

Sevenoaks Town Council
Finance and General Purposes Committee – 14th September 2020

GRANT APPLICATIONS RECEIVED AUGUST 2020

		Page number
1.	Sevenoaks Three Arts Festival – Young Musician of the Year For information – submitted to Youth Services Committee 09.09.2020. Outcome to be advised.	9
2.	PS Breastfeeding CIC	25
3.	Sevenoaks Counselling	53
4.	Bradbourne Residents' Association	91
5.	Sevenoaks Vine Cricket Club	113

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

Grant Budget Update and Grant Applications from Local Community Groups

1. Update on Grants Awarded in March 2020

In February and March this year a range of grants were awarded by the Youth Services Committee (*Minute 492(ii) 12.02.2020 YSC refers*) and this Committee (*Minute 522(ii) 02.03.2020 F&GP refers*) from the 2019/20 budget.

The following grants were awarded for running costs/ongoing projects:

- Sevenoaks Voluntary Transport Group
- Friends of Rheinbach
- Friends of Pontoise
- Sevenoaks 2020 (Photographing Sevenoaks)
- WK Mediation
- Citizens Advice NWK

However, other grants awarded were for specific events which have been unable to take place due to the public health guidelines arising from the Covid-19 pandemic: the current status of those grants is noted in the **table overleaf**.

Sevenoaks Literary Festival has recently advised that a virtual Literary Festival would be taking place but will be limited to five events in September and October and would not include the Schools event for which their grant was awarded.

RECOMMENDATION

That the grant of £350 awarded to the Sevenoaks Literary Festival for the cost of the speaker at the annual free event for local schools be rolled forward to the 2021 event.

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

GRANTS AWARDED IN MARCH 2020 FOR EVENTS IMPACTED BY COVID-19 RESTRICTIONS				
Grant Recipient	Award	Purpose	Status of Event	Status of Grant
Sevenoaks Summer Festival - £5000 (approved 25.11.19)	£5000	Core funding for Summer arts festival	Cancelled	Agreed grant to roll forward to 2021 festival
Kent Youth Jazz Orchestra	£500	Workshop during Summer Festival	Cancelled	Agreed grant to roll forward to 2021 event
Three Arts Festival	£600	Hire of piano and performance space	Cancelled but some competition being run digitally	Agreed that grant could be used to meet alternative costs following the changing of the event, due to Covid-19, to a digital based festival. These costs include the syllabus printing and distributing in January, website costs, the on-line entry charges, paypal charges and insurance.
Art in June	£500	Towards costs of printing guidebook	Cancelled	Agreed grant to roll forward to 2021 event
Kent Painters Group	£200	Towards purchase of reusable signs	Cancelled	Agreed grant to roll forward to 2021 event
Sevenoaks Literary Festival	£350	Cost of speaker at annual free event for local schools	Cancelled	Recommended that grant rolls forward to 2021 event (see above).
Sevenoaks Bookshop for the Young Readers Festival	£1,750 (not paid)	Towards funding free open access entertainment for Young Readers Festival, event on The Vine	Cancelled	Grant approved but not issued following notification from applicants that event not taking place as the bookshop was focusing on its expansion into the next-door premises and had therefore scaled down festival events.

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

2. Community Resilience Fund

In March 2020, in response to the Covid-19 pandemic, available grant funds for 2020/21 were allocated to the Community Resilience Fund (CRF). The following grants have been awarded from that Fund.

	Applicant	Grant Awarded	Total Grants Awarded 2019/20	Total Grants Awarded 2020/21	Balance
					£30,075
1.	Age UK Sevenoaks & Tonbridge	£2,000	£2,000		£28,075
2.	PSB Breastfeeding CIC	£780	£2,780		£27,295
3.	Citizens' Advice North & West Kent	£611		£611	£26,684
4.	The Hygiene Bank	£1,500		£2,111	£25,184
5.	Care for Our Community (Lockdown Larder)	£1,000		£3,111	£24,184
6.	Love Sevenoaks Branding – Sevenoaks Recovery Plan	£2,000*		£5,111	£22,184
		Total	£2,780	£5,111	

* *It was also agreed that £2000 of this budget be allocated to the Love Sevenoaks branding, by means of a budget virement from CRF grants budget to Establishment Marketing budget.*

At the meeting of Finance and General Purposes Committee on 20th July [*Minute 122, 20.07.2020 F&GP refers*] it was noted that following the initial applications there had not been any more requests for grant aid from this Fund and it was

RESOLVED: That the £22,184 balance of the grants budget be returned to its original purpose, with the option to consider Community Resilience grant applications if requested, as follows:

- £5,795 unspent from 2019/20 budget to be held in reserves
- £3,811 to be allocated to the Youth Services Committee grant budget
- £12,578 to be allocated to the Finance and General Purposes Committee grant budget

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

3. Budget – Grants to Local Voluntary Organisation 2020/21

The overall budget for grants to local voluntary organisations for 2020/2021, and the balance to date is as follows:

Budget	2020/21	
	2020/21 Budget £	Balance July 2020 £
Community Resilience Fund	5,111	0
Budget Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	12,578	12,578
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	1,000
Sevenoaks Summer Festival	5,000	5000
Grant Subsidies Sevenoaks Community Centre	250	250
Youth Outreach	3,811	3,811
Youth Council Support	500	500
Stag	27,000	0
Community Rail Partnership	3,000	0
Total	59,250	24,139

NB:

- £65,000 additional grant paid to the Stag, funded from revenue reserves.
- £5,795 unspent grant budget from 2019/20 is held in reserves for CRF or other approved grants.

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

4. Youth Services Committee

The Youth Services Committee has delegated authority to

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

The following grant application is being considered at the meeting of the Youth Services committee on 9th September 2020 (**application form attached for information**). This Committee will be advised of the outcome of the consideration following that meeting.

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history to 2018/19	Grants 2019/20	Current Grant Application	Notes
6	Sevenoaks Three Arts Festival Charity Reg. 1031815	First prize offered in the Young Musician of the Year Competition 2021	2007 to 2019 (Autumn) £500/£600 per year for prize for Young Musician of the Year 2007 to 2019 (Spring) £600 per year for hire of piano and performance space.	11.09.19 £600 12.02.20 £600	£1,000	Outcome to be reported following Youth Services Committee 09.09.2020

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

5. Applications for Consideration

This Committee is requested to consider the following Grant Applications received (**application forms attached**):

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history to 2018/19	Grants 2019/20	Current Grant Application	Notes
57	PSB Breastfeeding CIC	Provision of Babywearing Peer Supporter training for 10 existing volunteers and 5 new local parents. To pay for training, room rental & equipment, plus supervision and further enrichment for volunteers once trained.	n/a	£1401 (16.09.19) <i>Additional management and supervision of trained volunteers; and also to pay volunteer expenses and 3 enrichment sessions.</i> £780 (March 2020 - CRF) <i>£780 awarded from Community Resilience Fund in March 2020 to cover the cost of 5 breast pumps and 30 disposable breast milk collection kits.</i>	£1000	Gazebo on Vine Gardens provided free of charge to enable socially distanced in-person support. 2 mornings in July, Aug and Sept 2020.
11	Sevenoaks Counselling	Supplement bursary fund which assists clients who	2018 - £1,500 2017 - £1,200 2016 - £2,000	£1500 16.09.20	£1,500	

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history to 2018/19	Grants 2019/20	Current Grant Application	Notes
	Charity Reg. 288191	cannot afford full cost of counselling.	Funding since 2008, between £1,000 and £2,000			
42	Bradbourne Residents Association	Part fund purchase of a second heavy duty picnic table made from 100% recycled plastic.	£250 2014/15 £250 2016/17	n/a	£250	
	Sevenoaks Vine Cricket Club	Works necessary to return Vine outfield to useable and sustainable condition for all levels of cricket. Approach taken will be subject to funding and outcome of test area.	n/a	n/a	£16-£25k	
Total grant funding requested					£18,750 – 27,750	

RECOMMENDATION

The Committee is asked to consider the grant applications detailed above.

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Sevenoaks TOWN Council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [16th March 2020] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL APPLYING FOR GRANT FOR THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION 2021

NAME OF CONTACT

MRS JEAN SURREY FESTIVAL TREASURER

ADDRESS OF CONTACT

[REDACTED]

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL ORGANISES A COMPETITIVE PERFORMING ARTS FESTIVAL HELD OVER 4 DAYS IN JUNE, INVOLVING MORE THAN 1000 PARTICIPANTS, MAINLY OF SCHOOL AGE AND COMING PREDOMINATELY FROM SEVENOAKS AND THE SURROUNDING AREA. IT ALSO ORGANISES THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION, A ONE DAY EVENT ATTRACTING SERIOUS MUSIC STUDENTS UP TO THE AGE OF 21. THIS GIVES SEVENOAKS ITS OWN PRESTIGIOUS COMPETITION, RANKING WITH OTHER YOUNG MUSICIAN COMPETITIONS HELD AROUND THE COUNTRY.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	NONE
B) VOLUNTEERS	20+
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	FESTIVAL OVER 1000

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

600

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 1,000.00

PLEASE DESCRIBE YOUR PROJECT

THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION NOW IN ITS 2ND YEAR WILL BE HELD AT THE SHIP THEATRE IN MARCH 2021. IS A NATIONAL DEVELOPMENT OF THE THREE ARTS FESTIVAL. IT HAS BECOME A NATIONAL RECOGNISED EVENT, BRINGING PRESTIGE TO SEVENOAKS, COMPETITORS FROM ALL OVER THE COUNTRY (AND SOMETIMES OVERSEAS) AS WELL AS LOCALLY, COMPETE FOR THE TITLE OF SEVENOAKS YOUNG MUSICIAN OF THE YEAR, A CASH PRIZE AND THE OPPORTUNITY TO PLAY A CONCERTO WITH SEVENOAKS' OWN YOUTH ORCHESTRA THE LYDIA N ORCHESTR.

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

ON THE BASIS THAT THE COMPETITION CAN BE HELD, THE GRANT WILL BE USED AS THE FIRST PRIZE OFFERED IN THE COMPETITION (CALLED "THE SEVENOAKS TOWN COUNCIL PRIZE") THIS WILL BE PUBLICISED ON ENTRY FORMS, IN THE COMPETITION PROGRAMME AND ON AND PUBLICITY MATERIAL INCLUDING OUR WEBSITE.

PART 3 - GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / ~~No~~

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

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

PART 4 - TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

SEVENOAKS DISTRICT ARTS COUNCIL PROVIDED UNDERWRITING FOR THE 2020 YOUNG MUSICIAN OF THE YEAR COMPETITION. SECOND AND THIRD PRIZES ARE PROVIDED BY PRIVATE SPONSORS. THE FESTIVAL IS ACTIVELY SEEKING WIDER LOCAL INVOLVEMENT AND HAS RECENTLY RECEIVED A GRANT FROM WEST KENT HOUSING ASSOCIATION

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

THE FESTIVAL IS A NON PROFIT ORGANISATION SEEKING TO ENHANCE THE CULTURAL LIFE OF THE TOWN. THE YOUNG MUSICIAN'S COMPETITION PROVIDES A STEPPING-STONE FOR TALENTED YOUNG MUSICIANS FROM SEVENOAKS AND ELSEWHERE, WHOSE PROFESSIONAL CAREERS ARE ASSISTED BY THEIR PARTICIPATION IN THE COMPETITION. CHILDREN UNDER 16 YRS HAVE FREE ENTRY TO THE THEATRE, PROVIDING INSPIRATION & EXPOSURE TO A RANGE OF MUSICAL TALENT. IF IT IS NECESSARY TO CANCEL THE COMPETITION DUE TO COVID WE WILL NOT EXPECT TO RECEIVE A GRANT

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£ 9678

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

9 months (FESTIVAL + YML)

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.

2020	£ 600	GRANTS AWARDED TO FUND THE COMPETITION'S FIRST PRIZE, "THE SEVENOAKS TOWN COUNCIL PRIZE"
2019	£ 600	
2018	£ 600	
2017	£ 600	
2016	£ 600	
2015	£ 500	
2014	£ 500	
2013	£ 500	
2012	£ 500	
2011	£ 500	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION? YES/~~NO~~

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.

SIGNATURE



DATE 5th August 2020

NAME AND POSITION IN ORGANISATION: JEAN SURREY
IN CAPITALS PLEASE HON TREASURER

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

SEVENOAKS THREE ARTS FESTIVAL

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

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

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

Application Forms are also available by email from: council@sevenoakstown.gov.uk

signed copy

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2019

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2019

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2019 were

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

The trustees hold at least three ordinary meetings a year.

Public Benefit

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

REVIEW OF THE YEAR

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

FUNDS AND RESERVES POLICY

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

On behalf of the Trustees

Jean H Surrey

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SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

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

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's Statement

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

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

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

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

Date

14 November 2019
-2-

SEVENOAKS THREE ARTS FESTIVAL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2019

	Note	Unrestricted Funds		TOTAL FUNDS	
		YM	Festival	2019	2018
		£	£	£	£
INCOMING RESOURCES					
Competitors entry fees		1030	3858	4888	4681
Admissions & Programmes		350	2650	3000	2661
Sponsorship & Adverts		775	307	1082	944
Grants					
Sevenoaks Town Council		600	600	1200	1200
Sevenoaks District Art Council		750	-	750	1318
Kent County Council		500	-	500	
Friends Membership		350	61	411	411
Interest Income		-	-	-	5
Misc. Income		-	77	77	-
TOTAL INCOMING RESOURCES		4,355	7,553	11,908	11,220
RESOURCES USED					
Adjudicators' fees		502	2618	3120	3747
Print, Post & Website		144	998	1142	1094
Venue hire		1564	1666	3230	3107
Piano hire		718	368	1086	874
Prizes		850	-	850	850
Sundries		153	164	317	145
Honorarium		200	600	800	800
Subscriptions		-	483	483	538
Insurance		-	250	250	250
Depreciation	2	-	-	-	35
Bank charges		-	-	-	56
TOTAL RESOURCES USED		4,131	7,147	11,278	11,496
NET (INCOMING) /OUTGOING RESOURCES		224	406	630	(276)

The notes on page 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2019

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

ACCUMULATED FUNDS

UNRESTRICTED

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

)
) Trustees
)
)

Approved

on 14 November 2019

The notes on pages 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2019

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

f. Current assets

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

2 TANGIBLE FIXED ASSETS

	<u>EQUIPMENT</u>	
COST	£	
At 1st September 2018	351	
At 31st August 2019	<u>351</u>	
DEPRECIATION		
At 1st September 2018	350	
Charge in year	<u>0</u>	
At 31st August 2019	<u>350</u>	
NET BOOK VALUE		
At 31st August 2018	1	
At 31st August 2019	1	

3 DEBTORS

	<u>2019</u>	<u>2018</u>
	£	£
Accrued Income-SDAC Underwriting	-	568
Prepayments	<u>203</u>	<u>236</u>
	<u>203</u>	<u>804</u>

SPARK

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2018

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2018

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2018 were

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

The trustees hold at least three ordinary meetings a year.

