

Tuesday, 02 September 2025

You are hereby summoned to attend a meeting of the **Youth Services Committee** to be held in the **Council Chambers** on **Wednesday 10 September 2025 which commences at 19:00 pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://www.youtube.com/live/rr0MSOzd8Aw?si=b22sSqyQ3ShIJ9JQ> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

Committee Members:

Cllr Chloe Gustard (Chair)	Cllr Catherine Daniell (Vice-Chair, Deputy Leader)
Cllr Libby Ancrum	Cllr Dr Merilyn Canet
Cllr Gareth Willis	Cllr Tony Clayton (Mayor)

Co-opted Members:

Sevenoaks Youth Council: Harry King Madeleine Politzer	Sevenoaks District Council: Kelly Webb Maxine Quinton
Kent County Council: Vacant	West Kent Communities: Richard Dowling
Sevenoaks Area Youth Trust: Peter Robinson	National Trust: Amy Sabine
House in the Basement: Daren Mountain Holly Brazier	

AGENDA

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
2	REQUESTS FOR DISPENSATIONS To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
3	DECLARATIONS OF INTEREST To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
4	TERMS OF REFERENCE To receive and note the Terms of Reference for the Youth Services Committee as agreed by the Annual Council on the 12th of May 2025, amended by Council on the 21st July 2025.
5	MINUTES OF THE YOUTH SERVICES COMMITTEE HELD ON WEDNESDAY 9TH JULY To receive, adopt and sign the minutes of the meeting of the Youth Services Working Group held on Wednesday, 9th July
6	MINUTES OF THE YOUTH COUNCIL HELD ON WEDNESDAY 9TH JULY To receive and adopt the minutes of the Youth Council meeting held on Wednesday, 9th July
7	GRANT REPORTS To receive the update on the Youth Outreach Budget and to consider the following Grant Applications:
8	SUMMER EVENTS REPORT 2025 To receive and note the Summer events report for 2025.
9	HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE To receive and discuss the following report:
9.1	HiTB Manager's Update Report
9.2	Finance Cost Centre Reports To receive and note the June and July cost centre reports.
10	REPORTS FROM CO-OPTED PARTNERS
10.1	SDC- Community Safety Team

10.2	West Kent Communities Detached work overview
10.3	SAYT
10.4	National Trust- Knole
11	PRESS RELEASE To consider any agenda item, which would be appropriate for a press release. All reports attached.

TERMS OF REFERENCE - YOUTH SERVICES COMMITTEE
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To consider all matters relating to the following items:

- (a) Sevenoaks Youth Council
- (b) House in the Basement Youth Café
- (c) Liaising and working with other youth service providers with aim of assessing needs and to encourage and support activities with the aim of fostering the personal development of young people.
- (d) Arranging events and facilities for young people
- (e) The Youth Services Committee may co-opt non-voting members to the Committee, including two Youth Councillors
- (f) Meetings of the Youth Services Committee are normally to be held after Youth Council meetings.
- (g) A quorum of the Youth Services Committee will be three voting (elected) members
- (h) Approve Youth Grants within allocated Youth Outreach budget.
- (i) The Youth Services Committee shall be constructed as follows:
Town Councillors to be appointed at the Annual Meeting of the Town Council, plus the Mayor who is a voting member of all committees.
The Youth Services Committee can increase its membership with co-opted members from other youth related organisations.

(j) Co-opted members

All co-opted members of the Committee would not be voting members; it is hoped most decisions would be agreed by consensus; co-opted members will serve for a period of one year but can be re-elected.

(k) Finance

The Youth Services Committee shall make recommendations to the Finance & Delivery Committee on the budgets associated with its activities for:

- Youth Council
- HitB Youth Café
- Youth Grants

Sevenoaks Town Council

Minutes of the meeting of the Youth Services Working Group Held on Wednesday 07 May 2025 In the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 19:03

Meeting Concluded: 19:40

Present:

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

In attendance: Deputy Town Clerk, House in the Basement Youth Café Manager and Youth Committee Clerk.

67 - APOLOGIES FOR ABSENCE: Received and accepted as noted above.

68 - REQUESTS FOR DISPENSATIONS: There were no requests for dispensations.

69 - DECLARATIONS OF INTEREST: There were no declarations of interest.

70 - MINUTES OF THE YOUTH SERVICES WORKING GROUP HELD ON 12th MARCH

It was agreed to receive and accept the minutes as a true record.

71 - MINUTES OF THE YOUTH COUNCIL HELD ON 05th MARCH

It was agreed to receive and accept the minutes as a true record.

72 - HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE

72.1 - HiTB Manager's Update Report

The Working Group heard from Daren Mountain that the number of young people attending House in the Basement has continued to increase. It was noted that more

Sevenoaks Town Council

SEN young people had been attending as well. Daren reported that their Duke of Edinburgh had been going well, with young people carrying out the volunteering needed for both their Bronze and Silver Awards.

The working group also heard that House in the Basement had been successful in receiving a grant of £1,500 from Tesco's Stronger Starts scheme, which it will use to provide meals and sandwiches to children who may be experiencing food insecurity over the school holidays.. It was noted that plans for promoting this were underway.

Daren also noted that the Youth Council had received a talk from smartphone-free childhood which was engaging. It was reported that at House in the Basement, fewer young people are using their phones and are either interacting with each other or playing games on the new gaming computers.

It was noted that Sevenoaks School have started banning mobiles from year 7 & 8 students in an attempt to reduce the amount of phone usage within the school. To help with this, they are investigating obtaining old Nokia phones for those who require a phone for communication purposes.

Councillors noted that this could be an interesting project for the youth council to continue the conversation, with the potential to send a survey to schools asking peers their opinions on the idea of going phone-free. With the possible outcome of producing a report similar to the Mental Health report, and potentially a policy document that could be sent to schools.

72.2 – Finance Cost Centre Reports

The Finance Cost Centre Reports for House in the Basement Youth Café for February 2025 were received and noted.

73 - REPORTS FROM CO-OPTED PARTNERS

73.1 - SDC- Community Safety Team

Maxine Quinton reported that there had been a couple of issues at the Bat and Ball Centre, and some young people had been identified. It was noted that the policing team had dealt with the issues.

It was also noted there had been some incidents where young people had been attempting to gain access to roofs with the believed intention to engage in Parkour/Free running.

Maxine also reported that there had been a few bike thefts around the House in the Basement area.

It was also noted that the District had a series of events occurring for VE Day, with a ration cooking class that took place on Wednesday, 7th of May, during which 12 people made Veg soup and rhubarb and apple crumble. A 1940s tea dance in

Sevenoaks Town Council

Edenbridge on Thursday, 8th of May and an outdoor concert at St. Cleres estate on Friday, 9th of May.

73.2 - West Kent Communities

Richard Dowling reported that the Working Group had now received the final youth outreach report from West Kent. It was noted that they would still be able to attend large events with their outreach team.

Richard gave an update on the young adventurers programme funding.

73.3 - SAYT

Peter Robinson reported that the Tuesday group that meets at the MUGA at the Bat and Ball Centre has steadily grown, with more boys joining than girls. He also noted that the Thursday group were a smaller group but made up of older young people than the Tuesday group.

Peter also reported that they are starting to plan a youth trip for the summer.

73.4 – National Trust- Knole

Amy Sabine reported that they are finalising their general work experience programmes for May to June. Amy noted that they have just finished Neurodiversity training with the Oaks school. It was also noted that they are currently getting ready for the Peter Rabbit event to start later in May.

74 – SKATE PARK EVENT UPDATE

The councillors expressed an interest in the Skateboarding sessions in the lead up to the event.

The update report was received and noted.

