



07th January 2025

YOUTH SERVICES WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
Wednesday 15th January 2025 at 7.00 pm

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Working Group Members:

Quorum minimum of 3 elected members:

Cllr Chloe Gustard (Chair)	Cllr Catherine Daniell (Vice-Chair, Deputy Leader)
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr Dr Marilyn Canet
Cllr Gareth Willis	

Co-opted Members:

Sevenoaks Youth Council: Harry King Madeleine Politzer	Sevenoaks District Council: Kelly Webb Maxine Quinton
Kent County Council: Vacant	West Kent Communities: Richard Dowling
Sevenoaks Area Youth Trust: Peter Robinson	National Trust: Amy Sabine

AGENDA

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).	-

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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 YOUTH SERVICES COMMITTEE HELD ON 11th NOVEMBER 2024</u> To receive and sign the Minutes of the Youth Services Committee held on 11 th November 2024.	Attached (pages 04-07)
5	<u>MINUTES OF THE YOUTH COUNCIL HELD ON 13th NOVEMBER 2024</u> SEVENOAKS YOUTH COUNCILLORS - Home (weebly.com) To receive and note the Minutes of the Youth Council meeting held on 13 th November 2024.	Attached (pages 08-14)
6	<u>GRANT REPORTS</u> To receive the update on the Youth Outreach Budget and to consider the following Grant Applications received for recommendation to the Community & Wellbeing Committee: <ul style="list-style-type: none"> • Sevenoaks Unit of the Sea Cadet Corps • Sevenoaks Three Arts Festival • Kent Youth Jazz Orchestra 	Attached (pages 15-38) Attached Attached To Follow
7	<u>SKATENESS PROPOSAL</u> To consider the proposal received from Samsara Sport for the provision of weekly skateboarding sessions to be held after school on Thursdays starting from April 2025.	Attached (pages 39-40)
8	<u>HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ</u> House in the Basement - Home (weebly.com) To receive and discuss the following reports:	
8.1	HiTB Manager's Update Report	Attached (pages 41-42)
8.2	Finance Cost Centre Reports: October-November 2024	Attached (pages 43-46)
9	<u>REPORTS FROM CO-OPTED PARTNERS</u> <ul style="list-style-type: none"> i. Kent County Council ii. SDC - Community Safety Team 	-

	iii. West Kent Communities iv. SAYT v. National Trust- Knole	
10	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	—

Sevenoaks Town Council
Minutes of the Meeting of the Youth Services Working Group
Held on 11th November 2024 at the Town Council Offices

Meeting Commenced: 2.00 p.m.

Meeting Concluded: 3.02 p.m.

Present:

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

Substitute		For	
CLlr Shea	Present	CLlr Catherine Daniell (Vice-Chair, Deputy-Leader)	
Dawn Hallam- Chair of SAYT	Present	Peter Robins	

In attendance: Town Clerk, Manager of Home at the Basement Youth Café, Youth Committee Clerk.

219. Apologies for Absence: Received and accepted as stated above.

220. Requests for dispensations: There were no requests for dispensations.

221. Declarations of Interest: There were no declarations of interest.

222. Minutes of Youth Committee held on 11th September 2024
 It was agreed to receive and accept the minutes as a true record.

Minutes of Sevenoaks Youth Council meeting held on 11th September 2024
 It was agreed to receive and accept the minutes as a true record.

224. Home in the Basement Youth Café (HitB)

224.1 Manager's Report

The Working Group received a report from Daren Mountain, Manager of Home in the Basement, noting in particular:

- HitB had taken place and was very well attended with all three of the sessions provided by Samsara Sport, funded by Sevenoaks Town Council and Sevenoaks District Council, being fully booked. Samsara had expressed an interest in hosting a similar type of event over the February half-term.
- Open Mic Nights had returned to HitB with over 30 young people attending the first one on Wednesday 30th October. It was noted that many of the young people who attended these events had not previously heard of HitB and some had since attended regular sessions. It was suggested that

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consideration be given to contacting Sevenoaks Three Arts with a view to holding an Open Mic Night at HitB during their festival.

- Uptake on the NEET project had not taken off with little engagement from schools. It was noted that new guidelines had been set out by central government regarding the level of NEET individuals recorded across the country. The lack of engagement from schools might be a product of this. It was suggested that a way to tackle this issue could be to register the project as an alternate provision to schools. Daren commented that any young people unable to attend school may not feel comfortable attending something similar. However, he reported that those who had attended in the past had since started attending the SE club every Tuesday and that one young person has trialed a few of the other sessions at House in the Basement.
- HitB Christmas party would be held on Friday 13th December at 4.30 pm. Daren expressed his thanks to Florence & Perfect Cuisine for providing the food for this event. It was noted all were welcome to come and join but there would be limited space available.

224.2 Finance Cost Centre Report, September

The Finance Cost Centre reports for the House in the Basement Youth Café for September 2024 were received and noted.

It was noted that the House in the Basement received a grant in August from the National Lottery for £10,000 towards staffing costs.

225. House in the Basement

The Working Group watched a video produced by youth workers Gabby and Kass interviewing young people about their experience of attending House in the Basement Youth Café. It was noted that the video had been posted on social media and the House in the Basement Website.

The Working Group watched an interview with Daren Mountain by the Rail Safe Friendly team talking about Sevenoaks Town Council, the Darent Valley Rail Partnership and House in the Basement's plan to hold sessions for young people in years 5 and 6 to visit the Bat and Ball Station, watch a video on rail safety and carry out an activity to design a poster to promote rail safety to young people which will also allow the schools to apply for the Gold achievement through the Rail Safe Friendly scheme. It was noted there had been no uptake from Primary Schools regarding this as of yet.

It is hoped that the scheme would be extended to secondary schools after the primary school sessions.

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226. Reports from Co-opted Partners

The following reports from Co-opted Partners were noted:

i) Sevenoaks District Council, Community Safety

Maxine Quinton reported that Sevenoaks Town had been reasonably quiet with fewer reported issues than in previous years. It was noted that there were some issues over Halloween with a group from Edenbridge, Maxine added that the police were now dealing with the situation.

The Chair raised the issue of a letter that had been sent via Kent Police to local schools regarding the Christmas Lights Switch On event. It was noted that the letter was not supportive of young people.

ii) West Kent Youth Services (WKYS)

The Youth Services Working Group received a Reynold report. Richard Dowling reported that WKYS would be attending the Christmas Lights Switch On, with a stall and providing detached work within the town.

Richard reported that during the latter half-term, they had taken 60 Young Adventurers to Thriftwood, 10 of those attended were from Sevenoaks Town. It was noted that the Young Adventurers had finished for the winter break on the 13th of December and return on the 2nd of January.

The Youth Services Working Group also heard that the National Lottery had changed the eligibility criteria for grants and unfortunately, WKYS no longer qualified for the funding. Richard also reported that the Young Adventurers funding from Children's Trust would run out in March and they had informed WKYS that there was a 12% chance of receiving funding due to the number of applications received this year.

ii) Sevenoaks Area Youth Trust (SAYT)

Dawn Hallam reported that since the loss of the minibus, SAYT had been exploring different ways of undertaking detached work. One of the SAYT youth groups had suggested attending the MUGA at the Bat and Ball Centre and inviting their friends to attend. Dawn expressed an interest in hiring one of the Bat & Ball Centre rooms for a Thursday in case of poor weather.

Richard also offered the use of the West Kent Van which is currently parked at Bat and Ball Centre.

227. Skateboarding Sessions

The Councillors noted that Sevenoaks Town Council and the District Council had funded a series of Skateboarding Sessions that took place on the 1st of November. It was noted that Samsara Sport would be writing a proposal to

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Sevenoaks Town Council to provide more sessions over a longer period in 2025.

228. Press Release:

Agreed that a press release be issued regarding the House in the 100th Anniversary Christmas Party.

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

Signed
Chair

Dat
Date

Minutes of the meeting of the Sevenoaks Youth Council
Held on 13th November 2024

at House in The Basement, In the basement of the Stag Community Arts Centre, London Road,
Sevenoaks, TN13 1ZZ,

Meeting Commenced: 6.00 p.m.

Meeting Conclude .10 p.m.