Public Benefit

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

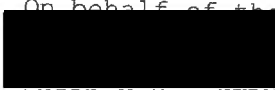
REVIEW OF THE YEAR

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

FUNDS AND RESERVES POLICY

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

On behalf of the Trustees


Susan M Day CANTZ

th
4th... November.. 2018

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2018

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

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

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report


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

Independent examiner's Statement

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

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

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


DAVID T BACHELOR FCA
The Beeches,
Packhorse Road,
Bessels Green,
Sevenoaks,
Kent TN13 2QP

Date :

4 November 2018

SEVENOAKS THREE ARTS FESTIVAL

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2018**

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

The notes on page 5 form part of these financial statements

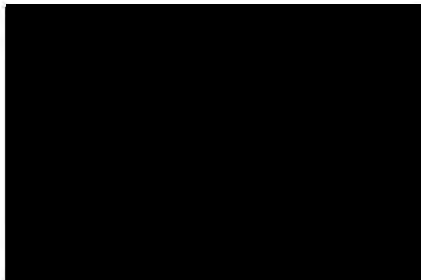
SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2018

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

ACCUMULATED FUNDS

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



)
) Trustees
)
)

on 4th November 2018

The notes on pages 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2018

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

f. Current assets

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

2 TANGIBLE FIXED ASSETS

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

RECEIVED
17 AUG 2020

BY: AF.



Sevenoaks TOWN COUNCIL

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [30th March 2020] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

PSBREASTFEEDING CIC

NAME OF CONTACT

KAREN MCCULLY

ADDRESS OF CONTACT

[REDACTED]

SEVENOAKS

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

WE PROVIDE DROP-IN SOCIAL COMMUNITY GROUPS ACROSS KENT GIVING FAMILIES ACCESS TO FREE BREASTFEEDING SUPPORT FROM SPECIALISTS SUCH AS LACTATION CONSULTANTS AND BREASTFEEDING COUNSELLORS, AS WELL AS VOLUNTEER BREASTFEEDING PEER SUPPORTERS WHO ARE TRAINED USING OUR UNIVERSITY ACCREDITED TRAINING PROGRAMME. IN ADDITION TO OFFERING BREASTFEEDING INFORMATION AND SUPPORT, WE ALSO RUN A SLING LIBRARY AND CLOTH NAPPY LIBRARY SO THAT FAMILIES HAVE THE OPPORTUNITY TO RECEIVE HELP IN USING THESE ITEMS AND THE OPTION TO RENT THEM SHORT TERM AT A LOW COST (FREE TO THOSE RECEIVING HEALTHY START VOUCHERS).

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	3
B) VOLUNTEERS	12
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	151

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

151

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 1000.00

PLEASE DESCRIBE YOUR PROJECT

WE RUN WEEKLY & MONTHLY DROP-IN & BOOKABLE GROUPS ACROSS SEVENOAKS TOWN FOR PREGNANT WOMEN, NEW PARENTS AND THEIR FAMILIES OFFERING BREASTFEEDING, SLING & CLOTH NAPPY INFORMATION AND SUPPORT FROM TRAINED SPECIALISTS AND VOLUNTEERS. FAMILIES LEARN ABOUT THE BENEFITS OF USING SLINGS AND CARRIERS SAFELY AS A GREAT PARENTING TOOL TO HELP CALM BABY AND MAKE LIFE A LITTLE EASIER WITH A NEWBORN. WE WOULD LIKE TO TRAIN ADDITIONAL LOCAL VOLUNTEERS AS BABYWEARING PEER SUPPORTERS SO THAT WE CAN SUPPORT MORE FAMILIES IN SEVENOAKS TOWN.

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

THIS FUNDING WOULD PAY FOR 10 EXISTING VOLUNTEERS AND 5 NEW LOCAL PARENTS TO COMPLETE A VOLUNTEER BABYWEARING PEER SUPPORTER TRAINING PROGRAMME PAYING FOR THE TRAINER, ROOM RENTAL AND ANY EQUIPMENT COSTS ASSOCIATED WITH THE TRAINING. FUNDING WILL ALSO PAY FOR SUPERVISION AND FURTHER ENRICHMENT FOR THE VOLUNTEERS ONCE THEY HAVE COMPLETED TRAINING.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / No

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

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

WE HAVE CONTACTED SEAL, KEMSING, RIVERHEAD AND OTFORD PARISH COUNCILS AND IN NOVEMBER WE RECEIVED £50 FROM KEMSING PARISH COUNCIL TO HELP SUPPORT WOMEN FROM THIS PARISH AT OUR GROUPS.

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

THERE ARE MANY BENEFITS TO USING A SLING OR CARRIER TO CARE FOR BABIES AND CHILDREN. FAMILIES HAVE USED THEM TO CALM NEWBORNS, KEEP PREMATURE INFANTS SKIN TO SKIN TO MAINTAIN THEIR VITALS, TO PROMOTE ATTACHMENT IN FOSTER CARE SITUATIONS, TO CARRY OLDER INFANTS IN LEG BRACES, WHEN CHILDREN ARE SICK AND WANT TO STAY NEAR, TO MAKE LIFE EASIER WITH 2 CHILDREN OR MORE AND TO MAKE GETTING OUT AND ABOUT EASIER WHEN LIVING IN A FLAT AND USING PUBLIC TRANSPORTATION

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

29,315.07

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

1.75

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

£3762.00

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.

WE RECEIVED £1401 FROM SEVENOAKS TOWN COUNCIL IN 2019.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION?

YES/NO

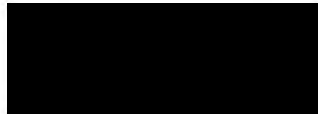
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE



DATE 13/8/20.

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

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

PSBREASTFEEDING CIC

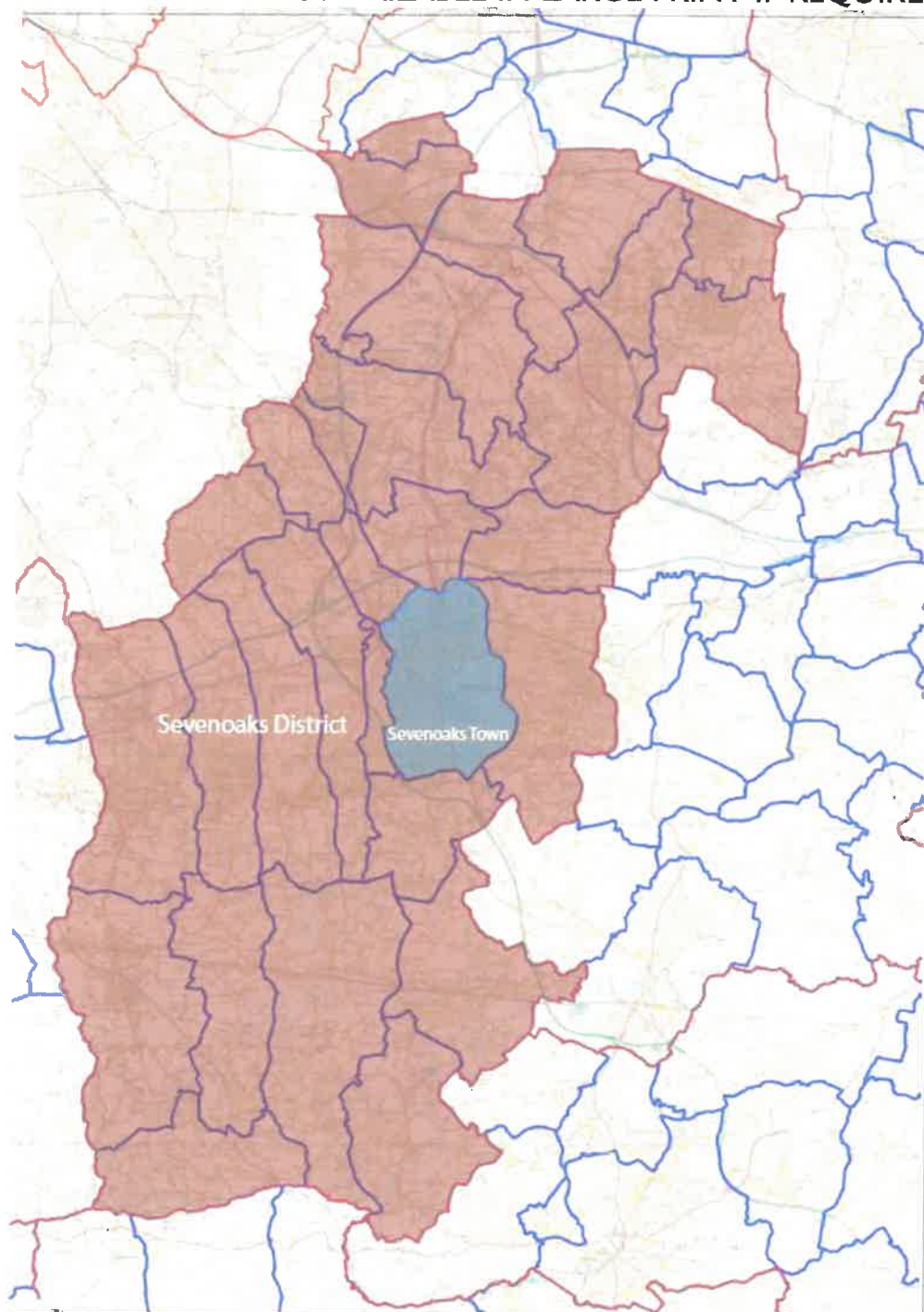
All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Michèle MacDonald, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

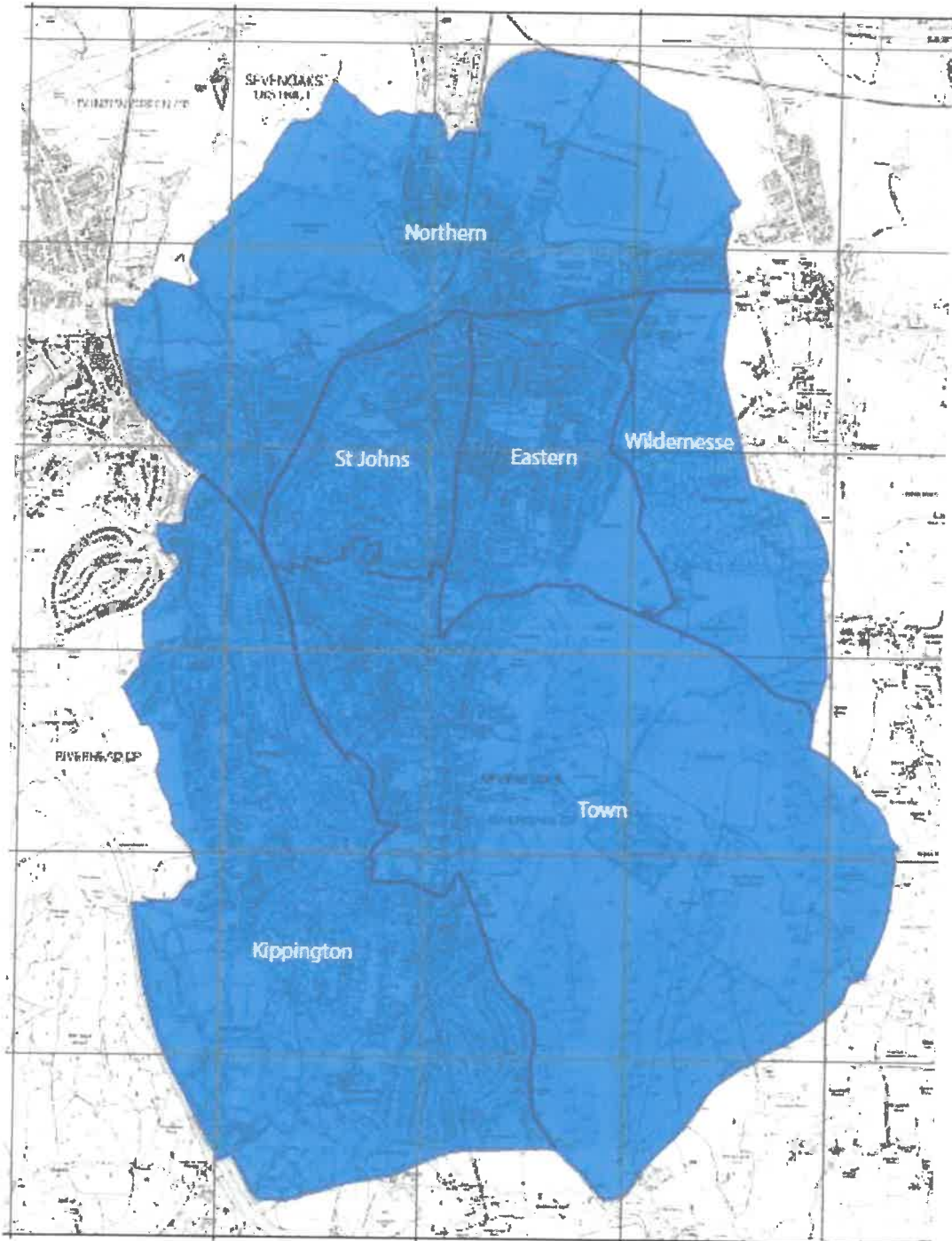
- **2nd Friday in August** [9th August 2019] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [10th January 2020] for the March Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: council@sevenoakstown.gov.uk
If you have any queries, please contact Michèle MacDonald on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.





Sevenoaks Town Council Wards

Company Registration No. 06285682 (England and Wales)

**PS BREASTFEEDING COMMUNITY INTEREST COMPANY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

COMPANY INFORMATION

Directors	L Scazafabo P Parrett
Secretary	L Scazafabo
Company number	06285682
Registered office	21 Cherry Glebe Mersham Ashford Kent TN25 6NL
Accountants	Wilkins Kennedy 5th Floor Ashford Commercial Quarter 1 Dover Place Ashford Kent TN23 1FB

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

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PS BREASTFEEDING COMMUNITY INTEREST COMPANY

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

The directors present their annual report and financial statements for the year ended 31 March 2018.

Principal activities

The principal activities of the Community Interest Company are as follows:

The company works with Health Professionals and Public Health leads to identify educational needs. These needs are identified by staff and users of health services in the area.

The company develops, runs and evaluates educational programmes around these identified needs.

The company provides education to local mothers to enable them to become breastfeeding peer supporters, especially in areas of low breastfeeding rates, and provides ongoing educational support to the mothers.

The company provides a specialist educational service to keep stakeholders up to date with recent documents related to breastfeeding.