75 – PRESS RELEASE

For a press release on the Tesco grant to House in the Basement be published.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Sevenoaks Town Council



Minutes of the meeting of the Youth Council

Held on Wednesday 09 July 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 18:00

Meeting Concluded: 18:48

Sevenoaks Youth Councillors:

Simba Li- Chair	Apologies	Ishwar Sharma	Present
Rosie Blackmore- Vice-Chair	Present	Sahej Kandhari	Absent
Harry King- Treasurer	Present	Esme Lefevre	Apologies
Bianca Agarwal	Apologies	Joshua Marelane	
Aryanna Mahdavi Ardestani	Present	Riddley McDermott	Present
Catherine Barden De Leon	Apologies	Sofia Moschini	Present
Jasper Barnes	Present	Ayaan Motwani	Apologies
Dexter Buhmann	Absent	John Ng	Absent
Lily Blackburn	Apologies	Errol Okundi	Apologies
Catherine Campbell-Pitt	Absent	Jaxon Pang	Apologies
Charlotte Doe	Absent	Madeleine Politzer	Absent
Elena-Teodora Dragoi	Present	Elif Sabanci	Absent
Ayush Gautam	Absent	Drago Schwalber-Janaway	Absent
Maya Goodrich	Apologies	Jospeh Soanes	Absent
Bea Hayward	Absent	James Tang	Absent
Lizzie Hunt	Present	Ines wang	Present
Christian Hunter-Garcia	Present	Aditya Vara	Absent

1 – In the absence of the Chair, Rosie Blackmore, Vice-Chair, chaired the meeting.

2 - APOLOGIES FOR ABSENCE

Received and accepted as noted above.

3 - THE DEPUTY MAYOR OF SEVENOAKS

The Deputy Mayor, Cllr Victoria Granville, attended the Youth Council meeting and thanked all the Youth Councillors for their amazing two-year service, spanning 2023-25, noting that they are the largest Youth Council post-COVID, with more youth councillors than Town Councillors. All of the Youth Councillors present received a certificate signed by the Mayor of Sevenoaks, Cllr Tony Clayton.



4 - MINUTES OF THE YOUTH COUNCIL HELD ON WEDNESDAY 07TH MAY

It was agreed to receive and accept the minutes as a true record.

5 - FINANCE REPORT

The Youth Council noted that they had received a £500 increase in the budget

RESOLVED: To note the current Youth Council Budget for 2025/2026 was £1,500.37

6 - HOUSE IN THE BASEMENT (HiTB) YOUTH CAFE

Daren Mountain, Manager of House in the Basement, reported that they are still seeing large numbers of young people attending. It was noted that many of the Duke of Edinburgh young people have helped with the preparations at House in the Basement for the In Bloom Judging, which has included cleaning areas and planting plants.

Daren noted that there was a series of events happening over the summer holiday, including:

- Three Open Mic Nights- 11th July at House in the Basement, 14th August on the Vine Bandstand, 12th Sept at House in the Basement.
- A free BBQ facilitated by Perfect Cuisine for the 12th of July.
- Skate Park event at Greatness on the 25th of July.
- Broadstairs trip on the 20th of August.

Daren reported that during the summer holidays, House in the Basement will be open from 2 pm on Wednesday, Friday and Saturday. However, the SEN sessions will continue to be on a Tuesday from 5 pm to 8 pm throughout the summer holidays.

7 - EVERY CAN COUNTS

The Youth Council heard that STC are currently exploring different ways to help with recycling. The Youth Council were asked if they wanted to partner with Every Can Counts, which supplies free can collection bin packs for organisations to use. It was thought this might be of use at House in the Basement.

It was noted that while Every Can Counts supplies the bins, they do not collect them and leave this for standard collection. The Youth Councillors also heard that the waste collection laws for businesses have changed, meaning the businesses are now



obligated to separate their waste. As such STC are currently looking at different providers to facilitate this.

8 - DJ EQUIPMENT FOR HITB

The Youth Council received a request from House in the basement to help fund DJ equipment for young people to use to help them learn how to DJ.

RESOLVED: To fund the purchase of DJ equipment for House in the Basement for £172.59

9 - SEVENOAKS TOWN CENTRE DRAFT MASTER PLAN

The Youth Council received a talk on the Sevenoaks Town Centre Draft Master Plan from the Sevenoaks Town Council, Planning Committee Clerk. They explained the importance of having a Masterplan as it helps create a coherent picture of what people might want the town to look like, which helps developers add and improve the town, as without this, you could end up with one or two developers duplicating what has already been provided. The Youth Council did a short exercise where they each drew either a head, torso, legs or feet (please see the appendix for the image of the outcome of the exercise).

One of the Youth Councillors asked if the local residents would be consulted on the master plan. The Planning Committee Clerk mentioned that the Surveys for the Sevenoaks Town Centre Draft Master Plan are already out and offered the Youth councillors to take one and fill it out.

10 - YOUTH COUNCIL ELECTIONS

The Youth Councillors noted that the Youth Council election process will start in September. They were informed that if they would like to continue on the Youth Council, they just had to send in a completed form before Wednesday, the 1st of October 2025.

11 - UPCOMING YOUTH EVENTS

The Youth Council noted there was a large range of free Youth Events happening over the summer, including Skateboarding Sessions, the Skate Jam event and Open Mic nights at House in the Basement and on the Vine Gardens.

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

Sevenoaks Town Council's Draft Town Centre Masterplan

What is a Masterplan?

What does the Masterplan want to achieve?

Who will fund and deliver the improvements
that are proposed?

What is a Masterplan?

- ▶ A visual Plan for how to make the town centre better in the future - like a design your “dream town” but for the whole town to agree. E.g:
- ▶ Where should new buildings go?
- ▶ How can we make it easier and safer to walk or cycle here?
- ▶ Are pavements wide enough for two people to walk next to each other?
- ▶ Can we plant more trees or add benches to make the area more pleasant?



Guiding principles:

