

Grant Applications Received January 2020**1. Budget**

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

	2019/20	
	2019/20 Budget £	Balance January 2020 £
Budget Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	16,500	9,243
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	-220
Sevenoaks Summer Festival	5,000	0
Grant Subsidies Sevenoaks Community Centre	1,000	903
Youth Outreach	5,000	904
Youth Council Support	500	0
Stag	27,000	0

2. Youth Services Committee

The Youth Services Committee has delegated authority to

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

At the meeting held on 12th February 2020 (Minute 492 (ii) refers), the Youth Services Committee RESOLVED:

- 1) That a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	Hire of piano and performance space for competitive classes and prize winners' concert	£600	£600

- 2) That the following grant applications be RECOMMENDED for approval to the Finance and General Purposes Committee:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	RECOMMENDATION
23	Kent Youth Jazz Orchestra	Towards cost of Youth Jazz Workshop on 23.06.2020 at a local school in Sevenoaks (Total cost £750). Free of charge for young musicians to attend.	£500	Recommended for approval to F&GP Committee
59	Sevenoaks Bookshop	Towards funding free open access entertainment for Young Readers Festival 19.09.2020 – face painting, magician, Moomins puppet theatre show & craft workshops.	£1,750	Recommended for approval to F&GP Committee
			£2,250	

3. Applications for Consideration

This Committee is requested to consider the recommendations at 2.2 above, and the following Grant Applications received:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	Previous grants 2017 2018	Previous grants 2018 2019	2019/2020 Grant Application £	Notes
	Art in June Open Studios	Towards printing costs of 10,000 Guide Books (Total appx £2,500)		£250	500	
	Kent Painters Group	Towards printing of 20 A2 and 50 A3 re-usable correx road signs for Sevenoaks area	£200 - 2017 £500 - 2018	£436	200	
	Sevenoaks Volunteer Transport Group	Towards running costs in year to 31 March 2021 – provision of low-cost local transport scheme for elderly, infirm and disabled residents	£500 - 2017 £500 - 2018	£500	500	
	Friends of Rheinbach	To support project – promoting new, active links between educational establishments, common interest societies and other relevant group and individuals across the two towns	£250 - 2017 £250 - 2018	£250	250	Free meeting space in Council Chamber 1.04.19 to 24.01.20 = £78
	Friends of Pontoise	To build on and expand links between Sevenoaks and Pontoise; to promote understanding of French life and culture in Sevenoaks and of English life and culture in Pontoise	£250 - 2017 £250 - 2018	£250	250-500	Free meeting space in Council Chamber 1.04.19 to 24.01.20 = £239

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	Previous grants 2017 2018	Previous grants 2018 2019	2019/2020 Grant Application £	Notes
	Sevenoaks 2020: Photographing Sevenoaks	Production of book of photographs, prints for charity shops, and market stalls. Also, towards exhibition advertising and hospitality costs.	n/a	n/a	500	£500 grant awarded 16.09.19 to Stag Theatre to launch project
	West Kent Mediation	Part funding: CPD meetings and training for volunteers, volunteer expenses, hall hire costs for mediation and volunteer training, contribution towards publicity materials	£375 - 2017	£750	750	
	North & West Kent Citizens Advice	To expand scam awareness programme to Sevenoaks Town; to deliver 6 community sessions reaching 120 vulnerable people.	£556 - 2017	£650	500	Free meeting space in Council Chamber 1.04.19 to 24.01.20 = £468
	Sevenoaks Literary Festival	Cost of speaker at annual free event for local schools: best-selling author to give talk and workshops. Pupils from four primary schools invited to attend.	£250 - 2017 £350 - 2018	£350	350	
					£3,800	
Total at 2.2 above					£2,250	
TOTAL GRANT APPLICATION REQUESTED F&GP 02 03 2020					£6,050	

RECEIVED
10 JAN 2020

BY:.....



Sevenoaks TOWN council

APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

KENT YOUTH JAZZ ORCHESTRA KYJO

NAME OF CONTACT

JOHN LEVETT (CHAIRMAN)

ADDRESS OF CONTACT

SEVENOAKS

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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

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

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

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

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

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

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

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

PLEASE DESCRIBE YOUR PROJECT

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

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

THE YOUTH JAZZWORKSHOP WILL BE HELD ON THE EVENING OF TUES 23 JUNE 2020 AT A LOCAL SCHOOL IN SEVENOAKS. IT WILL BE OPEN TO ANY YOUNG MUSICIAN INTERESTED IN BIG BAND JAZZ & IMPROVISING. INVITES WILL BE SENT TO ALL SCHOOLS ATTENDED BY THE YOUTH OF SEVENOAKS. TOTAL COSTS ARE ESTIMATED TO BE £750. THERE WILL BE NO CHARGE TO THE YOUNG MUSICIANS TO PARTICIPATE.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

~~YES~~/NO

IF YES, PLEASE GIVE DETAILS

N/A

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

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

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

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£6,432.22

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

10 MONTHS

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

£2,400 IN CONCERT FEES

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

GRANT AWARDS BY SEVENOAKS TOWN COUNCIL FOR ANNUAL JAZZ YOUTH WORKSHOPS HAVE BEEN MADE PREVIOUSLY AS FOLLOWS ...

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

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION? YES/~~NO~~
 THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE  DATE 9TH JANUARY 2020

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

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

KENT YOUTH JAZZ ORCHESTRA
 SEVENOAKS, KENT

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

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

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



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

Financial statements for the year ended 31 August 2019

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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 2019

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

Trustees:

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

Other members:

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

Bankers:

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

Governance and management:

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

Aims and objectives:

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

Summary of activity and achievements during the period:

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

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

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

Policy on reserves:

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

Signed on behalf of the trustees by:

JCLevett

6 October 2019

John Levett, *Chairman.*

Date

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Accounts for the year ended 31 August 2019

Income & Expenditure for the year (£)

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

Financial Assets and Liabilities at year-end (£)

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

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

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

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Notes to the accounts for the year ended 31 August 2019

1. Accounting policies

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

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

2. Grants

Sevenoaks Town Council for Festival Workshop	£500.00	
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3. Fees for concerts

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

4. Concerts – Musical Directors' Fees

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

5. Instrument/equipment servicing & repair

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

6. Miscellaneous expenditure

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

7. Debtors & pre-payments

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

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

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • keyboard, amplifier, carry case & stand * • music, scores & folders • gig music stands & carry cases* • rehearsal music stands • flugel horn; trombone; congas | <ul style="list-style-type: none"> • tenor saxophone • baritone saxophone • PA system, speakers & mics • display posters • uniforms, cables & kettle • 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 2019. It includes Restricted Funds of £3,000 and Unrestricted Funds of £3,444.72 which are retained as a cushion against a downturn in subscriptions and concert fees in future years.

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

KENT YOUTH JAZZ ORCHESTRA (KYJO)

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

To the Members of Kent Youth Jazz Orchestra:

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

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

S. Harris

Simon Harris, Honorary Independent Examiner

6 October 2019

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

Financial statements for the year ended 31 August 2018

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KENT YOUTH JAZZ ORCHESTRA (KYJO)

Trustees' annual report for the year ended 31 August 2018

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

Trustees:

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

Other members:

Jean Allen	Marsja Priston
Stuart Ashwell	Sandra Robinson
Lorraine Ashwell	Matthew Trigg
James Haythorn	Vicky Widdicombe
Sarah Haythorn	David Widdicombe
Lindsey Macadam	

Bankers:

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

Governance and management:

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

Aims and objectives:

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

Summary of activity and achievements during the period:

Income for the year exceeded expenditure by £1,117.34, increasing the General Reserve to £3,443.95 at 31 August 2018. The surplus was principally due to increases in playing membership subscription income, uniform sales and performance fees, offset by expenditure on music and uniform purchases and a new, improved website. KYJO continued to provide instruction and playing opportunities for young jazz musicians across Kent and, in addition to regular rehearsals and workshops, played on the Youth Music Stage at the Sevenoaks Summer Festival, gave concerts at Tunbridge Wells Jazz Club, Harvey Grammar School, Folkestone, Maidstone's Young Musician of the Year competition and provided musical encouragement along the route of the London Marathon.

Policy on reserves:

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

Signed on behalf of the trustees by:

JCLevett

John Levett, *Chairman.*

7 October 2018

Date

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Accounts for the year ended 31 August 2018 Income & Expenditure for the year (£)

		Note	2016-17
Income:	Grants	2	500.00
	Fees for concerts	3	1,975.00
	Performing members subscriptions		5,220.00
	Uniform sales		610.00
	<i>Sale of keyboard & amplifier</i>		-
	Donations & miscellaneous	4	42.00
	TOTAL RECEIPTS		8,347.00
Expenditure:	Rehearsals - tutoring		2,025.00
	Rehearsals - venue hire		667.50
	Workshops & own events - tutoring		1,025.00
	Workshops & own events – other costs		50.00
	Concerts - Musical Directors' Fees		875.00
	Audio hire (London Marathon)		425.00
	Music purchases & copying		286.11
	Uniform purchases		859.02
	Making Music – membership & insurance		259.00
	Publicity (incl website)	5	467.44
	Social & miscellaneous	6	290.59
	TOTAL PAYMENTS		7,229.66
	NET SURPLUS (DEFICIT) FOR YEAR		1,117.34

2016-17

500.00

1,250.00

1,920.00

332.00

200.00

23.00

4,225.00

1,890.00

775.71

500.00

50.00

475.00

425.00

198.53

-

331.00

-

360.19

5,055.43

-830.43

Assets and liabilities at year-end (£)

		Note	2017
Net Assets:	Balance at bank		3,233.95
	Add: Debtors & pre-payments	8	210.00
	Deduct: Creditors		-
	TOTAL NET ASSETS		3,443.95
Represented by:	General Reserve	11	
	Balance brought forward		2,326.61
	PLUS Surplus (<i>Less Deficit</i>) for year		1,117.34
	Balance carried forward		3,443.95

2017

3,031.84

60.00

765.23

2,326.61

3,157.04

830.43

2,326.61

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

RRussell
Ray Russell, Treasurer

Date: 7 October 2018

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Notes to the accounts for the year ended 31 August 2018

1. Accounting policies

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

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

2. Grants

Sevenoaks Town Council for Festival Workshop	£500.00	
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3. Fees for concerts

Maidstone YMY	£ 75.00	
Harvey Grammar School, Folkestone	£650.00	
Tunbridge Wells Jazz Club	£450.00	
London Marathon	£800.00	£1,975.00

4. Donations & miscellaneous income

Full membership subscriptions	£ 2.00	
Donations	£ 40.00	£42.00

5. Publicity

Website make-over	£386.99	
Leaflet printing/copying	£ 80.45	£467.44

6. Miscellaneous expenditure

Social bowling evening	£239.30	
Christmas cards	£ 44.40	
Sundry electrical supplies	£ 6.89	£290.59

7. Trustees' & Committee members' remuneration

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

8. Debtors & pre-payments

Subscription due from a performing member	£ 60.00	
Payment in advance for rehearsal hall hire Sep/Oct	£150.00	£210.00

9. Other assets comprise equipment donations (marked *) and purchases written off:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • keyboard, carry case & stand * • keyboard amplifier * • music, scores & folders • music stands & carry cases * • flugel horn • trombone | <ul style="list-style-type: none"> • tenor saxophone • baritone saxophone • congas • public address system • display posters • uniforms, cables & kettle |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

10. Related party transactions:

Items asterisked in Note 9 were purchased and donated by two trustees in 2017.

11. General reserve

The General reserve comprises accumulated surpluses as at 31 August 2018 and is retained as a cushion against a downturn in subscriptions and concert fees in future years.

12. Commitments & contingencies – amounts excluded from these accounts

- (i) Purchase of a tenor saxophone – ordered but not invoiced at 31 August £754.19
- (ii) Rhineland Tour, October 2018 – arranged with Club Europe Concert Tours £16,408.30
- financed by member contributions, sponsorship and a loan from a trustee.

KENT YOUTH JAZZ ORCHESTRA (KYJO)

Honorary Independent Examiner's Report for the year ended 31 August 2018

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

30 October 2018

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Sevenoaks TOWN council



APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS BOOKSHOP

NAME OF CONTACT

ADDRESS OF CONTACT

147 HIGH STREET, SEVENOAKS, KENT, ~~TN13~~

POSTCODE TN13 1XJ

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

YOUNG READERS @ SEVENOAKSBOOKSHOP
.CO.UK

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

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

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

Most festival attendees will be from the Sevenoaks area.

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 1,750

PLEASE DESCRIBE YOUR PROJECT

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

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

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

PART 3 - GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

Yes / No

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

Yes / No

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

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

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

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

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

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

Please see financial reports
attached.

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

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

£145.11

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

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

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

- Please see the attached financial reports for 2018 and 2019*
- All relevant parts of the form completed
 - Form signed
 - Audited accounts for the last two years
 - Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? YES/NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE

Olivia Husband

DATE

10/02/20

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

*OLIVIA HUSBAND
FESTIVAL CO-ORDINATOR, SEVENOAKS
BOOKSHOP*

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

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

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

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

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

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

Young Readers Festival 2018 and 2019

Financial Report for the Free Community Events

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

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

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

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

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

EXPENSES GRAND TOTAL £920.80

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

TAKINGS GRAND TOTAL £450.00

BALANCE -£470.80

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

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

Author Fees	
Rachel Valentine	£100.00
Sophy Henn	£100.00
Sav Akyuz	£100.00
Emily Gravett	£100.00
	TOTAL
	£400.00

EXPENSES GRAND TOTAL £2,800.36

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

Takings	
Donations (Face painting)	£75.46

TAKINGS GRAND TOTAL £2,467.12

BALANCE -£333.24

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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 [30th March 2020] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

ART IN JUNE OPEN STUDIOS

NAME OF CONTACT

DEBRA BARR-SMITH

ADDRESS OF CONTACT

SEVENOAKS KENT

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PLEASE SEE ATTACHED
"THE AIMS OF ART IN JUNE."

**ART IN JUNE
OPEN STUDIOS
www.artinjune.org**

THE AIMS OF ART IN JUNE ARE

- To hold an annual Open Studio/Art Trail event in the Sevenoaks Area, run on a voluntary basis, led by the artists themselves and managed by a steering committee/group.
- To enable each participating artist to show their work to the public, either in their own home or studio or in another local space. The aim is for the participating artists to not only exhibit their work, but also to sell and promote it, building up links between other artists and the local community.
- To be an inclusive organisation, bringing together artists from diverse cultural, professional, age and ability backgrounds, and working in a broad range of media.
- To encourage mutual mentoring amongst members and the development of an artist community network.
- To encourage an appreciation of the visual arts and to build a diverse and informal local audience in Sevenoaks.
- To identify Sevenoaks as a creative and artistic centre, complementing other cultural, arts and enterprise activities already established in the Town's calendar.

Extracted from Art in June Constitution . Dec. 16, 2018

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	0
B) VOLUNTEERS	ALL
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	approx 80%

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

APPROX 8090

PART 2 - GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500.00

PLEASE DESCRIBE YOUR PROJECT

• Our art in June open studio event will take place from 5-21 June 2020.
• all exhibiting artists will be encouraged to help publicise the event
• Each artist is encouraged to distribute promotional guide books (brochures).

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

We propose to use the £500 Grant Award towards the printing costs of our Guide Books (TOTAL = approx £2500). We will, of course, print the Sevenoaks Town Council logo at the front.

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

THE PROJECT (cont'd. from overleaf)

- This year it is planned to print ~~10~~,000 guides
- Artists will nominate locations for their Guide distribution.
- Each exhibitor is expected to be present at their venue during the days and times they list in the Guide Book.

THE GRANT

The GUIDES will be distributed throughout Sevenoaks Town including on our Publicity Days based at the Stag Theatre & Sevenoaks Station.

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

Art in June Open Studios raises the profile of the visual arts in Sevenoaks for both practitioners and for the visitors who enjoy getting a hands on feel for just how the various works are produced P.T.O.
by the artists and craftworkers in their own studios

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£172.22

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 donated 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 - car magnets, affixed to artists' cars to enhance local publicity

ADDITIONAL INFORMATION. cont'd.

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 ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION?

YES/NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE *Debra Barr-Smith* DATE

NAME AND POSITION IN ORGANISATION: *DEBRA BARR-SMITH*
IN CAPITALS PLEASE *ART IN JUNE CO ORDINATOR*

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

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

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

	money in	paid out
--	----------	----------

Total from Artists 60 x £80		£4,800.00
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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
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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	
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		£394.22
--	--	----------------

12 payments of £11.96 to 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
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ACCOUNTS 2018 30/6/18

Actions	Payments IN	Payments OUT	TOTAL FUNDS	printed bill
Balance from payments by Art in June Memembers			3900.00	
Advertising Linda Jones 08/02/2018	25.00		3925.00 BAC	
Advertising Clark 10/02/2018	50.00		3975.00 BAC	
Advertising Cathy Bird 18/02/18	25.00		4000.00 BAC	
Advertising Lindy Webster 17/02/18	50.00		4050.00 Cheque	
Member payment Erin Jones	75.00		4125.00 BAC	
public liability payment		20.32	4104.68 BAC	*
flags and flagpoles bunting		182.50	3922.18 BAC	*
sticker mule magnets		259.00	3663.18 BAC	*
Amazon balloons		16.49	3646.69	* No payment
luminate dump bin		79.09	3567.60 BAC	*
solo press Invoice: 1343503 6/3/18		25.20	3542.40 BAC	*
solo press 134504 6/3/18		25.20	3517.20 BAC	*
Solo Press 1380048 6/3/18		40.80	3476.40 BAC	*
Solo Press 1359157 6/3/18		76.80	3399.60 BAC	*
Solo Press 1344339 6/3/18		25.50	3374.10 BAC	*
Solo Press 1402219		947.00	2427.10 BAC	*
Solo Press unknown 6/3/18		21.70	2405.40 BAC	
Solo press 1595143 6/3/18 no invoice		141.60	2263.80 BAC	
Tubs Hill party shop		136.50	2127.30 BAC	
Sevenoaks town council		54.00	2073.30 BAC	*
Helene Brett		100.00	1973.30 bac	*
Sarah Hudson		900.00	1073.30 BAC	*
Debra Barr Smith		140.00	933.30 BAC	*
Carol Aston		50.00	883.30 BAC	*
lesley Hall		210.00	673.30 BAC	
Elitta Feil		300.00	373.30 BAC	
extra money for web site	104.00		477.30 BAC	
solo press 1457360		38.40	438.90 bac	
Solo press 1468383		112.00	326.90 bac	
Solopress 1457359		31.20	295.70 bac	
wix web hosting		11.96	283.74 bac	
helen art in june refund		75.00	208.74 bac	
sevenoaks council vat refund		10.80	197.94 bac	
cable ties		9.58	188.36 BAC	
laminating pouches		12.24	176.12 bac	
Ink cartridges		32.00	144.12 bac	
wix web hosting		11.96	132.16 bac	

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RECEIVED
 03 JAN 2020

BY:.....



Sevenoaks TOWN COUNCIL

APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

KENT PAINTERS GROUP

NAME OF CONTACT

DEBRA BARR-SMITH, COMMITTEE MEMBER

ADDRESS OF CONTACT

11/11/11 11/11/11 11/11/11

11/11/11

POSTCODE

TELEPHONE NO: DAYTIME

11/11/11 11/11/11

EVENING

Same as above

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

An Annual weekend event when outstanding Kent artists are invited by the KPG committed to exhibit their work at a Sevenoaks venue. For the last few years this has taken place at Sevenoaks School.
 KPG then contributes 30% of artist's sales (plus monies earned through the Raffle prizes and from concession sales and through sales of catalogues) to be distributed amongst SEVENOAKS Charities.

P.T.O

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	NONE
B) VOLUNTEERS	ALL OF COMMITTEE
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	10090

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

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 200.00

PLEASE DESCRIBE YOUR PROJECT

KPG is an annual weekend event the purpose of which is to raise funds for local mental health charities.

Artists pay £50 to take part, advertising is sold in the catalogue, sponsors are sought,

P.T.O.

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

KPG is proposing to use the grant money towards the printing of 20 A2 and 50 A3 re-usable corex road signs.

These signs will be posted around the Sevenoaks Area to publicise our event.

P.T.O.

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?

N.A. Yes / No

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

N.A.

USE OF GRANT, cont'd.

The signs will say "This Weekend" instead of the actual dates so that they can be used year on year.

Of course these signs would include the Sevenoaks Town Council logo.

DESCRIBING PROJECT, CONT'D.

Committee members donate raffle prizes, the catalogue is sold at the door. Lunches and cakes, which are donated by Committee members are sold on the Saturday and Sunday.

Artists donate 30% of their sales towards Kent Painters Group

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO

IF YES, PLEASE GIVE DETAILS

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

The KPG Constitution dictates "The object of KPG is to raise funds for such mental handicap and mental health charities that operate in the county of Kent as are selected by the Executive Committee." We therefore operate fully as a NOT FOR PROFIT organisation

P.T.O.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£4966

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?

£14,500 approx

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.

2016 - £200 towards reusable Banners + new Banners
 2017 - £200 towards reusable Banners + new Banners
 2018 - £500 towards new Lighting for display screens
 2019 - £436 towards printing of show catalogues

ADDITIONAL INFO. cont'd

All KPG committee members are volunteers and all proceeds (after running costs) get donated directly to the three charities that KPG supports:

Sevenoaks: Mencap
Macintyre
Rethink

KPG also gives an additional £500 each year to a local charity as a one-off payment and this year KPG supported Papyrus - an organisation which works to prevent suicide by teenagers - which has sadly impacted on Sevenoaks this year. In total KPG, after the 2018 show donated £5,500 each to Rethink and Mencap and £2500 to MacIntyre.

The addresses for these organisations, all supporting those with mental health challenges are located on Vine Court Road, on Hitchen Hatch Lane and on Northford Road - all within the Sevenoaks Town Area.

The cheques for 2019 will be even bigger as surplus funds for 2019 are £14,500 in comparison with £13,500 for 2018.

KPG holds its exhibition at Sevenoaks School on the last weekend of October each year so of course, the huge majority of our visitors are from the immediate surrounding area.

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 ** 2019 detailed accounts to follow*
 Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION?

YES/NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE

Debra Barr-Smith DATE *28 Dec 2019*

NAME AND POSITION IN ORGANISATION: *DEBRA BARR-SMITH*
IN CAPITALS PLEASE *COMMITTEE MEMBER*

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

KENT PAINTERS GROUP

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

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

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

	2018	2017	2016
Expenditure			
Hall hire	1320	1290	1245
Insurance/ airt club	106	106	157
Card machine	353	291	323
Printing	799	688	1232
Postage	666	639	1105
Stationery	102	176	64
Catering	120	250	134
Alcohol/ bar	1312	1558	480
Website	105	8	170
Advertising	442	396	469
electrical works	3327		
misc	330	163	519
Total Expenditure	<u>8982</u>	<u>5565</u>	<u>5898</u>
Show Profit	<u>11094</u>	<u>13487</u>	<u>10185</u>
Surplus Brought Forward	<u>4966</u>	<u>12929</u>	<u>2744</u>

	2018	2017	2016
Charitable Donations 2018			
Rethink	5500	3950	3250
Mencap Sevenoaks	5500	4000	3250
Macintyre	2500	3000	2500
Papyrus	500		
Hadlow Pottery	500		
Fynvola	0	0	1000
Spadework	0	0	500
	<u>14500</u>	<u>10950</u>	<u>10500</u>
Final Balance	<u><u>1560</u></u>	<u><u>4966</u></u>	<u><u>12929</u></u>
Gift Aid Refund Values			
Rethink	£2,675.00	£1,249.00	£1,609.50
Fynvola	£0.00	£0.00	£342.00
Mencap Sevenoaks	£2,727.00	£1,200.00	£1,086.50
Macintyre	£1,287.00	£1,239.00	£619.00
Papyrus	£249.00		

Notes to accounts:

- 1- Charitable donation of £500 to Hadlow Pottery was an additional payment made from 2017 show results.
- 2- Fynvola- this charity is no longer supported by KPG.

