

## **Grant Budget Update and Grant Applications from Local Community Groups**

### **1. Budget – Grants to Local Voluntary Organisation 2022/23**

The budget for grants to local voluntary organisations for 2022/23, and the balance to date is as follows:

	<b>2022/23</b>	
<b>Budget</b>	<b>2022/23</b>	<b>Balance</b>
	<b>Budget</b>	
	<b>£</b>	<b>£</b>
Grant Subsidies Sevenoaks Community Centre	4,833	
Grant Subsidies Chamber *	1,000	
Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	12,000	
Sevenoaks Summer Festival	5,000	
Community Resilience Fund *	0	
Twinning Support	1,000	
Youth Outreach/ Youth Council Support	3,887	
Stag	27,000	
Community Rail Partnership	3,000	
<b>Total</b>	<b>57,720</b>	

### **2. Applications for Consideration**

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

<b>Grant Ref No</b>	<b>Organisation Name &amp; Charity Reg No If Applicable</b>	<b>Purpose of award</b>	<b>Previous grant history</b>	<b>Grants 2021/22</b>	<b>Current Grant Application</b>
20	Sevenoaks Summer Festival	Core funding for Sevenoaks Summer Festival	£10,000 – 2008 & 2009  £5000 – 2010 to 2020		£5,000

34	The Sevenoaks Society	Funding towards exhibition at Kaleidoscope Gallery to celebrate anniversaries of first recorded mention of Sevenoaks in Textus Roffensis & Platinum Anniversary of the Sevenoaks Society	£500 – 2013,2015,2016,2017 £750 - 2019		£500
70	Sevenoaks Samaritans	Training for 5 listening volunteers, 5 volunteers to provide emotional support in community, advertising & printing materials, & volunteer expenses	New applicant	-	£2,500
2	Sevenoaks Volunteer Transport Group	To help with costs in 2022/23, to continue to provide transport for elderly people requiring assistance	2009 – 2020 £500 per annum	£750 from Community Resilience Fund	£750
17	West Kent Mediation	Contribution towards costs of volunteer training & expenses, hall hire & publicity	2010 to 2020 between 300 & 900 annually	£800	£750
68	Baby Umbrella	Development & delivery of two volunteer enrichment sessions over next 6 months.		£500	£600
9	Friends of Rheinbach	Further promote & extend cultural, educational and social links between establishments.	£600 – 2006 to 2012 £250 – 2013 to 2020		£250
5	Friends of Pontoise	To build & expand on links between Sevenoaks & Pontoise, promote understanding of French life & culture ,and of English life & culture amongst French counterparts.	2000 to 2012 - £500/£600 2013 to 2020 -£250	£250	£250
71	Sevenoaks Repair Cafe	To launch/set up first year of Repair Café which aims to become self-finding going forward.	New applicant	-	£2,000
6	Sevenoaks Three Arts Festival	Hire of space for competitive classes and concert	2007 to 2020 (Spring) £600 per year for hire of piano and performance space	£600	£600

23	Kent Youth Jazz Orchestra	Youth Jazz Workshop on 21 June 2022. No charge to young musicians to attend	£500 - 2010 - 2019 £500 - 2020 – rolled forward to 2021		£500
12	Art in June	Towards publication of 12,500 guides	£250 - 2019 £500 - 2020 – rolled forward to 2021		£250
3	Sevenoaks Literary Festival 2021	To help offset costs for literary event for local schools (free of charge to students and their schools)	£250 - 2017 £350 – 2018 £350 – 2019 £350 – 2020 – rolled forward to 2021	£500	£500
<b>Total grant funding requested</b>					<b>£14,450</b>

### **RECOMMENDATION**

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

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**NB** – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14<sup>th</sup> March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

## PART I – YOUR ORGANISATION

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	POSTCODE
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PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

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

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

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

PLEASE DESCRIBE YOUR PROJECT

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

## 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

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

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

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.

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

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

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

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

SIGNATURE

DATE

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?**

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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



# SEVENOAKS SUMMER FESTIVAL

Claridge House, Sevenoaks School, High Street, Sevenoaks TN13 1HU

[www.sevenoaksfestival.org.uk](http://www.sevenoaksfestival.org.uk)

Member of:

Sevenoaks District Arts Council ('SDAC')  
The National Federation of Music Societies

12 January 2022

Linda Larter, MBE  
Chief Executive /Town Clerk  
Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road  
Sevenoaks TN13 3QG

Dear Linda

## **SUMMER FESTIVAL 2022 - SATURDAY 18 JUNE TO SUNDAY 3 JULY**

Happy New Year!!

I believe John Levett has told you of our intentions for this year. Currently, we plan to hold as near-normal a Festival as Government restrictions/guidelines concerning the Covid pandemic allow.

We hope to present the usual mix of community groups' events supplemented by our own promotions of celebrity concerts, which will feature as many of the shows we'd hoped to stage in 2020 to mark our 50th Anniversary that are available to us this year. We also hope to stage Festival Fair on the opening Saturday, centred in Bligh's Meadow and the Vine Gardens. We shall also put out the flags and run an online Festival Box Office. Once we've processed applications to participate from community groups and local promoters, we'll publish full details on our website - we shall not be producing a printed brochure.

We didn't apply for a grant last year, as we weren't able to mount a 'normal' Festival, confining ourselves to publicising such events as were being held locally during the Summer months and utilising the unused amount of grant remaining from 2020's aborted Festival to cover costs. In the hope that we can return to something like normal this year, I attach our formal application for grant aid, together with a further copy of our Report & Accounts for 2021 and a Briefing Note intended to provide new councillors with some background.

As you know, we aim to keep our reserves at a level where we're comfortable we can continue to improve Festival yet reduce dependency on external funding. The last two years have not been representative but it remains our intention to manage matters so as to generate a modest surplus and maintain reserves at a level equivalent to approximately 6 months of normal expenditure - a level we deem prudent - consistent with the scale of Festival and in line with recommendations for like bodies.

*Linda Larter, MBE*  
*Chief Executive /Town Clerk*  
*Sevenoaks Town Council*  
*12 January 2022 - Page 2*

We shall, as always, operate strict financial controls and, if this application is successful, aim to keep the percentage of our income attributable to the STC Grant under 10%. In 2019, the last year of normality, it was a touch over 7%, which contrasts with 24% 14 years ago, when we more than met the Council's requirement for match-funding that year's grant.

Our total costs are difficult to estimate because of the uncertainty and variables but we shall aim to maintain the opportunities and attractions for younger residents, particularly at the opening Festival Fair, which we hope can include, with your permission, 'Colourscape' and the Art Tent for Kids on the Vine Gardens on Saturday 18 June.

**I'd appreciate early confirmation that this will be possible and whether you plan to celebrate Armed Forces Day and hold the Charity Fayre on Saturday 25 June.**

We shall retain the name "Youth & Community Music Stage" reflecting both the reduced take-up by schools in recent years and our desire to provide opportunities for other youngsters, including from House in the Basement and the Lewis Project. At the time of writing, we don't know if prior years funding support from KCC will be available this year.

The Council's financial and other support has always been crucial to our success - having the Town Council as Principal Sponsor emphasises the vitality and community involvement that Festival brings to the town and encourages participation by community groups and support from commercial sponsors and others.

Please let me know if you require any additional information; otherwise, I look forward to hearing of the Council's decision in due course.

Yours sincerely

**Ray**

Ray Russell  
Chairman



# Sevenoaks Summer Festival

## Briefing Note



In its present form, the Festival was constituted on 2 November 2001 with the following objectives:

*“to promote, maintain, improve and advance education by the encouragement of the arts and to formulate, prepare and establish schemes therefore, in particular, but not solely, an annual festival of the arts in and around the town of Sevenoaks.”*

We aim to showcase the breadth and diversity of local arts activities, augmented by professional events, continuing a tradition begun by Sevenoaks School in 1970.

What we now know as Sevenoaks Summer Festival began in 1970 when Sevenoaks School upgraded its previously internal “*Paean*”, a series of musical events inaugurated in 1968 to celebrate the end of exams, to ***Paean '70 - A Festival of Music and the Arts for Sevenoaks***.

The school hoped that it would be the start “*of an annual event, which should eventually benefit the whole local community*”. It was, they said, “*an exciting undertaking*” and one that required “*a great amount of energy and endurance from the participants*”.

As the years went by, it also consumed considerable amounts of the school’s human and financial resources and, in 2000, it decided it had to withdraw. Encouraged by SDAC and SDC, and with the continued commitment of Swiss Life, the late John Smedley then accepted the mantle of Organiser, with transitional support from the school’s Sue Toy and, as Treasurer, Piers Vaughan. With additional support from Terry Shaw, General Manager of Stag and, working closely with SDC’s Arts Development Officer, Allison Wright, and the Listening Room’s John Levett, John Smedley ensured the Festival survived, and that the Town Fair became a valued and vital part of Festival, even though, with limited funding, its celebrity content all but vanished. In 2002 John persuaded Ray Russell to take over from Piers Vaughan and Ray introduced its present Constitution, membership structure, admission procedures and sponsorship initiatives.

Even though Terry was due to retire, this team looked set to take Festival into a new age of development. John Smedley, almost single-handedly, had not only brought Festival back to its former level of content but also reaffirmed its place as a community event. He initiated a return of the ‘Festival Flags’, instigated the ‘Smartest Artists Quiz’, laid down the basic format of the brochure and commissioned the present logo. Following Terry Shaw’s retirement and Swiss Life’s decision to close its Sevenoaks office, which suddenly left the future of Festival once more in doubt, John persuaded Ray to become Chairman & Treasurer, John Levett to broaden his role and, most importantly, Sevenoaks Town Council to step up its support to become Principal Sponsor, a role STC has maintained ever since.

Ill-health limited John Smedley’s involvement in the early stages of organising Festival 2004 and his untimely death in April that year left some big shoes to fill. To mark John’s achievements, groups entering the Smartest Artists Quiz now compete for the John Smedley Challenge Cup, and the John Smedley Folk Memorial Concert is mounted each year in his honour.

Many other changes and developments have characterised the last 15 years, including re-engagement with Sevenoaks School, now a Major Sponsor and primary venue for our professional celebrity events.

We’re grateful to have had the support – financial and otherwise – of STC, Sevenoaks School, Bligh’s Meadow, KCC, Sevenoaks Chronicle and our ever-changing cadre of other sponsors and patrons among the local business community, which we’d hoped would lead us to celebrate our 50<sup>th</sup> Anniversary in 2020.

We believe we've 'cemented' Festival in people's hearts and minds and made it an important event in the town's annual calendar – indeed, we were made 'Judges Choice' in the 2019 Business Awards, when Warners (sponsors of that award) proclaimed that we brought £25,000-worth of business into the town.

The benefits Festival brings to the town can be summarised as:

- Builds a sense of community in the town, providing opportunities for interaction between residents
- Offers a broad range of events and is thus very inclusive to a wide range of tastes
- Provides a showcase to local musical, art and theatrical groups, introducing people to cultural organisations they may not be aware of.
- Increases the attractiveness of Sevenoaks as a place to live by enriching the cultural life of the town
- Draws people into Sevenoaks for Festival Fair and events and increases trade to local businesses
- Provides an opportunity for schools and young people to gain experience of performance in front of an audience at the Youth & Community Music Stage
- Offers a broad range of local cultural events, accessible without the need to travel to London
- Showcases the excellent local concert venues in Sevenoaks and provides a source of income to these venues including the Stag and the school theatres.
- Festival Fair free events - music, street performers, magicians - offer entertainment to children and families without cost and with no commercial pressure.

**The following treasured feedback email was received in 2019 from a local mum of two young children:**

*Dear Ray*

*I just wanted to say a thank you for children's elements of the summer festival.*

*Like many families these days our budget is stretched. Although we're privileged enough to live in Sevenoaks and for my husband and I to both have decent jobs, by the time we've paid for childcare and life's basics there is precious little money left for fun. My husband and I never have a day off together because of the cost of childcare.*

*In that context I was a little nervous about taking the girls (nearly 6 and nearly 2) to the free entertainment as I feared hidden costs and endless temptations for kids to be pestering parents with. So imagine my delight when so many local businesses and activists were giving away balloons, seeds and more. The girls were delighted with their treasures. We saw the clown, who was utterly wonderful in every way. And more free balloons just made their day. My elder daughter utterly loved the painting on the Vine.*

*I cannot thank you all enough. How lucky we are to have the Sevenoaks Festival.*

*In previous years we've been able to afford the paid-for Puppet Shows from Wishworks and find them amazing also.*

*A million thanks to you, the team and the generous local businesses.*

*Best wishes*

*Liz*

**It's responses like this that make us feel our efforts are both appreciated and worthwhile.**

The participating community groups also judge it worth their while to hold an event during the Festival fortnight. We estimate that approaching 1,500 people help around 30 promoters and community groups to stage over 100 performances in 30+ venues across a range of 20 genres during the two weeks of Festival.

Although written feedback is scarce, we're told time and again that our advertising is responsible for multiplying their usual audience numbers. Most of the groups apply every year to be part of Festival and we're pleased to offer them a showcase. Some 3,000 tickets were bought online from our Box Office in 2019 and nearly £16,000 was handled on behalf of participating groups, the highest amount to date.





# Report & Accounts

For the year ended 31 August 2021

## Sevenoaks Summer Festival

# Report of the Organising Committee

For the year ended 31 August 2021

Our disappointment at cancelling last year's 50<sup>th</sup> Anniversary Festival was compounded by the realisation that we could not mount a 'normal' Festival this year. Our underlying reasons were many and varied but centrally it was the uncertainty about venue availability, audience willingness to turn out in sufficient numbers to make promotion a viable proposition and the lead time need to rehearse events up to performance standard.

Consequently, at a committee meeting on 9 April, we decided we weren't going to be able to hold a conventional Festival or promote events ourselves this year and, on 14 April, wrote as follows to local groups:

"In light of the difficulties and uncertainties still facing local groups, notwithstanding a gradual easing of Covid-related restrictions, we have decided we cannot mount a conventional Festival this year. Similarly, we can't offer a Festival Box Office but can offer advice/guidance on using TicketSource should you decide you'd like your own online facility. So, regrettably, no Festival Fair nor celebrity concerts this year but, hopefully, a return to normality in 2022.

"We will, instead, apply our resources to help as a publicist for those groups who expect to be able to hold events during the Summer months ie not just in what would have been the Festival period of 19 June to 4 July but at any time during June, July and August. This will include entries/advertisements:

- On our website
- On our Facebook and Twitter pages, possibly including paid advertising (at our expense)
- On SCAT's Facebook page
- In relevant journals/magazines etc (at our expense)

**"Please submit event details and publicity material – text and images - as soon as you're confident about holding your event(s).** This is a poor substitute for our normal brochure and box office arrangements but it's about all we can sensibly offer in these restricted times."

Essentially, we offered to be a publicist for whatever our local groups were able to put on. This we did, notably on our new website, where the opening post explained:

"It is with huge regret that we have to inform everyone that because of the prolonged effect of the COVID pandemic, we are unable to proceed with the 2021 Sevenoaks Summer Festival in the traditional two-week format. **HOWEVER, to fulfil our aim of supporting & encouraging local performing arts activity, we will assist in advertising & marketing all such events in & around Sevenoaks throughout June, July & August.**"

We stretched our definition of 'Summer' so as to include notable events held in September and October, at the end of which, the website had publicised no fewer than 119 events or performances. In addition to this and equivalent ads on our Facebook page, we placed advertisements in appropriate magazines, and arranged printing of banners and posters for display around the town.

As you may see from the following financial report, we financed these endeavours by utilising the unused portion of grants brought forward from prior years – we made no application for grants this year – and nearly £1,000 of income from members, Friends and Patrons, whose continuing support is greatly appreciated. Our financial aim was a break-even result and this was achieved.

We hope we're able to return to normality in 2022 – but there can be no guarantee of that. All things being equal, which they're unlikely to be, our dates will be Saturday 18 June to Sunday 3 July.

**Signed for the Organising Committee by:**



*Ray Russell*  
Chairman



*Simon Harris*  
Treasurer

15 November 2021

## Sevenoaks Summer Festival

# Profit and Loss Account

For the year ended 31 August 2021

	NOTES	2021	2020
<b>Income</b>			
Subscriptions	2	965	1,260
Grants utilised	3	2,036	2,927
Other Income		7	47
<b>Total Income</b>		<b>3,008</b>	<b>4,234</b>
<b>Expenditure</b>			
Publicity	4	2,110	3,276
Expenditure on Festival Events		-	60
Administrative Costs	5	898	898
<b>Total Expenditure</b>		<b>3,008</b>	<b>4,234</b>
<b>Net Surplus</b>		<b>-</b>	<b>-</b>

# Balance Sheet

As at 31 August 2021

	NOTES	31 AUG 2021	31 AUG 2020
<b>Net Assets</b>			
Bank and Cash		34,088	35,876
add: Debtors		70	235
less: Creditors and Advance Receipts	6	(3,138)	(5,091)
<b>Total Net Assets</b>		<b>31,020</b>	<b>31,020</b>
<b>Reserves</b>			
Promoted Professional Events Reserve		12,000	12,000
Publicity & Administration Reserve		19,020	19,020
<b>Total Reserves</b>		<b>31,020</b>	<b>31,020</b>

# Sevenoaks Summer Festival

## Notes to the Financial Statements

For the year ended 31 August 2021

### 1. Accounting Policies

2021 2020

#### Basis of preparing the financial statements

The statement has been prepared on an accruals basis and under the historical cost convention.

The costs of new flags, flagpoles, banners, pull-up and other display materials are written off in the year of purchase. Amounts paid by flag sponsors in respect of future years are shown within Creditors - see Note 8.

### 2. Subscriptions

2021 2020

Individuals (incl Friends)	689	634
Companies and Organisations (incl. Participants*)	276	626

<b>Subscriptions</b>	<b>965</b>	<b>1,260</b>
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\* All Participants in 2020 were refunded their contributions received when the 2020 Festival was cancelled. No Participant payments were received for 2021.

### 3. Grants

2021 2020

Sevenoaks Town Council (STC) (2020 £5,000 received; £2,073 carried forward to 2021; 2021 £2,036 utilised; £37 carried forward to 2022)	2,036	2,927
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<b>Grants</b>	<b>2,036</b>	<b>2,927</b>
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### 4. Publicity

2021 2020

Brochure Printing & Distribution	-	2,580
Web-site Design and Maintenance	616	128
Advertising and Marketing	1,494	568

<b>Total Publicity</b>	<b>2,110</b>	<b>3,276</b>
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### 5. Management and Administration

2021 2020

Audit & Accountancy fees	276	276
General Expenses	125	125
Subscription and Insurance	497	497

<b>Total Management and Administration</b>	<b>898</b>	<b>898</b>
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### 6. Creditors and Advance Receipts

2021 2020

Flag sponsorship prepaid for future years	965	965
Payments due to Creditors	636	553
Balance of STC Grant not utilised in current year	37	2,073
Amount held re VAT dispute	1,500	1,500

<b>Total Creditors and Advance Receipts</b>	<b>3,138</b>	<b>5,091</b>
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## 7. Benefits in Kind

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Included within the Income and Expenditure figures above is a total amount of £276 (2020 - £276), being the assessed value of facilities provided to Festival at no cost and recognised as Sponsorship or Patronage. Not included in the above Statement of Financial Activities is the value of goods, services and facilities provided free of charge by volunteers, including committee members and associates.

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## 8. Future Commitments

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Festival incurred a liability of £310 relating to an event that took place post the Balance Sheet date of these accounts. This expenditure will appear in next year's figures.

### Honorary Independent Examiner's Certificate

I have examined this Statement of Financial Activities, which has been prepared by and is the responsibility of the Committee, with the books and records produced to me and the further information and explanations given to me by the Officers. In my opinion, proper records have been kept of incoming and outgoing resources and the Statement of Financial Activities has been prepared in accordance with those records.

A handwritten signature in dark ink, appearing to read 'M Lowton', is positioned above the printed name.

Mark Lowton, Honorary Independent Examiner

15 November 2021



## Sevenoaks Summer Festival

The Festival was constituted on 2 November 2001 with the following objectives:

*“to promote, maintain, improve and advance education by the encouragement of the arts and to formulate, prepare and establish schemes therefore, in particular, but not solely, an annual festival of the arts in and around the town of Sevenoaks.”*

We aim to showcase the breadth and diversity of local arts activities, augmented by professional events, continuing a tradition begun by Sevenoaks School in 1970.

### **Organising Committee**

Ray Russell (Chairman)

Simon Harris (Treasurer)

Audrey Franks (Secretary)

John Levett (Publicity)

### **Volunteers & Brochure Distribution**

John Power

### **Prize Draw Organiser**

Janet Boswell

**Website:** [www.sevenoaksfestival.org.uk](http://www.sevenoaksfestival.org.uk)

**Facebook:** <https://facebook.com/sevenoaksfest>

**Twitter:** @sevenoaksfest

**Emails:** [admin@sevenoaksfestival.org.uk](mailto:admin@sevenoaksfestival.org.uk)

### **Postal Address :**

Sevenoaks Summer Festival, Sevenoaks School, Claridge House, High Street, Sevenoaks TN13 1HU





# Report & Accounts

For the year ended 31 August 2020

## Sevenoaks Summer Festival

# Report of the Organising Committee

For the year ended 31 August 2020

Festival 2020 would have been our 50th Anniversary Festival running from 20 June to 5 July, but it wasn't to be – preparations had been made for 63 events across 30 venues with contributions from 25 community groups plus our own promotions which would have brought 7 evenings of professional entertainment – all displayed in a brochure that was 90+% ready for publication. The planned front cover is shown below.



And then came Coronavirus!!

We were all dressed up but now, with nowhere to go, the following statement was issued on 22 March:

“It is with huge regret that I have to tell you we’ve decided we can’t proceed with Festival 2020 under the circumstances that result from the coronavirus pandemic and the measures mandated or recommended by the government to contain its spread. We had thought we could monitor developments and announcements and wait a few more weeks before coming to a conclusion. However, we must act responsibly in accord with the government’s decrees and medical experts’ advice. The pace of change has quickened, the government’s pronouncements have become more restrictive and the actions of venue managers and others have precipitated us toward a conclusion to cancel - unfortunately, postponement to a different time of year is not a practical option for us. Recognising that promoting groups have concerns - a few have already cancelled because they cannot hold rehearsals and several have asked “is Festival going ahead?” - we have to give them and all of you a responsible response that removes uncertainty. **It is not our place to tell you not to go ahead with your events but we shall not provide the familiar umbrella showcase for you – we shall not be publishing the brochure or any other publicity.** We’re obviously not alone in making a decision of this sort, which we regard as resulting from ‘force majeure’. Pubs, restaurants, theatre, churches, social and recreational clubs are all similarly affected and making similar decisions. Thank you for supporting what would have been our 50<sup>th</sup> Anniversary Festival. “

It is a tribute to Sevenoaks 3 Arts Festival and Sevenoaks Welcomes Refugees that they inventively turned to the virtual world to provide their respective contributions to the local arts. S3A was determined to celebrate its 70th Festival and accepted video entries in place of its normal week-long Festival. Sadly, there could be no prize-winners concert to feature in our Festival. In contrast, Sevenoaks Welcomes Refugees’ planned concert featuring virtuoso instrumentalists went ahead as a ticketed, digitally streamed, virtual performance that we were pleased to help publicise.

On the financial front, we gratefully accepted Sevenoaks Town Council’s grant of £5,000, which, along with income from Friends, Members and Patrons, we used to defray our expenditure on brochure design and publicity, including on our website, and our normal management and administrative costs, such as insurance and audit/accountancy outlays. We deemed it appropriate to declare a zero result for the year, so have carried forward the unutilised portion (£2,703) of STC’s grant as an initial contribution to whatever costs we incur for Festival 2021. The detailed Accounts follow and many thanks are due to Mark Lowton of Crossley & Davis for their audit, for providing expert assistance and for agreeing to continue as Honorary Auditor for the coming year.

What form that will take is completely unknown at present, although we're pretty certain it won't be anything like 'normal'. We constantly monitor Government pronouncements and are researching various ways of mounting a Festival next year – to be discussed at our AGM, via ZOOM at a date to be advised.

**Signed for the Organising Committee by:**



*Ray Russell*  
Chairman



*Simon Harris*  
Treasurer

6 November 2020

## Sevenoaks Summer Festival

# Profit and Loss Account

For the year ended 31 August 2020

	NOTES	2020	2019
<b>Income</b>			
Subscriptions	3	1,260	6,814
Grants utilised	4	2,927	7,000
Prize Draw and Donations	5	-	1,964
Sponsorships - Flags		-	2,490
Sponsorships - Own Events		-	14,750
Festival Own Event Receipts		-	35,834
Other Income		47	175
<b>Total Income</b>		<b>4,234</b>	<b>69,027</b>
<b>Expenditure</b>			
Publicity	6	3,276	20,658
Expenditure on Festival Events		60	45,710
Administrative Costs	7	898	1,011
<b>Total Expenditure</b>		<b>4,234</b>	<b>67,379</b>
<b>Net Surplus</b>		<b>-</b>	<b>1,648</b>

# Balance Sheet

As at 31 August 2020

	NOTES	31 AUG 2020	31 AUG 2019
<b>Net Assets</b>			
Bank and Cash		35,876	32,115
add: Debtors		235	70
less: Creditors and Advance Receipts	8	(5,091)	(1,165)
<b>Total Net Assets</b>		<b>31,020</b>	<b>31,020</b>
<b>Reserves</b>			
Promoted Professional Events Reserve		12,000	12,000
Publicity & Administration Reserve		19,020	19,020
<b>Total Reserves</b>		<b>31,020</b>	<b>31,020</b>

# Sevenoaks Summer Festival

## Notes to the Financial Statements

For the year ended 31 August 2020

### 1. Accounting Policies 2020      2019

#### Basis of preparing the financial statements

The statement has been prepared on an accruals basis and under the historical cost convention.

The costs of new flags, flagpoles, banners, pull-up and other display materials are written off in the year of purchase. Amounts paid by flag sponsors in respect of future years are shown within Creditors - see Note 8.

### 2. Third-party funds administered 2020      2019

SSF administers settlement from ticket sales for electing participants' events - these amounts pass through our bank account but are not our ownership and so are not included in these Accounts.

