

1st September 2021

You are hereby summoned to attend a meeting of the **YOUTH SERVICES COMMITTEE** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks, TN14 5DN on **Wednesday 8th September 2021 at 7.00pm**. 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 that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: https://youtu.be/f_80giPpcA 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 Committee 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.



Deputy 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.

Committee Members:

Cllr E Waite - Chairman	Cllr R M C Hogarth
Cllr N Busvine	Cllr T Morris Brown
Cllr A Eyre	Cllr Mrs R Parry – Vice-Chairman
Cllr V Granville Baxter	Cllr C Shea
Sevenoaks Youth Council: Vacant	SAYT: Mrs Caroline Berry
KCC: Ms Sarah Gaunt	West Kent Communities: Richard Dowling
SDC: Ms Kelly Webb, Ms Maxine Quinton	

AGENDA

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

- 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 any items of business included in this agenda.
- 4 NOTES OF REPORT TO YOUTH SERVICES COMMITTEE ON 30TH JUNE 2021 Attached
To receive and agree the Notes of the Report to Youth Services Committee on 30th June 2021.
- 5 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE
To receive and discuss the following reports:
 - 5.1 HitB Update Report Attached
 - 5.2 Finance Cost Centre Report Attached
- 6 YOUTH COUNCIL
To note progress on Youth Council Elections October 2021 Attached
- 7 YOUTH GRANTS UPDATE
To consider Grant Application received from Sevenoaks Three Arts Festival Attached
- 8 SEVENOAKS DISTRICT COUNCIL PLEDGE: TO RECONNECT KENT CHILDREN AND YOUNG PEOPLE Attached
- 9 REPORTS FROM CO-OPTED PARTNERS
 - i. Kent County Council
 - ii. SAYT
 - iii. SDC - Community Safety Team
 - iv. West Kent Communities
- 10 PRESS RELEASE
To consider any agenda item considered appropriate for a press release.

Sevenoaks Town Council
Notes of the Report to the Youth Services Committee Working Party on 30th June 2021
Via Zoom

Available to view on YouTube: <https://youtu.be/yLdWN5DZxPU>

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.00 p.m.

Present:

Cllr Edward Waite, Chairman	Present	Cllr Victoria Granville-Baxter	Apologies
Cllr Rachel Parry, Vice-Chairman	Present	Cllr Roderick Hogarth	Absent
Cllr Nick Busvine	Apologies	Cllr Tom Morris Brown	Absent
Cllr Andrew Eyre	Present	Cllr Claire Shea	Apologies
Co-opted Members:			
Richard Dowling, West Kent Communities	Present	Sarah Gaunt, Kent County Council	Present
Maxine Quinton, Sevenoaks District Council	Present	Caroline Berry, SAYT	Present

In attendance: Cllr Richard Parry, Town Clerk, Senior Committee Clerk

Representations received from Members of the Public: none

140. Apologies for Absence

Received as noted above.

141. Requests for Dispensations

There were no requests for dispensations.

142. Declarations of Interest

There were no Declarations of Interest at the meeting.

143. Minutes of the Youth Services Committee held on 24th March 2021

RESOLVED: to receive and note the minutes of the Youth Services Committee held on 24th March 2021 as a true record.

144 House in the Basement Youth Café

(i) Update Report

It was noted that 2020/21 had been difficult for the House in the Basement Youth Café which had closed at the beginning of the Covid-19 national lockdown in March 2020, reopened in September 2020, and closed again in November 2020 with the second national Lockdown.

In line with current government guidance, the facility was reopened on 17th May 2021. The number of attendees was currently small, averaging two per day. Staff were hoping to be able to relax restrictions later this month (subject to

government guidance) and were using this time to prepare a programme of activities. This information would be circulated to schools.

It was noted that the Lewis Project, whose music centre was based in the Youth Café, had also reopened.

(ii) Finance Report to 31st May 2021

RESOLVED: That the Finance Cost Centre report for the House in the Basement Youth Café to 31st May 2021 be noted.

145. Sevenoaks Youth Council

As a result of uncertainties arising from the pandemic, the holding of elections for a new Youth Council was postponed to 2021. It was noted that the recruitment campaign for the new Youth Council 2021-2023 would be launched in July, before the school holidays, and followed up in September. The closing date for nominations was 30th September, with the holding of the first meeting (AGM) of the new Youth Council to take place on 3rd November 2021.