Present:

Youth Council Members:

Aanya Sidhu		Lizzie Hunt	Absent
Harry King	Present	Cristian Hun Garcia	Absent
Simba Li	Present	Sharm shwar	Apologies
Aryanna Mahdavi Ardestani	Present	M o Keen	Apologies
Catherine Barden De Leon	Present	R ey McDermott	Present
Rosie Blackmore	Present	M leine Polit	Absent
Dexter Buhmann	Present	E ban	Present
Elena-Teodora Dragoi	Apologies	Jospeh nes	Present
Ayush Gautam	Absent	Ines W	Absent
Maya Goodrich	e	Aditya Var	Absent
Bea Hayward	A ent		

In attendance: Georgina Jackson, Responsible nance Off & D wn Clerk; Daren Mountain, Manager of House in the Basement uth C ; leuan Chandler-Wilson, Youth Committee Clerk,

1. **Apolo for Absenc**
Rec ed as shown ab .

2. **El n of the Ch**
Four h cou lers placed their mes forward for the position of the Chair of the Youth C 024-2025. A vote was held with each Youth Councillor having one vote for the can te of their choice.

Re ed: That S Li be elected as Chair.

Simba to the chair and invited nominations for the Vice-Chair and Treasurer position

3. **Electio the Vice-Chair**
Four uth Councillors placed their names forward for the position of Vice-Chair of the Y h Council 2024-2025. A vote was held with each Youth Councillor having one vote the candidate of their choice.

Resolved: That Rosie Blackmore be elected as Vice-Chair.

4. Election of the Treasurer

Two Youth Councillors Placed their names forward for the position of Treasurer of the Youth Council 2024-2025. A vote was held with each Youth Councillor having one vote for the candidate of their choice.

Resolved: That Harry King be elected as Treasurer.

5. Minutes of the Previous Meeting of the Youth Council held on 11th September 2024

The Youth Council received a summarised report from the Chair of the Youth Council.

RESOLVED: To receive and adopt the minutes of the meeting of the Youth Council held on 11th September 2024.

6. Finance Report

Harry read the general income and expenditure report, noting that £18 had been raised for their chosen charity Friends For Families during a Bake sale held at the Sevenoaks Bike Festival on the 21st of September.

The Chair noted that the Youth Council had not spent any money and open suggestions from the Youth Councillors as to what they would like to spend some of the money on. Some of the ideas suggested were:

- Advertising for the Youth Council
- Advertising for House in the Basement

It was noted that the Youth Council could like to elect a Social Media Chair to help with promoting the Youth Council.

RESOLVED: To note that the current balance for 2024/25 was £2,220.10

7. Current Matters Report

RESOLVED: To accept the Current Matters Report.

8. Introduction from PCSO Tim Darling

The Youth Council received a talk from the Public Community Safety Officer Tim Darling and Constable Claire Harrison. Tim outlined that both he and Claire were part of the Sevenoaks District Child Centre Policing team, working with the local beat officers as an early intervention measure. They are trying to engage with young people under the age of eighteen to build positive community relationships between the local police and young people within the town.

Tim reported they have been attending local schools recently and giving talks on bullying as part of the anti-bullying week and talking about social media's impact on young people.

9. House in the Basement Youth Café (HiTB), Managers report:

The Youth Council received and noted Daren Mountains report. It was also noted that the Youth Council are invited to attend House in the Basement Youth Café.

RESOLVED: To receive and note the report from Daren Mountain, Manager of HiTB

10. Craft Resources for House in the Basement

The Youth Council received a request to fund craft resources for House in the Basement's Cricut Joy for a total of £76.98.

Resolved: To fund the purchase of craft materials for House in the Basement at £76.98. It was agreed that the money would be allocated from the Youth Council Budget.

11. Mental Health Survey

The Youth Council received and noted the results from the Youth Mental Health Survey. The Chair noted that 25% of young people who took part in the survey have answered that they were unsure if they had a good school-life balance.

12. Vote 16

The Youth Council heard from guest speakers: Gabriella Moyo and Elie from Sevenoaks School on the Vote 16 initiative which is a student campaign, aiming to lower the voting age within the UK from 18 to 16. The Youth Councillors heard that this objective had been placed in the Labour manifesto but was not mentioned in the King's speech.

The Youth Council heard that 13 other Countries in Europe like Scotland have lowered their voting ages from 18 to 16. Scotland lowered the voting age in 2015. It was noted that during a survey 60% of young people in Scotland say they talk to their friends and family about political issues.

It was noted that there was a petition for young people to sign on the British Youth Council, this has since been taken down. However, a live petition on the National Union of Students website.

13. Sevenoaks Christmas Lights Switch On

The Youth Council noted that the Sevenoaks Christmas Lights Switch will be taking place on Sunday 30th of November 2024 starting from 3.00 pm to 5.30 pm, with a road closure in place from 3.00 pm to 6.30 pm.

14. Ideas for Instagram posts

The Youth Council put forward several different ideas for future Instagram posts.

- Advertising for the Youth Council,
- Advertising for House in the Basement,
- Advertising for Vote 16,

15. Date of Next Meeting

RESOLUTIONS:

- Wednesday 15th January 2025 at 6 pm in the Town Council Chamber
- Wednesday 05th March 2025 at 6 pm at House in The Basement

There being no further business the Chair closed the meeting.

**Minutes of the meeting of the Sevenoaks Youth Council
Held on 13th November 2024**

Good evening, everyone. We are Vote 16 – a student led campaign aiming to lower the legal voting age within the whole of the UK to 16. // This idea has been around for a while now; (actually ever since Cuba lowered the voting to 16 in 1976) - but more recently, and, more importantly, the 2024 General Election. The Labour party, then opposition, had it in their manifesto – their pledge – it said; to quote: *“We will increase the engagement of young people in our vibrant democracy, by giving 16- and 17-year-olds the right to vote in local elections.”*. However, this key point within their manifesto failed to appear in the King’s Speech and subsequently failed to be discussed in Parliament. //

We want to change this. We want to raise support from young people around the country; from schools and institutions to politicians and policy makers – to raise and push this issue back into Parliament, and to get a change in law, to lower the voting age in the whole of the UK to 16. // Currently, we have cross party support from both the youth section of the Labour and Liberal Democrats, along with academics such as Dr Yan Eichhorn, from Edinburgh University.

Lowering the voting age has proven to have many benefits – specially prevalent in countries such as Austria (which passed it in 2007) and Scotland (where the final bill was passed in 2015, ready for 2016 Scottish Parliamentary Elections). In both these, along with the other countries in Europe that have done the same, it has been shown to build confidence, inclusion, and motives for young people to take political initiative. //

But why should it be done? There are 3 reasons; //

(CP – 16 – 1) Firstly, at 16 you gain fundamental rights. You can get a job, you can pay tax, so why can’t you vote? By 16, you fully take part in society, and you may be contributing to it, yet you still don’t have the most important right of some people in society – living in a democracy – the right to vote. //

(CP – 16 – 2) Secondly, 16 year olds think politics is too complicated / unbothered) Some 16 year olds can win over their own worst critics. // They often think politics is too complicated for them to understand. “Around 55% of youth in Scotland find politics about as hard to understand as their peers elsewhere in the UK. But what has changed since the voting age was lowered, is that young people in Scotland appear more confident in dealing with political issues.”. // A contributing factor could be that around 60% of them say they talk to their friends or family about political issues, leading to a remarkably high 75% turnout for the 2014 referendum on independence. // Compare this to just one-third of young people within the UK who do the same. // Lowering the voting age would increase discussion within

**Minutes of the meeting of the Sevenoaks Youth Council
Held on 13th November 2024**

this demographic, leading to young people becoming more engaged with politics.

