Festivals and at the Battle of Britain Memorial along with providing musical encouragement along the route of the London Marathon.

**Policy on reserves:**

KYJO's regular source of income is from the subscriptions that it charges to orchestra members. Special provision can be made for parents who struggle to pay this sum. Other income is from fees charged to perform at concerts, grants to assist with workshops and full membership subscriptions. The Trustees aim to keep at least £2,000 in the bank account to cover any unusual costs and to provide a cushion in the event of reduced income. Any balance above this amount will be used for development purposes. In this regard, the new tenor saxophone, ordered at the end of last year, was duly purchased with the cost set against reserves this year.

Signed on behalf of the trustees by:

*JCLevett*

6 October 2019

John Levett, *Chairman.*

*Date*



## KENT YOUTH JAZZ ORCHESTRA (KYJO)

### Accounts for the year ended 31 August 2019 Income & Expenditure for the year (£)

		Note		<b>2017-18</b>
<b>Income:</b>	Grants	2	500.00	500.00
	Fees for concerts	3	2,400.00	1,975.00
	Performing members subscriptions		4,870.00	5,220.00
	Uniform sales		310.00	610.00
	Full members subscriptions		4.00	2.00
	<b>TOTAL OPERATING RECEIPTS</b>		<b>8,084.00</b>	<b>8,307.00</b>
<b>Expenditure:</b>	Rehearsals - tutoring		2,100.00	2,025.00
	Rehearsals - venue hire		756.50	667.50
	Workshops & own events - tutoring		625.00	1,025.00
	Workshops & own events – other costs		195.00	50.00
	Concerts - Musical Directors' Fees	4	1,485.00	875.00
	Audio hire (London Marathon)		570.00	425.00
	Music purchases & copying		57.19	286.11
	Instrument/equipment servicing & repair	5	595.00	-
	Uniform purchases		-	859.02
	Making Music – membership & insurance		320.00	259.00
	Publicity (incl website)		93.95	467.44
	Social & miscellaneous	6	481.40	290.59
	<b>TOTAL OPERATING PAYMENTS</b>		<b>7,279.04</b>	<b>7,229.66</b>
	<b>OPERATING SURPLUS FOR YEAR</b>		<b>804.96</b>	<b>1,077.34</b>
	Donation + Gift Aid Relief		3,750.00	40.00
	<b>TOTAL SURPLUS FOR YEAR</b>		<b>4,554.96</b>	<b>1,117.34</b>

### Financial Assets and Liabilities at year-end (£)

		Note		<b>2018</b>
<b>Net Assets:</b>	Balance at bank		6,432.22	3,233.95
	Add: Debtors & pre-payments	7	762.50	210.00
	<b>TOTAL NET ASSETS</b>		<b>7,194.72</b>	<b>3,443.95</b>
<b>Represented by:</b>	<b>General Reserve</b>	11		
	Balance brought forward		3,443.95	2,326.61
	PLUS Surplus for year		4,554.96	1,117.34
	LESS Instrument purchase		804.19	-
	Balance carried forward		<b>7,194.72</b>	<b>3,443.95</b>

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

*RRussell*  
Ray Russell, Hon. Treasurer  
6 October 2019

## KENT YOUTH JAZZ ORCHESTRA (KYJO)

### Notes to the accounts for the year ended 31 August 2019

#### 1. Accounting policies

These accounts have been produced on an accruals basis. The Income & Expenditure Account summarises the movement of cash into and out of the organisation together with amounts due but not received or paid during the financial year. The balance sheet shows the amounts due from debtors or to creditors at the end of the financial year.

Music, uniform and similar purchases are written off in the year of acquisition.