146. Reports from Co-opted Partners

Noted reports from Co-opted Partners:

(i) Kent County Council (KCC)

Sarah Gaunt reported that the Swanley Hub, the KCC Youth Services base for Sevenoaks District, had reopened. She advised that her team was providing targeted support for identified vulnerable people and some school work. There was also a focus on contextualised safeguarding which included visiting areas of concern to talk to young people about how to keep safe.

She reported that the KCC youth offer was jointly run with West Kent Youth Services.

The Sevenoaks District Youth Assembly continued to meet and a Youth Conference was being planned. The Youth Assembly had carried out consultation with schools in the district and identified the following key issues of concern:

- Mental health
- The environment
- Impact of Covid-19

(ii) Sevenoaks Area Youth Trust (SAYT)

Caroline Berry advised that SAYT was currently recruiting for a senior youth worker. They were planning summer activities and hoped to get some support in to help over that period. They were currently working in Kemsing.

(iii) Sevenoaks District Council, Community Safety

Maxine Quinton reported that Family Fun Days had been arranged across the district during the school holidays, including one in Sevenoaks Town.

She asked for information on the House in the Basement opening hours which she would ask the PCSOs to share with the young people they met.

The team was working on a “Summer Plan” to try to prevent some of the issues that had arisen the previous year as Lockdown had eased. So far, the problems had not materialised in the same way.

One issue of concern within the town was young adults gathering in the early hours of the morning in the car park, by the Sencio Leisure Centre, and in the Environmental Park, causing disruption to local residents. The Town Clerk advised that there had also been groups of young adults gathering between 7.00 - 8.00pm in the evenings which was intimidating for users of the leisure centre. Maxine undertook to raise this with the PCSOs.

(iv) West Kent Youth Services (WKYS)

Richard Dowling, Youth Services Manager, explained that West Kent’s contract with KCC was for two youth workers to provide school and detached youth work across the whole district. In addition WKYS provided separate youth work including an 8 -12 Group for referred young people. Free online guitar lessons were offered.

Detached youth work had taken place each Tuesday for the last six weeks at Greatness Recreation Ground skatepark. The Youth Worker also visited the town and Bat & Ball areas and had responded to issues in Knole Park.

Project work in schools had been very successful, including at Knole Academy. Invitations had been emailed to schools in Sevenoaks and resulted in a lot of bookings.

147. Press Release

It was agreed that a Press Release be issued recognising all the youth work undertaken by the co-opted partners in Sevenoaks Town, including the House in the Basement Youth Café and the Sevenoaks Youth Council.

There being no further business the Chairman closed the meeting.

Signed

.....
Chairman

Dated

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council
Youth Services Committee – 8th September 2021



Manager's Report – 30th August 2021

House in the Basement Statistics		
Month	Total Attendances	Number of sessions
May 21 st onwards	15	6
June	49	17
July	42	22
Song writing course 27 th to 30 th July 1:00 – 4:00pm	7	4
August	20	18

Since we re-opened after May 21st, we have still had quite low numbers.

We have had a core group of people coming who have been regulars, spending time on the computers and mainly playing on the play station and wii.

In June we had an average attendance of 2.88 per session, however it was our regular attenders who seemed to like the quiet and calmness of the club.

In July, with the lockdown rules relaxing in mid-July, we had average attendance of 1.88 each session and also ran a song writing course over 4 days.

In August we had an average attendance of 1.11, mainly low due to young people going on holiday during the summer break, however we have been getting regular new interest from our advertising.

Song writing course – 27th to 30th July

The course was delivered by Adam Wedd
See the plan of the course below:

**Sevenoaks Town Council
Youth Services Committee – 8th September 2021**

“Work with songwriter-producer ‘Adam Wedd’ for 4 days where you’ll learn how to write, record and produce your own song. Whether it be Rap, Trap, R&B, Hip-Hop, Rock or Pop this will be 4 days for anyone who loves music of any kind. Adam has shared stages with Ed Sheeran, worn Stormy’s Hoody and AJ Tracey’s T-shirt as well as had music played on over 150 Radio stations world-wide and had his music used in TV shows. Adam has also toured all over the USA and Europe and signed with James Browns’ manager, ps just don’t let him in the kitchen”

Lay out of course:

OVERVIEW - The Life of a Song

Day 1 - Who are ya and what do you want to say?