KPG show results 2019 – Rough accounts. Detailed accounts to follow.

- 2019 art sales £30,465 (2018- £32,377/ 2017- £28,847)

- 40 artists from a total of 63 sold work. (2018- 45/ 2017- 42).

- 97 sales (2018- 112/ 2017- 146).

- Highest selling artist- Will Taylor- £2700
Chris Daynes- £2495
Lucy Clayton- £2370
Rebecca Ritchie- £1820
Michael Glasspool- £1815

- Most selling artist- number sales- 11- Charlotte Tabor
8- Carole Robson
6 – Anthony Rudd
4- Nigel Wade, Sue Scullard, Jane Cannon,
Debra Barr- Smith, Baljit Balrow, Amanda
Averillo

- Bar takings- 2019- £764 (2018- £800/ 2017- £755)
- Lunches- £804 (2018- £739/ 2017- £795)
- Raffle- £840 (2018- £949/ 2017- £930)
- Front Desk- £1078 (2018- £874/ 2017- £1207)

Surplus will be in region £14,500

Sevenoaks TOWN COUNCIL



APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS VOLUNTEER TRANSPORT GROUP [SVTG]

NAME OF CONTACT

ANTHONY WESTON SMITH

ADDRESS OF CONTACT

	POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

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	24
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	150

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

13 DRIVERS, 4 TRUSTEES & 90 BENEFICIARIES

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

PLEASE DESCRIBE YOUR PROJECT

OUR PROJECT IS TO KEEP OUR CHARGES TO OUR PASSENGERS AS LOW AS POSSIBLE BECAUSE 80% ARE OLD AGE PENSIONERS ON LOW INCOMES AND 50% ARE OVER 85 YEARS OLD.

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

THE GRANT IS REQUIRED TO HELP TOWARDS OUR RUNNING COSTS IN THE YEAR TO 31 MARCH 2021.

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:

SVTG CONTACTED 7 PARISHES [BRASTED, CHEVENING, DUNTON GREEN, KEMSING, OTFORD, RIVERHEAD, SEAL AND SHOREHAM] & WESTERHAM TOWN.

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

KCC AWARDED GRANT OF £1,718 IN 2019/20
AWAITING INFORMATION ON GRANT 2020/21.

SEVENOAKS DISTRICT COUNCIL
8 PARISH COUNCILS

£500
£925

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

IN 2019, NEW REQUESTS FOR TRANSPORT INCREASED BY 25% TO 81. MANY OF THESE SOUGHT ASSISTANCE ON A REGULAR BASIS. SVTG CONSIDERS THIS CLEARLY DEMONSTRATES THE NEED FOR ASSISTANCE WITH TRANSPORT FOR THE ELDERLY AND VULNERABLE. NOT ONLY DO USERS SAVE ON TRANSPORT COST, OUR VOLUNTEER DRIVERS HELP THEM FIND THEIR CLINIC WITHIN A HOSPITAL AND WILL WAIT UP TO TWO HOURS TO RETURN THEM HOME.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£12,453

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

6.25

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

£2,367

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 2016/17, 2017/18, 2018/19 & 2019/20 AS REVENUE ASSISTANCE.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

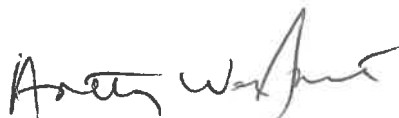
DO YOU HAVE A WRITTEN CONSTITUTION? YES
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE



DATE 3 January 2020

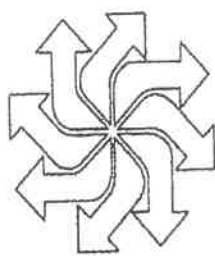
NAME AND POSITION IN ORGANISATION: ANTHONY WESTON SMITH
IN CAPITALS PLEASE TREASURER/TRUSTEE

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

Sevenoaks Volunteer Transport Group, Sevenoaks Hospital, Hospital Road, Sevenoaks TN13 3PH

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

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



Sevenoaks Volunteer Transport Group
Report and unaudited Financial Statements
31 March 2019

Sevenoaks Volunteer Transport Group
Reference and administrative details for the year ended 31 March 2019

Status	The organisation is a registered charity, registered on 20 October 1978	
Governing document	The charity is constituted under a constitution dated 15 May 1978	
Charity number	276663	
Office	Sevenoaks Hospital, Hospital Road Sevenoaks, Kent TH13 3PH	
Telephone	01732 458931	
Website	www.sevenoaksvolunteertransport.com	
Trustees	Chris Holgate	Chairman
	Claire Williams	Vice Chairman
	Anthony Weston Smith	Treasurer
	Rodney Clark [resigned 29 November 2018]	
	Ian Craig	
	Margaret Holgate	
	Graham Lacey	
Sevenoaks District Council Representative	Simon Raikes	
Coordinator & Secretary	Joanne Spark	
Bankers	NatWest Bank plc., 67 High Street Sevenoaks TN13 1JY	
Independent examiner	David Williams Red Court Woodland Rise Seal, Sevenoaks TN15 0JB	

Sevenoaks Volunteer Transport Group Report of the Trustees for the year ended 31 March 2019

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2019.

The reference and administrative information set out on Page 2 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, 24 volunteer drivers made 1,156 round trips carrying 220 individual passengers. 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 2019, reserves stood close to this level.

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 expenses in their capacity as volunteer drivers amounting in total to £1,188, 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 2019

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
Otford Parish Council	200
Seal Parish Council	200
Chevening Parish Council	100
Dunton Green Parish Council	100
Riverhead Parish Council	100
Shoreham Parish Council	100
Westerham Town Council	75
Kemsing Parish Council	50
	£3,643

and to members of the public and passengers who contributed a further **£2,367** 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 do not claim all or some of their mileage allowance.

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 21 May 2019 and signed on their behalf by:

Chris Holgate - Chairman

Independent examiner's report to the Trustees of Sevenoaks Volunteer Transport Group

I report on the accounts of the Charity for the year ended 31st March 2019 which are set out on pages 6 and 7.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 [the 2011 Act] and that an independent examination is needed.

It is my responsibility to:

- examine the accounts 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 statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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 accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) 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 2011 Act;
- to prepare accounts which accord with the accounting records and comply with the methods and principles of the Statement of Recommended Practice: Financial Reporting Standard for Smaller Entities and the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

14 August 2019

Name: David A R Williams

Address: Red Court, Woodland Rise, Seal, Sevenoaks TN15 0JB

Sevenoaks Volunteer Transport Group
Statement of financial activities [incorporating an income and expenditure account]
for the year ended 31 March 2019

	2019	2018
	Unrestricted	Unrestricted
	Total funds	Total funds
	£	£
Incoming resources		
Incoming resources from generated funds:		
Contributions from passengers	18,879	15,727
Local authority grants	3,643	3,775
Other grants and donations	2,367	2,391
Gift Aid	110	165
Deposit interest	10	3
	<hr/>	<hr/>
Total incoming resources	25,009	22,061
	<hr/>	<hr/>
Resources expended		
Coordinator's salary	10,314	9,953
Volunteer drivers' mileage	10,758	9,515
Website set up	1,000	-
Telephone and broadband	697	701
Insurance	330	326
Postage	416	336
Printing & Stationery	197	120
Computing	72	51
Governance costs	58	40
Training	35	-
Bank charges	18	4
	<hr/>	<hr/>
Total resources expended	23,895	21,046
	<hr/>	<hr/>
Net movement in funds	1,114	1,015
Reconciliation of funds		
Total funds brought forward	12,053	11,038
	<hr/>	<hr/>
Total funds carried forward	13,167	12,053
	<hr/> =====	<hr/> =====

**Sevenoaks Volunteer Transport Group
Balance Sheet as at 31 March 2019**

		2019		2018	
	Note	£	£	£	
Debtors	7.	1,827		1,933	
Cash at bank		<u>12,453</u>		<u>11,200</u>	
Total current assets		14,280		13,133	
Creditors:	8.				
Amounts falling due within one year		1,113		1,080	
		_____	13,167	_____	12,053
Total assets less current liabilities			<u>13,167</u>		<u>12,053</u>
			=====		=====
Funds of the Charity					
Unrestricted funds			13,167		12,053
Total funds			<u>13,167</u>		<u>12,053</u>
			=====		=====

Approved by the Trustees on 21 May 2019 and signed on their behalf by:

Chris Holgate - Chairman

Anthony Weston Smith - Treasurer

Notes to the financial statements for the year ended 31 March 2019

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 £6,445 was obtainable on demand and £6,008 was at 35 days' notice.

[f] Creditors represent the amounts owed for volunteer drivers' claims for mileage incurred in the year, the charge from the Charity's provider of telephone and broadband services which was invoiced after the Balance Sheet date and postage stamps bought by the Coordinator for which she was refunded after that 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 the drivers are entitled to claim mileage allowance to cover their outgoings on their private vehicles. Four drivers do not claim mileage allowance.

6. Related party transaction

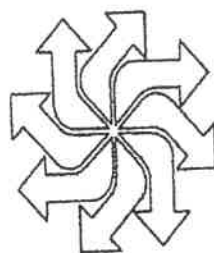
The Charity paid £1,000 to Mr R Bennett, a website designer, for setting up its website. Mr Bennett is the son-in-law of a Trustee, Mrs Claire Williams.

7. Debtors

	2019	2018
Amounts due from Passengers	£1,827	£1,933

8. Creditors

	2019	2018
Mileage claims due to volunteer drivers	£1,052	£1,026
Accrued telephone and broadband services	61	54
	<u>£1,113</u>	<u>£1,080</u>
	=====	=====



Sevenoaks Volunteer Transport Group
Report and unaudited Financial Statements
31 March 2018

Sevenoaks Volunteer Transport Group
Reference and administrative details for the year ended 31 March 2018

Status	The organisation is a registered charity, registered on 20 October 1978	
Governing document	The charity is constituted under a constitution dated 15 May 1978	
Charity number	276663	
Office	Sevenoaks Hospital, Hospital Road Sevenoaks, Kent TH13 3PH	
Trustees	Chris Holgate Anthony Weston Smith Ian Craig Rodney Clarke Margaret Holgate Graham Lacey Claire Williams	Chairman Treasurer
Sevenoaks District Council Representative	Simon Raikes	
Coordinator & Secretary	Joanne Spark	
Bankers	NatWest Bank plc., 67 High Street Sevenoaks TN13 1JY	CAF Bank Ltd., 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ
Independent examiner	David Williams Red Court Woodland Rise Seal, Sevenoaks TN15 0JB	

Sevenoaks Volunteer Transport Group

Report of the Trustees for the year ended 31 March 2018

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2018.

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, 23 volunteer drivers made 1,050 trips carrying 200 individual passengers. Those 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 2018, reserves stood slightly above this level in anticipation of exceptional expenditure.

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 trust 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, its cash reserves held at banks and debts due from passengers.

The Trustees who have served throughout the year are shown on Page 2. Half their number retire at each Annual General Meeting and are then eligible for reappointment. Apart from reimbursements to three Trustees for mileage expenses, in their capacity as volunteer drivers amounting in total to £1,259, 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 2018

Acknowledgements

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

Kent County Council	£1,750
Sevenoaks District Council	500
Sevenoaks Town Council	500
Otford Parish Council	200
Seal Parish Council	200
Westerham Town Council	125
Brasted Parish Council	100
Chevening Parish Council	100
Dunton Green Parish Council	100
Kemsing Parish Council	100
Riverhead Parish Council	100
	£3,775

and to Sevenoaks Round Table for its most generous grant of **£500**.

In addition, passengers contributed a further **£1,891** for which the Charity is most grateful.

None of the activities of the Charity would be possible without the services provided free by its 23 volunteer drivers. It is especially grateful to the 4 drivers who do not claim all or some of their mileage allowance.

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.

This report was approved by the Trustees on 22 October 2018 and signed on their behalf by:

Chris Holgate - Chairman

Independent examiner's report to the Trustees of Sevenoaks Volunteer Transport Group

I report on the accounts of the Charity for the year ended 31st March 2018 which are set out on pages 6 and 7.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 [the 2011 Act] and that an independent examination is needed.

It is my responsibility to:

- examine the accounts 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 statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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 accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) 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 2011 Act;
 - to prepare accounts which accord with the accounting records and comply with the methods and principles of the Statement of Recommended Practice: Financial Reporting Standard for Smaller Entities and the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

9 June 2018

Name: David A R Williams

Address: Red Court, Woodland Rise, Seal, Sevenoaks TN15 0JB

Sevenoaks Volunteer Transport Group
Statement of financial activities [incorporating an income and expenditure account]
for the year ended 31 March 2018

	2018	2017
	Unrestricted	Unrestricted
	Total funds	Total funds
	£	£
Incoming resources		
Incoming resources from generated funds:		
Contributions from passengers	15,727	15,977
Local authority grants	3,775	3,875
Other grants and donations	2,391	2,616
Gift Aid	165	83
Deposit interest	3	7
	22,061	22,558
Total incoming resources	22,061	22,558
Resources expended		
Coordinator's salary	9,953	9,630
Payments to Drivers	9,515	9,956
Telephone and broadband	701	649
Insurance	326	325
Postage	336	330
Printing & Stationery	120	152
Computing	51	11
Governance costs	40	-
Bank charges	4	20
	21,046	21,073
Total resources expended	21,046	21,073
Net movement in funds	1,015	1,485
Reconciliation of funds		
Total funds brought forward	11,038	9,553
	12,053	11,038
Total funds carried forward	12,053	11,038

**Sevenoaks Volunteer Transport Group
Balance Sheet as at 31 March 2018**

		2018		2017	
	Note	£	£	£	
Debtors	5.	1,933		1,546	
Cash at bank		<u>11,200</u>		<u>10,557</u>	
Total current assets		13,133		12,103	
Creditors:	6.				
Amounts falling due within one year		1,080		1,065	
		_____	12,053	_____	11,038
Total assets less current liabilities			<u>12,053</u>		<u>11,038</u>
			=====		=====
Funds of the Charity					
Unrestricted funds			12,053		11,038
Total funds			<u>12,053</u>		<u>11,038</u>
			=====		=====

Approved by the Trustees on 18 May 2018 and signed on their behalf by:

Chris Holgate - Chairman

Anthony Weston Smith - Treasurer

Notes to the financial statements for the year ended 31 March 2018

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 with NatWest Bank plc. and CAF Bank plc. obtainable on demand.

[f] Creditors represent the amounts owed for volunteer drivers' claims for mileage incurred in the year, the charge from the Charity's provider of telephone and broadband services which was invoiced after the Balance Sheet date and postage stamps bought by the Coordinator for which she was refunded after that 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. Debtors

	2018	2017
Amounts due from Passengers	£1,933	£1,546

6. Creditors

	2018	2017
Mileage claims due to volunteer drivers	£1,026	£957
Accrued telephone and broadband services	54	53
Postage stamps purchased by Coordinator		55
	<u>£1,080</u>	<u>£1,065</u>
	=====	=====

RECEIVED
07 JAN 2020

BY:

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

FRIENDS OF RHEINBACH

NAME OF CONTACT

MICHAEL WITHER

ADDRESS OF CONTACT

	POST CODE

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 BETWEEN THE TWO LOCATIONS.
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	40

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

16

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 250

PLEASE DESCRIBE YOUR PROJECT

BROADENING OF LINKS BETWEEN SEVENOAKS AND RHEINBACH.

THE PROJECT AIMS TO PROMOTE NEW, ACTIVE LINKS BETWEEN EDUCATIONAL ESTABLISHMENTS, COMMON INTEREST SOCIETIES AND OTHER RELEVANT GROUPS AND INDIVIDUALS ACROSS THE TWO TOWNS THROUGH THE PROVISION OF ADVICE AND ASSISTANCE AS WELL AS RELATED PUBLICITY AND PR ACTIVITIES. FOR NEW CONTACTS, SUPPORT FOR FACE TO FACE CONTACT BETWEEN REPRESENTATIVES OF THE GROUPS CONCERNED MAY, WHERE DESIRABLE AND APPROPRIATE, INCLUDE MATERIAL ASSISTANCE WITH TRAVEL, ACCOMMODATION AND OTHER NECESSARY COSTS.

THE SCHEME IS BASED, AND IS INTENDED TO OPERATE WHOLLY WITHIN, THE TWINNING PRINCIPLES ENSHRINED IN THE 2000 CHARTER AGREED BETWEEN SEVENOAKS TOWN COUNCIL AND STADT RHEINBACH.

FOR EDUCATIONAL ESTABLISHMENTS, COMMON INTEREST GROUPS, ETC, ELIGIBILITY FOR SUPPORT UNDER THE SCHEME WILL BE LIMITED TO THOSE HAVING THEIR PRINCIPAL PLACE OF ACTIVITY WITHIN THE TOWN COUNCIL AREA. ELIGIBLE INDIVIDUALS WILL BE THOSE WHO LIVE, WORK OR RECEIVE FULL TIME EDUCATION WITHIN THE TOWN COUNCIL AREA, BUT EXCLUDING EXISTING FRIENDS OF RHEINBACH MEMBERS.

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

ALL SEVENOAKS TOWN COUNCIL GRANT FUNDS AWARDED TO FRIENDS OF RHEINBACH IN 2020 WILL BE ALLOCATED TO THE PROJECT DESCRIBED ABOVE AND WILL BE USED DURING THE COURSE OF THE YEAR.

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

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 MANAGED ON A 2 YEAR CYCLE INVOLVING A SURPLUS IN THE YEARS WHEN MEMBERS VISIT RHEINBACH, NORMALLY BALANCED BY A DEFICIT WHEN MEMBERS OF THE RHEINBACH SOCIETY VISIT

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£5225

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT? *(BASED ON THE LAST 2 YEARS COSTS DIVIDED BY 24 – SEE NOTE ABOVE)*

75

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

£759

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.

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			
2012/13	£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
- Annual Report if available (or Project or Business Plan for a new organisation)

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

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE



DATE

6/1/20

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

MICHAEL WITHER
HON. TREASURER

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

MICHAEL WITHER
HON. TREASURER, FRIENDS OF RHEINBACH

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

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

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

Friends of Rheinbach
Statement of Accounts

Income and Expenditure Account for the year ended 31 October 2019

	2018/9	2017/8
	£	£
Income		
Subscriptions	645	660
Sevenoaks Town Council grant	250	250
New Year Supper	114	148
Interest net of tax	1	1
Total income	1010	1059
Expenditure		
2018 visit to Rheinbach		60
2019 visit from Rheinbach	1204	
Committee expenses	10	10
AGM expenses	51	58
Internet publicity	22	29
Public liability insurance	116	111
Total expenditure	1403	268
Surplus (+) or Deficit (-) carried forward to Balance Sheet	-393	791

Balance Sheet as at 31 October 2019

	2019	2018
	£	£
Liabilities		
General Fund at beginning of year	5618	4827
Surplus (+) or Deficit (-) for the year	393	791
General Fund at end of year	5225	5618
Total Liabilities	5225	5618
Assets		
Treasurers Current Account	3565	3959
Business Instant Access Account	1660	1659
Total Assets	5225	5618

Approved by the Committee

Michael Wither, Honorary Treasurer

Independent Examiner's Report to the members of the Friends of Rheinbach

This report is made to the members of the Friends of Rheinbach on the accounts of the Friends for the year ended 31 October 2019, as prepared by the Honorary Treasurer and set out above.

In my opinion:

- the accounts are in agreement with the accounting records kept by the Honorary Treasurer;
- no matter has come to my attention which prevents a proper understanding of the accounts to be reached; and
- there is no statutory requirement for the accounts to be audited.

18th November 2019

K. E. Loney

K. E. Loney LLM FCA, Chartered Accountant

CHAIRMAN'S REPORT 2019

After holding our last three AGMs in the Mange Tout restaurant at Knole Academy we find ourselves this year back in what, for most if not indeed all of us, are familiar and fitting surroundings. I say fitting because by meeting here we are reminded that the link with Rheinbach is not just at the level of friendly, personal, social interaction, but is also an official town twinning ratified by both town councils. As we reflect on that link, what better moment to record our gratitude to Sevenoaks Town Council for the continuation of their yearly grant to us. The official nature of our town twinning is something important for us to bear in mind, because whenever the United Kingdom eventually succeeds in leaving the E.U. there will be no similar breaking of the link between Sevenoaks and Rheinbach. On the contrary, your committee is determined to find ways of strengthening the link, a topic to which I shall return after I have finished this annual report, since our hopes for the future do not properly lie within the scope of what is supposed to be a retrospective account of the past year.

Our 2019 New Year's dinner once again found us in the small hall of the Community Centre. Thirty-one of us sat down to an excellent meal, once again provided by our preferred caterer Stephanie and her friendly team.

My thanks to all who assisted with the raffle, the proceeds of which, combined with the charge for the dinner, resulted in a modest but useful profit.

Maybe it was the relative lateness of Easter this year which led us not to fix the date of the Spring Walk until the second Sunday in May. Whatever the reason 12th May turned out to be a fine and sunny day; there was a longer walk led by Di Outram, and a shorter one led by Margaret Willis, after which walkers and non-walkers met up for an excellent lunch at The Woodman, Goathurst Common, where the staff went to great trouble to look after us. My thanks to Di and Margaret for leading the walks, and also to Margaret for overseeing all the other planning details.

This year it was our turn to host our friends from Rheinbach during their visit in July. Early on in the planning stage Joachim Weisz was hopeful of there being a sufficient number to warrant booking a coach. That hope was dashed by the ongoing uncertainties associated with you know what, and in the end just two cars made the journey to Sevenoaks.

Despite the unavoidable curtailment of a normal programme – no welcoming tea, and no Friday excursion other than what individual hosts arranged for their guests – your committee was determined to show that there was no diminution to the warmth of welcome extended to our visitors. To that end we didn't cancel our booking of the Kippington Centre for the Saturday evening, although we did opt for a buffet-style meal rather than a more formally served dinner. There was gratifying support from our own membership for the event, and we were also delighted to welcome our deputy mayor, Councilor Dr. Marilyn Canet, as our guest for the evening. The imbalance of numbers between hosts and guests could not have mattered less, and the conviviality of the evening provided ample evidence, were it needed, of the warmth of regard that exists between Friends of Rheinbach and Freunde von Sevenoaks.

As I intimated in my report last year, early autumn appears to be not a good time for arranging an extra social event in our yearly calendar, and we have not attempted anything this year. That is not to say that your committee would not welcome suggestions for consideration in the future. A one-off autumn event that did take place was a week-end of events celebrating the 30th anniversary of the formal twinning of Tunbridge Wells with Wiesbaden. Invitations to attend a concert were sent to several local twinning associations, and four members from Friends of Rheinbach enjoyed a first-rate professional clarinet and piano recital at Trinity Theatre.

Two other matters to report are as follows: as a result of an enquiry received by our website I met with the recently appointed Kent representative of the Anglo-German Society. His name is Paul Bristow, a retired civil servant who studied French and German at university. So dismayed was he by the outcome of the referendum on our E.U membership and the ensuing Brexit shambles he decided to offer his services to the Anglo-German Society, to be used in the most useful way they could think of. His initial remit is to investigate the degree to which

Kent schools, state and independent, have links with Germany, and to suggest ways in which existing links could perhaps be strengthened, and new ones established. He decided that a good way of finding out what links there might be would be to approach various towns' twinning associations, hence the website enquiry. I'm happy to report that my meeting with Paul was, at the time, the only response to his various approaches to local twinning groups, so although my hat may not have three corners ('mein Hut es hat drei Ecken' usw) I feel it does at least have one feather in it! Paul went away knowing a lot more about us than he did upon arrival, and will be contacting me again once he has developed an action plan of some kind.