#### 2. Grants

Sevenoaks Town Council for Festival Workshop	£500.00	
--	---------	--

#### 3. Fees for concerts

Alexander Centre Faversham	£500.00	
Battle of Britain Memorial	£150.00	
Deal Music & Arts	£500.00	
Tunbridge Wells Jazz Club	£450.00	
London Marathon	£800.00	£2,400.00

#### 4. Concerts – Musical Directors' Fees

Includes £600 relating to the Rhineland Tour (see Note 12)

#### 5. Instrument/equipment servicing & repair

Flugel horn	£ 80.00	
Baritone sax	£475.00	
PA	£ 40.00	£595.00

#### 6. Miscellaneous expenditure

Social bowling evening	£154.56	
Music stands	£182.64	
DBS checks	£ 48.00	
Sundry electrical & other supplies	£ 96.20	£481.40

#### 7. Debtors & pre-payments

Concert fee due from Deal Music & Arts	£500.00	
Payment in advance for rehearsal hall hire Sep/Oct	£262.50	£762.50

#### 8. Other assets comprise equipment donations (marked \*) and purchases written off:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• keyboard, amplifier, carry case &amp; stand *</li> <li>• music, scores &amp; folders</li> <li>• gig music stands &amp; carry cases*</li> <li>• rehearsal music stands</li> <li>• flugel horn; trombone; congas</li> </ul> | <ul style="list-style-type: none"> <li>• tenor saxophone</li> <li>• baritone saxophone</li> <li>• PA system, speakers &amp; mics</li> <li>• display posters</li> <li>• uniforms, cables &amp; kettle</li> <li>• first-aid kit</li> </ul> |
|--|--|

#### 9. Trustees' & Committee members' remuneration

No remuneration was paid during the period to any trustee or committee member.

#### 10. Related party transactions:

Items asterisked in Note 8 were purchased and donated by two trustees in 2017.

#### 11. General reserve

The General reserve comprises accumulated surpluses as at 31 August 2019. It includes Restricted Funds of £3,000 and Unrestricted Funds of £3,444.72 which are retained as a cushion against a downturn in subscriptions and concert fees in future years.

**12. Rhineland Tour, October 2018** - except for MD fees (see Note 4) the cost of the tour has been excluded from these accounts. The tour was arranged with Club Europe Concert Tours for £16,408.30 - financed by member contributions, sponsorship and a loan from a trustee.

## KENT YOUTH JAZZ ORCHESTRA (KYJO)

### Honorary Independent Examiner's Report for the year ended 31 August 2019

#### 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.

*S. Harris*

Simon Harris, Honorary Independent Examiner

6 October 2019

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# Sevenoaks TOWN COUNCIL



## APPLICATION FOR GRANT AID

**NB** – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [16<sup>th</sup> March 2020] 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 I - YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS BOOKSHOP

NAME OF CONTACT

ADDRESS OF CONTACT

147 HIGH STREET, SEVENOAKS, KENT, ~~DA1~~

POSTCODE TN13 1XJ

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

YOUNG READERS @ SEVENOAKSBOOKSHOP

.CO.UK

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

IN SEPTEMBER 2020, SEVENOAKS BOOKSHOP WILL HOLD THEIR THIRD YOUNG READERS FESTIVAL. AS WELL AS TICKETED AUTHOR EVENTS HOSTED AT THE DRIVE METHODIST CHURCH, THE VINE GARDENS WILL BE THE FESTIVAL HUB, WITH FREE EVENTS THROUGHOUT THE DAY FOR FAMILIES AND CHILDREN OF ALL AGES.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	2
B) VOLUNTEERS	14
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	<del>All</del> Most of the volunteers involved in the festival day live in the Sevenoaks area.

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN  
[See Guidance Notes]

Most festival attendees will be from the Sevenoaks area.

**PART 2 – GRANT REQUEST**

AMOUNT OF GRANT APPLIED FOR

£ 1,750

PLEASE DESCRIBE YOUR PROJECT

LOST AND FOUND PUPPET THEATRE'S MOOMIN SHOW = £1000 (£800+VAT)  
FACEPAINTING = £200  
MAGICIAN = £100 (TBC)  
PORTALOOS ON THE VINE GARDENS = £250  
THE ART TROLLEY- WORKSHOP HIRE + CRAFT EXPENSES = £200

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

THE GRANT WILL GO TOWARDS FUNDING FREE, OPEN ACCESS ENTERTAINMENT FOR FESTIVALGOERS ON SATURDAY, 19 SEPTEMBER 2020, WITH FREE FACEPAINTING FOR EVERYONE, A MAGICIAN, 3 PUPPET SHOWS INSPIRED BY TOVE JANSSON'S THE MOOMINS, AND CRAFT WORKSHOPS FOR CHILDREN OF ALL AGES LED BY LOCAL ARTIST LORENA CARBAJAL OF THE ART TROLLEY.

