

31st August 2022

You are hereby summoned to attend a meeting of the **YOUTH SERVICES COMMITTEE** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Wednesday 7th September 2022 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/dUBMNLHAFrw> 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 Dr Marilyn Canet (Chairman)	Cllr Andrew Eyre
Cllr Richard Parry (Vice-Chairman)	Cllr R M C Hogarth
Cllr Libby Ancrum	Cllr Tom Morris Brown
Cllr Nick Busvine	Cllr Claire Shea
Sevenoaks Youth Council: Vacant KCC: Victoria Walters SDC: Kelly Webb, Maxine Quinton	SAYT: Caroline Berry West Kent Communities: Richard Dowling

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.

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.	Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG
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2	<u>REQUESTS FOR DISPENSATIONS</u> 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	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-
4	<u>MINUTES OF THE YOUTH SERVICES COMMITTEE HELD ON 29th JUNE 2022</u> To receive and sign the Minutes of the Youth Services Committee held on 29 th June 2022.	Attached
5	<u>HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE</u> To receive and discuss the following reports: 5.1 HitB Manager's Update Report 5.2 Finance Cost Centre Reports: July2022	Attached Attached
6	<u>REPORTS FROM CO-OPTED PARTNERS</u> i. Kent County Council ii. SAYT iii. SDC - Community Safety Team iv. West Kent Communities- (Quarterly report attached)	-
7	<u>STC YOUTH EVENTS</u>	Attached
8	<u>E SPORTS TOURNAMENT</u>	Attached
9	<u>YOUTH GRANT APPLICATION</u>	Attached
10	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release	-

Minutes of the Meeting of the Youth Services Committee
Held on 29th June 2022 in the Council Chamber, Town Council Offices, TN13 3QG

Meeting Started: 7.00 p.m.

Meeting Concluded: 7.50 p.m.

Present:

Cllr Richard Parry, Vice-Chairman	Present		Cllr Libby Ancrum	Present
Cllr Nick Busvine	Present		Cllr Roderick Hogarth	Present
Cllr Dr Marilyn Canet, Chairman	Present		Cllr Tom Morris Brown	Apologies
Cllr Andrew Eyre	Apologies		Cllr Claire Shea	Present
Cllr Rachel Parry, Mayor (ex- officio)	Present			
Co-opted Members:				
Richard Dowling, West Kent Communities	Present		Victoria Walters, Kent County Council	Apologies
Maxine Quinton, Sevenoaks District Council	Present		Caroline Berry, SAYT	Present

In attendance: Linda Larter, Town Clerk; Daren Mountain, Manager of House in the Basement, Ieuan Chandler-Wilson, Committee Clerk.

Representations received from Members of the Public: none.

181. Apologies for Absence

Received as noted above.

182. Requests for Dispensations

There were no requests for dispensations.

183. Declarations of Interest

There were no declarations of interest.

184. Minutes of Youth Services Committee held on 18th May 2022

RESOLVED: To receive and accept the minutes as a true record.

185. House in the Basement Youth Café

185.1 Update Report

The Committee received Daren Mountain's report and it was noted that House in the Basement would be offering facilities for a 6-week programme for Ukrainian refugees if required.

It was also noted that Daren would be visiting schools in the coming weeks.

RESOLVED: That the report be received and noted.

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185.2 Finance Reports to 31st May 2022

RESOLVED: That the Finance Cost Centre reports for the House in the Basement Youth Café for March, April and May be noted.

186. Minutes of Sevenoaks Youth Council Meeting held on 22nd of June 2022

It was noted with regard to item 5 (i) arranging a Mental Health Workshop for young people, that the Headteacher of West Heath School had offered to attend and talk to the Youth Councillors. Arrangements for this would be made.

RESOLVED: To receive and note the Minutes of the Youth Council meeting held on 22nd June 2022.

187. Reports from Co-opted Partners

Noted following reports from Co-opted Partners:

(i) Kent County Council (KCC)

Although Victoria Walters was unable to attend this meeting, she had forwarded a report regarding the work carried out by KCC.