The company provides specialist clinical services.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

L Scazafabo

P Parrett

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board



P Parrett

Director

Date:8-12-18

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF PS BREASTFEEDING COMMUNITY INTEREST COMPANY FOR THE YEAR ENDED 31 MARCH 2018

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of PS Breastfeeding Community Interest Company for the year ended 31 March 2018 set out on pages 3 to 8 from the company's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Directors of PS Breastfeeding Community Interest Company, as a body, in accordance with the terms of our engagement letter dated 30 November 2018. Our work has been undertaken solely to prepare for your approval the financial statements of PS Breastfeeding Community Interest Company and state those matters that we have agreed to state to the Board of Directors of PS Breastfeeding Community Interest Company, as a body, in this report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than PS Breastfeeding Community Interest Company and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that PS Breastfeeding Community Interest Company has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of PS Breastfeeding Community Interest Company. You consider that PS Breastfeeding Community Interest Company is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of PS Breastfeeding Community Interest Company. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.


Wilkins Kennedy

Accountants


8 Dec 2018

5th Floor
Ashford Commercial Quarter
1 Dover Place
Ashford
Kent
TN23 1FB

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2018

	2018 £	2017 £
Turnover	404,833	392,803
Cost of sales	(383,955)	(374,678)
Gross profit	<u>20,878</u>	<u>18,125</u>
Administrative expenses	(19,327)	(17,787)
Operating profit	<u>1,551</u>	<u>338</u>
Interest payable and similar expenses	-	(6)
Profit before taxation	<u>1,551</u>	<u>332</u>
Tax on profit	(173)	(149)
Profit for the financial year	<u>1,378</u>	<u>183</u>
Retained earnings brought forward	<u>16,745</u>	<u>16,562</u>
Retained earnings carried forward	<u><u>18,123</u></u>	<u><u>16,745</u></u>

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

BALANCE SHEET

AS AT 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	3		928		286
Current assets					
Debtors	4	5,866		11,002	
Cash at bank and in hand		65,385		120,822	
		<u>71,251</u>		<u>131,824</u>	
Creditors: amounts falling due within one year	5	<u>(54,056)</u>		<u>(115,365)</u>	
Net current assets			<u>17,195</u>		<u>16,459</u>
Total assets less current liabilities			<u>18,123</u>		<u>16,745</u>
Capital and reserves					
Profit and loss reserves			<u>18,123</u>		<u>16,745</u>

For the financial year ended 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the board of directors and authorised for issue on 4 Dec 2018 and are signed on its behalf by:


P Parrett
Director

Company Registration No. 06285682

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Company information

PS Breastfeeding Community Interest Company is a community interest company incorporated in England and Wales. The registered office and place of business is 21 Cherry Glebe, Mersham, Ashford, Kent, TN25 6NL.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for goods and services provided in the normal course of business, and is shown net of VAT and other sales related taxes. The fair value of consideration takes into account trade discounts, settlement discounts and volume rebates.

Revenue from contracts for the provision of professional services is recognised by reference to the stage of completion when the stage of completion, costs incurred and costs to complete can be estimated reliably. The stage of completion is calculated by comparing costs incurred, mainly in relation to contractual hourly staff rates and materials, as a proportion of total costs. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that it is probable will be recovered.

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	3 years straight line basis
--------------------------------	-----------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

1.5 Impairment of fixed assets

At each reporting date, fixed assets are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in profit or loss.

If an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of impairment is recognised immediately in profit or loss.

1.6 Cash at bank and In hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

1.8 Equity instruments

Equity instruments issued by the company are recorded at the proceeds received, net of direct issue costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

1.9 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the profit and loss account, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 13 (2017 - 11).

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

3 Tangible fixed assets	Fixtures, fittings & equipment £	
Cost		
At 1 April 2017		8,019
Additions		1,178
At 31 March 2018		<u>9,197</u>
Depreciation and impairment		
At 1 April 2017		7,733
Depreciation charged in the year		536
At 31 March 2018		<u>8,269</u>
Carrying amount		
At 31 March 2018		<u>928</u>
At 31 March 2017		<u>286</u>
4 Debtors	2018	2017
Amounts falling due within one year:	£	£
Other debtors	5,866	11,002
	<u>5,866</u>	<u>11,002</u>
5 Creditors: amounts falling due within one year	2018	2017
	£	£
Corporation tax	173	149
Other taxation and social security	3,686	10,710
Other creditors	50,197	104,506
	<u>54,056</u>	<u>115,365</u>

6 Directors' transactions

The Directors of PS Breastfeeding Community Interest Company receive payment for professional services to the company. During the period to 31 March 2018 the aggregate amount paid to or receivable by the directors in respect of professional services is shown in the accounts as directors remuneration.

At the year end the balance outstanding from the directors amounted to £5,866 (2017: £11,002.) The directors have confirmed this will be repaid within one year of the year end.

Company Registration No. 06285682 (England and Wales)

PS BREASTFEEDING COMMUNITY INTEREST COMPANY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

COMPANY INFORMATION

Directors	L Scazafabo P Parrett
Secretary	L Scazafabo
Company number	06285682
Registered office	21 Cherry Glebe Mersham Ashford Kent TN25 6NL
Accountants	Wilkins Kennedy 5th Floor Ashford Commercial Quarter 1 Dover Place Ashford Kent TN23 1FB

PS BRÉASTFEEDING COMMUNITY INTEREST COMPANY

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PS BREASTFEEDING COMMUNITY INTEREST COMPANY

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2019

The directors present their annual report and financial statements for the year ended 31 March 2019.

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The company provides a specialist educational service to keep stakeholders up to date with recent documents related to breastfeeding.

The company provides specialist clinical services.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

L Scazafabo

P Parrett

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board



P Parrett

Director

Date: 23.12.19.....

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF PS BREASTFEEDING COMMUNITY INTEREST COMPANY FOR THE YEAR ENDED 31 MARCH 2019

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of PS Breastfeeding Community Interest Company for the year ended 31 March 2019 set out on pages 3 to 8 from the company's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Directors of PS Breastfeeding Community Interest Company, as a body, in accordance with the terms of our engagement letter dated 30 November 2018. Our work has been undertaken solely to prepare for your approval the financial statements of PS Breastfeeding Community Interest Company and state those matters that we have agreed to state to the Board of Directors of PS Breastfeeding Community Interest Company, as a body, in this report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than PS Breastfeeding Community Interest Company and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that PS Breastfeeding Community Interest Company has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of PS Breastfeeding Community Interest Company. You consider that PS Breastfeeding Community Interest Company is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of PS Breastfeeding Community Interest Company. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.


Wilkins Kennedy

Accountants

23 December 2019

5th Floor
Ashford Commercial Quarter
1 Dover Place
Ashford
Kent
TN23 1FB

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	2019 £	2018 £
Turnover	201,759	404,833
Cost of sales	(190,542)	(383,955)
Gross profit	<u>11,217</u>	<u>20,878</u>
Administrative expenses	(11,158)	(19,327)
Profit before taxation	<u>59</u>	<u>1,551</u>
Tax on profit	(113)	(173)
(Loss)/profit for the financial year	<u><u>(54)</u></u>	<u><u>1,378</u></u>

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	3		392		928
Current assets					
Debtors	4	2,362		5,866	
Cash at bank and in hand		30,099		65,385	
		<u>32,461</u>		<u>71,251</u>	
Creditors: amounts falling due within one year	5	<u>(14,784)</u>		<u>(54,056)</u>	
Net current assets			<u>17,677</u>		<u>17,195</u>
Total assets less current liabilities			<u>18,069</u>		<u>18,123</u>
Capital and reserves					
Profit and loss reserves			<u>18,069</u>		<u>18,123</u>

For the financial year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the board of directors and authorised for issue on 23 March 2019 and are signed on its behalf by:


P Parrett
Director

Company Registration No. 06285682

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Company information

PS Breastfeeding Community Interest Company is a community interest company incorporated in England and Wales. The registered office and place of business is 21 Cherry Glebe, Mersham, Ashford, Kent, TN25 6NL.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for goods and services provided in the normal course of business, and is shown net of VAT and other sales related taxes. The fair value of consideration takes into account trade discounts, settlement discounts and volume rebates.

Revenue from contracts for the provision of professional services is recognised by reference to the stage of completion when the stage of completion, costs incurred and costs to complete can be estimated reliably. The stage of completion is calculated by comparing costs incurred, mainly in relation to contractual hourly staff rates and materials, as a proportion of total costs. Where the outcome cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that it is probable will be recovered.

1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	3 years straight line basis
--------------------------------	-----------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

1.4 Impairment of fixed assets

At each reporting date, fixed assets are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in profit or loss.

If an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of impairment is recognised immediately in profit or loss.

1.5 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.6 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

1.7 Equity instruments

Equity instruments issued by the company are recorded at the proceeds received, net of transaction costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

Changes in the fair value of derivatives that are designated and qualify as fair value hedges are recognised in profit or loss immediately, together with any changes in the fair value of the hedged asset or liability that are attributable to the hedged risk.

1.8 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the profit and loss account, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Employees

The average monthly number of persons (including directors) employed by the company during the year was 5 (2018 - 13).

PS BREASTFEEDING COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

3 Tangible fixed assets		
		Plant and machinery etc
		£
Cost		
At 1 April 2018 and 31 March 2019		9,197
Depreciation and impairment		
At 1 April 2018		8,269
Depreciation charged in the year		536
At 31 March 2019		8,805
Carrying amount		
At 31 March 2019		392
At 31 March 2018		928
4 Debtors		
	2019	2018
Amounts falling due within one year:	£	£
Other debtors	2,362	5,866
	<u>2,362</u>	<u>5,866</u>
5 Creditors: amounts falling due within one year		
	2019	2018
	£	£
Corporation tax	113	173
Other taxation and social security	6,407	3,686
Other creditors	8,264	50,197
	<u>14,784</u>	<u>54,056</u>
6 Directors' transactions		

The Directors of PS Breastfeeding Community Interest Company receive payment for professional services to the company. During the period to 31 March 2019 the aggregate amount paid to or receivable by the directors in respect of professional services is shown in the accounts as directors remuneration.

RECEIVED
1 AUG 2020
BY: AF



Sevenoaks TOWN council

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [March 2021] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Sevenoaks Counselling

NAME OF CONTACT

Stephen Day

ADDRESS OF CONTACT

Sevenoaks

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

As above

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Counselling exists to provide confidential counselling by fully qualified and experienced counsellors to individuals, couples and family groups, including children and teenagers. Clients come with a variety of problems, ranging from marital and family issues, separation and divorce, to general relationship issues, depression and bereavement, mental health and employment-related matters. Counselling is available to all on an equal opportunities basis, irrespective of religious beliefs or ability to pay; clients pay what they can afford. We also provide:

- Continuing professional development courses for qualified counsellors;
- Professional supervision for counsellors working in the field;
- Student placements for trainee counsellors on accredited courses;
- Courses for parents/guardians who have children with challenging behaviour.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	14
B) VOLUNTEERS	13
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	79

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

79

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1,500

PLEASE DESCRIBE YOUR PROJECT

Sevenoaks Counselling has continued to provide a valuable resource to the local community over the past year. We receive a number of referrals from local GP surgeries and the Citizens' Advice Bureau. The number of part-time counsellors is currently 14 and these include a Child and Family Psychotherapist, working with family groups. (We also have two student counsellors attached to the service for training.) This means that we can help a good range of clients, including family groups, children and teenagers. There is increasing demand for counselling from young people who face issues such as family breakdown, extreme pressure to do well at school, and dangers experienced in social media/internet. There are extra pressures arising from the Coronavirus pandemic and uncertainty over public examinations and the assessment of results.

An increasing number of clients are unable to pay the full economic cost of their counselling. Clients will often seek counselling as a result of redundancy and unemployment and these clients may well have difficulty in meeting the full cost.

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

The grant will be used to supplement our Bursary Fund which assists clients who cannot afford the recommended amount. We cherish the principle that clients are only asked to pay what they can afford. No one is turned away through lack of funds. We rely on grants from Sevenoaks Town Council and Sevenoaks District Council, together with donations from local churches and individuals, to make up the considerable shortfall between the actual cost of the counselling and what clients can afford. In the financial year 2019-2020 clients paid contributions totalling approx. £68,000. Our annual expenditure in the same period, however, amounted to approx. £102,000, a shortfall of £34,000. The current recommended contribution for one counselling session is £45. For more than 10 years, we have been able to hold the recommended amount at that level, despite rising costs in all other areas. A grant of £1,500 would enable 75 counselling sessions to be provided for Sevenoaks residents who can only afford £25 per session instead of the recommended £45, a subsidy of £20 per session.

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 PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

We make annual applications to Sevenoaks District Council which covers all local Parish Councils (please see below).

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Council (£900).

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

The demand for our services has continued to rise; in the past two years the number of clients receiving counselling and resident in the Sevenoaks town area has risen from 63 in 2016-17 to 75 in 2019-20. Sevenoaks Counselling continues to be held in high esteem in the community and by health-care professionals. Our counsellors/therapists are individual members of the British Association for Counselling and Psychotherapy (BACP) or equivalent professional body; they adhere to the codes of ethics and practice laid down by the respective professional body. Twelve counsellors have 'Accredited Status' and two have 'Registered Status' with the Professional Standards Authority.

As you will know, it was decided a few years ago to change our operating name from 'Sevenoaks Christian Counselling Service' to 'Sevenoaks Counselling', with the strapline 'A professional service offered by Christians to the whole community'. This change has been generally welcomed and underlines the fact that there is absolutely no requirement for those we help to be Christians or have any particular beliefs. All are welcomed.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£59,239

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

Approx. 8 months

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

Approx. £25,000

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.

2008	£1,000)	To increase the size of our bursary fund to subsidise the cost of counselling for those who cannot afford the recommended amount.
2009	£1,200)	
2010	£1,600)	
2011	£1,800)	
2012	£1,800)	
2013	£1,900)	
2014	£1,900)	
2015	£2,000)	
2016	£2,000)	
2017	£1,200)	
2018	£1,500)	
2019	£1,500)	

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED
WITH THIS APPLICATION
CHECKLIST**

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

DO YOU HAVE A WRITTEN CONSTITUTION? YES

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.