The second matter to tell you about is that in recent weeks a sub-committee consisting of Carol Oakley, Richard Green and myself has started work on redesigning our Friends of Rheinbach information brochure. The full committee felt the need for our publicity material to be rather more eye-catching and enticing, with more pictures and fewer words, and produced to as high a print standard as we can afford. We intend to use the bulk of the Town Council's 2018 grant for this project which we think will meet with the Council's approval.

I am sorry to have to conclude on a sad note, but in recent times we have learnt of the deaths of Christa Kenward and Pat Lee. Christa, regrettably, had been prevented from attending any of our events for several years, but her husband John loyally renewed her and his membership every year. Pat was a regular supporter of everything she could get to, wonderfully supported by Margaret Flood, and their joint loyalty is to be applauded. I want also to record my thanks to Cathy Baker who is stepping down from serving on the committee for a number of years, but has kindly agreed to remain available in a general assistance capacity as and when needed. Cathy, we are grateful to you for the ways you have served Friends of Rheinbach during your time as a committee member.

That concludes my overview of the past year, but after the end of the official business of this meeting I will be on my feet again to tell you a little more about what awaits us in the coming year.

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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 [19th March 2018] 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

1001111111 Drive, Pontoise, Sevenoaks

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks has been twinned with Pontoise for 55 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. Annual exchange visit of up to 28 Members alternates yearly between towns. Boule evenings during the summer every 2 weeks. Fundraising membership meetings four times a year. Facilitating exchange correspondents, accommodation and work placements for Pontoise students, and assisting where required, Sevenoaks residents to make similar contacts in Pontoise.

FOP 2020 Grant Application

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	Nil
B) VOLUNTEERS	6
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	38

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

27

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£250 - 500

PLEASE DESCRIBE YOUR PROJECT

Through twinning it widens horizons in both communities and promotes international friendships. This year we are working with Steve Rowley, Editor of Sevenoaks Sports magazine to help make exchanges with Pontoise in various local sports

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

None

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

FOP 2020 Grant Application

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

£1,582.24 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?

£722

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.

2000 - £600	2010 - £600
2001 - £500	2011 - £500
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

FOP 2020 Grant Application

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 20.12.19

NAME AND POSITION IN ORGANISATION: MICHAEL R PEMBREY SEC & TRESURER OF THE FRIENDS OF PONTOISE / Co-Chair

* 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 by the:

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

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

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

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

Friends of Pontoise
Receipts & Payments Account for year ended 30th September 2019

	2019	2018
Receipts	£	£
Mayor's Quiz	120.00	135.00
Subscriptions	465.00	380.00
Donations	20.00	30.00
Pin badges	15.00	
Town Council Grant	250.00	250.00
Meetings	624.20	400.00
New Year Dinner	756.00	997.00
Raffles	272.00	362.18
Visit to Pontoise		
Visit by Les Amis de Sevenoaks		1,199.50
Total	2,522.20	3,753.68
Payments		
Public Liability Insurance	69.20	69.20
Meetings	222.91	246.19
New Year Dinner	665.85	1,094.74
Website	23.94	23.94
Mayor's quiz	120.00	135.00
Stationery/ink/flags/bunting	73.34	111.45
Gala Dinner		2,014.37
Visitors from Pontoise		1,241.58
Visit to Pontoise	66.27	
Total	1,241.51	4,936.47
Nett Receipts	1,280.69	1,182.79
SUMMARY		
Balances at 1st October 2018		
Current account	357.52	1,582.24
ADD Excess of Income over Expenditure	1,582.24	1,182.79
Total	1,182.79	399.45
Balances as at 30th September 2019		
Current account	1,473.01	399.45

Stock in hand as of 30.09.19 - Pin badges 5 - Cava 1 - White wine 1 - Ties 3

Stock in hand as of 08.10.19 - Cava 1 - Sparkling wine 6 - Red wine 6 - White wine 7 - Ties 3 - Pin badges

Signed: Michael R Pembrey Hon. Treasurer

I have examined the accounts for year ended 30.9.18 together with the books & vouchers.

In my opinion they are a true statement of the finances of the Friends of Pontoise.

Signed: Richard Parsons Hon. Examiner

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BY:



Sevenoaks TOWN COUNCIL

APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS 2020: PHOTOGRAPHING SEVENOAKS

NAME OF CONTACT

Roger Lee Chair **Sevenoaks 2020**

ADDRESS OF CONTACT

Sevenoaks

POSTCODE

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks 2020: Photographing Sevenoaks has been established by Roger Lee, photographer, Victoria Granville Baxter, designer, and Elizabeth Purves, local historian. The aim is to photograph the shops, restaurants, cafes and businesses in the town centre, along with their staff, to form a record of the commercial activity of Sevenoaks in 2020 and to promote the diversity and dynamism of local shopping and business in the town. The photographs will form an archive - both electronic and in hard copy and book form - and will be presented at an exhibition in July 2020. An earlier indispensable STC grant kick-started **Sevenoaks 2020** so enabling it to be the great success that it has become. We have photographed well over 60 businesses with a dozen more already committed and we expect to include over 100 businesses in the exhibition, archive and book..

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

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

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

All centre businesses and residents.

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

PLEASE DESCRIBE YOUR PROJECT

2020, is the 900th anniversary of the first known written mention [in the *Textus Roffensis*] of Sevenoaks. To celebrate this we are preparing a photographic archive and exhibition of the people, buildings and activities of the town centre. The purpose is also to promote local trade and business. The exhibition will take place in the Kaleidoscope Gallery, Sevenoaks Library, as part of this year's Summer Festival. **Sevenoaks 2020** puts the town at the forefront of the rapidly emerging national and international movement to promote local shopping and business. Sevenoaks is, therefore, an innovator in addressing the revitalisation of town centres and will, therefore, be followed by others seeking to deal with the same issue.

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

This 2nd application is generated by the success enabled by the 1st. The grant will fund 1] the production of a book of the photographs. This will form a crucial part of the archive and will also be for sale; 2] the charity shops unable to pay for prints); and 3] the market stalls which represent the precursors of retailing in Sevenoaks - and so are crucial to **Sevenoaks 2020** - but have nowhere to display prints. The grant will also help pay for the exhibition's advertising and hospitality costs..

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? / No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED:

n/a

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

No

IF YES, PLEASE GIVE DETAILS

n/a

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

As indicated above, **Sevenoaks 2020** is well under way. We have already photographed over 60 shops, cafes, restaurants, hairdressers, estate agents, law firms, dentists and other businesses, with more wanting to participate every week. We want to include all the outlets in the town centre, including the STAG and Vine Café. SDC Print Studio is printing the monochrome images onto A2 foam back boards for the exhibition. The Kaleidoscope Gallery/SVAF has agreed our use of their exhibition space during the 2020 Summer Festival. We would also like to place the photographic archive on the Town Council web site (should STC be agreeable) so that it is freely accessible to all.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

n/a

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

5 months

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

£350:00p...

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.

£500 Sevenoaks Town Council grant awarded September 2019 for 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? NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE



DATE 01 January 2020

NAME AND POSITION IN ORGANISATION:
 ROGER LEE CHAIR **SEVENOAKS 2020**
IN CAPITALS PLEASE

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

SEVENOAKS 2020

Elizabeth Purves Treasurer

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

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

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

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

AIMS AND OBJECTIVES OF SEVENOAKS 2020

Sevenoaks 2020: Photographing Sevenoaks has been established by Roger Lee, photographer, Victoria Granville Baxter, designer, and Elizabeth Purves, local historian. The aim is to photograph the shops, restaurants, cafes and businesses in the town centre, along with their staff, to form a record of the commercial activity of Sevenoaks in 2020 and to promote the diversity and dynamism of local shopping and business in the town. The photographs will form an archive - both electronic and in hard copy and book form - and will be presented at an exhibition in July 2020. An earlier indispensable STC grant kick-started **Sevenoaks 2020** so enabling it to be the great success that it has become. We have photographed well over 60 businesses with a dozen more already committed and we expect to include over 100 businesses in the exhibition, archive and book.



SEVENOAKS 2020
Town Centre Images
 PEOPLE SHOPS AND BUILDINGS

We're photographing Sevenoaks!

We're celebrating nine centuries of Sevenoaks with a photographic exhibition of the people, buildings and activities of today's town centre. We all very much hope that you will agree to be part of this project to promote the town of Sevenoaks.

and the people who make it special

With your agreement, we will photograph you and your staff (and anyone else you'd like to invite) in front of your town centre premises. These photographs will be exhibited at Kaleidoscope Gallery in the Library during the 2020 Sevenoaks Summer Festival. After the exhibition we hope that each participating outlet will display their photograph prominently thereby extending the exhibition into the town centre where all visitors can join in celebrating its vitality and diversity.

We want to include everyone. The only cost to you will be that of the A2 print which is £20 and is yours to keep once the exhibition is over. The services of a qualified and experienced photographer and the mounting of the photograph are free as part of our project although the copyright will remain with the photographer.

please send your details to our photographer

There is a separate appointments form also attached. Please fill it in and return to Roger who will be in touch by return to arrange your shoot.

NB your contact details are covered by GDPR rules and will be used for this project only.

With very best wishes

Victoria Granville Baxter RIBA

v.granvillebaxter@btinternet.com

t: 07765 254 230

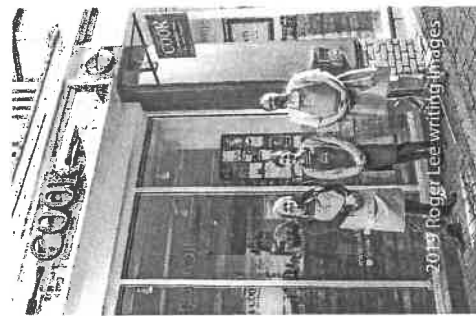
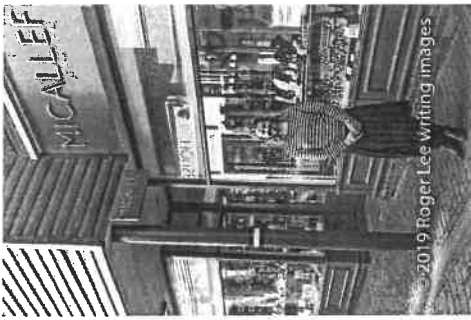
Roger Lee LRPS

rogerlee223@btinternet.com

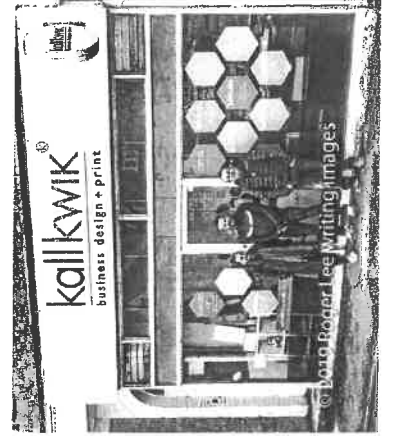
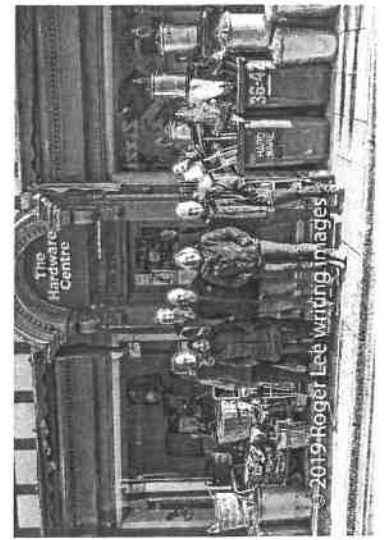
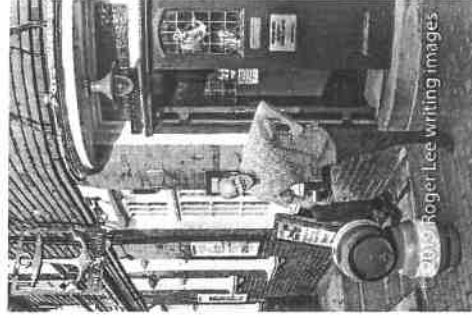
t: 07891 577 980

In association with and supported by:





SEVENOAKS 2020 TOWN CENTRE IMAGES



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RECEIVED
08 JAN 2020

BY _____

Sevenoaks TOWN COUNCIL



APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

West Kent Mediation

NAME OF CONTACT

Amanda Bell

ADDRESS OF CONTACT

	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	35
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

The grant will be spent within the year of receiving the grant.
The grant would part fund the following: CPD meetings and training for volunteers, volunteer expenses, hall hire costs for mediation and volunteer meetings/training. A contribution towards all publicity material to ensure that all STC residents are kept aware of services offered.

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~~X

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

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

Swanley T/C awarded (a)£250
Hartley P/C (a) £75
Westerham T/C (a) £150
Edenbridge T/C (a) £500
Kemsing P/C (a) £100
Ash-cum-Ridley P/C (a) £250
Riverhead P/C (a) £100

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES/NOx

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Council
West Kent Housing Association

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

CASE STUDY ATTACHED

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

16,489

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

4 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.

2019 £750 (R)
2017 £375 (R)
2016 £375 (R)
2015 £750 (R)

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

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

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE

A Bell

DATE

8 Jan 20

NAME AND POSITION IN ORGANISATION: AMANDA BELL, CHIEF EXECUTIVE OFFICER
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

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

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

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

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



Case study

This referral was received from a housing association regarding two neighbours. Miss A, aged between 30-40 who was being threatened with eviction by the housing association due to continuous anti-social behaviour problems, she lives with her daughter who has bipolar. The neighbours Miss L & Miss T both in their 40's have complained and reported noise nuisance, cannabis smoking, parking problems and the smell of left dog faeces in the garden.

The mediators contacted both parties and arranged for an assessment visit in their own homes. The meetings took place and all the issues were discussed. Miss L was suffering ill health due to the stress of the constant problems.

Both parties agreed to attend a joint meeting in a neutral venue, this was arranged and on the day all issues given were discussed in turn by each party Miss A spoke about the strain that she is under dealing with her daughter's ill health and her neighbours sympathised. Some historical issues were discussed and all agreed that misunderstandings had taken place. A suitable workable agreement was reached and signed by all parties.

Number of hours worked on case 16.

August 2019

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REGISTERED COMPANY NUMBER: 4830437 (England and Wales)
REGISTERED CHARITY NUMBER: 1100637

West Kent Mediation

Report and Accounts
31 March 2019



**Contents of the Financial Statements for
the year ended 31 March 2019**

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Chairman's Report	1
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Statement of Financial Position	6
Notes to the Financial Statements	7 to 12

West Kent Mediation (Registered number: 04830437)

**Chairman's Report
for the year ended 31 March 2019**

As we are all aware, we live in challenging economic times. Pressures on local authorities and Town and Parish councils to reduce expenditure, for an example, are evident. It is, therefore, very much to Amanda Bell and Gill Brewster's credit that such a variety of funders are still willing to support us. We thank them both.

We are very grateful to our three local authorities - Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council all continue to support us and use our services, as do West Kent Housing, Town and Country Housing Group and Clarion Housing, who support us under service level agreements. We thank all the town and parish councils who support us. We make many applications throughout the year to grant-making trusts and express our gratitude to those organisations who have funded WKM this year.

There have been some notable highlights this year. These include successes in promoting our service through smaller community magazines. In addition, we are very excited about our promising new schools' project, continuing the peer mediation in junior schools, whilst also developing a senior school restorative practices project. This is led by Dorothy Walkington and we are very hopeful that it will expand over the coming months.

We continue to have a shortfall in our budget and, therefore, raising funds dominates much of the team's time, as they find ways to apply for new funding from grant making trusts. They also enlist on supermarket token schemes, which support local community groups. In addition, we continue to make presentations to relevant bodies, to raise awareness of the ways in which mediation can help. We are also looking at how we may encourage local charitable organisations and local businesses to consider our work for charitable funds.

Our team of wonderful mediators, who give so much of their time, deserve our sincere thanks. Many have attended training sessions this year, which have been most successful and a valuable opportunity to share ideas and experiences. On behalf of all of my fellow trustees I would like to thank them for all their hard work and commitment. I would like to add my personal thanks to my board of trustees for their help, support and expertise in ensuring that WKM continues to be held in the highest regard in our local community.

There is no disguising the challenges we face and it is vital that we continue to both raise awareness of the power of mediation and continue to search for new possible sources of funding over the coming year.

Rosemary Morgan

Rosemary Morgan Chair
West Kent Mediation (Registered number: 04830437)

Report of the Trustees for the year ended 31 March 2019

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 2019. 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 2015).

OBJECTIVES AND ACTIVITIES Objectives and aims

West Kent Mediation (WKM) provides a free, impartial and confidential mediation service to residents of Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of trained volunteer mediators who are supported by WKM's small part-time 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 are received through continued partnership working with both statutory and voluntary organisations, including the three leading Housing Associations in West Kent.

70% of our referrals during the year were neighbour/community cases, and 30% related to family (including homeless) conflicts. In addition we provided a peer mediation scheme to three local primary schools and trained over 90 students in years 5 and 6 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.

Comments on current activities

Our current fields of activity include mediation services designed to resolve conflicts between neighbours, parent/teen mediation which supports and helps rebuild family relationships; peer mediation training in schools; workplace mediation, and restorative conferencing which helps resolve multi-party disputes within the community.

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 2019 WKM received total incoming resources of £42,368 and expended £45,575 in total, resulting in net expenditure of £3,207 (2018 - £2,529). WKM's cumulative reserves to be carried forward at 31 March 2019 thus amounted to £43,864 (2018 £47,071). The cumulative restricted funds balance at 31 March 2019 amounted to £1,875 (2018 £1,875), and the unrestricted funds balance £41,989 (2018 £45,196).

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 £ 41,989 at 31 March 2019, 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.

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. 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	Counsellor	
Mr P M Michaels	Retired	
Mrs R A Morgan	Retired	
Mrs P J Robertson	Retired	
Mr K W Turner	Retired	
R A Clibbens	Retired	- appointed 31/5/2018

Company Secretary

Mrs G Brewster

Independent examiner

Porritt Rainey
The Crown Business Centre
10 High Street
Offord
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 23 September 2019 and signed on its behalf by:

Rosemary Morgan

Mrs R A Morgan - Trustee

Independent Examiner's Report to the Trustees of West Kent Mediation (Registered number: 04830437)

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 2019.

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

Date: 23 September 2019
West Kent

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the year ended 31 March 2019

		2019	2018
	Unrestricted funds	Restricted funds	Total funds
Notes	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10	-	10
			67

Mediation					
Charitable activities	3				
Mediation		24,149	17,900	42,049	47,766
Investment income	2	309	-	309	275
		<hr/>	<hr/>	<hr/>	<hr/>
Total		24,468	17,900	42,368	48,108
EXPENDITURE ON					
Charitable activities	4				
Mediation		<u>27,675</u>	<u>17,900</u>	<u>45,575</u>	<u>50,637</u>
NET INCOME/(EXPENDITURE)		(3,207)	-	(3,207)	(2,529)
RECONCILIATION OF FUNDS					
Total funds brought forward		45,196	1,875	47,071	49,600
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>	<u>47,071</u>

The notes form part of these financial statements

West Kent Mediation (Registered number: 04830437)

Statement of Financial Position
At 31 March 2019

				2019	2018
	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
CURRENT ASSETS					
Cash at bank		59,531	1,875	61,406	65,035
CREDITORS					
Amounts falling due within one year	10	(17,542)	-	(17,542)	(17,964)
NET CURRENT ASSETS					
		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>	<u>47,071</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>	<u>47,071</u>
NET ASSETS					
		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>	<u>47,071</u>
FUNDS					
	11				
Unrestricted funds				41,989	45,196
Restricted funds				<u>1,875</u>	<u>1,875</u>
TOTAL FUNDS					
				<u>43,864</u>	<u>47,071</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 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 special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 23 September 2019 and were signed on its behalf by:

Rosemary Morgan

Mrs R A Morgan - Trustee

The notes form part of these financial statements

West Kent

Notes to the Financial Statements for
the year ended 31 March 2019

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 2015)', 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

	2019	2018
	£	£
Deposit account interest	309	275
	<u> </u>	<u> </u>

3. INCOME FROM CHARITABLE ACTIVITIES

		2019	2018
	Activity	£	£
Mediation Fees	Mediation	939	2,125
	Grants	<u>41,110</u>	<u>45,641</u>
	Mediation	<u>42,049</u>	<u>47,766</u>

- continued

**Notes to the Financial Statements for
the year ended 31 March 2019**
3. INCOME FROM CHARITABLE ACTIVITIES - continued

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

	2019	2018
	£	£
Sevenoaks District Council	4,800	4,500
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,400	2,400
Circle Housing Russett	-	5,100
Town & Country Housing	1,681	4,156
West Kent Housing	5,100	5,025
Kent Peoples Trust	-	2,900
Parish Councils	1,025	1,225
Waitrose	329	460
Citizens Advice	5,625	7,500
Tesco	5,000	4,000
Gatwick Airport Foundation	2,000	3,000
Whitehead Monckton	-	1,500
Town Councils	1,550	1,375
Clarion Housing Group	5,100	-
Henry Smith Charity	4,000 -	-
	<u>41,110</u>	<u>45,641</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 5)	Support costs	Totals
	£	£	£
Mediation	<u>43,880</u>	<u>1,695</u>	<u>45,575</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

		2019	2018
		£	£
Staff costs	33,920 38,694		
Premises Costs		3,511	3,661
Insurance		1,777	1,619
Telephone		336	362
Stationery and Computer consumables		1,942	1,288
Staff Expenses		-	493
Volunteer Expenses and Train		1,214	1,629
Advertising and Presentations		-	1,116
Office Equipment		945	-
Subscriptions		185	185
Supervision		-	40
Donations		50	-

- continued

	43,880	49,087
--	--------	--------

West Kent**Notes to the Financial Statements for
the year ended 31 March 2019****6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

	2019	2018
	£	£
Trustees' expenses	-	62
	-	62

There were no trustees' expenses paid for the year ended 31 March 2019.

7. STAFF COSTS

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

	2019	2018
Organisational Roles	2	2
	2	2

The emoluments of the management team were £38,174

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 2019. As of this date the estimated employer debt for the company was £4,046 which has been provided for by the company (2018 - £8,300).

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted	Restricted	Total funds	funds	funds			
						£	£	£
INCOME AND ENDOWMENTS FROM								
Donations and legacies						67	-	67
Charitable activities								
Mediation						30,866	16,900	47,766
Investment income						275	-	275
						31,208	16,900	48,108
Total								
EXPENDITURE ON								
Charitable activities								

- continued

Mediation	<u>25,287</u>	<u>25,350</u>	<u>50,637</u>
Total	<u>25,287</u>	<u>25,350</u>	<u>50,637</u>
NET INCOME/(EXPENDITURE)	5,921	(8,450)	(2,529)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>39,275</u>	<u>10,325</u>	<u>49,600</u>
TOTAL FUNDS CARRIED FORWARD	<u>45,196</u>	<u>1,875</u>	<u>47,071</u>

Notes to the Financial Statements for
the year ended 31 March 2019

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

		2019	2018
		£	£
Accruals and deferred income		11,450	7,656
	Accrued expenses	<u>6,092</u>	<u>10,308</u>
		<u>17,542</u>	<u>17,964</u>

11. MOVEMENT IN FUNDS

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

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

				Incoming resources	Resources expended	Movement in
				£	£	£
Unrestricted funds	General fund	24,468	(27,675)	(3,207)		
Restricted funds	Local Authorities			12,275	(12,275)	-

- continued

Path Partnership	<u>5,625</u>	<u>(5,625)</u>	-
	<u>17,900</u>	<u>(17,900)</u>	-
TOTAL FUNDS	<u>42,368</u>	<u>(45,575)</u>	<u>(3,207)</u>

West Kent Mediation

Report and Accounts
31 March 2018



**Contents of the Financial Statements
for the year ended 31 March 2018**

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West Kent Mediation**Chairman's Report
for the year ended 31 March 2018**

I am delighted to report that the number of cases has risen by 25% over the past year. This, in part, reflects the tremendous effort and dedication of our CEO Amanda Bell and our Service Co-ordinator Gill Brewster, who have pursued many different avenues, including the use of social media, to increase our profile. However the challenges that we and our clients face in the modern world appear to become ever more difficult and this requires us to become increasingly ingenious both in the way we run West Kent Mediation and as to how we reach out to the people who would benefit from our services

Our three local authorities - Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council - continue to support us, and we are extremely grateful for their continued financial contribution to our service. I would like to thank West Kent Housing Association, Clarion Housing and Town and Country Housing Group who support us under service level agreements. We are also extremely grateful to the local Town and Parish Councils whose donations form very important contributions to our service.