“Currently we have offered face to face and at the last meeting to get involved with detached work and collaborate with other youth providers for Sevenoaks town, in some detached areas- otherwise our offer remains focus support (which covers all of Sevenoaks district) and district conversations, parenting courses for families (again covers the entire district).

We have various areas we deliver youth clubs the main being Swanley youth hub and some rural detached.

We have YPPC (Young people’s partnership conversation) meetings- and LCPG meeting (local children’s partnership conversation)- the dates of these I will send to the appropriate person if you can send me the named contacts and agree who that should be.

YPPC would need to be anyone who would like to support young people and to attend YPPC meetings (quarterly) and be part of the group rep Sevenoaks district, youth voice- this feeds into the LCPG action plan.

The LCPG would be for members and representatives, I expect there are already invites going out but if this has been missed, I will pick it up- and ensure they are added to the list (let me know).

Meanwhile, other local representation for Sevenoaks town catered to and looked after by the county council is the DCSM, this has been in operation for two months now in the district with SDC. The DCSM will ensure young people, places and spaces are safeguarded according to our contextual safeguarding approach through these meetings, of which West Kent are also invited and work in collaboration on tasks with us to meet the needs of young people.”

Sevenoaks Town Council

The Committee expressed that it had hoped that KCC would provide some youth provisions with in Sevenoaks Town, it was noted that there were new demands on youth work. It was also hoped that Youth Councillors would be invited to youth forums arranged by KCC and SDC.

(ii) Sevenoaks Area Youth Trust (SAYT)

Caroline Berry reported on SAYT's attendance at the Mayor's Civic Service and promoted SAYT.

She advised that both of the new youth workers, Debbie and Levi, had now taken up their posts.

It was noted that SAYT had restarted visits to the Greatness Recreation Ground.

(iii) Sevenoaks District Council, Community Safety

Maxine Quinton reported that Sevenoaks Town had mainly been quiet with some anti-social behavior reported within the town car park.

She also reported that recent shoplifting that had taken place in Sevenoaks had involved young people from out of town.

(iv) West Kent Youth Services (WKYS)

Richard Dowling advised that young people had expressed interest in the new Amazon Fresh store in Sevenoaks. It was noted that Councillor Shea had visited the Young Adventurers group (8-12 age).

Richard reported that 21 young people from Sevenoaks had attended a residential event.

188. Summer Play Day Programme

The Committee noted details of the Family Fun Activity sessions and Family Fun Day, together with the Goldilocks and Friends theatre shows being held over the School Summer Holiday.

RESOLVED: To send online links for the play days and theatre shows to members of the Youth Services Committee to help with promotion.

189. Press Release

RESOLVED: To produce a Press Release relating to the Summer Play Days and House in the Basement Activities.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

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Youth Services Committee – 7th September 2022



Manager's Report,

June figures:

Open 15 days
Total of 110 young people
22 New
27 SEN

July's figures:

Total of 142 young people
26 new
Open 17 days
3 SEN days (closed 1 SEN day due to kitchen floor)

July was a busy month for HiTB, especially before the school holidays began when we saw the most young people we have seen for a couple of years at least.

We have had an increase in all our prices as goods become more expensive.

We had to close on one evening as our kitchen floor was being replaced, this is still not complete, so the kitchen has been closed for several weeks, which has been frustrating.

Our SEN group continued to be busy, but since the school holidays has become quieter.

Fritha leaves us at the end of August, I would like to personally thank her for her hard work and support and wish her the very best in her extended Job at Chipstead School.

Holly has settled very well and her experience, knowledge of Sevenoaks and relationships with existing young people has been helpful.

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Also on the 17th of August, House in the Basement took a trip to Hastings and the Source Skate Park, despite the threat of bad weather there were around 30 people in attendance. The event went very well with us all taking part.