SIGNATURE



DATE

13/08/20

NAME AND POSITION IN ORGANISATION: STEPHEN DAY, TRUSTEE AND COMPANY SECRETARY.
IN CAPITALS PLEASE

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

Sevenoaks Counselling



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

- **2nd Friday in August** [14th August 2020] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [8th January 2021] for the March Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

Charity Registration No. 288191

Company Registration No. 01764440 (England and Wales)

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2020**

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
LEGAL AND ADMINISTRATIVE INFORMATION**

Directors	Wendy Billington Gill Clayton Stephen Day Chris Stiven Dr Mary Wright Rev Anne Bourne Clare Whittaker Dr Esther Cheesman	(Appointed 17 June 2019)
Secretary	Stephen Day	
Charity number	288191	
Company number	01764440	
Principal address	Littlecourt Road Sevenoaks Kent TN13 2LG	
Registered office	Littlecourt Road Sevenoaks Kent	
Independent examiner	Nigel Hewson FCA DChA Hewsons Chartered Accountants 80 Woodhurst Avenue Orpington Kent BR5 1AT	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Solicitors	Wellers Tenison House Tweedy Road Bromley Kent BR1 3NF	

SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING CONTENTS

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Directors' report	1 - 2
Statement of directors' responsibilities	3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 12

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
DIRECTORS' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 JANUARY 2020**

The directors present their report and financial statements for the year ended 31 January 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019)

Objectives and activities

The charity's main object is to advance the Christian religion by establishing and carrying on a service of counselling based solely on Christian doctrines, principles and faith. The policies adopted in furtherance of these objects are to provide a service of counselling and training in counselling based on Christian doctrines, principles and faith, in Sevenoaks and the surrounding district and there has been no change in these during the year.

The directors have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake to ensure that the Charity operates for the public benefit.

Achievements and performance

During the year we have continued to provide counselling services to the community on a pay what you can afford basis, as well as training courses on relevant topics to professional colleagues. Those using the counselling service include people referred by the medical profession, other community organisations, past beneficiaries and those who come by personal recommendation or by contact through our website. We continue to see a number of children, teenagers and families coming to us for counselling.

The accounts of which this report forms part only cover the year to the end of January 2020. However, it is appropriate to comment on how Sevenoaks Counselling is affected by the social restrictions that were put in place shortly after the end of that period to combat the COVID-19 pandemic. Although our premises have been closed and cannot be used for face-to-face sessions, we have where possible continued offering sessions remotely, by telephone or other means. It is too early to say what the eventual financial impact on the charity will be, but as explained in the Financial Review below we are confident that we will be able to continue as a going concern for at least the coming twelve months.

We are grateful to churches and individuals for their continuing prayerful and financial support. In particular we are heavily dependent on the generosity of Christ Church URC, who allow us to use their premises rent free for administration and counselling purposes.

Since 2016 we have been offering our services under the operating name "Sevenoaks Counselling" with the strapline: 'a professional service offered by Christians to the whole community', which continues to be well received.

We are confident that we continue to provide a service for the public benefit, and the continued support of both Sevenoaks Town Council and Sevenoaks District Council, in the form of annual grants, indicates that the local authorities also perceive this to be the case.

We currently employ one part time member of staff: a Head of Counselling working 52 hours a month. For the efficient running of the service we rely on a team of dedicated volunteers working in the office; they take phone calls, deal with messages, emails, etc, mainly during the mornings.

Financial review

The results of the year show a deficit of £6,121 (2019: surplus £29,029).

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
DIRECTORS' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2020**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to a minimum of two month's expenditure which would have amounted to around £17,000 for the year under review. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The reserves at the end of the year were £59,239 which would cover approximately 6 months expenditure. The trustees do not consider that reserves at this level are excessive. In fact, in the light of the Covid 19 pandemic, reserves at this level will enable the charity to cover fixed overheads should income fall. The trustees do not expect significant reductions in donated income and counsellors are only paid for sessions undertaken so in the event that counselling sessions reduce, payments to counsellors will also reduce.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee.

The directors who served during the year and up to the date of signature of the financial statements were:

Wendy Billington

Gill Clayton

Stephen Day

Chris Stiven

Dr Mary Wright

Rev Anne Bourne

Clare Whittaker

Dr Esther Cheesman

(Appointed 17 June 2019)

Directors are appointed by the members in annual general meeting although existing directors may make a temporary appointment during the year to fill a vacancy. One third of the directors retire by rotation each year and are automatically re-appointed unless it is expressly resolved to fill the vacated office with another appointee. Members are elected by the directors.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

Reference and administrative information is provided on the page following the cover sheet.

The directors' report was approved by the Board of directors on 27 April 2020.

.....
Chris Stiven
Director

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
STATEMENT OF DIRECTORS' RESPONSIBILITIES
FOR THE YEAR ENDED 31 JANUARY 2020**

The directors, who also act as trustees for the charitable activities of Sevenoaks Christian Counselling Service, are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the directors are required to:

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

The directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
INDEPENDENT EXAMINER'S REPORT**

TO THE DIRECTORS OF SEVENOAKS CHRISTIAN COUNSELLING SERVICE

I report to the directors on my examination of the financial statements of Sevenoaks Christian Counselling Service (the charity) for the year ended 31 January 2020.

Responsibilities and basis of report

As the directors of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Nigel Hewson FCA DChA

Hewsons
Chartered Accountants
80 Woodhurst Avenue
Orpington
Kent
BR5 1AT

Dated: 5 June 2020

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
 OPERATING AS SEVENOAKS COUNSELLING
 STATEMENT OF FINANCIAL ACTIVITIES
 INCLUDING INCOME AND EXPENDITURE ACCOUNT
 FOR THE YEAR ENDED 31 JANUARY 2020**

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<u>Income from:</u>			
Donations and legacies	2	24,439	47,735
Charitable activities	3	72,007	71,617
Other: fundraising	4	-	98
Investments	5	88	32
Total income		96,534	119,482
<u>Expenditure on:</u>			
Charitable activities	6	102,655	90,453
Net (expenditure)/income for the year/ Net movement in funds		(6,121)	29,029
Fund balances at 1 February 2019		65,360	36,332
Fund balances at 31 January 2020		59,239	65,361

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
BALANCE SHEET**

AS AT 31 JANUARY 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Debtors	12	1,793		5,831	
Cash at bank and in hand		68,083		67,109	
		<u>69,876</u>		<u>72,940</u>	
Creditors: amounts falling due within one year	13	(10,637)		(7,579)	
Net current assets			<u>59,239</u>		<u>65,361</u>
Income funds					
Unrestricted funds			<u>59,239</u>		<u>65,361</u>
			<u>59,239</u>		<u>65,361</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 January 2020.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The financial statements were approved by the Directors on 27 April 2020

Chris Stiven
Trustee

Company Registration No. 01764440

SEVENOAKS CHRISTIAN COUNSELLING SERVICE OPERATING AS SEVENOAKS COUNSELLING NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2020

1 Accounting policies

Charity information

Sevenoaks Christian Counselling Service is a private company limited by guarantee incorporated in England and Wales. The registered office is Littlecourt Road, Sevenoaks, Kent.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified, where applicable, to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

The directors have considered the charity's day to day cash flow requirements and have a reasonable expectation that the charity has adequate resources to continue in operational existence for at least 12 months from the date of signing of these accounts. Accordingly, they continue to adopt that going concern basis in preparing the annual report and financial statements. This assessment is undertaken in light of the recent developments arising from the coronavirus (COVID19) pandemic. The charity does not expect significant reductions in donated income and counsellors are only paid for sessions undertaken so in the event that counselling sessions reduce payments to counsellors will also reduce. The trustees believe that they have sufficient reserves to meet fixed expenses for the 12 months from the signing of these accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the directors in furtherance of their charitable objectives.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2020**

1 Accounting policies

(Continued)

In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised in these accounts. More information about the contribution of volunteers is provided in the trustees report.

The value of facilities provided to the charity at a peppercorn rent is not recognised in these accounts as it cannot be measured reliably. However, donations to Christ Church Sevenoaks who make the facilities available is disclosed in the notes to the accounts.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities including office costs and governance costs.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

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

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Donations and gifts	22,039	45,285
Grants receivable	2,400	2,450
	<u>24,439</u>	<u>47,735</u>

An amount of £417 received as agent, not as principal, for payment to a third party, is not included above.

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
 OPERATING AS SEVENOAKS COUNSELLING
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED 31 JANUARY 2020**

3 Charitable activities

	Counselling and training courses	Counselling and training courses
	2020	2019
	£	£
Client contributions and income from courses	72,007	71,617
	<u>72,007</u>	<u>71,617</u>

4 Other: fundraising

	Total	Unrestricted funds
	2020	2019
	£	£
Fundraising events	-	98
	<u>-</u>	<u>98</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Interest receivable	88	32
	<u>88</u>	<u>32</u>

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2020**

6 Charitable activities

	Counselling and training	Counselling and training
	2020	2019
	£	£
Counsellors fees	60,569	56,215
Training, supervision and expenses	9,705	9,568
Premises costs	7,203	2,459
Costs of running courses	1,978	1,984
	<hr/>	<hr/>
	79,455	70,226
Grant funding of activities (see note 8)	-	2,000
Share of support costs (see note 9)	22,164	17,286
Share of governance costs (see note 9)	1,036	941
	<hr/>	<hr/>
	102,655	90,453
	<hr/> <hr/>	<hr/> <hr/>

7 Description of charitable activities

Counselling and training

The charity operates a counselling service and provides training courses for counsellors. The operations are accounted for as a single activity.

8 Grants payable

The donation of £nil (2019: £2,000) was made to Christ Church Sevenoaks URC. The trustees had approved a gift of £2,000 to be made to Christ Church prior to 31 January 2020; however this was not paid until after the year end.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2020

9 Support costs

	Support costs	Governance costs	2020	Support costs	Governance costs	2019
	£	£	£	£	£	£
Staff costs	16,416	-	16,416	10,579	-	10,579
Office & administration	5,748	-	5,748	6,449	-	6,449
Professional fees & subscriptions	-	-	-	258	-	258
Legal and professional	-	1,036	1,036	-	941	941
	<u>22,164</u>	<u>1,036</u>	<u>23,200</u>	<u>17,286</u>	<u>941</u>	<u>18,227</u>

Legal and professional fees include amounts payable to the independent examiner of £1,000, plus an under provision for the previous year of £36 (2019: £1,014 less an over provision in the previous year of £186) in connection with their report and preparation of statutory accounts.

10 Directors

None of the directors (or any persons connected with them) received any remuneration or expenses during the year other than the wife of Stephen Day who received £6,747 (2019: £6,421) in fees and expenses for counselling services provided to the charity.

Donations received from trustees amounted to £1,452 (2019: £1,452).

11 Employees

Number of employees

The average monthly headcount during the year was:

	2020	2019
	Number	Number
Supervision and administration	<u>1</u>	<u>1</u>
Employment costs	2020	2019
	£	£
Wages and salaries	15,634	9,577
Other pension costs	782	1,002
	<u>16,416</u>	<u>10,579</u>

There were no employees whose annual remuneration was £60,000 or more.

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
OPERATING AS SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2020**

12 Debtors		
	2020	2019
	£	£
Amounts falling due within one year:		
Other debtors	1,459	5,400
Prepayments and accrued income	334	431
	<u>1,793</u>	<u>5,831</u>
	<u><u>1,793</u></u>	<u><u>5,831</u></u>
13 Creditors: amounts falling due within one year		
	2020	2019
	£	£
Other creditors	5,009	5,618
Accruals and deferred income	5,628	1,961
	<u>10,637</u>	<u>7,579</u>
	<u><u>10,637</u></u>	<u><u>7,579</u></u>
14 Retirement benefit schemes		
The charge to the statement of financial activities in respect of defined contribution schemes was £782 (2019: £1,002)		
15 Related party transactions		
Transactions with trustees (directors) are disclosed in note 10.		
Remuneration of key management personnel		
The remuneration of key management personnel is as follows.		
	2020	2019
	£	£
Aggregate compensation	16,416	10,579
	<u>16,416</u>	<u>10,579</u>
	<u><u>16,416</u></u>	<u><u>10,579</u></u>

Charity Registration No. 288191

Company Registration No. 01764440 (England and Wales)

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2019

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
LEGAL AND ADMINISTRATIVE INFORMATION

Directors	Wendy Billington Gill Clayton Stephen Day Chris Stiven Dr Mary Wright Rev Anne Bourne Clare Whittaker Dr Esther Cheesman	(Appointed 17 June 2019)
Secretary	Stephen Day	
Charity number	288191	
Company number	01764440	
Principal address	Littlecourt Road Sevenoaks Kent TN13 2LG	
Registered office	Littlecourt Road Sevenoaks Kent	
Independent examiner	Nigel Hewson FCA DChA Hewsons Chartered Accountants 80 Woodhurst Avenue Orpington Kent BR5 1AT	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Solicitors	Wellers Tenison House Tweedy Road Bromley Kent BR1 3NF	

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
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SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
DIRECTORS' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 JANUARY 2019

The directors present their report and financial statements for the year ended 31 January 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's main object is to advance the Christian religion by establishing and carrying on a service of counselling based solely on Christian doctrines, principles and faith. The policies adopted in furtherance of these objects are to provide a service of counselling and training in counselling based on Christian doctrines, principles and faith, in Sevenoaks and the surrounding district and there has been no change in these during the year.

The directors have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake to ensure that the Charity operates for the public benefit.

Achievements and performance

During the year we have continued to provide counselling services and training courses on relevant topics to professional colleagues in the community. Those using the counselling service include people referred by the medical profession, other community organisations, past beneficiaries and those who come by personal recommendation or by contact through our website. We continue to see a number of children, teenagers and families coming to us for counselling.

We are grateful to churches and individuals for their continuing prayerful and financial support. In particular we are heavily dependent on the generosity of Christ Church URC, who allow us to use their premises rent free for administration and counselling purposes. We have also been blessed by the receipt of generous donations from previous clients.

Since 2016 we have been offering our services under the operating name "Sevenoaks Counselling" with the strapline: 'a professional service offered by Christians to the whole community', which continues to be well received.

We are confident that we continue to provide a service for the public benefit, and the continued support of both Sevenoaks Town Council and Sevenoaks District Council, in the form of annual grants, indicates that the local authorities also perceive this to be the case.

We currently employ one part time member of staff: a Head of Counselling working 52 hours a month. For the efficient running of the service we rely on a team of dedicated volunteers working in the office; they take phone calls, deal with messages, emails, etc, mainly during the mornings.

Financial review

The results of the year show a surplus of £29,029 (2018: £5,367). The larger surplus is due to a generous one-off gift of £14,000 received during the year.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to a minimum of two month's expenditure which would have amounted to around £15,000 for the year under review. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The reserves at the end of the year were £51,361 (excluding the special gift received) which would cover about 6 months expenditure. The trustees do not consider that reserves at this level are excessive and are currently considering how to best apply the special gift of £14,000 in pursuance of the charity's objects.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
DIRECTORS' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2019

Structure, governance and management

The charity is a company limited by guarantee.