Unfortunately this still leaves a shortfall in our budget and therefore raising funds continues to be a major part of our staff time applying for funds from grant making trusts and supermarket schemes that support local community groups. In addition, we continue to make presentations to relevant bodies, to raise awareness of the ways in which mediation can be of help.

Our excellent team of volunteers continue to give selflessly of their time and efforts. As many as possible attend regular training and update sessions, which this year included a session on anger management and a presentation on homelessness. On behalf of all my trustees I would like to thank them for their hard work and commitment.

We are already looking ahead to the challenges that the new privacy law (GDPR) will present and we are putting in place measures to ensure that we comply fully with all the recommendations.

Rosemary Morgan

Rosemary Morgan - Chair

**Report of the Trustees
for the year ended 31 March 2018**

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 2018. 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 2015).

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. Referral levels have increased through continued partnership working with both statutory and voluntary organisations, most notably the three leading Housing Associations in West Kent. We received 99 new referrals during the year of which 68 related to neighbourhood/community disputes, 27 to parent/teen family conflicts including homeless, 3 restorative justice, 1 homeless mediation and 1 workplace dispute. 74 of these referrals proceeded to mediation with 72% achieving successful outcome. In addition the WKM staff dealt with a significant 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.

Comments on current activities

Our current fields of activity include mediation services designed to resolve conflicts in the local community, particularly between neighbours; parent/teen mediation which supports and helps rebuild family relationships; restorative justice mediation which brings offenders together with their victims to ensure that they have a better understanding of the cause and effect of crime; peer mediation training in schools; anger management coaching; and restorative conferencing which helps resolve multi-party disputes within the community, schools and in the workplace

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 2018 WKM received total incoming resources of £48,108 and expended £50,637 in total, resulting in net expenditure of £2,529 (2017 - £29,298). WKM's cumulative reserves to be carried forward at 31 March 2018 thus amounted to £47,071 (2017 £49,600). The cumulative restricted funds balance at 31 March 2018 amounted to £10,325 (2017 £103250), and the unrestricted funds balance £36,746 (2017 £39,275).

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 £ 36,746 at 31 March 2018, 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 2018**

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. 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

4830437 (England and Wales)

Registered Charity number

1100637

Registered office

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

Trustees

Ms P A Clarkson	Retired	- resigned 31/3/2018
Mr K W Turner	Retired	
Mrs S J Constantine	Counsellor	
Mr P M Michaels	Retired	
Mrs P J Robertson	Retired	
Mrs R A Morgan	Retired	

Company Secretary

Mrs G Brewster

Independent examiner

Porritt Rainey
9 Pembroke Road
Sevenoaks
Kent
TN13 1XR

Bankers

Lloyds TSB
High Street
Sevenoaks
Kent
TN13

**Report of the Trustees
for the year ended 31 March 2018**

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of West Kent Mediation for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

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

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 18 June 2018 and signed on its behalf by:

Keith Turner

Keith 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 2018.

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 Deal

Alan R E Peal
Chartered Accountant
Porritt Rainey
9 Pembroke Road
Sevenoaks
Kent
TN13 1XR

Date: 19 June 2018

West Kent Mediation

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2018

	Not es	Unrestricted funds £	Restricted funds £	Total 2018 funds £	Total 2017 funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		67	-	67	-
Charitable activities Mediation	3	30,866	16,900	47,766	31,641
Investment income	2	275	-	275	641
Total		31,208	16,900	48,108	32,282
EXPENDITURE ON					
Charitable activities Mediation	4	25,287	25,350	50,637	57,580
NET INCOME/(EXPENDITURE)		5,921	(8,450)	(2,529)	(25,298)
RECONCILIATION OF FUNDS					
Total funds brought forward		39,275	10,325	49,600	74,898
TOTAL FUNDS CARRIED FORWARD		45,196	1,875	47,071	49,600

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

West Kent Mediation (Registered number: 4830437)

Statement of Financial Position
At 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	Total £	2018 funds £	Total £	2017 funds £
CURRENT ASSETS							
Cash at bank		63,160	1,875	65,035			66,986
CREDITORS							
Amounts falling due within one year	10	(17,964)	-	(17,964)			(17,386)
NET CURRENT ASSETS		<u>45,196</u>	<u>1,875</u>	<u>47,071</u>			<u>49,600</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>45,196</u>	<u>1,875</u>	<u>47,071</u>			<u>49,600</u>
NET ASSETS		<u>45,196</u>	<u>1,875</u>	<u>47,071</u>			<u>49,600</u>
FUNDS							
Unrestricted funds	11			45,196			39,275
Restricted funds				1,875			10,325
TOTAL FUNDS				<u>47,071</u>			<u>49,600</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 18 June 2018 and were signed on its behalf by:

Keith Turner

Keith Turner - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
for the year ended 31 March 2018**

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 2015)', 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

	2018	2017
	£	£
Deposit account interest	<u>275</u>	<u>641</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2018	2017
	£	£
Mediation Fees	2,125	-
Grants	<u>45,641</u>	<u>31,641</u>
	<u>47,766</u>	<u>31,641</u>

West Kent Mediation

Notes to the Financial Statements - continued
for the year ended 31 March 2018

3. INCOME FROM CHARITABLE ACTIVITIES - continued

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

	2018	2017
	£	£
Sevenoaks District Council	4,500	5,000
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,400	2,400
Circle Housing Russett	5,100	4,620
Town & Country Housing	4,156	5,421
West Kent Housing	5,025	5,100
Kent Peoples Trust	2,900	-
Parish Councils	1,225	200
Waitrose	460	-
Citizens Advice	7,500	5,625
Tesco	4,000	-
Gatwick Airport Foundation	3,000	-
Whitehead Monckton	1,500	-
Town Councils	1,375	775
	<u>45,641</u>	<u>31,641</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 5)	Support costs	Totals
	£	£	£
Mediation	<u>49,087</u>	<u>1,550</u>	<u>50,637</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2018	2017
	£	£
Staff costs	38,694	41,845
Premises Costs	3,661	3,356
Insurance	1,619	1,808
Telephone	362	311
Stationery and Computer consumables	1,288	1,352
Sundries	-	73
Staff Expenses	493	690
Volunteer Expenses and Training	1,629	1,559
Advertising and Presentations	1,116	4,058
Subscriptions	185	250
Supervision	40	782
	<u>49,087</u>	<u>55,884</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

	2018	2017
	£	£
Trustees' expenses	<u>62</u>	<u>158</u>

West Kent Mediation

Notes to the Financial Statements - continued
for the year ended 31 March 2018

7. STAFF COSTS

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

Organisational Roles	2018	2017
	<u>2</u>	<u>2</u>

The emoluments of the management team were £38,291

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 2018. As of this date the estimated employer debt for the company was £8,300 which has been provided for by the company (2017 - £8,300).

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM Charitable activities			
Mediation	16,116	15,525	31,641
Investment income	<u>641</u>	-	<u>641</u>
Total	16,757	15,525	32,282
EXPENDITURE ON Charitable activities			
Mediation	<u>42,380</u>	<u>15,200</u>	<u>57,580</u>
Total	42,380	15,200	57,580
NET INCOME/(EXPENDITURE)	(25,623)	325	(25,298)
RECONCILIATION OF FUNDS			
Total funds brought forward	64,898	10,000	74,898
TOTAL FUNDS CARRIED FORWARD	<u>39,275</u>	<u>10,325</u>	<u>49,600</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Accruals and deferred income	7,656	6,650
Accrued expenses	<u>10,308</u>	<u>10,736</u>
	<u>17,964</u>	<u>17,386</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2018

11. MOVEMENT IN FUNDS

	At 1/4/17 £	Net movement in funds £	Transfers between funds £	At 31/3/18 £
Unrestricted funds				
General fund	14,775	5,921	(1,000)	19,696
Designated Reserves	<u>24,500</u>	-	<u>1,000</u>	<u>25,500</u>
	39,275	5,921	-	45,196
Restricted funds				
New Project with TWBC	8,450	(8,450)	-	-
Path Partnership	<u>1,875</u>	-	-	<u>1,875</u>
	10,325	(8,450)	-	1,875
TOTAL FUNDS	<u>49,600</u>	<u>(2,529)</u>	-	<u>47,071</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	31,208	(25,287)	5,921
Restricted funds			
Local Authorities	9,400	(9,400)	-
Path Partnership	7,500	(7,500)	-
New Project with TWBC	-	(8,450)	(8,450)
	16,900	(25,350)	(8,450)
TOTAL FUNDS	<u>48,108</u>	<u>(50,637)</u>	<u>(2,529)</u>

Comparatives for movement in funds

	At 1/4/16 £	Net movement in funds £	Transfers between funds £	At 31/3/17 £
Unrestricted Funds				
General fund	42,898	(25,623)	(2,500)	14,775
Designated Reserves	<u>22,000</u>	-	<u>2,500</u>	<u>24,500</u>
	64,898	(25,623)	-	39,275
Restricted Funds				
New Project with TWBC	10,000	(1,550)	-	8,450
Path Partnership	-	<u>1,875</u>	-	<u>1,875</u>
	10,000	325	-	10,325
TOTAL FUNDS	<u>74,898</u>	<u>(25,298)</u>	-	<u>49,600</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 £
Unrestricted funds			
General fund	16,757	(42,380)	(25,623)
Restricted funds			
Local Authorities	9,900	(9,900)	-
New Project with TWBC	-	(1,550)	(1,550)
Path Partnership	<u>5,625</u>	<u>(3,750)</u>	<u>1,875</u>
	<u>15,525</u>	<u>(15,200)</u>	<u>325</u>
TOTAL FUNDS	<u><u>32,282</u></u>	<u><u>(57,580)</u></u>	<u><u>(25,298)</u></u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

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 2018 was 32.

Sevenoaks Town Council



APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Citizens Advice in North & West Kent
(including Citizens Advice Sevenoaks & Swanley)

NAME OF CONTACT

Angela Newey, Chief Executive

ADDRESS OF CONTACT

POSTCODE TN13 1HY

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

CITIZENS ADVICE IN NORTH & WEST KENT (CANWK) AIMS TO PROVIDE THE ADVICE PEOPLE NEED FOR THE PROBLEMS THEY FACE. CANWK WAS FORMED FOLLOWING THE MERGER OF FIVE LOCAL CITIZENS ADVICE (SEVENOAKS, SWANLEY, TONBRIDGE & MALLING, DARTFORD AND GRAVESHAM) AND TOGETHER WE HAVE CONSOLIDATED AND STRENGTHENED OUR GOVERNANCE AND MANAGEMENT WHILST FURTHER DEVELOPING OUR LOCAL COMMUNITY ADVICE CENTRES.

FROM OUR CENTRE IN SEVENOAKS TOWN WE PROVIDE FREE, INDEPENDENT, CONFIDENTIAL AND IMPARTIAL ADVICE TO PEOPLE IN THE SEVENOAKS AREA ON ISSUES INCLUDING DEBT AND FINANCIAL DIFFICULTIES, EMPLOYMENT, BENEFITS AND HOUSING. MANY OF OUR CLIENTS ARE THE MOST VULNERABLE IN OUR COMMUNITY SUCH AS THE ELDERLY AND THOSE WITH DISABILITIES. OUR ADVICE IS AVAILABLE FOR EVERYONE AND IS DELIVERED PRIMARILY BY OUR HIGHLY TRAINED LOCAL VOLUNTEERS.

IN ADDITION TO OUR GENERAL ADVICE SERVICES, WE ALSO WORK PROACTIVELY TO HELP VULNERABLE PEOPLE DEVELOP THE SKILLS AND KNOWLEDGE TO AVOID PROBLEMS. FOR EXAMPLE, IN SEVENOAKS, OUR MONEY SKILLS PROJECT HAS ALSO VISITED SEVERAL SEVENOAKS GROUPS TO ENABLE PEOPLE TO LEARN ESSENTIAL BUDGETING AND MONEY MANAGEMENT SKILLS TO BETTER MANAGE THEIR INCOMES AND AVOID GETTING INTO DEBT. WITH THE INTRODUCTION OF UNIVERSAL CREDIT AND THE CHALLENGES THIS BRINGS, WE CONTINUE TO LOOK FOR OTHER OPPORTUNITIES TO REACH PEOPLE BEFORE THEY REACH CRISIS POINT OR WHO MIGHT NOT OTHERWISE ACCESS OUR SERVICES.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	4 PART TIME IN SEVENOAKS
B) VOLUNTEERS	36 IN OUR SEVENOAKS ADVICE CENTRE & OUTREACHES
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	991 CLIENTS FROM SEVENOAKS DISTRICT WERE HELPED IN THE SEVENOAKS ADVICE CENTRE DURING 2018/19.

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

327 CLIENTS HELPED IN THE SEVENOAKS ADVICE CENTRE DURING 2018/19 WERE RESIDENTS OF SEVENOAKS TOWN. THIS REPRESENTS 33% OF CLIENTS SUPPORTED AT THE CENTRE.

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 500

PLEASE DESCRIBE YOUR PROJECT

BUILDING ON A PILOT FUNDED BY THE POLICE & CRIME COMMISSIONER, WE HAVE DEVELOPED A RANGE OF SCAMS AWARENESS SESSIONS AIMED AT REACHING THOSE MOST VULNERABLE TO SCAMS IN OUR COMMUNITY, INCLUDING YOUNG PEOPLE, OLDER PEOPLE, PEOPLE WITH MENTAL HEALTH OR LEARNING DISABILITIES ETC. THE SESSIONS AIM TO EDUCATE AND INFORM LOCAL PEOPLE SO THAT THEY FEEL MORE CONFIDENT IN RECOGNISING AND AVOIDING MANY DIFFERENT TYPES OF SCAM, AND UNDERSTAND HOW TO ACT IF THEY THINK THEY HAVE BEEN THE VICTIM OF A SCAM. OUR SCAMS SESSIONS ARE TAILORED TO THE NEEDS AND INTERESTS OF THE AUDIENCE TO MAXIMISE OUR IMPACT AND EFFECTIVENESS. THE NEED FOR OUR SCAMS AWARENESS ACTIVITIES IN OUR AREA IS SIGNIFICANT. AMONGST OUR OWN CLIENTS, WE HAVE SEEN 67 SERIOUS SCAM CASES IN THE LAST 18 MONTHS AND 46% OF THOSE WERE VULNERABLE ADULTS. THESE CASES ARE OFTEN SCAM VICTIMS TRYING TO NAVIGATE THROUGH THE DEVASTATING MINEFIELD OF ISSUES THEY ARE LEFT WITH FOLLOWING A SCAM. FRAUD CASES ARE ON THE INCREASE IN KENT, WITH A 21% INCREASE REPORTED TO KENT POLICE. HOWEVER ALMOST 70% OF PEOPLE DO NOT REPORT A FRAUD CRIME AT ALL. WE ALSO KNOW THAT MANY VULNERABLE PEOPLE LIVE IN FEAR OF SCAMS AND THAT THIS FEAR CAN PREVENT THEM FROM ACCESSING HELP OR TAKING ADVANTAGE OF OPPORTUNITIES AVAILABLE TO THEM. OUR SCAMS AWARENESS SESSIONS AIM TO NOT ONLY RAISE AWARENESS, BUT ALSO GIVE PEOPLE THE CONFIDENCE THAT BY FOLLOWING SIMPLE ADVICE, THEY CAN ENJOY THE BENEFITS OF THE INTERNET, FIND TRUSTED TRADESMEN, MAKE PURCHASES ETC. WITHOUT FEAR OF SCAMMING. TO ENSURE WE REACH OUR TARGET AUDIENCES SUCCESSFULLY, WE DELIVER SCAMS AWARENESS SESSIONS THROUGH LOCAL COMMUNITY GROUPS AND ORGANISATIONS. FOR EXAMPLE AGE UK, WEST KENT MIND, RETIREMENT VILLAGES, COMMUNITY AND SPECIAL NEEDS GROUPS. ATTENDEES WILL ALSO BE ENCOURAGED TO SHARE WHAT THEY HAVE LEARNED (SUPPORTED BY LEAFLETS AND OTHER MATERIALS) WITH FAMILY, FRIENDS AND CARERS IN ORDER TO INCREASE WIDER AWARENESS OF HOW TO RECOGNISE AND AVOID SCAMS.

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

WE SEEK A DONATION TO EXPAND OUR SCAMS AWARENESS PROGRAMME TO SEVENOAKS TOWN; ENABLING US TO DELIVER 6 COMMUNITY SESSIONS, DIRECTLY REACHING OVER 120 VULNERABLE PEOPLE AND RAISING AWARENESS OF SCAMS MORE WIDELY ACROSS OUR COMMUNITY.

THE FUNDING REQUESTED WILL ENABLE US TO COVER THE FULL COST OF DELIVERING COMMUNITY-BASED INFORMATION SHARING SESSIONS INCLUDING PRINTING INFORMATION LEAFLETS AS ADVERTISING FOR SESSIONS AND SHARING INFORMATION WITH FAMILIES ETC., PRINTING SCAMS AWARENESS RESOURCES PACKS FOR USE BOTH DURING SESSIONS AND TO TAKE HOME, ALONG WITH STAFF TIME AND TRAVEL EXPENSES INCURRED BY THE SCAMS AWARENESS OFFICER IN PLANNING, PREPARING, DELIVERING AND EVALUATING THE SCAMS AWARENESS SESSIONS.

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 WROTE TO ALL PARISH COUNCILS WITHIN SEVENOAKS DISTRICT IN APRIL 2019 TO UPDATE THEM ON OUR ACTIVITIES AND TO SEEK FUNDING SUPPORT FOR OUR WORK IN SEVENOAKS DISTRICT. TO DATE WE HAVE RECEIVED A TOTAL OF £1200 IN GRANTS FROM THE FOLLOWING PARISHES (2019/20):

- OTFORD (£25/MONTH, WILL EQUAL £300 BY END OF 2019/20)
- ASH-CUM-RIDLEY (£300)
- CHEVENING (£100)
- KEMSING (£300)
- RIVERHEAD (£100)
- BADGERS MOUNT (£100)
- EYNESFORD (£75)
- FARNINGHAM (£150)
- HARTLEY (£150)
- KNOCKHOLT (£100)

WE HOPE TO RECEIVE FURTHER DONATIONS FROM OTHER SEVENOAKS PARISHES IN DUE COURSE.

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 HAVE RECEIVED £500 FROM SEVENOAKS LIONS TOWARDS SCAMS AWARENESS SESSIONS IN SEVENOAKS DISTRICT. APPLICATIONS HAVE ALSO BEEN SUBMITTED TO A NUMBER OF CHARITABLE TRUSTS TO EXPAND OUR SCAMS AWARENESS PROGRAMME ACROSS NORTH AND WEST KENT.

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

DURING THE PILOT PHASE OF THE SCAMS AWARENESS PROGRAMME, WE FOUND THAT MANY OF THE PEOPLE ATTENDING OUR SESSIONS HAD ALREADY EXPERIENCED A SCAM. MAUREEN'S STORY DEMONSTRATES HOW IMPORTANT IT IS FOR US TO GIVE VULNERABLE PEOPLE THE KNOWLEDGE AND CONFIDENCE TO AVOID SCAMS, BUT ALSO SUPPORT PEOPLE WHO HAVE BEEN AFFECTED. MAUREEN ATTENDED A SCAMS AWARENESS SESSION IN MAR 2019. A RECENTLY BEREAVED ELDERLY WOMAN, SHE APPROACHED OUR SCAMS AWARENESS OFFICER AFTER THE SESSION TO TELL HER ABOUT HOW SHE HAD BEEN TRICKED ON THE TELEPHONE BY SOMEONE SAYING THEY WERE FROM HER BANK. THEY TOLD HER SHE HAD TO TRANSFER ALL OF HER FUNDS INTO A DIFFERENT ACCOUNT, OTHERWISE HER FUNDS WOULD BE TAKEN. BELIEVING THEY WERE WHO THEY SAID THEY WERE, SHE TRANSFERRED THE MONEY AS REQUESTED. IT WAS ONLY THE NEXT DAY WHEN SHE CONTACTED HER BANK SHE LEARNED THEY WERE NOT WHO THEY SAID THEY WERE. UNFORTUNATELY BECAUSE SHE AUTHORISED THE TRANSFER SHE WAS UNABLE TO CLAIM ANY MONEY BACK. MAUREEN HAD LOST HER LIFE SAVINGS, LEAVING HER EMOTIONALLY AND FINANCIALLY VULNERABLE. DESPITE SUPPORT FROM HER FAMILY AND FRIENDS, SHE HAD STRUGGLED TO COPE WITH THE EXPERIENCE. MAUREEN TOLD US SHE WISHED SHE HAD ATTENDED ONE OF OUR SESSIONS EARLIER, FOR IF SHE HAD, SHE WOULD NEVER HAVE TRANSFERRED THE FUNDS. SHE REPORTED THAT THE SESSIONS HELPED HER TO FEEL CONFIDENT THAT SHE WOULD RECOGNISE A SCAM IN THE FUTURE, AND THAT SHE FELT LESS ALONE - BOTH KNOWING THAT HELP WAS AVAILABLE AND ALSO THAT SHE WAS NOT THE ONLY ONE TO BE FOOLED. OUR SCAMS AWARENESS OFFICER ARRANGED FOR MAUREEN TO RECEIVE SUPPRT FROM OUR ADVICE CENTRE, WHERE WE HAVE BEEN HELPING TO EXPLORE HER FINANCIAL OPTIONS AND ENSURE THAT SHE RECEIVED ALL THE SUPPORT TO WHICH SHE WAS ENTITLED.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£520,000

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

7 Months

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

£514,700

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 ARE EXTREMELY GRATEFUL FOR THE SUPPORT PREVIOUSLY RECEIVED. WE CONTINUE TO BENEFIT FROM THE IN-KIND SUPPORT OF SEVENOAKS TOWN COUNCIL THROUGH THE FREE HIRE OF THE COUNCIL CHAMBER FOR OUR VOLUNTEER TEAM MEETINGS. FURTHERMORE, WE HAVE RECEIVED THE FOLLOWING GRANTS:

2018 = £650 CAPITAL AND REVENUE EXPENDITURE - OFFICE EQUIPMENT AND INFORMATION SHARING EVENTS
2017 = £556.20 CAPITAL EXPENDITURE - ESSENTIAL OFFICE EQUIPMENT.
2016 = £750 CAPITAL EXPENDITURE - ESSENTIAL OFFICE EQUIPMENT.
2014 = £1628 CAPITAL EXPENDITURE - OFFICE REFURBISHMENT.
2012 = £1569 CAPITAL EXPENDITURE - TO SET UP A GATEWAY SERVICE IN SEVENOAKS LIBRARY AND SEVENOAKS AREA MIND.
2011 = £2000 REVENUE EXPENDITURE - TRAINING VOLUNTEERS.
2007 = £1320 REVENUE EXPENDITURE - TRAINING VOLUNTEERS.
2006 = £2000 CAPITAL AND REVENUE EXPENDITURE - FINANCIAL LITERACY.
2005 = £1040 CAPITAL EXPENDITURE - DEVELOPMENT OF TRAINING ROOM.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION? YES NO
 THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE  DATE 09/01/2020

NAME AND POSITION IN ORGANISATION: ANGELA NEWAY, CHIEF EXECUTIVE
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: CITIZENS ADVICE IN NORTH AND WEST KENT.