Detailed Income & Expenditure by Phased Budget Heading 11/07/2022

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	Transfer to/from EMR
50	<u>Youth Cafe</u>										
1022	Letting & Hire of Facilities	176	183	7	728	549	(179)	2,200		0	
1211	Sale of Goods	109	30	(79)	279	90	(189)	358		0	
	Youth Cafe :- Income	285	213	(72)	1,007	639	(368)	2,558			0
4010	Gross Pay	2,985	2,631	(354)	9,214	7,893	(1,321)	31,572		22,358	
4270	Employers Pension Contribution	56	105	49	169	315	146	1,263		1,094	
5410	Repairs & General Maintenance	21	72	52	21	216	196	863		843	
5500	Equipment Hired and New	15	0	(15)	102	0	(102)	0		(102)	
6010	Light Heat & Cleaning	3	0	(3)	22	0	(22)	31		9	
6101	Telephone	50	39	(11)	150	117	(33)	470		320	
6200	Printing & Stationery	2	26	24	7	78	71	309		302	
6240	Computer/ Data Base/WP's	17	34	17	106	102	(4)	404		298	
6281	Furnishings,Furniture/Eqpt	0	123	123	0	123	123	493		493	
6320	Staff Training	0	0	0	0	0	0	206		206	
6330	Welfare/Hospitality	0	0	0	0	0	0	31		31	
6340	Staff Uniforms	0	26	26	75	26	(49)	103		28	
6460	Publicity & Democratic notices	0	10	10	7	30	23	124		117	
6500	Goods for Resale	284	30	(254)	563	90	(473)	358		(205)	
6630	Professional Fees	0	0	0	145	0	(145)	0		(145)	
6635	Professional Fees Licensing	0	0	0	119	72	(47)	286		167	
6869	Special Events	0	0	0	1,750	0	(1,750)	0		(1,750)	1,750
6900	Sundry Expenses	0	21	21	172	63	(109)	252		80	
6922	Health&Safety/Risk Assessments	71	97	26	213	291	78	870		657	
	Youth Cafe :- Indirect Expenditure	3,504	3,214	(290)	12,835	9,416	(3,419)	37,635	0	24,800	1,750
	Net Income over Expenditure	(3,220)	(3,001)	219	(11,829)	(8,777)	3,052	(35,077)			
8001	plus Transfer from EMR	0			1,750						

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Detailed Income & Expenditure by Phased Budget Heading 11/07/2022

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	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(3,220)</u>			<u>(10,079)</u>						
Grand Totals:- Income	285	213	(72)	1,007	639	(368)	2,558			
Expenditure	3,504	3,214	(290)	12,835	9,416	(3,419)	37,635	0	24,800	
Net Income over Expenditure	<u>(3,220)</u>	<u>(3,001)</u>	<u>219</u>	<u>(11,829)</u>	<u>(8,777)</u>	<u>3,052</u>	<u>(35,077)</u>			
plus Transfer from EMR	0			1,750						
Movement to/(from) Gen Reserve	<u>(3,220)</u>			<u>(10,079)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

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
50	<u>Youth Cafe</u>										
1022	Letting & Hire of Facilities	126	183	57	854	732	(122)	2,200		0	
1211	Sale of Goods	226	30	(196)	505	120	(385)	358		0	
1350	Revenue Grant income	500	0	(500)	500	0	(500)	0		0	
	Youth Cafe :- Income	852	213	(639)	1,858	852	(1,006)	2,558			0
4010	Gross Pay	3,243	2,631	(612)	12,457	10,524	(1,933)	31,572		19,115	
4270	Employers Pension Contribution	56	105	49	225	420	195	1,263		1,038	
5410	Repairs & General Maintenance	0	72	72	21	288	268	863		843	
5500	Equipment Hired and New	(102)	0	102	0	0	0	0		0	
6010	Light Heat & Cleaning	3	0	(3)	25	0	(25)	31		6	
6101	Telephone	50	39	(11)	200	156	(44)	470		270	
6200	Printing & Stationery	0	26	26	7	104	97	309		302	
6240	Computer/ Data Base/WP's	33	34	1	140	136	(4)	404		264	
6281	Furnishings,Furniture/Eqpt	214	0	(214)	214	123	(91)	493		279	
6320	Staff Training	0	0	0	0	0	0	206		206	
6330	Welfare/Hospitality	0	0	0	0	0	0	31		31	
6340	Staff Uniforms	0	0	0	75	26	(49)	103		28	
6460	Publicity & Democratic notices	0	10	10	7	40	33	124		117	
6500	Goods for Resale	316	30	(286)	879	120	(759)	358		(521)	
6505	Cafe consumables	32	0	(32)	32	0	(32)	0		(32)	
6630	Professional Fees	(145)	0	145	0	0	0	0		0	
6635	Professional Fees Licensing	304	72	(232)	423	144	(279)	286		(137)	
6869	Special Events	180	0	(180)	1,930	0	(1,930)	0		(1,930)	1,930