-      15,949

### 3. Subscriptions 2020      2019

Individuals (incl Friends) 634      684

Companies and Organisations (incl. Participants\*) 626      6,130

**Subscriptions** **1,260      6,814**

\* All Participants in 2020 were refunded their contributions received when the 2020 Festival was cancelled

### 4. Grants 2020      2019

Sevenoaks Town Council (STC) – 2020 £5,000 received; £2,073 carried forward to 2021 2,927      5,000

KCC re Schools Music Stage -      2,000

**Grants utilised** **2,927      7,000**

### 5. Prize Draw and Donations 2020      2019

Prize Draw -      1,714

Donations -      250

**Total Prize Draw and Donations** **-      1,964**

### 6. Publicity 2020      2019

Brochure Printing & Distribution 2,580      12,527

Flags -      2,826

Web-site Design and Maintenance 128      354

Advertising and Marketing 568      4,951

**Total Publicity** **3,276      20,658**

7. Management and Administration	2020	2019
Audit & Accountancy fees	276	270
General Expenses	125	131
Prize Draw Costs	-	113
Subscription and Insurance	497	497
<b>Total Management and Administration</b>	<b>898</b>	<b>1,011</b>

8. Creditors and Advance Receipts	2020	2019
Flag sponsorship prepaid for future years	965	915
Payments due to Creditors	553	250
Balance of STC Grant not utilised in current year	2,073	-
Amount held re VAT dispute	1,500	-
<b>Total Creditors and Advance Receipts</b>	<b>5,091</b>	<b>1,165</b>

#### 9. Benefits in Kind

Included within the Income and Expenditure figures above is a total amount of £276 (2019 - £6,270), being the assessed value of facilities provided to Festival at no cost and recognised as Sponsorship or Patronage. Not included in the above Statement of Financial Activities is the value of goods, services and facilities provided free of charge by volunteers, including committee members and associates.

### Honorary Independent Examiner's Certificate

I have examined this Statement of Financial Activities, which has been prepared by and is the responsibility of the Committee, with the books and records produced to me and the further information and explanations given to me by the Officers. In my opinion, proper records have been kept of incoming and outgoing resources and the Statement of Financial Activities has been prepared in

A handwritten signature in dark ink, appearing to read 'Mark Lowton', written in a cursive style.

Mark Lowton, Honorary Independent Examiner

6 November 2020



## Sevenoaks Summer Festival

The Festival was constituted on 2 November 2001 with the following objectives:

*“to promote, maintain, improve and advance education by the encouragement of the arts and to formulate, prepare and establish schemes therefore, in particular, but not solely, an annual festival of the arts in and around the town of Sevenoaks.”*

We aim to showcase the breadth and diversity of local arts activities, augmented by professional events, continuing a tradition begun by Sevenoaks School in 1970.

### **Organising Committee**

Ray Russell (Chairman)

Simon Harris (Treasurer)

Audrey Franks (Secretary)

John Levett (Publicity)

John Power (Volunteers & Brochure Distribution)

### **Prize Draw Organiser**

Janet Boswell

**Website:** [www.sevenoaksfestival.org.uk](http://www.sevenoaksfestival.org.uk)

**Facebook:** <https://facebook.com/sevenoaksfest>

**Twitter:** @sevenoaksfest

**Emails:** [admin@sevenoaksfestival.org.uk](mailto:admin@sevenoaksfestival.org.uk)

### **Postal Address :**

Sevenoaks Summer Festival, Sevenoaks School, Claridge House, High Street, Sevenoaks TN13 1HU



# 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 [**Monday 14<sup>th</sup> March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

THE SEVENOAKS SOCIETY

NAME OF CONTACT

DAVID GREEN - Chairman

ADDRESS OF CONTACT

[REDACTED ADDRESS]

TELEPHONE NO: DAYTIME

EVENING

versaries, the Sevenoaks Socit

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

1. Promote the conservation and improvement of Sevenoaks
2. Promote high standards of town planning, building design and construction.
3. Promote the protection of the landscape and biodiversity of the area.
4. Organise an annual programme of talks, visits and special events.
5. Publish books and other material of local interest.
6. Established a Local List on behalf of SDC.

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	none
B) VOLUNTEERS	
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	c.500 members

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

80%

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

2022 is the 900<sup>th</sup> anniversary of the first recorded mention of Sevenoaks in the ancient tome of the Textus Roffensis. It is also the Platinum Anniversary of the Sevenoaks Society. To celebrate these anniversaries, the Society plans to hold a heritage exhibition in the Kaleidoscope Gallery, Sevenoaks Library from 22 June to 16 July 2022..

The Exhibition will display maps, photographs and text showing the history and changes in the town. Topics will include the historic town centre; schools, farms, churches, taverns, industry, shops, cinemas, swimming pools, street furniture, public gardens, housing and civic buildings.

We are delighted that Rochester Cathedral are loaning us a facsimile copy, images and interactive touch screen of the Textus Roffensis for the Exhibition.

## 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? /

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

N/A

HAS YOUR ORGANISATION APPLIED ELSEWHERE  
FOR A GRANT FOR THIS PROJECT

/NO

IF YES, PLEASE GIVE DETAILS

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

We aim to make the Exhibition both enjoyable and informative for young and old by arranging the following activities in addition to the Exhibition:  
Tours for school children and older residents.  
Talks by local historians.  
We also plan to produce a Heritage Trail.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£3506 cash fund

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

12 months

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

£4511

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

Grant for the Local List 2015 - £500  
Grant for the Local List 2016 - £500  
Grant for publication "Sevenoaks Forgotten Past: Lodges and Coach Houses" 2017 - £500  
Grant for £750 for 2019 Exhibition and publication of "Sevenoaks; a Remarkable Town"

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

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

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

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

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

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

SIGNATURE



DATE *14th November 2021*

NAME AND POSITION IN ORGANISATION: *DAVID GREEN*  
**IN CAPITALS PLEASE** *CHAIRMAN*

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

The Sevenoaks Society.  
Richard Baxter. Treasurer

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

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto: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.**

**The Sevenoaks Society**  
**for the conservation and improvement of the town**  
 (Registered Charity No. 1094951)  
**Receipts and Payments Account of**  
**year ended 31st March**

	<b>2020-21</b>	<b>2019-20</b>
<b>Receipts</b>		
Subscriptions	1753	3812
Donations and legacies	100	1032
Gift Aid	703	536
Sales of publications	1955	5390
Receipts from events	0	100
Investment income	0	10
<b>Total receipts</b>	<b><u>4511</u></b>	<b><u>10880</u></b>
<b>Payments</b>		
Members' magazines	2487	1195
Speaker fees and expenses	130	270
Prizes and gifts	0	99
Cost of publications	2152	5026
Administration and equipment	851	860
Meetings and room hire	268	530
Affiliations	46	76
Insurance	75	75
Publicity and web-site	702	1486
Heritage Exhibition	0	1350
Grants paid	<u>500</u>	<u>0</u>
<b>Total payments</b>	<b><u>7211</u></b>	<b><u>10967</u></b>
<b>Deficit</b>	<b>-2700</b>	<b>-87</b>
<b>Cash funds last year end</b>	<b><u>6206</u></b>	<b><u>6293</u></b>
<b>Cash funds this year end</b>	<b><u>3506</u></b>	<b><u>6206</u></b>
 <b>Statement of Assets at year end</b>		
Cash	3506	6206
Investment assets	13479	12370
Stock of books	<u>3362</u>	<u>3586</u>
<b>Total assets</b>	<b><u>20347</u></b>	<b><u>22162</u></b>

Approved by the Committee and  
 signed on their behalf by  
 19th May 2021

**David Green Chairman**  
**Richard Baxter Treasurer**

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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 **[Monday 14<sup>th</sup> March 2022 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Sevenoaks Samaritans

NAME OF CONTACT

Mike Bossick

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

EVENING

[REDACTED]

EMAIL ADDRESS

mbossick@sevenoakssamaritans.org

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

The applicant operates the Sevenoaks branch of Samaritans. Samaritans is a national registered charity that offers emotional support to people in distress to deliver Samaritans vision that fewer people die by suicide. Our listening service is free and available at any time of the day or night. The branch serves the local Sevenoaks community through a number of outreach activities.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	0
B) VOLUNTEERS	98
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	n/a

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

55 volunteers live in Sevenoaks Town.

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 2,500

PLEASE DESCRIBE YOUR PROJECT

We would like to develop our outreach services to provide emotional support in the community through awareness training workshops, coping strategies for businesses and establishments in Sevenoaks experiencing emotional distress among members and employees and one to one emotional support to vulnerable groups. Some of our main priorities for 2022 are; Youth groups, Elderly community, Sports Clubs and Associations, Schools.

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

Training for 5 x listening volunteers - £750  
Training for 5x volunteers to provide emotional support in the community - £1,000  
Advertising and Printing of training materials for outreach activity £500  
Volunteer Expenses £250

## 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:

Our area covers Sevenoaks Primarily and does cover areas outside of the Town geographical area. We have not approached other Town parishes as yet. We have provided an estimation of volunteers within Sevenoaks town by postcode, TN13, TN14 and TN15.



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

HAS YOUR ORGANISATION APPLIED ELSEWHERE  
FOR A GRANT FOR THIS PROJECT

YES/~~NQ~~

IF YES, PLEASE GIVE DETAILS

We received a grant of £4370 from SDC in 2021 to help with our set up and marketing costs. We are now looking for funding for more focused outreach activities now that Covid restrictions are lifted.

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

Samaritans is a national charity but local hubs such as Sevenoaks are run independently and are responsible for our own financial stability. Although our volunteers receive calls from a national call base, our volunteers are primarily from the local area and our comprehensive training that provides a minimum of 10 hours training, followed by mentored development and ongoing training and development, offers a valuable skill set into the community. Some volunteers take on additional training to provide emotional support face to face that enables us to support local groups, clubs, businesses

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£28,471

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

10 months

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

£61,102

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 have not applied to Sevenoaks Town Council before.

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

All relevant parts of the form completed	<input checked="" type="checkbox"/>
Form signed	<input checked="" type="checkbox"/>
Audited accounts for the last two years	<input checked="" type="checkbox"/>
Annual Report if available (or Project or Business Plan for a new organisation)	<input checked="" type="checkbox"/>

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

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

*M. J. Bossick* . DATE 22/11/21

NAME AND POSITION IN ORGANISATION:  
IN CAPITALS PLEASE

MIKE BOSSICK  
TREASURER

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

Cheque made payable to Sevenoaks Samaritans sent to:  
Mr M Bossick,  
Collina House, Hilders Lane, Edenbridge, TN8 6JX

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
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Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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

**Samaritans Sevenoaks**

**Financial Statements**

**For the Period 1 June 2020**

**To 31 March 2021**

**Prepared by M Bossick**  
**12-Mar-21**

## **Samaritans Sevenoaks**

### **Summary Cash Flow**

**For the Period 1 June 2020 to 31 March 2021**

	<b>£</b>
<b>Opening Cash at Bank 1 June 2020</b>	4,630
Donations and Income Received	61,102
Expenditure	(23,774)
Purchase of Fixed Assets	(16,643)
Adjust for non cash items:	
Depreciation of Fixed Assets	1,221
Fixed Assets Purchased pre 1 Jun 2020	1,935
<b>Closing Cash at Bank 31 March 2021</b>	<b><u>28,471</u></b>

## Samaritans Sevenoaks

### Income and Expenditure

For the Period 1 June 2020 to 31 March 2021

	01-Jun-20 28-Feb-21 £	Month of Mar 21 £	01-Jun-20 31-Mar-21 £
<b>Income</b>			
<b>Donations Received</b>			
Chevening Parish Council	200	-	200
CAF Donate Button	653	-	653
Riverhead Parish Council	100	-	100
Reigate Samaritans (Balance of KCC Funding)	6,100	-	6,100
Guildford Samaritans	20,000	-	20,000
Brighton Samaritans	4,000	-	4,000
Linda Hogan Foundation	475	-	475
Sundry	420	-	420
Easy Fundraising	43	131	174
Donr	-	7	7
Xmas Cards	199	-	199
Samarathon	3,639	-	3,639
SCC Covid Grant number one	5,500	-	5,500
SCC Covid Grant number two	9,947	-	9,947
SCC Covid Grant for operating costs	7,500	-	7,500
Mentor mileage reimbursed from regional budget	2,188	-	2,188
	<b>60,964</b>	<b>138</b>	<b>61,102</b>
<b>Expenditure</b>			
Marketing Materials	343	-	343
Buildings Insurance	120	-	120
Gas and Electricity	713	142	855
Christmas Cards	105	-	105
Rent for 105	7,441	1,063	8,504
Window Blinds	551	-	551
Water Quality Test	528	-	528
Telephones and Broadband	1,570	185	1,755
Bank Charges	51	8	59
Volunteer Travel Expenses	2,869	340	3,209
Legal Fees No 105 Tenancy	1,596	-	1,596
Sundry Office Supplies and Expenses	3,127	533	3,660
Office Cleaning	582	86	668
Covid Cleaning Materials	600	-	600
<i>Cash Expenditure</i>	<b>20,196</b>	<b>2,357</b>	<b>22,553</b>
Depreciation of Fixed Assets	944	277	1,221
<i>Total Expenditure</i>	<b>21,140</b>	<b>2,634</b>	<b>23,774</b>
<b>Net Income (Expenditure) For The Period</b>	<b>39,824</b>	<b>(2,496)</b>	<b>37,328</b>

## **Samaritans Sevenoaks**

### **Balance Sheet**

**As At 31 March 2021**

	<b>£</b>	<b>£</b>
Fixed Assets		15,447
Cash at Bank		28,471
<b>Net Assets 31 March 2021</b>		<u><u>43,918</u></u>
<b>Represented By :</b>		
Opening Branch Reserves 28 February 2021	46,414	
Net Income for March 2021	<u>(2,496)</u>	
<b>Closing Branch Reserves 31 March 2021</b>		<u><u>43,918</u></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 **[Monday 14<sup>th</sup> March 2022 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

#### NAME OF ORGANISATION

SEVENOAKS VOLUNTEER TRANSPORT GROUP [SVTG]

#### NAME OF CONTACT

ANTHONY WESTON SMITH

#### ADDRESS OF CONTACT

132 OAKHILL ROAD

SEVENOAKS

POSTCODE TN13 INX

TELEPHONE NO: DAYTIME

01732 451528

EVENING

01732 451528

EMAIL ADDRESS

email@awestonsmith.co.uk

#### PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SVTG PROVIDES A COORDINATED LOW COST LOCAL TRANSPORT SCHEME CATERING FOR ELDERLY, INFIRM AND DISABLED RESIDENTS NEEDING ASSISTANCE WITH TRANSPORT TO ATTEND MEDICAL APPOINTMENTS AT CLINICS AND HOSPITALS AND ACTIVITIES SUCH AS CLUBS FOR THE DISABLED. VOLUNTEERS PROVIDE THE TRANSPORT, USING THEIR PRIVATE CARS.

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	1
B) VOLUNTEERS	16
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	94

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

12 VOLUNTEERS AND 94  
BENEFICIARIES

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£750

PLEASE DESCRIBE YOUR PROJECT

OUR PROJECT IS TO KEEP SVTG SERVICES RUNNING TO SUPPORT OUR  
ELDERLY USERS IN THE DIFFICULT SITUATION POSED BY THE  
PANDEMIC.

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

THE GRANT IS REQUIRED TO HELP WITH OUR COSTS IN 2022/23 SO THAT  
WE CAN CONTINUE PROVIDING TRANSPORT FOR ELDERLY PEOPLE  
REQUIRING OUR ASSISTANCE.

## 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? YES

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

PARISH/TOWN CONTACTED	AWARD RECEIVED
BRASTED	£200
CHEVENING	200
DUNTON GREEN	150
KEMSING	50
OTFORD	No award
RIVERHEAD	100
SEAL	No award
SHOREHAM	No award
WESTERHAM TOWN	100
THE AWARD AMOUNT WAS LEFT TO THE PARISH'S DISCRETION	



#### **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

KENT COUNTY COUNCIL	£1,718
SEVENOAKS DISTRICT COUNCIL	500

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

SVTG HAS MAINTAINED A FULL SERVICE THROUGHOUT THE PANDEMIC DESPITE THERE BEING FEWER VOLUNTEER DRIVERS AVAILABLE BECAUSE OF SHELTERING. THIS HAS COME AT A CONSIDERABLE COST. THE CHARITY RECORDED A DEFICIT OF £4,368 IN THE YEAR TO 31 MARCH 2021 AND WE EXPECT A FURTHER DEFICIT OF ABOUT £2,000 IN THE CURRENT YEAR. WITHOUT SUPPORT, SVTG WILL HAVE TO CONSIDER REQUESTING INCREASED CONTRIBUTIONS FROM ITS ELDERLY PASSENGERS TO COVER ITS COSTS, MOST OF WHICH ARE FIXED.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£9,687

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

7.64

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

£1,017

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.

SVTG RECEIVED £500 IN 2018/19 & 2019/20 FOR REVENUE EXPENDITURE &, IN 2020/21, £500 FOR REVENUE EXPENDITURE AND £750 IN RESILIENCE GRANTS.

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

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

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

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

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

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

SIGNATURE



DATE 11<sup>th</sup> January 2022

NAME AND POSITION IN ORGANISATION: ANTHONY WESTON SMITH  
TREASURER

**IN CAPITALS PLEASE**

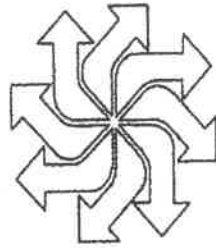
**\* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

PLEASE PAY "SEVENOAKS VOLUNTEER TRANSPORT GROUP"  
SEVENOAKS HOSPITAL, HOSPITAL ROAD, SEVENOAKS TN13 3PH

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee



**Sevenoaks Volunteer Transport Group**  
**Report and unaudited Financial Statements**  
**31 March 2021**

**Sevenoaks Volunteer Transport Group****Reference and administrative details for the year ended 31 March 2021**

---

<b>Status</b>	The organisation is a registered charity, registered on 20 October 1978	
<b>Governing document</b>	The governing document of the Charity is its constitution dated 15 May 1978	
<b>Charity number</b>	276663	
<b>Office</b>	Sevenoaks Hospital, Hospital Road Sevenoaks, Kent TN13 3PH	
<b>Telephone</b>	01732 458931	
<b>Website</b>	<a href="http://www.sevenoaksvolunteertransport.com">www.sevenoaksvolunteertransport.com</a>	
<b>Trustees</b>	Chris Holgate Claire Williams Anthony Weston Smith Margaret Holgate Graham Lacey	Chairman Vice Chairman Treasurer
<b>Sevenoaks District Council Representative</b>	Cllr Simon Raikes	
<b>Coordinator &amp; Secretary</b>	Joanne Spark	
<b>Bankers</b>	NatWest Bank plc., 67 High Street Sevenoaks TN13 1JY	
<b>Independent examiner</b>	Bryan Wilkinson 2 Red House Cottage High Street Sevenoaks TN13 1JG	

## **Sevenoaks Volunteer Transport Group**

### **Report of the Trustees for the year ended 31 March 2021**

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2021. The reference and administrative information set out on Page 1 forms part of this report. The financial statements have been prepared on the accounting policies set out in Note 1 to the financial statements and comply with the Charity's Constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting for Charities" revised in March 2005.

#### **Objective and activities**

The purpose of the Charity is to provide a coordinated local transport scheme to cater for the individual needs of persons who are elderly, infirm, disabled or otherwise in need of assistance within the Sevenoaks area. Passengers may be recommended by their local medical professionals or may approach the Charity directly. Normally, they will be in need of assistance to attend hospitals, surgeries or other health centres. Passengers contribute to the cost of their transport at favourable rates and drivers are paid a mileage allowance to cover their outgoings. The transport is provided by volunteers using their own cars. The Charity carries car insurance for third party risks and the protection of the volunteer drivers' no claims bonuses, whilst they carry out their duties.

#### **Achievements and performance**

This year's performance was much effected by the pandemic. Due to "sheltering", fewer volunteer drivers were available. At the same time, demand was lower, probably, because of fears of infection. 9 [22 2020] volunteer drivers made 448 [1,182 2020] round trips carrying 112 [211 2020] individual passengers.

#### **Financial review**

##### **Sources of funding**

In normal times, the Charity meets its operating costs from the contributions its passengers pay and the funding it receives from its donors. This year, the Charity was forced to support these costs from its reserves.

##### **Reserves policy**

The Charity's policy is to hold reserves of at least six months' expenditure. At 31 March 2021, reserves stood at 7.6 months [7.5 months 2020]

##### **Structure, governance and management**

The Sevenoaks Volunteer Transport Group was formed by a Constitution on 15 May 1978. Its purpose is to provide transport to take residents of the Sevenoaks area to medical facilities. The Charity is governed by the Trustees who meet three times a year.

The Charity's assets consist of its office furniture and equipment, which is expensed in the year of purchase, and its cash reserves which are held at banks.

The Trustees are shown on Page 2 and have served throughout the year, apart from where noted. Half their number retire at each Annual General Meeting and are then eligible for reappointment. Apart from reimbursements to three Trustees for mileage in their capacity as volunteer drivers amounting in total to £906 [£1,251 2020], the Trustees are unpaid. The Coordinator & Secretary is a part-time paid employee of the Charity who arranges the transport and acts as secretary to the Trustees.

**Sevenoaks Volunteer Transport Group**  
**Report of the Trustees for the year ended 31 March 2021**

---

**Acknowledgements**

The Charity is indebted to the following local authorities for their generous financial support:

Kent County Council	£1,718
Sevenoaks Town Council	1,250
Sevenoaks District Council	500
Brasted Parish Council	200
Chevening Parish Council	200
Dunton Green Parish Council	150
Riverhead Parish Council	100
Westerham Town Council	100
Kemsing Parish Council	50
	<b>£4,268</b>

and to passengers who contributed a further **£1,017** for which the Charity is most grateful.

None of the activities of the Charity would be possible without the services provided free by its volunteer drivers. It is especially grateful to the two drivers who did not claim all or some of their mileage allowances.

Finally, the Trustees thank Sevenoaks Hospital for continuing to make its facilities available.

**Public benefit**

Having duly noted the Charity Commission's general guidance on public benefit, the Trustees consider the Charity provides a worthwhile service which satisfies a clear need within the Sevenoaks area.

**The future**

Despite the serious effects of the pandemic, provided the present level of financial support is maintained and more volunteer drivers can be found, the Trustees believe the Charity will continue to provide its vital service.

Approved by the Trustees on 2 November 2021 and signed on their behalf by:

Chris Holgate - Chairman

## **Independent examiner's report to the trustees of Sevenoaks Volunteer Transport Group**

---

I report to the trustees on my examination of the accounts of the Sevenoaks Volunteer Transport Group [the Trust] for the year ended 31st March 2021, which are set out on pages 6 and 7.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 [the Act].

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities [Accounts and Reports] Regulations 2008 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.

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 accounts to be reached.

**Signed:**

**Name:** Bryan Wilkinson  
**Address:** 2 Red House Cottage, High Street, Sevenoaks TN13 1JG  
**Date:**

**Sevenoaks Volunteer Transport Group**  
**Statement of financial activities [incorporating an income and expenditure account]**  
**for the year ended 31 March 2021**

	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Total funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds:		
Contributions from passengers	<b>5,417</b>	18,823
Local authority grants	<b>4,268</b>	3,993
Other grants and donations	<b>1,017</b>	1,784
Gift Aid	<b>120</b>	119
NatWest compensation	-	50
Deposit interest	<b>13</b>	43
<b>Total incoming resources</b>	<b>10,835</b>	24,812
<b>Resources expended</b>		
Coordinator's salary	<b>10,800</b>	10,765
Volunteer drivers' mileage	<b>3,102</b>	10,822
Telephone and broadband	<b>612</b>	731
Insurance	<b>330</b>	330
Postage	<b>196</b>	456
Printing & Stationery	-	189
Computing	<b>163</b>	141
Governance costs	-	40
Training	-	35
Bank charges	-	3
<b>Total resources expended</b>	<b>15,203</b>	23,512
<b>Net (decrease)/ increase in funds</b>	<b>(4,368)</b>	1,300
<b>Reconciliation of funds</b>		
Total funds brought forward	<b>14,467</b>	13,167
<b>Total funds carried forward</b>	<b>10,099</b>	14,467
	=====	=====



**Sevenoaks Volunteer Transport Group**  
**Balance Sheet as at 31 March 2021**

		<b>2021</b>		<b>2020</b>	
	Note	£	£	£	
Debtors	6.	<b>742</b>		1,512	
Cash at bank		<b>9,687</b>		13,815	
Cash in hand		-		792	
<b>Total current assets</b>		<b>10,429</b>		<b>16,119</b>	
Creditors:	7.				
Amounts falling due within one year		<b>330</b>		1,652	
			<b>10,099</b>		<b>14,467</b>
<b>Total assets less current liabilities</b>			<b>10,099</b>		<b>14,467</b>
			=====		=====
<b>Funds of the Charity</b>					
Unrestricted funds			<b>10,099</b>		<b>14,467</b>
<b>Total funds</b>			<b>10,099</b>		<b>14,467</b>
			=====		=====

Approved by the Trustees on 2 June 2021 and signed on their behalf by:

Chris Holgate - Chairman

Anthony Weston Smith - Treasurer

**Sevenoaks Volunteer Transport Group**

**Table 8: Statement of Cash Flows in year ended 31 March 2021**

	<b>Total funds</b>	<b>Prior year funds</b>	<b>Note</b>
	<b>£</b>	<b>£</b>	
Cash flows from operating activities:			
Net cash provided by/[used in] operating activities	<b>[4,920]</b>	2,154	[Table 9]
Change in cash and cash equivalents in the reporting period	<b>[4,921]</b>	2,154	
Cash and cash equivalents at the beginning of the reporting period	<b>14,608</b>	12,454	[Table 10]
Cash and cash equivalents at the end of the reporting period	<b>9,687</b>	14,608	[Table 10]

**Table 9: Reconciliation of net income/expenditure to cash flow from operating activities in year ended 31 March 2021**

	<b>Current year</b>	<b>Prior year</b>
Net Income/expenditure as per the statement of operating activities]	<b>[4,368]</b>	1,300
Adjustments for:		
[Increase]/decrease in debtors	<b>[770]</b>	315
Increase/[decrease] in creditors	<b>1,322</b>	539
Net cash provided by [used in] operating activities	<b>[4,920]</b>	2,154

**Table 10: Analysis of cash and cash equivalents as at 31 March 2021**

	<b>Current year</b>	<b>Prior year</b>
Cash at bank and in hand	<b>6,122</b>	8,556
Notice deposits [less than 3 months]	<b>3,565</b>	6,052
Total cash and cash equivalents	<b>9,687</b>	14,608

## Notes to the financial statements for the year ended 31 March 2021

### 1. Accounting policies

[a] Basis of accounting. These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities Act 2011. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities [revised 2005] and Financial Reporting Standard] 102.