Secondly, this is step towards maturity and taking responsibility. // During any general election or local one, you are taking responsibility for deciding on who will get your support. // A survey co founded by the National Citizen Service revealed 70% of young people did not know the name of their MP and 59% were even unaware of which party they belong to. This is poor for a democracy like ours. //

This comes down to an issue of education. On the national curriculum within UK, there are no mandatory civic education lessons. //

(CP – Mental immaturity) These 16 to 17 year olds are not informed, precisely because they aren't allowed to vote and therefore there is no point for them in educating themselves until they have the opportunity to use their knowledge by voting. We would argue that the extension of the vote should be accompanied by a rigorous programme of civic education lessons, and therefore it is important that we allowed them to vote while they are still in school, but given these lessons. //

(CP – Mental immaturity) A common point of misconception is that 16-17 year olds have an “underdeveloped pre-frontal cortex” and therefore cannot vote. However I ask you; what happens on your 18th birthday? Does your brain, suddenly overnight completely develop and all your emotion suddenly gets fixed and you become able to vote the next day? No. Obviously not. Becoming an adult does not happen overnight on your birthday. Many adults are also not well enough informed, but we don't suggest they can't vote; so why is it any different for 16 or 17 year olds? Our democratic right is not underpinned by one's maturity to make informed political choices. //

(CP – Mental immaturity) Furthermore, research conducted by a Laurence Steinberg professor, specialising in adolescent psychological development argues 16 to 17 year olds have the same 'cold cognition' (which includes working memory, attention, language processing and more importantly, decision making ability) maturity as adults. This is what is necessary to make an informed vote. //

(Lower turnout due to exam pressure) Additionally, 16 to 17 year olds have the highest turnout. // A case study done by the European Commission shows voter turnout for the 2017 Austrian National Council Election to be 90.3% of 16 to 17 year olds, the highest of any age category. This could have been accounted due to, civic education lessons that are mandatory within Austrian schools – showing the full benefit of incorporating them into a national curriculum. //

**Minutes of the meeting of the Sevenoaks Youth Council
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(CP – Lower turnout due to exam pressure) Scholars have hypothesised that “a reduction of the voting age could actually have a beneficial effect on the future trends in turnout. Giving young people the chance to take part in democracy, during a time at which they are still, for the most part, in secondary school, living in a stable community, and with their family, does cause higher rates of turnout. “Young people would then learn the habit of voting, which over time will lead to rising aggregate turnout levels.” //

Thirdly, this is about our future. // In the last general election, there were no flagship policies from either of the two main parties – Conservative or Labour – directly benefiting 16-25 year olds. Instead, policies were pitched towards large demographics, primarily consisting of middle-aged to older people, which both parties knew would have a high consistent voter turnout. // By lowering the voting age to 16, we would influence government policies, bringing more attention to issues that affect our demographic due to the new franchise of voters. //

(CP – 16-17 year olds have lack of political knowledge, therefore easily influenced) A study conducted by Edinburgh University showed that “social class differences in relation to political engagement are less pronounced amongst 16 and 17 year olds in Scotland”, rather, “young Scots from all social classes were equally likely to turn out to vote”. Additionally, the variety of information sources used by the electorate were considerably higher than their counterparts within the UK. 60% of young Scots said they read at least 3 different news sources, compared to only 43% of their peers in the UK. // This shows that by lowering the voting age, we will increase engagement leading to 16 and 17 year olds making more informed political decisions.

Implementation

Obviously, the implementation is quite simple - lowering the voting age so that anyone may choose to vote from the age of 16. However, to make this change more sustainable, there is an additional facet - critical thinking classes.

Critical thinking classes are in themselves quite beneficial. It's an extremely important life skill - 93% of employers have reported considering analytical ability when looking to hire. Students that take these classes learn to evaluate not only what they're told by others, but also their own thoughts, beliefs and actions.

As part of our campaign, we're seeking to make them a mandatory part of the curriculum to educate our youth politically. This ensures they're properly informed and equipped for voting correctly and safely.

**Minutes of the meeting of the Sevenoaks Youth Council
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We recently ran a survey asking people why they thought the voting age shouldn't be lowered, and the top reason was the fact that young people are susceptible to influence. However, with these classes, that will no longer be an issue. Students will learn to criticise every opinion given to them and assess how true really is.

There are two different ways these classes can be carried out - discreetly or explicitly. An explicit way of doing it would be specifically having classes teach core critical thinking or something to that effect. A discreet way of doing it would be incorporating the skills into classes students are already taking. Explicit instruction is easier to regulate on a national level whereas discreet instruction is easier to implement in already busy students' lives.

Conclusion

And finally, a question for you – as a youth council I'm sure you see this as one of the largest imbalances on our democracy? //

I'm sure you see the underlying issue here – if the youth can't vote, politicians will never have any incentive to propose policies which benefit our generation and future generations to come. //

We are the future of the country, yet our opinions are not acknowledged in any way, we have no political voice. // Therefore, how can we ever assume our society is equal and that our democracy is based on fairness and equality? //

By lowering the voting age, we are empowering the next generation with a vote, to change our future. //

// END //

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

Update on Youth Outreach Budget and to consider Grant Applications Received

1. Youth Outreach Budget and Expenditure to Date

Youth Outreach Budget 2024/25		£8,000
Expenditure to date:		
Item	Details	Cost
Grant award to Kent Youth Jazz Orchestra Charity Reg: 1149477	Towards the costs of Youth Jazz workshop & short concert on 25 th June. Free of charge to the young musicians.	£500
Grant Award to We are Beams. Charity Reg: 1054129	Hire costs of House in the Basement for 36 weeks of the year for advice clinic for families with disabled children.	£1,440
Samsara Sport	Hire costs to provide free community Skateboarding Sessions for Girls over 6 weeks.	£468
Skateboarding event on 23 rd August 2024	Providing a free community event for young people along with Kent County Council, Sevenoaks District Council, West Kent Housing and Sevenoaks Town Council.	£500
Design a Christmas Light Competition	Funding for a Children's design to be turned into a working Christmas Light within the Town.	£695
Sevenoaks Three Arts Festival Young Musician of the Year	Towards the cost of a venue with competition standard piano for the Young Musician competition	£650
House in the Basement	Costs for providing craft materials for a Cricut Joy starter bundle for House in the Basement craft nights.	£158.32
Total expenditure to date		£4,411.32
Budget remaining		£3,588.68

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

2. Grant Application for Consideration

Under its Terms of Reference, the Youth Services Working Group is asked to consider and recommend youth grants to be awarded from the Youth Outreach Budget to the Community & Wellbeing Committee.

The Working Group is asked to consider the attached applications received. Summary below.

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history	2024/25	Current Grant Application
48	Sevenoaks Unit of the Sea Cadet Corps 1113642	Essential repairs and maintenance to boats	2016 - £1757 for two canoes (Westerham Sea Cadets)	n/a	£2,500
6	Sevenoaks Three Arts Festival 1031815	Hire of venue including high quality piano for the Sevenoaks Arts Festival competition and Cup Winners' Concert	<p>2007 to 2022 (Autumn) £500/£600 per year for Young Musician of the Year prize, £1000 in 2021/22</p> <p>2023 (Autumn) £600 towards cost of hire of venue with competition standard piano.</p> <p>2007 to 2024 (Spring) £600 per year for hire of piano and performance space for Sevenoaks Three Arts Festival (for admin costs in 2021)</p>	£650 on 16.09.24 Towards the cost of hire of a venue with competition standard piano for the Young Musician of the Year competition	£600
23	Kent Youth Jazz Orchestra	Towards costs of Youth Jazz workshop & short concert in June. Free of charge to the young musicians.	2010-2020 - £500 2022-2024 -£500	n/a	£500
Total requested					£3,600

Recommendation

The Working Group is asked to consider and RECOMMEND to the Community & Wellbeing Committee the awarding of grants to the above applicants from the Youth Outreach Budget.

Sevenoaks TOWN COUNCIL

APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17th March 2025 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

SEVENOAKS UNIT OF THE SEA CADETS CORPS

NAME OF CONTACT

[REDACTED]

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?
Please provide registration number

YES
1113642

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

THE AIM OF THE SEA CADETS IS "INSPIRING YOUNG PEOPLE TO ACHIEVE THEIR POTENTIAL THROUGH CHALLENGE AND NAUTICAL ADVENTURE GUIDED BY THE CUSTOMS AND TRADITIONS OF TODAY'S ROYAL NAVY. CADET ACTIVITIES INCLUDE: LEARNING TO SAIL, MAP READING AND NAVIGATION, CATERING AND STEWARDING, FIRST AID TRAINING, LEADERSHIP AND TEAMWORKING SKILLS, CAMPCRAFT THE UNIT ALSO OFFERS DUKE OF EDINBURGH MODULE AND BTEC QUALIFICATIONS

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

- 10-12 year old cadets participate in the Earthshot Challenge
- All cadets are taught the Country Code during expedition skills training and participation
- On water and land "picking up plastics" is encouraged and events held.