Ice-breakers

Mood-board

Mind-Mapping

The process of a song’s life

Day 2 - Building

Writing songs

Melodies & Lyrics

Song- Structure

Beginning the recording process

Day 3 - Recording

What it says on the tin, recording, recording and more recording

Learning basics of EQ Mixing and Mastering and the distribution process

Day 4 - The Final Showdown

Perform your songs to each other

Playback session to each other

We had two young girls complete the course and each got to write and record a song together.

We have been using social media to advertise the House in the Basement and plan to advertise in the schools once they open again, as the lockdown has sadly broken the chain with the young people who attended in the past.

We have been looking at the skills of the workers and are trying to offer more craft activity and have been offering our older young people help with CVs and job hunting.



HOUSE

IN THE

Basement

YOUTH CAFE FOR AGES 11-18



GAMES



FREE WIFI



INTERNET
CAFE



POOL



CHESS



FOOD & DRINK



CHILL OUT



INFO &
SUPPORT

OPENING HOURS:

Tuesday: 5pm - 8pm

Wednesday & Friday: 4pm - 8pm

Saturday: 2pm - 8pm

(School Holidays - begins at 2pm instead of 4pm)

**AVAILABLE
FOR HIRE**

*subject to public health
guidelines*

In the Basement of the

STAG COMMUNITY ARTS CENTRE

London Road, Sevenoaks, Kent TN13 1ZZ

01732 466 593

info@houseinthebasement.co.uk



@houseinbasement



houseinthebasement

Sevenoaks
TOWN COUNCIL



STAG
SEVENOAKS

Detailed Income & Expenditure by Phased Budget Heading 31/07/2021

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	Transfer to/from EMR
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	133	312	179	583	1,248	665	3,740		0	
1211 Sale of Goods	13	197	184	13	788	775	2,369		0	
1450 Furlough Grant Income	0	0	0	4,165	0	(4,165)	0		0	
1990 Other Income	5	0	(5)	5	0	(5)	0		0	
Youth Cafe :- Income	152	509	357	4,767	2,036	(2,731)	6,109			0
4010 Gross Pay	2,424	2,170	(254)	10,324	8,680	(1,644)	26,041		15,717	10,000
4270 Employers Pension Contribution	57	87	30	262	348	86	1,042		780	
5410 Repairs & General Maintenance	0	85	85	419	340	(79)	1,020		602	
6010 Light Heat & Cleaning	0	42	42	0	168	168	510		510	
6101 Telephone	47	48	1	134	192	58	571		437	
6200 Printing & Stationery	0	42	42	0	168	168	510		510	
6240 Computer/ Data Base/WP's	95	64	(31)	163	256	93	765		602	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	168	168	510		510	
6320 Staff Training	0	0	0	0	0	0	408		408	
6340 Staff Uniforms	0	0	0	0	51	51	204		204	
6460 Publicity & Democratic notices	0	42	42	0	168	168	510		510	
6500 Goods for Resale	40	144	104	40	576	536	1,734		1,694	
6635 Professional Fees Licensing	0	0	0	278	204	(74)	408		130	
6900 Sundry Expenses	245	13	(232)	245	52	(193)	153		(92)	
6922 Health&Safety/Risk Assessments	99	34	(65)	395	136	(259)	408		13	
Youth Cafe :- Indirect Expenditure	3,007	2,813	(194)	12,260	11,507	(753)	34,794	0	22,534	10,000
Net Income over Expenditure	(2,855)	(2,304)	551	(7,493)	(9,471)	(1,978)	(28,685)			
8001 plus Transfer from EMR	0			10,000						
Movement to/(from) Gen Reserve	(2,855)			2,507						

Detailed Income & Expenditure by Phased Budget Heading 31/07/2021

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	Transfer to/from EMR
Grand Totals:- Income	152	509	357	4,767	2,036	(2,731)	6,109			
Expenditure	3,007	2,813	(194)	12,260	11,507	(753)	34,794	0	22,534	
Net Income over Expenditure	(2,855)	(2,304)	551	(7,493)	(9,471)	(1,978)	(28,685)			
plus Transfer from EMR	0			10,000						
Movement to/(from) Gen Reserve	(2,855)			2,507						

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council

Youth Services Committee – 8th September 2021

Sevenoaks Youth Council Recruitment 2021 to 2023

The recruitment campaign launched in July just before the schools broke up for the summer break. We are very pleased that five young people have already submitted their applications to join the Youth Council.