The directors who served during the year and up to the date of signature of the financial statements were:

Wendy Billington

Gill Clayton

Stephen Day

Jean Watson

(Resigned 19 November 2018)

Chris Stiven

Dr Mary Wright

Rev Anne Bourne

Clare Whittaker

Dr Esther Cheesman

(Appointed 17 June 2019)

Directors are appointed by the members in annual general meeting although existing directors may make a temporary appointment during the year to fill a vacancy. One third of the directors retire by rotation each year and are automatically re-appointed unless it is expressly resolved to fill the vacated office with another appointee. Members are elected by the directors.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

Reference and administrative information is provided on the page following the cover sheet.

The directors' report was approved by the Board of directors on 17 June 2019.

Stephen Day

Director

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
STATEMENT OF DIRECTORS' RESPONSIBILITIES
FOR THE YEAR ENDED 31 JANUARY 2019

The directors, who also act as trustees for the charitable activities of Sevenoaks Christian Counselling Service, are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
INDEPENDENT EXAMINER'S REPORT
TO THE DIRECTORS OF SEVENOAKS CHRISTIAN COUNSELLING SERVICE**

I report to the directors on my examination of the financial statements of Sevenoaks Christian Counselling Service (the charity) for the year ended 31 January 2019.

Responsibilities and basis of report

As the directors of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Nigel Hewson FCA DChA

Hewsons
Chartered Accountants
80 Woodhurst Avenue
Orpington
Kent
BR5 1AT

Dated: 5 July 2019

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JANUARY 2019

	Notes	Unrestricted funds 2019 £	Total 2018 £
<u>Income from:</u>			
Donations and legacies	2	47,735	27,785
Charitable activities	3	71,617	71,516
Other: fundraising	4	98	107
Investments	5	32	15
Total income		119,482	99,423
<u>Expenditure on:</u>			
Charitable activities	6	90,453	94,056
Net income for the year/ Net movement in funds		29,029	5,367
Fund balances at 1 February 2018		36,332	30,965
Fund balances at 31 January 2019		65,361	36,332

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
BALANCE SHEET

AS AT 31 JANUARY 2019

	Notes	2019 £	£	2018 £	£
Current assets					
Debtors	12	5,831		2,056	
Cash at bank and in hand		67,109		42,705	
		<u>72,940</u>		<u>44,761</u>	
Creditors: amounts falling due within one year	13	<u>(7,579)</u>		<u>(8,429)</u>	
Net current assets			<u>65,361</u>		<u>36,332</u>
Income funds					
Unrestricted funds			<u>65,361</u>		<u>36,332</u>
			<u>65,361</u>		<u>36,332</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 January 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The financial statements were approved by the Directors on 17 June 2019

Stephen Day
Trustee

Chris Stiven
Trustee

Company Registration No. 01764440

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2019

1 Accounting policies

Charity information

Sevenoaks Christian Counselling Service is a private company limited by guarantee incorporated in England and Wales. The registered office is Littlecourt Road, Sevenoaks, Kent.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified, where applicable, to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

The directors have considered the charity's day to day cash flow requirements and have a reasonable expectation that the charity has adequate resources to continue in operational existence for at least 12 months from the date of signing of these accounts. Accordingly, they continue to adopt that going concern basis in preparing the annual report and financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the directors in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised in these accounts. More information about the contribution of volunteers is provided in the trustees report.

The value of facilities provided to the charity at a peppercorn rent is not recognised in these accounts as it cannot be measured reliably. However, donations to Christ Church Sevenoaks who make the facilities available is disclosed in the notes to the accounts.

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2019

1 Accounting policies **(Continued)**

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities including office costs and governance costs.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

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

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Donations and legacies

	Unrestricted funds	Total
	2019	2018
	£	£
Donations and gifts	45,285	25,785
Grants receivable	2,450	2,000
	<u>47,735</u>	<u>27,785</u>

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2019

3 Charitable activities

	2019	2018
	£	£
Client contributions and income from courses	71,617	71,516

4 Other: fundraising

	Unrestricted funds	Total
	2019	2018
	£	£
Fundraising events	98	107

5 Investments

	Unrestricted funds	Total
	2019	2018
	£	£
Interest receivable	32	15

6 Charitable activities

	2019	2018
	£	£
Counsellors fees	56,215	57,923
Training, supervision and expenses	9,568	9,342
Property costs	2,459	3,517
Costs of running courses	1,984	2,389
	<u>70,226</u>	<u>73,171</u>
Grant funding of activities (see note 8)	2,000	2,000
Share of support costs (see note 9)	17,286	17,685
Share of governance costs (see note 9)	941	1,200
	<u>90,453</u>	<u>94,056</u>

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2019

7 Description of charitable activities

Counselling and training

The charity operates a counselling service and provides training courses for counsellors. The operations are accounted for as a single activity.

8 Grants payable

The donation of £2,000 (2018: £2,000) was made to Christ Church Sevenoaks URC

9 Support costs

	Support costs	Governance costs	2019	2018	Basis of allocation
	£	£	£	£	
Staff costs	10,579	-	10,579	12,899	Support
Office & administration	6,449	-	6,449	4,209	Support
Professional fees & subscriptions	258	-	258	577	Support
Legal & professional	-	941	941	1,200	Governance
	<u>17,286</u>	<u>941</u>	<u>18,227</u>	<u>18,885</u>	
Analysed between					
Charitable activities	<u>17,286</u>	<u>941</u>	<u>18,227</u>	<u>18,885</u>	

Legal and professional fees include amounts payable to the independent examiner of £1,014 less an overprovision for the previous year of £186 (2018: £1,220) in connection with their report and preparation of statutory accounts.

10 Directors

None of the directors (or any persons connected with them) received any remuneration or expenses during the year other than the wife of Stephen Day who received £6,421 (2018: £7,059) in fees and expenses for counselling services provided to the charity.

Donations received from trustees amounted to £1,452 (2018: £1,452).

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2019

11 Employees

Number of employees

The average monthly headcount during the year was:

	2019	2018
	Number	Number
Supervision and administration	<u>1</u>	<u>2</u>
Employment costs	2019	2018
	£	£
Wages and salaries	9,577	12,285
Other pension costs	1,002	614
	<u>10,579</u>	<u>12,899</u>

There were no employees whose annual remuneration was £60,000 or more.

12 Debtors

	2019	2018
	£	£
Amounts falling due within one year:		
Other debtors	5,400	1,650
Prepayments and accrued income	431	406
	<u>5,831</u>	<u>2,056</u>

13 Creditors: amounts falling due within one year

	2019	2018
	£	£
Other creditors	5,618	5,207
Accruals and deferred income	1,961	3,222
	<u>7,579</u>	<u>8,429</u>

14 Retirement benefit schemes

The charge to the statement of financial activities in respect of defined contribution schemes was £1,002 (2018: 614)

SEVENOAKS CHRISTIAN COUNSELLING SERVICE
SEVENOAKS COUNSELLING
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2019

15 Related party transactions

Transactions with trustees (directors) are disclosed in note 10.

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2019	2018
	£	£
Aggregate compensation	<u>10,579</u>	<u>12,899</u>

Sevenoaks TOWN Council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [16th March 2020] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

BRADBOURNE RESIDENTS' ASSOCIATION (B.R.A.)

NAME OF CONTACT

BYRON BROWN

ADDRESS OF CONTACT

[REDACTED]

SEVENOAKS

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

REPRESENTING THE INTERESTS OF RESIDENTS OF THE FORMER BRADBOURNE ESTATE RE: LOCAL ISSUES OF COMMON CONCERN, ENCOMPASSING COMMUNITY AFFAIRS, INFRASTRUCTURE MATTERS & THE LIKE, SUCH ISSUES INCLUDE ROADS & FOOTPATHS, PARKING, ROAD SAFETY AND, PARTICULARLY, THE BRADBOURNE LAKES PARK FOR WHICH B.R.A. ORGANISES REGULAR VOLUNTEER WORK PARTIES AND PERIODIC EVENTS. ~~B.R.A. ALSO~~ (IN ABEYANCE DURING COVID-19 LOCKDOWN). BRA ALSO PLAYS ITS PART IN VARIOUS LOCAL GOVERNMENT INITIATIVES, SUCH AS THE LOCAL PLAN AND THE NEIGHBOURHOOD DEVELOPMENT PLAN.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	NIL
B) VOLUNTEERS	40
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	430 MEMBERS OUT OF AN ESTIMATED 600 HOUSEHOLDS

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

ALL OF THEM

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 250

PLEASE DESCRIBE YOUR PROJECT

FOR THE PAST 9 YEARS, B.R.A. HAS BEEN PURSUING THE RESTORATION OF BRADBOURNE LAKES PARK WHICH HAD BEEN ALLOWED TO DECAY TO A VERY RUN-DOWN STATE. WITH ITS OWN VOLUNTEER WORK PARTIES & MUCH IMPROVED MAINTENANCE BY SDC, MUCH OF THE DEYERIORATION HAS BEEN REVERSED. FULL RESTORATION REMAINS THE AIM, AND IN JANUARY 2020 SDC APPROVED A £252,400 C.I.L. GRANT TOWARDS THIS, BUT THAT IS CONDITIONAL ON OTHER FUNDING BEING OBTAINED AND PLANNING PERMISSION. GIVEN THE CURRENT COVID-19 SITUATION, THIS WILL TAKE QUITE SOME YEARS TO ACHIEVE.

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

WHILE CORONAVIRUS RESULTED IN CANCELLATION OF EVENTS RUN BY B.R.A., THE PARK HAS NEVER BEEN MORE POPULAR. VISITORS FROM ALL OVER SEVENOAKS COME TO ENJOY ITS TRANQUILITY, THE WILDLIFE AND JUST TO "CHILLOUT". ANY GRANT PROVIDED WOULD PART-FUND PURCHASE OF A SECOND HEAVY-DUTY PICNIC TABLE MADE FROM 100% RECYCLED PLASTIC. THIS IS CLEARLY NEEDED AND WOULD BE PLACED NEAR THE ENTRANCE TO THE SOUTH PARK.

PART 3 - GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes No

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

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

PART 4 - TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

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

THE TOWN COUNCIL HAS ALREADY DEMONSTRATED ITS SUPPORT FOR OUR RESTORATION PROJECT, OBTAINING THE "ASSET OF COMMUNITY VALUE" STATUS AND PROVIDING THE GRANTS MENTIONED BELOW. HAVING PREVIOUSLY FUNDED PARK INFRASTRUCTURE AND THE PURCHASE OF MAINTENANCE TOOLS, B.R.A. IS INTENT ON BUILDING UP ITS OWN RESERVE IN ANTICIPATION OF PART, OR MATCHED, FUNDING REQUIREMENTS OF PARK RESTORATION ASSOCIATED WITH THE C.I.L. AND OTHER AWARDS. ⊗

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£ 6,254.22

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

SEE ABOVE ⊗

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

£ 1,510.00

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.

2015 £ 250 TOWARDS THE PURCHASE OF A CALTALPA TREE.
2016 £ 250 TOWARDS THE PURCHASE OF OUR FIRST HEAVY-DUTY PICNIC TABLE.

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) *WITHIN 60 MINUTES*

DO YOU HAVE A WRITTEN CONSTITUTION?

YES/NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE

DATE *26/08/2020*

NAME AND POSITION IN ORGANISATION:

IN CAPITALS PLEASE *BYRON BROWN - SECRETARY*

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

BRADBOURNE RESIDENTS' ASSOCIATION

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

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

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

Application Forms are also available by email from: council@sevenoakstown.gov.uk



Bradbourne Residents' Association (BRA)

Financial Statement for year endind 31st December 2018

Balance Forward	4652.99
Income	
Subscriptions	1105.00
Grants & Donations	450.20
Total	1555.20
Expenditure	
Members expenses (re: functions & equipment)	141.77
Sevenoaks & Tonbridge Town Band	125.00
Sevenoaks Town Council	60.00
Web Licence	110.00
Total	436.77
Balance 31st December 2018	5771.42

Financial Statement for year ending 31st December 2019

Balance Forward	5771.42
Income	
Subscriptions	1339.07
Grants and Donations	170.93
Total	1510.00
Expenditure	
Members expenses (re: functions & equipment)	421.80
Insurance	238.00
Sevenoaks and Tonbridge Town Band	125.00
Sevenoaks Town Council	62.40
Printing	60.00
Town Mayors Quiz Night	120.00
Total	1027.20
Balance as at 31st December 2019	6254.22

Financial Statement up to 30th June 2020

Balance forward	6254.22
Income	
Subscriptions	455.84
Refund Town Mayors Quiz Night	120.00
Total	575.84
Balance as at 30th June 2020	6830.06



Bradbourne Residents' Association (BRA)

Bradbourne.org.uk

Chairman : Mr N Kennard
Secretary : Mr B R Brown
Treasurer & Membership Secretary : Margaret Nicholas

Committee Members

John Ingram
Graham Dean
Amanda Owens
Robert Miles

Annual General Meeting : 2019

Notes of the Annual General Meeting of the Bradbourne Residents Association held on the 5th September 2019 at Sevenoaks Town Council Chamber, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG

Agenda

1. Chairman's opening remarks, local official announcements and requirements

The Chairman opened the meeting welcoming those present. He pointed out the Emergency Exit points of the STC Chamber and Office Building. The assembly point would be the STC Car Park.

2. Confirmation of the notes of the Annual General Meeting (AGM) held on the 20th September 2018

The Notes were confirmed without comment

3. Actions and matters arising from the notes of the AGM held on the 20th September 2018

The Chairman reviewed the outstanding Actions recording the following decisions :-

- **Action 15 : BRA Members** : Advise names of people who would like to participate in the 'Speed Watch' Programme

The Chairman said that despite the efforts made by the BRA to participate in the SDC programme there had been very poor support for its continuance. In these circumstances it was agreed to delete the Action.

Action 15 : Deleted

- **Action 19 : BRA Members** : Submit contributions to BRA Web Site

The Chairman stressed the importance of BRA Members contributing to the content of the BRA Web Site. So far, the inputs had been poor to non-existent!

The BRA Committee thought that membership inputs/contributions would increase the richness of the Site as well as a positive involvement by the membership in the day to day business of the BRA. Similar principles applied to the BRA Newsletters.

There was general agreement to continue the Action in the hope of a better response in the future.

Action 19 : To continue

- **Action 20 : BRA Committee** : Investigate tree planting measures on verges partly to deter verge/footpath parking

The Secretary reminded the meeting that this matter had arisen because residents concern about the nuisance of verge and footpath parking causing damage to grass verges and obstruction to pedestrians. This abuse of other people's rights especially applied to blind pedestrians and wheelchair users who often had to negotiate busy roads to avoid vehicles parked sometimes fully on the verge/footpath!!! Despite this abuse the Police and the Local Authorities seemed unwilling to take any positive measures to control the problem.

The Secretary said it was particularly galling to see some residents/visitors park on the verge or footpath with plenty of spare space on their driveways!!! He was glad to see that Guide Dogs for the Blind had produced a leaflet pointing out how this abuse affected Blind People and the Guide Dog.