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

The Sea Cadets have national environmental policies, however, as we rent our facilities we cannot control outcomes or improvements

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

The Sea Cadets have a national EDI policy
We encourage cadets who are experiencing disabilities (eg visually impaired, brittle bones, ADHD, Fetal Alcohol Syndrome) and can and do help parents in financial difficulty for set periods of time (typically 3/6 months) wearing subscriptions)

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	NIL
	B) VOLUNTEERS	18
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	See below
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	We have a total of 21 adults and cadets living within Sevenoaks Town.	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£2,500

PLEASE DESCRIBE YOUR PROJECT

THE UNIT RECENTLY CHANGED ITS NAME FROM WESTERHAM WHERE IT WAS ORIGINALLY FOUNDED IN 2004. THE NAME CHANGE RESULTED FROM THE LOSS OF THE DRILL HALL IN MAY 23 AND THE NEED TO RELOCATE INDOOR ACTIVITIES TO CHIPSTEAD LAKES. THIS MOVE HAS RESULTED IN AN ANNUAL RUNNING COST INCREASE OF £6,000 (PRIMARILY RENT). WE CURRENTLY HAVE 18 VOLUNTEERS AND 41 CADETS. WE ARE TAKING THE OPPORTUNITY OF "RELOCATING" TO SEVENOAKS TO STRENGTHEN OUR TRUSTEE LEADERSHIP TEAM, INCREASE THE NUMBER OF CADETS TO 50 AND FURTHER DEVELOP THEIR EXPERIENCES. WE AIM TO BE A MORE INTRINSIC MEMBER OF THE SEVENOAKS COMMUNITY GOING FORWARD

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

OUR GO FORWARD FINANCIAL STRATEGY IS TO USE CADET SUBSCRIPTIONS TO COVER NORMAL OPERATING COSTS 2) USE GRANTS AND DONATIONS TO FUND NON ANNUAL PROJECT COSTS AND 3) USE FUNDRAISING ACTIVITIES TO DELIVER CADET EXPERIENCES. WE HAVE NOT HAD THE FUNDS TO REPAIR BOATS FOR SEVERAL YEARS WE WOULD BE USING THIS GRANT FOR ESSENTIAL REPAIRS AND MAINTENANCE AS FOLLOWS

- Several broken seats £300
- Six broken oars (6x£90) £540
- Sails (plus purchase of spares) £300
- Ropes £600
- currently no springers (2x£300) £600
- MBL £160
- TOTAL £2,500

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 TOWN OR 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

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

IN THE FUTURE WE AIM TO HAVE A MORE SELF SUFFICIENT
FUND RAISING APPROACH IN PLACE BUT IN THE SHORT TERM
WE WILL BE DEPENDENT ON GRANTS TO ENSURE
OUR FINANCIAL POSITION IS SECURE

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£14,000

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?

£1,300

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.

NONE

* IF WE HAD NO OTHER ONE TIME COSTS DURING THIS PERIOD. 6 MONTHS
WOULD BE A MORE APPROPRIATE INDICATOR

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	not available
Annual Report if available (or Project or Business Plan for a new organisation)	not available

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	<input checked="" type="radio"/> YES <input type="radio"/> NO
---	---

Please note, 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 *T. SAVING* DATE *16 December 2024*

NAME AND POSITION IN ORGANISATION: *TREVOR SAYING VICE-CHAIR*
IN CAPITALS PLEASE *SEVENOAKS UNIT OF THE SEA CADET CORPS*

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

<div style="background-color: black; width: 100%; height: 50px;"></div>

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:

☐ **Wednesday 31st July 2024** for the September Community & Wellbeing Committee

☒ **Friday 20th December 2024** for the February Community & Wellbeing 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.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting **[Monday 17th March 2025 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

SEVENAOKS THREE ARTS FESTIVAL

NAME OF CONTACT

[REDACTED]

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

ARE YOU A REGISTERED CHARITY?

Please provide registration number

YES

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

THE ANNUAL COMPETITIVE FESTIVAL WILL BE HELD OVER 2 WEEKENDS AND A CUP WINNERS COMPETITION A WEEK LATER. CLASSES INCLUDE SPEECH AND DRAMA, PIANO, SINGING INCLUDING CHOIRS, WOODWIND AND BRASS INCLUDING ORCHESTRAS, STRINGS AND ACCORDIONS. IT ALSO ORGANISES THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR.

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

IN THE ABSENCE OF OWNING ANY PHYSICAL ASSETS OUR SCOPE TO POSITIVELY IMPACT THE ENVIRONMENT IS LIMITED.
WE HAVE REDUCED OUR USE OF PAPER BY PUBLISHING SYLLABUS AND ENTRANCE FORMS ONLINE.

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

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

THE VENUE PROVIDES FOR THOSE DISADVANTAGED PHYSICALLY.
WHERE WE ARE AWARE OF FINANCIAL HARDSHIP FEES ARE WAIVED AS WELL AS AUDIENCE ATTENDANCE. FINANCIAL HELP HAS ALSO BEEN OFFER TO ANYONE NEEDING AN ACCOMPANIST.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	NONE
	B) VOLUNTEERS	20
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	up to 1500 competitors and audience
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	60-70%	

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

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£9781

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

9

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.

2023 £600
2022 £1000
2019 £600
2018 £600
2017 £600
2016 £600
2015 £500
2014 £500

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 600.00

PLEASE DESCRIBE YOUR PROJECT

A PERFORMING ARTS FESTIVAL INVOLVING COMPETITORS AGED 4- 80+. MOST ARE SCHOOL AGED CHILDREN WHO BENEFIT FROM PERFORMING EXPERIENCE, WATCHING AND LISTENING TO OTHERS AND RECEIVING ADVICE AND CONSTRUCTIVE CRITICISM FROM EXPERIENCED ADJUDICATORS, WITH OPPORTUNITY TO WIN CUPS, MEDALS AND CERTIFICATES IN THEIR PARTICULAR DISCIPLINE. THE FESTIVAL HAS ALWAYS GENERATED A HUGE AMOUNT OF ENTHUSIASM AMONG COMPETITORS, THEIR PARENTS AND TEACHERS. IT IS ALSO POPULAR WITH THE ADJUDICATORS.

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

TO HIRE THE PERFORMANCE LOCATION INCLUDING A HIGH QUALITY PIANO FOR THE COMPETITION AND THE CUP WINNERS 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 TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

THE MAJORITY COME FROM WITHIN THE TOWN COUNCIL AREA. LOCAL SCHOOLS SUPPORT THE FESTIVAL AND PUPILS CAN TRAVEL FROM FURTHER AFIELD.

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/ NO
---	--------------------

Please note, 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 H Surrey

DATE

10/12/24

NAME AND POSITION IN ORGANISATION: HON TREASURER
IN CAPITALS PLEASE

J H SURREY

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

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:

- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20th December 2024** for the February Community & Wellbeing 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.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2024

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2024

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.

Trustees

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

The trustees during the year ended 31 August 2024 were

Mr P Harlow	Chairman
Mrs S Day	Secretary
Mrs J Surrey	Treasurer
Mrs C Cao	
Mrs R Handel	to 30.04.24
Mr J Hendry	to 15.05.24
Mrs M Holgate	
Mr E Oatley MBE	
Mrs K Redman	
Mrs A Saul	from 15.11.23

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). The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

Review of the Year

The Young Musician Competition made a small loss (£254) after losing the support of a major sponsor. The Festival received an increase in entries and entry fee income, but suffered a significant reduction in audience receipts, due to fewer group entries from schools in speech and drama, ensembles and choir items, which also led to a small loss (£323). The Trustees are confident that both events will return to profitability in 2025.