1



TRANSFORM THE SENSE OF ARRIVAL

2



RESPECT AND CELEBRATE SEVENOAKS' UNIQUE HERITAGE

3



BE ENVIRONMENTALLY RESPONSIBLE

4



ENHANCE THE TOWN CENTRE OFFER

5



STRENGTHEN THE CULTURAL OFFER

6



ENCOURAGE ACTIVE MODES OF TRANSPORT AND REDUCE VEHICULAR TRAFFIC

7



CREATE A PEOPLE-FOCUSED PUBLIC REALM

8



GREEN THE TOWN CENTRE

9



PROVIDE A RANGE OF NEW HOMES

10

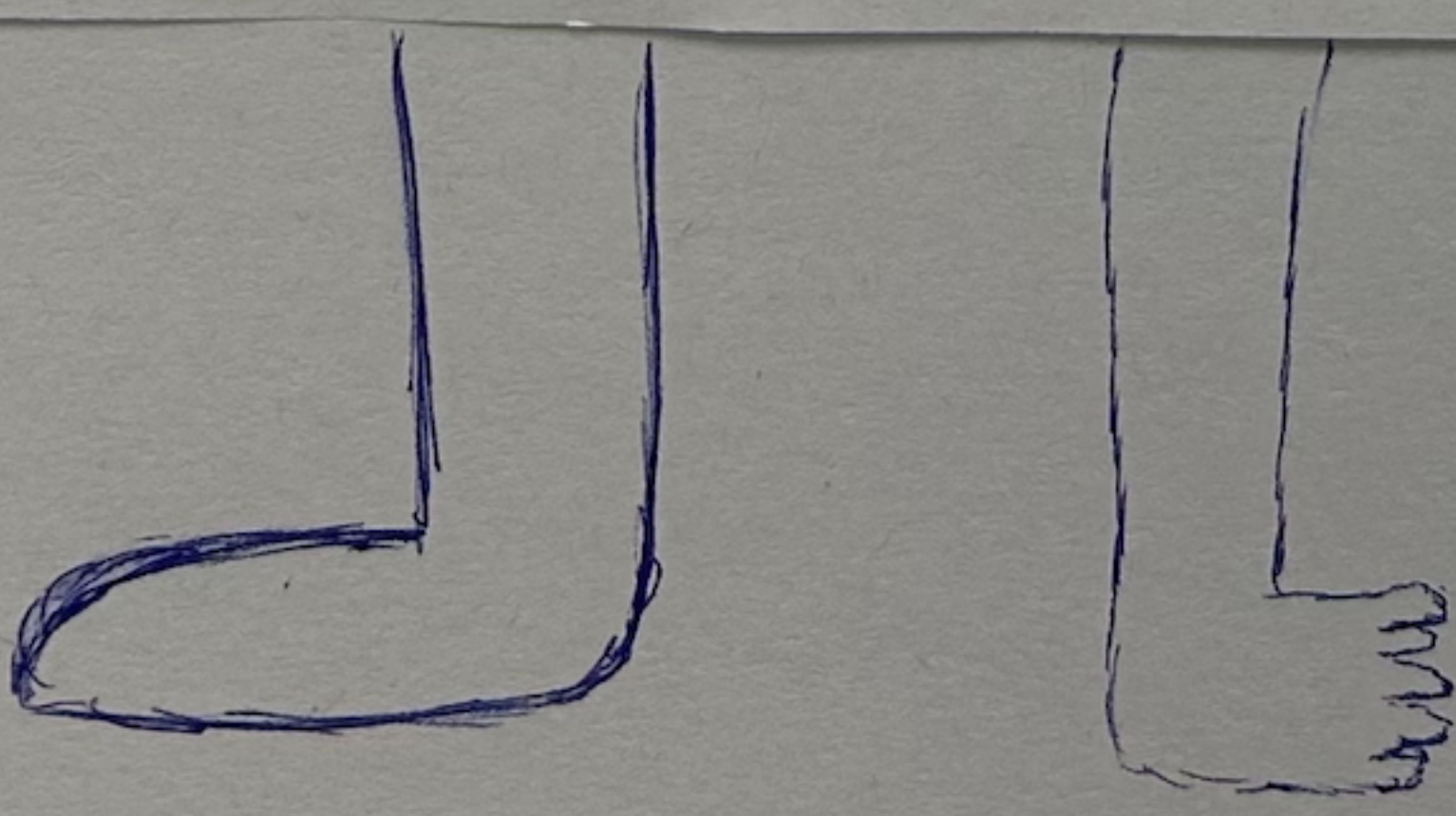
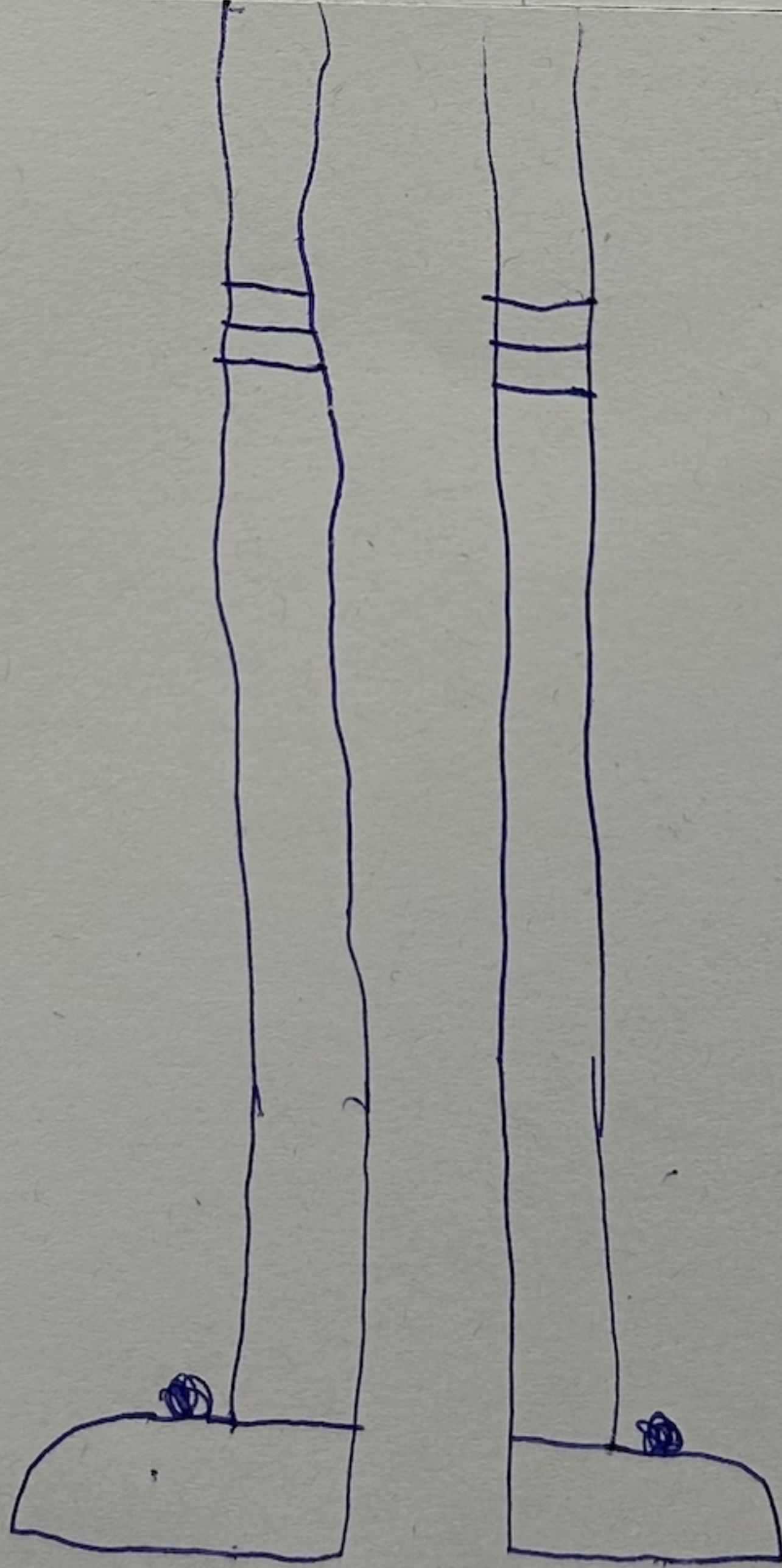
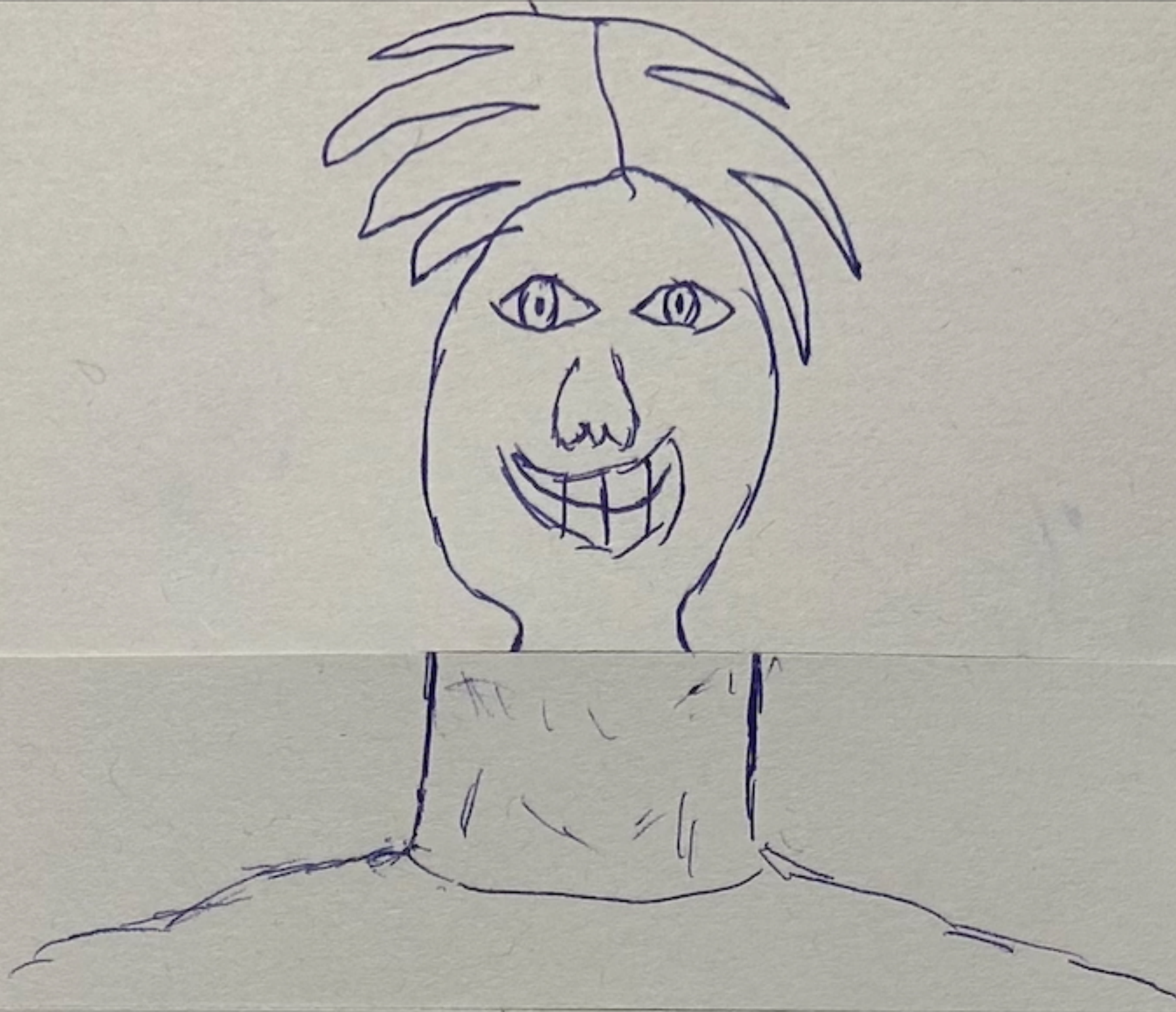