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

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
6900 Sundry Expenses	0	21	21	172	84	(88)	252		80	
6922 Health&Safety/Risk Assessments	101	97	(4)	314	388	74	870		556	
Youth Cafe :- Indirect Expenditure	4,285	3,137	(1,148)	17,121	12,553	(4,568)	37,635	0	20,514	1,930
Net Income over Expenditure	(3,434)	(2,924)	510	(15,262)	(11,701)	3,561	(35,077)			
8001 plus Transfer from EMR	180			1,930						
Movement to/(from) Gen Reserve	(3,254)			(13,332)						
Grand Totals:- Income	852	213	(639)	1,858	852	(1,006)	2,558			
Expenditure	4,285	3,137	(1,148)	17,121	12,553	(4,568)	37,635	0	20,514	
Net Income over Expenditure	(3,434)	(2,924)	510	(15,262)	(11,701)	3,561	(35,077)			
plus Transfer from EMR	180			1,930						
Movement to/(from) Gen Reserve	(3,254)			(13,332)						

Sevenoaks Town Council
Sevenoaks Youth Services Committee – 07th September 2022



Places to live. Space to grow.

Quarterly Report Sevenoaks Town Detached

Period 1st April 2022 to 30th June 2022

If you would like to discuss anything from this report in further detail please e-mail, Lead Youth Worker Ben Reynolds at; ben.reynolds@wkha.org.uk

Background

West Kent Housing Association is commissioned through Kent County Council to deliver detached youth work sessions over the entire Sevenoaks district on a rolling basis. Alongside this we aim to support young people and encourage their participation in Youth Voice platforms, whether that's starting one or supporting a pre-existing platform.

Below is our summary for the previous quarter.

April to June summary

In the last quarter we have spoken to 132 young people in the Sevenoaks area.

We deliver detached work in Greatness recreation ground, the Vine, the High Street, and Hollybush. Most engagements have been in Greatness, with the second most being in the High Street.

The engagements on Greatness have had consistent young people, seeing them multiple times, whereas the engagements elsewhere have been initial contacts, engaging young people who are waiting for friends, shopping, or there for a specific activity rather than to hang around.

Conversations have been around well-being and how the young people are doing. This has led to conversations on discrimination, specifically around the trans community, and human rights in general. We have led on discussions around dispelling stereotypes and celebrating difference. The young people, although already open minded and accepting of difference, have shown an increase in understanding challenges faced by minority communities, and are happy to appropriately challenge bias.

We didn't see many young people on Greatness during its occupation by the caravans but did see a massive influx on the Friday they left the grounds. During this session we talked about anti-social behaviour, littering, and the consequences of these actions. We're hopeful that at least a few young people will be more conscience of their decisions, specifically regarding littering.

We've occasionally met young people, who are under the influence, of drugs and/or alcohol, this is usually during the half-term periods, or later evenings. The young people do engage well, but we don't see them on multiple occasions making it difficult to build an effective working relationship. I find minimal drug paraphernalia while out and about, so either the young people are regularly changing locations, cleaning up after themselves, or the areas are being cleaned up very well.

Conclusion

We've seen an increase in the number of young people in town, most young people we engage with are doing well, and behaving, the biggest problem we regularly see is littering, but we are continuing

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to work on that with the young people. We do engage with young people who are under the influence but don't engage regularly. We will continue to engage with current young people, and aim to engage more with the young people we see irregularly.

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STC Youth Events 2022

Arts & Crafts Workshops at Bat and Ball Station (3- 11yrs) 10:00 – 15:00:

The first of these events held on the 5th of August went very well with us seeing more people than we had originally thought. Over the course of the day we saw over 35-40 young people. With feedback from parents/guardians being very positive, many stating they wanted to return the following week.