The published closing date for nominations is Thursday 30th September, although this will be extended if necessary.

The first meeting (AGM) of the new Youth Council will be held on 3rd November 2021.

Key actions in the recruitment campaign are:

Action	Timescale
Second Phase of Recruitment Campaign - Resend publicity pack to schools and youth groups - Town Clerk to attend school assemblies, if requested - Issue second Press Release - Promote via website, newsletter, posters, flyers, social media (Facebook, Twitter, Instagram)	1 st week September During September 1 st week September Throughout September
- Process Nominations, including obtaining parental consent forms - Circulate Youth Councillor Welcome/ Induction Packs - Prepare agenda and papers for AGM on 3rd November - Complete Covid Risk assessment if required	Early October Week commencing 18 th October By 25 th October By 25 th October
AGM of new Youth Council	3 rd November

In addition to these actions, the Mayor has been engaging with many school pupils recently and, as a result, students from Sevenoaks School are putting together a 15-minute presentation on how the provision in Sevenoaks could be improved for their age group. We are planning to invite other secondary schools to also prepare presentations with a view to holding an event in October. We would also use this event to promote and encourage young people to join the Youth Council.



Sevenoaks Youth Council

Interested in becoming a Youth Councillor?

Have you ever wanted your voice to be heard? Wanted to improve your town? Make people aware of issues close to you? Or simply want change?

If you're 11-18 years old, and want to make a change in your community, becoming a Youth Councillor for Sevenoaks might be for you.

Becoming a Sevenoaks Youth Councillor is a great opportunity to get involved with local politics and have an impact on your town & future career.

16 - 20 young people will be elected to represent the views, issues and opinions of young people across Sevenoaks.

Nominate yourself by completing this form and returning to the address overleaf.

What does it involve?

As a Youth Councillor you will have certain important responsibilities. These will vary depending on the projects you take on as a group, however here are some of the main responsibilities:

- Attending the youth council committee meetings, these generally last 1 hour and start at 6pm -
- Send ideas and items to discuss to the committee clerk before meetings -
- Carry out research and hold events -
- Raise money / awareness for current and relevant issues in Sevenoaks -

Benefits of being a Youth Councillor

- Have your say in decisions affecting you and your community
- Looks fantastic on your UCAS application
- Enhances your CV to help with future careers
- Counts as volunteering/community service for awards such as DofE ASDAN and IB's CAS
- Private audience with the MP of Sevenoaks and a tour of the Houses of Parliament.
- Great for careers in management, politics, finance, journalism, administration and much more.

How do I become a Youth Councillor?

Please ensure you meet the following criteria before submitting this form.

- I am aged between 11 and 18.
- I live in (or within 5 miles of), or go to a school in Sevenoaks
- I understand that I am expected to attend Youth Council meetings every six weeks.
- I would like to be a Sevenoaks Youth Councillor.

You can then apply to become a Youth Councillor for Sevenoaks.
Fill out the contact form here or online at www.sevenoaksyouthcouncil.com and return to

Sevenoaks Town Council
Bradbourne Vale Road,
Sevenoaks,
TN13 3QG

Contact: council@sevenoakstown.gov.uk
for more info

First Name:

Surname:

Date of birth:

Home address:

Email address:

School:

Parent/Guardian name:

Parent/Guardian email
address:

This page left blank intentionally

This page left blank intentionally

**Sevenoaks Town Council
Youth Services Committee – 8th September 2021**

Youth Grant Application

The overall budget for grants to local voluntary organisations for 2021/2022, and the balance to date is as follows:

	2021/22	
2021/22 Budget	2021/22 Budget £	Balance July 2021 £
Grant Subsidies Sevenoaks Community Centre	255	255
Grant Subsidies Chamber	1,020	1,020
Local Organisations F & GP & Youth Support Services (Of which Play Days £2,000)	12,830	12,830
Sevenoaks Summer Festival	5,100	5,100
Community Resilience Fund	2,724	724
Twinning Support	1,020	1,020
Youth Outreach	3,887	3,887
Youth Council Support	510	510
Stag	27,540	540
Community Rail Partnership	3,060	60
Total	57,946	25,946