FUNDS AND RESERVE POLICY

The unrestricted fund represents accumulated income in past years. 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

.....2024

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2024 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

* 2024

SEVENOAKS THREE ARTS FESTIVAL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2024

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>Festival</u>	<u>2024</u>	<u>2023</u>
	£	£	£	£
INCOMING RESOURCES				
Competitors entry fees	1125	4684	5809	5609
Admissions & programmes	390	2816	3206	3772
Sponsorship & adverts	-	690	690	550
Grants				
Sevenoaks Town Council	600	600	1200	1200
Sevenoaks Sound and Vision	-	-	-	1000
Sevenoaks School	500	-	500	500
T Craig	200	-	200	200
Friends membership	100	140	240	330
Misc. income	-	10	10	80
TOTAL INCOMING RESOURCES	2915	8940	11855	13241
RESOURCES USED				
Adjudicators' fees	514	3748	4262	3922
Print, post & website	134	831	965	767
Venue hire	550	3025	3575	3425
Piano tuner	180	360	540	340
Prizes	1700	-	1700	1950
Sundries	88	227	315	746
Subscriptions	-	402	402	382
Insurance	-	300	300	250
Bank charges, Play Perform fee	3	370	373	347
TOTAL RESOURCES USED	3169	9263	12432	12129
NET RESOURCES USED	-254	-323	-577	1112

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2024

		<u>2024</u>	<u>2023</u>
	Note	£	£
FIXED ASSETS			
Tangible fixed assets	2	1	1
CURRENT ASSETS			
Debtors	3	330	-
Bank current account		<u>9971</u>	<u>10688</u>
Total current assets		10301	10688
CURRENT LIABILITY			
Income paid in advance	4	(141)	(141)
Creditor		<u>(380) (521)</u>	<u>(190) (331)</u>
TOTAL ASSETS			
		<u>£9781</u>	<u>£10358</u>
ACCUMULATED FUNDS			
UNRESTRICTED			
Balance at 1st September 2023		10358	9246
Loss/profit in year		(577)	1112
Balance at 31st August 2024		<u>9781</u>	<u>10358</u>
		<u>£9781</u>	<u>£10358</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 2024

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>	
COST	£	
At 1st September 2023	351	
At 31st August 2024	<u>351</u>	
DEPRECIATION		
At 1st September 2023	350	
Charge in year	<u>0</u>	
At 31st August 2024	<u>350</u>	
NET BOOK VALUE		
At 31st August 2023	1	
At 31st August 2024	1	
	<u>2024</u>	<u>2023</u>
	£	£
3 DEBTORS/PREPAYMENTS	330	<u>0</u>
4 CREDITORS	<u>521</u>	<u>331</u>

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2023

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2023

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.

Trustees

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

The trustees during the year ended 31 August 2023 were

Mr P Harlow	Chairman
Mrs S Day	Secretary
Mrs J Surrey	Treasurer
Mrs C Cao	from 16.08.23
Mrs R Handel	from 16.08.23
Mr J Hendry	
Mrs M Holgate	
Mr E Oatley MBE	
Mr J Perret	from 16.11.22 to 23.03.23
Mrs M Perret	from 16.11.22 to 23.03.23
Mrs N Powell	to 16.11.22
Mrs K Redman	from 16.08.23

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). 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. The increase of numbers of participants and audience was encouraging.

FUNDS AND RESERVE POLICY

The unrestricted fund represents accumulated income in past years. 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

.....2023

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2023 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

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2023

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>Festival</u>	<u>2023</u>	<u>2022</u>
	£	£	£	£
INCOMING RESOURCES				
Competitors entry fees	1125	4484	5609	4610
Admissions & Programmes	315	3457	3772	2612
Sponsorship & Adverts	-	550	550	440
Grants				
Sevenoaks Town Council	600	600	1200	1600
Sevenoaks District Arts Council	-	-	-	295
Sevenoaks Sound and Vision	1000	-	1000	-
Sevenoaks School	500	-	500	500
T Craig	200	-	200	200
Friends Membership	150	180	330	165
Misc. Income	27	53	80	29
TOTAL INCOMING RESOURCES	3917	9324	13241	10451
RESOURCES USED				
Adjudicators' fees	678	3244	3922	3473
Print, Post & Website	153	614	767	786
Venue Hire	500	2925	3425	3080
Piano tuner	170	170	340	160
Prizes	1950	-	1950	1700
Sundries	438	308	746	202
Subscriptions	-	382	382	332
Insurance	-	250	250	250
Bank charges, Play Perform fee	3	344	347	255
TOTAL RESOURCES USED	3892	8237	12129	10238
NET INCOMING RESOURCES	25	1087	1112	213

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2023

		<u>2023</u>	<u>2022</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	-	328
Bank current account		<u>10688</u>	<u>9269</u>
Total current assets		10688	9597
CURRENT LIABILITIES			
Income paid in Advance	4	(141)	(191)
Creditor		<u>(190)</u> (331)	<u>(160)</u> (351)
TOTAL ASSETS			
		<u>£10358</u>	<u>£9246</u>
ACCUMULATED FUNDS			
UNRESTRICTED			
Balance at 1st September 2022		9246	9033
Surplus in year		1112	213
Balance at 31st August 2023		<u>10358</u>	<u>9246</u>
		<u>£10358</u>	<u>£9246</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 2023

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>	
COST	£	
At 1st September 2022	351	
At 31st August 2023	<u>351</u>	
DEPRECIATION		
At 1st September 2022	350	
Charge in year	<u>0</u>	
At 31st August 2023	<u>350</u>	
NET BOOK VALUE		
At 31st August 2023	1	
At 31st August 2022	1	
	<u>2023</u>	<u>2022</u>
	£	£
3 DEBTORS/PREPAYMENTS	<u>0</u>	<u>328</u>
4 CREDITORS	<u>331</u>	<u>351</u>

APPLICATION FOR GRANT AID 2024/2025

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17th March 2025 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:	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">DAYTIME</div> <div style="width: 70%; border: 1px solid black; background-color: black; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">EVENING</div> <div style="width: 70%; border: 1px solid black; background-color: black; height: 20px;"></div> </div>		
EMAIL ADDRESS	CHAIRMAN@KYJO.CO.UK		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">ARE YOU A REGISTERED CHARITY? Please provide registration number</td> <td style="width: 50%; padding: 5px;">YES Registered Charity: 1149477</td> </tr> </table>		ARE YOU A REGISTERED CHARITY? Please provide registration number	YES Registered Charity: 1149477
ARE YOU A REGISTERED CHARITY? Please provide registration number	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.

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.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

KYJO HAS BURSARY OFFERING WHICH PAYS ALL OR PART OF SUBSCRIPTIONS. KYJO ALSO PARTNERS WITH KENT & MEDWAY YOUTH MUSIC TRUST WHO PROVIDE FINANCIAL ASSISTANCE TO KYJO MEMBERS WHO QUALIFY FOR ASSISTANCE.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	2 MUSICAL DIRECTORS
	B) VOLUNTEERS	4 TRUSTEES 6 HELPERS
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	3
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]	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 24 JUNE 2025 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. THE AIM OF THIS WORKSHOP FOLLOWED BY A SHORT CONCERT IS TO RECRUIT MORE PLAYERS FROM SEVENOAKS. TUESDAY 24 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

£5,135

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?