ADDRESS: BUCKHURST LANE, SEVENOAKS, KENT, TN13 1HW

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

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

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

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

- All relevant parts of the form completed
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NB Late applications will be reviewed at the following Grants meeting!



Seveoaks Town Council Application

Budget summary to deliver 6 scams awareness information sessions in Sevenoaks Town

Item	£
Scams information leaflets for participants + sharing with family, carers etc: 400x trifold leaflet = £80 + VAT	£ 96.00
Scams training / information pack for participants to use during sessions and take away: 150 copies, A4 20 pgs, printed in-house@ 5p/sheet	£ 150.00
Scams Awareness Officer time (planning, delivering and evaluating sessions) = 13 hours @ £14.95 incl. NI & pension	£ 194.35
Travel expenses: estimated £10 / session	£ 60.00
TOTAL	£ 500.35

Citizens Advice in North & West Kent

Unaudited Financial Statements

For the year ended 31 March 2018

Registered Charity No. 1082979

Company No. 3960538

Citizens Advice in North & West Kent

CHAIR'S REPORT

Chair's Report

Following last year's completion of the merger with CA Dartford this has been a year with different challenges – more complex advice, more vulnerable clients, greater regulation and an increasingly tight funding climate. It is only thanks to the constancy of our core funders and the dedication, enthusiasm and professionalism of our CEO, Angela Newey and her whole team of staff and volunteers that we have been able to face up to these challenges and continue to provide high quality advice to our clients. I cannot thank this team enough for their continued support which, with customer satisfaction at 99%, is clearly hugely appreciated by our clients.

We have seen this year a marked increase in the complexity of the cases that we are facing. Clients are arriving with more issues covering diverse problem types and appear to be more vulnerable and less supported than in the past. Common health difficulties for our clients include physical disabilities and ill-health as well as increasing numbers with mental health issues. We have provided increased support for these client groups through our specialist funded projects, and we are looking to focus further upon training volunteer specialists to meet anticipated demand as the population of our part of Kent continues to increase, possibly by 19% by 2030. Furthermore, the introduction of the Universal Credit benefit will necessitate more support for clients given the additional demands on client capabilities and we have been preparing our services to cope with the roll-out of full service UC in the latter part of 2018.

As we get into more complex advice areas the need to meet the various different regulatory standards and quality requirements becomes increasingly important. This has resulted in pressure on our advisers and staff to meet higher standards and to enhance training, quality control, and operational procedures. Whilst important to protect the reputation of both ourselves and our funders and to maintain the registrations that enable us to continue to deliver advice in such a wide range of complex areas, it does mean that a greater amount of trustee and staff time is spent on these issues. This of course will have an implication on how we allocate our resources in the future to ensure compliance with quality, data protection, and similar regulations for the foreseeable future.

I am pleased that our success in this, and the high quality of our advice work has been recognised not only through our continuing registration with the Financial Services Authority and our existing Advice Quality Standard mark but also through our award this year of the 'Centre of Excellence' from the London Legal Support Trust. This award was granted after a thorough assessment of our quality control procedures, governance, management and systems.

To support our volunteers and clients we have invested in new premises in Swanley and Dartford. The low availability of reasonable cost office space in the South East and our need to have fully accessible facilities for our clients and advisers creates particular difficulties in finding suitable space. However, when we do locate the right premises and outfit it appropriately, the positive effects for our clients can be tremendous. Our new Swanley premises within the Swanley Shopping Centre was opened officially in December 2017 by the National Citizens Advice patron, The Princess Royal. The event was a great opportunity to reward our volunteers and staff with a Royal visit and a great way to connect to our stakeholders and partner agencies. Since moving to the new premises, the Swanley advice centre has seen a doubling in client numbers and a fivefold increase in volunteer numbers. The move of our Dartford office during July 2018, while creating the inevitable short term upheaval, promises similar positive benefits to clients.

While the funding position of central and local government remains strained, we continue to rely on our local authorities (Dartford Borough Council, Gravesham Borough Council, Sevenoaks District Council and Tonbridge and Malling Borough Council) to fund our core advice service and are very grateful for their continued financial support. CANWK has continued to invest in its funding and development capabilities to generate additional

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2018

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 March 2018. The Trustees confirm that the report and financial statements of the charity comply with the current statutory requirements, the requirements of the company's governing document, and 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 2015) (Charities SORP (FRS 102)).

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name:	Citizens Advice in North & West Kent
Charity Registration:	1082979
Company Registration:	3960538
Registered Office:	Tonbridge Castle Castle Street Tonbridge TN9 1BG
Chief Executive:	Angela Newey
Company Secretary:	Michael Darbyshire
Bank:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner:	Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge Kent TN9 1BE

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES

For the year ended 31 March 2018

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Citizens Advice in North & West Kent is a registered charity and a company limited by guarantee. Citizens Advice in North & West Kent is also known and referred to as CANWK. The maximum liability of each member is limited to £1. At 31 March 2018 the company had 10 members (2017:12 members). Citizens Advice in North & West Kent is governed by its Memorandum and Articles of Association as amended in April 2015.

Citizens Advice in North & West Kent was incorporated as a company limited by guarantee on 30 March 2000. The charity commenced operations on that date at which date the assets and liabilities of the unincorporated Citizens Advice in North & West Kent were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community and must either reside or work in North and West Kent. An Elections Committee, made up of Trustees, the Company Secretary and chaired by the Chair is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Citizens Advice in North & West Kent through the provision of training courses and mentoring by established trustees.

Organisational Structure

Citizens Advice in North & West Kent is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Citizens Advice in North & West Kent and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

Related Parties

Citizens Advice in North & West Kent is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of Citizens Advice in North & West Kent in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2018

The principal activity of Citizens Advice in North & West Kent remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. This is provided through five local Citizens Advice centres in the Boroughs of Dartford, Gravesham, Tonbridge & Malling and Sevenoaks District. In addition to generalist advice the following specialist advisory services were provided:

- i) Welfare Benefit and Debt provision
- ii) Housing Advice
- iii) Immigration

Advisory services were provided through face-to-face consultations, telephone advice lines and various outreach services at community centres throughout the boroughs.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity. 160 volunteers contributed approximately 51,168 hours of work to the local Citizens Advice during the year. We estimate the value of this help at £919,005 in respect of the current year.

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

CANWK helped 8,218 clients with 23,366 different issues in 2017/18 (2016/17: 9,118 clients with 21,847 issues). The number of clients has slightly declined from the previous year, however, the number of issues has increased to an average of 2.8 per client. There appears to be a trend of increasingly vulnerable clients with more complex problems which take longer to assist and more support from our advisers. We provide our generalist service to all clients plus a number of separately-funded specialist projects to help those clients with specific support needs and/or who have particularly complicated issues.

The most common types of issue facing our clients are as follows:

Type of issue	Percentage
Benefits	27%
Debt	18%
Housing	11%
Relationships and family	10%
Employment	9%
Utilities and communications	6%
Other (tax, travel, etc.)	19%

While people sought our help with many different benefits problems, an increasing number are coming to us for assistance with benefits for when they are ill or disabled. In many instances, these problems concern complex mandatory reconsideration and appeal cases. Debt remains a continuing problem for many clients and this is exacerbated by the lack of social housing in our area and the increased cost of private rented accommodation. The significant external funding that has been made available to support energy related advice has allowed us to increase the number of clients we are helping in this area.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2018

visited all partners to ensure that they were aware of the expectations of the project and Big Lottery and as a consequence, there has been a marked improvement in Partners' performance in Year 2.

Throughout the year we have held quarterly partners' meetings and several drop-in sessions for clients at locations throughout CANWK's geographical area. We have also attended Big Lottery's annual Help Through Crisis conference in Birmingham and visited other Help Through Crisis projects at Ealing CVS and East End CA. A particular challenge of the Project is the ability to provide the softer outcomes. Obtaining feedback and retaining client engagement with the partners remains difficult but CANWK is not alone in this and we continue to look for ways to produce these outcomes for Big Lottery.

Migrant Integration and Support Partnership

We are in the second year of providing free immigration advice to the communities in north and west Kent. Our programme, MISP, is a multi-partner project, led by CANWK, with the aim to help new migrants integrate into the community, to access services and to avoid exploitation. The partners include The Gr@nd, Rethink Sahayak, and the Kent Equality Cohesion Council. Our aim is for each partner to respond to a client's needs according to their expertise. The project has already delivered significant outcomes for individual clients in terms of regularising immigration status, securing access to sources of financial and welfare support and improving the English language skills of participants. As well as helping individuals, we are using the project to develop and explore ways of providing a sustainable and good quality immigration service to our local community.

Comic Relief debt and money skills project

The three year funding that we received from Comic Relief in December 2015 enables CANWK to provide support for vulnerable people to address debt issues and gain the financial skills and confidence that can allow them to move on with their lives in a positive way. We support clients with specialist debt advice and provide both 1:1 and group budgeting and money skills sessions to ensure that clients have the practical skills and techniques that are essential to successfully manage their finances and avoid getting into or back into debt. CANWK works with Choices to deliver this project and this is the third and final year for this project providing debt advice for vulnerable individuals who have been affected by domestic abuse as well as group sessions for financial capability and budgeting. This project is working well this year and on target to meet its project objectives.

Money Advice Service Debt Advice Project

We continue to be a key delivery partner for MASDAP, funded from central government, by handling complex debt casework with clients. MASDAP funding enables us to provide debt advice through a combination of our volunteer force and debt advisors. In 2017/18 we were able to secure additional funds from this project which enabled us to support over 430 clients with their specialist debt problems. Requirements from the funder are stringent in terms of the qualifications and experience demanded of our debt workers; we have worked hard to comply as we believe this ensures that the service that we provide is of the highest quality. It should be noted, however, that the more heavily regulated the FCA licensed debt advice sector – which we are proud to be a part of - becomes, the greater the risk that providers will find it difficult to provide a cost effective and readily available service to their clients.

Energy projects

In the past year, we have continued to operate a number of energy-related projects including Energy Best Deal and Energy Best Deal Extra (EBDx), both funded by Citizens Advice, and the Big Energy Saving Network, funded by National Energy Action. These involved running group and one-to-one advice sessions through which we were able to provide 224 consumers, many of whom were vulnerable or in fuel poverty, with the information to help them take control of their energy costs and ensure they are getting all the help to which

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2018

National Citizens Advice has changed its training parameters and removed the separate shorter gateway programme. As such, new advisers at CANWK will now undertake full adviser training from September 2018 and those previously trained under the gateway model will receive further training to upskill to full adviser status.

Our telephone advisers were trained on how to use the new Adviceline telephone system which went live in May 2017, and all staff and volunteers had training in how to use the new case recording system, Casebook, which went live in June 2017. A new template for writing-up cases was introduced in March with a view to improving the quality of the write-up of cases and to ensure that key areas about the client's circumstances were explored and ensuring that informed consent was obtained for clients and up-to-date contact details recorded.

Premises

During the last year, we have had three major office relocations in Dartford, Swanley and Gravesend. Our Swanley office had been operating from the Swanley Link hub, however, the premises were not ideal as they only provided a very limited number of interview rooms and desk space, and no opportunity to train our volunteers. As such, our volunteer numbers dropped to four volunteers as some left or relocated to work from our other premises. We identified a retail shop in the central and accessible Swanley Retail Centre, and took a long lease from 2017. The premises were refurbished to provide three ground floor interview rooms and two flexible training and interview rooms on the first floor. We also had a very sizeable adviser room with training facilities. Following the grand opening in December 2017 by Citizens Advice Patron, The Princess Royal, we saw an immediate doubling of clients at the centre demonstrating the worth of the relocation project. A recruitment drive was initiated to build the volunteer base and there are now 19 advisers and two administration volunteers at our Swanley office.

Our Gravesend main office moved within the Gravesham Civic Centre in April 2017 to smaller premises. While our clients have not been impacted in accessing face to face delivery, the reduced space at Gravesend resulted in the telephone advice service moving to our Tonbridge office where the volunteer telephone advice staff now take calls for the whole CANWK area.

The lease for our Dartford main office at the Trinity Centre expired during June 2018 and we have secured a retail space in central Dartford at Copperfields. The shop has been refurbished to provide three accessible ground floor interview rooms and a flexible adviser and training room. The new premises opened in mid-July 2018.

Research and Campaigns

Research and Campaigns (R&C) activity is a vital activity of CANWK enabling us to campaign for better policies and laws that affect our clients, both locally and nationally. CANWK reports issues to central Citizens Advice to contribute to national campaigns. In the past year, CANWK made 133 evidence reports to the national body, with the highest number concerning issues relating to benefits problems and debt. 25 of the 133 reports concerned only two benefits: Employment and Support Allowance, and Personal Independence Payments reflecting the difficulties that people face in accessing these benefits for those that are ill or disabled.

In the past year, we held regular R&C cluster group meetings organised by an R&C volunteer from our Sevenoaks office; these meetings are attended by highly interested representatives from all five main CANWK offices and other West Kent local Citizens Advice organisations. The cluster group meetings ensure

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2018

Numerous grants relating to ongoing projects were received from National Citizens Advice:

- £41,206 in the current year from the Money Advice Service funded Debt Advice Project to deliver debt services. A total grant of £68,343 was awarded in April 2016 was for an initial period of 18 months ending September 2017 and was increased in value and extended to 31 March 2018.
- £23,750 received in the current year for Energy Champions to create specialist energy advisors and support clients with fuel poverty advice throughout the South East. A total grant of 367,500 was awarded in September 2016 was for a period of 18 months ending in March 2018.
- £6,600 in the current year for the provision of the Energy Best Deal Campaign advising consumers on energy related matters and activities which support the provision of energy advice. A total grant of £7,200 was awarded in January 2017 for a period of five months ending in May 2017 and a further grant of £3,000 received in December 2017 for four months ending March 2018.

New grants received this year from National Citizens Advice were as follows:

- £35,100 from the Energy Best Deal Extra Phase 2 programme to deliver face to face advice and assist clients in taking action in resolving energy issues.
- £2,000 to cover the cost of installing and running BT broadband in all our offices
- £300 to deliver the 2017 Big Energy Saving Week winter campaign, developing resources and consumer education actions relating to energy usage and cost.

Outreach services in Larkfield and Borough Green were funded by a £12,000 grant from Tonbridge & Malling Borough Council.

Big Lottery's Awards for All Scheme granted £10,000 towards the cost of refurbishment of the new Swanley premises and a further £10,000 towards the cost of the new Dartford premises.

Sevenoaks District Council awarded us a grant of £10,000 to enable disabled access at the new Swanley premises.

A grant of £10,000 was received from The London Legal Support Trust in recognition of our award as a Centre of Excellence for our advice service.

Grants totalling £10,559 (£5,559 in the current year) were received from the Kent Community Foundation to provide outreach services in Swanscombe (Land Securities Link Fund, The Lawson Endowment for Kent and The Kent Community Foundation Employability, Skills and enterprise Theme).

The Good Things Foundation (previously The Tinder Foundation) awarded a grant of £7,500 to support individuals in increasing their confidence in using HMRC online services.

The Department for Business, Energy and Industrial Strategy awarded a grant of £5,000 to deliver energy awareness and advice to front line workers and consumers.

The Snodland partnership awarded a grant of £5,000 to allow us to run an Outreach service in Snodland.

The Sir Thomas Smythe Charity provided a grant of £3,000 over 3 years towards supporting specialist benefit and debt advice in Tonbridge & Malling, this being the final year of the grant.

£556 was received from Sevenoaks Town Council to provide new chairs at the Sevenoaks and £250 was received from Swanley Town Council for new chairs at the Swanley office.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2018

A significant change to the benefits system, namely the introduction of the 'full service' Universal Credit benefit during mid to late 2018, is expected to have consequences in terms of advice demand. We have trained our advisers to help support people who are moving to this benefit for the first time given the requirement that the benefit is online application only. In addition, the benefit will require a greater ability by recipients to be able to budget the new monthly payments and we have increased financial capability training and resources within CANWK to meet this expected need. As more people move onto UC in the coming years, we will continue to need to support people with this benefit on an ongoing basis.

We will need to continue to source funding to meet legal advice gaps caused by the reduction in Legal Aid and similar support through maintaining an active and effective Development and Funding Team. We will look to innovative income sources to meet our needs as traditional funding routes remain static or decline.

While we plan further digital engagement sources for our clients, the vulnerability of our client base is such that the traditional telephone and face to face services need to be preserved. By their nature, face to face services are more resource intensive in terms of premises and the time needed with volunteers and staff. It is, however, an essential part of our plan to help those most in need and we will continue to dedicate considerable funding, advisers, staff, and management resource to maintaining our face to face advice provision. Our telephone service cannot currently meet the demand from clients. Some of the 'overflow' of calls is handled by the National Citizens Advice call centre but we aim to increase our own provision through further volunteer recruitment. The telephone service is important to CANWK as it is often a first step in reaching out for help and can assist those unable to get to a physical office due to mobility issues or caring responsibilities.

Our Research and Campaigns (R&C) activity has performed well this year and we would like to build on this performance with increased internal communication about R&C news and further connections with partnership organisations and stakeholders.

There has been a recent trend for increasing regulatory and quality control requirements by many agencies in areas including immigration, debt (Money Advice Service), and data protection (GDPR). This has a knock-on effect in terms of resourcing extra training, amending policies and procedures, and in providing additional case checking for quality control purposes. It appears that this trend is likely to continue and we will be ensuring that we provide sufficient governance, management and staff resources to meet these additional requirements.

Finally, one of our key differentiators as a member of the Citizens Advice network, is the support and oversight that we have from the national organisation, called Citizens Advice. National Citizens Advice provides effective information systems, a centralised and secure case recording system, as well as a rigorous continuous quality control programme and governance audit. Our relationship with national Citizens Advice gives assurance to our clients and other stakeholders that our training and advice is of the highest quality, and that our systems and information is secure and up to date. Our membership of the Citizens Advice network is an essential and highly positive factor in our success and we will sustain our membership and relationship with the national body for the future.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2018

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Funds in Deficit

No funds were in deficit at the balance sheet date.

Investment Policy

As required in its Memorandum paragraph 3.19, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

7. DIRECTORS' RESPONSIBILITIES

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

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

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

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

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.



Robin Thompson
Chair of Trustees

Date: 20th Nov 2018

Citizens Advice in North & West Kent

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME & EXPENDITURE ACCOUNT) For the year ended 31 March 2018

	Note	2018 Restricted £	2018 Unrestricted £	2018 Total £	2017 Total £
Income from:					
Donations & legacies	2	-	6,117	6,117	7,266
Charitable activities	3	310,567	449,287	759,854	694,946
Other (including fundraising)	4	-	41,264	41,264	13,248
Transfer from Dartford CAB		-	-	-	135,838
Total Income		310,567	496,668	807,235	851,298
Expenditure on:					
Raising funds	5	-	39,159	39,159	14,619
Charitable activities	5	276,022	471,953	747,975	640,403
Total expenditure		276,022	511,112	787,134	655,022
Net income/(expenditure) before transfers	6	34,545	(14,444)	20,101	196,276
Transfers between funds	12	(17,583)	17,583	-	-
Net movement in funds for the year		16,962	3,139	20,101	196,276
Reconciliation of funds					
Total funds brought forward	12	72,882	518,509	591,391	395,115
Total funds carried forward		89,844	521,648	611,492	591,391

Citizens Advice in North & West Kent

STATEMENT OF CASH FLOWS For the year ended 31 March 2018

	Note	2018 £	2017 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	43,081	159,012
Cash flows from investing activities			
Interest received		1,091	757
Capital Expenditure - Swanley Buildings		(114,940)	-
Net cash (used in)/provided by investing activities		(113,849)	757
Change in cash and cash equivalents in the year		(70,768)	159,769
Cash and cash equivalents at the beginning of the year		572,264	412,495
Cash and cash equivalents at the end of the year		501,496	572,264
A. Reconciliation of net income to net cash flow from operating activities			
Net income for the year <i>As per the Statement of Financial Activities</i>		20,101	196,276
Adjustments for:			
Interest receivable		(1,091)	(757)
Decrease/(Increase) in debtors		10,348	(25,771)
(Decrease) in creditors		(9,265)	(10,736)
Fixed assets transferred from Dartford CAB		-	(1,543)
Depreciation		22,988	1,543
Net cash provided by operating activities		43,081	159,012

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

1 ACCOUNTING POLICIES (CONTINUED)

1.4 Expenditure

Liabilities, and related expenditure, are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

All expenditure is accounted for on an accruals basis, and has been classified under expense categories that aggregate costs for allocation to an activity.

All expenditure directly related to the provision of advice services is included within charitable expenditure. Support costs incurred have been allocated between fundraising and publicity, and charitable activities as appropriate. Such costs have been allocated to Generalist Advice except where grant agreements permit them to be charged to projects funded by the grants.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition less depreciation. Depreciation is provided at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment	over 3 years
Computer equipment	over 3 years
Leasehold property improvements	over 5 years

1.6 Financial Instruments

The charity only has financial instruments which are classified as basic financial instruments. Short-term debtors and creditors are measured at the settlement value. Any losses from impairment are recognised in the Statement of Financial Activities.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are recognised at the invoiced cost prepaid.

1.8 Creditors

Creditors are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably. Creditors are recognised at the settlement amount.