This subject generated much comment from the floor who supported the control of this behavior of some residents and visitors. The damage to grass verges was of concern which in the Winter turned the verge into a 'muddy patch' with mud migrating to the footpath as can be witnessed at the Bradbourne Vale Road end of Robyns Way.

Mention was made of the trees that had been planted in parts of the area, particularly Betenson Avenue, where there was a problem caused by drivers mounting the verge/footpath mainly caused by parked cars on the opposite side severely restricting road space.

There was some uncertainty as to who had planted the trees because they seemed to have been planted in a professional manner? The Name of Betenson **Avenue** implied that street trees had been a feature at some time but never replaced when they had died or vandalised.

It was fortunate that KCC Cllr Crabtree was present who might be able to clarify the matter.

Cllr Crabtree and other SDC/Town Cllrs present supported the principle of street tree planting especially where improvement of the environment was concerned.

Cllr Crabtree could not immediately help with who had planted the trees in Betenson Avenue although she could investigate if Kent Highways were involved. She did however refer to some support that could be given to tree planting from a special fund allocated to her.

The other Cllr's present stressed the importance of planting the 'right' sort of tree suitable for residential verges. They also advised that the BRA should consult with its membership to determine support for a programme of tree planting and in which areas? When the outcome was known a proposal should be sent to Cllr Crabtree.

It was agreed to delete Action 20 and replace this with a new action on the BRA Committee to consult with its Membership and also investigate the planting of trees in Betenson Avenue.

Action 20 : Deleted
New Action 22 : BRA Committee

- **Action 21 : BRA Members** : Provide Photographic Evidence of Verge and Footpath Parking

The Secretary reminded those present that the action has arisen from the Sevenoaks Town Forum where he had raised the issue of resident's concern about the problem of verge and footpath parking.

In the absence of any other inputs from the BRA Membership the Secretary said he had taken a number photographs illustrating the issue. These had been forwarded to the Sevenoaks Town Forum Secretariat. It was however disappointing that he had been advised these could not be used if the vehicle number plate was shown!! This seem to vindicate suspicion that the Local Authorities or the Police were powerless or unwilling to seriously address this abuse of other peoples right to unobstructed verges and footpaths!!

Presumably it needs a serious incident for the Authorities to take any interest or affirmative action.

The fight continues!!

Action 21 : Complete

4. Membership Secretaries report and subscriptions (Margaret Nicholas)

Margaret Nicholas spoke of an eventful year with particular thanks to the road stewards who had performed a valuable and sometimes an onerous task.

There was now 450 Members which represented 2 thirds of the estate area. Subscription income was positive but re-visits to some members was a problem for road stewards so perhaps an 'on line' subscription might be more suitable for those members who were often out or at work.

The matter of increasing the subscription to £5.00 was put to the floor for their consideration. In the future there was, apart from inflationary pressures, a possible need to provide some funds to support the restoration of Bradbourne Lakes and other areas needing financial support.

In a show of Hands those present overwhelmingly supported an Annual Subscription fee of £5.00 which should put the BRA on a secure financial footing for the coming years.

Improved membership figures from the increasing number of rented homes in the area was raised from the floor. Margaret Nicholas said the BRA recognised this the problem being the possible tenants lack of commitment to the area long term.

There was a suggestion from the floor that in the event of new residents the BRA should make a 'Welcome Pack' which could be used for Freeholders and Tenants alike.

There was much support for this suggestion from the floor and the Chairman agreed that the Committee should action this proposal forthwith.

New Action 23 : BRA Committee

See Membership Secretaries Report in Addendum 2

5. Treasurers Report and Expenditure (Margaret Nicholas)

Margaret Nicholas reported that the main areas of expenditure were on the purchase of Working Party Tools, Picnic Tables and support to the organisation of Events and other expenditure such as the hire of the STC Chamber for the AGM.

The financial support from the Sevenoaks Round Table was very welcome as well as their regular provision of a Santa and Sleigh for the Christmas event. There was much gratitude to the Round Table for this generous contribution.

The Account balance stood at £5924.11

See Treasurers Report in Addendum 2

6. Chairman's Address

The Chairman said it was a measure of the support for the BRA that two thirds of the estate supported the BRA as 'paid up' members.

He referred to the improved relationship with the SDC with the appointment of a new Officer Ashley Walmsley who communicated with the BRA in a positive manner. The recent SDC expenditure on the infrastructure of Bradbourne Lakes was an indication of a better attitude to the maintenance of the Lakes and together with the SDC funded LUC Vision Report pointed to a brighter future.

The KCC/Kent Highways re-laying of Cavendish and Hillcrest Roads were much appreciated by the residents of those roads and it was hoped that Oakdene Road would gain similar attention in the future when funds were available.

In terms of future plans the efforts made by the BRA to enhance the 'experience' of residents was the addition of the 'Treasure Hunt' to the programme of events.

The election SDC/Town Cllrs Canet and Collins was thought to be an enhancement of the Bradbourne Area representation in local affairs. It was noted that Cllr Collins was a member of the BRA.

The Secretary was invited to speak on the possible impact of the M20 'Brexit Operation Brock' on the Sevenoaks area and North Sevenoaks in particular.

The Secretary explained the Governments actions to 'hive off' 2 lanes of a substantial

part the M20. These concrete-block bordered lanes were to be used for parking/congestion of commercial vehicles caused by possible 'Brexit' related delays at the Channel Tunnel and the Port of Dover.

The hived off area now stretched from the Ashford area nearly to the M20/M26 Junction.

In a recent Government paper it was recognised these pre-cautionary measures could have an impact on areas near the M20/M26 with congestion backing up to local roads aggravated by stressed drivers trying to find alternative routes. It appeared that Kent overall could be severely affected. The Secretary said that congestion disruption in the Sevenoaks area caused by accident closures on the M25/26 was already well known to residents!!!

These risks were further demonstrated by the steps taken by the SDC to cope with congestion impacting on the infrastructure of waste management and other local services. These steps had been highlighted in a recent edition of the Sevenoaks Chronicle.

7. Burglaries and other crime in the Bradbourne Area

In the absence of John Ingram this item was covered by the Chairman and the Secretary.

The Chairman explained that John Ingram made a regular e-watch report to the Committee on crime in our area. He had however some concern that despite a number of crimes/burglaries in our area these rarely appeared in the report. This could only mean that those affected did not adequately report the crime or failed to get a crime reference from the Police or the e-watch system was at fault.

Cllr Canet advised of the 'Kent Independent Police Advisory Group (IPAG). This a group of Community Volunteers who work with Police to improve Policing Services. The IPAG web site explains how the Community can get involved. She also pointed to a publication that highlights 'door to door and other scams' that very often was targeted at elderly people.

It was agreed that the BRA Committee would investigate the IPAG to see where or whether the BRA could get involved.

Action 24 : BRA Committee

The Chairman reminded BRA Members that it was incumbent in effective anti-crime measures that residents became involved and reported all crimes to the Police.

The Secretary spoke of the difficulties of maintain an effective Neighbourhood Watch Scheme. The complications centred around the area to be covered and how the system was to be managed. It seemed that the schemes that do exist rely on the efforts of 'spirited' individuals to spend time recruiting and managing day to day affairs. Apart from some well established schemes most seem to 'wither and die' due to lack of support!

The idea of a BRA Members Forum to discuss local crime and anti-crime was mentioned without any firm decision as how to operate and maintain such a Forum.

8. Progress Reports

(a) General Bradbourne Area : (John Ingram/Chairman)

In the absence of John Ingram this item was covered by the Chairman.

The Chairman said there was no doubt that the big news was the re-laying and surfacing of Cavendish and Hillcrest Roads.

It was explained that many roads in the area had been laid down in the 1930's with a very thin concrete base and were therefore susceptible to 'heaving cracking and movement'. Past asphalt resurfacing had been unsuccessful due to the poor subbase.

This had come as a surprise to residents who thought that KCC/Kent Highways seem to operate a 'do nothing' policy due to the subbase problem. It however became known that the KCC/Kent Highways work was due to an intervention by KCC Cllr Crabtree with support from local SDC/STC Cllrs.

In these circumstances the Chairman thought it was appropriate to express gratitude to Cllr Crabtree who was present at the AGM.

Cllr Crabtree advised that it had become possible to steer funds where these became available to this much needed area. In response to some questions from the floor she strongly advised how important it was to report potholes to using the KCC Web Site 'Pothole' section which would stimulate an inspection and allocate a priority.

There was a question from the Floor about the quality of some resurfacing and pothole repairs and the problem of the Utilities 'digging up the road' soon after KCC/Kent Highways resurfacing. Cllr Crabtree advised that all resurfacing and reinstatement was subject to stringent standards so any concerns should be reported to the KCC and better backed up with photographs or other evidence.

The problem of the utilities digging up roads was well known especially where they had been re-surfaced. The difficulty was that the Utilities had a statutory right to do their work although the reinstatement of the road surface was subject to appropriate standards. Equally all problems should be reported to the KCC.

The Secretary commented that until the recent work on Cavendish and Hillcrest Roads there was suspicion that the Bradbourne area were the 'poor relations' on the KCC/Kent Highways priority list!! Cllr Crabtree assured those present this was not the case on her watch!!

The Chairman said that the Sevenoaks Town Council (STC) renovation of the 'Sandpits' and the smaller 'Pontoise Toddlers Park' was very welcome. This demonstrated the importance the STC pays to proper maintenance of their Public sites.

(b) Bradbourne Lakes Restoration

The Chairman covered this Agenda Item in the absence of John Ingram.

Referring to the report prepared by John Ingram (See Addendum 1) the Chairman highlighted the measures taken by the SDC to contract LUC (Land Use Consultants) to produce a Vision Report with the objective of securing the future Bradbourne Lakes as an important Public Asset. The report is expected in the Autumn.

He continued it was important to understand that despite the outcome of the Vision Report the SDC did not have the funds to implement the recommendations in the report!! The SDC was most likely to embark on a policy of seeking independent sponsorship for individual restoration projects.

The Chairman highlighted the following achievements :-

- Appointment by the SDC of a new Amenities Officer (Ashley Walmsley) who in his post has worked very hard to steer funds, where available, on much needed maintenance packages
- Recent maintenance includes removal of 'dead' and 'sickly' trees, refurbished storage building on North Lakes Site, footpath resurfacing, re-building of walling and recirculating pump maintenance/repairs.

He concluded by saying that the raised profile of the Lakes in the SDC and the public has had a very positive effect. The support to the BRA and the restoration project given by SDC Cllr Dickins and Cllr Canet was to be recognised and commended.

See John Ingram's Report Addendum 1

(c) BRA Newsletters & Web Site : (Robert Miles/Margaret Nicholas)

The recently appointed manager of the BRA Website, Robert Miles, gave a short account of his role in managing the site and the role of editor. The BRA Website is now fully active with a more economic system replacing the old. The importance of using the 'on line' subscription option was highlighted relieving somewhat the 'footwork' of road stewards.

He said he was a little disappointed at the lack membership input to the site so there was some risk of the site only containing dated material. The BRA Newsletter produced by Margaret Nicholas was now on the Web Site and gave up to date information concerning local affairs and BRA activities.

He concluded, asking for more BRA Membership involvement in the site as well as welcoming comments and ways it could be improved and made more relevant to day to day residents views, interests and suggestions.

(d) Working parties : (Graham Dean)

Graham Dean gave an 'upbeat' account of organizing BRA Working Parties, the valuable role they played in supporting the SDC in the maintenance of the Lakes Site.

The Working Parties were well supported with, on average, 8 to 14 people attending undertaking a range of tasks within the capability of mainly 'hand tool jobs', clearing tree/shrub/bramble growth, paths and general maintenance of the 'green' infrastructure.

It was testimony to the dedication of regular Working Party supporters who very often performed very heavy tasks in sometimes difficult conditions.

Working Parties are held every 2 months mainly in the Spring to Autumn Seasons with occasional extra ones where a particular need was identified.

See Graham Deans Report Addendum 3

The Chairman and number of people from the floor paid Graham compliments for his dedication to the role in sometimes difficult circumstances.

(e) Events and Events Planning : (Amanda Owens)

Amanda Owens spoke of her satisfaction with the popularity of the BRA Events programme which this year was supplemented with the Treasure Hunt.

It was planned that the Treasure Hunt would now become a regular part of the BRA Event Calendar paying particular gratitude to Paul South for making some innovative props.

She continued making reference to the following other BRA Events :-

- Easter Egg Hunt
- Story Telling Sessions
- *The Band Concert
- Santa's Visit

*The role of the Sevenoaks Round Table in sponsoring the Band Concert (Prom in the Park) was most welcome and generous

See Amanda Owens Report Addendum 4

9. Election of BRA Committee Officers

(a) Committee Officers : Chairman, Secretary, Treasurer, & Membership Secretary

The Chairman in the absence of any other nominees confirmed that the existing Officers, Nick Kennard, Byron Brown and Margaret Nicholas were willing to be nominated and re-elected.

Their re-election was proposed by Irene Collins, seconded by Clare Shea and confirmed by a unanimous 'show of hands' from the floor.

(b) Other Committee Members

The other Committee Members, John Ingram, Graham Dean, Amanda Owens & Robert Miles were willing to be re-elected.

Their re-election was proposed by Care Shea, seconded by Ian Walker and confirmed by a unanimous 'show of hands from the floor

(c) Nomination and Election of New Committee Members

No nominations received

(d) Resignations

The resignation of Richard Stringer had been received by the Secretary.

Richard had provided a valuable source of practical advice about a variety of matters concerning Bradbourne Lakes and their management. He had particular interest in reinstating the (Square) 'Model Boating' Lake to its former use but became weary at the lack of any SDC action in the near future to carry out the necessary silt clearance and relining. He had hoped that this lake could have formed the base for a 'Sevenoaks Model Boat Club' as

had been achieved at Bluewater, Orpington and in Crowborough by the Crowborough Model Boat Club.

In spite of his resignation Richard had offered the BRA his support in any matter in which he had experience.

10. Topics for BRA Membership Information and/or Discussion (Chairman/John Ingram)

(a) Local Plan and Impact on Bradbourne and Nearby Locations

The Chairman referred to the BRA co-operation with the Sevenoaks Society and other Sevenoaks Residents Associations where a coordinated response had been formulated.

John Ingram had represented the interests of the BRA and had maintained an effective coordination with the other Associations. The major topics were as follows which needed monitoring by Residents Associations :-

- That the 4 Sites excluded (Supported by the BRA) from the PSV (Proposed Submission Version) were not reinstated (Smaller Pontoise Close Park, Fields either side of Bradbourne Riding Stables, Field between Marlborough Crescent & Brittain Lane)
- Sevenoaks Hospital Site included in PSV (Strong objection from BRA)

Public Hearings were starting in September over a 4 Week period. Important to watch any overturning of those sites excluded from the PSV.