£5650

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 2024 £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

Please note, 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 *JB Levett*

DATE 7th 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 [REDACTED]
Sort Code [REDACTED]
Account No. [REDACTED]

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:

- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20th December 2024** for the February Community & Wellbeing 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.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Registered Charity, number 1149477

NOTICE OF ANNUAL GENERAL MEETING

TO BE HELD ON TUESDAY 26 NOVEMBER 2024 AT 7.30PM

at Invicta Grammar School, Huntsman Lane, Maidstone, Kent ME14 5DS

AGENDA

1. Chairman's opening remarks and apologies for absence
2. To review the Minutes of the AGM held on 15 November 2023 (*Attached*)
3. To note the current officers:
Chair – John Levett; Secretary – Audrey Franks; Treasurer – Ray Russell
The Chair and Treasurer were re-elected in 2023 to serve until 2026.
The Secretary was re-elected in 2022 to serve until 2025 (*Note 1*)
4. To elect other Committee Members (*Note 2*)
 - a. Paul Gripper
5. To receive the Trustees' Report & Accounts for the year to 31 August 2024 (*Note 3*)
6. To authorise the Committee to appoint an independent scrutineer (*Note 4*)
7. Any other business (*Note 6*)

NOTES

1. Article 4 of KYJO's Constitution requires that the Chair, Secretary and Treasurer are to be elected by and out of the Society's Full Members at the Annual General Meeting and shall hold office for three years. Nominations from Full Members for another Full Member to serve as an officer must be notified to the Secretary by 22 November 2024.
2. Article 4 of KYJO's Constitution requires that the Committee shall consist of the Officers and not less than one nor more than seven other Members elected by and out of the Society's Full Members at the Annual General Meeting and shall hold office until the next Annual General Meeting. The current other member (listed above) was re-elected at the 2023 AGM and being eligible as a Full Member, offers himself for re-election. Nominations from Full Members for another Full Member to serve on the Committee must be notified to the Secretary by 22 November 2024.
3. Copies are attached of the Report & Accounts approved by the Trustees
4. Article 14 of KYJO's Constitution requires the financial accounts to be scrutinised by a person who is independent of the Committee before being presented to the Full Members at the Annual General Meeting. Richard Baxter agreed to act as Independent Examiner and his report is included at the end of the Report & Accounts.
5. Full Members, the parents or legal guardians of Performing Members and other persons over 18 years of age who are interested in furthering the objectives of KYJO are entitled to attend the Meeting but only Full Members, or their proxies, are entitled to vote. A proxy must be a Full Member. Proxies must be appointed in writing and notice of their appointment must be lodged with the Secretary by 24 November 2024.
6. Please notify the Secretary by 22 November 2024 of any topic you wish to be discussed under this agenda item

On behalf of the Trustees

Audrey Franks

Secretary

5 November 2024

Kent Youth Jazz Orchestra

Registered Charity no. 1149477 :: Registered address: 21 Bosville Drive, Sevenoaks, Kent TN13 3JA

www.kyjo.co.uk

KENT YOUTH JAZZ ORCHESTRA

Annual General Meeting – Thursday 15 November 2023 via Zoom

MINUTES

Present

Trustees: John Levett (JL) - Chairman, Ray Russell (RR) - Treasurer, Audrey Franks (AF) – Secretary, Paul Gripper (PG)

Full Members: Vicky Widdicombe (VW)

Supporters & Parents: Mike Austin (MD), Rob Bonser-Wilton, Andy Bunker, Tracey Scott

Apologies: John Gilbert, David Widdicombe (DW)

1. Chairman's opening remarks

JL opened the meeting and explained it covered the period from 1 September 2022 to 31 August 2023. He thanked those present for attending.

2. To review the Minutes of the AGM held on 17 January 2023

The minutes were agreed as a correct record.

3. Election of Officers

The present Officers are:

- a. Chair – John Levett (elected 2020 to serve until 2023)
- b. Secretary – Audrey Franks (elected 2022 to serve until 2025)
- c. Treasurer – Ray Russell (elected 2020 to serve until 2023)

Being eligible and offering themselves for re-election, John Levett was elected Chair and Ray Russell as Treasurer to serve until 2026.

4. To elect other Committee Members

- a. Paul Gripper

No further nominations had been received so PG was elected as a committee member and thanked for his contribution to the running of the band.

5. To receive the Trustees' Report & Accounts for the year to 31 August 2023

The report covers the period from 1 September 2022 to 31 August 2023.

JL explained that because of lockdown, fewer students had started to learn a musical instrument, so number of players in the band is currently reduced. Additionally, many of those now taking A-levels have stopped playing in the band, unlike in the past. We hope this will be a short-term problem. A number of performances and a workshop have been held during the period.

RR summarised the accounts. There was an operating deficit over the year of £668 which was reduced to £284 by donations.

The balance at the bank at the time of the report was £8,716 made up of £3,000 development fund, £2,700 restricted funds and £3,016 in unrestricted funds.

We also hold a number of instruments and other assets which are listed in the notes to the accounts but not included on the balance sheet.

RR informed those present that Barclays have closed KYJO's account, but we have successfully opened a new one with Lloyds. Once he is able to run online banking, he will pay invoices and be able to take the outstanding subscriptions.

6. To authorise the Committee to appoint an independent scrutineer

Richard Baxter was re-appointed as independent scrutineer.

7. Any other business

JL reminded those present that Graham Mann has resigned as MD to carry on with other projects. MA has enthusiastically taken over the role.

JL recommended that consideration be given to using the development fund to pay instrumentalists supporting rehearsals. This could also be used to support workshops. This was agreed by those present. It was hoped that this might increase the size of the band long-term to help balance the budget rather than increasing subscriptions. He asked for help in running workshops and will follow up with Trevor James of Kent Music.

MA was thanked and congratulated in his new role as MD. GM has returned to support at some rehearsals and gigs. The band held a gig recently at the Alexander Centre which was well received. MA has received positive feedback from Steve Waterman who supported the gig. KYJO has reached out to several schools offering a joint workshop. Andy Bunker recommended contacting Rainham Mark and agreed to contact Liz Smallwood, Head of Music there.

RR offered to underwrite a concert. MA thinks the band is ready. JL will see if the Hazlett has an available date in March 2024.

RR asked for feedback from the parents that were present. Rob and Tracey both gave very positive feedback.

JL reminded those present that KYJO can support and develop players who aren't yet ready to play gigs or the first part. MA would happily welcome anyone who can play. It is necessary to build relationships with instrumental teachers. Andy Bunker recommended contacting the Medway music hub.

JL thanked everyone for attending.

Meeting closed at 20:10



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

www.kyjo.co.uk

Financial statements for the year ended 31 August 2024

Page	Contents
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 2024

Full name: Kent Youth Jazz Orchestra (KYJO)

Registered charity number: 1149477

Registered address: 21 Bosville Drive, Sevenoaks TN13 3JA

Trustees: John Levett *Chairman*; Audrey Franks *Secretary*; Ray Russell *Treasurer*; Paul Gripper

Other members:

Jean Allen

Stuart Ashwell

Lorraine Ashwell

Liz Bassett

Jane Bucknall

John Gilbert

James Haythorn

Sarah Haythorn

Tom Lee

Steve Loader

Lindsey Macadam

Marsja Priston

Sandra Robinson

Matthew Trigg

Vicky Widdicombe *

David Widdicombe *

Operating Committee:

This comprises the Trustees, Musical Director Mike Austin and the members asterisked above.

Bankers:

Lloyds Bank plc. Sort Code: 30-99-50 Account Number 14253863

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.

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:

KYJO continued to provide instruction and playing opportunities for young jazz musicians across Kent.

Players who have reached the standard required to join KYJO would typically have started to learn their instrument at the time of the COVID pandemic. Although numbers of children learning instruments have picked up, KYJO still has an overall reduction in total number of playing members who attend rehearsals and pay subscriptions. KYJO is very grateful for all those ex-players who return to boost numbers at the KYJO public concerts. In 2023/2024 these included: Alexander Arts Centre in Faversham with KYJO patron Steve Waterman as a featured soloist, City Wall at Christmas 2023, Chiddingstone Castle, Sevenoaks Vine Bandstand, Amherst Fort and Herne Bay Jazz Festival. KYJO held a joint Workshop with Rainham Mark Grammar School and Steve Waterman led another Open Workshop funded by Sevenoaks Town Council during the Sevenoaks Summer Festival. A top priority for 2024/2025 is to seek out new players to join as regular attending members.

Operating income for the year fell short of expenditure by £757, largely as a result of reduced playing members and uniform sales and increase in rehearsal and workshop venue costs and fees paid to deputies for concerts, offset to an extent by not having to purchase uniforms. Donations and bank interest reduced the deficit to £581. Net assets at 31 August stood at £8,328, of which £2,700 are restricted funds, available only to offset losses on concerts.

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 accounts 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 and a specific Development Fund of £3,000 is held and earmarked for Instrument and music purchase and scholarship awards.

Signed on behalf of the trustees by:

JCLevett

John Levett, *Chairman*.