DELIVER SMALL INTERVENTIONS, EVENTS AND EARLY WINS

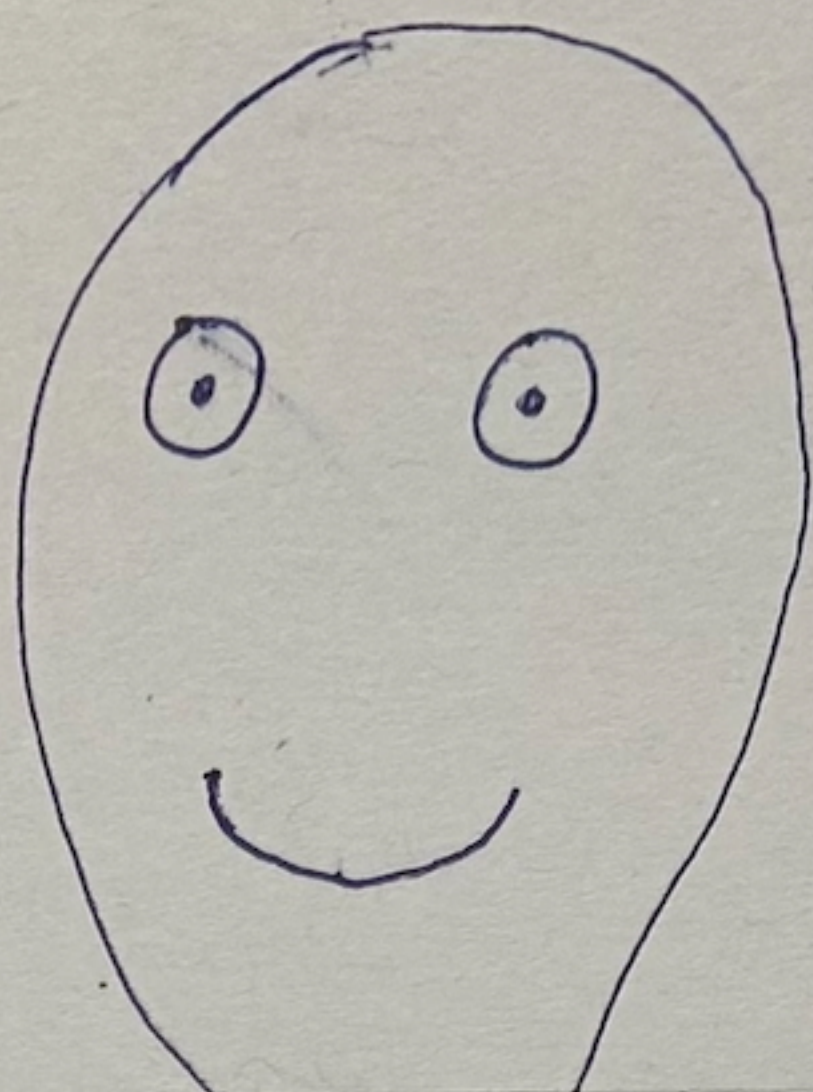
Who will pay for or provide these improvements?

- ▶ Local landowners / developers
- ▶ Businesses
- ▶ Councils
- ▶ Groups, Organisations, Clubs