The second held on 12th of August was not quite as busy as the first event, this is most likely due to the high temperatures. The Mayor also joined us even though we had very few in attendance. Despite this the day went very well and the feedback from parents/guardians and young people was very positive.

The third held on 19th of August went very well with almost 20 young people in attendance from opening. Over the course of the day, we saw around 40-45 young people. We also had a few groups who had attended the previous arts and craft sessions earlier in the month come back to join in again. The feedback from parents/guardians was very positive, many expressing that would like to see more events like this in the future.

Family Fun Activities:

We have been hosting a series of afternoon family fun activities at Vine Gardens (as part of the KCC funded Reconnect project). Four sessions were held over the school summer holidays, with the programme concluding on 17th August. On this day we had 7 to 8 people in attendance.

The Family Fun Day organised by Sevenoaks District Council and hosted by us on the 11th of August at Greatness Recreation Ground went well with around 55-65 people in attendance.

Opening of the New Play Areas:

On the 18th and 19th of August we saw the opening of two newly improved play areas at Hillingdon Rise and Julian's Meadow. Both of the opening events were well attended with the Mayor cutting the ribbon and Silly Billy providing entertainment for all. Not long after the ribbon was cut young people could be seen enjoying the equipment.



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House in the Basement, Skate Park/ Beach Trip:

On the 17th of August, House in the Basement took a trip to Hastings and the Source Skate Park, despite the threat of bad weather there were around 30 people in attendance. The event as a whole seemed to go very well.



The Gingerbread Man (was originally Goldilocks and Friends):

The Goldilocks and Friends show was cancelled at the last minute due to ill health. Fortunately, the provider was able to secure an alternative and The Gingerbread Man show took place at the following venues:

Tuesday 23rd of August at Greatness Recreation Ground

Wednesday 24th August at Pontoise Play Area

Thursday 25th August at the Bat & Ball Centre

Friday 26th August at Vine Gardens

Attendance was low at Greatness but well attended at the other venues.

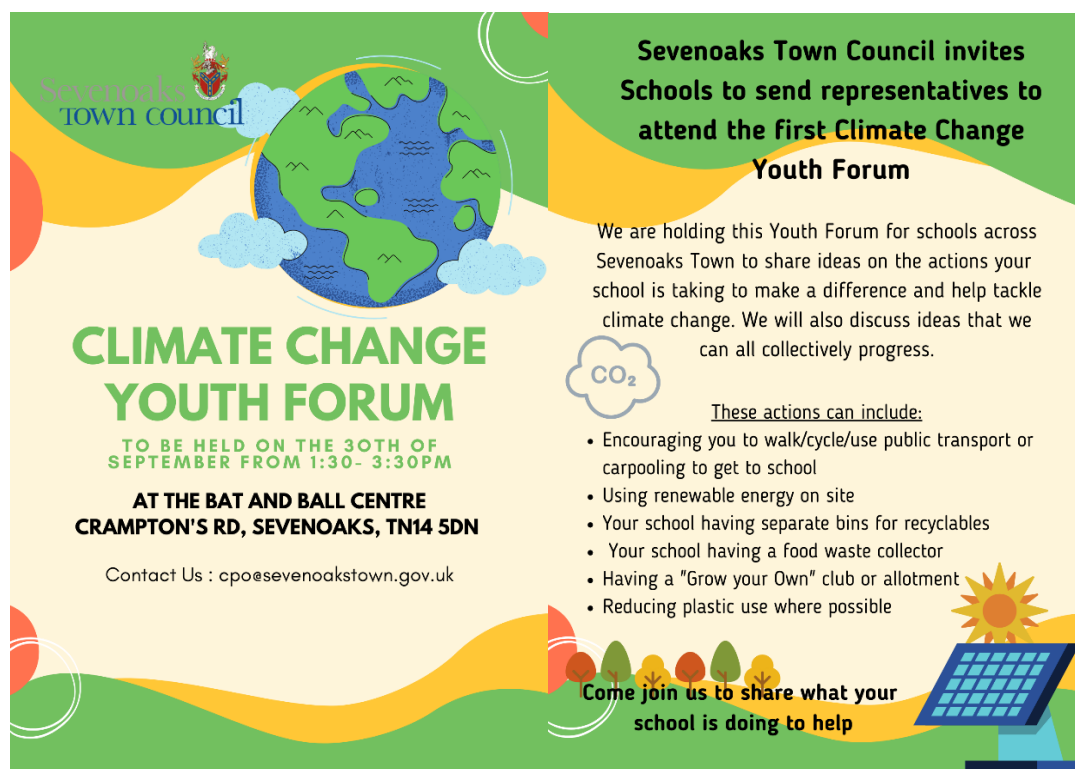
The weather was poor on Thursday, but we had prepared for this eventuality and were able to move the show from the Bat & Ball Centre Garden to the large hall.