23 October 2024

Date

KENT YOUTH JAZZ ORCHESTRA (KYJO)
Accounts for the year ended 31 August 2024
Income & Expenditure for the year (£)

	Note		2022-23
Income:			
Grants	2	500	500
Fees for concerts	3	2,590	2,000
Performing members subscriptions	4	2,380	2,660
Uniform sales		180	252
TOTAL OPERATING RECEIPTS		5,650	5,412
Expenditure:			
Rehearsals - tutoring		3,272	3,253
Rehearsals - venue hire		1,181	987
Workshops & own events - tutoring		193	150
Workshops & own events – other costs		193	158
Concerts - Musical Directors' Fees		650	600
Instrument/equipment purchases		-	-
Instrument/equipment servicing & repair		-	-
Uniform purchases		-	630
Making Music – membership & insurance		213	198
Publicity & promotion (incl. website)		155	54
Social & miscellaneous		-	50
TOTAL OPERATING PAYMENTS		6,407	6,080
OPERATING DEFICIT FOR YEAR		757	668
Interest & other		41	-
Donations + Gift Aid Relief		135	284
TOTAL DEFICIT FOR YEAR		581	384

Financial Assets and Liabilities at year-end (£)

		2024	2023
Net Assets:			
Balances at bank		8,378	7,572
Net Debtors & Creditors	5	243	1,144
TOTAL NET ASSETS		8,135	8,716
Represented by: General Reserve	9		
Balance brought forward		5,716	6,200
MINUS Deficit for year		581	384
LESS transfers		-	100
Balance carried forward		5,135	5,716
Development Fund	9	3,000	3,000
TOTAL RESERVES		8,135	8,716

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

RRussell

Ray Russell, *Hon. Treasurer*, 23 October 2024

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Notes to the accounts for the year ended 31 August 2024

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. The cost of instruments, music, uniform and similar purchases are written off in the year of acquisition.

2. Grants

Sevenoaks Town Council re Workshop June '24	£500
---	------

3. Fees for concerts

Alexander Centre, Faversham	£500
City Wall, Rochester	£340
Chiddingstone Castle	£500
Sevenoaks Festival	£300
Fort Amherst, Chatham	£450
Herne Bay Jazz Festival	£500
	<u>£2,590</u>

4. Performing members subscriptions

No charge for first term, £70 per term thereafter.

5. Net Debtors & Creditors

Hire charge for workshop venue	£193
Fee due to deputy at Herne Bay Jazz Festival	<u>£50</u>
	<u>£243</u>

6. Other assets comprise equipment donations (marked with asterix) and purchases written off:

- | | |
|---|--|
| <ul style="list-style-type: none"> • keyboard, amplifier, carry case & stand * • music, scores & folders • gig music stands & carry cases* • rehearsal music stands • 2 trumpets ** • 3 trombones*** • 2 flugel horns****; flute****; cornet**** | <ul style="list-style-type: none"> • congas • 3 tenor saxophones • baritone saxophone • PA system, mixing desk, speakers & mics • display posters • uniforms, cables & kettle • first-aid kit |
|---|--|

** donated in memory of Tony King

*** 2 of the 3 trombones were donated in 2021 in memory of the late Ron 'Sam' Weller by his family

**** donated in 2022 – respectively: in memory of Tony King & Bob Graydon; by Sarah Talbot; by John Talbot

7. Trustees' & Committee members' remuneration

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

8. Related party transactions:

Items asterisked * in Note 6 were purchased and donated by two trustees in 2017.

9. General Reserve, Development Fund & Restricted Funds

These reserves comprise accumulated net surpluses and donations as at 31 August 2024. They total £8,135 and comprise Restricted Funds of £2,700 and Unrestricted Funds of £5,435, £3,000 of which is held in the Development Fund.

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Honorary Independent Examiner's Report for the year ended 31 August 2024

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.

R Baxter

Richard Baxter, Honorary Independent Examiner

23 October 2024

Sevenoaks Town Council
Youth Services Working Group- Wednesday 15th January 2025



Draft Proposal:

No. 0114 Date: 12.11.2024

Organisation name:
Swanley Town Council & HiTB

Community Skate Club Proposal and Options.

(All elements are suggestions at this stage and flexible or changeable)

This proposal follows the success of the mixed and girls only holiday and after school skateboarding sessions held in 2024.

We would like to run a weekly after school skateboarding club at Greatness Skatepark called Samsara Skateness. The sessions could be run in partnership with Hitb, providing a safe, informal environment for all young people to skate, develop skills and socialise.

The sessions would be run alongside other park users so as not to disrupt existing usage and even to encourage it by engaging with existing users.

- Sessions to be run on Thursdays once the clocks change from 3rd April 2025.
- The sessions would be initially aimed at young people new or relatively new to skateboarding or the skatepark.
- We could support and focus those with more experience increasingly as the project progresses and upskills local young people..
- The first session would be for mixed 8-12 year olds and the second could be for 12+ girls.
- Boards and pads would be supplied for up to 10 participants. This could be priced separately.
- The sessions would be booked as a 5 week block via QR code or hyperlink. However, people could join on the day of spaces and an over 18 can fill out a medical/consent form.
- There could be 1-2 experienced and qualified Skateboard GB instructors depending on demand, strategy and budget etc.
- The presence of a Hitb youth worker would enable a single instructor to work with a group of maximum 16 as they could help with pads, incidents and social engagement.

**Sevenoaks Town Council
Youth Services Working Group- Wednesday 15th January 2025**

- There would be flexibility built into how much structured coaching there was. If beginners then there would be more intense focus, if more experienced the coach would take an overseeing role, offering advice or tips when requested or needed. This would allow larger groups - between 10-15. This can be revised after the first 5 weeks.

Timescales:

5/6/7 week blocks after School **Thursdays from 3rd April**. 4.00pm-5.00pm & 5.00pm-6.00pm

School Holidays. Potential to keep running at the same time to avoid confusion.

Costs:

Session to be charged at £8.25 per participant per session assuming 10 in a group.

-Hence the price to the public for **5 sessions would be £41.25.**

-If HiTB want to refer a young person for social or economic reasons we would charge **£35 for 5 session** or if 10 are already booked on **£25**

Board, pads and helmet hire would be **£5 per session/£2.50 to Hitb.**

Note: there is a possibility of a small charge by Sevenoaks TC to be considered and built into price.

Sevenoaks Town Council
Youth Services Working Group- Wednesday 15th January 2025



**House in the Basement Youth Café Manager:
November 2024 report:**

During November, we saw 263 Young people. 40 of which were new to House in the Basement, and we saw 41 SEND Young people

November was a busy month, starting with the Skateness event on 1st November at Greatness Skatepark, which had all 3 sessions fully booked. This was a partnership with SDC and Samsara Sports.

Numbers at HitB were the highest they have been this year with many new faces at both SEND nights & regular HitB evenings. Takings were increased which is helpful.

We have had four young people continue to do their D of E bronze/Silver volunteering with HitB.

Our partnership with West Kent Housing continues to flourish with weekly visits from Ben their lead detached youth worker as well weekly detached sessions on Thursdays with Daren, focusing on Bat & Ball, Greatness & the Town.

Sevenoaks Youth Council met at HitB on 13th November with 12 young councillors attending which led to one of the liveliest debate and council meetings in recent years on several topics as well as youth council elections for 2025.

Andy Watson, Kenward Trusts detached youth worker visited us on 3 occasions to deliver information and advice around making good choices as well as drug/alcohol/vaping etc advice. Levi Lee from SAYT started his visits to us this month and hopefully, we will see him on a regular basis.

We look forward to another open mic night and a HitB Christmas party with food provided by Perfect Cuisine in December.

Sevenoaks Town Council
Youth Services Working Group- Wednesday 15th January 2025



December 2024 report:

During December we saw 211 young people, 13 of which had not visited House in the Basement before. We were open 14 occasions, 3 SEN sessions were we saw 32 SEN young people.

December was busy with lots of young people coming to House & once again more new faces. Several young people are doing their Dof E bronze volunteering section with us.

A visit to Trinity school allowed us to strengthen links with them as well as advertise several dates & projects including the Rail Safety project & the BID.

An open mic night on the 13th was also well received, we have another one on Friday 31st January. 32 of us gathered for our Christmas party at Hitb, we are grateful once again to Perfect Cuisine for supplying the food.