**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  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 PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

**PART 4 – TO BE COMPLETED BY ALL APPLICANTS**

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

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

Sevenoaks Bookshop has raised £145.11 for the Young Readers Festival 2020 through auctioning signed drawings from 2019's festival. \*This money will go entirely towards funding free events at the festival.  
~~without~~

(\*Compared to the previous year when we raised £1491.66 through a silent auction of ~~Art~~ drawings signed by Axel Scheffler and Gressida Corle - see financial report.)

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

Please see financial reports attached.

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

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

£145.11

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.

IN 2019 WE RECEIVED £250 FROM SEVENOAKS TOWN COUNCIL, WHICH WENT TOWARDS THE HIRE OF TWO PORTALOOS FOR THE VINE GARDENS AND PRINT COSTS FOR BROCHURES PROMOTING THE YOUNG READERS FESTIVAL 2019. PREVIOUSLY, IN 2018 SEVENOAKS TOWN COUNCIL PROVIDED THE MARQUEE ON THE VINE.

**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)
- Please see the attached financial reports for 2018 and 2019*

DO YOU HAVE A WRITTEN CONSTITUTION? YES/NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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 PART 2 OF THE GUIDANCE NOTES.

SIGNATURE *O Husband* DATE *10/02/20*

NAME AND POSITION IN ORGANISATION: *OLIVIA HUSBAND*  
**IN CAPITALS PLEASE** *FESTIVAL CO-ORDINATOR, SEVENOAKS BOOKSHOP*

**\* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

*SEVENOAKS SEVENOAKS BOOKSHOP LTD*  
*147 HIGH STREET, SEVENOAKS, KENT, TN13 1XJ*

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [9<sup>th</sup> August 2019] for the September Finance and General Purposes Grant Committee
- **2<sup>nd</sup> Friday in January** [10<sup>th</sup> January 2020] for the March 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](mailto:council@sevenoakstown.gov.uk)



## **Young Readers Festival 2018 and 2019**

### **Financial Report for the Free Community Events**

Please find attached the takings and expenses for free community events held during the Young Readers Festival 2018 and 2019. Deficit was covered by Sevenoaks Bookshop both years.

In addition to the free events on the Vine Garden, Sevenoaks Bookshop's Young Readers Festival also hosts ticketed events at The Drive Methodist Church. These are supported by sponsorship and the money generated by ticket sales.

**Young Readers Festival  
Expenses and Takings - Free Community Events on The Vine  
Saturday 29 September 2018**

<b>Expense</b>	<b>Supplier</b>	<b>Cost</b>
Marquee	Town Council	Gratis
Craft	The Art Trolley	£150.00
Printing (brochure)	Highland Printing	£310.80
Facepainting	Volunteer	Gratis
Decoration		£200.00
Volunteer/author refreshments		£35.00
Volunteer Thank You Gifts	Sevenoaks Bookshop	£100.00
	<b>TOTAL</b>	<b>£795.80</b>

<b>Author Fees</b>	
Rachel Valentine	Gratis
Katharine McEwen	Gratis
Candy Gourlay	£50.00
David Litchfield and Bear Band	£75.00
	<b>TOTAL</b>

**EXPENSES GRAND TOTAL £920.80**

<b>Income</b>	<b>Receipt</b>
<b>SPONSORS:</b>	
Total Orthodontics (David Litchfield)	£100.00
The Peacock Room (The Art Trolley)	£100.00
Thackray Williams (Other Storytimes)	£250.00
<b>TOTAL</b>	<b>£450.00</b>