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Youth Climate Change Forum:

We have invited all Secondary Schools in the Sevenoaks area to attend the first Climate Change Youth Forum to discuss and share ideas on what schools are doing to help tackle the current climate problems. This is set to take place on Friday the 30th of September 2022 from 1:30pm till 3:30pm at the Bat and Ball Centre.



Sevenoaks Town Council invites Schools to send representatives to attend the first Climate Change Youth Forum

We are holding this Youth Forum for schools across Sevenoaks Town to share ideas on the actions your school is taking to make a difference and help tackle climate change. We will also discuss ideas that we can all collectively progress.

CLIMATE CHANGE YOUTH FORUM
TO BE HELD ON THE 30TH OF SEPTEMBER FROM 1:30- 3:30PM
**AT THE BAT AND BALL CENTRE
CRAMPTON'S RD, SEVENOAKS, TN14 5DN**

Contact Us : cpo@sevenoakstown.gov.uk

These actions can include:

- Encouraging you to walk/cycle/use public transport or carpooling to get to school
- Using renewable energy on site
- Your school having separate bins for recyclables
- Your school having a food waste collector
- Having a "Grow your Own" club or allotment
- Reducing plastic use where possible

Come join us to share what your school is doing to help

Silent Disco:

We are planning to hold a Silent Disco at the Bat and Ball Centre on the 21st of October from 6pm to 9pm for young people aged 11 to 18. There will be an entry fee of £3 per young person attending.



SAYt Believe in Your Worth

SILENT DISCO

Friday 21st of October
From 6pm- 9pm
at
Bat and Ball Centre,
Crampton's Road, off Otford Road, Sevenoaks, TN14 5DN

Open to ages 11-18
Entry Fee: £3 Per young person
For more information contact:
Manager@houseinthebasement.co.uk
Or go to our website:
www.houseinthebasement.weebly.com
[@houseinthebasement](https://www.facebook.com/hitb_youth_cafe)

HOUSE IN THE Basement hitb_youth_cafe

West Kent Places to Use, Space to grow

Sevenoaks Town Council

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E Sports Tournament in Sevenoaks

E sports are becoming popular and it would be good to consider the possibility of creating a tournament in Sevenoaks. For further details see:

[British Esports Federation - British Esports Federation.](#)

It is understood that there is currently no organised eSports event in Kent. North Kent College has however just introduced a one-year course.

Sevenoaks Sports & Wellbeing Magazine is willing to work with Sevenoaks Town Council and Town Team to progress this project.

The magazine is mainly about sport, but as it includes “wellbeing” the editor takes the view that if we can get people out of their bedrooms and socialising then that will help with their development and “mental health”. An event like this would attract people from all over the District and maybe beyond, so it would also act as a good marketing tool which would largely target youngsters.

The most likely venues for such a project would be either The Stag or Bat & Ball Centre.