Detached sessions on a Thursday afternoon continued in partnership with West Kent housing.

Detailed Income & Expenditure by Phased Budget Heading 25/11/2024

Month No: 7

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 CMR
50 Youth Cafe											
1022 Letting & Hire of Facilities	556	258	(298)	3,062	1,806	(1,256)	3,100			98.8%	
1211 Sale of Goods	325	167	(158)	1,344	1,169	(175)	2,000			67.2%	
1213 Event catering	0	0	0	125	0	(125)	0			0.0%	
1350 Revenue Grant income	1,000	0	(1,000)	19,612	0	(19,612)	0			0.0%	
1990 Other Income	0	0	0	3,360	0	(3,360)	0			0.0%	
Youth Cafe :- Income	1,881	425	(1,456)	27,502	2,975	(24,527)	5,100			539.3%	0
4010 Gross Pay	6,382	4,342	(2,040)	40,209	30,394	(9,815)	52,100		11,891	77.2%	
4012 Expenses	0	0	0	809	0	(809)	0		(809)	0.0%	
4270 Employers Pension Contribution	256	158	(98)	1,571	1,106	(465)	1,900		329	82.7%	
5410 Repairs & General Maintenance	0	83	83	473	581	108	1,000		527	47.3%	
5500 Equipment Hired and New	386	42	(344)	4,968	4,518	(450)	4,724		(244)	105.2%	
6010 Light Heat & Cleaning	21	17	(4)	143	119	(24)	200		57	71.4%	
6101 Telephone	51	58	7	297	406	109	700		403	42.4%	
6105 Broadband wi-fi service	40	0	(40)	236	200	(36)	200		(36)	118.0%	
6200 Printing & Stationery	1	17	16	685	119	(566)	200		(485)	342.5%	
6210 Postage & Courier	28	0	(28)	28	0	(28)	0		(28)	0.0%	
6240 Computer/ Data Base/WP's	36	25	(11)	2,471	175	(2,296)	300		(2,171)	823.7%	
6241 Website Costs	12	50	38	84	200	116	200		116	42.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	250	250	500		500	0.0%	
6320 Staff Training	0	0	0	80	100	20	100		20	80.0%	
6340 Staff Uniforms	233	0	(233)	328	100	(228)	200		(128)	163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0		(35)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 25/11/2024

Month No: 7

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	101	167	66	1,292	1,169	(123)	2,000		708	64.6%	
6505 Cafe consumables	0	0	0	15	0	(15)	0		(15)	0.0%	
6635 Professional Fees Licensing	0	0	0	302	450	148	450		148	67.1%	
6730 Subscriptions	0	0	0	2,000	0	(2,000)	0		(2,000)	0.0%	
6900 Sundry Expenses	0	33	33	36	231	195	400		364	9.1%	
6922 Health&Safety/Risk Assessments	0	0	0	1,121	999	(122)	1,000		(121)	112.1%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	120	0	(120)	0		(120)	0.0%	
Youth Cafe :- Indirect Expenditure	<u>7,546</u>	<u>4,992</u>	<u>(2,554)</u>	<u>57,301</u>	<u>41,117</u>	<u>(16,184)</u>	<u>66,174</u>	<u>0</u>	<u>8,873</u>	<u>86.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,665)</u>	<u>(4,567)</u>	<u>1,098</u>	<u>(29,799)</u>	<u>(38,142)</u>	<u>(8,343)</u>	<u>(61,074)</u>				
Grand Totals:- Income	1,881	425	(1,456)	27,502	2,975	(24,527)	5,100			539.3%	
Expenditure	7,546	4,992	(2,554)	57,301	41,117	(16,184)	66,174	0	8,873	86.6%	
Net Income over Expenditure	<u>(5,665)</u>	<u>(4,567)</u>	<u>1,098</u>	<u>(29,799)</u>	<u>(38,142)</u>	<u>(8,343)</u>	<u>(61,074)</u>				
Movement to/(from) Gen Reserve	<u>(5,665)</u>	<u>(4,567)</u>	<u>1,098</u>	<u>(29,799)</u>	<u>(38,142)</u>	<u>(8,343)</u>	<u>(61,074)</u>				

Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

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	% Spent	Transfer to/from EMR
50 Youth Cafe											
1022 Letting & Hire of Facilities	417	258	(159)	3,479	2,064	(1,415)	3,100			112.2%	
1211 Sale of Goods	263	167	(96)	1,607	1,336	(271)	2,000			80.3%	
1213 Event catering	0	0	0	125	0	(125)	0			0.0%	
1350 Revenue Grant income	0	0	0	19,612	0	(19,612)	0			0.0%	
1990 Other Income	0	0	0	3,360	0	(3,360)	0			0.0%	
Youth Cafe :- Income	680	425	(255)	28,182	3,400	(24,782)	5,100			552.6%	0
4010 Gross Pay	6,626	4,342	(2,284)	46,834	34,736	(12,098)	52,100	5,266		89.9%	
4012 Expenses	0	0	0	809	0	(809)	0	(809)		0.0%	
4270 Employers Pension Contribution	263	158	(105)	1,833	1,264	(569)	1,900	67		96.5%	
5410 Repairs & General Maintenance	0	83	83	473	664	191	1,000	527		47.3%	
5500 Equipment Hired and New	17	42	25	4,985	4,560	(425)	4,724	(261)		105.5%	
6010 Light Heat & Cleaning	0	17	17	143	136	(7)	200	57		71.4%	
6101 Telephone	51	58	7	348	464	116	700	352		49.7%	
6105 Broadband wi-fi service	0	0	0	236	200	(36)	200	(36)		118.0%	
6200 Printing & Stationery	0	17	17	685	136	(549)	200	(485)		342.5%	
6210 Postage & Courier	0	0	0	28	0	(28)	0	(28)		0.0%	
6240 Computer/ Data Base/WP's	0	25	25	2,471	200	(2,271)	300	(2,171)		823.7%	
6241 Website Costs	0	0	0	84	200	116	200	116		42.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	250	250	500	500		0.0%	
6320 Staff Training	0	0	0	80	100	20	100	20		80.0%	
6340 Staff Uniforms	0	0	0	328	100	(228)	200	(128)		163.9%	
6460 Publicity & Democratic notices	0	0	0	35	0	(35)	0	(35)		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

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	% Spent	Transfer to/from EMR
6500 Goods for Resale	128	167	39	1,420	1,336	(84)	2,000		580	71.0%	
6505 Cafe consumables	0	0	0	15	0	(15)	0		(15)	0.0%	
6635 Professional Fees Licensing	0	0	0	302	450	148	450		148	67.1%	
6730 Subscriptions	0	0	0	2,000	0	(2,000)	0		(2,000)	0.0%	
6900 Sundry Expenses	91	33	(58)	127	264	137	400		273	31.7%	
6922 Health&Safety/Risk Assessments	10	0	(10)	1,131	999	(132)	1,000		(131)	113.1%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	120	0	(120)	0		(120)	0.0%	
Youth Cafe :- Indirect Expenditure	<u>7,186</u>	<u>4,942</u>	<u>(2,244)</u>	<u>64,487</u>	<u>46,059</u>	<u>(18,428)</u>	<u>66,174</u>	<u>0</u>	<u>1,687</u>	<u>97.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,506)</u>	<u>(4,517)</u>	<u>1,989</u>	<u>(36,305)</u>	<u>(42,659)</u>	<u>(6,354)</u>	<u>(61,074)</u>				
Grand Totals:- Income	680	425	(255)	28,182	3,400	(24,782)	5,100			552.6%	
Expenditure	7,186	4,942	(2,244)	64,487	46,059	(18,428)	66,174	0	1,687	97.5%	
Net Income over Expenditure	<u>(6,506)</u>	<u>(4,517)</u>	<u>1,989</u>	<u>(36,305)</u>	<u>(42,659)</u>	<u>(6,354)</u>	<u>(61,074)</u>				
Movement to/(from) Gen Reserve	<u>(6,506)</u>	<u>(4,517)</u>	<u>1,989</u>	<u>(36,305)</u>	<u>(42,659)</u>	<u>(6,354)</u>	<u>(61,074)</u>				