[b] Incoming resources. All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

[c] Charitable expenditure. Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. [d] Debtors represent amounts owing to the Charity from passengers for journeys undertaken on their behalf.

[e] Cash at bank represents balances held at NatWest Bank plc. of which, £6,122 was obtainable on demand and £3,565 was obtainable on 35 days' notice.

[f] Creditors represent the amounts owed for volunteer drivers' claims for mileage incurred in the year and charges from the Charity's provider of telephone and broadband services invoiced after the Balance Sheet date.

### 2. Continuation

The Covid 19 pandemic ran throughout the year. Whilst the Charity operated as normal, this was at a reduced level and forced it to draw on its reserves. Fortunately, there are still sufficient reserves to cover the next year, even if operations continue at the same, reduced, level. The Charity is considered to remain a going concern and the going concern basis of accounting continues to be adopted.

### 3. Public benefit

The Charity is a public benefit entity.

### 4. Taxation

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

### 5. Contribution of unpaid volunteers

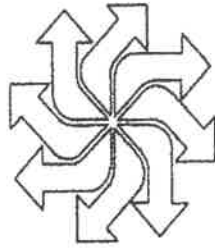
The Trustees and the volunteer drivers all provide their services free. All drivers are entitled to claim mileage allowance to cover their outgoings on their private vehicles. Four drivers did not claim all or some of their mileage allowances to which they were entitled.

### 6. Debtors

	2020	2019
Amounts due from Passengers	<b>£742</b>	£1,512

### 7. Creditors

	2020	2019
Mileage claims due to volunteer drivers	<b>£278</b>	£1,392
Stationery supplies	-	189
Telephone and broadband services	<b>52</b>	71
	<b>£330</b>	£1,652
	=====	=====



**Sevenoaks Volunteer Transport Group**  
**Report and unaudited Financial Statements**  
**31 March 2020**

**Sevenoaks Volunteer Transport Group****Reference and administrative details for the year ended 31 March 2020**

---

<b>Status</b>	The organisation is a registered charity, registered on 20 October 1978	
<b>Governing document</b>	The charity is constituted under a constitution dated 15 May 1978	
<b>Charity number</b>	276663	
<b>Office</b>	Sevenoaks Hospital, Hospital Road Sevenoaks, Kent TN13 3PH	
<b>Telephone</b>	01732 458931	
<b>Website</b>	<a href="http://www.sevenoaksvolunteertransport.com">www.sevenoaksvolunteertransport.com</a>	
<b>Trustees</b>	Chris Holgate Claire Williams Anthony Weston Smith Ian Craig [resigned 21 November 2019] Margaret Holgate Graham Lacey	Chairman Vice Chairman Treasurer
<b>Sevenoaks District Council Representative</b>	Cllr Simon Raikes	
<b>Coordinator &amp; Secretary</b>	Joanne Spark	
<b>Bankers</b>	NatWest Bank plc., 67 High Street Sevenoaks TN13 1JY	
<b>Independent examiner</b>	Bryan Wilkinson 2 Red House Cottage High Street Sevenoaks TN13 1JG	

## **Sevenoaks Volunteer Transport Group**

### **Report of the Trustees for the year ended 31 March 2020**

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2020.

The reference and administrative information set out on Page 1 forms part of this report. The financial statements have been prepared on the accounting policies set out in Note 1 to the financial statements and comply with the Charity's Constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting for Charities" revised in March 2005.

#### **Objective and activities**

The purpose of the Charity is to provide a coordinated local transport scheme to cater for the individual needs of persons who are elderly, infirm, disabled or otherwise in need of assistance within the Sevenoaks area. Passengers may be recommended by their local medical professionals or may approach the Charity directly. Normally, they will be in need of assistance to attend hospitals, surgeries or other health centres. Passengers contribute to the cost of their transport at favourable rates and drivers are paid a mileage allowance to cover their outgoings. The transport is provided by volunteers using their own cars. The Charity carries car insurance for third party risks and the protection of the volunteer drivers' no claims bonuses, whilst they carry out their duties.

#### **Achievements and performance**

This year, 22 [24 2019] volunteer drivers made 1,182 [1,156 2019] round trips carrying 211 [220 2019] individual passengers, many on several occasions. These passengers contributed to the cost of their transport at rates which were substantially below those charged by commercial providers.

#### **Financial review**

##### **Sources of funding**

The Charity meets its operating costs out of the contributions its passengers pay and the funding it receives from its donors.

##### **Reserves policy**

The Charity's policy is to hold reserves of at least six months' expenditure. At 31 March 2020, reserves stood at 7.45 months [6.25 2019]

##### **Structure, governance and management**

The Sevenoaks Volunteer Transport Group was formed by a Constitution on 15 May 1978. Its purpose is to provide transport to take residents of the Sevenoaks area to medical facilities. The Charity is governed by the Trustees who meet three times a year.

The Charity's assets consist of its office furniture and equipment, which is expensed in the year of purchase, and its cash reserves held at banks.

The Trustees are shown on Page 2 and have served throughout the year, apart from where noted. Half their number retire at each Annual General Meeting and are then eligible for reappointment. Apart from reimbursements to three Trustees for mileage in their capacity as volunteer drivers amounting in total to £1,251 [£1,188 2019], the Trustees are unpaid. The Coordinator & Secretary is a part-time paid employee of the Charity who arranges the transport and acts as secretary to the Trustees.

**Sevenoaks Volunteer Transport Group**  
**Report of the Trustees for the year ended 31 March 2020**

---

**Acknowledgements**

The Charity is indebted to the following local authorities for their generous financial support:

Kent County Council	£1,718
Sevenoaks District Council	500
Sevenoaks Town Council	500
Seal Parish Council	300
Otford Parish Council	250
Brasted Parish Council	225
Dunton Green Parish Council	150
Chevening Parish Council	100
Riverhead Parish Council	100
Westerham Town Council	100
Shoreham Parish Council	50
	<b>£3,993</b>

and to passengers who contributed a further **£1,784** for which the Charity is most grateful.

None of the activities of the Charity would be possible without the services provided free by its volunteer drivers. It is especially grateful to the four drivers who did not claim all or some of their mileage allowances.

Finally, the Trustees thank Sevenoaks Hospital for continuing to make its facilities available.

**The future**

The Trustees believe the Charity provides a worthwhile service which satisfies a clear need within the Sevenoaks area. Provided the present level of financial support is maintained, it should be possible to continue this service.

Approved by the Trustees on 3 May 2020 and signed on their behalf by:

Chris Holgate - Chairman

## **Independent examiner's report to the trustees of Sevenoaks Volunteer Transport Group**

---

I report to the trustees on my examination of the accounts of the Sevenoaks Volunteer Transport Group [the Trust] for the year ended 31st March 2020, which are set out on pages 6 and 7.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 [the Act].

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities [Accounts and Reports] Regulations 2008 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.

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 accounts to be reached.

Signed:

Name: Bryan Wilkinson  
Address: 2 Red House Cottage, High Street, Sevenoaks TN13 1JG  
Date: 24 September 2020



**Sevenoaks Volunteer Transport Group**  
**Statement of financial activities [incorporating an income and expenditure account]**  
**for the year ended 31 March 2020**

	<b>2020</b>	<b>2019</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Total funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Incoming resources from generated funds:		
Contributions from passengers	<b>18,823</b>	18,879
Local authority grants	<b>3,993</b>	3,643
Other grants and donations	<b>1,784</b>	2,367
Gift Aid	<b>119</b>	110
NatWest compensation	<b>50</b>	-
Deposit interest	<b>43</b>	10
<b>Total incoming resources</b>	<b>24,812</b>	25,009
<b>Resources expended</b>		
Volunteer drivers' mileage	<b>10,822</b>	10,758
Coordinator's salary	<b>10,765</b>	10,314
Website set up	-	1,000
Telephone and broadband	<b>731</b>	697
Postage	<b>456</b>	416
Insurance	<b>330</b>	330
Printing & Stationery	<b>189</b>	197
Computing	<b>141</b>	72
Governance costs	<b>40</b>	58
Training	<b>35</b>	35
Bank charges	<b>3</b>	18
<b>Total resources expended</b>	<b>23,512</b>	23,895
<b>Net movement in funds</b>	<b>1,300</b>	1,114
<b>Reconciliation of funds</b>		
Total funds brought forward	<b>13,167</b>	12,053
<b>Total funds carried forward</b>	<b>14,467</b>	13,167
	<b>=====</b>	<b>=====</b>

**Sevenoaks Volunteer Transport Group  
Balance Sheet as at 31 March 2020**

		<b>2020</b>		<b>2019</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>
Debtors	6.	<b>1,512</b>		1,827
Cash at bank		<b>13,815</b>		12,453
Cash in hand		<b>792</b>		
<b>Total current assets</b>		<b><u>16,119</u></b>		<b><u>14,280</u></b>
Creditors:	7.			
Amounts falling due within one year		<b>1,652</b>		1,113
		<b><u>14,467</u></b>		<b><u>13,167</u></b>
<b>Total assets less current liabilities</b>		<b><u>14,467</u></b>		<b><u>13,167</u></b>
		<b>=====</b>		<b>=====</b>
<b>Funds of the Charity</b>				
Unrestricted funds		<b>14,467</b>		13,167
<b>Total funds</b>		<b><u>14,467</u></b>		<b><u>13,167</u></b>
		<b>=====</b>		<b>=====</b>

Approved by the Trustees on 3 May 2020 and signed on their behalf by:

Chris Holgate - Chairman

Anthony Weston Smith - Treasurer

**Sevenoaks Volunteer Transport Group**

**Table 8: Statement of Cash Flows in year ended 31 March 2020**

	<b>Total funds</b>	<b>Prior year funds</b>	<b>Note</b>
	<b>£</b>	<b>£</b>	
Cash flows from operating activities:			
Net cash provided by/used in operating activities	<b>2,154</b>	1,253	[Table 9]
Change in cash and cash equivalents in the reporting period	<b>2,154</b>	1,253	
Cash and cash equivalents at the beginning of the reporting period	<b>12,453</b>	11,200	[Table 10]
Cash and cash equivalents at the end of the reporting period	<b>14,607</b>	12,453	[Table 10]

**Table 9: Reconciliation of net income/expenditure to cash flow from operating activities in year ended 31 March 2020**

	<b>Current year</b>	<b>Prior year</b>
Net Income/expenditure as per the statement of operating activities]	<b>1,300</b>	1,114
Adjustments for:		
[Increase]/decrease in debtors	<b>315</b>	106
Increase/[decrease] in creditors	<b>539</b>	33
Net cash provided by [used in] operating activities	<b>2,154</b>	1,253

**Table 10: Analysis of cash and cash equivalents as at 31 March 2020**

	<b>Current year</b>	<b>Prior year</b>
Cash at bank and in hand	<b>8,556</b>	6,445
Notice deposits [less than 3 months]	<b>6,052</b>	6,008
Total cash and cash equivalents	<b>14,607</b>	12,453

## Notes to the financial statements for the year ended 31 March 2020

### 1. Accounting policies

[a] Basis of accounting. These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities Act 2011. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities [revised 2005] and Financial Reporting Standard] 102.

[b] Incoming resources. All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

[c] Charitable expenditure. Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

[d] Debtors represent amounts owing to the Charity from passengers for journeys undertaken on their behalf.

[e] Cash at bank represents balances held at NatWest Bank plc. of which, £7,764 was obtainable on demand and £6,052 was obtainable on 35 days' notice.

[f] Creditors represent the amounts owed for volunteer drivers' claims for mileage incurred in the year and charges from the Charity's providers of telephone and broadband services and of stationery invoiced after the Balance Sheet date.

### 2. Continuation

There are no material uncertainties about the Charity's ability to continue.

### 3. Public benefit

The Charity is a public benefit entity.

### 4. Taxation

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

### 5. Contribution of unpaid volunteers

The Trustees and the volunteer drivers all provide their services free. All drivers are entitled to claim mileage allowance to cover their outgoings on their private vehicles. Four drivers did not claim all or some of their mileage allowances to which they were entitled.

### 6. Debtors

	2020	2019
Amounts due from Passengers	£1,512	£1,827

### 7. Creditors

	2020	2019
Mileage claims due to volunteer drivers	£1,392	£1,052
Stationery supplies	189	
Telephone and broadband services	71	61
	<u>£1,652</u>	<u>£1,113</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 [**Monday 14<sup>th</sup> March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

West Kent Mediation

NAME OF CONTACT

Amanda Bell

ADDRESS OF CONTACT

Knole Academy School, Bradbourne Vale Road, Sevenoaks, TN13 3LE

POSTCODE TN13 3LE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

theoffice@wkm.org.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Through dedicated and trained volunteers West Kent Mediation (WKM) provides a free restorative, professional, impartial community mediation service to help resolve conflict and the breakdown of relationships between individuals, organisations and groups in West Kent. WKM also offer a family mediation service to help repair damage and support the re-building of family relationships. We offer a community conferencing service that helps to resolve multi party disputes in the local community, schools and families.

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	2 part time
B) VOLUNTEERS	27
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	all residents of the STC area

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

Our service is available to all STC residents 20% of our volunteers live within the STC area

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 750

PLEASE DESCRIBE YOUR PROJECT

Mediation works! Our team of volunteer mediators will deliver a range of mediation services to all STC residents. They work in pairs and make assessment visits to all the parties in their own homes in order to consider the issues presented and each clients requirements. When ready the mediators will facilitate a joint mediation meeting with all parties present, where an agreement can be reached in a positive way to move forward.

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

Any grant received would be spent on a contribution to the following costs, within 2022/2023:  
Volunteer training, either in person or online  
Volunteer expenses, including travelling, telephone, & admin.  
Hall hire costs needed for mediation meetings  
Publicity costs including update of website & social media to ensure STC residents are kept fully up to date with how and where they can access our service.

## 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 all parish/town councils asking for donations/grant to the service, we have so far received:  
Riverhead (Received) £100  
Wrotham (R) £100  
Ash cum Ridley (R) £350  
Dunton Green (R) £50

#### 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 Council  
West Kent Housing

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

2021 has been an extremely challenging year for us here at WKM, our working practices are constantly changing with the pandemic guidelines, and we must consider the safety of our staff, volunteers, and clients. We were unexpectedly given notice to vacate our office by our landlords and had to find new office space within a short period of time, we also had the problem that our office rent was very modest and only accounted for this sum of money in our budget. We have now found a new office that is more expensive and also had the additional expenditure of the move and all the IT costs involved. On the plus side we can now work completely remotely both with the computer and telephone system.

We have been fortunate to be able to recruit two new volunteer mediators that have had the relevant training required for our service, they have replaced the few volunteers that have been unable to work for us either due to health restrictions or volunteering for the NHS vaccination service. These new volunteer mediators are being given constant supervision.

This year due to the covid pandemic we have not been able to complete some of our training commitments, however we have re-scheduled this for March 2022.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£55800

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

12 months

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

All funds applied for

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.

2021 £800 (R)  
2020 £750 (R)  
2019 £750 (R)  
2017 £375 (R)  
2016 £375 (R)

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

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ <del>NO</del>
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

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

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

SIGNATURE

*A Bell*

DATE 11th January 2022

NAME AND POSITION IN ORGANISATION: AMANDA BELL, CEO  
**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?**

West Kent Mediation, Knole Academy, Bradbourne Vale Road, Sevenoaks, TN13 3LE

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

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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



## West Kent Mediation

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Report and Accounts  
31 March 2021



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**Chairman's Report  
for the year ended 31 March 2021**

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This year we are celebrating the 25th year of the formation of West Kent Mediation. I consider this to be a very real achievement for a small charity such as ours, and after the very challenging past year the need for our services has never been greater.

Looking back to my report for 2020, when we were grappling desperately with the challenges of the COVID 19 epidemic, it is good to be able to report how successfully our two office staff Amanda Bell and Gill Brewster continued to adapt procedures, in order to keep our mediation service going forward. At the time I wrote my last report we could not see an end to Covid restrictions. However now finally there seems to be light at the end of a very long tunnel.

Over the year our Committee met on Zoom until it was possible for us to physically be together again. We learnt from Amanda and Gill how our mediators had successfully conducted online and telephone consultations, with many promising outcomes. It remains to be seen if some of these new ways of approaching mediation may be carried forward into the future, as the safety of our volunteers and clients will always be paramount. Unfortunately, Imago, who have kindly rented us an office at Knole Academy in recent years, now need the space themselves. Thankfully a new venue in Sevenoaks has been found and we look forward to settling into our new premises.

We are immensely grateful to our three local authorities- Sevenoaks District Council, Tunbridge Wells Borough Council and Tonbridge & Malling Borough Council, who all use our services and continue to support us. We also thank the many town and parish councils in our area for their valuable and extremely generous donations. They have been especially valued in this particularly difficult year for our service

In addition, we are indebted to the National Lottery Community Fund for the grant they awarded us last year and which will be paid over three years. This money is invaluable in helping us meet all our running costs. Much time and effort has been spent over the year applying to grant making organisations and we send our sincere thanks to all those who have supported us. We are very mindful of the fact that one important contract and source of income for us expired in June and another is in its final year and so we must continue to look for new sources of funding.

Regrettably it has not been possible to meet up with our wonderful team of mediators, nor to offer them training in our normal way. However, we were able to offer guidance and some online training on the use of Zoom in mediation, which mediators found helpful. We very much hope to be able to meet physically in the near future, in order to thank everyone properly and to share their ideas and experiences.

Our schools peer mediation work inevitably came to a standstill during the pandemic. However, there are encouraging signs that it will now be able to recommence in the Autumn Term.

In conclusion, on behalf of my fellow trustees I would like to send grateful thanks to all our mediators, who give so much of their time. It is greatly appreciated. In addition, I send personal thanks to my fellow trustees for all their support and wisdom.

*Rosemary Morgan*

Mrs R A Morgan

Chairman

**Report of the Trustees  
for the year ended 31 March 2021**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

West Kent Mediation (WKM) has been providing a free, impartial and confidential mediation services to Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council for over twenty years. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of volunteer mediators who are trained and supported by WKM's small staff team.

### **Achievements**

Our referrals are received through continued partnership working with both statutory and voluntary organisations, including the three leading housing associations in West Kent. 76% of our referrals during the year were neighbour/community cases, and 24% related to family (including homelessness) conflicts. Unfortunately, our peer mediation schools service has temporarily been suspended due to the coronavirus pandemic.

### **Public benefit**

The Board of Trustee Directors confirms that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

## **FINANCIAL REVIEW**

### **Financial position**

In the year ended 31 March 2021 WKM received total incoming resources of £68,409 and expended £41,616 in total, resulting in net income of £26,793 (2020 £10,668). WKM's cumulative reserves to be carried forward at 31 March 2021 thus amounted to £81,325 (2020 £54,532).

### **Reserves policy**

The Board of Trustee Directors has established a policy whereby the unrestricted free reserves held by the company should be maintained at a level where it is considered that a broad business base can be laid for the charity to continue its current activities. The unrestricted free reserves amounted to £81,325 at 31 March 2021, of which the Trustees have designated £25,500 to make provision in the event the company be required to make payment for its office accommodation and/or closure costs if ongoing finance is not received. The policy is monitored and reviewed annually.

## **FUTURE PLANS**

The charity seeks to expand its mediation services in all areas. We continue to work in close partnership with other mediation services within the Kent Mediation network, and other voluntary and statutory organisations within our area.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

Annually, one third of the Trustee Directors retire by rotation at the AGM. Additionally any trustee directors who have been appointed by the Board of Trustee Directors since the last AGM shall hold office only until the next following AGM. If not re-appointed at that AGM he/she shall vacate office at the conclusion of the meeting.

### **Recruitment and appointment of new trustees**

The Board of Trustee Directors regularly reviews the Board's composition to identify any skills gaps. They also review the methods employed to recruit new trustees; these include through word of mouth and networking, insertions in newsletters circulated to service users and volunteers, through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells and the three major local Housing Associations in West Kent, together with donations from town and parish councils and others. This year we have secured funding from the National Lottery covering the next 3 years. We are extremely grateful for the continued support of all our funders.

### **Organisational structure**

The Charity's operations are directed by the Board of Trustee Directors, which meets on a regular basis, and is responsible for the supervisory management of the charitable company. The mediation activities are undertaken by volunteers who are recruited, trained, supported and supervised by two paid members of staff. The main funding for the company's charitable activities was provided by and through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells and the three major local Housing Associations in West Kent, together with donations from town and parish councils and others. This year we have secured funding from the National Lottery covering the next 3 years. We are extremely grateful for the continued support of all our funders.

### **Risk management**

The Board of Trustee Directors has examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced, so that current controls can be monitored and improvements introduced as and when necessary.

**Report of the Trustees  
for the year ended 31 March 2021**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
04830437 (England and Wales)

**Registered Charity number**  
1100637

**Registered office**  
C/O Imago  
Knole Academy  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3LE

**Trustees**  
Mrs S J Constantine Councillor  
Mr P M Michaels Retired  
Mrs R A Morgan Retired  
Mrs P J Robertson Retired  
Mr K W Turner Retired  
Mrs R A Clibbens Retired

**Company Secretary**  
Mrs G Brewster

**Independent Examiner**  
Porritt Rainey  
The Crown Business Centre  
10 High Street  
Otford  
Sevenoaks  
Kent  
TN14 5PQ

**Bankers**  
Lloyds TSB  
High Street  
Sevenoaks  
Kent  
TN13

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

Approved by order of the board of trustees on 7 September 2021 and signed on its behalf by:

*Keith Turner*

---

Mr K Turner - Trustee

**Independent examiner's report to the trustees of West Kent Mediation ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

*Alan R E Peal*

---

Alan R E Peal  
Chartered Accountant  
Porritt Rainey  
The Crown Business Centre  
10 High Street  
Otford  
Sevenoaks  
Kent  
TN14 5PQ

Date: 9 September 2021

# West Kent Mediation

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		48	-	48	-
<b>Charitable activities</b>	3				
Mediation		33,140	35,000	68,140	62,542
Investment income	2	221	-	221	347
<b>Total</b>		33,409	35,000	68,409	62,889
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Mediation		6,616	35,000	41,616	52,221
<b>NET INCOME</b>		26,793	-	26,793	10,668
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		54,532	-	54,532	43,864
<b>TOTAL FUNDS CARRIED FORWARD</b>		81,325	-	81,325	54,532

The notes form part of these financial statements

Statement of Financial Position  
31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>CURRENT ASSETS</b>					
Cash at bank		93,604	-	93,604	77,769
<b>CREDITORS</b>					
Amounts falling due within one year	10	(12,279)	-	(12,279)	(23,237)
<b>NET CURRENT ASSETS</b>		<u>81,325</u>	<u>-</u>	<u>81,325</u>	<u>54,532</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>81,325</u>	<u>-</u>	<u>81,325</u>	<u>54,532</u>
<b>NET ASSETS</b>		<u>81,325</u>	<u>-</u>	<u>81,325</u>	<u>54,532</u>
<b>FUNDS</b>	11				
Unrestricted funds				<u>81,325</u>	<u>54,532</u>
<b>TOTAL FUNDS</b>				<u>81,325</u>	<u>54,532</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 7 September 2021 and were signed on its behalf by:

*Keith Turner*

Mr K Turner - Trustee



**1. ACCOUNTING POLICIES****Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. INVESTMENT INCOME**

	2021 £	2020 £
Deposit account interest	<u>221</u>	<u>347</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2021 £	2020 £
Mediation Fees	Mediation	-	3,800
Grants	Mediation	<u>68,140</u>	<u>58,742</u>
		<u>68,140</u>	<u>62,542</u>

Grants received, included in the above, are as follows:

	2021 £	2020 £
Sevenoaks District Council	5,000	4,800
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,160	2,400
Town & Country Housing	8,500	5,100
West Kent Housing	6,600	5,100
Parish Councils	1,350	675
Citizens Advice	7,500	9,375
Town Councils	2,600	650
Clarion Housing Group	<u>3,400</u>	<u>5,100</u>
Carried forward	<b>39,610</b>	<b>35,700</b>

**3. INCOME FROM CHARITABLE ACTIVITIES - continued**

	2021 £	2020 £
Brought forward	39,610	35,700
Henry Smith Charity	4,000	4,000
V F Southall	-	2,000
R G Hill Charitable Trust	-	1,250
Colyer Fergusson	4,250	1,750
Early Help	-	3,782
National Lottery	17,840	7,460
Sevenoaks Amhurst Rotary Group	-	300
Kent Community Foundation	2,000	2,000
Linda Hogan Charitable Trust	440	500
	<u>68,140</u>	<u>58,742</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 5) £	Support costs £	Totals £
Mediation	<u>39,842</u>	<u>1,774</u>	<u>41,616</u>

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2021 £	2020 £
Staff costs	32,256	38,795
Premises Costs	3,527	3,583
Insurance	1,753	1,796
Telephone	159	312
Stationery and Computer consumables	770	1,566
Sundries	66	-
Staff Expenses	180	247
Volunteer Expenses and Training	257	1,439
Mediation Fees	-	1,985
Advertising and Presentations	439	-
Office Equipment	-	764
Subscriptions	435	210
	<u>39,842</u>	<u>50,697</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**7. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	<b>2021</b>	<b>2020</b>
Organisational Roles	<u><u>2</u></u>	<u><u>2</u></u>

The remuneration of the management team were £37,939.

During the period Furlough receipts totalled £8,022.

**8. PENSION**

The company contributes for one employee into The Pensions Trust Money Purchase Plan for Charities and Voluntary Organisations. The company has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2020. As of this date the estimated employer debt for the company was £3,854 which has been provided for by the company (2020 - £3,979).