1.9 Pension

The charity operates a defined contribution group personal pension plan for its employees. Payments are charged to the income and expenditure account in the period in which they are incurred.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

3	INCOME FROM CHARITABLE ACTIVITIES	2018 Restricted £	2018 Unrestricted £	2018 Total £	2017 Total £
	Grants funding CA services:				
	Dartford BC	-	99,750	99,750	24,938
	Gravesham BC	-	134,490	134,490	134,490
	Sevenoaks DC	-	72,697	72,697	72,697
	Tonbridge & Malling BC	-	101,000	101,000	107,000
	Grants funding Housing & Money Advice:				
	Gravesham BC	-	7,000	7,000	7,000
	Sevenoaks DC & WKHA	-	18,000	18,000	18,000
	Money Advice Service	41,206	-	41,206	27,764
	Big Lottery:				
	Awards for All - Swanley Relocation	10,000	-	10,000	-
	Awards for All - Dartford Relocation	-	-	-	10,000
	PATH - Help through Crisis	60,678	-	60,678	46,576
	MISP - Reaching Communities	66,068	-	66,068	49,133
	Grants from CitA				
	Broadband	2,000	-	2,000	-
	Energy Best Deal (EBDx)	35,100	-	35,100	34,720
	EBD Training	6,600	-	6,600	3,600
	Big Energy Saving Week	300	-	300	1,000
	Energy Champion	23,750	-	23,750	45,000
	CitA - Surveys	-	-	-	200
	Other:				
	Local Parish Councils	-	2,250	2,250	3,245
	Local Trusts & Community Grants	6,000	-	6,000	6,000
	Sevenoaks DC - Disabled Access	10,000	-	10,000	-
	The London Legal Trust	-	10,000	10,000	-
	The Good Things Foundation	7,500	-	7,500	7,500
	Gatwick Foundation	-	-	-	3,000
	KCC - Swanley Relocation	-	-	-	2,500
	KCC - Dartford CAB Relocation	-	-	-	1,000
	Kent Community Foundation	5,559	-	5,559	-
	Sevenoaks Town Council	556	-	556	-
	Swanley Town Council	250	-	250	-
	Comic Relief	30,000	-	30,000	30,000
	DECC: Energy BESN	5,000	-	5,000	5,000
	Smart Energy	-	-	-	3,812
	Charges to Dartford CA for management & telephone services	-	-	-	45,592
	Charges to local charities for Nellbooker	-	4,100	4,100	3,250
	Other income	-	-	-	1,929
		310,567	449,287	759,854	694,946

Comparative figures include restricted funds of £276,605.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2018

5 ANALYSIS OF EXPENDITURE	Fundraising & Bidding Development team	Generalist Advice & Information	Specialist Debt & Benefit Advice	Comic Relief project	Energy projects	MISP project	PATH project	Other projects	2017		2018		
									£	£	£	£	£
RAISING FUNDS													
Management & Accounting (see detailed support costs below)	39,159	-	-	-	-	-	-	-	-	-	-	39,159	14,619
Total Expenditure on Raising Funds	39,159	-	-	-	-	-	-	-	-	-	-	39,159	14,619
CHARITABLE ACTIVITIES													
Direct staff costs (note 7)	-	135,061	24,961	27,963	52,883	32,638	45,687	12,011				367,896	329,957
Other direct costs	-	182,734	2,761	2,177	3,959	2,872	7,669	2,992				205,163	155,441
Support costs (see detail below)	-	138,293	-	1,037	16,385	4,188	7,006	2,591				174,917	155,005
Total Expenditure by activity	-	456,088	27,722	31,177	73,226	39,699	60,361	17,593	17,593	17,593	17,593	747,975	640,403
TOTAL EXPENDITURE	39,159	456,088	27,722	31,177	73,226	39,699	60,361	17,593	17,593	17,593	17,593	787,134	655,022
DETAILED SUPPORT COSTS (in Raising Funds and Charitable Activities)													
Governance	-	13,755	-	837	500	2,238	5,006	-				24,003	23,549
Management & Accounting*	39,159	92,548	-	200	6,335	-	-	1,091				141,416	127,622
Office, IT & communication costs	-	9,002	-	-	9,550	1,950	2,000	1,500				25,669	16,910
Depreciation	-	22,988	-	-	-	-	-	-				22,988	1,543
Total Support Costs	39,159	138,293	-	1,037	16,385	4,188	7,006	2,591	2,591	2,591	2,591	214,076	169,624
-of which staff costs (note 7)												130,204	116,958
-other costs												83,872	52,666
												214,076	169,624

*Support Costs are allocated to restricted projects in accordance with the respective grant agreements. Otherwise they are charged to Generalist Advice

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

12	MOVEMENT IN FUNDS	Opening	Income	Expenditure	Transfers	Closing
		£	£	£	£	£
	<i>Year to 31 March 2018</i>					
	Restricted Funds					
	Dartford					
	Kent Community Foundation (from Dartford CAB)	3,391	-	(3,391)	-	-
	Awards for All - Dartford Relocation	10,000	-	-	-	10,000
	KCC - Dartford Relocation	1,000	-	(1,000)	-	-
	Energy Best Deal (EBDx)	-	9,000	(9,000)	-	-
	EBD Training	-	1,200	(960)	(240)	-
	CANWK					
	Comic Relief	4,321	30,000	(31,177)	-	3,144
	Energy Champion	3,924	23,750	(26,946)	-	728
	Energy Best Deal (EBDx)	-	26,100	(26,100)	-	-
	MISP - Reaching Communities	29,904	66,068	(39,699)	-	56,273
	PATH - Help through Crisis	14,719	60,678	(60,361)	-	15,036
	MASDAP	903	41,206	(42,109)	-	-
	Other Projects					
	Broadband	-	2,000	(1,380)	-	620
	Kent Community Foundation re Dartford	-	5,559	(1,516)	-	4,043
	The Good Things Foundation	-	7,500	(7,500)	-	-
	Snodland Partnership	-	5,000	(5,000)	-	-
	Sir Thomas Smythe Charity	-	1,000	(1,000)	-	-
	Gatwick Foundation	2,220	-	(2,250)	30	-
	EBD Training	-	5,400	(4,920)	(480)	-
	DECC - Energy BESN	-	5,000	(5,000)	-	-
	Big Energy Saving Week	-	300	(300)	-	-
	Awards for All - Swanley Relocation	-	10,000	(3,107)	(6,893)	-
	Sevenoaks DC -Disabled Access	-	10,000	-	(10,000)	-
	Sevenoaks Town Council	-	556	(556)	-	-
	Swanley Town Council	-	250	(250)	-	-
	KCC - Swanley Relocation	2,500	-	(2,500)	-	-
	Total Restricted Funds	72,882	310,567	(276,022)	(17,583)	89,844

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

12 MOVEMENT IN FUNDS (CONTINUED)

	Opening £	Income £	Expenditure £	Transfers £	Closing £
Unrestricted Funds					
General Fund - Gravesham	66,151	141,668	(111,923)	-	95,896
General Fund - Tonbridge & Malling	136,643	103,986	(83,747)	-	156,882
General Fund - Sevenoaks & Swanley	64,936	97,106	(153,512)	16,893	25,423
General Fund - Dartford	131,812	100,900	(95,049)	240	137,903
General Fund - CANWK	118,967	53,008	(66,881)	450	105,544
Total General Funds	518,509	496,668	(511,112)	17,583	521,648
Carried forward					
Total Restricted Funds	72,882	310,567	(276,022)	(17,583)	89,844
Total General Funds	518,509	496,668	(511,112)	17,583	521,648
Total Movement	591,391	807,235	(787,134)	-	611,492
Year to 31 March 2017					
Total Restricted Funds	3,910	282,810	(214,558)	720	72,882
Total General Funds	324,808	568,489	(374,574)	(214)	518,509
Total designated reserves	66,397	-	(65,891)	(506)	-
Total Movement	395,115	851,299	(655,023)	-	591,391

13 PURPOSES OF RESTRICTED FUNDS

Dartford CAB

Kent Community Foundation's Workmates and Schoolgates (WAS) project

A restricted fund from Kent Community Foundation - The Land Securities LINK Fund - to provide an outreach service in Swanscombe and help people get into useful employment, explore routes to furthering their education to improve life chances and assess their financial health and maximise their income.

Dartford Office Move (Awards for All)

A restricted fund provided by Big Lottery to assist with the relocation of the Dartford offices providing office furniture, laptops, carpeting, screening, partitioning

Dartford Office move (KCC)

A restricted fund provided by Kent County Council Members grant scheme to provide office furniture and intercom in the new Dartford offices

Energy Best Deal Extra Phase 2

A restricted fund provided by Citizens Advice to deliver face to face advice and assist clients in taking action in resolving energy issues

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

13 PURPOSES OF RESTRICTED FUNDS (CONTINUED)

The Gatwick Foundation's Benefits Support project	A restricted project funded by The Gatwick Foundation to provide a comprehensive advice service for vulnerable adults including preparing and representing clients at tribunals
Energy Best Deal Training	A restricted fund provided by Citizens Advice to provide information and advice on getting good deals with energy companies, assessing the most appropriate payment methods and accessing help and advice from Energy suppliers and Government for those struggling to pay their bills
Big Energy Saving Network BESN	A restricted fund provided by BEIS(Department for Business, Energy and Industrial Strategy) to deliver energy awareness and advice to front line workers and consumers
Big Energy Saving Week Winter Campaign 2017	A restricted fund for the development of resources and consumer education relating to energy usage and cost by minimising cost and maximising efficiency.
Awards for All - Swanley Office Expansion Project	A restricted fund from Big Lottery to provide office chairs, desks, TV screen and laptop in the new Swanley premises
Sevenoaks District Council - Swanley Disabled Access Grant	A restricted fund to provide disabled access at the Swanley office
Sevenoaks Town Council - Sevenoaks Waiting and Appointment Rooms	A restricted fund to provide new chairs for the appointment rooms and reception at the Sevenoaks office
Swanley Town Council - Swanley Office move	A restricted fund to purchase chairs for the Swanley office
Swanley Office Move (KCC)	A restricted fund provided by Kent County Council Members grant scheme and Swanley Town Council to provide office furniture in the new Swanley offices

Transfers

Transfers include grants allocated to capital expenditure for the Swanley office move.

Citizens Advice in North & West Kent

Unaudited Financial Statements

For the year ended 31 March 2017

**Registered Charity No. 1082979
Company No. 3960538**

Citizens Advice in North & West Kent

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Citizens Advice in North & West Kent

CHAIR'S REPORT

The past year has seen much change within the organisation both 'behind the scenes' and in the delivery of our services to the public. A major structural change was the incorporation of Citizens Advice Dartford ('CAD') into the Citizens Advice in North & West Kent ('CANWK') legal entity. This merger followed a period of successful partnership working where CANWK provided strategic and operational management for CAD. The CAD merger represents a final stage in the consolidation of our organisation across the North and West Kent region having previously merged three other Citizens Advice Bureaux within the CANWK structure over the past five years. We now cover an area with a population of over 450,000 serving the citizens within the boundaries of Dartford Borough Council, Gravesham Borough Council, Sevenoaks District Council, and Tonbridge and Malling Borough Council. The mergers have generated both operational and cost efficiencies as well as the ability to deliver a broader base of specialist services, which are funded by winning grants that would just not be made available to a smaller organisation. One of our chief tasks for the future is to consolidate and build upon the position of CANWK as the leading provider of free and impartial advice in the region.

The key to our mission is our people. Over 160 volunteers work at our local centres, at outreaches, and at events within the community, serving as face to face and telephone advisers, as administrators and as reception staff. We could not provide the service to the community without their support and enthusiasm to help those in need. I would also like to thank them and our staff for their forbearance as we have made changes to the organisation and in responding to the various premises moves that have occurred throughout the year. I am hopeful that there will be a period of consolidation for CANWK in the coming year which will give everyone an opportunity to catch their breath and feel embedded into the new structures and systems. We are continuously endeavouring for CANWK to be a welcoming and interesting environment in which our volunteers and staff choose to work and hope that the changes we have made will enable people to enjoy working in the organisation and take advantage of the wider opportunities that the larger CANWK offers. We aim to both retain our volunteer base and boost numbers in the year ahead building upon our new services.

Our services to the public have seen many changes this year. In Tonbridge, Gravesend and Dartford, the public will be aware that we have moved to smaller premises. These moves were necessitated by the need to allow the landlord to explore other commercial opportunities for the existing premises and our need to contain our office costs in the difficult South East property market. We are grateful to both our local authority landlords in Gravesham, Tonbridge & Malling and Sevenoaks and to the Holy Trinity Church in Dartford for supporting us in this regard. In some cases, the smaller premises have inevitably meant a drop in the number of clients that we can service, but we have continued to try and provide as full a service as possible and wherever possible provide full disabled access to those clients who need it. We continue to provide a full five day per week telephone service for clients as well as appointments at all centres.

During the year we have continued to provide our core advice service which is largely funded by our local authority funders. We have also seen the coming on stream of a number of large grant funded projects. The two largest have enabled us to establish an improved housing and a migrant integration advice service across the whole CANWK area, in addition to our existing debt and energy advice specialisms. Both these projects have allowed us to work closely with other partner organisations in the region and provide advice to many hundreds of clients facing homelessness and the issues of how to integrate into a new community.

I would like to take this opportunity to thank all our funders, both the local authorities in our area and the various grant providers, particularly the Big Lottery, for their generous support. It is this combination of funding that has allowed us to continue to provide such a broad base of both core and specialist advice to our clients across the whole region. As continued changes in the local and national environment impact the residents of North and West Kent, there will be an increasing demand for our free and impartial advice and

Citizens Advice in North & West Kent

CHAIR'S REPORT

we will therefore continue to explore all avenues to augment the very important funding that we get from our local authorities.

The challenges for the future are many and varied. Some are already evident such as the need to provide sufficient affordable housing and the need to address the inequities in the benefit system. Others that derive from the wider environment, such as Brexit, remain largely unknown. However, I believe that the structural changes that CANWK has made over the past five years, the dedicated people that we have, and the will to continue to provide a comprehensive advice service for our community, will mean that CANWK is very well-placed to face these challenges in the future.

In conclusion, I would like to thank my predecessor as Chair, Eddie Anderson, and all my fellow trustees for their dedicated support and help over the past year to bring us to the position we are in now. I look forward to working with you over the coming years to deliver the best service we can to all our clients across the CANWK region.

Robin Thompson
Chair

Citizens Advice in North and West Kent

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 March 2017. The Trustees confirm that the report and financial statements of the charity comply with the current statutory requirements, the requirements of the company's governing document, and 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 2015) (Charities SORP (FRS 102)).

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Citizens Advice in North & West Kent

Charity Registration: 1082979

Company Registration: 3960538

Registered Office: Tonbridge Castle
Castle Street
Tonbridge
TN9 1BG

Chief Executive: Angela Newey

Company Secretary: Michael Darbyshire

Bank: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

Independent Examiner: Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

The following people were directors/trustees of the charity on the date of approval of the report:

DIRECTORS/ TRUSTEES	ROLE	DATE ELECTED	DATE RESIGNED
Robin Thompson	Chairman	06.12.2016	
Matthew Wilson	Hon Treasurer	31.01.2017	24.07.2017
Maureen Newell		08.07.2002	
Jeff Black		21.11.2013	
Selwan Yousif		25.03.2013	
Peter Conway		27.04.2015	
Louise Bryant		24.07.2017	
Martin Miles		24.07.2017	
Paul Drury		27.04.2015	
Nicola Samels		23.02.2016	
Christine Grosskopf		06.12.2016	
Richard Lees		03.03.2017	
Edwin Anderson	Ex Chairman		03.03.2017
Martin Wells	Ex Deputy Chairman		02.05.2017
John Dutton	Ex Treasurer		25.10.2016
Peter Davis			19.07.2016
Ann McCawley		06.12.2016	02.05.2017

The following people were entitled to attend Board meetings but had no vote:

EX OFFICIA MEMBERS	ROLE	ELECTED BY	DATE RESIGNED
Cllr John Burrell		Dartford Borough Council	
Cllr Lesley Boycott		Gravesham Borough Council	
Cllr Avril Hunter		Sevenoaks District Council	
Cllr Sue Murray		Tonbridge & Malling Borough Council	
Paul Bennett	Volunteer representative		19.07.2017
Ron Edwards	Volunteer representative		
Sue Simons	Volunteer representative		
David Ross	Volunteer representative		
Jackie Spilby	Volunteer representative		19.07.2016

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Citizens Advice in North & West Kent is a registered charity and a company limited by guarantee. Citizens Advice in North & West Kent is also known and referred to as CANWK. The maximum liability of each member is limited to £1. At 31 March 2017 the company had 12 members (2016:11 members). Citizens Advice in North & West Kent is governed by its Memorandum and Articles of Association as amended in April 2015.

Citizens Advice in North & West Kent was incorporated as a company limited by guarantee on 30 March 2000. The charity commenced operations on that date at which date the assets and liabilities of the unincorporated Citizens Advice in North & West Kent were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community and must either reside or work in North and West Kent. An Elections Committee, made up of Trustees, the Company Secretary and chaired by the Chair is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair. The Reference and Administrative Details above identifies the constituencies that elected each of the current trustees. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Citizens Advice in North & West Kent through the provision of training courses and mentoring by established trustees.

Organisational Structure

Citizens Advice in North & West Kent is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Citizens Advice in North & West Kent and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public

Related Parties

Citizens Advice in North & West Kent is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of Citizens Advice in North & West Kent in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

Major risks

Citizen Advice in North & West Kent has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end Citizens Advice in North & West Kent is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources and our reserves policy as stated below. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

3. OBJECTIVES AND ACTIVITIES

Objects

The Charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the population resident in the Boroughs or Districts within Dartford, Gravesham, Sevenoaks and Tonbridge & Malling in the County of Kent also through partnership and other arrangements with other Bureaux throughout the whole of the United Kingdom.

Objectives, Strategies and Activities for the Year

Citizens Advice in North & West Kent aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

In addition to the continuing provision of high quality advisory services to the local community the primary objectives for the year were to extend the means of service provision to include telephone advice, and to establish a specialist debt advisory service staffed by appropriately qualified personnel.

To obtain the necessary funding to provide the additional services applications were made to various local and national providers of community finance. Advertisements were placed in the local press for advisory staff both as paid employees and volunteers, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

Public Benefit Required

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

The principal activity of Citizens Advice in North & West Kent remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. This is provided through four local Citizens Advice bureaux in the Boroughs of Dartford, Gravesham, Tonbridge & Malling and Sevenoaks District. In addition to generalist advice the following specialist advisory services were provided:

- i) Welfare Benefit and Debt provision
- ii) Housing Advice
- iii) Immigration

Advisory services were provided through face-to-face consultations, telephone advice lines and various outreach services at community centres throughout the boroughs.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity. 160 volunteers contributed approximately 45,372 hours of work to the local Citizens Advice during the year. We estimate the value of this help at £792,287 (CANWK with CAD) in respect of the current year.

4. ACHIEVEMENTS AND PERFORMANCE

Merger with Citizens Advice Dartford

Having worked in partnership since 2015, CANWK formally merged with Citizens Advice Dartford (CAD) on 31 December 2016. The merger has generated both increased efficiencies through use of shared resources, improved standardisation of quality of advice and the ability to deliver a broader range of advice across all our local advice centres. We have worked hard to ensure that clients and volunteers remain largely unaffected by the 'behind-the-scenes' operational changes so that the front end of advice delivery continues to be focused around each local office and its cadre of staff and volunteers. To emphasise this and preserve the local connection, each local advice centre will continue to use its town or borough name, such as Citizens Advice Dartford.

Charitable Activities

This report incorporates the full year's performance of CANWK with CAD following the merger earlier this year. The combined CANWK entity helped 9,118 clients with 21,847 different issues in 2016/17 (2015/16: 12,508 clients with 25,996 issues). The reduction in client numbers from the previous year is due to a number of factors. First, a major project, The Advice Services Transition Fund, came to an end early in the year; second following a reduction in funding we closed one advice day in Tonbridge; third following some continuing problems with our premises at Swanley we moved to the Link, which can only accommodate a limited capacity of clients. We are in discussion to gain access to further interview rooms in Tonbridge and have just moved into new premises in Swanley. We expect these two factors, plus a full year's contribution from our major grant funded projects, to allow an increase in client numbers during 2017/18.

Despite this fall in absolute numbers, we have continued to provide a broad range of core and specialist advice and our telephone advice service has seen an increase in calls by 15%.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

The most common types of issue facing our clients are as follows:

Type of issue	Percentage
Benefits	24%
Debt	21%
Housing	10%
Relationships and family	9%
Employment	8%
Utilities and communications	7%
Other (tax, travel, etc.)	24%

While people sought our help with many different benefits problems, an increasing number are coming to us for assistance with benefits for when they are ill or disabled. In many instances, these problems concern complex mandatory reconsideration and appeal cases. Debt remains a continuing problem for many clients and this is exacerbated by the lack of social housing in our area and the increased cost of private rented accommodation. The significant external funding that has been made available to support energy related advice has allowed us to increase the number of clients we are helping in this area.

Generalist service

In addition to our main offices in Dartford, Gravesend, Sevenoaks, Swanley and Tonbridge, we continue to run successfully a number of outreaches to support those clients from smaller communities, who either cannot or would prefer not to attend one of the main centres. These outreaches are at Aylesford, Borough Green, Larkfield, New Ash Green, Northfleet, Otford, Snodland, Swanscombe and The Evening Outreach. The majority of our advice provision is given by trained volunteers supported by paid supervision staff. Over 160 volunteers operate from our main local centres at Dartford, Gravesend, Sevenoaks, Swanley, and Tonbridge. First contact can be either by telephone (66% of people) or face to face (31% of people). Many of those whose issue is too complex to resolve immediately, or where the client is particularly vulnerable, we will arrange a face to face interview with one of our generalist advisers, so that any paperwork can be more easily reviewed. In the past year, over 2,200 face to face interviews were carried out with clients. Our clients continue to report a high 99% satisfaction rate with our advice service.

Specialist services

In addition to our core advice service we provide a range of enhanced specialist advice accessible from all of our advice centres. While some of these specialisms are provided from core funds, much is enabled through our development team, having successfully bid for a number of grants to fund specific specialist advice services. Greater success in these bids is one of the benefits that has been generated by the formation of NWK, as such grants are in practice only available to organisations of a certain size. The main programmes are as follows:

Benefits project

We continue to see many clients who struggle to understand how to claim the right benefit and / or find that they need to go through an appeal process, particularly for the more complex benefits relating to disability. Our benefit specialists provide in-depth help in the most complex of benefits problems, such as tribunal appeals. Our specialist benefits project helped gained £225,214 of income for 62 clients (average £3,632) primarily for disability and illness benefits (such as Employment and Support Allowance, and Personal Independence Payments). This project is primarily funded from core funds with the Gatwick Foundation funding £3,000 this year.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES

For the year ended 31 March 2017

Employment specialists

Despite the reduction in unemployment, the increasing use of zero hours contracts and the introduction of the living wage has continued to generate many clients requiring support on employment issues. Our specialist volunteer employment advisers support clients with the more complex cases, such as employment tribunal claims and dismissal issues. In the past year, the team has supported many clients, including three who were awarded £24,500 following successful tribunal hearings and one who was awarded a £6,100 redundancy payment. This project is funded from our core funds.

Prevention of Actual and Threatened Homelessness

Having identified the absence of a collaborative partnership across the Third Sector to assist homeless clients, we successfully bid for a tranche of Big Lottery funding to address this in 2015/16. The PATH project, a CANWK-led five year multi-partner programme to assist clients facing housing difficulties and homelessness, is the result. The project is now fully up and running with partners including Choices, Porchlight, the Samaritans, West Kent Mind, West Kent Mediation, and West Kent Debt Advice. Each partner contributes to the programme according to their specialism with the aim to provide a holistic 'wrap-around' service for the client with on-referral between partners as needed. This includes the full spectrum of support from the provision of advice on rent arrears, income maximisation and threat of eviction to helping rough sleepers of all ages and offering hostel accommodation to young homeless people. In its first year of operation, PATH has helped over 500 clients.

Migrant Integration and Support Partnership

Having also identified a gap in immigration services, in 2015/6 we successfully bid to the Big Lottery for Reaching Communities money to provide free immigration advice to the communities in North and West Kent. The resultant programme, MISP, is a multi-partner project, led by CANWK, with the aim to help new migrants integrate into British society, to access services and to avoid exploitation. The partners include The Gr@nd, Rethink Sahayak, and the Kent Equality Cohesion Council. As with the PATH programme, the aim is for each partner to respond to a client's needs according to their expertise with each partner referring the client to another for delivery of a particular element. MISP is in its first year of operation but has already seen excellent outcomes for clients in, for instance, regularising immigration status and improving use of English language.

Comic Relief debt and money skills project

Following our work with the ASTF partnership, we recognised the importance of providing support to resolve debt problems which are increasingly common in abusive and broken relationships. The three year funding that we received from Comic Relief in December 2015 helps people in financial difficulty who have or are experiencing domestic abuse or are otherwise similarly vulnerable. We are working in partnership with the domestic abuse charity, Choices, which provides immediate help with refuges and counselling. CANWK then supports clients to rebuild their lives financially through teaching budgeting and money skills and advice on how to resolve debt problems that seem to be a frequent result of relationship break down.