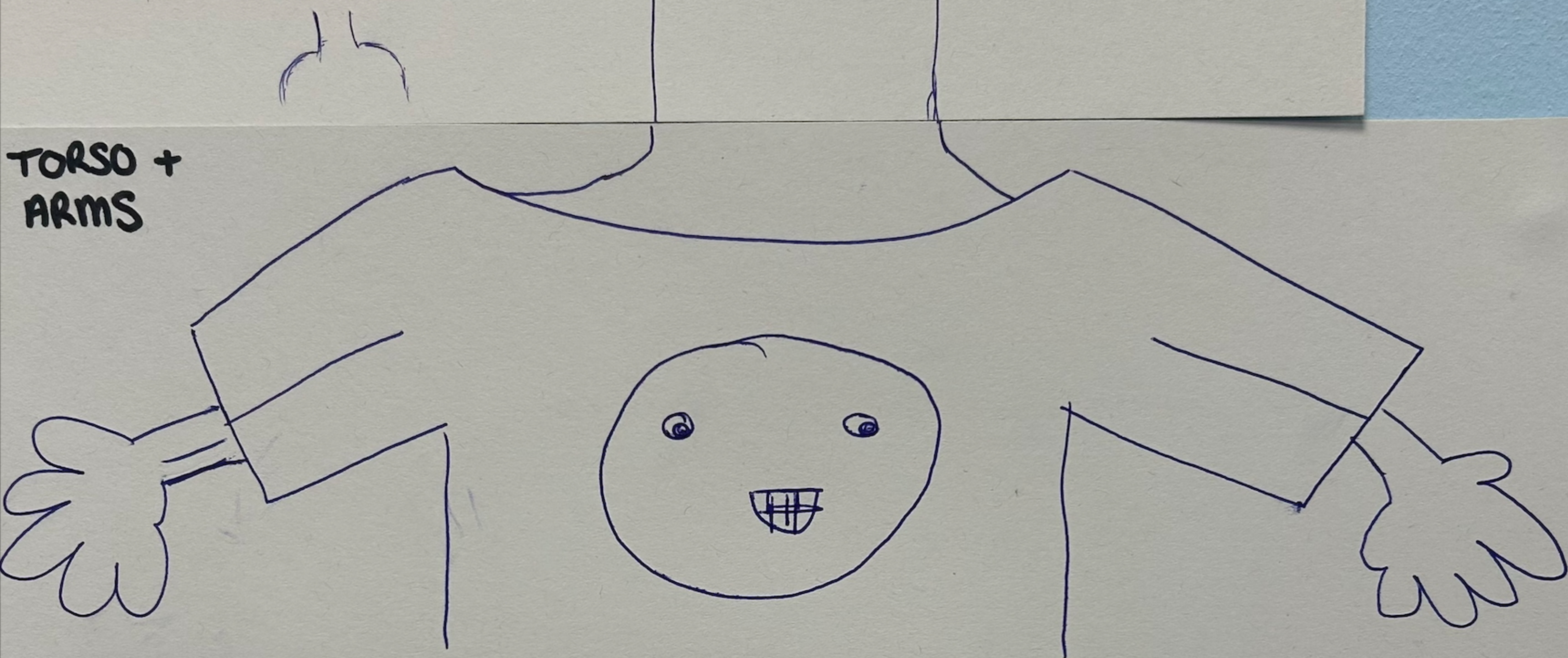




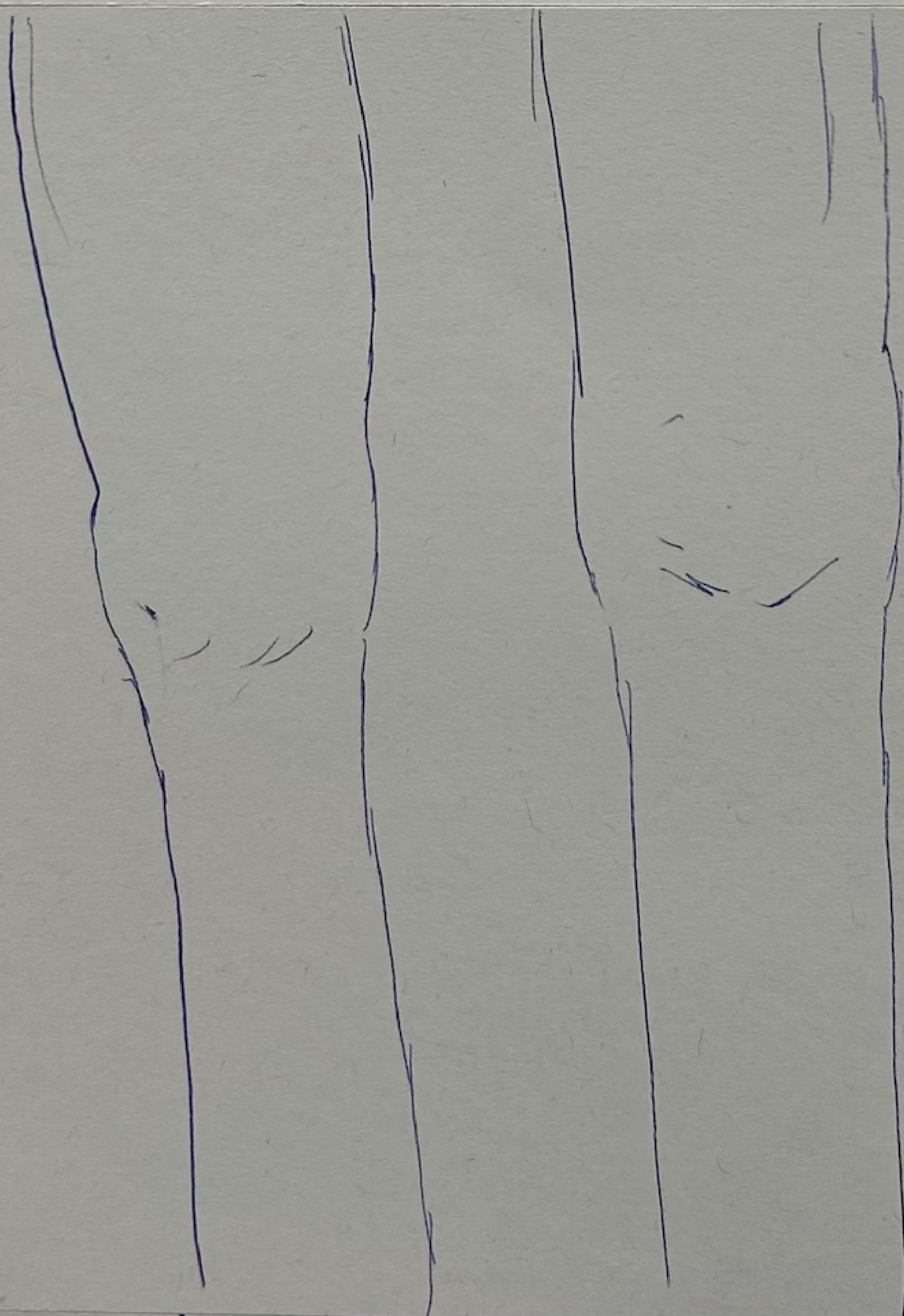
1. HEAD



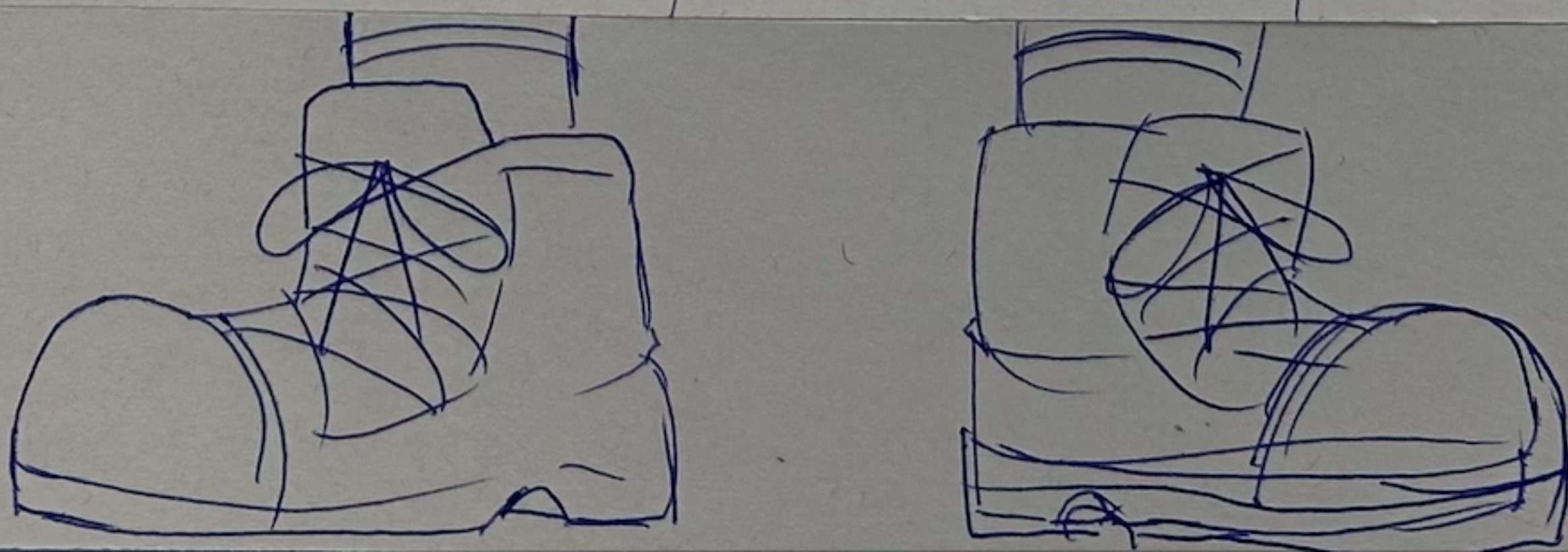
TORSO +
ARMS



3. LEGS



5. FEET



**Sevenoaks Town Council
Youth Services Committee – 10th September 2025**

Youth Outreach Budget – Grant Applications

1) Grants to Local Voluntary Organisation 2025/26

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town. Local community groups are invited to submit applications in August & January of each financial year, for consideration by the Finance & Delivery Committee or this Committee as appropriate.

2) Delegated Authority

This Committee has delegated authority to approve Youth Grants within the allocated Youth Outreach Budget.