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Mediation	30,900	31,642	62,542
Investment income	<u>347</u>	<u>-</u>	<u>347</u>
<b>Total</b>	31,247	31,642	62,889
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Mediation	18,704	33,517	52,221
<b>NET INCOME/(EXPENDITURE)</b>	12,543	(1,875)	10,668
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	41,989	1,875	43,864
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>54,532</u></u>	<u><u>-</u></u>	<u><u>54,532</u></u>

Notes to the Financial Statements - continued  
for the year ended 31 March 2021

## 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Accruals and deferred income	7,125	17,817
Accrued expenses	<u>5,154</u>	<u>5,4201</u>
	<u>12,279</u>	<u>23,237</u>

## 11. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>			
General fund	29,032	26,793	55,825
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	<u>54,532</u>	<u>26,793</u>	<u>81,325</u>
<b>TOTAL FUNDS</b>	<u>54,532</u>	<u>26,793</u>	<u>81,325</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	33,409	(6,616)	26,793
<b>Restricted funds</b>			
Local Authorities	9,660	(9,660)	-
Path Partnership	7,500	(7,500)	-
The National Lottery Community Fund	<u>17,840</u>	<u>(17,840)</u>	<u>-</u>
	<u>35,000</u>	<u>(35,000)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>68,409</u>	<u>(41,616)</u>	<u>26,793</u>

## Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
<b>Unrestricted funds</b>			
General fund	16,489	12,543	29,032
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	41,989	12,543	54,532
<b>Restricted funds</b>			
Path Partnership	1,875	(1,875)	-
	<u>43,864</u>	<u>10,668</u>	<u>54,532</u>
<b>TOTAL FUNDS</b>	<u>43,864</u>	<u>10,668</u>	<u>54,532</u>

Notes to the Financial Statements - continued  
for the year ended 31 March 2021

## 11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	31,247	(18,704)	12,543
<b>Restricted funds</b>			
Local Authorities	11,025	(11,025)	-
Path Partnership	9,375	(11,250)	(1,875)
KCC Early Help (Tonbridge & Malling)	3,782	(3,782)	-
The National Lottery Community Fund	<u>7,460</u>	<u>(7,460)</u>	<u>-</u>
	<u>31,642</u>	<u>(33,517)</u>	<u>(1,875)</u>
<b>TOTAL FUNDS</b>	<u>62,889</u>	<u>(52,221)</u>	<u>10,668</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/19 £	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>			
General fund	16,489	39,336	55,825
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	41,989	39,336	81,325
<b>Restricted funds</b>			
Path Partnership	<u>1,875</u>	<u>(1,875)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>43,864</u>	<u>37,461</u>	<u>81,325</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	64,656	(25,320)	39,336
<b>Restricted funds</b>			
Local Authorities	20,685	(20,685)	-
Path Partnership	16,875	(18,750)	(1,875)
KCC Early Help (Tonbridge & Malling)	3,782	(3,782)	-
The National Lottery Community Fund	<u>25,300</u>	<u>(25,300)</u>	<u>-</u>
	<u>66,642</u>	<u>(68,517)</u>	<u>(1,875)</u>
<b>TOTAL FUNDS</b>	<u>131,298</u>	<u>(93,837)</u>	<u>37,461</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.

**13. LIMITATION OF LIABILITY**

The charity is a company limited by guarantee and has no share capital. The statutory members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31 March 2021 was 32.

## West Kent Mediation

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Report and Accounts  
31 March 2020



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**Chairman's Report  
for the year ended 31 March 2020**

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When I began my report last year by referring to the challenging economic times we were living in, little did I imagine what 2020 had in store for us all. COVID 19 has put our world into turmoil and as yet we can't see an end to it all. At the end of our financial year 2019-20 we were one week into a national lockdown situation, with many uncertainties and challenges undoubtedly lying ahead.

Much of the team's time in 2019 was spent fundraising, and I am delighted to report that these efforts were rewarded by a very positive response from some grant-making charitable trusts. We would like to thank the following charitable trusts - Colyer Fergusson, W F Southall, R G Hills, Henry Smith, Linda Hogan, and the Kent Community Foundation (Lawson Fund) for their financial support this year. In recognition of our two staff members fundraising efforts the trustees decided to award them a salary increase in line with inflation – the first in four years.

A notable highlight of this year was the news that we had been awarded a grant from the National Lottery (Community Fund) which will be paid over three years. As well as being a recognition of the valuable work we do, this money will be invaluable in helping us to meet all our running costs. Referrals received during the current year increased from last year which shows that WKM are still a very much needed service in our local community.

We are extremely grateful to our three local authorities - Sevenoaks District Council, Tunbridge Wells Borough Council and Tonbridge and Malling Borough Council who all continue to support us and use our services. In addition, we must thank West Kent Housing, Town and Country Housing Group and Clarion Housing, who support us under service level agreements, as many of their tenants also need our help. We also thank all the town and parish councils who give us financial support.

Raising funds still dominates much of our team's time and they are always looking for new opportunities. This year we were successful in achieving a one-year grant from Early Help (Tonbridge & Malling) to provide a mediation service to families in need. Our work with the PATH partnership (Year 4 of 5 contract) to help prevent homelessness continues. We also look at other ways to raise funds, for example, by encouraging local charitable organisations and businesses to consider us when they are awarding funds.

Another very positive feature of the year was the development of our school's peer mediation project, led by Dorothy Walkington. It is to be hoped that when lockdown restrictions ease, this can re-commence in our local schools, although it is quite possible that the Covid pandemic may temporarily adversely affect this scheme.

We have an amazing team of mediators, who give so much of their time, and they are much valued by us. We have enjoyed some lively, informative and stimulating training opportunities during the past year and very much look forward to the next opportunity to get together and share both ideas and experiences. On behalf of my fellow trustees I would like to send our sincere thanks for all their hard work and commitment.

I would also like to add personal thanks to my board of trustees for all their support and commitment. The year ahead promises to be another challenging one. However, we will do our best to continue to search for possible sources of funding and continue to raise awareness of the power of Mediation.

*Rosemary Morgan*

Mrs R A Morgan - Trustee

**Report of the Trustees  
for the year ended 31 March 2020**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

West Kent Mediation (WKM) provides a free, impartial and confidential mediation services to Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council for over twenty years. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of volunteer mediators who are trained and supported by WKM's small staff team.

**Achievements**

The Trustee Directors are pleased to report that WKM has continued to meet its aims and objectives over the past year. Our referrals have increased from last year, and are received through continued partnership working with both statutory and voluntary organisations, including the three leading Housing Associations in West Kent. 60% of our referrals during the year were neighbour/community cases, and 34% related to family (including homeless) conflicts, a further 3% were Anger Management Coaching and 3% workplace mediation. In addition we provided a peer mediation scheme to four local primary schools and trained over 180 students in years 5 and 6 and 18 staff members in basic mediation skills.

WKM staff dealt with a number of requests for help and advice where mediation was not deemed to be appropriate, but were re-directed to other local agencies for assistance. The Trustee Directors are pleased to report that WKM's services has consistently been highly rated in post-mediation evaluations on client satisfaction during the past year.

**Public benefit**

The Board of Trustee Directors confirms that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

**FINANCIAL REVIEW**

**Financial position**

In the year ended 31 March 2020 WKM received total incoming resources of £62,889 and expended £52,221 in total, resulting in net income of £10,668 (2019 - expense £3,207). WKM's cumulative reserves to be carried forward at 31 March 2020 thus amounted to £54,532 (2019 £43,864).

**Reserves policy**

The Board of Trustee Directors has established a policy whereby the unrestricted free reserves held by the company should be maintained at a level where it is considered that a broad business base can be laid for the charity to continue its current activities. The unrestricted free reserves amounted to £54,532 at 31 March 2020, of which the Trustees have designated £25,500 to make provision in the event the company be required to make payment for its office accommodation and/or closure costs if ongoing finance is not received. The policy is monitored and reviewed annually.

**FUTURE PLANS**

The charity seeks to expand its mediation services in all areas. We continue to work in close partnership with other mediation services within the Kent Mediation network, and other voluntary and statutory organisations within our area.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

Annually, one third of the Trustee Directors retire by rotation at the AGM. Additionally any trustee directors who have been appointed by the Board of Trustee Directors since the last AGM shall hold office only until the next following AGM. If not re-appointed at that AGM he/she shall vacate office at the conclusion of the meeting.

**Recruitment and appointment of new trustees**

The Board of Trustee Directors regularly reviews the Board's composition to identify any skills gaps. They also review the methods employed to recruit new trustees; these include through word of mouth and networking, insertions in newsletters circulated to service users and volunteers, through the West Kent Mediation website. WKM's publicity material is also displayed in a wide range of community venues including schools, medical centres, supermarkets, libraries, etc.

**Report of the Trustees  
for the year ended 31 March 2020**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

The Charity's operations are directed by the Board of Trustee Directors, which meets on a regular basis, and is responsible for the supervisory management of the charitable company. The mediation activities are undertaken by volunteers who are recruited, trained, supported and supervised by two paid members of staff. The main funding for the company's charitable activities was provided by and through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells and the three major local Housing Associations in West Kent, together with donations from town and parish councils and others. This year we have secured funding from the National Lottery covering the next 3 years. We are extremely grateful for the continued support of all our funders.

**Risk management**

The Board of Trustee Directors has examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced, so that current controls can be monitored and improvements introduced as and when necessary.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04830437 (England and Wales)

**Registered Charity number**

1100637

**Registered office**

C/O Imago  
Knole Academy  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3LE

**Trustees**

Mrs S J Constantine Councillor  
Mr P M Michaels Retired  
Mrs R A Morgan Retired  
Mrs P J Robertson Retired  
Mr K W Turner Retired  
Mrs R A Clibbens Retired

**Company Secretary**

Mrs G Brewster

**Independent Examiner**

Porritt Rainey  
The Crown Business Centre  
10 High Street  
Otford  
Sevenoaks  
Kent  
TN14 5PQ

**Bankers**

Lloyds TSB  
High Street  
Sevenoaks  
Kent  
TN13

**West Kent Mediation (Registered number: 04830437)**

**Report of the Trustees  
for the year ended 31 March 2020**

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

Approved by order of the board of trustees on 29 September 2020 and signed on its behalf by:

*Rosemary Morgan*

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Mrs R A Morgan - Trustee

**Independent examiner's report to the trustees of West Kent Mediation ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

*Alan Peal*

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Alan R E Peal  
Chartered Accountant  
Porritt Rainey  
The Crown Business Centre  
10 High Street  
Otford  
Sevenoaks  
Kent  
TN14 5PQ

Date: 30 September 2020

**West Kent Mediation**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the year ended 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		-	-	-	10
<b>Charitable activities</b>	3				
Mediation		30,900	31,642	62,542	42,049
Investment income	2	347	-	347	309
<b>Total</b>		<b>31,247</b>	<b>31,642</b>	<b>62,889</b>	<b>42,368</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Mediation		18,704	33,517	52,221	45,575
<b>NET INCOME/(EXPENDITURE)</b>		<b>12,543</b>	<b>(1,875)</b>	<b>10,668</b>	<b>(3,207)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>41,989</b>	<b>1,875</b>	<b>43,864</b>	<b>47,071</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>54,532</u></b>	<b><u>-</u></b>	<b><u>54,532</u></b>	<b><u>43,864</u></b>

The notes form part of these financial statements

**Statement of Financial Position**  
**31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>CURRENT ASSETS</b>					
Cash at bank		77,769	-	77,769	61,406
<b>CREDITORS</b>					
Amounts falling due within one year	10	(23,237)	-	(23,237)	(17,542)
<b>NET CURRENT ASSETS</b>		<u>54,532</u>	<u>-</u>	<u>54,532</u>	<u>43,864</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>54,532</u>	<u>-</u>	<u>54,532</u>	<u>43,864</u>
<b>NET ASSETS</b>		<u>54,532</u>	<u>-</u>	<u>54,532</u>	<u>43,864</u>
<b>FUNDS</b>	11				
Unrestricted funds				54,532	41,989
Restricted funds				-	1,875
<b>TOTAL FUNDS</b>				<u>54,532</u>	<u>43,864</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 29 September 2020 and were signed on its behalf by:

*Rosemary Morgan*

Mrs R A Morgan - Trustee

The notes form part of these financial statements

**1. ACCOUNTING POLICIES****Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. INVESTMENT INCOME**

	2020	2019
	£	£
Deposit account interest	<u>347</u>	<u>309</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2020	2019
		£	£
Mediation Fees	Mediation	3,800	939
Grants	Mediation	<u>58,742</u>	<u>41,110</u>
		<u>62,542</u>	<u>42,049</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
Sevenoaks District Council	4,800	4,800
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,400	2,400
Town & Country Housing	5,100	1,681
West Kent Housing	5,100	5,100
Parish Councils	<u>675</u>	<u>1,025</u>
Carried forward	20,575	17,506



Notes to the Financial Statements - continued  
for the year ended 31 March 2020

## 3. INCOME FROM CHARITABLE ACTIVITIES - continued

	2020	2019
	£	£
Brought forward	20,575	17,506
Waitrose	-	329
Citizens Advice Path Partnership	9,375	5,625
Tesco	-	5,000
Gatwick Airport Foundation	-	2,000
Town Councils	650	1,550
Clarion Housing Group	5,100	5,100
Henry Smith Charity	4,000	4,000
V F Southall	2,000	-
R G Hill Charitable Trust	1,250	-
Colyer Fergusson	1,750	-
Early Help	3,782	-
National Lottery	7,460	-
Sevenoaks Amhurst Rotary Group	300	-
Kent Community Foundation	2,000	-
Linda Hogan Charitable Trust	500	-
	<u>58,742</u>	<u>41,110</u>

## 4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5)	Support costs	Totals
	£	£	£
Mediation	<u>50,697</u>	<u>1,524</u>	<u>52,221</u>

## 5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020	2019
	£	£
Staff costs	38,795	33,920
Premises Costs	3,583	3,511
Insurance	1,796	1,777
Telephone	312	336
Stationery and Computer consumables	1,566	1,942
Staff Expenses	247	-
Volunteer Expenses and Train	1,439	1,214
Mediation Fees	1,985	-
Office Equipment	764	945
Subscriptions	210	185
Donations	-	50
	<u>50,697</u>	<u>43,880</u>

Notes to the Financial Statements - continued  
for the year ended 31 March 2020**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

**7. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	<b>2020</b>	<b>2019</b>
Organisational Roles	<u>2</u>	<u>2</u>

The emoluments of the management team were £39,189.

**8. PENSION**

The company contributes for one employee into The Pensions Trust Money Purchase Plan for Charities and Voluntary Organisations. The company has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 31 March 2020. As of this date the estimated employer debt for the company was £3,979 which has been provided for by the company (2019 - £4,046).

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	10	-	10
<b>Charitable activities</b>			
Mediation	24,149	17,900	42,049
Investment income	<u>309</u>	<u>-</u>	<u>309</u>
<b>Total</b>	24,468	17,900	42,368
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Mediation	<u>27,675</u>	<u>17,900</u>	<u>45,575</u>
<b>NET INCOME/(EXPENDITURE)</b>	(3,207)	-	(3,207)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>45,196</u>	<u>1,875</u>	<u>47,071</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>41,989</u>	<u>1,875</u>	<u>43,864</u>

Notes to the Financial Statements - continued  
for the year ended 31 March 2020

## 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	(1)	-
Accruals and deferred income	17,817	11,450
Accrued expenses	5,421	6,092
	<u>23,237</u>	<u>17,542</u>

## 11. MOVEMENT IN FUNDS

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
<b>Unrestricted funds</b>			
General fund	16,489	12,543	29,032
Designated Reserves	<u>25,500</u>	-	<u>25,500</u>
	41,989	12,543	54,532
<b>Restricted funds</b>			
Citizens Advice Path Partnership	1,875	(1,875)	-
	<u>43,864</u>	<u>10,668</u>	<u>54,532</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	31,247	(18,704)	12,543
<b>Restricted funds</b>			
Local Authorities	11,025	(11,025)	-
Citizens Advice Path Partnership	9,375	(11,250)	(1,875)
Early Years Family Fund	3,782	(3,782)	-
The National Lottery Community Fund	<u>7,460</u>	<u>(7,460)</u>	-
	31,642	(33,517)	(1,875)
<b>TOTAL FUNDS</b>	<u>62,889</u>	<u>(52,221)</u>	<u>10,668</u>

## Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
<b>Unrestricted funds</b>			
General fund	19,696	(3,207)	16,489
Designated Reserves	<u>25,500</u>	-	<u>25,500</u>
	45,196	(3,207)	41,989
<b>Restricted funds</b>			
Path Partnership	1,875	-	1,875
	<u>47,071</u>	<u>(3,207)</u>	<u>43,864</u>

## 11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	24,468	(27,675)	(3,207)
<b>Restricted funds</b>			
Local Authorities	12,275	(12,275)	-
Citizens Advice Path Partnership	<u>5,625</u>	<u>(5,625)</u>	-
	<u>17,900</u>	<u>(17,900)</u>	-
<b>TOTAL FUNDS</b>	<u>42,368</u>	<u>(45,575)</u>	<u>(3,207)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/18 £	Net movement in funds £	At 31/3/20 £
<b>Unrestricted funds</b>			
General fund	19,696	9,336	29,032
Designated Reserves	<u>25,500</u>	-	<u>25,500</u>
	45,196	9,336	54,532
<b>Restricted funds</b>			
Citizens Advice Path Partnership	<u>1,875</u>	<u>(1,875)</u>	-
<b>TOTAL FUNDS</b>	<u>47,071</u>	<u>7,461</u>	<u>54,532</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	55,715	(46,379)	9,336
<b>Restricted funds</b>			
Local Authorities	23,300	(23,300)	-
Citizens Advice Path Partnership	15,000	(16,875)	(1,875)
Early Years Family Fund	3,782	(3,782)	-
The National Lottery Community Fund	<u>7,460</u>	<u>(7,460)</u>	-
	<u>49,542</u>	<u>(51,417)</u>	<u>(1,875)</u>
<b>TOTAL FUNDS</b>	<u>105,257</u>	<u>(97,796)</u>	<u>7,461</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020.

**13. LIMITATION OF LIABILITY**

The charity is a company limited by guarantee and has no share capital. The statutory members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31 March 2020 was 32.

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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 **[Monday 14<sup>th</sup> March 2022 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

BABY UMBRELLA

NAME OF CONTACT

KAREN MCCULLY

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

EVENING

[REDACTED]

EMAIL ADDRESS

KAREN@BABYUMBRELLA.ORG.UK

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

BABY UMBRELLA IS A RELATIVELY NEW CHARITY FORMED IN 2020 BRINGING TOGETHER 3 EXISTING INFANT FEEDING DROP-IN SERVICES IN SEVENOAKS, TONBRIDGE AND TUNBRIDGE WELLS. OVER THE NEXT YEAR WE WILL BE OFFERING SUPPORT TO NEW FAMILIES WITH INFANT FEEDING, PERINATAL MENTAL HEALTH AND INFANT SLEEP. BABY UMBRELLA OFFERS COMPASSIONATE, EVIDENCE-BASED AND INCLUSIVE SUPPORT AND INFORMATION, EMPOWERING FAMILIES IN THEIR JOURNEY AS NEW PARENTS. THE SEVENOAKS GROUP OFFERS SUPPORT FROM SPECIALISTS AND TRAINED VOLUNTEER PEER SUPPORTERS, AS WELL AS A SAFE PLACE FOR NEW FAMILIES TO MEET, SHARE EXPERIENCES, BUILD SKILLS AND CONFIDENCE, REDUCING ISOLATION AND LONELINESS.

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	8
B) VOLUNTEERS	35
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	66

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

66

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 600

PLEASE DESCRIBE YOUR PROJECT

WORKING WITH VOLUNTEERS INVOLVES SOME LEVEL OF TURNOVER. OUR VOLUNTEERS TYPICALLY COME FROM TWO AREAS - THOSE WANTING TO ENTER A CAREER WORKING WITH NEW FAMILIES (MIDWIFERY, HEALTH VISITING ETC) AND THOSE WHO HAVE ACCESSED OUR SERVICES AND WOULD LIKE TO GIVE BACK TO THEIR COMMUNITY DURING THEIR MATERNITY LEAVE. WE STRIVE TO RECRUIT AND TRAIN NEW PEER SUPPORT VOLUNTEERS EVERY YEAR, AND WE HAVE JUST COMPLETED A TRAINING (FUNDED BY A GRANT FROM COMIC RELIEF). TO INCREASE THE VOLUNTEER SKILLS AND KNOWLEDGE WE WOULD LIKE TO OFFER ADDITIONAL ENRICHMENT SESSIONS OVER THE NEXT YEAR. ADDITIONAL KNOWLEDGE AND SKILLS EMPOWERS THE VOLUNTEERS TO BE ABLE TO SUPPORT MORE FAMILIES AND BUILDS THEIR CONFIDENCE, HELPING TO REDUCE THE NEED FOR EVERY FAMILY TO SEEK SUPPORT FROM THE SPECIALISTS, ENABLING THE CHARITY TO SUPPORT MORE FAMILIES EACH WEEK. ENRICHMENT SESSION TOPICS WOULD BE DETERMINED BY THE PRIORITIES OF THE VOLUNTEERS, BUT MAY INCLUDE TOPICS SUCH AS - SAFE BOTTLE FEEDING, SUPPORTING THE EXTENDED FAMILY, BREASTFEEDING A TODDLER, INFANT FEEDING DURING THE FESTIVE SEASON, SAFE SLEEP, OPTIMISING SUPPLY, NURSING IN PUBLIC AND ANTENATAL CONVERSATIONS.

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

WE ARE ASKING FOR FUNDS TO PAY FOR THE DEVELOPMENT AND DELIVERY OF TWO VOLUNTEER ENRICHMENT SESSIONS OVER THE NEXT 6 MONTHS FOR VOLUNTEERS WHO LIVE IN OR SUPPORT THE FAMILIES LIVING IN THE SEVENOAKS TOWN AREA. FUNDS WILL COVER VENUE RENTAL, FACILITATOR COSTS AND CRECHE COSTS SO THAT THE VOLUNTEERS CAN FOCUS DURING THE SESSIONS. IF NO CRECHE IS REQUIRED OR WE NEED TO MOVE THE ENRICHMENT SESSION ONLINE DUE TO COVID GUIDANCE, WE WILL USE THAT FUNDING TO PROVIDE ADDITIONAL ENRICHMENT SESSIONS ON DIFFERENT TOPICS.

## 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, RIVERHEAD AND OTFORD PARISH WITH NO RESPONSE YET.



**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

WE RECEIVED FUNDING FROM COMIC RELIEF IN 2021 TO PROVIDE THE INITIAL 8 WEEK COURSE FOR A NEW COHORT OF VOLUNTEER BREASTFEEDING PEER SUPPORTERS. 2 OF THOSE TRAINED LIVE IN SEVENOAKS TOWN AND 5 WILL BE SUPPORTING SEVENOAKS TOWN RESIDENTS AT OUR SEVENOAKS GROUP CURRENTLY RUNNING IN OTFORD.

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

OUR FIRST YEAR ACCOUNTS ARE CURRENTLY WITH THE AUDITOR.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£19,324.90

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

4.2

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

£36,610

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.

2021 - £500 TOWARDS THE RUNNING COSTS (VENUE RENT AND SPECIALIST STAFF) FOR THE SEVENOAKS WEEKLY DROP-IN GROUP WHICH RUNS IN OTFORD.

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

All relevant parts of the form completed	YES
Form signed	YES
Audited accounts for the last two years	1 YR
Annual Report if available (or Project or Business Plan for a new organisation)	YES

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ <del>NO</del>
---	--------------------

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 K MCCULLY

DATE 12/01/2022

NAME AND POSITION IN ORGANISATION: KAREN MCCULLY - DIRECTOR 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?**

BABY UMBRELLA

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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



**Baby Umbrella**  
Supporting your journey

# **Baby Umbrella**

## **Annual Report and Accounts**

### **2020-21**

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# Welcome from our Chair of Trustees and Founders

The UK has one of the worst breastfeeding rates in the world<sup>1</sup>. While around 81% of mothers begin breastfeeding their babies, this figure rapidly drops to only 55% who are still breastfeeding at six weeks and 34% at six months<sup>2</sup>.

The WHO recommends breastfeeding for 2 years and beyond<sup>3</sup>, and evidence shows that over 80% of mothers who stopped breastfeeding would have liked to have continued for longer, citing that more support could have helped<sup>2</sup>.

For too many women, trying to breastfeed without support, or stopping before they want to, is deeply upsetting, and many of these mothers feel excluded from any support services which do exist as soon as they introduce formula. Many families feel desperate, alone and isolated, and unsure of where to turn to for help.

Baby Umbrella was formed to meet this need. Our vision is for every family in West Kent to have access to skilled and compassionate support during their parenting journey. We are here to listen, support and empower parents to make the decisions that feel right for them and their babies.

This year we have brought together the existing breastfeeding support groups

running in Sevenoaks, Tonbridge and Tunbridge Wells to form a cohesive support system that parents can trust. We typically support between 30-40 families every week with the transition to parenting.

Much of that support is practical and emotional support with breastfeeding and bottle-feeding. We also enable parents to make crucial social connections in their local communities, building a web of support for the parenting years ahead. We are building the capability to support parents with their mental wellbeing, which we know has suffered so much during the COVID pandemic.

The parents who walk through our doors are often desperate and tearful, their first vulnerable steps as new parents at risk. We aim to send every single family out the door feeling listened to, supported, and having made their own plan about how they would like to proceed.

In a world where parents are often left feeling frazzled and unsupported, we aim to provide an oasis where they are lifted up, allowing them to focus on the important job of raising the next generation.

<sup>1</sup> [Lancet Breastfeeding Series 2016](#)

<sup>2</sup> [UK Infant Feeding Survey 2010](#)

<sup>3</sup> [WHO Recommendations](#)

*"I cried with relief after my first session with this group... life as a new parent under lockdown is incredibly isolating... this group was one of the only chances I've had to meet other parents and get (and give) some much needed support."*

- Zoom group attendee, 2021

*"During a hugely emotional and sleep deprived week, this was exactly what I needed... It made me realise the theory that we're missing out during lockdown is so very real, and this went a long way to filling a void Covid mums are experiencing. Thank you!"*

- "Let's Talk" Zoom discussion attendee, 2021

*"Fantastic help and clarity on my child's feeding, given a lovely warm welcome too... am very pleased such a charity exists otherwise I'm unsure what I could've done as the children's centres for walk in breastfeeding advice are closed."*

- In person 1-1 appointment attendee, 2021

## Our impact in numbers

*Running full services for 4 ½ months<sup>1</sup>*

*536 families made contact with us*

- 374 booked for some kind of support
- 313 made an individual appointment

*44% of families booked for support more than once*

*469 individual appointments completed*

*47 face to face sessions run*

*194 visits to a group support setting*

*772 individuals in our closed Facebook group*

*354 volunteer hours donated to support families*

---

<sup>1</sup> 20 April 2021 - 31 August 2021





## What we do

Our charity was formed in August 2020 to provide breastfeeding and early parenting support services across West Kent.