Money Advice Service Debt Advice Project

We continue to be a key delivery partner for MASDAP, funded from central government, by handling complex debt casework with clients. MASDAP funding enables us to provide debt advice through a combination of our volunteer force and debt advisors. In 2016/17 we supported over 200 clients with their specialist debt problems under the MASDAP project. The funding for the project runs until 31 March 2018, and, following our successful delivery over the past year and the demonstrable high demand for debt assistance across the NWK area, has recently been increased to one full time equivalent staff role. While requirements from the funder are stringent in terms of the qualifications and experience demanded of our debt workers, we have worked hard to comply as we believe this ensures that the service that we provide is

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

of the highest quality. All our debt advisors, voluntary and paid, have completed the Money Advice Service's Giving Good Debt Advice exam.

Energy projects

In the past year, we have operated a number of energy-related projects, funded through Citizens Advice, Energy Best Deal, the Department of Energy and Climate, and the Big Energy Saving Network. Our major project is in providing the Energy Champion for part of the South East region supporting other local Citizens Advice to help their clients. The Energy Champion raises awareness of how to save money through switching suppliers or finding cheaper tariffs and gives information on available initiatives for energy efficiency. The Energy Champion also influences local policy makers on energy matters. In addition, we have run group and one-to-one energy advice sessions with clients to aid in finding cheaper energy tariffs, to switch from Prepayment Meters, and to access other support, such as the Warm Home Discount or the Priority Services Register

Tax issues project - Good Things Foundation (formerly Tinder Foundation)

This project is funded via central government (HMRC) and enables CANWK to help clients facing difficulties with income tax problems or with child benefit or tax credits issues. For clients without appropriate computer-use skills, which can be an impediment to accessing some government services, we also act to refer clients to our partner organisations to receive digital skills training.

Gatwick Foundation

This smaller project supports our benefits specialist work for our clients.

Advice Together

As part of our aim to work with other agencies to provide the most effective and joined up advice to our clients we put significant effort into being an active participant of the Advice Together network. This is a network of over 30 advice providers across north and west Kent which uses an online secure referral system to easily refer clients to each other for support. The network was established as part of a previous CANWK Big Lottery-funded project. While the project funding has now ceased, the project is self-sustaining through small contributions by the project partners. Advice Together meets regularly for partner news updates and to share best practice. Their website is www.advicetogether.org.uk

We are aware of the lack of free or low cost legal services within the region, especially since the withdrawal of much government-funded Legal Help. We are endeavouring to fill this legal advice gap.

Training

We have continued our investment in training during the year for both new and experienced advisors. During the year, 35 new advisers were trained to provide initial gateway advice. We also ran a series of modular courses to teach more experienced advisers on specialist topics such as how to use the Quick Benefits calculator tool, or in employment, consumer, or debt issues. We fully support our new advisers through supervised on-the-job training in interview skills as well as checking their work to reassure the adviser and our clients that nothing is missed.

Our debt advisers have had external specialist training to be able to meet the highly stringent requirements under the Money Advice Service Debt Advice Project. In addition, we have been providing training to our telephone advisers for the switch to the new telephone service, Adviceline, and for all our staff and volunteers for the new case recording system, Casebook.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

The opening of the new Swanley premises (see premises section below) will provide an excellent venue for training new volunteers as we push ahead with our drive to increase overall volunteer numbers in 2017/18.

Premises and other operational changes

In the past year, we had three major relocations at our local advice centres. In August 2016, we moved our Tonbridge advice centre from the River Walk premises, to enable a redevelopment by the landlord, to the Tonbridge Castle Council offices. While the move was successfully completed with little disruption to the advice service, the reduction in client interview rooms has meant that the drop in service at this location is more limited. Our group telephone service continues to operate from here as well as an appointments service. We are in discussion with our landlords at Tonbridge Castle to gain use of further client interview rooms and hope to increase the drop-in service in due course.

In April 2017, we relocated our Gravesend local advice centre within the Gravesham Civic Centre. The offices are smaller, and so we aim to deliver the same level of service as before by reorganising our staffing and opening on a fourth day.

At Dartford, we relocated within the Trinity Centre in December 2016. The landlord is hoping to provide us with three new interview rooms within the courtyard.

At Swanley, the local advice centre has been operating from The Link, while we finalised agreement for a more permanent base. We have now secured a unit in the central shopping centre, between Wilko and Specsavers. A full refurbishment of the premises to provide interview rooms, adviser workspace and training rooms, is nearing completion and we expect to start full operational use in the near future. Not only are we planning to use this unit as a base for our Swanley advice hub, we will also be running our area wide projects from here and potentially making the space available to other similar organisations so it can provide an active advice hub for the community.

Research and Campaigns

The year has seen significant changes to the way Research and Campaigns operates with an enhanced national profile reflected in our local work. Over the last year we have been involved in projects helping clients with Migrant Support issues, Preventing Homelessness and Energy Best Deal, as well as ongoing regular advice work. The role of Research and Campaigns is to bring together the information obtained through all this work and draw out issues to focus campaigning efforts nationally and/or locally, as appropriate.

The introduction of the Leadership Self-Assessment required by Citizens Advice highlights the importance of this part of our work. Maureen Newell was appointed as the trustee with particular responsibility for Research and Campaigns, and a new Research and Campaigns Coordinator, Alison Ruff, was appointed in March 2017. They will be coordinating and supporting the Research and Campaigns volunteers in the local offices.

Research and Campaigns issues are regularly included in training, monthly staff meetings, morning briefings, trustee board meetings and in our business plan and are an integral part of our core and project work. As such funding for it is routinely included in our funding bids.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

Examples of practical activities we have undertaken in 2016-17:

- Attendance at Local Research and Campaigns Forums and events at Citizens Advice Headquarters.
- Attendance at local community and carers' events – for example, to raise awareness of issues facing older people in the community and their rights.
- Engagement with local councils and MPs about wording of Council Tax letters, payment of Discretionary Housing Payments, Universal Credit and adopting the Citizens Advice protocol on collection of Council Tax arrears (Sevenoaks).
- Attended other local events, forums and area strategy meetings to ensure issues facing our clients are taken fully into account by local service providers, for example, the Welfare Benefits Forum at Sevenoaks District Council.
- Strengthening of Advice Together partnership with new members, newsletters, use of Nellbooker for client referral and sharing of information and activities.
- Regular meetings of the North West Kent Research and Campaigns Cluster Group (as a result of this, one of our volunteers, Kate Britten was a consultee on Cluster Group Development for Citizens Advice).
- Preparation for introduction of Casebook, our new Case Recording system, to ensure that the information we collect from clients can be used to inform our Research and Campaigns work.

5. FUTURE PLANS

Our overall aim for the future is to continue to provide the best advice service possible for our communities at a time when we expect continued expanding demand for our services. The challenges are many and varied. Some are already evident such as the need to provide sufficient affordable housing and the need to address the inequities in the benefit system. Other that derive from the wider environment, such as Brexit, remain unknown, but we will look to provide as much support as we can to our communities in these difficult times.

We will continue to keep under review the scope of our advice service and extend it as and where we identify significant demand. In doing this we will pay due regard to the views of the local authorities in the NWK area, our core funding providers, our partner organisations and the messages generated by our research and campaign activities. An example of where we are currently looking is to see how we can best provide an increased level of legal support to our clients, particularly in relation to family and relationship matters. We are also anticipating possible increased demand for support following the continued roll-out of the Universal Credit benefit which will occur later in 2017.

We will look to continue to drive forward the delivery of major and smaller multi-partner projects that provide specialist advice to our communities. We aim to integrate these projects within our advice service centres to ensure that the programmes are operating as effectively as possible. A focus in the coming year will be to maximise the learning from these projects, alongside the wider generalist advice service, to enhance our delivery and provision of all round advice to our communities.

We will look to expand our volunteer base, as our premises allow, and provide both general and specialist advice training to all our advisers. Above all we will look to maintain a working environment in which people want to come and work and allows them to make the most of their potential.

We will continue to work hard to identify new relevant sources of funds. It is the combination of funding sources that allow us to provide a broad base of general and specialist advice that is so valued by our communities. Sustainability of the specialist services in the long term is an always ongoing concern. We will both continue to look at how to integrate the delivery of specialist and generalist services and also look at

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES

For the year ended 31 March 2017

how to sustain funding for some of the specialist services that are not covered by the core funding from our local authority funders. This will mean looking for new sources of project funding for certain types of advice.

Fundraising Activities

We have secured funding from The Big Lottery for two major projects commencing this year.

- £500,000 from the 'Help through Crisis Fund' over a period of five years to deliver the Preventing Actual and Threatened Homelessness (PATH) project. Together with our partner organisations, West Kent Mediation, Porchlight, West Kent Debt Advice, West Kent Mind, Choices and the Samaritans we will provide advice on housing, debt and benefits. CANWK received £46,576 in the current year.
- £500,000 from the 'Reaching Communities Fund' over a period of five years to deliver the Migrant Integration and Support Partnership (MISP) project. Together with our partner organisations, Kent Equality Cohesion Council (KECC), The Gr@nd Healthy Living (The Gr@nd) and Rethink Mental Illness we will improve access to and make increased use of immigration advice services by migrant communities. In addition MISP will provide easy access to Rapid English courses to hasten integration and lessen isolation in communities and support vulnerable immigrants suffering mental health problems. CANWK received £49,133 in the current year.

Comic Relief awarded a three year grant of £120,741 which commenced on 1st December 2015. This grant allows us, with our partner organisation Choices, to offer both specialist financial help and support for vulnerable adults. CANWK received £30,000 in the current year.

Numerous grants were received from Citizens Advice:

- £67,500 (£45,000 received in the current year) for Energy Champions to create specialist energy advisors and support clients with fuel poverty advice throughout the South East. This grant was for a period of 18 months ending in March 2017.
- £34,720 from the Energy Best Deal Extra Phase 2 programme to deliver face to face advice and assist clients in taking action in resolving energy issues.
- £40,579 (£27,764 in the current year) from the Money Advice Service funded Debt Advice Project to deliver debt services. This grant was for a period of 18 months ending September 2017 and has been extended to 31 March 2018.
- £7,200 (£3,600 in the current year) for the provision of the Energy Best Deal Campaign advising consumers on energy related matters and activities which support the provision of energy advice. This grant runs until 31st May 2017.
- £1,000 to deliver the 2016 Big Energy Saving Week winter campaign, developing resources and consumer education actions relating to energy usage and cost.

Outreach services in Larkfield, Kings Hill and Borough Green Library were funded by a £12,000 grant from Tonbridge & Malling Borough Council.

Grants totalling £10,785 (£6,205 in the current year) were received from the Kent Community Foundation to provide outreach services in Swanscombe (Land Securities Link Fund) and St Mary's Church, Greenhithe.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

A grant of £10,000 was received from Big Lottery's Awards for All Scheme to cover relocation costs for the service in Dartford.

The Good Things Foundation (previously The Tinder Foundation) awarded a grant of £7,500 to support individuals in increasing their confidence in using HMRC online services.

The Department of Energy and Climate Change awarded a grant of £5,000 to deliver energy awareness and advice to front line workers and consumers.

The Snodland partnership awarded a grant of £5,000 to allow us to run an Outreach service in Snodland.

Smart Energy GB provided a grant of £3,812 to enable provision of energy advice through hosting of pop-up shops and sharing of information about smart meters.

Grants totalling £3,500 were received from the Kent County Council Local Member Grant Scheme to provide funds to cover the purchase of office equipment/furniture following the relocation of the Dartford and Swanley offices.

The Gatwick Foundation awarded a grant of £3,000 to enable the provision of specialist benefits support to the vulnerable.

The Sir Thomas Smythe Charity provided a grant of £3,000 over 3 years towards supporting specialist benefit and debt advice in Tonbridge & Malling.

Donations were also received with gratitude from local parish councils, local community groups and organisations, the Friends of Sevenoaks and members of the public.

Citizens Advice in North & West Kent is very grateful to all those who donated funds to the Bureaux to enable us to provide a service to our community and to assist us in developing new services.

Investment Activities

The charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

The charity is only too well aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to seek additional sources of funding for its services

6. FINANCIAL REVIEW

Financial Position

Following a merger with Citizens Advice Dartford, the net assets of Citizens Advice Dartford totalling £135,843 were transferred to the company on 31 December 2016.

Incoming resources in the year were £851,298, including the £135,843 transfer from Dartford CAB. (2015/6 £718,691). Of this £282,810 (£267,458) related to project restricted activities.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

A surplus of £196,276 was made in the year (2015/16 £48,613) and includes the £135,843 transfer from Dartford CAB. At 31 March 2017 total reserves were £591,391 of which £518,509 represented unrestricted funds.

Reserves Policy

CANWK seeks to ensure that free funds are available in each financial year to meet any reasonably foreseeable contingency. CANWK maintains a projection of income for at least 3 years ahead and seeks to ensure this continues to be derived from as wide a variety of sources as possible. CANWK will take appropriate steps to ensure that at no time within this period would it be likely for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide the services for which it is established.

In reviewing the potential costs that could arise should a significant reduction in income arise, the Trustees have determined that 'free' reserves should be maintained to cover at least the following elements:

- The estimated lease costs of any premises CANWK occupies through to the end of the contracted lease term, or such shorter period as the Trustees consider reasonable given the relationship with the respective landlords and/or the ability of CANWK to dispose of the residual lease interest
- Redundancy costs in respect of all contracted employees
- Un-depreciated Fixed Asset expenditure, except to the extent the Trustees consider the respective assets hold any material disposal value
- Any one-off expenditure yet to be incurred but which is contractually committed
- Four months' normal operating costs excluding the above elements, depreciation on Fixed Assets and costs directly attributable to restricted projects which are covered by the funding sources on those projects. These operating costs are based upon the latest current financial year forecast and the budget as adopted by the Trustees
- Any budgeted shortfall in the most recently budget approved by the Trustees

The General Fund stood at £518,500 at the end of the year. This represented a surplus over the policy described above of £53,400.

It is the Trustees' policy that the General Fund be designated over the four regions from which the opening funds brought into the merged organisation and to ensure that those funds are spent within the same respective regions.

Principal Funding Sources

Dartford Borough Council, Gravesham Borough Council, Sevenoaks District Council and Tonbridge & Malling Borough Council all continued to support the core operating capacity of the charity. Additionally project-specific funding was received from Big Lottery, Kent County Council, the Money Advice Service, Comic Relief, Energy Providers, The Good Things Foundation and Central Citizens Advice. Local benefactors and parish councils have also contributed significant sums. The Trustees extend their sincere gratitude to all these bodies.

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Citizens Advice in North & West Kent

REPORT OF THE DIRECTORS AND TRUSTEES For the year ended 31 March 2017

Funds in Deficit

No funds were in deficit at the balance sheet date.

Investment Policy

As required in its Memorandum paragraph 3.19, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

7. DIRECTORS' RESPONSIBILITIES

Company Law and Charity Law require the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Citizens Advice in North & West Kent and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, and explain where they haven't been followed, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Citizens Advice in North & West Kent and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Robin Thompson
Chair of Trustees

Date: 24 October 2017

Citizens Advice in North & West Kent

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CITIZENS ADVICE IN NORTH & WEST KENT

I report on the accounts of the company for the year ended 31 March 2017 which are set out on pages 19 to 34.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- 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 statement

My examination was carried out in accordance with 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
 have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Samantha Wells FCA CTA
 Chartered Accountant
 Date: 24 October 2017

Lindeyer Francis Ferguson Limited
 North House, 198 High Street
 Tonbridge, Kent TN9 1BE

Citizens Advice in North & West Kent

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME & EXPENDITURE ACCOUNT) For the year ended 31 March 2017

	Note	2017 Restricted £	2017 Unrestricted £	2017 Total £	2016 Total £
Income from:					
Donations & legacies	2	-	7,266	7,266	9,819
Charitable activities	3	276,605	418,341	694,946	692,599
Other (including fundraising)	4	-	13,248	13,248	16,273
Transfer from Dartford CAB	18	6,205	129,633	135,838	-
Total Income		282,810	568,488	851,298	718,691
Expenditure on:					
Raising funds	5	-	14,619	14,619	19,623
Charitable activities	5	214,558	425,845	640,403	650,455
Total expenditure		214,558	440,464	655,022	670,078
Net income before transfers	6	68,252	128,024	196,276	48,613
Transfers between funds	12	720	(720)	-	-
Net movement in funds for the year		68,972	127,304	196,276	48,613
Reconciliation of funds					
Total funds brought forward	12	3,910	391,205	395,115	346,502
Total funds carried forward		72,882	518,509	591,391	395,115

Citizens Advice in North & West Kent

BALANCE SHEET as at 31 March 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	8	-	-
		<u>-</u>	<u>-</u>
Current assets			
Debtors	9	62,004	36,233
Cash at bank and in hand		572,264	412,495
		<u>634,268</u>	<u>448,728</u>
Creditors: amounts falling due within one year	10	(42,877)	(53,613)
Net current assets		<u>591,391</u>	<u>395,115</u>
Net assets		<u><u>591,391</u></u>	<u><u>395,115</u></u>
Funds of the Charity			
Unrestricted funds			
General funds	12	518,509	324,808
Designated funds	12	-	66,397
Restricted funds	12	72,882	3,910
		<u>591,391</u>	<u>395,115</u>

For the year ending 31st March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006.

The financial statements were approved by the Board of Directors on 24 October 2017 and signed on the board's behalf by:

Robin Thompson
Chair of trustees

Company Registration No: 3960538

Citizens Advice in North & West Kent

STATEMENT OF CASH FLOWS For the year ended 31 March 2017

	Note	2017 £	2016 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	159,012	6,774
Cash flows from investing activities			
Interest received		757	1,126
Net cash provided by investing activities		757	1,126
Change in cash and cash equivalents in the year		159,769	7,900
Cash and cash equivalents at the beginning of the year		412,495	404,595
Cash and cash equivalents at the end of the year		572,264	412,495
A. Reconciliation of net income to net cash flow from operating activities			
Net income for the year		196,276	48,613
<i>As per the Statement of Financial Activities</i>			
Adjustments for:			
Interest receivable		(757)	(1,126)
(Increase) in debtors		(25,771)	(19,364)
(Decrease) in creditors		(10,736)	(22,789)
Fixed assets transferred from Dartford CAB		(1,543)	-
Depreciation		1,543	1,440
Net cash provided by operating activities		159,012	6,774

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

1 ACCOUNTING POLICIES

1.1 General information

Citizens Advice in North & West Kent is a charitable company limited by guarantee and incorporated in England and Wales (charity number 1082979, company number 3960538). In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member. The address of the registered office is Tonbridge Castle, Castle Street, Tonbridge, TN9 1BG.

Citizens Advice in North & West Kent meets the definition of a public benefit entity under FRS 102 and its principal activity is to provide free, confidential, independent and impartial advice, information and counsel for members of the public.

1.2 Basis of preparation

The financial statements have been prepared in accordance with "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 2015) - (Charities SORP (FRS 102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

The financial statements are prepared in pounds sterling, which is the functional currency of the Charity, and rounded to the nearest £1.

1.3 Income

Income from donations and grants is recognised when the Charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the Charity's control which must be met before the Charity is entitled to the funds.

Income from charitable activities is recognised to the extent that the Charity has provided contracted services. Sales of services are included in the income and expenditure account in the period to which they relate. Bank interest is recognised when it is receivable.

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the directors' report.

Grants received in advance of the period in which the funder requires the expenditure to be applied, will be reflected within deferred income in the balance sheet.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

1 ACCOUNTING POLICIES (CONTINUED)

1.4 Expenditure

Liabilities, and related expenditure, are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

All expenditure is accounted for on an accruals basis, and has been classified under expense categories that aggregate costs for allocation to an activity.

All expenditure directly related to the provision of advice services is included within charitable expenditure. Support costs incurred have been allocated between fundraising and publicity, and charitable activities as appropriate. Such costs have been allocated to Generalist Advice except where grant agreements permit them to be charged to projects funded by the grants.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition less depreciation. On this basis, there are currently no fixed assets. Had there been, depreciation would be provided at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment	over 3 years
Computer equipment	over 3 years

1.6 Financial Instruments

The charity only has financial instruments which are classified as basic financial instruments. Short-term debtors and creditors are measured at the settlement value. Any losses from impairment are recognised in the Statement of Financial Activities.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are recognised at the invoiced cost prepaid.

1.8 Creditors

Creditors are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably. Creditors are recognised at the settlement amount.

1.90 Pension

Payments are charged to the income and expenditure account in the period in which they are incurred.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

1 ACCOUNTING POLICIES (CONTINUED)

1.10 Operating leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the leases.

1.11 Irrecoverable VAT

Citizens Advice in North & West Kent is able to recover VAT in accordance with the agreed partial exemption method.

1.12 Fund accounting

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors which have been raised by the company for particular purposes. Income received for restricted purposes is included in a separate restricted fund against which the appropriate expenditure is allocated. The use of each restricted fund is set out in the notes to the financial statements.

2 DONATIONS & LEGACIES	2017	2017	2017	2016
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Grants and Donations	-	7,266	7,266	9,819

Comparative figures include restricted funds of £3,800.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

3	INCOME FROM CHARITABLE ACTIVITIES	2017 Restricted £	2017 Unrestricted £	2017 Total £	2016 Total £
	Grants funding CA services:				
	Dartford BC	-	24,938	24,938	-
	Gravesham BC	-	134,490	134,490	135,970
	Sevenoaks DC	-	72,697	72,697	73,447
	Tonbridge & Malling BC	-	107,000	107,000	123,000
	Grants funding Housing & Money Advice:				
	Gravesham BC	-	7,000	7,000	7,000
	Sevenoaks DC & WKHA	-	18,000	18,000	18,000
	Circle Russet T&M	-	-	-	10,575
	Money Advice Service	27,764	-	27,764	22,856
	Big Lottery:				
	Gravesham	-	-	-	18,933
	Sevenoaks & Swanley	-	-	-	43,637
	Tonbridge & Malling	-	-	-	22,627
	Awards for All - Dartford Relocation	10,000	-	10,000	
	PATH - Help through Crisis	46,576	-	46,576	-
	MISP - Reaching Communities	49,133	-	49,133	-
	Grants from CitA				
	Sevenoaks & Swanley	-	-	-	9,425
	Tonbridge & Malling	-	-	-	37,175
	Pensionwise	-	-	-	8,750
	Energy Best Deal (EBDx)	34,720	-	34,720	34,520
	CitA-rebranding	-	-	-	2,800
	EBD Training	3,600	-	3,600	6,000
	Big Energy Saving Week	1,000	-	1,000	-
	Energy Champion	45,000	-	45,000	22,500
	CitA - Surveys	-	200	200	-
	Other:				
	Local Parish Councils	-	3,245	3,245	2,020
	Local Trusts & Community Grants	6,000	-	6,000	7,358
	DRO Grants	-	-	-	2,095
	The Good Things Foundation	7,500	-	7,500	-
	Gatwick Foundation	3,000	-	3,000	-
	Big Lottery-Swanley relocation	-	-	-	9,435
	KCC - Swanley Relocation	2,500	-	2,500	-
	KCC - Dartford CAB Relocation	1,000	-	1,000	-
	Comic Relief	30,000	-	30,000	15,000
	DECC: Energy BESN	5,000	-	5,000	10,000
	Smart Energy	3,812	-	3,812	-
	Charges to Dartford CA for management & telephone services	-	45,592	45,592	44,882
	Charges to local charities for Nellbooker licence	-	3,250	3,250	2,775
	Other income	-	1,929	1,929	1,819
		276,605	418,341	694,946	692,599

Comparative figures include restricted funds of £263,658.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

4	OTHER INCOME	2017 Restricted	2017 Unrestricted	2017 Total	2016 Total
		£	£	£	£
	Activities for generating funds				
	Room Hire	-	8,855	8,855	11,880
	Friends of Sevenoaks CA & 200 Club	-	2,605	2,605	3,267
	Training services	-	200	200	-
	PBS Referrals	-	831	831	-
	Investment Income				
	Bank interest received	-	757	757	1,126
		-	13,248	13,248	16,273

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2017

5 ANALYSIS OF EXPENDITURE	Fundraising & Bidding Development team	Generalist Advice & Information	Specialist Debt & Benefit Advice	MAS Project	Comic Relief project	Energy projects	MISP project	PATH project	Other projects	2016		2017		
										£	£	£	£	£
RAISING FUNDS														
Management & Accounting (see support costs below)	14,619	-	-	-	-	-	-	-	-	-	14,619	19,623		
Total Expenditure on Raising Funds	14,619	-	-	-	-	-	-	-	-	-	14,619	19,623		
CHARITABLE ACTIVITIES														
Direct staff costs (note 7)	-	123,458	35,122	23,611	26,294	75,811	14,233	24,878	6,551	329,957	312,009			
Other direct costs	-	140,394	4,150	-	2,613	3,907	2,581	1,725	71	155,441	222,178			
Support costs (see below)	-	128,722	-	3,250	1,037	9,855	2,415	5,255	4,472	155,005	116,268			
Total Expenditure by activity	-	392,574	39,272	26,861	29,945	89,572	19,229	31,857	11,094	640,403	650,455			
TOTAL EXPENDITURE	14,619	392,574	39,272	26,861	29,945	89,572	19,229	31,857	11,094	655,022	670,078			
Comparative figures include restricted expenditure of £309,514.														
SUPPORT COSTS														
Governance	-	13,335	-	1,000	837	3,174	1,449	3,754	-	23,549	11,228			
Management & Accounting*	14,619	107,143	-	500	200	1,872	966	-	2,322	127,622	123,483			
Office, IT & communication costs	-	6,701	-	1,750	-	4,809	-	1,501	2,150	16,910	1,180			
Depreciation	-	1,543	-	-	-	-	-	-	-	1,543	-			
Total Support Costs	14,619	128,722	-	3,250	1,037	9,855	2,415	5,255	4,472	169,624	135,891			
-of which staff costs (note 7)										116,958	109,132			
-other costs										52,666	26,759			
										169,624	135,891			

*Support Costs are allocated to restricted projects in accordance with the respective grant agreements. Otherwise they are charged to Generalist Advice

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

6	NET INCOME FOR THE YEAR	2017	2016
		£	£
	This is stated after charging:		
	Depreciation	-	1,440
	Operating Lease Costs	80,312	72,042
	Independent examiner's remuneration		
	IE services	4,600	4,320
	Accounting services (payroll)	2,496	2,432
		<u>2,496</u>	<u>2,432</u>
7	INFORMATION REGARDING TRUSTEES, DIRECTORS AND EMPLOYEES	2017	2016
		£	£
	Wages and salaries	424,058	399,136
	Social security costs	21,094	20,424
	Pension costs	1,763	1,580
		<u>446,915</u>	<u>421,140</u>
	The average number of employees, analysed by function was:		
	Charitable purpose	14	13
	Fundraising & publicity	2	2
	Management & administration of charity	5	4
		<u>21</u>	<u>19</u>

No member of staff earned over £60,000 for the financial year (prior year - Nil).