3) Budget

The Youth Outreach Budget for 2025/26, and the balance to date, is shown below:

Budget 2025/26	Budget £	Balance £
Youth Services	8,200	7,262

Details of the committed expenditure to date are set out below:

Agreed at Youth Services Committee	Minute Number	Local organisation or project	Amount awarded
09.07.2025	198	Children's Design a Christmas Light Competition 2025	£400.00
09.07.25	199	Skateboarding sessions	£537.50
		Total	£937.50

4) Grant Application for Consideration

The Committee is requested to consider the following Grant Application received (copy attached):

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in 2024/25 £	Current Application £
6	Sevenoaks Three Arts, Young Musician of the Year	Towards cost of hiring venue that has a piano of competition standard.	£500/£600 per year 2007 to 2023 £1000 in 2021/22	650	650

Recommendation: The Committee is asked to consider awarding a grant to the above applicant from the Youth Outreach Budget 2025/26.

APPLICATION FOR GRANT AID 2025/2026

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 9th March 2026 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	SEVENOAKS THREE ARTS FESTIVAL YOUNG MUSICIAN OF THE YEAR
NAME OF CONTACT	MRS JEAN SURREY FESTIVAL TREASURER
ADDRESS OF CONTACT	<div>██████████</div> <div>██████████</div> <div>██████</div> <div>██████████</div>
TELEPHONE NUMBER:	DAYTIME ██████████ EVENING ██████████
EMAIL ADDRESS	████████████████████

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	YES
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PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	<p>SEVENOAKS THREE ARTS FESTIVAL ORGANISES A COMPETITIVE PERFORMING ARTS FESTIVAL HELD IN JUNE, OVER 4 DAYS WITH MORE THAN 600 PARTICIPANTS, MAINLY SCHOOL AGE AND PREDOMINATELY FROM SEVENOAKS AND THE SURROUNDING AREA. IT ALSO ORGANISES THE SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION. THIS IS AN ALLDAY EVENT ATTRACTING TALLENTED MUSICAL STUDENTS UP TO THE AGE OF 21. THIS GIVES SEVENOAKS ITS OWN PRESTIGIOUS COMPETITION, RANKING WITH OTHER YOUNG MUSICIAN COMPETITIONS HELD AROUND THE COUNTRY.</p>
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DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS		
SEE BELOW		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
<p>THE COMPETITION IS THOUGHT TO HAVE LITTLE ENVIRONMENTAL IMPACT AS A MUSICAL ACTIVITY.</p> <p>WE AIM TO USE PAPERLESS COMMUNICATION WHERE POSSIBLE.</p>		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
<p>THE YOUNG MUSICIAN OF THE YEAR COMPETITION IS A MEMBER OF THE BRITISH AND INTERNATIONAL FEDERATION OF FESTIVALS. THIS ENABLES US TO KEEP UP TO DATE ON THE LATEST PROCEDURES. WALTHAMSTOW HALL SCHOOL HAS SUITABLE FACILITIES FOR BOTH THE PARTICIPANTS AND AUDIENCE.</p>		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	NONE
	B) VOLUNTEERS	20+
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	FESTIVAL
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	60/70%	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£650

PLEASE DESCRIBE YOUR PROJECT	
<p>THE YOUNG MUSICIAN OF THE YEAR WAS FORMED BY JUNE CLEMANTS IN 1995. IT IS RECOGNISED NATIONALLY BRINGING PRESTIGE TO THE TOWN. COMPETITORS COME FROM SEVENOAKS AND NATIONALLY FOR THE TITLE SEVENOAKS YOUNG MUSICIAN OF THE YEAR.</p>	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
<p>THE COMPETITION WILL BE HELD IN MARCH AND THE GRANT WILL BE USED TOWARDS THE COST OF HIRING THE VENUE THAT HAS A PIANO OF COMPETITION STANDARD.</p>	
WHICH TAX YEAR WILL THE GRANT BE USED IN	2025/6

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
<p>DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)</p>	YES
<p>IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?</p>	NO
<p>PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:</p>	
<p>N/A</p>	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS
<p>HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?</p>
<p>IF YES, PLEASE GIVE DETAILS</p>

FOR THE 2025 EVENT WE RECEIVED GRANTS FROM SEVENOAKS DISTRICT ARTS COUNCIL, AND BLACK CAT MUSIC AND ACOUSTICS, SEVENOAKS SCHOOL, AN ANONYMOUS GIFT AND YOURSELVES. WE WILL APPLY AGAIN FOR 2026 IN THE COMING MONTHS

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

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£9781

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

10 MONTHS

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

WE HAVE ENCOURAGED ADVERTISING THROUGH KNOWN CONTACTS.

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

2025 £650
2024 £600
2023 £1000
2022 £600
2021 £600
2020 £600
2019 £600
2018 £600
2017 £600
2016 £600


PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of form completed	
Form signed.	
Audited accounts for last two financial years attached	I WILL POST
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES

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

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

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


SIGNATURE 	DATE 30/7/2025
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	HON TREASURER

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

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

Bank: 

Sort Code: 

Account No: 

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Thursday 31st July 2025** for the September Finance & Delivery Committee
 - **Friday 9th January 2026** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

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

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Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2024

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2024

Legal and Administrative

The Three Arts Festival is registered with the Charity Commissioners for England and Wales No 1031815 and is affiliated to the British and International Federation of Festivals.

Trustees

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

The trustees during the year ended 31 August 2024 were

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

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

Review of the Year


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

FUNDS AND RESERVE POLICY

The unrestricted fund represents accumulated income in past years. The Trustees continue to operate a policy of using this reserve in a sustainable manner to fund payments to its principal objects.

On behalf of the Trustees

Jean H Surrey

.....2024

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2024 which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

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

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

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



15 November 2024

SEVENOAKS THREE ARTS FESTIVAL

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

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

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2024

		<u>2024</u>	<u>2023</u>
	Note	£	£
FIXED ASSETS			
Tangible fixed assets	2	1	1
CURRENT ASSETS			
Debtors	3	330	-
Bank current account		<u>9971</u>	<u>10688</u>
Total current assets		10301	10688
CURRENT LIABILITY			
Income paid in advance	4	(141)	(141)
Creditor		(380) (521)	<u>(190)</u> (331)

TOTAL ASSETS	<u>£9781</u>	<u>£10358</u>
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ACCUMULATED FUNDS

UNRESTRICTED

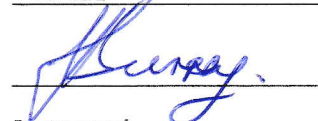
Balance at 1st September 2023	10358	9246
Loss/profit in year	(577)	1112
Balance at 31st August 2024	<u>9781</u>	<u>10358</u>

£9781

£10358



)
) Trustees
)
)



Approved

on 14 November 2024

The notes on pages 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2024

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

f. Current assets

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

2 TANGIBLE FIXED ASSETS

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

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2024

		<u>2024</u>	<u>2023</u>
	Note	£	£
FIXED ASSETS			
Tangible fixed assets	2	1	1
CURRENT ASSETS			
Debtors	3	330	-
Bank current account		<u>9971</u>	<u>10688</u>
Total current assets		10301	10688
CURRENT LIABILITY			
Income paid in advance	4	(141)	(141)
Creditor		(380) (521)	<u>(190)</u> (331)

TOTAL ASSETS		<u>£9781</u>	<u>£10358</u>
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ACCUMULATED FUNDS

UNRESTRICTED

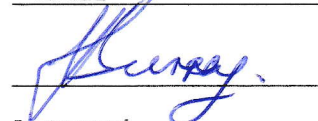
Balance at 1st September 2023	10358	9246
Loss/profit in year	(577)	1112
Balance at 31st August 2024	<u>9781</u>	<u>10358</u>

£9781

£10358



)
) Trustees



Approved

on 14 November 2024

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2024

1 ACCOUNTING POLICIES

a. Basis of accounting

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2 TANGIBLE FIXED ASSETS

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

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2023

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2023

Legal and Administrative

The Three Arts Festival is registered with the Charity Commissioners for England and Wales No 1031815 and is affiliated to the British and International Federation of Festivals.