Our founders Jennie Yelverton, Karen McCully and Laura Shtaingos have worked in infant feeding support in West Kent for a total of 20 years. We are passionate about providing evidence-based, compassionate, empowering support for families.

Under Baby Umbrella we have brought together the breastfeeding support services formerly run by Baby Café in Tunbridge Wells and Kent Baby Matters in Sevenoaks and Tonbridge. As Baby Umbrella, parents can now access seamless support in 3 physical locations as well as online every week.

We support families with breastfeeding, bottle feeding, expressing, introducing solids, and adjusting to parenthood. During the pandemic we have maintained

face to face support as well as Zoom, Facebook and messenger/ email support. We have moved our group and social support to Zoom when necessary to enable parents to meet during lockdowns.

The skills and expertise of our practitioners and volunteers is at the heart of what we do. We have formed a strong team of skilled practitioners with over 100 years of experience in diverse specialisms. We also train and support volunteer Breastfeeding Peer Supporters, many of whom began by visiting us as new mothers themselves.

We launched our online services on 22nd February 2021 and added face to face services on 20th April 2021. Since then we have supported families in 469 face to face appointments, 194 visits to group support and many more via social media and messages.



## ***Vision***

*Our vision is for every family in West Kent to have access to skilled and compassionate support during their parenting journey*

## ***Mission***

*We listen, support and empower parents and babies*

## ***Values***

*We are compassionate, evidence based and inclusive*

# Our strategic aims and plan

## Our strategic aims

1. Provide free-of-charge, timely access to skilled support on breastfeeding and early parenting across West Kent
2. Improve knowledge and confidence in breastfeeding and early parenting among parents, supporters and allied professionals
3. Connect the dots between services for parents in the area through signposting, collaboration and team building
4. Reach a diverse and inclusive population reflective of the community we serve

## Our plan to enable our strategy

### Phase 1: Charity Setup (2020-21)

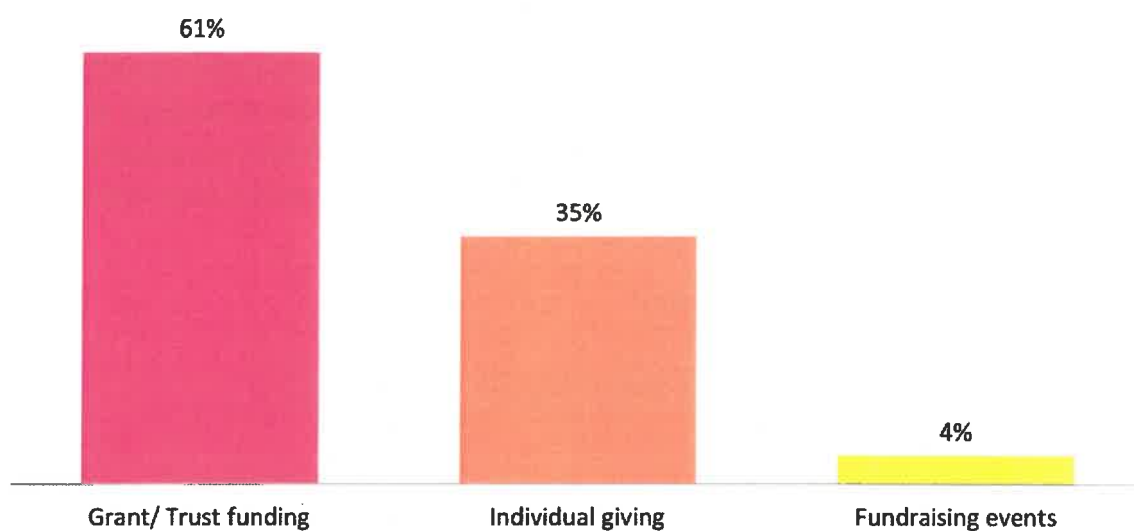
1. Register the charity, recruit a full trustee board and establish governance
2. Build an online presence: website and social media
3. Begin fundraising and build a balance to run services from
4. Bring breastfeeding support run by Baby Café in Tunbridge Wells and Kent Baby Matters in Sevenoaks and Tonbridge under the Baby Umbrella charity and brand

### Phase 2: Stabilising, optimising and deepening our offer (2021-22 onwards)

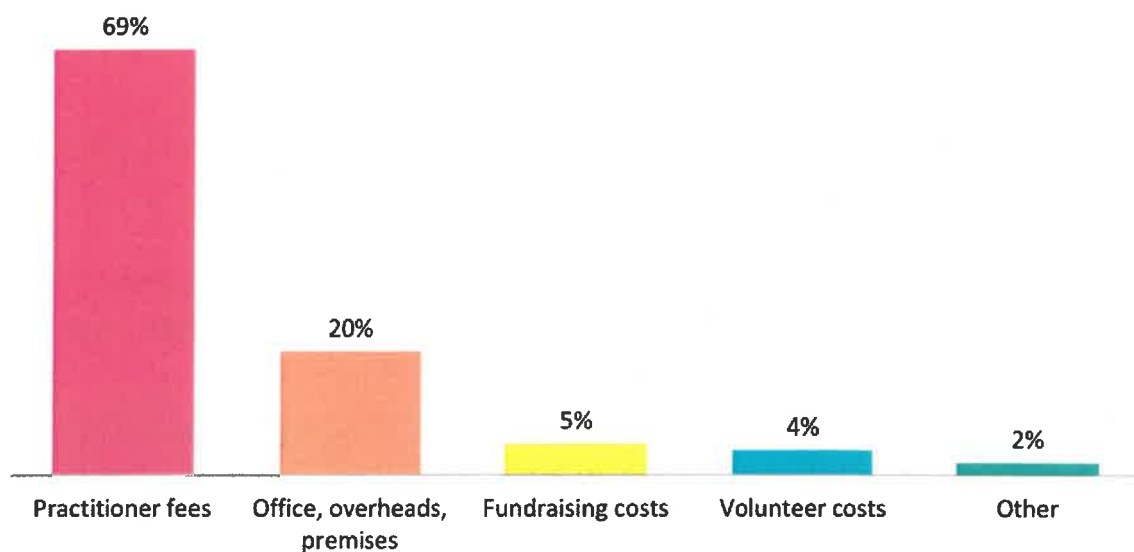
1. Diversify income stream to improve funding stability
2. Optimise current operations to most effectively meet the needs of local families
3. Broaden and deepen support to better meet client needs
4. Build links for collaboration and signposting

# Our finances 2020-21: Summary

## Source of income



## Summary of expenditure



# Our year in review

## Phase 1: Charity Setup

In August 2020, we began the financial year with big ambitions for our newly registered charity. Autumn 2020 saw us recruit five additional trustees to join our existing three founding trustees and our board of trustees now includes experience in operations, finance, HR, legal, fundraising, marketing, lactation and midwifery, medicine and charity governance. Our board is now well established and meeting quarterly, with additional meetings as required with specific trustees and the management committee. We also recruited two individuals to join our professional panel, with expertise in NHS tongue tie provision; and mental health and counselling.

### Governance and Management Structure

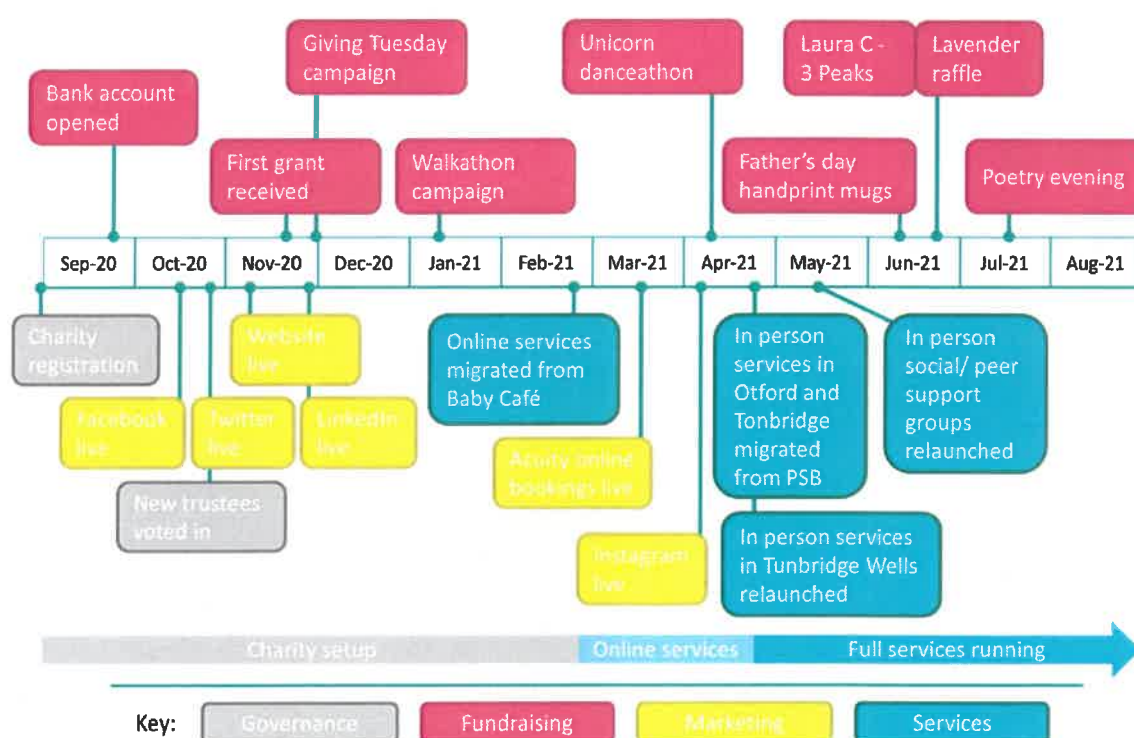


Autumn/ Winter also saw the launch of our online presence in the form of a mobile responsive website, and our social media channels including Facebook, LinkedIn, Twitter and Instagram.

We began fundraising in earnest to build a balance of funds before we transitioned the existing services run by Baby Café in Tunbridge Wells and Kent Baby Matters in Sevenoaks and Tonbridge under the Baby Umbrella charity and brand. We applied for 32 grants over the year for a total of £113,000 of funding. Of those grants already decided we have had a success rate of 46%. We have also run seven fundraising events both online and offline over the course of the year, as well as offering various ways for our clients to donate when they access our services.

In February 2021 our balances allowed us to successfully migrate services formerly running under Baby Café Tunbridge Wells (which were at that point online only) to Baby Umbrella, at the same time launching a new online booking system through Acuity. By April 2021 we were ready to migrate the Kent Baby Matters Sevenoaks and Tonbridge services under the charity. In April we also took the opportunity to re-launch face to face breastfeeding support in Tunbridge Wells. At this point, Phase 1 and our first four aims for the year were complete, and with a huge sense of achievement we could pause to take a breath as we focused on bedding in the services and processes and communicating the change to all our stakeholders.

### Our first year: milestones







# Times

26 Food & Culture

arts

## Word up!

This Friday (July 16) local parent and baby support group Baby Umbrella is hosting a live poetry session - via Zoom to raise funds. Eileen Leahy discovers more about this virtual event aiming to support young families

**D**URING the past year and a half of the Covid-19 pandemic, we have lived through a time of unprecedented challenges. For many of us, the pandemic has been a time of isolation, loneliness and a sense of loss. It has also been a time of resilience, creativity and hope.

During the past year and a half of the Covid-19 pandemic, we have lived through a time of unprecedented challenges. For many of us, the pandemic has been a time of isolation, loneliness and a sense of loss. It has also been a time of resilience, creativity and hope.

### Support

The local organisation that has been at the heart of the Baby Umbrella community is a parent and baby support group. It was founded in 2010 and has since then become a vital part of the local community. It provides a safe space for parents to share their experiences and receive support.

Having previously operated under two separate names - Local Baby Support West Kent and Baby Support Tunbridge Wells - in 2017 the two groups came together to form one organisation - Baby Umbrella. The group has since then grown and now provides a range of support services for parents and babies.

Over the summer lockdowns the group which runs both appointments and group sessions has found that keeping in touch virtually has become quite a convenient way to still be part of something.

"It has been very difficult for parents to come out and meet other families during the pandemic as a Zoom event enables everyone to attend, even with a tiny baby in tow," says co-ordinator Nicola Richmond (below left) and Laura Williams (below right). Both Umbrella founders and Laura, its director and headteacher, are passionate about using creativity and writing to share their journey through motherhood.

"We have written about our own experiences and reading about those of others," they explain. "We have found this a huge source of support and comfort through what can be a very lonely journey, bringing a child into the world and



"We will be well of inspiring poetry country who is inspired by me"

Signing our baby to be a parent." Nicola and Laura add that one of Baby Umbrella's objectives is to provide parents with opportunities to come together in groups and share their experiences together that otherwise the coronavirus pandemic put all that last year. Hence the idea for Mum's Poetry Night in two parts. The event, which takes place on Friday July 16 from 7pm, will showcase local poets and poets from Tunbridge Wells along with a number of other



## Free specialist support with breastfeeding and early parenthood

- 1-1 Face to face appointments** Monday 7th June: Tunbridge Wells Tuesday 8th June: Tonbridge Friday 11th June: Otford
- Face to face social groups** Running alongside face to face appointments - book to attend!
- 1-1 Zoom appointments** Tuesday 8th June Thursday 10th June
- Facebook community** Join our community for peer and specialist support

**Baby Umbrella**  
Supporting your journey

Book online!



# Welcome

to the Baby Umbrella Community



## Our team

### Our practitioners



Our team of 8 practitioners have over 100 years of combined experience supporting families with breastfeeding and early parenting. All our practitioners are trained and licenced as either "Lactation Consultants" or "Breastfeeding Counsellors" by recognised breastfeeding organisations. Many have additional training in related sectors such as Midwifery, Nutrition, Antenatal Education, Babywearing, Infant Sleep and Perinatal Mental Health.

### Our Peer Supporters and Volunteers



We have 20 trained Baby Umbrella Breastfeeding Peer Supporters. These are volunteers who have breastfed their own babies and completed 12 weeks of accredited training in Breastfeeding Peer Support. Peer support is recommended by the [World Health Organization](#) and forms part of [UK NICE guidance on maternal and child nutrition](#). Our Peer Supporters have volunteered 252 hours for us during this financial year, offering breastfeeding support and information to families at our social groups.

We also have 13 additional volunteers who help us host and run our face to face sessions. These volunteers provide a crucial warm welcome when parents walk through the door, sometimes just hours or days after giving birth and at a time which

can often feel very vulnerable. They ensure everyone is looked after and offered a hot drink and slice of cake, as well as completing all our paperwork and making sure everything runs smoothly. These generous people have contributed 102 hours of their time this financial year.

Behind the scenes, there are also some special people volunteering their time to our graphic design, marketing and bookkeeping. We highly appreciate their generosity!

## Our services

### Individual specialist support for families

Since the end of April, we have offered individual appointments with our Breastfeeding Specialists on Zoom and in person at three locations every week, only pausing for Bank Holidays. We also answer emails and messages from families looking for information on breastfeeding and early parenting.

In the 20 weeks we have been offering face to face appointments this financial year, we have completed 404 individual appointments with families. We have also completed 65 individual Zoom appointments over 28 weeks, having launched these slightly earlier in late February.

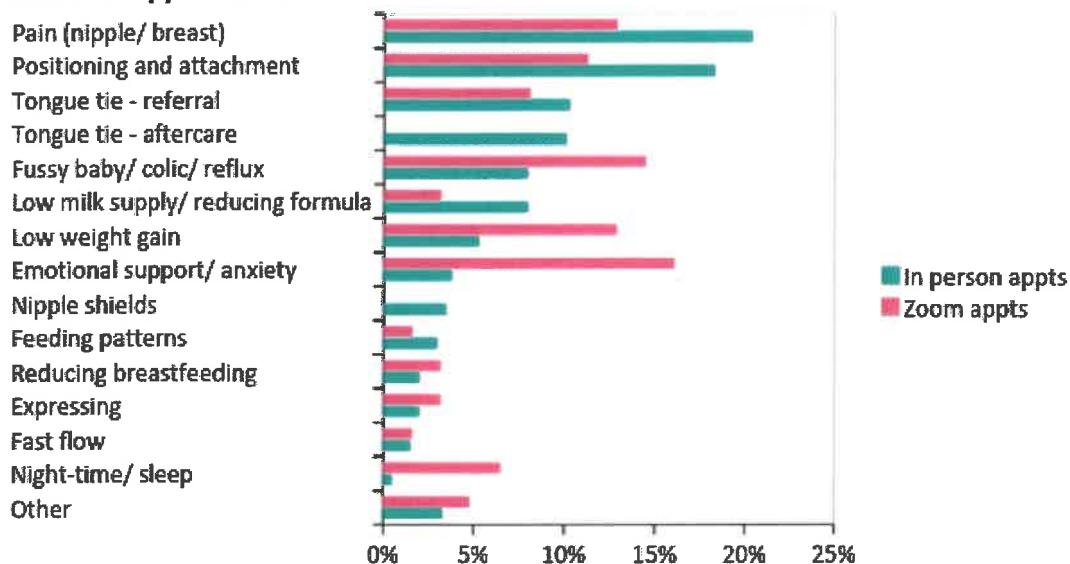
### Specialist support appointment - 2021





In person appointments and Zoom appointments cover a wide range of reasons parents might be having problems. There tends to be a preference for practical support with positioning in person, and emotional support or issues with unhappy babies or low weight gain on Zoom. COVID has taught us that online support successfully reaches a specific set of parents who might struggle physically or emotionally to come to an in-person session.

#### Reason for appointment



We are in the very early phases of evaluating the appointments we provide, and the initial results are excellent. 91% of respondents tell us that compared to before the appointment, their confidence with feeding and early parenting has improved. 100% of respondents were likely or very likely to recommend the service to others.

*"So grateful for the opportunity to speak to an expert face to face. Someone who takes a look at you feeding and improves latch. Also someone who provides reassurance on what normal baby behaviour is like in the first few weeks. Really grateful for this and the wonderful ladies giving up their time to help."*

*- In person 1-1 appointment attendee, 2021*

*"Breastfeeding counsellor was very supportive, let me go at my own pace, and made a real effort to understand my issues and where I was coming from as I was finding breastfeeding to be quite emotive. I now feed my newborn using a much more comfortable position."*

*- Zoom 1-1 appointment attendee, 2021*

*"So happy. Andrea was amazing and definitely helped me and my son in working on a more natural position for breastfeeding. I felt so comfortable and it has certainly increased my confidence and ability to feed my son without pain or discomfort."*

*- Zoom 1-1 appointment attendee, 2021*

### **Social support for families**

One of the things we were unable to provide during much of the year due to COVID has been in-person social groups. This is a huge part of what parents say they need in the early days, and so during lockdown we trialled a weekly Zoom group. The group started in October 2020 under Baby Café Tunbridge Wells and transferred to Baby Umbrella in late February 2021.

From our Zoom group participants, we heard loud and clear every week what a beacon of hope this group was amongst the isolation, anxiety and overwhelm of a winter lockdown with a young baby. 100% of our surveyed participants reported feeling less lonely and isolated, more connected to their local community, less anxious, and more confident with feeding their baby.

As lockdown eased and baby groups started to slowly return, we phased out the Zoom group and in May we launched face to face social groups in all of our locations running alongside appointments. Our trained Breastfeeding Peer Supporters attend all of these sessions and support our mums with questions on normal breastfeeding and life with a baby. It has taken time for these groups to build again but by the end of the summer it was fantastic to once again see a thriving group of mums and babies sharing anecdotes about nappies, sleep and feeding!

#### **Social group support - April 2021**



Alongside the social groups, we also run a Facebook page sharing relevant information about breastfeeding and early parenting, a closed Facebook group offering a safe place for local mothers to connect and ask questions, and a WhatsApp group for each of our locations where families can arrange to meet up during the week and ask questions of each other.

## **Parent education**

In late February we received funding to run a pilot project called “Let’s talk”. The theme was around connecting parents through topic-led Zoom discussion groups. We aimed to reduce loneliness and isolation in the midst of a winter lockdown, as well as improve the knowledge parents had in six key topic areas. We ran six discussions as follows:

- Let’s talk about... Breastfeeding
- Let’s talk about... Life with a newborn
- Let’s talk about... Unhappy babies
- Let’s talk about... Babies and sleep
- Let’s talk about... Parenting in a pandemic
- Let’s talk about... 4-6 month babies

The 4-6 month sessions and Sleep sessions were very popular and clearly met a need for more information and support on these topics and stages. Parents told us that the groups were particularly effective for: Reducing feelings of loneliness/ isolation (100% agreed); Gaining confidence as a parent (100% agreed) and improving mood (100% agreed).

We have not run any more topic-led groups since migrating the full service breastfeeding and early parenting groups and appointments to Baby Umbrella, but we hope to return to these in due course to give parents another way to gain support and information.



*"The group has been incredibly supportive for me in lockdown. It's so hard figuring out what babies are doing and the leaders and mums in the group help us navigate our way through. I get an enormous feeling of connecting with other mothers even if it is on Zoom. This group makes us all feel a bit less lonely, isolated and broken. I always come away from it feeling uplifted."*

- Zoom group attendee, 2021

*"This session gave me an opportunity to reflect on my breastfeeding journey and see how far my baby and I have come. It also helped me to speak to others who have had similar experiences so I don't feel so alone in the challenges that we face."*

- "Let's Talk" Zoom discussion attendee, 2021

*"Attending the Lets talk session really helped me to feel connected with other Mums, reassured and looking forward to things to come"*

- "Let's Talk" Zoom discussion attendee, 2021

## Fundraising

It has been a difficult year to start a new charity, with COVID bringing challenges both for our service delivery and to our ability to fundraise. As a new charity without a track record of financial reports we have also been restricted in terms of which grants we are eligible to apply for.

Despite this, we have been successful at raising £22,256 from trusts and foundations as well as £12,731 from individual donors, and £1,624 from fundraising events which have been extremely restricted due to COVID regulations.

67% of our revenue in 2020-21 was in the form of unrestricted funds, allowing us flexibility to allocate funds to services most in need, and those that are harder to fund.

2021-22 brings an even greater challenge, as we seek to almost double the amount raised to £60,000 in order to run a full set of services for an entire 12 months, as well as explore some additional services desperately needed by parents.

If you feel you can help us meet this fundraising challenge in whatever way, large or small, please get in touch at [info@babyumbrella.org.uk](mailto:info@babyumbrella.org.uk).

## Grants

Our main source of income is from charitable trusts and foundations and we have been successful in gaining the support of various trusts over the past year.

We would like to extend our thanks to the following trusts that have generously supported us this year:

The National Lottery	Digital, Culture, Media & Sport (DCMS)	The Tunbridge Wells Soroptimists
Sevenoaks District Council	Tesco Sevenoaks	The Cole Charitable Trust
Comic Relief Community Fund	Arnold Clark	West Kent Housing Association: Linda Hogan Community fund
The National Lottery and The Department for	Involve Connect Well	

## **Donations**

Building individual donations is a key part of our strategy for the coming year. In our first year we have made a large range of donation routes available for our clients and donors, enabling donation at booking, in person at our face to face services, via text, QR code, or online. However, this has been a difficult landscape for seeking donations, with many of our clients facing high levels of uncertainty in their daily lives and economic circumstances.

We would particularly like to thank Christ Church Tunbridge Wells who gave us a donation in kind, worth £1,160 of rent, between May to August 2021.

We run various fundraising events throughout the year and these often serve a dual purpose as a chance for families to get together or try something new while supporting us at the same time.

## **Fundraising events**

This year has been tricky for events due to the restrictions on social gatherings, but we have still managed to run a Walkathon, a Lavender Family Photography Raffle, a Unicorn Danceathon, Father's Day Handprint Mug making, and a Zoom Poetry Evening. We look forward to organising events in 2022, however this will be entirely dependent on the development of the pandemic and governmental guidelines.

### **Fundraising event: Unicorn Danceathon in April 2021**



# Looking forward to 2021-22

Our strategic aims for 2021-22 continue to be:

1. Provide free-of-charge, timely access to skilled support on breastfeeding and early parenting across West Kent
2. Improve knowledge and confidence in breastfeeding and early parenting among parents, supporters and allied professionals
3. Connect the dots between services for parents in the area through signposting, collaboration and team building
4. Reach a diverse and inclusive population reflective of the community we serve

Year 1 has necessarily been about setting up the charity and as we now move into a more stable phase of running the operation, we are changing our focus from “build” to “optimise” in Phase 2.

## Phase 2: Stabilising, optimising and deepening our offer

1. Diversify income stream to improve funding stability
2. Optimise current operations to most effectively meet the needs of families
3. Broaden and deepen support to better meet client needs
4. Build links for collaboration and signposting

For the coming year 2021-22, we will focus primarily on steps 1 and 2:

### 1. Diversify income stream to improve funding stability

Our highest priority for the year is to deliver a step change in our funding model leading to more stability and a higher level of reserves for the charity to weather the unpredictable funding environment. We will be committing resources to enhance our fundraising capacity: assessing and improving our processes for applying to trusts and foundations, investigating NHS and governmental funding avenues, building a clearer strategy for individual donor activation and fundraising events, as well as exploring online fundraising and support from corporates. We will also be investigating additional aligned commercial activities to supplement our income.



## **2. Optimise current operations to most effectively meet the needs of families**

In conjunction with improving our fundraising capability, we also have some evaluation to do of our existing services. During the pandemic we have adapted many aspects of our services to work even better than pre-COVID, but there may also be things we have lost; our evaluation will address this and allow us to improve, adapt and optimise. As the charity grows, we aim to build a clearer picture of the operational structure, resources and systems we need to meet this. We are a lean operation, but we are always looking for ways to be more effective and make every penny count. We plan to improve our model of support for our Practitioners, Peer Supporters and Volunteers – we believe a supported workforce is a safer workforce and supports parents most effectively. Alongside this work, we intend to assess how well we are reaching everyone who needs support within our community and think creatively about changes we can make to improve inclusion.

As we move into 2022-23 we will begin the “broaden” and “deepen” sections of our plan. Our clients have told us they have additional needs in early parenting that are currently underserved, particularly in the areas of postnatal mental and physical wellbeing; and evidence based support with infant sleep. As we broaden and deepen the services we offer families, building collaboration and partnerships with other third sector organisations as well as commercial and governmental bodies will be crucial.