No trustee was remunerated for any services, neither were they reimbursed for expenses, nor did they accrue any benefits under pension schemes.

Citizens Advice in North & West Kent paid £5,014 (2016: £5,185) in the year ended 31 March 2017 for various insurance services, including professional indemnity cover.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

8	FIXED ASSETS	Property Assets	IT Equipment	Office Equipment	Total
	Cost as at 1 April 2016	-	-	-	-
	Additions and transfers	-	2,314	11,393	13,707
	Disposals	-	(2,314)	(11,393)	(13,707)
	At 31 March 2017	-	-	-	-
	Depreciation				
	At 1 April 2016	-	-	-	-
	Transfers	-	771	-	771
	Charge for the year	-	1,543	-	1,543
	Disposals	-	(2,314)	-	(2,314)
	At 31 March 2017	-	-	-	-
	Net Book Value 2017	-	-	-	-
	Net Book Value 2016	-	-	-	-

9	DEBTORS	2017 £	2016 £
	Grants and donations due not yet received	33,247	16,925
	Other debtors	10,909	6,503
	Prepayments	17,848	12,805
		62,004	36,233

10	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2017 £	2016 £
	Accruals	25,428	33,879
	Deferred Income	10,000	7,000
	Other taxes & social security costs	6,289	9,634
	Other Creditors	1,160	3,100
		42,877	53,613

All deferred income carried forward in 2016 was released in the year ended 31 March 2017.

11	ANALYSIS OF NET ASSETS BETWEEN FUNDS	Restricted 2017 £	Unrestricted 2017 £	Total 2017 £	Total 2016 £
	Current assets	72,882	561,386	634,268	448,728
	Current liabilities	-	(42,877)	(42,877)	(53,613)
		72,882	518,509	591,391	395,115

Total funds for 2016 included restricted funds of £3,910 all of which were current assets.

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2017

12	MOVEMENT IN FUNDS	Opening £	Income £	Expenditure £	Transfers £	Closing £
	<i>Year to 31 March 2017</i>					
	Restricted Funds					
	Dartford					
	Kent Community Foundation (from Dartford CAB)	-	6,205	(2,814)	-	3,391
	Awards for All - Dartford Relocation	-	10,000	-	-	10,000
	KCC - Dartford Relocation	-	1,000	-	-	1,000
	Energy Best Deal (EBDx)	-	4,500	(4,500)	-	-
	EBD Training	-	1,200	(1,200)	-	-
	CANWK					
	Sir Thomas Smythe Charity	-	1,000	(1,000)	-	-
	Gatwick Foundation	-	3,000	(780)	-	2,220
	Comic Relief	4,266	30,000	(29,945)	-	4,321
	Energy Best Deal (EBDx)	-	30,220	(30,220)	-	-
	EBD Training	-	2,400	(3,120)	720	-
	Energy Champion	(356)	45,000	(40,720)	-	3,924
	DECC - Energy BESN	-	5,000	(5,000)	-	-
	Big Energy Saving Week	-	1,000	(1,000)	-	-
	Smart Energy	-	3,812	(3,812)	-	-
	PATH - Help through Crisis	-	46,576	(31,857)	-	14,719
	MASDAP	-	27,764	(26,861)	-	903
	MISP - Reaching Communities	-	49,133	(19,229)	-	29,904
	KCC - Swanley Relocation	-	2,500	-	-	2,500
	Sundry Completed Projects					
	The Good Things Foundation	-	7,500	(7,500)	-	-
	Snodland Partnership	-	5,000	(5,000)	-	-
	Total Restricted Funds	3,910	282,810	(214,558)	720	72,882
	Unrestricted Funds					
	General Fund-Gravesham	57,201	141,802	(132,852)	-	66,151
	General Fund-Tonbridge & Malling	129,941	109,156	(102,454)	-	136,643
	General Fund- Sevenoaks & Swanley	78,410	103,260	(116,734)	-	64,936
	General Fund - Dartford	-	154,586	(22,534)	(240)	131,812
	General Fund-CANWK	59,256	59,685	-	26	118,967
	Total General Funds	324,808	568,489	(374,574)	(214)	518,509
	Carried forward					
	Total Restricted Funds	3,910	282,810	(214,558)	720	72,882
	Total General Funds	324,808	568,489	(374,574)	(214)	518,509

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

12 MOVEMENT IN FUNDS (CONTINUED)

	Opening £	Income £	Expenditure £	Transfers £	Closing £
Brought forward					
Total Restricted Funds	3,910	282,810	(214,558)	720	72,882
Total General Funds	324,808	568,489	(374,574)	(214)	518,509
Designated funds					
Debt Advice	28,021	-	(39,272)	11,251	-
Fundraising (development team)	26,376	-	(14,619)	(11,757)	-
Tonbridge & Malling refurbishment	12,000	-	(12,000)		-
Total designated funds	66,397	-	(65,891)	(506)	-
Total Unrestricted funds	391,205	568,489	(440,465)	(720)	518,509
Total Movement	395,115	851,299	(655,023)	-	591,391
Year to 31 March 2016					
Total Restricted Funds	43,789	267,458	(309,514)	2,177	3,910
Total General Funds	181,713	438,839	(293,567)	(2,177)	324,808
Total designated reserves	121,000	12,394	(66,997)	-	66,397
Total Movement	346,502	718,691	(670,078)	-	395,115

13 PURPOSES OF RESTRICTED FUNDS

Dartford CAB

Children, Young People and Families A restricted fund provided by Kent Community Foundation to provide an outreach service in a community café in Greenhithe

Dartford Office Move (Big Lottery) A restricted fund provided by Big Lottery's Awards for All Scheme to assist with the relocation of the Dartford offices providing office furniture, laptops, carpeting, screening, partitioning

Dartford Office move (KCC) A restricted fund provided by Kent County Council Members grant scheme to provide office furniture and intercom in the new Dartford offices

Energy Best Deal A restricted fund provided by Citizens Advice to provide information and advice on getting good deals with energy companies, assessing the most appropriate payment methods and accessing help and advice from Energy suppliers and Government for those struggling to pay their bills

Energy Best Deal Extra Phase 2 A restricted fund provided by Citizens Advice to deliver face to face advice and assist clients in taking action in resolving energy issues

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

13 PURPOSES OF RESTRICTED FUNDS (CONTINUED)

Workmates and Schoolgates (WAS) project A restricted fund to provide an outreach service in Swanscombe and help people get into useful employment, explore routes to furthering their education to improve life chances and assess their financial health and maximise their income.

CANWK

Benefit Services in Tonbridge & Malling A restricted fund provided by the Sir Thomas Smythe Charity to provide benefits services in Tonbridge & Malling

Benefit Support for the Vulnerable A restricted project funded by The Gatwick Foundation to provide a comprehensive advice service for vulnerable adults including preparing and representing clients at tribunals

Building financial confidence in vulnerable adults A restricted fund provided by Comic Relief to provide specialist debt advice, financial capability training and support to vulnerable adults

Energy Best Deal A restricted fund provided by Citizens Advice to provide information and advice on getting good deals with energy companies, assessing the most appropriate payment methods and accessing help and advice from Energy suppliers and Government for those struggling to pay their bills

Energy Best Deal Extra Energy Champion A restricted fund provided by Citizens Advice to enable a person within the Bureaux to become a qualified energy expert and support advisors and clients with fuel poverty advice throughout the South East.

Big Energy Saving Network A restricted fund provided by DECC (Department of Energy & Climate Change) to deliver energy awareness and advice to front line workers and consumers

Big Energy Saving Week Winter Campaign 2016 A restricted fund for the development of resources and consumer education relating to energy usage and cost by minimising cost and maximising efficiency.

Smart Energy GB Communities Fund A restricted fund to provide energy advice through the hosting of pop-up shops and sharing of information about smart meters, how to obtain them and benefits of their use.

Preventing Actual and Threatened Homelessness (PATH) project A restricted fund to provide advice on housing, debt and benefits.

MASDAP A restricted fund provided by Citizens Advice to deliver a debt advice service

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

13 PURPOSES OF RESTRICTED FUNDS (CONTINUED)

Migrant Integration and Support (MISP) project	A restricted fund to improve access to and increased use of immigration advice services by migrant communities, provide easy access to Rapid English courses to hasten integration and lessen isolation in communities and support vulnerable immigrants suffering mental health problems
Swanley Office Expansion Project	A restricted fund to provide office chairs, desks, TV screen and laptop in the new Swanley premises
Swanley Office Move	A restricted fund provided by Kent County Council Members grant scheme to provide office furniture in the new Swanley offices
Sundry Completed Projects	
HMRC Advice Service	A restricted fund provided by The Good Things Foundation (previously Tinder Foundation) to assist the public in gaining confidence to use the HMRC online services
Snodland outreach service	A restricted fund provided by the Snodland Partnership to provide an outreach service in Snodland

14 DESIGNATED FUNDS

Debt/Benefit advice project fund

This fund was designated by the Trustees for the purpose of covering the costs of running a specialist debt and benefit advice service across all our locations.

Fundraising/Development fund

This fund was designated by the Trustees for the purposes of covering the costs of a development/fundraising team to write grant bids and manage projects. Unexpended funds have been transferred back to general funds.

Premises fund

This fund was designated by the Trustees for the purposes of the move of premises of Citizens Advice Tonbridge & Malling to Tonbridge Castle totalling £12,000. These funds were expended during the year

Citizens Advice in North & West Kent

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2017

RECEIVED
10 JAN 2020

BY:.....

15 FINANCIAL COMMITMENTS

Capital commitments

There were no capital commitments at the balance sheet date (previous year NIL)

Operating lease commitments

At 31 March 2017 the charity had total future commitments under non-cancellable operating leases as follows:

	2017	2016
	£	£
Due not later than one year	22,730	8,750
Due later than one year and not later than five years	78,067	33,917
Due later than 5 years	<u>3,375</u>	<u>5,625</u>

After 31 March 2017, the charity took out a new 10 year lease of £16,500 p.a. from May 2017 for premises in Swanley.

16 RELATED PARTY TRANSACTIONS

The Charity's key management personnel are the Trustees, the Chief Executive, the Operations Manager and the Development Manager. Total emoluments, including employer's NI and pension contributions, paid to key management personnel were £89,962 (2016: £82,008). No emoluments were paid to the Trustees.

17 PENSION COSTS

A pension scheme for employees is operated on a defined contribution basis. The scheme is open to all employees at any time. The company contributes 1% of pensionable earnings and the employees 1%. The assets of the scheme are held separately from those of the company in an independently administered fund. The scheme is NEST (National Employment Savings Trust). The pension cost shown in the accounts for the year represents contributions payable by the company and amounted to £1,763 (2016: £1,580). There were no contributions payable or outstanding at the year end.

18 TRANSFER FROM DARTFORD CAB

On 31 December 2016, Dartford Citizens Advice Bureau transferred its entire trade and assets to Citizens Advice in North & West Kent as follows:

	£
Fixed assets	1,543
Debtors	31,951
Cash at bank	116,732
Creditors	(14,383)
Total funds	<u><u>135,843</u></u>

The assets were transferred at nil consideration and were brought into the accounts on the date of transfer at fair value.

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PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	None
B) VOLUNTEERS	20
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	650

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN

500

[See Guidance Notes]

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 350

PLEASE DESCRIBE YOUR PROJECT

The 2020 Sevenoaks Literary Festival will offer a full and varied programme of about 10 literary events in September / October. Speakers will be authors well known in a particular field, most of whom will have recently written a book. Any subject matter will be considered so long as it is likely to appeal to Sevenoaks residents. Events will be held in Sevenoaks Town. All speakers receive a fee.

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

If awarded, the grant of £350 will cover the cost of the speaker at our annual free event for local schools, when a bestselling children's author will give a talk and hold workshops. Pupils from the four primary schools in Sevenoaks will be invited to attend. These workshops have proved extremely popular, and are a great experience for the children.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

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

Copies of the 2019 Literary Festival programme are attached, and a photographic collage of the events. We are not permitted to take photographs of the children at the schools event.
Pupils from Years 5 and 6 at Sevenoaks primary schools attended the 2019 free school workshops, which were supported by Sevenoaks Town Council, and found them inspiring and creative.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£11,806

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?

£10,603

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.

£350 in 2019
£350 in 2018
£250 in 2017
£200 in 2016
£300 in 2015 and 2014
£600 in 2013, 2012, 2011, 2010, 2009
£550 in 2008 and 2007

All grants were for capital 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? NO
 THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE 

DATE 10 January 2020

NAME AND POSITION IN ORGANISATION: MRS JILL WEBSTER
 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?

SEVENOAKS LITERARY FESTIVAL

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

SEVENOAKS LITERARY FESTIVAL ANNUAL REPORT FOR 2019

Sevenoaks Literary Festival's seventeenth year celebrated literature in the town with its traditional mix of outstanding speakers, thought-provoking discussions and enjoyable events for children, including the second Young Readers Festival organized by Sevenoaks Bookshop. Audiences were excellent throughout. The festival is organised and managed by a committee of volunteers, and is an independent non profit-making organisation.

Festival Organisers

The Organising Committee included the Chairman Jill Webster, the Vice Chairman Penny Morrison, the Secretary Lesley Lee, the Honorary Treasurer Sally Knox, and six ordinary members. Roger Lee was our Publicity Officer, who also took excellent photographs of our events. We were sorry to say goodbye to Tina Milman, and Penny Morrison took on the organization of set-ups and venues. Fleur Sinclair, owner of Sevenoaks Bookshop, provided invaluable help and advice, and we were grateful to the Bookshop for book sales at events. The Bookshop again organised the Young Readers Festival Day, which delighted their youthful audiences, readers for the future. The committee met monthly throughout the year, planning events, contacting and booking speakers, seeking sponsorship, organising publicity and our website, and also provided efficient and cheerful help at events.

Festival Programme

Ten events were held during the festival from 23rd September to 3rd October, as well as a full day of events at the Young Readers Festival Day on 21st September. A varied programme was again planned to attract readers of both fact and fiction. Professor Kate Williams opened the Festival with a sell-out talk on Mary Queen of Scots, and Andrew Lownie raised eyebrows by revealing the lives and loves of the Mounbattens. Thomas Harding fascinated the audience at our Literary Tea with the story of the J Walter Lyons catering company, and Celia Brayfield talked about the accidental feminist writers of the 1950s and 1960s. History and politics are always on our agenda: Henry Hemmings described the secret campaign to influence the US at the start of World War II, Professor Julia Lovell delivered an outstanding lecture on Maoism, and former MP Chris Mullin and ex-Political Editor of the *Times* Philip Webster discussed Chris's latest political thriller *The Friends of Harry Perkins*. On National Poetry Day Adam Nicolson gave a talk on his book, *The Making of Poetry*, which was later shortlisted for the best biography of 2019. And Lemn Sissay's talk about the memoir of his life was a moving and unforgettable evening. Events for children included The Young Readers Festival Day starring ex-Children's Laureate Chris Riddell, and also the wonderfully successful free schools event, supported by Sevenoaks Town Council, with workshops run by well-known children's author Harriet Goodwin. All events were well attended.

Festival Publicity

The Festival website www.sevlitfest.com was refreshed and managed to configure with the Sevenoaks Bookshop website. Our attractive full-colour brochure was re-formatted by Jenny Price of Cherry Red Designs and 3,500 were printed and widely distributed. Roger Lee managed our social media and kept the Festival Friends in touch. Pop-up banners were on stage at all our events, and railings banners in town publicized the festival. The price of tickets to all events, except the Literary Tea, was unchanged at £10.50.

Festival Supporters

We are extremely grateful to local organisations for supporting our festival project of bringing outstanding literary talent to Sevenoaks for the entertainment of the local community, young and old. In particular we would like to thank Sevenoaks Town Council for sponsoring our popular free event for local schoolchildren, and also Warners Solicitors, Sevenoaks Poetry Society and Cook for their support.

Festival Planning for 2020

This year's festival will be our eighteenth and will open on Friday 25 September. We will be offering Sevenoaks residents our usual selection of the best writers and literary speakers of the year, with events to suit all tastes and ages. We look forward to entertaining Sevenoaks readers with another excellent literary festival in 2020.

Jill Webster
Chairman
Sevenoaks Literary Festival
January 2020

Sevenoaks Literary Festival

2019 Accounts £

08/01/2020

Expenditure 2019	P/Y
Hire of Venues & Catering	1663
Printing & Publicity	3202
Speakers Fees & Expenses	3503
Website /logo	579
Insurance	403
Misc (inc book aid)	187
Young reader sales	2032
2019 Expenditure	11568
Retained Reserves	-515
	11053

Income 2019	P/Y
Sponsors	2942
Sevenoaks TC Warners	1643
	4396
Ticket Sales	10603
	960
	403
	276
	702
2019 Income	11324
	3947
	15269

Bank/Cash	P/Y
Balance 31/12/18	450
	8,374
Retained Reserves	350
	3947
Total	11806
Represented by:-	14816
Bank	11806
	12321
	15269

S. Knox

J. Webster

Treasurer S Knox

Chairman J Webster

Revenue:		Costs:										Rev-	share of ins.	Actual
Ticketsource (after fee)	Tickets door /cake	Tickets total	venue	Equip/tech/Tea	STC grant	acc/ travel	book fees (££5+ VAT)	Author fee	total cost	costs	/advertising	profit /loss		
£	£	£	£	£	£	£	£	£	£	£	£	£		
Kate Williams	1534	63	1597	125	71	13	240	449	1149	418	730			
Henry Hemming	553	11	564	125	71	31	180	407	157	418	-261			
Andrew Lowrie	903	53	956	125	71		250	446	510	418	91			
Julia Lovell	592	21	613	125	71	55	300	550	63	418	-355			
Thomas Harding**	902	1	903	150	67			517	386	418	-32			
Harriet Goodman	0	0	0	0	-350	197	375	222	-222	418	-640			
Celia Brayfield	651	0	651	125	71	143	200	539	111	418	-307			
Chris Mullin/p webster	621	21	642	125	71	291	300	787	-144	418	-563			
Lenn Sissay	1748	0	1748	125	71		300	496	1252	418	834			
A Nicholson/ t hammick*	845	53	897	75		28		403	495	418	76			
	8350	222	8571	1100	563	-350	757	0	2745	4184				
General Costs:														
insurance									2019	2018				
Highland printing (2019 -2 runs)									403	403				
Other									2196	833				
Scanners									0	428				
Advertising (same earth £50, SO advertiser £185, HFE banners £380)									615	322				
website /hosting (£500 Oil)									579	960				
J Pryce (£160 +£200 banners +£21 tickets)									361	0				
refreshment bag									0	23				
plastic ties									10	0				
									4184	3029				
Total Overheads														
Discretionary costs:														
p/y uncashed chq										23	23			
Champagne (final meeting)									39	0				
flowers tina									0	30				
booktoken sheila									41					
flowers helen									7					
1st aid kit									87	53				
TOTAL COSTS									4271	3082				
STC sponsorship									100	100				
warmers									-415	3532				
Profit /Loss for year									-100	-100				
book aid									-515	3432				
Actual Profit/ loss									-515					
Per transactions sheet														
									-100	-100				
									-515	3432				
									-515					

*£50 to T hammick not claimed
 **he did not return overpayment

Sevenoaks Literary Festival

2018 Accounts £

final

04/01/2019

Expenditure 2018	
Hire of Venues & Catering	2942
Printing & Publicity	1643
Speakers Fees & Expenses	4396
Website /logo	960
Insurance	403
Misc (inc book aid)	276
Book sale costs	702
2018 Expenditure	11322
Retained Reserves	3947
	15269

Treasurer S Knox

Chairman J Webster

*unaudited-ehq

Income 2018	
Sponsors	450
Sevenoaks TC Warners Solicitors	350
Ticket Sales	14819
2018 Income	15269
	15269

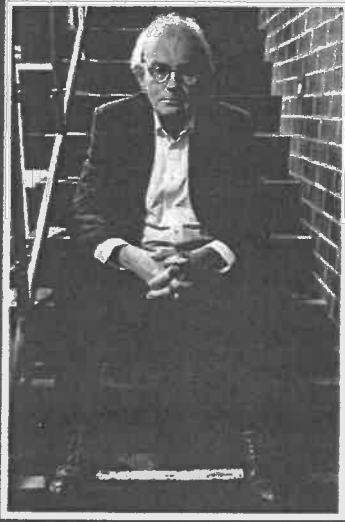
S. Knox

J. Webster

Bank/Cash	
Balance 31/12/17	8374
Retained Reserves	3947
Total	12321
Represented by:-	
Bank	12322
	14149

P/Y 350 8374
11,695
250* 3947
-3571 12321
8374

8374



Sevenoaks Literary Festival 2019

clockwise from top left

Julia Lovell Thomas Harding Lemn Sissay
Kate Williams Henry Hemming Celia Brayfield Tom Hammick Harriet Goodwin Philip Webster Chris Mullin Andrew Lowrie
Adam Nicolson