Trustees

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

The trustees during the year ended 31 August 2023 were

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

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

REVIEW OF THE YEAR

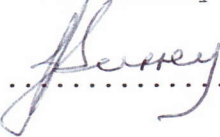
The trustees are satisfied with the level of activity and support received in the year. The increase of numbers of participants and audience was encouraging.

FUNDS AND RESERVE POLICY

The unrestricted fund represents accumulated income in past years. The Trustees continue to operate a policy of using this reserve in a sustainable manner to fund payments to its principal objects.

On behalf of the Trustees

Jean H Surrey



.....2023

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2023 which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

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

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

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

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

Date

15 November 2023

SEVENOAKS THREE ARTS FESTIVAL

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

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

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL


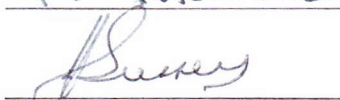
BALANCE SHEET AS AT 31ST AUGUST 2023

		<u>2023</u>	<u>2022</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	-	328
Bank current account		<u>10688</u>	<u>9269</u>
Total current assets		10688	9597
CURRENT LIABILITIES			
Income paid in Advance	4	(141)	(191)
Creditor		<u>(190)</u> (331)	<u>(160)</u> (351)
TOTAL ASSETS			
		<u>£10358</u>	<u>£9246</u>

ACCUMULATED FUNDS

UNRESTRICTED

Balance at 1st September 2022	9246	9033
Surplus in year	1112	213
Balance at 31st August 2023	<u>10358</u>	<u>9246</u>
	<u>£10358</u>	<u>£9246</u>

)
) Trustees
)
)

Approved

on 15 November 2023

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2023

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

f. Current assets

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

2 TANGIBLE FIXED ASSETS

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

Youth Events Summer 2025 Report

Skateboard Sessions- Hosted by Samsara Sport

In the lead up to the Skate Jam event, Samsara Sport hosted a series of free skateboarding sessions sponsored by Sevenoaks Town Council and Sevenoaks District Council. These sessions took place every Thursday from 26th June- 17th of July at Greatness Skate Park. These sessions were split into two age groups of 7-11 from 5-6 pm and 11+ from 6-7 pm. The table below outlines the number of young people who attend each of the sessions.

Date of Session	Session Age range	Number of Female	Number of Male	No. Cancellations/No shows
26th June	07-11s	5	5	0
	11+	2	4	0
03rd July	07-11s	8	Girls Session	2
	11+	2		0
10th July	07-11s	1	8	1
	11+	2	4	0
17th July	07-11s	5	5	2
	11+	3	5	3

Table 1: Please note the number of Female/ Male does not include the cancellations/ no shows.

To note that the waiting list for the last sessions held on the 17th of July was made up of seventeen young people, sixteen male and one female.

Ollie Ireland, Coach for *Samsara Sport*, reported:

“The skate sessions went really well this year. We had a good cross-section of local young people from a variety of schools - grammar, state and private. We also had getting on for half males and females, which is a massive success! There were predominantly novice or beginner riders, but we did have a few intermediate riders in both age groups who wanted to be part of something whilst progressing. I saw a lot of the attendees at the Jam, which was encouraging. I had feedback from several parents that the course gave skills and confidence for their children to go back to a skatepark again.

I made positive connections with the kids who hang out at the park every day after school, and some joined in the sessions. It is worth noting that scooters are the most common choice at the park rather than boards or bikes.”



Skate Jam 2025

This year saw Sevenoaks Town Council kick off the summer holidays with a Skate Jam on the first Friday of the School holidays. The event was well attended, with around 150-200 young people attending the event. The event included Batch 18 providing refreshments and ice cream, Barclays Bank talking to families and young people about scam prevention and Sevenoaks Repair Café, which was running a repair workshop for bikes. This was their first time attending the Skate Jam event, and they were very happy with the turnout. Furthermore, we had West Kent Housing, who were giving out free popcorn, Kenwood Trust talking to young people on the effects of drugs and alcohol, SAYT running a game of Jenga and giving out bottles of water on an exceptionally hot day, HitB with the giant inflatable dart board and Kent Police talking about how to be safe and keeping your bike safe.

The overall event was hosted by King Ramps, who provided UK athletes for demonstrations as well as sessions for young people who wanted to learn more about either Skateboarding, BMX or scooters. The Deputy Mayor, Cllr Victoria Granville, attended the event, greeting the stallholders and the event providers.



Music on the Bandstand 2025 - Bouncy Castle every Thursday

Unfortunately, due to rain on the first and second Thursdays (Thurs, 24th July and Thurs, 31st July), the bouncy castle was unable to go ahead as Play Place had to cancel due to safety concerns. STC were not charged for this. On Thursday, the 14th of August, there was an issue with the power supply, and as such, the bouncy castle was unable to go ahead on this day. Despite this, the Bouncy Castle did go up on three out of the six possible dates, with Play Place stating they had received some positive feedback from parents. Mike from Play Place stated that for the event on the 21st of August, "I believe they had around 20 young people, some being older too, which is great."



Family Fun Day- 4th August- Greatness Recreation Ground

The annual *Family Fun Day* attracted a large number of parents, grandparents, and children to the Greatness Recreation Ground, despite the inclement weather. The event featured a wide range of attractions and activities, including stalls and displays from Batch 18, West Kent, Play Place, We Make Footballers, Kenwood Trust, and Kent Police. Quest for Entertainment delighted attendees with their ever-popular Baby Dinosaurs, while Sevenoaks Town Council engaged children and families with rock painting in support of the *Britain in Bloom* judging.

Although organised by Sevenoaks District Council, the event was hosted by Sevenoaks Town Council. As such, several elements were facilitated directly by the Town Council, including the participation of Quest for Entertainment, We Make Footballers, Kenwood Trust, Batch 18, and the Town Council's own rock painting activity, which proved very popular. We arrived at the event with over 100 rocks to paint and returned with just 58, though all of which were painted.

Trevor from *Quest for Entertainment* gave the following report:

"Once again, we received a great reception and had a wonderful visit to Sevenoaks. Many people around, great for the event, especially considering the inclement weather."

Gil from *We Make Footballers* also gave the following report:

"Thank you again for inviting me along. The parents had nothing but positive things to say and shared lots of compliments!"



Children's Theatre Shows- Fungi Frida and the Myco Heroes 19th- 22nd August

These theatre shows rounded up several months' worth of In Bloom events, starting on the 4th of May with the theatre show Professor Slug's House of Bugs which included a popular rock painting workshop. We also had schools making sculptures and because the rock painting was so popular we did it again on the 4th of August, ready for the second round of In Bloom judging on the Tuesday 12th of August. The main themes of this theatre show were recycling and how mushrooms can help with recycling, with

aspects of the show calling upon both adult and young people to help in the performance. The first show at the Bat and Ball Centre saw around 70 people, with Sevenoaks Day Nursery bringing their classes over to the centre.

The second show at Pontoise went well, with around 20-25 people in attendance. A huge thank you to Cllr Ancrum and Cllr O'Hara, who took photos at this event.

The Third show at Greatness Recreation Ground, we saw had around 10 young people over the course of the show, with about 20-25 people attending. The show was very interesting, as the way it was done at this site was almost a walking story leading the young people and the parents around the woods of Greatness, including showing the infinity project. The event at the Vine went very well, with Georgie (Fungi Frida) saying it was one of the largest crowds they have performed to, with around 250 people present, not including the Mayor, who got up and joined in the performance in full regalia.



Sevenoaks Town Council
Youth Services Committee- Wednesday 10th September 2025



**House in the Basement Youth Café Manager:
June 2025 report:**

We saw 110 young people, 22 of whom had never visited before. We were open for a total of 15 days throughout the month, with 4 SEN Sessions taking place, seeing 27 Young people.