The Youth Services Committee has delegated authority to

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

The Committee is asked to consider the following grant application (attached) received in August 2021 which falls within the youth remit:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous history	2019/20	2020/21	Current Grant Application
6	Sevenoaks Three Arts Festival	First prize offered in the Young Musician of the Year Competition 2022	2007 to 2018 (Autumn) £500/£600 per year for prize for Young Musician of the Year 2007 to 2019 (Spring) £600 per year for hire of piano and	19.09.19 £600 12.02.20 £600	Grant of £600 awarded 09.09.2020: returned as event cancelled 01.03.21 £600 for admin costs, insurance, website etc	£1,000

**Sevenoaks Town Council
Youth Services Committee – 8th September 2021**

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous history	2019/20	2020/21	Current Grant Application
			performance space		for video only performing Arts Festival	
TOTAL GRANT APPLICATION REQUESTED YSC 08.09.2021						£1,000

Recommendation: The Committee is asked to consider awarding a grant to the above applicant from the Youth Outreach Budget, or to refer the application to the Finance and General Purposes Committee for consideration.

RECEIVED
03 JUL 2021

BY:



TOWN COUNCIL

APPLICATION FOR GRANT AID

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

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL
APPLYING FOR A GRANT FOR THE SEVENOAKS YOUNG MUSICIANS OF THE
YEAR COMPETITION 2022

NAME OF CONTACT

MRS JEAN SURREY, FESTIVAL TREASURER

ADDRESS OF CONTACT

████████████████████

████████████████

████████

██

TELEPHONE NO: DAYTIME

████████████████

EVENING

████████████████

EMAIL ADDRESS

██

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

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

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

600 (ESTIMATE)

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£1000.00

PLEASE DESCRIBE YOUR PROJECT

The Sevenoaks Young Musician of the Year competition is now in its 27th year. It is a development of the Sevenoaks Three Arts Festival. It is nationally recognised bringing prestige to Sevenoaks. Competitors come from Sevenoaks as well as all over the country and sometimes overseas, competing for the title of Sevenoaks Young Musician of the Year.

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

The Grant is for the cash £1000 1st Prize. Called “the Sevenoaks Town Council Prize” They are also given the opportunity to play a concerto with Sevenoaks’ own Youth Orchestra, “The Lydian Orchestra” The STC prize is advertised on the entry forms, programmes and all publicity material including our website.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

We have applied for 2nd and 3rd Prizes from private sponsors. We hope that Sevenoaks District Arts Council will provide underwriting.

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

The Festival is a non-profit making organisation seeking to enhance the cultural life of the town. The Young Musicians Competition provides a stepping stone for talented young musicians from Sevenoaks and elsewhere, where professional careers can be assisted by their participation. Children under 16 have free entry to the theatre, providing inspiration to a range of musical talent. If it is safe, we also hope to invite residents of a nearby care home, to apply for free tickets. Due to Covid the 2021 the YM Competition was cancelled but we held a virtual Festival.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£8930.00

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

9 months

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

N/A

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

Grants awarded to Fund the Competitions £1000 First Prize
"The Sevenoaks Town Council Prize"
2021 Cancelled Due to Covid
2020 £600
2019 £600
2018 £600
2017 £600
2016 £600
2015 £500
2014 £500

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

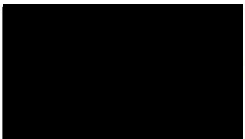
All relevant parts of the form completed	Y
Form signed	Y
Audited accounts for the last two years	Y
Annual Report if available (or Project or Business Plan for a new organisation)	

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

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 31 July 2021.

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

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

SEVENOAKS THREE ARTS FESTIVAL



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

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

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

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

Application Forms are also available by email from:

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

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2019

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2019

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2019 were

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

The trustees hold at least three ordinary meetings a year.

Public Benefit

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

REVIEW OF THE YEAR

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

FUNDS AND RESERVES POLICY

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

On behalf of the Trustees

Jean H Surrey

.....2019

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

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

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

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

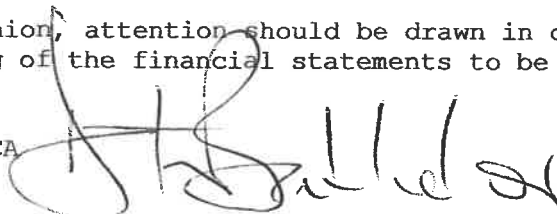
Independent examiner's Statement

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

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

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

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



Date

14 November 2019

SEVENOAKS THREE ARTS FESTIVAL

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

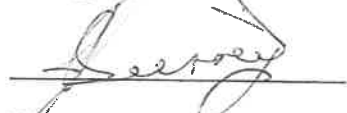
	Note	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
		<u>YM</u>	<u>Festival</u>	<u>2019</u>	<u>2018</u>
		£	£	£	£
INCOMING RESOURCES					
Competitors entry fees		1030	3858	4888	4681
Admissions & Programmes		350	2650	3000	2661
Sponsorship & Adverts		775	307	1082	944
Grants					
Sevenoaks Town Council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