There was some further discussion about the effects of poorly designed housing plans on the established communities and those who occupied the new houses. Cllr Canet commented that many of the housing plans failed to consider the necessary infrastructures such as public services that the increased population demanded. This was common all over the UK and National Politicians seemed uninterested in addressing the problem.

The Secretary pointed to the risk of flash flooding in periods of heavy rain on housing estates where there was inadequate consideration given to land drainage, the impact on existing water ways and the covering of land limiting water drainage. A recent flash flood in the Vigo area had caused considerable damage on a relatively new housing estate.

The problem of blocked street drains was raised from the floor. It seemed the KCC (as in the past) had abandoned any routine clearance of debris from gullies and drains. Cllr Crabtree advised the KCC Web Site had a section where blocked drains could be reported. There seemed some skepticism from the floor with this KCC position because it was too late if an area was flooded where a blocked drain gully could have diverted the flood water!!!

In conclusion Cllr Crabtree advised of the resignation of Paul Carter (Leader of the KCC) who had provided valuable dedicated leadership over many years.

11. For Noting : BRA Representation at Sevenoaks Town Council (STC) meetings and other local organisations : (Secretary/John Ingram)

(a) Co-operation with other Sevenoaks area Residents Associations and other Organisations

The Secretary advised that John Ingram had been particularly active in maintaining liaison with other Residents Associations (RA's) in the Sevenoaks area. The Sevenoaks Society exercises much effort in engaging the support of RA's and should be congratulated on initiatives that were of mutual interest. An important Association position on the Sevenoaks Local Plan had been agreed.

Currently the BRA, through Sevenoaks Society Liaison, engages with the following Sevenoaks RA's

- Granville Road & Eardly Road RA
- Grassy Lane RA
- Greatness RA
- Hitchen Hatch RA
- Hollybush RA
- Montreal RA
- Quarry Hill RA
- Redlands RA
- St Botolphs RA
- St Johns Road RA
- White Hart Estates RA
- Wilderness RA

(b) BRA Representation at STC Meetings & other Organisations

- ◆ Sevenoaks Neighbourhood Planning Committee (Steering and Sub-Committees)
- ◆ Northern Sevenoaks Development Plan
- ◆ Sevenoaks Town Forum
- ◆ Friends of Bat and Ball Station Restoration
- ◆ Sevenoaks Town Partnership and Events Committee

The Secretary advised that dependent on availability, BRA representation was provided by John Ingram or/and himself. He reminded BRA Members that these were mainly Public Meetings especially the Sevenoaks Town Forum where public interest topics were raised under the Chairmanship of Peter Fleming, the Leader of the SDC. He urged BRA Members to attend these meetings where they had particular local interests.

The topics discussed at the Town Forum and other local Committees were reported at BRA Committee Meetings.

12. Questions from the floor and any other business (Chairman/Secretary)

The Secretary advised that points or questions from the floor during the Meeting would be covered in the body of the AGM Notes.

Cllr Collins asked the BRA Committee to provide better publicity since she was disappointed at the poor AGM Attendance by BRA Members. The BRA Committee had been very successful in representing the interests of Bradbourne Area Residents as well as achieving/encouraging important SDC/KCC infrastructure improvements in the area. It was sad that this success was not reflected in the attendance and presence of BRA Members.

Margaret Nicholas said that the AGM, as other matters, was advised through all the

mechanisms the BRA had at its disposal viz emails and newsletters. The Chairman agreed to look at the issue since he was also disappointed at the attendance record he invited Cllr Collins and others to assist in the process.

Action 25 : BRA Committee and Cllr Collins

Cllr Canet reprised her plea for the BRA to establish a 'Welcome Pack' for new residents to maintain the existing membership as well as encouraging new!! (See Action 23)

There was general agreement to this suggestion.

13. Date of Next Meeting.

The Chairman asked the floor if the new September date was acceptable and an improvement to past arrangements. There was unanimous support for the September date partly in the hope of achieving better attendance away from the holiday period.

The meeting was closed by the Chairman at 21.40hrs thanking those attending for a productive meeting.

A member from the floor thanked the BRA Committee for such a dedicated expenditure of their personal time in the interest of the local community.

Byron R Brown – Secretary

3rd November 2019

12 Madison Way
Sevenoaks
Kent TN13 3EF

Tel : Int (0)1732 452560
Mobile : 0787 083 3163
Email : B-Brown7@sky.com

Summary of Actions

Action Reference	Action Description	Notes	Status
Action 15 : BRA Members and Secretary	Advise names of people who would like to participate in the 'Speed Watch' Programme		Deleted
Action 19 : BRA Members	Submit contributions to BRA Web Site to improve diversity		To Continue
Action 20 : BRA Committee	Investigate tree planting measures on verges partly to control verge/footpath parking		Deleted (replaced with Action 22)
Action 21 : BRA Members	Provide photographic evidence of verge/footpath parking		Complete
Action 22 ; BRA Committee	Investigate BRA Members views on grass verge tree planting in appropriate areas		To be considered
Action 23 : BRA Committee	Produce 'Welcome Pack' for new residents		To be considered
Action 24 : BRA Committee	Investigate if BRA involvement with IPAG to see if it would benefit BRA Members		To be considered
Action 25 : BRA Committee & Cllr Collins	Improve publicity of BRA AGM to improve Membership Attendance		To be considered

Addendum 1

John Ingram

This association endeavours to represent the interests of all our members, however diverse but, more than anything else, it is the desire for our parks to be maintained properly which draws us together. So, we were very pleased to see, earlier this year, the Town Council's renovations to the children's playground in the Pontoise Close "Sandpits" park, following on from similar work undertaken at the toddlers' playground in the smaller park at the other end of Pontoise Close. On your behalf, we sent a message of appreciation to the Town Council.

The other park, Bradbourne Lakes Park, is managed by the District Council (SDC). Most members will be aware that, last Autumn, the Council agreed a budget of £60,000 to cover the hiring of consultants to produce a "Vision" for the park leading, ultimately, to an approach to various grant providing organisations to finance proper restoration. The basis for this "Vision" is a report produced by Land Use Consultants, (LUC), the consultants concerned, following the public soundings which they organised in 2018. Visitors to the park thus year will have noticed small metal discs numbering the trees. These are the result of a tree inspection conducted by LUC, one of a number of surveys covering not only trees but flora & fauna, structural matters, etc.

Towards the end of August we had the following progress report from LUC. "In terms of general progress: the structural survey is still being finalised and taking a little longer to complete due to various people's holidays. It has however identified the need for a further structural survey in conjunction with our tree surveyor, and we are in the process of setting up a date for that at the moment. The purpose of that is to look at specific trees that are causing the structural issues and to ascertain the best treatment. Once completed we'll get our quantity surveyor to carry out a cost estimate for review, although as you know there is currently no funding in place to carry out any of the works. The cost plans will help inform the masterplan and be used to support funding applications.

"Our programme currently involves preparation of all of the above over the next couple of months, with an ambition to present a full update to SDC in October. I believe this will be shared with the BRA at the same time, but I'll leave Ashley to confirm exact dates for that".

There has been a noticeable improvement in SDC's maintenance of the park since Ashley Walmsley's appointment as the Council's Amenities Officer a year ago. A number of sickly trees have been attended to, a section of the path in the southern park remade, which was something we have long campaigned for, a memorial bench installed nearby, the gate to the A25 quickly replaced following its theft and the Council's storage hut renovated. Grass mowing appears now to be on a regular footing and, in dry weather, constructive use has been made of the circulation pump, preventing build-up of the algae which plagued the Lakes in previous years.

In the meantime, BRA continues to raise the profile of the park in public awareness, via our functions and volunteer work parties. More about those elsewhere in this meeting. And with Irene Collins now joining Marilyn Canet as District Councillors representing Northern Ward, our voice within SDC has doubled. There has also been a reorganisation of the Council itself. Cllr Margot McArthur, is Portfolio Holder for the newly created Cleaner and Greener Advisory Committee, which has responsibility for the park.

However, while last year's consultation gathered many encouraging ideas for park improvements, there is not much we can do ourselves until the LUC "Vision" report is published. We would then have the opportunity to pick one or two elements from it as projects for BRA itself to address. By far the greatest concern last year's consultation highlighted was desilting the lakes. That would be too great a task for BRA to undertake. Nevertheless, we approached one specialist in this work for a quote for the square "boating lake", the one that is frequently empty as the base has fractured. The figure of £30,000 was given for de-silting and another £30,000 for relining. VAT is additional to that, so the grand total came to £72,000. Since then, we have had an approach by a second company specialising in the dredging of inland waters although, so far, without any cost estimate.

John Ingram

26 August 2019

Addendum 2

Chairman/Margaret Nicholas

Another successful and sometimes eventful year in the life of the BRA. Our faithful and very vigilant Road Stewards, to whom I extend heartfelt thanks for all their efforts in what can be a very frustrating task, have once again been knocking on doors collecting subscriptions. They have not, as yet, all been collected but we have so far achieved over £500 with more to come.

In the past we have spent our funds on items such as tools for the work parties, a picnic bench for the park and of course funding the Easter Egg Hunt, the Band Concert and the visit from Father Christmas. We have however been fortunate in the past couple of years in getting the Sevenoaks Round Table to sponsor the Band Concert and visitors have been very generous with their donations which have helped to cover the cost of the Easter eggs and the mulled wine for the visit from Father Christmas. But we do need to keep in mind that should the District Council eventually get around to the proper restoration of the lakes or we be offered a substantial grant from some other source, we will be asked to make a financial contribution. Our bank balance currently stands at £5924.11.

Our membership remains fairly constant at around 450 which means that approximately two thirds of the houses on the estate belong to the association. It would be helpful however to the road stewards if a house near you changes hands and you are in the throes of welcoming the newcomers to the area, you could mention the BRA and, if they are interested, point them in my direction.

Margaret Nicholas

5 September 2019

Addendum 3

Working Parties : Graham Dean

Much gratitude is to be expressed to those who regularly attend BRA Working Parties. This combined effort of residents was of much value and demonstrated to the SDC and others Public commitment to Bradbourne Lakes as a much loved local asset.

Working Parties were arranged bi-monthly on the 2nd Saturday commencing at 10.00am for about 3 to 4 hours from March through to November. An extra Working Party was held in 2018 to clear leaves ready for the Santa Event.

Usually 8 to 14 volunteers attended with ages ranging from 35 to 80! **Children and young people were welcome but for regulatory reasons they must be accompanied by parents or a responsible adult.**

The following Working Party practices were explained :-

- Generally a large bonfire gets rid of most cut down organic material
- The SDC takes away remaining organic debris deposited in the 'Wheellie' bins
- While most work is around the Lakes, Working Parties have removed fallen trees from the Lakes themselves
- Regular jobs are clearing the sump of silt deposited from the heavily silted Lakes and removal of mainly tree branch debris from blocked weirs.
- Clearing footpaths and bridges and maintaining path integrity from grass and weed encroachment

The SDC refurbishment of old 'concrete' garage on the North Lakes Site has done much to assist the BRA in storing basic tools and purchasing new ones.

It had to be acknowledged that most work was ongoing however with the efforts of the Volunteer force after much dedication there is clear evidence we are getting on top of tasks that are within manual capability. The remainder must be the responsibility of the SDC, the owners of the site. In that respect with the recent appointment of a new SDC Officer, Ashley Walmsley, maintenance of the Lakes Infrastructure has much improved including liaison with the BRA.

It is unsure when 'we started Working Parties' just how much there was to do after years of SDC neglect and to quote Barrack Obama on Volunteers "Change would not come if we wait for some other person or some other time". **We are the ones we have been waiting for!**

5 September 2019

Addendum 4

Events : Amanda Owens

This year has seen us building on our already successful established programme of events by adding a **Treasure Hunt** in the May half term week.

My thanks go to Paul South who put a great deal of work into creating a wonderful hunt for families with some very artistic props! There were 20 clues to follow covering both parks and although it was a bit of an experiment and we weren't sure what the response would be from members it worked really well with many families taking part and enjoying themselves in the sunshine. We will now incorporate the Treasure Hunt into our annual programme of events following positive feedback.

The weather has been quite kind to us this year, particularly for the **Easter Egg Hunt** on Easter Saturday when our only concern was about the chocolate eggs melting in the 30 degree heat, something that is never usually an issue. Numbers of children participating in this event have grown each year and this time 80 local children took part.

The 2 **storytelling sessions** for Under 5s during August were also well attended, thanks in part to the good weather, a great improvement on the previous year. (photo)

The only event where there has really been a problem was with **Santa's visit** at Christmas when torrential rain meant we had to postpone for a few days but fortunately Sevenoaks Round Table was able to persuade Santa to fit us in to his hectic timetable a few days later.

I must also thank Sevenoaks Round Table for once again sponsoring our **Prom in the Park** event last September which was a great success. The Sevenoaks and Tonbridge Concert Training Band played some lovely music for us and the event was well attended. A repeat performance will be taking place this Saturday 7th September in the South Park so do bring along something to sit on and enjoy a leisurely afternoon listening to popular and light classical music. Tea, coffee and cake will also be on sale.

I hope to see you there.....

Amanda Owens

5 September 2019

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [15th March 2021] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Sevenoaks Vine Cricket Club

NAME OF CONTACT

Andy Richardson, Chairman.

ADDRESS OF CONTACT

[REDACTED]

Kent

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Vine Cricket Club is a club of considerable heritage and standing within the cricket and local communities. Affiliated to ECB and KCC as the only ever-present club in the Kent Premier League since its inception 50 years ago we provide senior cricket at the highest club level for 4 Saturday senior sides and a Sunday Development side and are seeking to develop a lady's team. We are All Stars and Chance to Shine centres and have approximately 200 juniors (boys and girls) from age 6 through to 18. SVCC has a history of developing talent onto the County and International pathway, Zak Crawley being just the latest. Our Pavilion is open to member and non-members and we make our grounds available to schools supporting cricket within the community at all levels. SVCC Ltd is a CLG, a registered CASC club and carry Focus Club and ClubMark accreditations

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	none
B) VOLUNTEERS	30
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	Total club membership: 350

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

107 in the TN13 postcode

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£16K to £25k depending on option chosen subject to outcome of test area.

PLEASE DESCRIBE YOUR PROJECT

The Vine grounds, owned by STC and leased to the club, is an open access public space. During the exceptional circumstances of the COVID-19 lockdown the public footfall and recreational usage increased considerably and as a consequence the outfield suffered significant damage to both grass cover and levels such that in its current condition could not be safely used for 1st and 2nd XI cricket.