We also launched the Free Meals for Young People over the School Holidays for those who had been receiving free lunches from the school during term time. This is made possible by funding from Tesco's "Stronger Starts" scheme, which allows us to offer meals deals (any hot food, including a drink, for £3.50) to young people during the school holidays. These were given to schools, food banks and local organisations in the form of vouchers that could be redeemed at HitB.

In addition, we were delighted to celebrate Paula, whose dedication and commitment to supporting young people have spanned an incredible forty years. Her remarkable contribution to youth work stands as an inspiration to us all and was recognised with heartfelt appreciation during the event.



July 2025 report:

In July, we were open for 18 occasions and saw 118 Young people, 8 of whom were new to HitB. We saw 45 SEN Young People during the 5 SEN sessions over the course of the month. We also hosted the start of the first round of In Bloom Judging, as well as receiving some delicious cake from the residents at Rockdale Housing Association.

In addition to these, we also attend the Skate Park event at Greatness Recreation Ground, bringing the inflatable dart Board with us for young people to have a go, with prizes for those who score over 60.

Sevenoaks Town Council
Youth Services Committee- Wednesday 10th September 2025



Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>50</u>	<u>Youth Cafe</u>											
1022	Letting & Hire of Facilities	558	333	(225)	1,428	999	(429)	4,000			35.7%	
1211	Sale of Goods	322	167	(155)	1,060	501	(559)	2,000			53.0%	
1350	Revenue Grant income	0	0	0	1,125	0	(1,125)	0			0.0%	
	Youth Cafe :- Income	880	500	(380)	3,613	1,500	(2,113)	6,000			60.2%	0
4010	Gross Pay	4,903	5,167	264	17,242	15,501	(1,741)	62,000		44,758	27.8%	
4270	Employers Pension Contribution	206	174	(32)	758	522	(236)	2,090		1,332	36.3%	
5410	Repairs & General Maintenance	522	85	(437)	756	255	(501)	1,025		269	73.7%	
5500	Equipment Hired and New	80	44	(36)	112	132	20	520		408	21.5%	
6010	Light Heat & Cleaning	34	17	(17)	127	51	(76)	205		78	61.8%	
6101	Telephone	51	60	9	153	180	27	717		564	21.3%	
6105	Broadband wi-fi service	33	0	(33)	98	0	(98)	400		302	24.6%	
6200	Printing & Stationery	11	17	6	21	51	30	205		184	10.4%	
6240	Computer/ Data Base/WP's	0	42	42	0	126	126	500		500	0.0%	
6241	Website Costs	0	0	0	36	0	(36)	205		169	17.6%	
6281	Furnishings,Furniture/Eqpt	0	129	129	0	129	129	515		515	0.0%	
6320	Staff Training	80	0	(80)	180	0	(180)	100		(80)	180.2%	
6330	Welfare/Hospitality	23	0	(23)	31	0	(31)	0		(31)	0.0%	
6340	Staff Uniforms	0	51	51	44	51	7	205		161	21.6%	
6500	Goods for Resale	95	171	76	951	513	(438)	2,050		1,099	46.4%	
6505	Cafe consumables	0	0	0	1	0	(1)	0		(1)	0.0%	
6635	Professional Fees Licensing	101	0	(101)	672	115	(557)	461		(211)	145.8%	
6900	Sundry Expenses	0	33	33	22	99	77	400		378	5.5%	

Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	152	139	(13)	339	417	78	1,250		911	27.1%	
6952 Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
Youth Cafe :- Indirect Expenditure	<u>6,290</u>	<u>6,129</u>	<u>(161)</u>	<u>21,646</u>	<u>18,142</u>	<u>(3,504)</u>	<u>72,848</u>	<u>0</u>	<u>51,202</u>	<u>29.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,410)</u>	<u>(5,629)</u>	<u>(219)</u>	<u>(18,033)</u>	<u>(16,642)</u>	<u>1,391</u>	<u>(66,848)</u>				
Grand Totals:- Income	880	500	(380)	3,613	1,500	(2,113)	6,000			60.2%	
Expenditure	6,290	6,129	(161)	21,646	18,142	(3,504)	72,848	0	51,202	29.7%	
Net Income over Expenditure	<u>(5,410)</u>	<u>(5,629)</u>	<u>(219)</u>	<u>(18,033)</u>	<u>(16,642)</u>	<u>1,391</u>	<u>(66,848)</u>				
Movement to/(from) Gen Reserve	<u>(5,410)</u>	<u>(5,629)</u>	<u>(219)</u>	<u>(18,033)</u>	<u>(16,642)</u>	<u>1,391</u>	<u>(66,848)</u>				

Detailed Income & Expenditure by Phased Budget Heading 01/09/2025

Month No: 4

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>50</u>	<u>Youth Cafe</u>											
1022	Letting & Hire of Facilities	450	333	(117)	1,710	1,332	(378)	4,000			42.8%	
1211	Sale of Goods	230	167	(63)	1,176	668	(508)	2,000			58.8%	
1350	Revenue Grant income	0	0	0	1,125	0	(1,125)	0			0.0%	
	Youth Cafe :- Income	680	500	(180)	4,011	2,000	(2,011)	6,000			66.8%	0
4010	Gross Pay	7,507	5,167	(2,340)	24,749	20,668	(4,081)	62,000		37,251	39.9%	
4270	Employers Pension Contribution	280	174	(106)	1,038	696	(342)	2,090		1,052	49.7%	
5410	Repairs & General Maintenance	0	85	85	756	340	(416)	1,025		269	73.7%	
5500	Equipment Hired and New	1,034	44	(990)	1,145	176	(969)	520		(625)	220.3%	149
6010	Light Heat & Cleaning	9	17	8	131	68	(63)	205		74	63.9%	
6101	Telephone	51	60	9	204	240	36	717		513	28.4%	
6105	Broadband wi-fi service	33	0	(33)	131	0	(131)	400		269	32.8%	
6200	Printing & Stationery	0	17	17	21	68	47	205		184	10.4%	
6240	Computer/ Data Base/WP's	645	42	(603)	645	168	(477)	500		(145)	128.9%	
6241	Website Costs	24	50	26	48	50	2	205		157	23.4%	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	129	129	515		515	0.0%	
6320	Staff Training	0	0	0	180	0	(180)	100		(80)	180.2%	
6330	Welfare/Hospitality	0	0	0	31	0	(31)	0		(31)	0.0%	
6340	Staff Uniforms	0	0	0	44	51	7	205		161	21.6%	
6500	Goods for Resale	362	171	(191)	1,108	684	(424)	2,050		942	54.1%	
6505	Cafe consumables	0	0	0	1	0	(1)	0		(1)	0.0%	
6635	Professional Fees Licensing	175	115	(60)	672	230	(442)	461		(211)	145.8%	
6900	Sundry Expenses	5	33	28	22	132	110	400		378	5.5%	

Detailed Income & Expenditure by Phased Budget Heading 01/09/2025

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	94	139	45	433	556	123	1,250		817	34.6%	
6952 Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
Youth Cafe :- Indirect Expenditure	10,218	6,114	(4,104)	31,463	24,256	(7,207)	72,848	0	41,385	43.2%	149
Net Income over Expenditure	(9,538)	(5,614)	3,924	(27,452)	(22,256)	5,196	(66,848)				
8001 plus Transfer from EMR	149	0	(149)	149	0	(149)	0				
Movement to/(from) Gen Reserve	(9,389)	(5,614)	3,775	(27,303)	(22,256)	5,047	(66,848)				
Grand Totals:- Income	680	500	(180)	4,011	2,000	(2,011)	6,000			66.8%	
Expenditure	10,218	6,114	(4,104)	31,463	24,256	(7,207)	72,848	0	41,385	43.2%	
Net Income over Expenditure	(9,538)	(5,614)	3,924	(27,452)	(22,256)	5,196	(66,848)				
plus Transfer from EMR	149	0	(149)	149	0	(149)	0				
Movement to/(from) Gen Reserve	(9,389)	(5,614)	3,775	(27,303)	(22,256)	5,047	(66,848)				