**TAKINGS GRAND TOTAL £450.00**

**BALANCE -£470.80**

**Young Readers Festival  
Expenses and Takings - Free Community Events on The Vine  
Saturday 21 September 2019**

<b>Expense</b>	<b>Supplier</b>	<b>Cost</b>
Marquee (inc toilets £240)	Party Doctors	£1,422.00
Craft	Art Trolley	£130.00
Craft Expenses	Art Trolley	£40.00
Facepainting (4hrs)	Cosmic Facepainting	£150.00
Printing (brochure)	Lucy Upton	£25.00
Sign Printing	Kall Kwik	£202.14
Balloons	(Via Audrey)	£30.00
Decorations		£7.94
Tshirt Transfers		£10.83
Tshirts		£19.00
Story Machine		£83.19
Drinks for volunteers from Vine		£23.00
Flipchart Paper etc		£20.76
Volunteer Thank You Gifts		£106.50
Book tokens for young volunteers		£130.00
	<b>TOTAL</b>	<b>£2,400.36</b>

<b>Author Fees</b>	
Rachel Valentine	£100.00
Sophy Henn	£100.00
Sav Akyuz	£100.00
Emily Gravett	£100.00
	<b>TOTAL</b>
	<b>£400.00</b>

**EXPENSES GRAND TOTAL £2,800.36**

<b>Income</b>	<b>Receipt</b>
<b>SILENT AUCTION:</b>	
Signed drawings from 2018's festival day	£1,491.66
<b>GRANT:</b>	
Sevenoaks Town Council	£250.00
<b>EVENT SPONSOR (MARQUEE):</b>	
Hazelwood School	£250.00
<b>OTHER GENERAL SPONSORS:</b>	
Etoile	£100.00
Sevenoaks Tutoring	£100.00
St Michaels Prep	£100.00
Total Orthodontics	£100.00
	<b>TOTAL</b>
	<b>£2,391.66</b>

<b>Takings</b>	
Donations (Face painting)	£75.46

**TAKINGS GRAND TOTAL £2,467.12**

**BALANCE -£333.24**



**Report from Charlotte Ede, Community Investment Manager, West Kent Housing Association**

We have recently recruited a new Lead Youth Worker and Level 3 Youth Work Apprentice. We have one further vacancy for another apprentice, which we are hoping to recruit to this week (interviews scheduled). Our new Lead Youth Worker, Amy Nichols, comes with a wealth of youth work experience and is excited to start working in Sevenoaks. Amy will commence a detached work programme in Area 1 of Sevenoaks at the end of March (Area 1 includes Sevenoaks Town, Dunton Green, Riverhead, Kemsing and Seal). Amy has made contact with the Town & Parish Councils, Community Wardens and PCSO's in Area 1 to let them know she will be commencing detached work in the area. The purpose of these meetings is to better understand the area geographically, key locations where young people are known to gather, and history of youth work in the area.

The purpose of the detached work programme is to meet with young people in Area 1, get to know them and build a Youth Worker/ Young Person relationship with them. We hope to meet with the same young people several times (ideally, although the nature of detached work doesn't always allow this), learn about them and their local area and find out what their needs are. At this point, we may then be able to develop some work, such as a project, training or event to meet young people's needs. If this isn't the most appropriate course of action, we may refer onto appropriate partners. We will supply each town and parish council with a report detailing number of young people seen in each parish/ town, and a summary of work/ activities/ needs. As soon as Amy has met with Town & Parish councils and other partners, we will finalise dates which we will visit each Town/ Parish.

A reminder about our 8-12s project, which takes place in Bat & Ball, Dunton Green, New Ash Green, West Kingsdown, Edenbridge and Swanley. This is a referral only group for 8-12 year olds, which takes place weekly at each location in term time. If you'd like to refer a child, please do get in touch.

West Kent are currently recruiting for a number of apprentices across the business. Any young person (16+) interested in applying can do so via the following link: <https://www.westkent.org/apprentice/> If you have any questions about this, please do get in touch.

We are making some headway with MHFA England and HeadStart, to try and organise a Mental Health Awareness course for HITB. The barriers being that most organisations don't deliver this to under 16 year olds. We are hoping to have something designed and tailored, especially for young people at HITB.