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Youth Grant Application

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

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

Budget	2022/23	July 2022/23
	Budget	Balance
	£	£
Grant Subsidies Sevenoaks Community Centre	4,833	2,288
Grant Subsidies Chamber *	1,000	900
Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	12,000	7,000
Sevenoaks Summer Festival	5,000	5,000
Community Resilience Fund *	0	0
Twinning Support	1,000	1,000
Youth Outreach	3,887	3,887
Youth Council Support	500	500
Stag	27,000	0
Community Rail Partnership	3,000	3,000
Total	57,720	23,575

2. Application for Consideration

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 2022 which falls within the youth remit:

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Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous history	2020/21	2021/22	Current Grant Application
6	Sevenoaks Three Arts Festival Young Musician of the Year	Towards cost of hire of venue and competition standard piano for the Young Musician competition	2007 to 2019 (Autumn) £500/£600 per year for prize for Young Musician of the Year 2007 to 2020 (Spring) £600 per year for hire of piano and performance space for Sevenoaks Three Arts Festival	13.09.2021 - £1000 for prize for Young Musician of the Year 01.03.21 £600 for admin costs, insurance, website etc for video only performing Arts Festival	28.02.22 £600 – Hire of Piano & performance space for Sevenoaks Three Arts Festival	£600
TOTAL GRANT APPLICATION REQUESTED YSC 07.09.2022						£600

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

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**Monday 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 Young Musician of the Year 2023

NAME OF CONTACT

Mrs Jean Surrey Festival Treasurer

ADDRESS OF CONTACT

[REDACTED]

Sevenoaks Kent

POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks Three Arts Festival organises a competitive performing arts festival held over 4 days in June, involving more than 600 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	Festival (over 1000)

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

60-70%

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 600

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 competing for the title of Sevenoaks Young Musician of the Year. Last years winner was a Ukranian studying at the Royal Academy of Music

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

The Competition will be in March 2023. The grant will be used towards the cost of the hire of the venue and a piano of competition standard.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

N/A

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

~~YES~~/NO

IF YES, PLEASE GIVE DETAILS

N/A

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 as audience at the competition, providing inspiration to a range of musical talent.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£8949

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.

2022 £1000
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	Yes
Form signed	Yes
Audited accounts for the last two years	Yes
Annual Report if available (or Project or Business Plan for a new organisation)	Yes

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

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 9 August 2022

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: council@sevenoakstown.gov.uk

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

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2021

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2021

Legal and Administrative

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

Trustees

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

The trustees during the year ended 31 August 2021 were

Mr P Harlow	Chairman
Mrs S Day	Secretary
Mrs J Surrey	Treasurer
Mr T Daniell	
Mrs M Holgate	
Mr E Oatley MBE	
Mrs N Powell	
Mrs Brenda Ross	

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). Despite the restrictions imposed by Covid, £2296(2020 £7262) was expended on these objects.

The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

REVIEW OF THE YEAR

The trustees are satisfied with the level of activity and support received in the year. Unfortunately, the Young Musician competition was cancelled due to the Covid rules. The June Festival could not be held in its usual location and format, but a successful video festival was organised and attracted an increased number of solo entries, as well as a few vocal and drama groups.

FUNDS AND RESERVES POLICY

The Unrestricted Fund represents accumulated income including a small surplus for the year. The Trustees continue to operate a policy of using this reserve in a sustainable manner to fund payments to its principal objects.

On behalf of the Trustees

Jean H Surrey



4 November
.....2021

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2021 which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of independent examiner's report

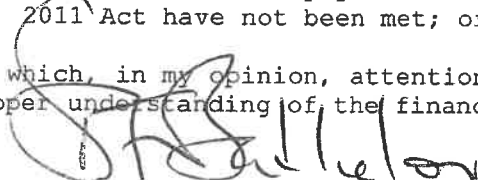
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual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

Independent examiner's Statement

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

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

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


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

Date

4 November 2021

SEVENOAKS THREE ARTS FESTIVAL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2021