The notes on page 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2019

		<u>2019</u>	<u>2018</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	203	804
Bank current account		<u>9,678</u>	<u>8351</u>
Total current assets		9,881	9155
CURRENT LIABILITIES			
Deferred Income - 2020 YM & Festival		240	145
TOTAL ASSETS		<u>£9,641</u>	<u>£9,011</u>
ACCUMULATED FUNDS			
UNRESTRICTED			
Balance at 1st September 2018		9,011	9,287
Surplus/(Deficit) in year		<u>630</u>	<u>(276)</u>
Balance at 31st August 2019		<u>9,641</u>	<u>9,011</u>
		<u>£9,641</u>	<u>£9,011</u>



Approved

)
) Trustees
)
)

on 14 November 2019

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2019

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

f. Current assets

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

2 TANGIBLE FIXED ASSETS

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

3 DEBTORS

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

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2020

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2020

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 (BIFF) of which Her Majesty the Queen is Patron

Trustees

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

The trustees during the year ended 31 August 2020 were

Mr E Oatley	Chairman	to 14.11.19
Mr P Harlow	Vice Chairman	to 14.11.19
	Chairman	from 14.11.19
Mrs S Day	Secretary	
Mrs J Surrey	Treasurer	
Mr T Daniell		
Mrs M Holgate		
Mrs N Powell		from 09.07.20
Mrs Brenda Ross		from 14.11.19

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). During the year £7,262 (2019 £11,278) was expended on these objects. The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

REVIEW OF THE YEAR

The trustees are satisfied with the level of activity and support received in the year. The Young Musician competition was held early in March, prior to the Corona virus disruptions. The June Festival could not be held in its usual location and format, but a successful video festival was organised at short notice and attracted a significant number of solo entries.

FUNDS AND RESERVES POLICY

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

On behalf of the Trustees

Jean H Surrey

.....2020

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2020 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 9 October 2020

SEVENOAKS THREE ARTS FESTIVAL**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST AUGUST 2020

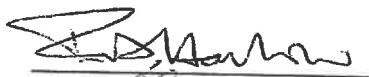
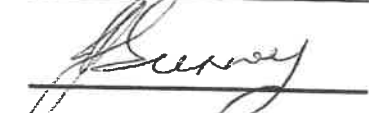
	Note	Unrestricted Funds		TOTAL FUNDS	
		YM	Festival	2020	2019
		£	£	£	£
INCOMING RESOURCES					
Competitors entry fees		1050	889	1939	4888
Admissions & Programmes		472	0	472	3000
Sponsorship & Adverts		1190	0	1190	1082
Grants					
Sevenoaks Town Council		600	600	1200	1200
Sevenoaks District Art Council		500	-	500	750
Kent County Council		500	-	500	500
West Kent			250	250	
Friends Membership		450	50	500	411
Interest Income		-	-	-	-
Misc. Income		-			77
TOTAL INCOMING RESOURCES		4762	1789	6551	11908
RESOURCES USED					
Adjudicators' fees		497	898	1395	3120
Print, Post & Website		136	322	458	1142
Venue hire		1588	-	1588	3230
Piano hire		1119	-	1119	1086
Prizes		1700	-	1700	850
Sundries		180	70	250	317
Honorarium		200		200	800
Subscriptions		-	274	274	483
Insurance		-	250	250	250
Depreciation	2	-	-	-	-
Bank charges		-	28	28	-
TOTAL RESOURCES USED		5420	1842	7262	11,278
NET (INCOMING) /OUTGOING RESOURCES		(658)	(53)	(711)	630