# Financial Results

## Summary

During our first year of operation the charity raised £36,611 and spent £18,665. After allowing for the allocation of the appropriate expenditure in the year against restricted funds, a surplus of £15,515 of reserves of which £15,219 was available as free reserves (excluding fixed assets).

## Unrestricted funds

The charity raised £24,646 of general or unrestricted income. Expenditure of £9,131 was set against this, leaving a surplus of £15,515.

## Restricted funds

A total of £11,965 of restricted income was received in our first year of operation. Expenditure of £9,534 was set against this leaving an amount of £2,431 to carry forward to fund restricted activities next year.

## Sources of income

£22,256 was received from grants and trusts, £12,732 from individual donors and £1,624 from fundraising events.

## Expenditure

Our main expenditure is on practitioner fees (see Note 5) to run our client-facing charitable activities; with additional costs in rent for in-person services (these services were only fully operational for the final 4.5 months of the reporting year,

from 20th April 2021). We also incurred costs for admin support and fundraising.

## Reserves Policy

The Board of Trustees has agreed a reserves policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should provide sufficient funds to cover at least 3 months of full-scale operation. We anticipate that 3 months will give the board adequate time to come together and appeal for additional funding from both Trusts and Individual Donors. At 31 August 2021 three months of full-scale operation equates to £13,900, leaving a buffer of £1,319 out of total free reserves of £15,219.

If our buffer were to drop below this level we are able to quickly scale back appointments and staffing costs until such time as we have secured additional funding.

As a new charity we aim to manage risk appropriately in regards to our unrestricted reserve, which we hope to build upon in the coming year to provide security against the volatile funding environment.

## Investment Policy

Our funds are currently held in a current account at HSBC, with a small amount at PayPal.

## Fundraising Policy

We aim for best practice in fundraising to ensure our donors feel safe, valued and well supported, taking care that our fundraising activities are within the WHO Code for the Marketing of Breastmilk Substitutes as well as adhering to the Fundraising Regulator and other professional fundraising bodies.

We never buy or sell people's personal information and we work hard to respect people's wishes about how they want us to communicate with them. We have embedded the General Data Protection Regulation into the way we work.

We do not use cold calling or cold mailing to raise funds and do not employ external companies to fundraise on our behalf. We voluntarily meet the standards set by the Fundraising Regulator (we plan to register in 2022) and we have received no complaints about fundraising in 2020-21.

### **Donors, funders and fundraisers**

The Trustees would like to thank all trusts, organisations and individuals who generously supported the work of Baby Umbrella. With your support we've been able to make a huge difference to the lives of families who come to us at one of the most vulnerable times of their lives.

# Legal and Administrative Information

## Status

Baby Umbrella is a registered charity (CIO), charity number 1190745, registered in England and Wales.

## Trustee Board

The members of the Board during the year were:

Ema Saunders - Chair  
Alissa Brumby  
Alison Day  
Bronwen Edwards - Secretary  
Chloe Gastrell  
Jane Gerard-Pearse  
Nicola Kirkwood  
Hope Maguire - Treasurer

## Management Committee

The members of the Management Committee during the year were:

Jennifer Yelverton  
Karen McCully  
Laura Shtaingos

## Principal Office

51 The Avenue, Tunbridge Wells, TN2 3FJ

## Independent Examiner

DA Coffey & Associates, 358 Leagrave Road, Luton, LU3 1RF

# Objectives

The objectives of the CIO are:

The advancement of health for the public interest by providing easily accessible skilled support for postnatal physical and mental health in and around West Kent.

- 1) By providing open access community groups with skilled, non-judgemental professionals (including Lactation Consultants and Breastfeeding Counsellors) and trained volunteers in order to support breastfeeding and parenting, reduce postnatal social isolation, and improve postnatal mental health;
- 2) By providing education, training and volunteering opportunities, building expertise within the sector and supporting parents to increase confidence and return to work;
- 3) By working in partnership with NHS, Local Authority, Third Sector and Private Sector services to ensure continuity of parent-centred responsive care;
- 4) By increasing accessibility and inclusivity of support services to address inequality.

# Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities. In particular, the Trustees have considered how planned activities will contribute to the aims and

objectives they have set. Our activities are set out in more detail elsewhere in this report but in summary, we provide breastfeeding and early parenting support in three physical locations as well as online and through social media and messages every week, and have provided group social support in person and online to enable parents to meet. These are in the public interest and benefit parents and new parents in particular.

## **Governance and Management**

### **Board of Trustees**

Members of the Trustee Board who served during the year and up to the date of this report, are set out on the previous page. The total number of Trustees was eight.

The Trustee Board is responsible and accountable for Baby Umbrella's policies and activities to the Charity Commission, to Funders and beneficiaries, and for compliance with charity law. It is responsible for the financial and strategic affairs of the charity, for the Annual Budget and the Annual Report and Accounts.

### **Diversity**

We are committed to ensuring our services are accessible to, and accessed by, all parents in need of them. One of

our priorities for the coming year is to assess and monitor diversity of the beneficiaries of Baby Umbrella so that if the services are not being accessed equally we can put in place measures to address this.

### **Trustee Recruitment**

Appointment to the board of Trustees continues to be via an open and formal recruitment process. Every trustee must be appointed for a term of between two and five years by a resolution passed at a properly convened meeting of the charity trustees.

### **Trustee Induction and Training**

An induction programme is in place for new Trustees. Any training needs may be identified for both new and established Trustees in collaboration with the Chair of Trustees.

### **Trustee Meetings**

The Trustees meet as a full Board 4 times a year. The Trustees also hold an Annual Strategic Away Day which includes the Management Committee.

### **Management Committee**

The Management Committee is responsible for the day-to-day delivery of the activities and services of Baby Umbrella. It meets formally six times a year as well as working collaboratively on a day-to-day basis. The Management Committee is accountable to the Board of Trustees and presents regular reports against the charity's agreed strategic aims and plan.

## **Risk**

The Trustees reviewed the risks to which the charity could be exposed and are satisfied that the charity has taken all reasonable steps to minimise risk and that it has policies and procedures in place to manage risk effectively in all areas of the charity's work. The key risks were identified as follows:

### **Principal risks – Financial Solvency**

#### **Steps to mitigate:**

Ensure sufficient reserves to cover orderly wind-down.

Quarterly review of Management Accounts and Forecasts.

Flexible operating model, few fixed costs

Plans in place for continued diversification of funding.

Ongoing liaison with current and potential funders.

### **Principal risks – Insufficient resourcing**

#### **Steps to mitigate:**

Engage and support a wide bank of trained professionals.

Develop a pipeline of talent.

Add admin support resources to ensure professionals are focused on high impact work.

### **Principal risks - Operational risk from pandemic**

#### **Steps to mitigate:**

Maintain and develop online services to switch to online at short notice if necessary.

Maintain policies in line with regulations.

Maintain up to date risk assessments regarding infection risk.

### **Principal risks – Inadequate safeguarding**

#### **Steps to mitigate:**

All front line practitioners, Peer

Supporters and Volunteers undertake safeguarding training every 2 years.

Safeguarding policy in place.

### **Principal risks – Failure to meet quality standards**

#### **Steps to mitigate:**

Recognised qualifications and/ or training for front line staff.

Supervision and support for front line staff.

£10million Public Liability Insurance in place.

£10million Professional Indemnity Insurance in place.

Approved by the Board of Trustees on xx  
xxx 2021 and signed on its behalf by

Ema Saunders (Chair)

Hope Maguire (Treasurer)

# **Independent Examiner's Report to the Members of Baby Umbrella**

xxx

# Statement of Financial Activities

For the period ended 31 August 2021

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £
<b>Income</b>				
Donations and legacies	3	23,022	11,965	34,987
Other trading activities		1,624	-	1,624
<b>Total</b>		<b>24,646</b>	<b>11,965</b>	<b>36,611</b>
<b>Expenditure</b>				
Raising funds		900	-	900
Charitable activities	5	8,231	9,534	17,764
<b>Total</b>		<b>9,131</b>	<b>9,534</b>	<b>18,665</b>
<b>Net income/(expenditure) and net movement in funds</b>		<b>15,515</b>	<b>2,431</b>	<b>17,946</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		-	-	-
<b>Total funds carried forward</b>		<b>15,515</b>	<b>2,431</b>	<b>17,946</b>

The charity was incorporated and commenced trading on 6 August 2020.

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.



# Balance Sheet

As at 31 August 2021

	Notes	Unrestricted funds £	Restricted income funds £	Total this year £
<b>Fixed assets</b>				
Intangible assets	7	296	-	296
<b>Total fixed assets</b>		<b>296</b>	<b>-</b>	<b>296</b>
<b>Current assets</b>				
Debtors - prepayments		409	314	723
Cash at bank and in hand		17,273	3,067	20,340
<b>Total current assets</b>		<b>17,682</b>	<b>3,381</b>	<b>21,063</b>
Creditors: amounts falling due within one year	8	(2,463)	(950)	(3,413)
<b>Net current assets</b>		<b>15,219</b>	<b>2,431</b>	<b>17,650</b>
<b>Total assets less current liabilities</b>		<b>15,515</b>	<b>2,431</b>	<b>17,946</b>
<b>Total net assets</b>		<b>15,515</b>	<b>2,431</b>	<b>17,946</b>
<b>Funds of the Charity</b>				
Restricted income funds	9	-	2,431	2,431
Unrestricted funds	10	15,515	-	15,515
<b>Total funds</b>		<b>15,515</b>	<b>2,431</b>	<b>17,946</b>

The notes on pages x to x form part of these accounts.

Approved by the Trustees on xxx xxxx 2022 and signed on their behalf by:

Ema Saunders  
(Chair)

Hope Maguire  
(Treasurer)

# Notes to the accounts

## 1 Accounting policies

The principal accounting policies adopted in the preparation of the accounts are as follows:

### **Basis of preparation and assessment of going concern**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS 102.

### **Funds**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

Further details of each fund are disclosed in note 9.

### **Income recognition**

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

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Other trading activities comprise income from non-primary purpose activities to raise funds for the charity.

### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation

committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees together with an apportionment of overhead and support costs.

#### **Cost of raising funds**

The cost of raising funds comprises costs incurred in generating grant funding.

#### **Expenditure on charitable activities**

Expenditure on charitable activities include direct costs of provision of breastfeeding support; governance costs and support costs.

#### **Intangible fixed assets and amortisation**

Intangible fixed assets comprise the cost of trademarking the name of the charity and is amortised over 10 years, being its expected useful life.

### **2 Related parties and Trustees' expenses**

The trustees give their time and expertise freely, and without any remuneration; benefit in cash or in kind; and the trustees do not claim expenses for personal costs incurred for the charity.

The charity is run by volunteers and non-employee professionals on a non-formal basis, as such there is no remuneration and thus no key management personnel.

### **3 Income**

The charity offers free breastfeeding support as well as paid for private sessions as its primary activities. The free provision is supported by voluntary donations from individuals that use the service; trading activities from events and fundraisers and charitable grants from government and other charities.

		<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Total funds</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and gifts		11,019	1,205	12,224
Gift Aid		507	-	507
General grants provided by government/other charities	4	11,496	10,760	22,256
<b>Total</b>		<b>23,022</b>	<b>11,965</b>	<b>34,987</b>

#### 4 Government and grants from other charities

Unrestricted grants from other charities include £9,996 received from National Lottery; £1,000 received from Arnold Clark and £500 received from Cole Charitable Trust.

Restricted grants from government comprise £4,307 from Sevenoaks District Council.

Restricted grants from other charities comprise:

West Kent Extra	495
Involve Kent	917
Local Connections	1,541
Soroptimists	500
Comic Relief	2,000
Tesco Sevenoaks	1,000

#### 5 Charitable activities – costs

The charity undertakes its charitable activities through use of Lactation Consultants, Breastfeeding Counsellors, qualified volunteer Peer Supporters and volunteers.

		Unrestricted funds	Restricted income funds	Total funds
Expenditure on charitable activities:	Notes	£	£	£
Direct costs - practitioners		4,993	7,127	12,120
Direct costs - rent		580	1,615	2,195
Governance and support costs	6	2,658	791	3,449
<b>Total expenditure on charitable activities</b>		<b>8,231</b>	<b>9,533</b>	<b>17,764</b>

## 6 Governance and support costs

Governance and support costs are allocated across restricted and unrestricted funds on a usage basis. No general apportionment is made across the two funds.

	Unrestricted funds	Restricted income funds	Total funds
	£	£	£
Bank charges	128	-	128
IT costs	298	11	309
Printing and stationery	364	-	364
Depreciation	24	-	24
Insurance	165	-	165
Office administration	1,189	285	1,474
Accountancy and independent examiner	430	-	430
Legal and professional fees	60	50	110
Training	-	445	445
<b>Total expenditure on governance and support costs</b>	<b>2,658</b>	<b>791</b>	<b>3,449</b>

## 7 Intangible fixed assets

	Patents and trademarks
Cost	£
At beginning of the year	-
Additions	320
At end of the year	<u>320</u>
<b>Amortisation</b>	
At beginning of the year	-
Amortisation	24
At end of year	<u>24</u>
Net book value at the beginning of the year	<u>-</u>
Net book value at the end of the year	<u>296</u>

## 8 Creditors

	Unrestricted funds	Restricted income funds	Total funds
	£	£	£
Trade creditors	2,283	950	3,233
Accruals	<u>180</u>	<u>-</u>	<u>180</u>
<b>Creditors: due within one year</b>	<u>2,463</u>	<u>950</u>	<u>3,413</u>

## 9 Analysis of restricted funds

Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
West Kent Housing Association	-	495	495	-	-	-
Involve Connect Well	-	500	500	-	-	-
National Lottery Local Connections	-	1,541	1,541	-	-	-
Soroptimists Tunbridge Wells	-	500	-	-	-	500
Involve Small Community Group	-	417	417	-	-	-
Sevenoaks District Council	-	4,307	3,382	-	-	925
Comic Relief Community Fund	-	2,000	1,994	-	-	6
Tesco Sevenoaks	-	1,000	-	-	-	1,000
Christ Church Tunbridge Wells	-	1,160	1,160	-	-	-
Hope Maguire	-	45	45	-	-	-
<b>Total Funds as per balance sheet</b>	-	<b>11,965</b>	<b>9,534</b>	-	-	<b>2,431</b>

<sup>4</sup> Face to Face groups and appointments, Zoom groups and appointments, Facebook support, Peer Support Training



## 10 Analysis of unrestricted funds

	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Unrestricted funds	-	24,646	9,131	-	-	15,515
<b>Total Funds as per balance sheet</b>	<b>-</b>	<b>24,646</b>	<b>9,131</b>	<b>-</b>	<b>-</b>	<b>15,515</b>

Thank you to everyone who has supported the work of Baby Umbrella this year. With your support we've been able to make a huge difference to hundreds of families in West Kent at a time when they have been at their most vulnerable.



**Baby Umbrella**  
Supporting your journey

[www.babyumbrella.org.uk](http://www.babyumbrella.org.uk)

Baby Umbrella  
51 The Avenue  
Tunbridge Wells  
TN2 3FJ

Baby Umbrella Annual Report and Accounts 2020-21 covers the period 6 August 2020 to 31 August 2021.

Baby Umbrella is a registered charity 1190745. The name "Baby Umbrella" is a registered trade mark. Copyright © Baby Umbrella 2021.

# 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 **[Monday 14<sup>th</sup> March 2022 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS REPAIR CAFE

NAME OF CONTACT

JENNY PACKER

ADDRESS OF CONTACT

SEVENOAKS, KENT

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

SEVENOAKSREPAIRCAFE@GMAIL.COM

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

The objects of the Sevenoaks Repair Cafe are:

To protect and safeguard the environment for the public benefit through the promotion of repair and re-use of products as a means of preventing and minimising waste disposal. (This will include passing on skills to those having items repaired at the café)

To promote social inclusion through volunteering and the provision of a community café.

A) PAID	NONE
B) VOLUNTEERS	TBC
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	OPEN ACCESS TO ALL RESIDENTS OF SEVENOAKS TOWN

OPEN ACCESS TO ALL RESIDENTS OF SEVENOAKS TOWN

£ UP TO £2,000

WE WILL BE RUNNING A REPAIR CAFE IN CENTRAL SEVENOAKS 10 TIMES PER YEAR TO PROMOTE THE REPAIR OF ITEMS THAT MIGHT OTHERWISE BE SENT TO LANDFILL AND TO PASS ON REPAIR SKILLS WITHIN THE COMMUNITY. WE WILL ALSO RUN A CAFE OFFERING THE OPPORTUNITY TO FURTHER PROMOTE SOCIAL INCLUSION FOR LONELY, OLDER OR DISABLED INDIVIDUALS WITHIN THE COMMUNITY.

TO LAUNCH/ SET UP IN OUR FIRST YEAR AS IT IS ANTICIPATED THAT THROUGH DONATIONS FOR REPAIRS AND MODEST FEES CHARGED FOR CAKE AND A DRINK WE WILL BECOME SELF-FUNDING GOING FORWARD.

**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

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

N/A

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

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.

N/A

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

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ <del>NO</del>
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

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

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

SIGNATURE *Jenny Packer*

DATE 11th January 2022

NAME AND POSITION IN ORGANISATION: JENNY PACKER (TRUSTEE)  
**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 REPAIR CAFE c/o JENNY PACKER

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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

<b>Expenditure</b>	<b>Estimated Costs</b>
Miscellaneous materials purchase (glue, string, tape, nails, screws, sandpaper, darning wool, thread, zips etc.)	£150.00
Stocking up on materials during the year	£100.00
PAT testing	£120.00
Insurance (public Liability, Employers Liability, Trustee Indemnity)	£450.00
Venue (10 @ £50 as quoted by St Mark's Eardley Road for heating, lighting and cleaning)	£500.00
Tea bags, Coffee, sugar, squash, milk (cakes will be donated)	£50.00
Printing/ publicity	£50.00
Contingency - e.g. Volunteer expenses/ small gifts to volunteers	£200.00
<b>Total</b>	<b>£1,620.00</b>

Income	Estimate
Donations from each Repair Café = £200 * 10 sessions	Based on feedback from Forest Row - c.£210 per session, Tunbridge Wells - c. £186 per session, Farnham £186.00 per session three year average (incl 2020 which was less than hapf previous years' income)
Tea/ Coffee/ Cakes = £60 * 10 sessions	£2,000.00
	£600.00
<b>Total</b>	<b>£2,600.00</b>



# REPAIR CAFE

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## PRESS RELEASE

### Sevenoaks starts its own Repair Café

**What do you do with a broken toaster? Or with a favourite teddy bear that has lost its stuffing? Bin it? No need! Bring it along to the first Sevenoaks Repair Café in April.**

The Repair Café will run once a month at St Luke's Church, Eardley Road, from 10am to 1pm starting on Saturday 9<sup>th</sup> April. Volunteers will repair items and visitors can enjoy a slice of homemade cake and a hot drink. People visiting the Repair Café can bring along their broken items: toasters, lamps, hair dryers, clothes, bikes, toys, crockery... anything broken is welcome. They'll sit with our experts as they repair the item, maybe picking up the skills to fix it themselves next time.

Jenny Packer and Colette Dunn are the co-founders of Sevenoaks Repair Café and are passionate about sustainability and community. They have launched this project along with a small group of trustees who they have brought together. Sevenoaks Repair Cafe will help reduce landfill waste. "This is crucial", says Jenny Packer. "We throw away so many things, even when they have hardly anything wrong with them, and could easily be used again after a simple repair. Repair Café wants to change all that."

Sevenoaks Repair Café also is about the community. It puts neighbours in touch with each other. Everyone is welcome at the Repair Café, either as a volunteer or as a visitor. Colette Dunn said "It is all about our community coming together. There's a volunteer open day on 26<sup>th</sup> February between 10am and 1pm at St Luke's Church. Anyone interested in becoming a volunteer is welcome to the presentation and informal chat."

Sevenoaks Repair Café is looking for local residents with a range of skills. We are especially looking for people who are handy with:

- |   |                              |
|---|------------------------------|
| * small/ medium electrical appliances         | * furniture / wooden objects |
| * bicycles                                    | * watches/ clocks            |
| * clothing / textiles/ craft/ general repairs | * computers/ IT              |

We're also looking for people who can support the events. We need volunteers to welcome visitors and serve as a contact point for both visitors and repairers as well as providing refreshments at the Repair Café. Anyone wanting to volunteer is welcome to come along to our open day on 26<sup>th</sup> February or email [sevenoaksrepaircafe@gmail.com](mailto:sevenoaksrepaircafe@gmail.com)

Notes:

1. Sevenoaks Repair Café is registering as a charity. The trustees are: Claire Boxall, Colette Dunn, Laura Hebditch, Natalie O'Shea, Ben Packer, Jenny Packer and Jennie Showers.
2. The attached photos are of the trustees, left to right, Colette Dunn, Natalie O'Shea, Laura Hebditch, Jennie Showers, Jenny Packer.
3. For more information about Repair Café International Foundation see [Repaircafe.org/en](https://Repaircafe.org/en)
4. You can get more information from Jenny Packer 07980 168572 or Colette Dunn on 07415 887790. You can also email [sevenoaksrepaircafe@gmail.com](mailto:sevenoaksrepaircafe@gmail.com)

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2<sup>nd</sup> February 2022

# **Farnham Repair Café: Annual Report 2020: 01/01/20 – 31/12/20 [Financial Report as @ 27/01/21]**

Template adapted from Section 7, Charity reporting and accounting: the essentials, November 2016 (CC15d), Charity Commission for England and Wales

## **1. Reference and administrative details**

### **Charity name**

Farnham Repair Café

### **Charity number**

1172613

### **Address**

C/O University for the Creative Arts, Falkner Road, Farnham, Surrey GU9 7DS

### **Names of trustees**

- Martin John Charter (Appointed 2017)
- Peter Gordon Dobson (Appointed 2017)
- John James Pearce (Appointed 2017)
- Stephen Peter Privett (Appointed 2017)
- Edward George Ram (Resigned 2020)
- David Francis Smith (Appointed 2020)
- Anthony Laurence Warburton (Appointed 2017)
- Meryl Elizabeth Wingfield (Appointed 2019)

## **2. Structure, governance and management**

### **Date of constitution**

18<sup>th</sup> April 2017

### **Number of trustees**

7

### **Trustee policy**

Maintain existing trustees; as appropriate receive proposals for new trustees

### **Type of charity**

Charitable Incorporated Organisation (CIO)

## **3. Objectives and activities**

### **Purpose of the charity**

To protect and safeguard the environment for the public benefit through the promotion of repair and re-use of products as a means of preventing and minimising waste disposal.