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

To conduct the works necessary to return the Vine outfield to a useable and sustainable condition for the playing of cricket at all levels – supporting documentation submitted to STC and SDC.
N.B.: actual approach to be taken will be subject to funding and outcome of test area to determine best success probability outcome

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form **No**

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

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

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

ECB for up to £3000 COVID specific 'Return to Cricket' grant

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

The Vine is an important and historic asset within the Sevenoaks Community that holds or has held the Green Flag. The Cricket Club understands its place in the community both as a sports club and a showcase for Sevenoaks and desires to fully play its part – both the condition and appearance of the Vine ground is an integral piece of that.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£20,294

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

3

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

1 sponsor- £16K – all other sponsorship and fundraising ceased or restricted due COVID

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.

Zero from Sevenoaks Town Council

N.B : 2 x £10,000 HMG COVID Business Continuity grants from Sevenoaks District Council in 2020

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

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

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE



DATE 07-09-20

NAME AND POSITION IN ORGANISATION: A. J. RICHARDSON, Chairman
IN CAPITALS PLEASE

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

SVCC Ltd.

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

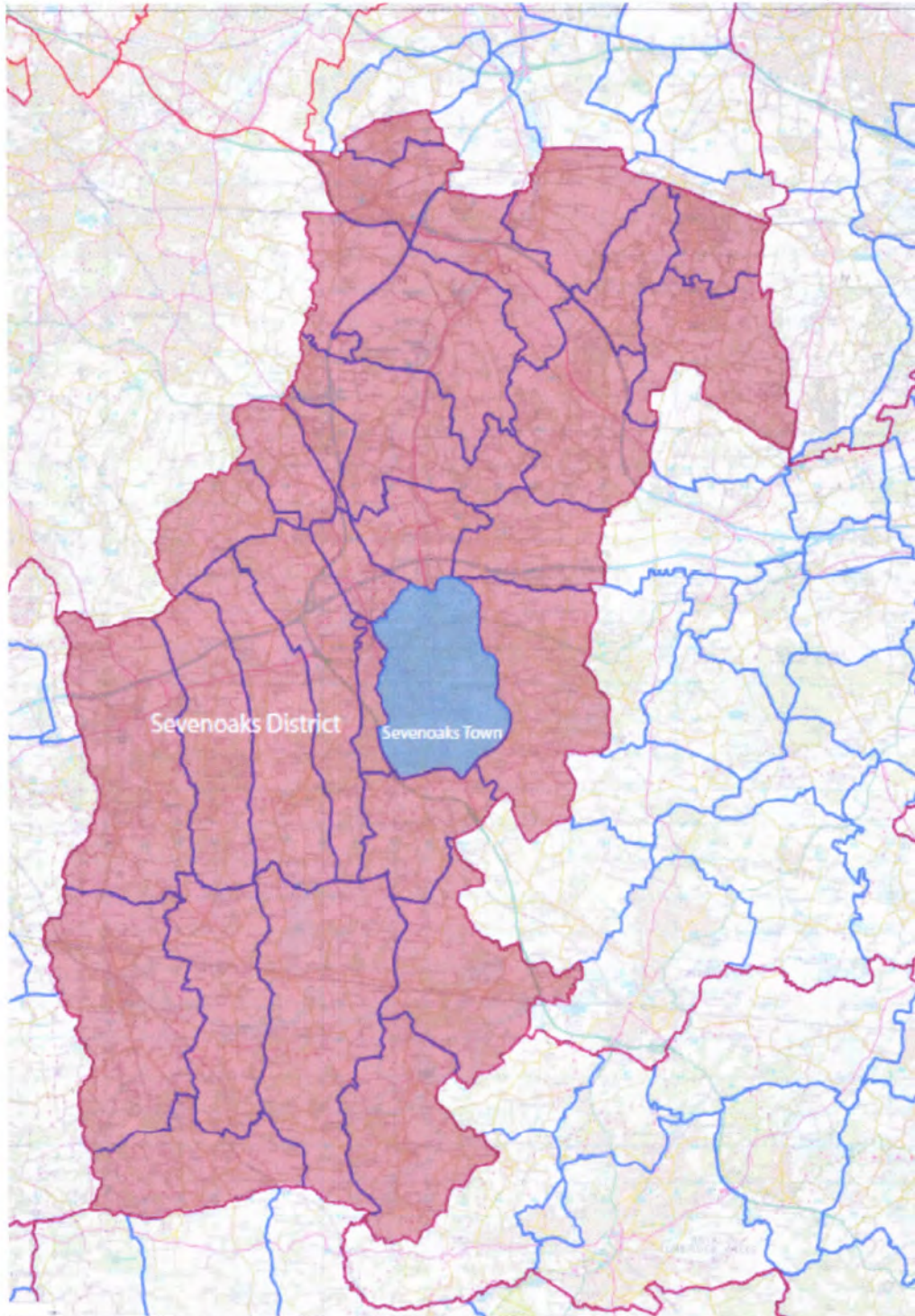
- **2nd Friday in August** [14th August 2020] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [8th January 2021] for the March Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Aliosn Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.





Sevenoaks Town Council Wards

**SEVENOAKS VINE CRICKET CLUB LTD
ANNUAL REPORT AND ABRIDGED UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

**SEVENOAKS VINE CRICKET CLUB LTD
ANNUAL REPORT AND ABRIDGED UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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Detailed income statement	8



**SEVENOAKS VINE CRICKET CLUB LTD
COMPANY INFORMATION
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

Directors	Andrew John Richardson Nigel James Taylor Byron Anthony Cooper-Fogarty
Company Number	10532370 (England and Wales)
Registered Office	31a Holly Bush Lane Sevenoaks Kent TN13 3TJ
Accountants	The London Tax Company Ltd Golden Cross House 8 Duncannon Street London WC2N 4JF



SEVENOAKS VINE CRICKET CLUB LTD
DIRECTORS' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2019

The directors present their report and accounts for the year ended 30 September 2019.

Directors

The following directors held office during the whole of the period:

Andrew John Richardson
Nigel James Taylor
Byron Anthony Cooper-Fogarty

Statement of directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

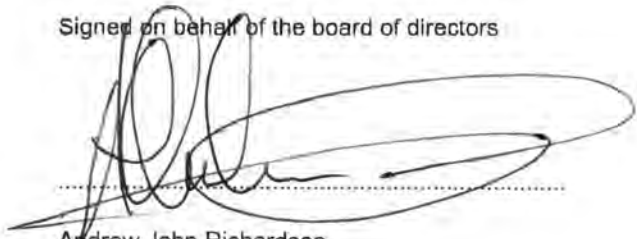
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors



Andrew John Richardson
Director

Approved by the board on: 11 February 2020



**CHARTERED CERTIFIED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON
THE PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF
SEVENOAKS VINE CRICKET CLUB LTD
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Sevenoaks Vine Cricket Club Ltd for the year ended 30 September 2019 as set out on pages 6 - 7 from the Company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/uk/en/about-us/regulation/rulebook.html>

This report is made solely to the Board of Directors of Sevenoaks Vine Cricket Club Ltd, as a body, in accordance with the terms of our engagement letter dated 1 March 2017. Our work has been undertaken solely to prepare for your approval the accounts of Sevenoaks Vine Cricket Club Ltd and state those matters that we have agreed to state to the Board of Directors of Sevenoaks Vine Cricket Club Ltd, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at http://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Sevenoaks Vine Cricket Club Ltd and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Sevenoaks Vine Cricket Club Ltd has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and loss of Sevenoaks Vine Cricket Club Ltd. You consider that Sevenoaks Vine Cricket Club Ltd is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Sevenoaks Vine Cricket Club Ltd. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

The London Tax Company Ltd
Chartered Certified Accountants

Golden Cross House
8 Duncannon Street
London
WC2N 4JF

11 February 2020



SEVENOAKS VINE CRICKET CLUB LTD
INCOME STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2019

	2019	2018
	£	£
Turnover	94,245	87,275
Other income	-	15
Cost of raw materials and consumables	(10,531)	(12,371)
Depreciation and other amounts written off assets	(1,000)	-
Other charges	(86,300)	(83,806)
Loss	<u>(3,586)</u>	<u>(8,887)</u>



SEVENOAKS VINE CRICKET CLUB LTD
STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2019

	2019	2018
	£	£
Fixed assets	4,199	1,201
Current assets	28,262	37,483
Creditors: amounts falling due within one year	-	(1,199)
Net current assets	28,262	36,284
Total assets less current liabilities	32,461	37,485
Creditors: amounts falling due after more than one year	(5,000)	(5,000)
Accruals and deferred income	(7,167)	(8,605)
Net assets	20,294	23,880
Capital and reserves	20,294	23,880

NOTES TO THE ACCOUNTS

1 Statutory information

Sevenoaks Vine Cricket Club Ltd is a private company, limited by shares, registered in England and Wales, registration number 10532370. The registered office is 31a Holly Bush Lane, Sevenoaks, Kent, TN13 3TJ.

2 Average number of employees

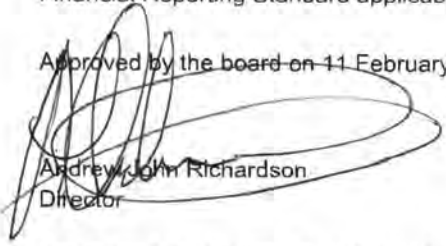
During the year the average number of employees was 3 (2018: 3).

For the year ending 30 September 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime.

Approved by the board on 11 February 2020


 Andrew John Richardson
 Director

Company Registration No. 10532370



SEVENOAKS VINE CRICKET CLUB LTD
DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2019

This schedule does not form part of the statutory accounts.

	2019	2018
	£	£
Turnover		
Sales	48,093	48,125
Fees	46,152	39,150
	94,245	87,275
Other income		
Other operating income	-	15
	-	15
Cost of raw materials and consumables		
Purchases	10,531	12,371
	10,531	12,371
Depreciation and other amounts written off assets		
Depreciation	1,000	-
	1,000	-
Other		
Rates	558	1,875
Light and heat	2,700	1,311
Stationery and printing	376	212
Subscriptions	2,472	2,686
Insurance	2,413	2,688
Equipment expensed	2,382	4,568
Software	294	133
Repairs and maintenance	6,068	3,689
Donations	-	500
Sundry expenses	6,698	7,310
Management fees	1,750	-
Advertising and PR	-	115
Other legal and professional	300	300
Subcontractor costs	35,364	34,557
Other direct costs	24,925	23,862
	86,300	83,806



**SEVENOAKS VINE CRICKET CLUB LTD
ANNUAL REPORT AND ABRIDGED UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**SEVENOAKS VINE CRICKET CLUB LTD
ANNUAL REPORT AND ABRIDGED UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

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**SEVENOAKS VINE CRICKET CLUB LTD
COMPANY INFORMATION
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

Directors Andrew John Richardson
Nigel James Taylor
Byron Anthony Cooper-Fogarty

Company Number 10532370 (England and Wales)

Registered Office UNIT 17 FIRST FLOOR WEALDEN PLACE
BRADBOURNE VALE ROAD
SEVENOAKS
KENT
TN13 3QQ
ENGLAND

Accountants The London Tax Company Ltd
20-22 Wenlock Road
London
N1 7GU

**SEVENOAKS VINE CRICKET CLUB LTD
DIRECTORS' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

The directors present their report and accounts for the year ended 30 September 2018.

Directors

The following directors held office during the whole of the period:

Andrew John Richardson
Nigel James Taylor
Byron Anthony Cooper-Fogarty

Statement of directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

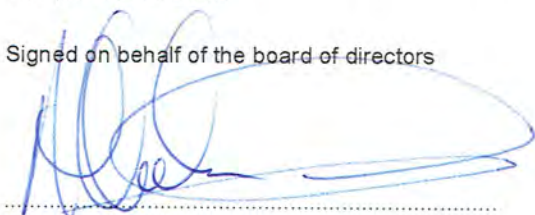
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors



Andrew John Richardson
Director

Approved by the board on: 9 February 2019

**CHARTERED CERTIFIED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON
THE PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF
SEVENOAKS VINE CRICKET CLUB LTD
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Sevenoaks Vine Cricket Club Ltd for the year ended 30 September 2018 as set out on pages 6 - 7 from the Company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>

This report is made solely to the Board of Directors of Sevenoaks Vine Cricket Club Ltd, as a body, in accordance with the terms of our engagement letter dated 1 March 2017. Our work has been undertaken solely to prepare for your approval the accounts of Sevenoaks Vine Cricket Club Ltd and state those matters that we have agreed to state to the Board of Directors of Sevenoaks Vine Cricket Club Ltd, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at http://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Sevenoaks Vine Cricket Club Ltd and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Sevenoaks Vine Cricket Club Ltd has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and loss of Sevenoaks Vine Cricket Club Ltd. You consider that Sevenoaks Vine Cricket Club Ltd is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Sevenoaks Vine Cricket Club Ltd. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

The London Tax Company Ltd
Chartered Certified Accountants

20-22 Wenlock Road
London
N1 7GU

9 February 2019

SEVENOAKS VINE CRICKET CLUB LTD
INCOME STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2018

	2018	2017
	£	£
Turnover	87,275	108,123
Other income	15	303
Cost of raw materials and consumables	(12,371)	(31,405)
Other charges	(83,806)	(63,834)
(Loss)/profit	<u>(8,887)</u>	<u>13,187</u>



SEVENOAKS VINE CRICKET CLUB LTD
STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2018

	2018 £	2017 £
Fixed assets	1,201	1,201
Current assets	37,483	46,588
Creditors: amounts falling due within one year	(1,199)	(1,867)
Net current assets	36,284	44,721
Total assets less current liabilities	37,485	45,922
Creditors: amounts falling due after more than one year	(5,000)	(5,000)
Accruals and deferred income	(8,605)	(8,155)
Net assets	23,880	32,767
Capital and reserves	23,880	32,767

NOTES TO THE ACCOUNTS

1 Average number of employees


During the year the average number of employees was 3 (2017: 3).

For the year ending 30 September 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime.

Approved by the board on 9 February 2019


 Andrew John Richardson
 Director

Company Registration No. 10532370

SEVENOAKS VINE CRICKET CLUB LTD
DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER 2018

This schedule does not form part of the statutory accounts.

	2018	2017
	£	£
Turnover		
Sales	48,125	68,898
Fees	39,150	39,225
	87,275	108,123
Other income		
Other operating income	15	303
	12,371	31,405
Cost of raw materials and consumables		
Purchases	12,371	31,405
	83,806	63,834
Other		
Rent	-	2,856
Rates	1,875	-
Light and heat	1,311	518
Stationery and printing	212	923
Subscriptions	2,686	2,206
Insurance	2,688	1,376
Equipment expensed	4,568	2,464
Software	133	100
Repairs and maintenance	3,689	1,496
Donations	500	-
Sundry expenses	7,310	5,667
Advertising and PR	115	21
Other legal and professional	300	-
Subcontractor costs	34,557	27,659
Other direct costs	23,862	18,548
	83,806	63,834