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2020

		<u>2020</u>	<u>2019</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	317	203
Bank current account		<u>8,812</u>	<u>9,678</u>
Total current assets		9,129	9,881
CURRENT LIABILITIES			
Deferred Income -			
2020 YM & Festival		-	240
BIFF Subscription		200	-
TOTAL ASSETS		<u>£8,930</u>	<u>£9,641</u>
ACCUMULATED FUNDS			
UNRESTRICTED			
Balance at 1st September 2019		9,641	9,011
(Deficit)/Surplus in year		<u>(711)</u>	<u>630</u>
Balance at 31st August 2020		8,930	9,641
		<u>£8,930</u>	<u>£9,641</u>



 Approved

)
) Trustees
)
)

on 9th October 2020

The notes on pages 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2020

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 2019	351
At 31st August 2020	<u>351</u>
DEPRECIATION	
At 1st September 2019	350
Charge in year	<u>0</u>
At 31st August 2020	<u>350</u>
NET BOOK VALUE	
At 31st August 2019	1
At 31st August 2020	1

3 DEBTORS	<u>2020</u>	<u>2019</u>
	£	£
PREPAYMENTS	<u>317</u>	<u>203</u>
	<u>317</u>	<u>203</u>

Sevenoaks Town Council, Youth Services Committee – 8th September 2021

Sevenoaks District Council Pledge to



**Kent Children
and Young People**

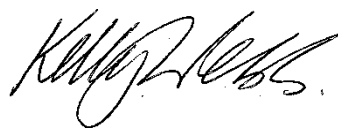
Sevenoaks Town Council, Youth Services Committee – 8th September 2021

Sevenoaks District Council make the following pledge to Reconnect: Kent Children and Young People

Action plan principle	Activity description <i>List at least one tangible activity your organisation has planned to support Reconnect for each action plan principle.</i>	Internal lead(s) <i>Outline who is responsible for each activity</i>	Timescales <i>Provide planned timescales and dates</i>	Performance measure(s) <i>Outline how you will monitor impact and success</i>
Make Reconnect: Kent Children and Young People Programme a priority for our organisation between now and 31 August 2022.	We have submitted our bid for the summer as was awarded £9280. Please see attached Appendix A	Kelly Webb/Yulia La-Kruz	Summer 2022	Please see appendix A
Support the Local Children's Partnership Group in designing, co-ordinating, delivering and monitoring the Reconnect Programme.	Our Health & Communities Manager (Kelly Webb) sits on this group and attends the meetings	Kelly Webb	Quarterly	Attendance of meetings and supporting priorities
Champion and promote Reconnect to all parts of our local community through relevant networks.	It is on the agenda for our Town & Parish Councils Forum on 20 July 2021 We will be putting in our August Community Safety Newsletter We will also pass on information to all our partner agencies	Kelly Webb	End July 2021	N/A
Use our networks and influence with partners, community groups and businesses to build Reconnect opportunities for children and young people and secure pledges of support.				
Support KCC's commissioned services to build Reconnect opportunities and secure pledges of support.	We are a Reconnect Champion and have linked in with the commissioned service. We have attended meetings and are part of the bids appraisal panel	Kelly Webb/Yulia La-Kruz	When meetings and appraisals occur	Attendance and supporting KCC

Sevenoaks Town Council, Youth Services Committee – 8th September 2021

Join appropriate funding streams with others associated with Reconnect to add value.	We have match funded some projects and our Communities Projects Officer sources grants for us	Kelly Webb/Yulia La-Kruz	Throughout summer	At least 2 x successful bids that link to ReConnect programmes
Focus on inclusivity and provide equal access to opportunities for all children and young people.	All activities are inclusive to everyone and adaptations can be made when specified by a young person or a family member	Kelly Webb/Yulia La-Kruz	All events held	Through evaluation forms
Adhere to government and local guidelines regarding Covid-19 and continue to promote messages regarding Covid-19 safety.	All events are Covid-19 compliant	Kelly Webb/Yulia La-Kruz	Throughout our events	Risk Assessments in place and track and trace
Bespoke Pledges				
Provide a comprehensive programme of taster sessions free of charge to children and young people resident in the District via our leisure centres through a Reconnect Passport.	We have 20 Family Fun days that are free for all families across the District from Monday 26 July – Friday 20 August	Kelly Webb	Completed and in place	Nr of attendances
Support groups making a pledge to Reconnect who require community spaces to deliver their activity.	We will help find venues and help set up any groups to deliver programmes for families	Kelly Webb/Yulia La-Kruz	By end of Sept 2021	Nr of groups taken place

Signed: 

Date: 8 July 2021

Please email your pledge to reconnect.kentcyp@kent.gov.uk.