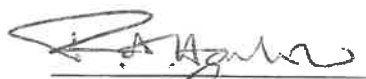
	Note	Unrestricted Funds		TOTAL FUNDS	
		YM	Festival	2021	2020
		£	£	£	£
INCOMING RESOURCES					
Competitors entry fees		-	1,233	1,233	1,939
Admissions & Programmes		-	-	-	472
Sponsorship & Adverts		-	-	-	1,190
Grants					
Sevenoaks Town Council		-	600	600	1,200
Sevenoaks District Arts Council		-	500	500	500
Kent County Council		-	-	-	500
Linda Hogen Community Fund					
West Kent Housing Association		-	-	-	250
Friends Membership		-	50	50	500
Misc. Income		-	16	16	-
TOTAL INCOMING RESOURCES		-	2,399	2,399	6,551
RESOURCES USED					
Adjudicators' fees		-	1,590	1,590	1,395
Print, Post & Website		-	430	430	458
Venue hire		-	-	-	1,588
Piano hire		-	-	-	1,119
Prizes		-	-	-	1,700
Sundries		-	-	-	250
Honorarium		-	-	-	200
Subscriptions		-	70	70	274
Insurance		-	65	65	250
Bank charges, Play perform fee		-	141	141	28
TOTAL RESOURCES USED		-	2,296	2,296	7262
NET INCOMING/(OUTGOING) RESOURCES		-	103	103	(711)

The notes on page 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

BALANCE SHEET AS AT 31ST AUGUST 2021

		<u>2021</u>	<u>2020</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	83	317
Bank current account		<u>8,949</u>	<u>8,812</u>
Total current assets		9,033	9,129
CURRENT LIABILITIES			
Deferred Income - BIFF Subscription		0	200
TOTAL ASSETS		<u>£9,033</u>	<u>£8,930</u>
ACCUMULATED FUNDS			
UNRESTRICTED			
Balance at 1st September 2020		8,930	9,641
Surplus/(Deficit) in year		<u>103</u>	<u>(711)</u>
Balance at 31st August 2021		<u>9,033</u>	<u>8,930</u>
		<u>£9,033</u>	<u>£8,930</u>




)
) Trustees
)
)

Approved

on 4 November 2021.

The notes on pages 5 form part of these
financial statements

SEVENOAKS THREE ARTS FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2021

1 ACCOUNTING POLICIES

a. Basis of accounting

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

b. Funds

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

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

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

f. Current assets

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

2 TANGIBLE FIXED ASSETS

	<u>EQUIPMENT</u>
COST	£
At 1st September 2020	351
At 31st August 2021	<u>351</u>
DEPRECIATION	
At 1st September 2020	350
Charge in year	<u>0</u>
At 31st August 2021	<u>350</u>
NET BOOK VALUE	
At 31st August 2021	1
At 31st August 2020	1

3 DEBTORS	<u>2021</u>	<u>2020</u>
	£	£
PREPAYMENTS	<u>83</u>	<u>317</u>

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

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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

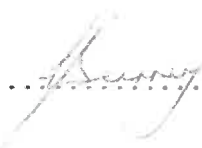
The trustees are satisfied with the level of activity and support received in the year. The Young Musician competition was held early in March, prior to the Corona virus disruptions. The June Festival could not be held in its usual location and format, but a successful video festival was organised at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

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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

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- 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

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>Festival</u>	<u>2020</u>	<u>2019</u>
Note	£	£	£	£
INCOMING RESOURCES				
Competitors entry fees	1,050	889	1,939	4,888
Admissions & Programmes	472	-	472	3,000
Sponsorship & Adverts	1,190	-	1,190	1,082
Grants				
Sevenoaks Town Council	600	600	1,200	1,200
Sevenoaks District Arts Council	500	-	500	750
Kent County Council	500	-	500	500
Linda Hogen Community Fund				
West Kent Housing Association	-	250	250	-
Friends Membership	450	50	500	411
Misc. Income	-	-	-	77
TOTAL INCOMING RESOURCES	4,762	1,789	6,551	11,908
RESOURCES USED				
Adjudicators' fees	497	898	1,395	3,120
Print, Post & Website	136	322	458	1,142
Venue hire	1,588	-	1,588	3,230
Piano hire	1,119	-	1,119	1,086
Prizes	1,700	-	1,700	850
Sundries	180	70	250	317
Honorarium	200	-	200	800
Subscriptions	-	274	274	483
Insurance	-	250	250	250
Bank charges	-	28	28	-
TOTAL RESOURCES USED	5,420	1,842	7,262	11,278
NET (OUTGOING) / INCOMING 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		<u>200</u>	-
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	<u>8,930</u>	<u>9,641</u>
	<u>£8,930</u>	<u>£9,641</u>




)
) Trustees
)
)

Approved

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

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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>