### **Main activities**

To organise 12 x 3 hour events related to repair and re-use annually

## 4. Achievements and performance

### Achievements: 3 Year Comparison

	2020 *0 *1	2019	2018
• Events *2	4	12	13
• Visitors	239	781	680
• Products-in	159	626	506
• Repairs	112	416	337
• Repair rate	70%	67%	67%
• Landfill diversion	0.26 tonnes	1.05 tonnes	1.06 tonnes
• CO2 reduction *3	2.44 tonnes	9.30 tonnes	9.34 tonnes
• Satisfaction *4	97%	98%	99%
• Citizen savings	£7,735 *5	£36,877	£30,174
• Website hits *6	1110	-	-
• YouTube channel hits *7	129	-	-
• CO2 Calculator hits *8	550	-	-
• Facebook repair advice interactions *9	71	-	-
• Webinars	4	-	-

Notes: \*0 FRC activity declined in 2021 due to CV19, \*1 Repair-Data included for 3 events due to lagged nature of 2<sup>nd</sup> drop-off event; \*2 Includes 2 x physical & 2 x drop-off events; \*3 Based on revised CO2 calculation methodology (2018); \*4 Data based on 2 x physical events; \*5 Includes data on 2 x physical events (Data from 2 x drop-off events to be added); \*6 Dedicated website launched April 2020 (Data April – Dec 2020); \*7 FRC YouTube channel established on July 2017 (Monthly data collected from August 2020); \*8 Online repair CO2 calculator launched April 2020 (Data based on standard tool: April – Dec 2020); \*9 Data collected from April 2020 (included 4 x 'live' online chat advise sessions before decision made to move to 'open' service)

### Performance milestones achieved in 2020 (cumulative)

- £100,000 citizen savings
- Implementation of temporary CV19 compliant drop-off events
- Implementation of repair advice service via FRC Facebook
- Launch of dedicated FRC website
- Launch of WhatsApp groups for repairers/volunteers
- Launch of world's 1<sup>st</sup> online repair CO2 calculator
- Partnered in UK's 1<sup>st</sup> repair café conference (83 delegates)
- Partnered in learning webinars for UK repair cafes (155 delegates)

## 5. Financial review (see financial statement)

### Financial summary: 3 Year Comparison

	2020	2019	2018
• Opening balance (01/01/20)	£3435.92	£3554.98	£1674.19
• Income	£1254.50	£3460.80	£2809.88
• Costs	£1620.23	£3579.86	£929.09
• Surplus/(deficit)	(£365.73)	(£119.06)	£1880.79
• Closing balance (at bank)	£3070.19	£3435.92	£3554.98

### Income sources: 3 Year Comparison

	2020	2019	2018
• Donations	£858.50	£3460.80	£2383.30
• CAF donation from BP	£ -	£ -	£176.58
• Grant	£ -	£ -	£250.00
• Other	£396.00	£ -	£ -
• Total	£1254.50	£3460.80	£2809.88

## 6. 2020: Risk Analysis (Significance/Likelihood) and [Mitigation]

- CV19 non-compliance (Mid/Hi) [Ensure CV19 policy compliance by repairers/customers]
- CV19 infections amongst repairers/front desk/customers [Ensure CV19 policy compliance by repairers/front desk/customers]
- Major incidents e.g. fire at venue (Hi/Lo) [Ensure H&S culture/'live' insurance]
- Incorrectly repaired product (Hi/Lo) [H&S culture/'live' insurance/recruit skilled repairers]
- Reduction in completed repairs (Hi/Lo) [Recruit more skilled repairers]
- Loss of donations – short-term (Lo/Lo) [Diversify fundraising]
- Loss of donations – medium/longer-term (Hi/Lo) [Diversify fundraising]
- Loss of visitors (Hi/Lo) [Increase marketing]
- Decline in attendance of volunteer repairers (Hi/Mid) [Look after repairers]
- Decline in attendance of volunteer repairers (Hi/Mid) [Recruit new repairers]
- Reduction in visitor satisfaction (Hi/Mid) [Maintain high repair rate & friendly atmosphere]
- Bad publicity resulting from unsatisfied visitor (Hi/Lo) [Maintain positive visitor experience]
- Loss of venue (Hi/Lo) [Maintain good relationship with The Spire Church (TSC)]
- Disorganised move to TSC central space (Mid/Lo) [Good comms with TSC/detailed planning]
- Discontinued offer of 3D printing (Mid/Mid) [Recruit/train new volunteer(s)]
- Loss of support of partners (Hi/Lo) [Maintain good relationships with TSC/UCA/FTC]
- Non-compliance with General Data Protection Regulation {GDPR} (Hi/Mid) [Maintain & implement documented policy]

## 7. Public benefit statement (also see 3.)

### Public benefit (adherence to): 3 Year Comparison

To protect and safeguard the environment for the public benefit

	2020	2019	2018
• Repairs completed	112	416	337
• Repair rate	70%	67%	67%
• Landfill diversion	0.26 tonnes	1.05 tonnes	1.06 tonnes
• CO2 reduction	2.44 tonnes	9.30 tonnes	9.34 tonnes

## 8. Information on fundraising

### Approach

- To receive donations
  - Regularly (at each event)
  - Periodically (on an ad hoc basis)
- To receive small grants

## 9. Plans for future periods

### 2021: Aims, objectives and activities

- To organise drop-off model events (pending CV19)
- To resume the organisation of 'open' physical events (pending CV19)
- To move to central space within The Spire Church (pending CV19)
- To continue to offer customised repair through 3D printing (pending)
- To offer repair advise service via FRC Facebook
- To disseminate information and learning on repair/repair cafes on ad hoc basis through
  - Presentations
  - Events
  - Other 'added value' services

By order of the Board of charity trustees

Martin Charter, Chair, Board of Trustees, Farnham Repair Café, 27/01/21

**FARNHAM REPAIR CAFE\_Financial\_Statement\_2020**  
**(1st January 2020 - 31st December 2020) as @ 01/01/21**

<b>Opening balance as at 01/01/20:</b>	<b>£ 3,435.92</b>
<b>Closing balance as at 31/12/20:</b>	<b>£ 3,070.19</b>

**Income (between 01/01/20 - 31/12/20)**

Donations	£	858.50
Grants	£	-
Other	£	396.00
Sub-total	£	1,254.50

**Expenditure (between 01/01/20 - 31/12/20)**

Insurance	£	63.53
Promotion	£	132.00
PAT calibration	£	112.80
Food/coffee/teas	£	74.00
Equipment	£	-
Consumables (inc CV19 purchases/ 3DP filament)	£	221.70
Corporate clothing	£	-
Team dinner	£	-
Miscellaneous	£	16.20
Distribution to Spire Church	£	1,000.00
Sub-total	£	1,620.23

Annual surplus/defecit	-£	365.73
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Closing balance	£ 3,070.19
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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 **[Monday 14<sup>th</sup> March 2022 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

FRIENDS OF RHEINBACH

NAME OF CONTACT

MICHAEL WITHER

ADDRESS OF CONTACT

KENT

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

1. EXCHANGE VISITS WITH THE 'FREUNDE VON SEVENOAKS' TO SUPPORT THE TWINNING BETWEEN THE TWO TOWNS, ALTERNATING YEARLY.
2. DEVELOPMENT OF SOCIAL, ARTISTIC, SPORTING AND EDUCATIONAL LINKS BETWEEN THE TWO TOWNS, INCLUDING THE SUPPORT OF INDIVIDUAL AND GROUP EXCHANGES SPECIFIC TO THESE ACTIVITIES.
3. ABOUT FOUR MEMBERS' MEETINGS PER YEAR, USUALLY WITH THEMES RELATING TO THE TWINNING; ALSO USED FOR FUND RAISING.

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	0
B) VOLUNTEERS	6
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	36

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

12

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£250

PLEASE DESCRIBE YOUR PROJECT

TO FURTHER PROMOTE AND EXTEND CULTURAL, EDUCATIONAL AND SOCIAL LINKS BETWEEN ESTABLISHMENTS, COMMON INTEREST SOCIETIES AND OTHER RELEVANT GROUPS AND INDIVIDUALS ACROSS THE TWO TOWNS THROUGH EXCHANGE ARRANGEMENTS, PROVISION OF ADVICE AND ASSISTANCE AND RELATED PUBLICITY AND PR ACTIVITIES.

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

GRANT FUNDS WILL BE USED THROUGHOUT THE YEAR TO ASSIST WITH PUBLICITY, HIRE OF PREMISES AND ADMINISTRATIVE COSTS ASSOCIATED WITH THE ABOVE-MENTIONED PROJECT.

## 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:

NOT APPLICABLE



#### **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

NOT APPLICABLE

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

BECAUSE OF THE PANDEMIC, A NUMBER OF NORMAL ACTIVITIES, PROCEDURES,  
AND PATTERNS OF INCOME AND EXPENDITURE HAVE BEEN SEVERELY DISRUPTED  
SINCE EARLY 2020. WHERE THIS HAS AFFECTED OUR ABILITY TO PROVIDE  
MEANINGFUL REPLIES ON THIS FORM, AN EXPLANATORY NOTE HAS BEEN ADDED;  
THIS AFFECTS SOME OF THE ANSWERS IN PART 4.

IN THE EVENT THAT A GRANT IS AWARDED BUT CANNOT BE USED FOR THE  
PURPOSE INTENDED DUE TO COVID REGULATIONS / RESTRICTIONS WE WILL, AS  
PREVIOUSLY, CONSULT THE COUNCIL REGARDING THE POSSIBILITY OF REFUNDING  
IT OR EXTENDING ITS PERIOD OF VALIDITY.

PLEASE NOTE, ALSO, COMMENTS RELATING TO THE PROVISION OF COPIES OF  
ANNUAL ACCOUNTS.

THE NUMBER OF 'VOLUNTEERS' RELATES TO COMMITTEE MEMBERS. ALL  
MEMBERS OF THE SOCIETY PROVIDE ACCOMMODATION, MEALS, ETC ON A  
VOLUNTARY BASIS WHEN RECEIVING VISITORS FROM RHEINBACH.

THE SOCIETY'S FINANCES ARE NORMALLY MANAGED ON A 2 YEAR CYCLE,  
INVOLVING A SURPLUS IN THE YEARS WHEN MEMBERS VISIT RHEINBACH,  
BALANCED BY A DEFICIT WHEN MEMBERS OF THE RHEINBACH SOCIETY VISIT.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£5693

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

56

NOTE: Because of Covid activities and costs over the last 2 years were severely reduced.  
The figure quoted above relates to a 'normal' year based on costs in 2017/8 and 2018/9.

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

£20

NOTE: Because of Covid there was no organised fundraising in 2020/21 and subscrip-  
tions were waived. In 2019/20 the Association raised £741 through its own efforts.

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.

2019/20	£250	REVENUE	2012/13	£250	REVENUE
2018/19	£250	REVENUE	2011/12	£500	REVENUE
2017/18	£250	REVENUE	2010/11	£600	REVENUE
2016/17	£250	REVENUE	2009/10	£600	REVENUE
2015/16	£250	REVENUE	2008/09	£600	REVENUE
2014/15	£250	REVENUE	and earlier years		
2013/14	£250	REVENUE			

**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 SEE BELOW	✓
Annual Report if available (or Project or Business Plan for a new organisation)	✓

NOTE RE. ANNUAL ACCOUNTS Because of the pandemic, auditing of the accounts has been delayed. This is now in hand. Independently examined and certified copies will be supplied to the Council well ahead of the February 2022 F&GP Committee meeting

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ <del>NO</del>
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

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

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

SIGNATURE



DATE 13 JANUARY 2022

NAME AND POSITION IN ORGANISATION:

MICHAEL WITHER,  
HON. TREASURER

**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?**

Payable to: FRIENDS OF RHEINBACH  
Address: MICHAEL WITHER  
HON. TREASURER  
FRIENDS OF RHEINBACH



All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
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**NB** Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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

**THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.**

## **CHAIRMAN'S REPORT 2021**

It would be easy for my report on the past year to be a rather dismal list of things that didn't happen. However, I shall try to stay on the side of positivity, and indeed it has proved not too hard to find things about which to be positive.

Let me start by saying how appropriate it is for us to be meeting here at the refurbished Bat and Ball Community Centre, and in the John London Room. John, who died four years ago, and Merrill, his wife, at whose funeral I was pleased to be able to play just ten days ago, were both of them keen and supportive members of Friends of Rheinbach, and were deeply involved in civic affairs of all kinds.

In my report to you for 2019 I made mention of a gentleman called Paul Bristow, who had offered his services on a voluntary basis to the British-German Society. Having made contact with all the associations in Kent towns with a German twin town, Paul acted as a link between the Kent associations and the BGA, and was the moving force behind two link-ups between representatives from each twinning associations. The first of these was just between the chairman and one other committee member from each association, but in May of this year there was a much more extensive link-up between not just the English members of the twinning groups but involving participation by representatives from some of the German associations also. Friends of Rheinbach were represented by myself and Mike Wither, and Freunde von Sevenoaks by Joachim Weiss together with Sabine and Andreas Post. Despite inevitably having to conduct the whole conference by Zoom it was judged a success, and it has been subsequently established that there is an appetite for this kind of networking to be continued. Paul Bristow has now stepped down from his role since deciding to move from Kent so that he and his wife can live closer to other family members. Before his departure Paul made sure he had a successor as the BGA's Kent representative. This is Peter Brown, chairman of the Bromley Twinning Association, and we currently await a lead from him as to what we might jointly do as associations.

Having mentioned holding a conference via Zoom, let me not forget to mention how it also made possible our festive, social link-up in

Between the rescheduled date and the actual date of the Beethoven anniversary concert there occurred in July the catastrophic flooding in Rheinbach and the surrounding region of which we are only too aware. The extent and severity of the devastation left Friends of Rheinbach, both as an organization, but also as individuals with dear friends in our twin town, in no doubt as to the need to show support and to provide aid in the most effective way possible. It quickly became obvious that financial support would be the most effective form of help, and to that end a JustGiving page was set up online. I am personally very grateful to Carol Oakley for undertaking to set up this means of raising money, and to Councilor Roddy Hogarth for making time to meet me in the early stages of planning how best to help. Your committee is also extremely grateful to Sevenoaks Town Council and its officers for significant assistance, not only in agreeing to act as independent auditors of each step in the fund-raising process, but also in paying for and arranging the production of a large panel publicizing the appeal for funds; the panel was placed in Rheinbach Gardens at the top of St. John's Hill. A picture of the panel featured in the publicity for the handing over of the money by Joachim Weiss to Rheinbach's mayor, Ludger Banken. The sum raised was 2460 euros, and I am grateful to Mike Wither, our treasurer, for handling the conversion of pounds sterling into euros at the most favourable rate achievable. The money is to be used for replacing books and equipment in some of the primary schools and kindergartens most severely affected by the floods.

Your committee has continued to meet through the year albeit not so frequently, and until recently, via the medium of Zoom. In October we enjoyed our first face to face meeting - in the day-time rather than the evening, - and the pleasurable excitement of eating someone else's biscuits (unless you happened to be the host!) This is the moment for me to record our thanks to Carol Oakley for her time on the committee and her assistance with a number of matters that have ensured that our plans have run smoothly. Though Carol has decided to step down from the committee I am pleased to say that she is prepared to make herself available to help with any future matters where her computer and digital expertise may be needed. Carol, thank you very much. Carol's stepping-down obviously leaves a vacancy – in fact there is also another

place to be filled if we are to be back to full strength – and we shall deal with filling those places under Item 4 of today's agenda.

As an association we continue to be grateful to the Town Council for the continuance of their grant. Mike Wither in his treasurer's report will explain what we asked the Council to allow us to do with their grant for the 2020/2021 financial year, so I won't trespass on territory that isn't rightly mine. As well as being enormously grateful to Mike for his meticulous care of our finances, I am also deeply appreciative of all Margaret's work as our secretary, not least in making the arrangements for today, and to Richard in his role as membership secretary.

In the past I tended to close my report by announcing the dates of future events, but as I see there is a separate agenda item dedicated to such matters I shall not trespass there either, but hopefully leave you with a sense of pleasurable anticipation of what those events might be, and to say I look forward to seeing you at them.

Peter Young

November 2021

# Friends of Rheinbach

## Statement of Accounts

### Income and Expenditure Account for the year ended 31 October 2021

	2020/21	2019/20
	£	£
<b>Income</b>		
Subscriptions	0	600
Donations	20	0
Sevenoaks Town Council grant	0	250
New Year Supper	0	141
Interest net of tax	0	1
<b>Total income</b>	<b>20</b>	<b>992</b>
<b>Expenditure</b>		
Committee expenses	0	9
AGM expenses	0	54
Publicity brochure	0	204
Internet publicity	22	22
Public liability insurance	120	113
<b>Total expenditure</b>	<b>142</b>	<b>402</b>
<b>Surplus (+) or Deficit (-) carried forward to Balance Sheet</b>	<b>-122</b>	<b>590</b>

### Balance Sheet as at 31 October 2021

	2021	2020
	£	£
<b>Liabilities</b>		
General Fund at beginning of year	5815	5225
Surplus (+) or Deficit (-) for the year	-122	590
General Fund at end of year	5693	5815
<b>Total Liabilities</b>	<b>5693</b>	<b>5815</b>
<b>Assets</b>		
Treasurers Current Account	4033	4155
Business Instant Access Account	1660	1660
<b>Total Assets</b>	<b>5693</b>	<b>5815</b>

Note: This Statement of Accounts has not yet been examined independently. This will be done as soon as circumstances permit.  
Mike Wither Hon. Treasurer

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### APPLICATION FOR GRANT AID

**NB** – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting **[Monday 14 th March 2022 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

#### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Friends of Pontoise

NAME OF CONTACT

Michael R Pembrey

ADDRESS OF CONTACT

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

EVENING

[REDACTED]

EMAIL ADDRESS

friendsofpontoise@gmail.com

#### PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks has been twinned with Pontoise in Northern France for 57 years. We the volunteers of the Friends of Pontoise keep this association for the benefit of both towns. Fostering school exchange, cultural and sporting links. Facilitating exchange correspondents, accommodation, and work placements for Pontoise students, and assisting where required, Sevenoaks residents to make similar contacts in Pontoise.

Annual exchange visits of up to 28 Members alternate yearly between towns. The Covid 19 pandemic caused cancellation of the 2020 and 2021 visits. Boule evenings during the summer every 2 weeks. Fundraising membership meetings four times a year were cancelled in 2020/21.

## Friends of Pontoise 2022 Grant Application

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	Nil
B) VOLUNTEERS	6
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	24

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

24

### PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£250

PLEASE DESCRIBE YOUR PROJECT

Through twinning it widens horizons in both communities and promotes international friendships. The Covid 19 pandemic has for the time being stopped face to face meetings and Online Zoom sessions and emails have taken over. Thirteen of our group visit Pontoise 26 – 29 May 2022

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

This year the grant will primarily be used as follows:

1. To build on and expand the increasingly varied links between Sevenoaks and Pontoise
2. To promote understanding of French life and culture amongst all age groups in Sevenoaks
3. To promote understanding of English life and culture amongst our French counterparts in Pontoise

### 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?

N/A

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED:

None

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

HAS YOUR ORGANISATION APPLIED ELSEWHERE  
FOR A GRANT FOR THIS PROJECT

No

IF YES, PLEASE GIVE DETAILS

N/A

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

Our budget works on a two-year cycle to provide sufficient funds for official entertainment of Pontoise Les Amis de Sevenoaks on their biennial visit to Sevenoaks. During this, the members from Pontoise live as guests of our members. The members of the Friends of Pontoise pay their own costs of all functions/activities/dinners during the exchange visit. The costs of the visitors are paid from association funds.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£2,541.14 in credit

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

12

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

Because of the pandemic, nil

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.

2001 - £500	2011 - £500	2021 - £250
2002 - £600	2012 - £500	
2003 - £500	2013 - £250	
2004 - £600	2014 - £250	
2005 - £500	2015 - £250	
2006 - £600	2016 - £250	
2007 - £500	2017 - £250	
2008 - £600	2018 - £250	
2009 - £500	2019 - £250	
3 2010 - £600	2020 - £250	

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

- ☒ Y All relevant parts of the form completed
- ☒ Y Form signed
- ☒ Y Audited accounts for the last two years
- ☒ Y 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

SIGNATURE  DATE 26 January 2022

NAME AND POSITION IN ORGANISATION: MICHAEL R PEMBREY SEC & TRESURER OF THE FRIENDS OF PONTOISE

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

Cheque payable to: "Friends of Pontoise"

Send to: 

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

# Friends of Pontoise

## Receipts & Payments Account for the year ended 30<sup>th</sup> September 2021

	2021 £	2020 £
<b>Receipts</b>		
Mayor's Quiz		105.00
Subscriptions	220.00	405.00
Donations	5.00	37.00
Town Council Grant	250.00	250.00
Meetings		182.00
New Year Dinner		783.00
Raffles		200.00
<b>Total</b>	<b>475.00</b>	<b>1,962.00</b>
<b>Payments</b>		
Public Liability Insurance	55.38	69.20
Meetings		223.34
New Year Dinner		583.00
Website	22.00	223.95
Mayor's quiz		120.00
Stationery/ink/flags/bunting		47.00
Gala Dinner Otford Hall		25.00
<b>Total</b>	<b>77.38</b>	<b>1,291.49</b>
<b>Nett Receipts</b>	<b>397.62</b>	<b>670.51</b>

### SUMMARY

Balance at 1 <sup>st</sup> October 2020		
Current account	2,143.52	1473.01
ADD Excess of Income over Expenditure	397.62	670.51
<b>Total</b>	<b>2541.14</b>	<b>2,143.52</b>
<b>Current account</b>	<b>2,541.14</b>	<b>2,143.52</b>

Stock in hand 30.09.2021

Pin badges 5 - Ties 3 - Cava 1 - White Wine 6 - Cirque Brut 1 - Red Wine 1

Signed: Michael R Pembrey Hon. Treasurer

I have examined the accounts for the year ended 30.9.2021 together with the books and vouchers.

In my opinion they are a true statement of the finances of the Friends of Pontoise.

*Richard Parsons*

Signed: Richard Parsons Hon. Examiner

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## APPLICATION FOR GRANT AID

**NB** – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 14<sup>th</sup> March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Sevenoaks Three Arts Festival

NAME OF CONTACT

Mrs Jean Surrey

ADDRESS OF CONTACT

Sevenoaks

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

An annual competitive festival involving Speech, Drama, Choirs, Solo/ Duet Singing, Piano, Strings, Woodwind, Accordion, Ensembles and Orchestras.

We will keep within any Covid guidelines.

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	None
B) VOLUNTEERS	20
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	Up to 1500 competitors

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

60-70%

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 600.00

PLEASE DESCRIBE YOUR PROJECT

A performing Arts Festival involving competitors aged 4-90+, most are school age children who benefit from performing experience, watching and listening to others and receiving advice/constructive criticism from experienced adjudicators, with opportunity to win cups/awards in their particular discipline.

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

Hire of Performance Space for competitive classes and Prizewinners Concert.

In 2022 we plan to return to a live festival. There have been large increases in venue hire costs. As with other Festivals there are concerns about the numbers of competitors and audience who will return, so our income may be reduced.

The Grant would be used to meet expenses incurred at the time of the Festival (on basis Walthamstow Hall invoice us after the event usually)

## 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 N/A.  
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:

Some of the competitors come from outside the Sevenoaks Town Council Area although the majority come from within it.



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

HAS YOUR ORGANISATION APPLIED ELSEWHERE  
FOR A GRANT FOR THIS PROJECT

~~YES/NO~~  
Yes

IF YES, PLEASE GIVE DETAILS

We intend applying for underwriting from Sevenoaks District Arts Council

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

The previous 2 festivals have been video festivals due to the covid restrictions. Approximately a third of the festivals in the South East region choose to cancel. We appreciate both competitors and adjudicators who rose to the challenge of the opportunities available. It was beneficial for competitors to have an aim for their creative talents. This year some adjudicators gave video reports and competitors were able to watch others in their class. As many competitors have had careers in Music and Drama this has broadened their experience.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£9033.00

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

Normally 7-8 months

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

N/A

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

Annually 2007-2021 £600 Revenue Expenditure

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

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/ <del>NO</del>
---	--------------------

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 27 December 2021

NAME AND POSITION IN ORGANISATION: Hon Treasurer  
**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 Three Arts Festival  
Mrs Jean Surrey

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee

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

Application Forms are also available by email from:

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

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2021

**SEVENOAKS THREE ARTS FESTIVAL**  
**YEAR ENDED 31ST AUGUST 2021**

**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 2021 were

Mr P Harlow	Chairman
Mrs S Day	Secretary
Mrs J Surrey	Treasurer
Mr T Daniell	
Mrs M Holgate	
Mr E Oatley MBE	
Mrs N Powell	
Mrs Brenda Ross	

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). Despite the restrictions imposed by Covid, £2296(2020 £7262) 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**

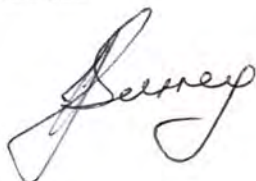
The trustees are satisfied with the level of activity and support received in the year. Unfortunately, the Young Musician competition was cancelled due to the Covid rules. The June Festival could not be held in its usual location and format, but a successful video festival was organised and attracted an increased number of solo entries, as well as a few vocal and drama groups.

**FUNDS AND RESERVES POLICY**

The Unrestricted Fund represents accumulated income including a small surplus for the year. 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



4 November  
.....2021

**SEVENOAKS THREE ARTS FESTIVAL**  
**YEAR ENDED 31ST AUGUST 2021**

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

I report on the financial statements of the Trust for the year ended 31st August 2021 which are set out on pages 3 to 5.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's report**

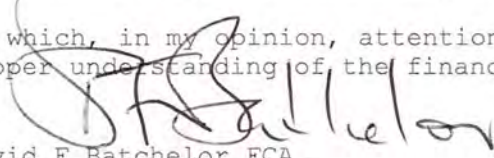
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual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

**Independent examiner's Statement**

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

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

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

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

Date

4 November 2021



**SEVENOAKS THREE ARTS FESTIVAL****STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST AUGUST 2021**

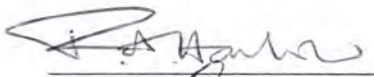
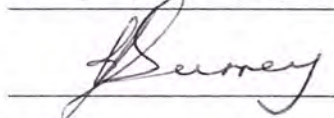
	Note	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
		<u>YM</u>	<u>Festival</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Competitors entry fees		-	1,233	1,233	1,939
Admissions & Programmes		-	-	-	472
Sponsorship & Adverts		-	-	-	1,190
Grants					
Sevenoaks Town Council		-	600	600	1,200
Sevenoaks District Arts Council		-	500	500	500
Kent County Council		-	-	-	500
Linda Hogen Community Fund					
West Kent Housing Association		-	-	-	250
Friends Membership		-	50	50	500
Misc. Income		-	16	16	-
<b>TOTAL INCOMING RESOURCES</b>		-	<b>2,399</b>	<b>2,399</b>	<b>6,551</b>
<b>RESOURCES USED</b>					
Adjudicators' fees		-	1,590	1,590	1,395
Print, Post & Website		-	430	430	458
Venue hire		-	-	-	1,588
Piano hire		-	-	-	1,119
Prizes		-	-	-	1,700
Sundries		-	-	-	250
Honorarium		-	-	-	200
Subscriptions		-	70	70	274
Insurance		-	65	65	250
Bank charges, Play perform fee		-	141	141	28
<b>TOTAL RESOURCES USED</b>		-	<b>2,296</b>	<b>2,296</b>	<b>7262</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		-	<b>103</b>	<b>103</b>	<b>(711)</b>

The notes on page 5 form part of these  
financial statements

**SEVENOAKS THREE ARTS FESTIVAL**

**BALANCE SHEET AS AT 31ST AUGUST 2021**

		<u>2021</u>	<u>2020</u>
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	2	1	1
<b>CURRENT ASSETS</b>			
Debtors	3	83	317
Bank current account		8,949	8,812
Total current assets		9,033	9,129
<b>CURRENT LIABILITIES</b>			
Deferred Income - BIFF Subscription		0	200
<b>TOTAL ASSETS</b>		<u>£9,033</u>	<u>£8,930</u>
<b>ACCUMULATED FUNDS</b>			
<b>UNRESTRICTED</b>			
Balance at 1st September 2020		8,930	9,641
Surplus/(Deficit) in year		103	(711)
Balance at 31st August 2021		9,033	8,930
		<u>£9,033</u>	<u>£8,930</u>

)  
 ) Trustees  
 )  
 )

Approved

on 4 November 2021.

The notes on pages 5 form part of these financial statements

## SEVENOAKS THREE ARTS FESTIVAL

### NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2021

#### 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 2020	351
At 31st August 2021	<u>351</u>
DEPRECIATION	
At 1st September 2020	350
Charge in year	<u>0</u>
At 31st August 2021	<u>350</u>
NET BOOK VALUE	
At 31st August 2021	1
At 31st August 2020	1

3 DEBTORS	<u>2021</u>	<u>2020</u>
	£	£
PREPAYMENTS	<u>83</u>	<u>317</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 [**Monday 14<sup>th</sup> March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

KENT YOUTH JAZZ ORCHESTRA      KYJO

NAME OF CONTACT

JOHN LEVETT (CHAIRMAN)

ADDRESS OF CONTACT

[REDACTED ADDRESS]	
POSTCODE	[REDACTED POSTCODE]

TELEPHONE NO:    DAYTIME

                                 EVENING

EMAIL ADDRESS

JOHN@LISTENINGROOM.CO.UK

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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

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

PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	2 MDs
B) VOLUNTEERS	4 TRUSTEES
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	8 ADULTS 27 CHILDREN

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

ALL LOCAL SCHOOLS

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

PLEASE DESCRIBE YOUR PROJECT

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

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

THE YOUTH JAZZ WORKSHOP WILL BE HELD ON THE EVENING OF TUES  
21 JUNE 2022 AT A LOCAL SCHOOL IN SEVENOAKS. IT WILL BE OPEN TO  
ANY YOUNG MUSICIAN INTERESTED IN BIG BAND JAZZ & IMPROVISING.  
INVITES WILL BE SENT TO ALL SCHOOLS ATTENDED BY THE YOUTH OF  
SEVENOAKS. TOTAL COSTS ARE ESTIMATED TO BE £750. THERE WILL  
BE NO CHARGE TO THE YOUNG MUSICIANS TO PARTICIPATE.

## PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

NO

IF YES, PLEASE GIVE DETAILS

N/A

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

KYJO IS A REGISTERED CHARITY(REF:1149477) THAT RECEIVES NO REGULAR FUNDING FROM ANY ORGANISATION OR LOCAL/NATIONAL GOVERNMENT. KYJO HAS PUT ON AN OPEN YOUTH JAZZ WORKSHOP IN SEVENOAKS-(KINDLY SUPPORTED BY SEVENOAKS TOWN COUNCIL) FOR MANY YEARS AND THIS HAS ENABLED MANY CHILDREN TO PROGRESS AND CONTRIBUTE TO PLAYING FOR A COUNTY LEVEL YOUTH ORCHESTRA. SEVERAL OF KYJO'S CURRENT PLAYERS, PARENTS & COMMITTEE LIVE & WORK IN SEVENOAKS.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£7,248

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

11 MONTHS

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

£50 (LOW DUE TO 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.

GRANT AWARDS BY SEVENOAKS TOWN COUNCIL FOR  
JAZZ YOUTH WORKSHOPS HAVE BEEN MADE PREVIOUSLY AS FOLLOWS ...

2010 £500

2011 £500

2012 £500

2013 £500

2014 £500

2015 £500

2016 £500

2017 £500

2018 £500

2019 £500

2020 £500 NOTE COVID PREVENTED EVENT TAKING PLACE IN 2020,  
HOWEVER EVENT WAS SUCCEFFULLY RE-SCHEDULED & HELD IN AUTUMN TERM of 2021

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

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO YES
---	---------------

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

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

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

SIGNATURE  DATE 13 JANUARY 2022

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

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

KENT YOUTH JAZZ ORCHESTRA

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
- **2<sup>ND</sup> Friday in January** [14<sup>th</sup> January 2022] for the February Finance and General Purposes Grant Committee

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

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

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



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

[www.kyjo.co.uk](http://www.kyjo.co.uk)

**DRAFT Financial statements for the year ended 31 August 2021**

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3	Income & Expenditure account
3	Statement of assets & liabilities
4	Notes to the accounts
5	Independent Examiner's Report

# KENT YOUTH JAZZ ORCHESTRA (KYJO)

## Trustees' annual report for the year ended 31 August 2021

**Full name:** Kent Youth Jazz Orchestra (KYJO)

**Registered charity number:** 1149477

**Registered address:** 21 Bosville Drive, Sevenoaks TN13 3JA

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

**Other members:**

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

**Operating Committee:**

This comprises the Trustees, Musical Directors Graham Mann and Mike Austin and the members asterisked above.

**Bankers:**

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

**Governance and management:**

The committee members, who are appointed at the AGM on a vote, meet on a regular basis to decide on concerts, venues for rehearsals, purchase of equipment, grant applications, funding and levels of subscriptions. An annual general meeting is held where the views of all parents and orchestra members can be heard.

**Aims and objectives:**

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

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

Operations this year have continued to be restricted by the Government's Covid-19 strictures. It was not possible to meet for rehearsals or performances until towards the end of the Summer Term, when two rehearsals were held to prepare for the appearance at the Herne Bay Jazz Festival in August. The anticipated workshop funded by Sevenoaks Town Council and the appearance at Medway Young Musician competition did not take place and associated funds received are carried forward to 2022. Virtual meetings and tuition sessions were held via Zoom and online rehearsals via Jamulus which helped to maintain morale and learning. Operating income for the year exceeded expenditure by just £9.76. Significant donations were received from family and friends in memory of two deceased Medway area trombonists which, with Gift Aid, generated an overall surplus of £2,994.52 for the year and net assets of £10,248.71 at 31 August 2021, of which £3,000 constitutes Restricted Funds available only to offset losses on concerts.

KYJO continued to provide instruction and playing opportunities for young jazz musicians across Kent, although normal activities were severely curtailed throughout the year.

**Policy on reserves:**

KYJO's regular source of income is from the subscriptions that it charges to orchestra members. Special provision can be made for parents who struggle to pay this sum. Other income is from fees charged to perform at concerts, grants to assist with workshops and full membership subscriptions. The Trustees aim to keep at least £2,000 in the bank account to cover any unusual costs and to provide a cushion in the event of reduced income. Any balance above this amount will be used for development purposes and a specific Development Fund has been created by transfer of £2,000 from General Reserve, earmarked for Instrument and music purchase and scholarship awards.

Signed on behalf of the trustees by:

*JCLevett*

John Levett, *Chairman*.

22 November 2021

*Date*

**KENT YOUTH JAZZ ORCHESTRA (KYJO)**  
**Accounts for the year ended 31 August 2021**  
**Income & Expenditure for the year (£)**

		Note		<b>2019-20</b>
<b>Income:</b>	<i>Grants</i>	2	-	600.00
	Fees for concerts	3	200.00	500.00
	<i>Brook Theatre concert (net)</i>	4	-	453.12
	Performing members subscriptions	5	3,120.00	2,880.00
	Uniform sales		90.00	170.00
	<i>Full members subscriptions</i>		-	1.00
	<b>TOTAL OPERATING RECEIPTS</b>		<b>3,410.00</b>	<b>4,604.12</b>
<b>Expenditure:</b>	Rehearsals - tutoring		2,420.00	2,347.50
	Rehearsals - venue hire		136.80	450.00
	Workshops & own events - tutoring		75.00	150.00
	Workshops & own events – other costs		345.00	100.00
	Concerts - Musical Directors' Fees		150.00	225.00
	<i>Music purchases &amp; copying</i>		-	44.48
	Instrument/equipment servicing & repair		68.99	-
	<i>Uniform purchases</i>		-	343.08
	Making Music – membership & insurance	6	159.46	320.00
	Publicity & promotion (incl. website)		44.99	59.69
	<i>Social &amp; miscellaneous</i>		-	504.90
	<b>TOTAL OPERATING PAYMENTS</b>		<b>3,400.24</b>	<b>4,544.65</b>
	<b>OPERATING SURPLUS FOR YEAR</b>		<b>9.76</b>	<b>59.47</b>
	Donations + Gift Aid Relief		2,984.76	-
	<b>TOTAL SURPLUS FOR YEAR</b>		<b>2,994.52</b>	<b>59.47</b>

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

				<b>2020</b>
<b>Net Assets:</b>	Balance at bank		10,910.51	7,944.18
	Net Debtors & Creditors	7	661.80	689.99
	<b>TOTAL NET ASSETS</b>		<b>10,248.71</b>	<b>7,254.19</b>
<b>Represented by:</b>	<b>General Reserve</b>	11		
	Balance brought forward		7,254.19	7,194.72
	PLUS Surplus for year		2,994.52	59.47
	LESS transfer to Development Fund		3,000.00	-
	Balance carried forward		<b>7,248.71</b>	<b>7,254.19</b>
	<b>Development Fund</b>	11	<b>3,000.00</b>	-
	<b>TOTAL RESERVES</b>		<b>10,248.71</b>	<b>7,254.19</b>

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

*RRussell*

Ray Russell, *Hon. Treasurer*, 22 November 2021

# KENT YOUTH JAZZ ORCHESTRA (KYJO)

## Notes to the accounts for the year ended 31 August 2021

### 1. Accounting policies

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

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

### 2. Grants

2019-20 Kent Community Foundation re Covid-19 support £600.00

NB: £500 from Sevenoaks Town Council re Festival Workshop c/f to 2021/22

### 3. Fees for concerts

Herne Bay Jazz Festival £200.00

NB: £75 from Rotary Club for Medway Young Musician event c/f to 2021/22

### 4. Brook Theatre Concert

*Fund-raising concert held on Saturday 8 February 2020:*

Ticket sales		£1,922.00
Venue charges	£902.03	
MD & performer fees	£450.00	
Publicity costs	<u>£116.85</u>	
		<u>£1,468.88</u>
Net surplus		<u>£453.12</u>

### 5. Performing members subscriptions

2019-20 waived for the Summer Term due to Covid lockdown

### 6. Making Music membership & insurance

Reduced cost following acceptance as a full member

### 7. Net Debtors & Creditors

Concert fee from Rotary Club for MYM	£ 75.00	
Grant from STC for Workshop	£500.00	
Accrual – invoice for rehearsal hall hire	£136.80	
Accrual – amount due for uniform sales	<u>(£ 50.00)</u>	<u>£661.80</u>

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

- |   |                                       |
|---|---------------------------------------|
| • keyboard, amplifier, carry case & stand * | • tenor saxophone; baritone saxophone |
| • music, scores & folders                   | • PA system, speakers & mics          |
| • gig music stands & carry cases*           | • display posters                     |
| • rehearsal music stands                    | • uniforms, cables & kettle           |
| • flugel horn; 3 trombones**; congas        | • first-aid kit                       |

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

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

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

### 10. Related party transactions:

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

### 11. General Reserve & Development Fund

These reserves comprise accumulated surpluses as at 31 August 2021 They include Restricted Funds of £3,000 and Unrestricted Funds of £7,248.71, £3,000 of which is held in the Development Fund and £4,248.71 is retained as a cushion against a downturn in subscriptions and concert fees in future years.



## **KENT YOUTH JAZZ ORCHESTRA (KYJO)**

### **Honorary Independent Examiner's Report for the year ended 31 August 2021**

#### **To the Members of Kent Youth Jazz Orchestra:**

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

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

*S. Harris*

Simon Harris, Honorary Independent Examiner

22 November 2021

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

[www.kyjo.co.uk](http://www.kyjo.co.uk)

**Financial statements for the year ended 31 August 2020**

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# KENT YOUTH JAZZ ORCHESTRA (KYJO)

## Trustees' annual report for the year ended 31 August 2020

**Full name:** Kent Youth Jazz Orchestra (KYJO)

**Registered charity number:** 1149477

**Registered address:** 21 Bosville Drive, Sevenoaks TN13 3JA

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

**Other members:**

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

**Operating Committee:**

This comprises the Trustees, Musical Directors Graham Mann and Mike Austin and the members asterisked above.

**Bankers:**

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

**Governance and management:**

The committee members, who are appointed at the AGM on a vote, meet on a regular basis to decide on concerts, venues for rehearsals, purchase of equipment, grant applications, funding and levels of subscriptions. An annual general meeting is held where the views of all parents and orchestra members can be heard.

**Aims and objectives:**

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

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

Operations this year have been greatly restricted by the Government's Covid-19 strictures. It has not been possible to meet for rehearsals or performances in the Summer Term. Virtual meetings and tuition sessions have been held via Zoom and these have helped to maintain morale and learning. With thanks to parents, friends and others for supporting the Brook Theatre fund-raiser and to Kent Community Foundation for its Covid grant, operating income for the year exceeded expenditure by £59.47, which produced increased Reserves of £7,254.19 at 31 August 2020, of which £3,575 constitutes Restricted Funds - £3,000 available only to offset losses on concerts, £500 granted by Sevenoaks Town Council to fund a workshop and concert in 2021 and £75 advance receipt for a 2021 appearance.

The surplus was lower than last year, principally due to waiving playing membership subscriptions for the Summer Term and the loss of performance fees, offset in part by reduced expenditure on venue hire and concert fees.

KYJO continued to provide instruction and playing opportunities for young jazz musicians across Kent, although normal activities were severely curtailed throughout the Summer Term.

**Policy on reserves:**

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

Signed on behalf of the trustees by:

*JCLevett*

John Levett, *Chairman*.

8 November 2020

*Date*

# KENT YOUTH JAZZ ORCHESTRA (KYJO)

## Accounts for the year ended 31 August 2020 Income & Expenditure for the year (£)

	Note		2018-19
<b>Income:</b>			
Grants	2	600.00	500.00
Fees for concerts	3	500.00	2,400.00
Brook Theatre concert (net)	4	453.12	-
Performing members subscriptions	5	2,880.00	4,870.00
Uniform sales		170.00	310.00
Full members subscriptions		1.00	4.00
<b>TOTAL OPERATING RECEIPTS</b>		<b>4,604.12</b>	<b>8,084.00</b>
<b>Expenditure:</b>			
Rehearsals - tutoring		2,347.50	2,100.00
Rehearsals - venue hire		450.00	756.50
Workshops & own events - tutoring		150.00	625.00
Workshops & own events – other costs		100.00	195.00
Concerts - Musical Directors' Fees		225.00	1,485.00
Audio hire (London Marathon)		-	570.00
Music purchases & copying		44.48	57.19
Instrument/equipment servicing & repair		-	595.00
Uniform purchases		343.08	-
Making Music – membership & insurance		320.00	320.00
Publicity (incl website)		59.69	93.95
Social & miscellaneous	6	504.90	481.40
<b>TOTAL OPERATING PAYMENTS</b>		<b>4,544.65</b>	<b>7,279.04</b>
<b>OPERATING SURPLUS FOR YEAR</b>		<b>59.47</b>	<b>804.96</b>
Donation + Gift Aid Relief		-	3,750.00
<b>TOTAL SURPLUS FOR YEAR</b>		<b>59.47</b>	<b>4,554.96</b>

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

	Note		2019
<b>Net Assets:</b>			
Balance at bank		7,944.18	6,432.22
Net Debtors & Creditors	7	689.99	762.50
<b>TOTAL NET ASSETS</b>		<b>7,254.19</b>	<b>7,194.72</b>
<b>Represented by: General Reserve</b>	11		
Balance brought forward		7,194.72	3,443.95
PLUS Surplus for year		59.47	4,554.96
LESS Instrument purchase		-	804.19
Balance carried forward		<b>7,254.19</b>	<b>7,194.72</b>

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

*RRussell*

Ray Russell, *Hon. Treasurer*, 8 November 2020

# KENT YOUTH JAZZ ORCHESTRA (KYJO)

## Notes to the accounts for the year ended 31 August 2020

### 1. Accounting policies

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

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

### 2. Grants

Kent Community Foundation re Covid-19 support £600.00

NB: Also received £500 from Sevenoaks Town Council re Festival Workshop c/f to 2020/21

### 3. Fees for concerts

Royal British Legion £500.00

NB: Also received £75 from Rotary Club for Medway Young Musician event c/f to 2020/21

### 4. Brook Theatre Concert

Fund-raising concert held on Saturday 8 February 2020:

Ticket sales		£1,922.00
Venue charges	£902.03	
MD & performer fees	£450.00	
Publicity costs	£116.85	
		<u>£1,468.88</u>
Net surplus		<u>£453.12</u>

### 5. Performing members subscriptions - £2,880 received for Winter & Spring terms, but waived for the Summer Term due to Covid lockdown

### 6. Miscellaneous expenditure

DBS checks	£ 48.00	
Rehearsal refreshments	£ 156.90	
Ex-gratia award to MD	£ 300.00	<u>£504.90</u>

### 7. Net Debtors & Creditors

Concert fee from Rotary Club for MYM	£ 75.00	
Grant from STC for Workshop	£500.00	
Accrual - expense claim for rehearsal refreshments	£ 69.99	
Accrual - fee due for online singing tutorials	<u>£ 45.00</u>	<u>£689.99</u>

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

- |   |                                       |
|---|---------------------------------------|
| • keyboard, amplifier, carry case & stand * | • tenor saxophone; baritone saxophone |
| • music, scores & folders                   | • PA system, speakers & mics          |
| • gig music stands & carry cases*           | • display posters                     |
| • rehearsal music stands                    | • uniforms, cables & kettle           |
| • flugel horn; trombone; congas             | • first-aid kit                       |

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

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

### 10. Related party transactions:

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

### 11. General reserve

The General reserve comprises accumulated surpluses as at 31 August 2020. It includes Restricted Funds of £3,575 and Unrestricted Funds of £3,679.19 which are retained as a cushion against a downturn in subscriptions and concert fees in future years.

## **KENT YOUTH JAZZ ORCHESTRA (KYJO)**

### **Honorary Independent Examiner's Report for the year ended 31 August 2020**

#### **To the Members of Kent Youth Jazz Orchestra:**

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

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

*S. Harris*

Simon Harris, Honorary Independent Examiner

8 November 2020

# 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 [**Monday 14<sup>th</sup> March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Art in June

NAME OF CONTACT

Debra Barr-Smith

ADDRESS OF CONTACT

[REDACTED]

[REDACTED]

POSTCODE

[REDACTED]

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Please see attached "The Aims of Art in June", extracted from our Constitution.



PLEASE GIVE NUMBERS IN  
YOUR ORGANISATION WHO  
ARE

A) PAID	0
B) VOLUNTEERS	50
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	all of 7Oaks Town can benefit from visits to our studios

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

approx. 80%

## PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 250

PLEASE DESCRIBE YOUR PROJECT

-our art in june open studio event will take place from 4 - 19 June 2022  
-all exhibiting artists will be encouraged to help publicise the event  
-each artist is encouraged to distribute promotional guide books  
-this year it is planned to print 12,500 guides  
-artists will nominate locations for their guide distribution  
-this year we have added "at the sign of the yellow bike" as part of our promotional campaign

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

-we plan to use the grant award towards the publication of our 12,500 guides (total cost = approx £2000). We will, of course, print the Sevenoaks Town Council logo on the cover of our guide and acknowledge your support in the text.

## 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 not contacted other parish councils as our group and its promotion is strongly centred in Sevenoaks.

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

HAS YOUR ORGANISATION APPLIED ELSEWHERE  
FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

No, we have not.

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

Art in June Open Studios raises the profile of the visual arts in Sevenoaks for both practitioner and for the visitors who enjoy getting a hands-on feel for just how the various works are produced by the artists and makers in their own studios.  
Many interesting discussions take place and sometimes visitors are even inspired to have a go themselves, and take up a new interest, or even host their own open studio event a few years down the line.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£1813.83

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

12

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

all funds raised by artists

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.

2019--£250 towards reusable car magnets, to affix to cars for promotion of  
our event

2020--£500 (rolled over to 2021 event) towards printing of our guide book.

Our printers made errors with our guide book this year, in printing and  
delivery times. Thus, they only charge £900 instead of the normal £1800.  
That is why we have an excess to normal in our accounts with which to  
start our year.

RECEIVED  
17 JAN 2022

BY: 

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

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO yes
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

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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 Debra Barr-Smith

DATE 9 January, 2022

NAME AND POSITION IN ORGANISATION: Debra Barr-Smith, Co-ordinator  
**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?**

Lesley Hall, Treasurer, Art in June, 

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2<sup>nd</sup> Friday in August** [13<sup>th</sup> August 2021] for the September Finance and General Purposes Grant Committee
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If you have any queries, please contact Alison Futtit on 01732 459953.

#### Art in June. Treasurer's Report 2021

After I spent quite a few hours last year refunding artists, I did wonder if I would be doing the same thing this year, but I was very pleased that we were able to carry on this year.

34 artists had kindly left their money with us for safe keeping, so only had to pay the £30 Registration fee.

4 Artists paid £80

6 Artists paid £100

6 Artists paid £120

Giving us a Total of 50 Artists taking part in Art in June.

Not as many as who had enrolled the previous year but a good number to make the event a viable proposition.

A lot of the Artists had also left their advertising payments with us, rolling them over to this year, but we still managed to attract some new advertisers.

A new gallery in Westerham, The Hive, became our first sponsor which added to the coffers.

I am pleased to say we end this year in a very good financial position.

Lesley Hall, Treasurer

## Art in June Accounts. 2021

balance in account as of 19th Nov 2020	£2,878.90
Monies in from Artists 2021	£2,720
Sponser Money from Hive gallery	£350.00
New Advertisers	£325.00
Total income	£6,273.90

### Honorarium payments

Elitta fell	£240.00
Margaret Devitt	£80
Sarah Hudson	£1,160.00
Debra Barr Smith	£240.00
S M ElDars	£240.00
Lesley Hall	£240.00
	£2,200.00

### Bills

Wealden times	£228.00
Anna Clements	£130
Solopress --signage	£653.78
Solopress --printing of guide	£906.00
Solopress—hard copy proof	£35.00
Flag and Fla Shepshed --bunting	£194.40
Sp Stand store --cardboard stands	£26.58
<a href="https://www.wix.com">Wix.com</a>	£25.02
Wix .com £11.96 x 8	£95.68
Refund to Simon Probyn	£50.00
Amazon --laminating pouches, cable ties	£44.91
	£2,289.37

Balance of account at 24th june 2021 £1,813.83

.00

money in

paid out

Total from Artists 60 x £80

**£4,800.00**

## Advertising

Carole Aston 1/4 page	£25.00 cheque
Jackie Gwyther 1/4 page	£25.00 bac
cathy bird 1/4 page	£25.00 bac
Etta Fell 1/4 page	£25.00 bac
Linda Jones 1/4 page	£25.00 cheque
SEOS 1/2 page	£100.00 bac
Lesley hall 1/2 page	£50.00 bac
Cathy Bird 1/2 page	£50.00 bac
Hope church 1/2 page	£50.00 bac
Lawrence Jenkins 1/2 page	£100.00 bac
Tonbridge art collective 1/2 page	£100.00 bac
Knollys full page	£100.00 bac
M Devitt Full page	£100.00 bac

**£5,575.00**

## Honorarium Payments

Debra Barr Smith (co-ordinator)	£140.00
Lesley hall (treasurer)	£240.00
Sarah Hudson (guide and map = 1140, website = 260)	£1,300.00
Helene Brett (proofreader)	£100.00
Carole Aston (proofreader assist)	£50.00
Margaret Devitt (secretary)_	£80.00
Daniel Huckfield (social media)	£80.00

**£3,585.00**

## Bills

SEOS 17/2/19 -for advert	£200.00
Solopress 2144514 15/4/19 (10,000 28 page guides)	£2,527.00
Solopress 216939 24/4/19 (2 x 900 x 1800 banners)	£83.52
Solopress 216937 24/4/19 25 corrugated A3 signs)	£144.96
Solopress 216938 24/4/19 (6 x smaller banners)	£234.32
One Stop promotions 24/4/19 (2 x 10m bunting)	£68.34
Sevenoaks Council 11748 5/5/19 (rental of central Seveoaks railings for big banner)	£64.80

**£262.06**

Balance left over from 23/7/18 £132.16

**£394.22**12 payments of £11.96 to [Wix.com](https://www.wix.com) (website fees)

£143.52

**£238.24**

## Pending to be paid

Sticker Mule ( 50 car magnets)	£192.60
Luminati (dump bin for seos)	£69.85
2 x ink cartridges	34.00
100 cable ties	5.00
2.5 m buttercup yellow vinyl to update signs	14.57
Sevenoaks Council Grant	£250.00

**£ 172.22**

# 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 [**Monday 14<sup>th</sup> March 2022 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

### PART I – YOUR ORGANISATION

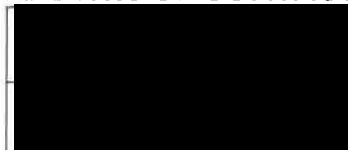
NAME OF ORGANISATION

Sevenoaks Literary Festival

NAME OF CONTACT

Roger Lee

ADDRESS OF CONTACT



POSTCODE



TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS



PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

**Sevenoaks Literary Festival** is now in its 21<sup>st</sup> year.

The Festival organises and presents an annual series of events associated with books and their authors. All genres of literature are represented. The Festival takes place in local venues within Sevenoaks. Last year more than half of the events were held in the Bat & Ball Community Centre. Each year, the Festival always includes an event for local junior state school students. This takes the form of presentations and workshops by well-known children's authors. This is free of charge and allows several hundred local school children to attend – usually in one of the local schools although in 2021 this was necessarily constrained by Covid regulations.

A) PAID	none
B) VOLUNTEERS	seven
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	All but two of the members live in STC area

The vast majority of the 1000+ attendees

## AMOUNT OF GRANT APPLIED FOR

Each year **Sevenoaks Literary Festival** holds an event for local state school children. This attracts several hundred students but is free of charge to participants and their schools. This means that costs are met from the Festival's own resources. For many years Sevenoaks Town Council has provided an annual grant to help cover these costs,

To help offset the costs of organising and running a literary event for local state school children. The event is held in one or more local schools. It is free of charge to the students and their schools.

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

HAS YOUR ORGANISATION APPLIED ELSEWHERE  
FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

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

Although the Festival accounts are currently healthy, mounting the Festival is always risky as virtually all our finding comes from ticket sales. Our current surplus (which varies wildly from year to year) covers less than one year's operating costs (the Festival takes place over two weeks each year) and so the bank balance also varies greatly With this application, we are seeking support for the annual event held for hundreds of local school children. This is free of charge for the students and their schools but not free of cost for the Festival. The event has been consistently successful for many years in terms of attendance as well as educational value and is greatly appreciated both by the Festival and students and schools involved.

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

£12343.00

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

Less than two at £6330.00 per  
month (Festival takes place over  
2 weeks each year).

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

Most of our income is from  
ticket sales – see accounts.

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.

Town Council grants to Sevenoaks Literary Festival in support of the Schools  
event go back many years. The last one was for the 2021 Festival.

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

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	NO
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SIGNATURE Roger Lee

DATE 27 January 2022

NAME AND POSITION IN ORGANISATION: ROGER LEE Photographer  
**IN CAPITALS PLEASE**

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Roger Lee Sevenoaks Literary Festival

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# Sevenoaks Literary Festival

## 2021 Accounts £

final

26/01/2022

Expenditure 2021	
Hire of Venues & Catering	1678
Printing & Publicity	426
Speakers Fees & Expenses	2592
Website /logo	211
Insurance	392
Misc (inc donations)	1031
<b>2021 Expenditure</b>	<b>6330</b>
Retained Reserves	<b>3262</b>
	<b>9592</b>

Income 2021	
Sponsors	0
STC	500
STC 2020	350
	2059
Ticket /book sales (Donations for 2020)	8742
	2617
	427
	0
	0
<b>2021 Income</b>	<b>9592</b>
	-2974
	<b>2129</b>

Bank/Cash	
Balance 31/12/20	9082
Retained Reserves	3262
<b>Total</b>	<b>12343</b>
Represented by:-	
Bank	12343
	9082

Treasurer S Knox

Chair A Starling

## 2020 Accounts £

12/01/2021

208